

**The Project for Human Resource Development Scholarship (JDS)  
For Doctoral Degree Program  
Application Guidelines for 2026 Fellows  
(Selection process during JFY2025)**

**Important notice:**

**Along with online applications, please print out received PDF version of your application and submit that to JICE through the respective controlling authority.**

**For details please refer to 8. Application Procedures.**

## **1. Purpose (Basic Principle)**

This project aims at fostering future leaders with a good -understanding of Japan and are capable of;

- 1) Making policy formulation and decision from a broader perspective by drawing on their advanced knowledge and expertise,
- 2) Leading international discourses on various policy issues on behalf of their countries, and
- 3) Exercising their positive influence within their countries and beyond from the global viewpoints by fully utilizing personal networks developed through this doctoral program,

**Prospective Applicants must have the potential for becoming future leaders rather than academic researchers who can substantially influence policy affairs,**

## **2. Eligibility Requirements and Conditions**

### **【Eligibility Requirements】**

**The applicant must;**

1. Have a citizenship of Bangladesh
2. Those **who completed a Master's course in Japan (not limited to those who studied under JDS)**
3. Be **under the age of 45** as of April 1<sup>st</sup>, 2026. Born on/after 2 April, 1981. (Preferable under 40-year-old)
4. Have returned to and **worked at the target organization for at least 2 years at time of application, after completion of Master's course in Japan.**
5. **Belong to the Target Organizations of JDS Project in Bangladesh.**(To be confirmed members of Bangladesh Civil Service (BCS) Cadres, Bangladesh Bank Class-1 Officials, Bangladesh Judicial Service (BJS) Officials and 1st Class Officials of Legislative and Parliamentary Affairs Division in Ministry of Law, Justice and Parliamentary Affairs.)
6. Receive a recommendation from the supervisor of his/her current duty office. (Reference Letter should contain evaluation of applicant's performance at work and relevance of his/her research theme to his/her career.)
7. Have a recommendation from the expected academic adviser(s) of the applying university (Submission of a draft academic guidance outline or a supervisory plan is desirable.)
8. In principle, **have published at least one peer-reviewed article/ paper or has a prospect for publication of a peer-reviewed article/ paper\*** in a related field of the research plan.

\* The following applicants are included under the requirement:

Have published at least one peer-reviewed article/paper or have a prospect for publication (has a paper under

peer-review) or have a concrete plan for publication in an academic journal in collaboration with his/her intended faculty supervisor.

9. Not have obtained any Doctoral degree overseas under other foreign government scholarship programs or obtained Doctoral degree under deputation or study leave.
10. Not be currently awarded or to be awarded a scholarship from other foreign donors.
11. Not be Military personnel and military civilian employees registered on the active list, and also personnel on temporary leave from the active list.

#### **【Other Conditions】**

##### **The applicant must;**

1. In principle, enroll in the same graduate school of the university where he or she obtained a Master's degree.  
 ※If there is no suitable academic supervisor in the same university, the applicant may apply to another university. In that case, please submit a letter briefly explaining why you selected that graduate school/university.
2. Present a research proposal relevant to the development Issues of Bangladesh referred to in the framework of Sub-Program and Components as mentioned below.

Sub-Program (JDS Priority Areas)	Components (JDS Development Issues)	
1. Administrative Capacity Development	1-1	Capacity Development of Public Administration of Central and Local Governments
	1-2	Capacity Development of Judiciary System and Policy
	1-3	Capacity Development of Urban and Regional Development Planning and Policy
	1-4	Capacity Development of Economic Planning & Policy, and Public Finance & Investment Management

3. Be in good health both physically and mentally.
4. Complete the course within, and not exceeding, three (3) years. **However, if it is judged that the Doctoral degree is likely to be obtained, the extension up to six (6) months will be accepted.**

### **3. Application and Selection Process**

Call for application and selection will be conducted as below. The procedures may be revised for the next year and thereafter.

#### **1. Application Period: From 6<sup>th</sup> December, 2025 to 6<sup>th</sup> January 2026**

Announcement and promotion will be made to eligible candidates in Target Organizations.

Slot (number of the seat) for JDS Doctoral Program 2025 is **three (3)**.

#### **2. Selection by JDS Operating Committee (OC): February – April 2026**

After the Basic Check of applications, the OC will conduct the interview. In case where the total number of applications is more than nine (triple of the number of slots), **document screening** by the OC will be conducted before the interview.

#### **3. Approval of the Candidates by JDS Operating Committee: April 2026**

The number of the final candidates must not exceed the maximum number of slots.

#### **4. Health check-up and IELTS exam (in case the successful candidate does not have valid score) : January – April 2026**

#### **5. Application to the University: from March 2026**

## 6. Screening by the University: from Mar to July 2026

Each university will conduct its entrance examination for the candidate(s). Each university has their own evaluation criteria, and some universities require an interview or a written test in Japan. (In such case, JDS will support the candidates for the travel cost to Japan)

## 7. Notification of Screening Result by the University: July 2026

## 8. Announcement of Successful Candidates by JDS Operating Committee: July 2026

### 【Tentative Schedule from Application to Enrollment】

2025	2026				
Dec.2025. – Jan.2026	Feb.2025– Apr.2026	Mar. – Jun.	Mar. – July.	Aug.	Sep. or Oct.
Call for Application	Selection by OC	Application for the University	Screening by the University	Arrival in Japan	Enrollment in the University

\*OC=JDS Operating Committee

## 4. Selection (Evaluation) Criteria by JDS Operating Committee (OC)

The JDS Operating Committee will evaluate and select candidates based on the following criteria:

- Leadership Qualifications and Possibility of Strengthening bilateral relations with Japan
  - Track records of demonstrating leadership
  - Accomplishments and visions to contribute to the development of the country
  - Enthusiasm for future development and growth of the country
  - Achievements at work (e.g. work history, contributions, utilization of outcomes of JDS),
  - Consistency between the career up to the present and the research theme/future vision in terms of contribution to the policy making and implementation
  - Concrete plans to contribute to bilateral relations with Japan
  - Positive and cooperative attitude towards strengthening relations with Japan
- Relevance of the Research Theme to the Development Issues of Bangladesh

Prospect of the achievement of their research towards improvement of the development issues in their country, etc.
- Academic Transcripts and Academic Accomplishments in the Master's Course

Sufficient academic results, experiences of publishing peer reviewed papers, experiences of presenting at academic conferences/seminars, etc.
- Readiness of the Accepting University

Availability of the recommendation letter, evaluation by the expected academic advisor/s, and academic guidance outline, etc.

## 5. Award Benefits

The awards are offered for the minimum period necessary for the individual to complete the academic program specified by JDS project. The following benefits generally apply:

- Full tuition fees
- Air fare
- Arrival allowance
- Accommodation allowance

- Monthly Scholarship
- Book allowance
- Travel and seminar attendance allowance
- Overseas travel insurance
- Round-trip airfare to Japan and others

## 6. Expenses Paid to the Accepting University

Application fee, admission fee, tuition fee, and travel costs for the academic advisor/s visiting Fellow' country to assist his or her research will be borne by the JDS Project.

## 7. Support for the Fellows while in Japan

JICE will provide post-arrival support services including settlement assistance, monitoring, payment of allowances, and emergency assistance.

## 8. Application Procedures

Applicants must properly complete **three procedures by the application deadline: 1. Online application submitted by yourselves, 2. an academic reference letter is submitted by the supervisor to JICE upon the applicant's request** and **3. Applicants should either attach the permission letter specifically for the JDS 2025 PhD application from their Controlling Authority in the online application system, or ensure that the Controlling Authority forwards it directly to the JICE Bangladesh Office.**

### 1. Online Application:

Applicants are required to fill in the Online Application Form and upload the necessary documents to complete your application. First, please go to JDS website (<http://jds-scholarship.org/>) and download prescribed forms for the online application. Please follow the online application procedures in "2) Steps for Online Application" to submit your application by the deadline.

For further information on online application, please check the online application manual which is also downloadable from JDS website.

### 1) List of Application Documents

The required documents for the application are as follows. Document No.12 "Basic Information, Educational Background, and Work Experience forms" does not need to be submitted, but it is useful when you fill out the online application, so please make use of it.

Doc No.	Application Documents	File Type	Remarks
1	Short Essays (Prescribed form)	PDF (ONE file only)	➤ Short essays on "Work Responsibility and Achievement", "Outcomes of Master course in Japan", "Leadership Potentialities" "Contribution to Strengthening Bilateral Relationship with Japan" and "Career Plan"
2	Research Plan (Prescribed form)	PDF (ONE file only)	➤ written within 3 pages, with no more than 700 words ➤ Affix your signature on the lower right-hand corner of each page
3	[If any] Official certificate of English ability	PDF (ONE file only)	➤ Submit a grade certificate from an English Language Ability Test such as TOEFL or IELTS ➤ Photocopies are acceptable *Only the Test taken in the two-year period preceding the application deadline is acceptable

			<p>** If you do not have such a test result, you may be requested based on your OC interview result to take the IELTS test arranged by JICE between December 2025 and January 2026.</p> <p>➤ <b>If you wish to enroll at Waseda University</b>, only certificates issued <u>on or after September 22, 2024</u>, are considered valid. In addition TOEIC Listening &amp; Reading Test scores will be accepted only if submitted via the “Official Test Score Certificate Verification Service”, which is available only in Japan as of October 2025.</p>
4	University Certificate/Diploma (Master's degree)	PDF (ONE file only)	<p>➤ Must contain grades for all the credits you earned</p> <p>➤ If not written in English, attach official English Translation</p>
5	Official Transcript of Records of Master's degree course	PDF (ONE file only)	
6	Copy of passport	PDF (ONE file only)	<p>➤ Photo and information pages of valid passport</p> <p>*If you don't have a passport, please apply immediately and upload the delivery slip instead.</p>
7	Work history certificate after completing Master's degree	PDF (ONE file only)	<p>➤ PDS (Personal Data Sheet), or proscribed form from JICE</p>
8	Confidential Statement of Reference from Employer (Prescribed form)	PDF (ONE file only)	<p>➤ Filled out by the current supervisor from your belonging org</p> <p>➤ If not written in English, attach official English Translation</p>
9	Academic Reference Letter (Prescribed form)	PDF	<p>➤ Must be filled out by the expected Academic Supervisor of the applying university</p> <p>➤ Must be attached a copy of a peer-reviewed Article/ Paper</p> <p>➤ <b><u>Must be directly submitted from the supervisor to JICE JDS Office via e-mail</u></b></p>
10	Photo	jpg, jpeg, png, gif (ONE file only)	<p>➤ A Color photo, taken within the last 3 months</p> <p>➤ 4:3 (height: width) aspect ratio</p> <p>➤ Must be taken against a plain background</p>
11	[If any] Permission Letter from the Controlling Authority (Prescribed form)	PDF (ONE file only)	<p>➤ Required when selecting Option 1 for Application Permission from the Controlling Authority</p> <p>➤ If you select Option 2 for Application Permission from your organization, this document is not necessary.</p> <p>➤ Filled out by the current supervisor from your belonging org</p>
12	[If any] Basic Information, Educational Background, and Work Experience and Others form	-	<p>➤ Not need to be submitted</p> <p>➤ A form to help you consolidate the information for the online application</p> <p>*By filling out all the information on this form before you start the online application, you can complete the process smoothly.</p>

## 2) Steps for Online Application

### i. Download the prescribed forms from JDS Website

Go to JDS website (<http://jds-scholarship.org/>) and download prescribed forms.

### ii. Prepare the required documents

Please make sure all the documents requested in “1) List of Application Documents” are ready. Some documents may take a few weeks to obtain, so we recommend you start preparing as soon as possible.

### iii. Access the online application system

Go to the Online Application Form (<https://jds-scholarship.org/country/bangladesh/index.html>) and complete your application by filling out the necessary information and uploading the required documents. Link to the Online Application Form is available on JDS Website as well.

### iv. Receive an email

If the application is successfully completed, a confirmation email will be sent to you. If your application is not successfully completed, you will receive an error message. When you receive an error message, please contact JICE JDS Project Office immediately to ensure your application is completed by the deadline.

### ■ Important Notice

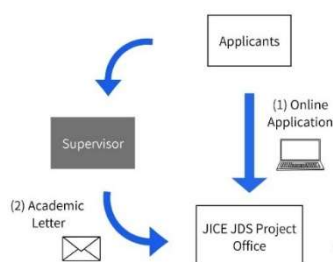
- If you are unable to connect to the Online Application Form, please notify JICE JDS Project Office immediately.
- If your application documents are incomplete or have any deficiencies, they cannot be accepted.
- There might be access concentration on the closing day of the application. However, application submitted after the deadline will not be accepted.
- Once you submit your application, you will not be allowed to modify it.
- Application will be disqualified in case false statements and/or plagiarism is found.

## 3) Steps for Application Permission from the Controlling Authority

Applicants may choose one of the following two options, depending on their Controlling Authority's preference.

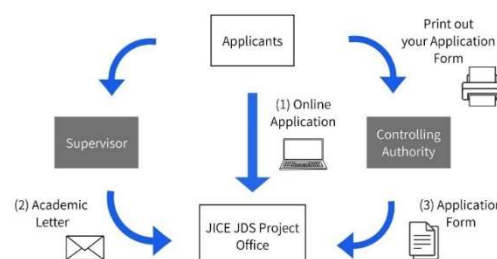
### Option 1:

Applicants may attach Document No.11 “Permission Letter from the Controlling Authority” in the online application system.



### Option 2:

The Controlling Authority forwards Application Permission directly to the JICE Bangladesh Office. For Option 2, the following procedures\*\* may be helpful for the applicant:



**\*\*After you complete the online application, a PDF of your application form will be sent to you by JICE JDS Project Office within one week. Please print out that application form and hand it over to the Controlling Authority.**

**Important Note:** The Submission of the academic letter from your supervisor, and the upload of “Permission Letter from the Controlling Authority” in the online application system or the submission of your application permission form from the Controlling Authority to JICE JDS Project Office will complete your application procedures.

## ■ Notes

- Application lacking necessary documents will not be accepted.
- Application submitted after the deadline will not be accepted.
- Application will be disqualified in case any deliberate falsifications or forgeries found in the documents.
- Application Documents will not be returned for any reasons.

## ■ Deadline for Applications

**Deadline for Application: 5:00PM 6<sup>th</sup> January (Tue), 2026** to JICE JDS Project Office in Bangladesh.

Since the website may become congested on the final day of the application period, we recommend that you apply a few days before the deadline.

## 9. Contacts

### **JICE JDS Project Office in Bangladesh**

L-261, The Pan Pacific Sonargaon Hotel 107 Kazi Nazrul Islam Avenue, Dhaka-1215, Bangladesh

TEL: 02-5502-8008, 02-2222-40400 (ext. 4261/4973)

Email: [jds.bangladesh@jice.org](mailto:jds.bangladesh@jice.org) / [jds.bangladesh1@jice.org](mailto:jds.bangladesh1@jice.org)

Office Hour: 9:00-12:30 / 13:30-17:00, Sunday to Thursday