



# JDS Cambodia 2024

For Master program

## Application Guidelines

[Introduction video of JDS project](#) [13 min]

### Foreword

This is a quick guide to the application for JDS Cambodia. The following contents are also available.

#### ➤ Promotion seminars for Cambodia

Some seminars will be launched. **Please check the seminar schedule and reservation on the [JDS website](#).**

- Application seminars (by JICE)
- Consultation session with alumni
- Introductory movie (by the universities)

#### ➤ Video tutorial

The video seminars are also available for those who are unable to attend the seminars above.

- [Application guidelines](#) [20 min]
- [How to prepare the application documents](#) [15 min]
- [How to write a research plan](#) [27 min]
- [Tips for the selection](#) [20 min]

## 1. JDS Scholarship Cambodia

The Project for Human Resource Development Scholarship (JDS) for Cambodia was launched in 2000 by the government of Cambodia with the support of the government of Japan.

JDS is targeted at highly capable officials and others who are expected to engage in and implementing social and economic development plans, and become leaders in the 21st century

The main objectives of JDS Scholarship are:

### (1) To support Human Resource Development

JDS aims at strengthening administrative capacity of the recipient country through providing post-graduate education opportunities with talented young government officials and others who are expected to engage in formulating and implementing social and economic development plans and to play a leadership role in the development of the country.

### (2) To enhance bilateral relationships

JDS fellows are also expected to solidify foundations to further bilateral relations with Japan by utilizing their human network developed through the academic and social activities in Japan.

✳ Female applicants are also encouraged to apply !!!

## 2. Application

Please submit a set of application documents to the JDS office.

**Opening date** **September 19, 2024**

**Closing date** **November 19, 2024 (at 3:00 p.m.)**

- ✓ Application after the closing date will not be considered.
- ✓ Your submitted documents will not be returned.
- ✓ Intentional false statement in the application documents may be disqualified or subject to penalties.

## 3. Field of Study & Target Organizations

JDS Cambodia has **3 Sub-Programs** (priority areas) and the following **9 Components** (development issues = **Field of Study**). Those who belong to a designated **target organizations** and meet the application requirements are **eligible to apply for any one of the components**.

For further details, please refer to the framework below

[Framework of JDS Cambodia 2024](#)

The components and each host universities are as follows.

**Components and universities** (Download below)

1. Sub-Program: Industrial Development	
<b>Component</b>	
1-1-1	<a href="#">Infrastructure Development</a>
	<a href="#">Hiroshima University</a> * See footnote (1) below GS of Advanced Science and Engineering ( <a href="#">DL</a> ) GS of Humanities and Social Sciences ( <a href="#">DL</a> ) GS of Innovation and Practice for Smart Society ( <a href="#">DL</a> )
1-1-2	<a href="#">Private Sector Development</a>
	<a href="#">(1) Kobe University</a> ( <a href="#">DL</a> ) <a href="#">(2) Rikkyo University</a> ( <a href="#">DL</a> )
1-1-3	<a href="#">Improvement of Education Quality</a>
	<a href="#">Hiroshima University</a> * See footnote (1) below GS of Advanced Science and Engineering ( <a href="#">DL</a> ) GS of Humanities and Social Sciences ( <a href="#">DL</a> )
1-2	<a href="#">Agriculture and Rural Development</a>
	<a href="#">Kyushu University</a> ( <a href="#">DL</a> )
2. Sub-Program: Better Quality Life	
<b>Component</b>	
2-1	<a href="#">Improvement of Urban Living Environment</a>
	<a href="#">Toyo University</a> ( <a href="#">DL</a> )
2-2	<a href="#">Improvement of Healthcare and Social Security system</a>
	<a href="#">Hiroshima University</a> * See footnote (1) below GS of Advanced Science and Engineering ( <a href="#">DL</a> ) GS of Biomedical and Health Sciences ( <a href="#">DL</a> ) GS of Innovation and Practice for Smart Society ( <a href="#">DL</a> )
3. Sub-Program: Strengthening of Governance	
<b>Component</b>	
3-1	<a href="#">Improvement of Administrative Functions</a>
	<a href="#">Meiji University</a> ( <a href="#">DL</a> )
3-2	<a href="#">Legal and Judicial Development</a>
	<a href="#">Nagoya University</a> ( <a href="#">DL</a> )
3-3	<a href="#">Building of International Relations</a>
	<a href="#">Ritsumeikan University</a> ( <a href="#">DL</a> )

**Note:** (1) Newly enrolled students are to be assigned to one of the graduate schools according to their research plan and the academic advisor assigned to them.

#### 4. Eligibility criteria

Applicants must;

- (1) be a citizen of Cambodia
- (2) be **22 - 39 years old** as of April 1, 2025
- (3) hold a **bachelor degree** (authorized by the RGC or other countries)
  - ✘ Any major of bachelor's degree is acceptable, unless specified by the host university.
- (4) be a **civil servant** currently employed by a **Target Organization**.
- (5) have **at least 2-year full-time work experience at the Target Organization** as of the application closing date (Contract staff is NOT eligible),
  - ✘ Probation period can be included in the 2 years
  - ✘ Contract staff period cannot be included in the 2 years
  - ✘ Part time and volunteer work cannot be considered as the work experience
- (6) Have sufficient English language proficiency
  - ✘ Ex. TOEFL 500-550 / IELTS 5.5 or so is preferable
  - ✘ **TOEFL-ITP test will be arranged for ALL the applicants.**
- (7) be in good physical and mental conditions

A person falls under any of the following items is not eligible

- A current or prospected recipient of other scholarships,
- A holder of Master or higher degree earned abroad under the support of foreign scholarship,
- Military personnel or those who belong to affiliated organizations.

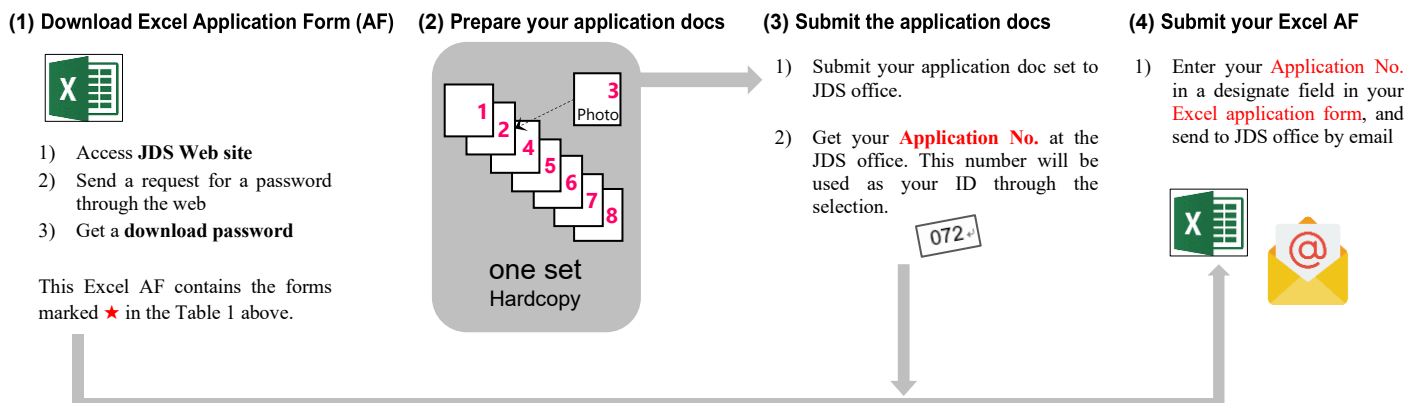
#### Table 1: Application documents

For ★ below, formats are contained in the Excel application form set

For ✘ below, attach official English translation if written in other languages than English

No.	Application documents	Set	Notes
1	Check list ★	1	
2	Application Form (AF) ★	1	In addition to the hardcopy, submit Excel form by email
3	Photograph	1	Put one on AF (No.2)
4	Copy of all university degree certificate(s) ✘	1	<b>Attested original</b> documents will be required <b>later</b> if the applicant pass the JDS selection
5	Copy of all university transcripts ✘	1	<b>Attested original</b> documents will be required <b>later</b> if the applicant pass the JDS selection
6	Reference letter (Annex) ★	1	Obtain from a direct supervisor at workplace
7	Employment certificate ★	1	Obtain from responsible department at workplace
	ID of Public Servant (Workplace)	(1)	If available, submit a copy as a supporting document
8	Copy of passport	1	Submit first and last page of the passport If <b>passport is not available</b> , submit an attested National ID (or Birth certificate) ✘
9	Questionnaire on health ★		No need hardcopy (Answer in Excel form)
10	Questionnaire ★		No need hardcopy (Answer in Excel form)

#### Figure 1: Preparation steps for the application



#### 5. Application process

■ **Application forms (Excel)** is downloadable:

📄 **Application form set**

✘ Get a download password on [JDS website](#)

Necessary documents → See **Table 1** (below)

Application process → See **Figure 1** (below).

■ The following video will help your preparation

📺 [How to prepare the application documents](#) [15 min]

**Notes** (for the application documents)

- ✓ As illustrated in **Figure 1** below, **one set of the application documents** and **one Excel application file** must be submitted to JDS office.
- ✓ DO NOT staple the document sets. Use paper clips.
- ✓ Submit **an explanation letter** for any information deficiencies on the application documents that is not attributable to the applicant. However, with the deficiencies on the personal ID, please submit another ID additionally
- ✓ Where false information or fraud is detected, the application will be deemed ineligible.
- **Applicants are strongly advised to submit their application documents well before the closing date.**

## 6. Selection process

### (1) Selection process

After eligibility check, applicants will proceed to the following selection process.

Schedule	Selection steps ※1, ※2
Nov 19, 2024	Closing date of application
Early Dec	Academic aptitude test(s) ※3 · TOEFL-ITP ※4 · JDS Math test ※5
Dec – Jan 2025	1 <sup>st</sup> selection (Screening by the universities)
Jan	Health check-up ※6
Mid Feb	2 <sup>nd</sup> selection (Interview by the universities)
End Feb	3 <sup>rd</sup> selection (Interview by Operating Committee) ※7, ※8
Mid Mar	Approval given by the Operating Committee
Mar - Apr	Application for each university
May - Jul	Pre-departure English & Academic Training
Jul	Pre-departure orientations
Aug	Departure for Japan

- ※1 Travel subsidies will be paid to applicants from rural areas throughout the English test and the final selection.
- ※2 The results of each selection will be sent to all candidates by email.
- ※3 Test results are sent to the universities as a selection reference.
- ※4 All applicants must take the TOEFL-ITP test arranged by JDS office on the designated date.
- ※5 No math test is required in the following components
  - 2-1 Improvement of Urban Living Environment
  - 3-2 Legal and Judicial Development
  - 3-3 Building of International Relations
- ※6 Those who are judged by a physician to be ineligible for study abroad will not be allowed to proceed to the next step of the selection process.
- ※7 JDS Operating Committee is responsible for the management of JDS project and is made up of representatives of the Cambodian and Japanese governments. The members are as follows.
  - Ministry of Education, Youth and Sport
  - Council for the Development of Cambodia
  - Ministry of Foreign Affairs and International Cooperation
  - Ministry of Civil Service
  - Ministry of Economy and Finance
  - Embassy of Japan
  - JICA Cambodia office
- ※8 Candidates who have passed the 2<sup>nd</sup> selection must submit a **Permission Letter** before proceeding to the 3<sup>rd</sup> selection (the letter form will be given by JDS office). In this letter, the candidates must obtain **an advance confirmation of long-term leave of absence** from their workplaces prior to the final selection.

### (2) Selection criteria

Applicants will be mainly evaluated from the following criteria:

1 <sup>st</sup> selection	<ul style="list-style-type: none"> <li>· Academic records and background</li> <li>· Scores of the English and math tests</li> <li>· Research plan</li> <li>· Matching between the research plan and disciplines of faculties of the university course</li> <li>· Reference letter (Annex in the application docs)</li> </ul>
2 <sup>nd</sup> selection	<ul style="list-style-type: none"> <li>· Academic competence</li> <li>· Knowledge of the research field</li> <li>· Logical thinking and communication skills</li> <li>· Motivation to study in Japan, etc.</li> </ul>
3 <sup>rd</sup> selection	<ul style="list-style-type: none"> <li>· Motivation to study in Japan</li> <li>· Potential to contribute to the development and strengthening bilateral relations with Japan.</li> <li>· Concreteness of future career and ambition</li> </ul>

## 7. Benefits of JDS Scholarship

JDS Scholarship is offered for the minimum period necessary for the scholars to complete the academic program specified by the Japanese education institution, including any preparatory training. Scholarship recipients will receive the following benefits:

- ✓ Travel expenses (to go to / return from) Japan
- ✓ Full tuition fees
- ✓ Monthly scholarship
- ✓ Arrival allowance
- ✓ Housing allowance
- ✓ Allowances for purchasing books
- ✓ Traveling and seminar allowances
- ✓ Overseas travel insurance
  - ※ All International students must enroll in National Health Insurance program of Japan

In addition, JDS fellows also enjoy the following benefits and JICE support to secure and enrich their study in Japan

- ✓ Pre-departure English and academic training
- ✓ Pre-departure / post-arrival basic Japanese training
- ✓ JICE support for finding domicile in Japan
- ✓ Periodical monitoring services
- ✓ Emergency support system
- ✓ Enrichment program for JDS fellows
  - Government leaders networking events
  - Leadership programs
  - Special lectures, etc.

## 8. Notes on JDS rules

JDS has its own rules set to achieve its project objectives and to provide a favorable study environment for JDS fellows in Japan. The details will be explained in a pre-departure orientation, but please understand at least the following rules before application.

### While studying in Japan

- It is recommended that family members be brought in after 3 months of arrival and enrollment (due to post-arrival programs)
- Working in Japan is prohibited (for VISA and study reasons)
- Driving motor vehicles are prohibited (for safety reasons)
- The fellows must complete the course within the predetermined period of study and return to their home countries immediately after the study completion (due to the project design).

### After return to Cambodia

- The fellows must participate in a report meeting held by the Operating Committee
- The fellows must return to their workplaces and work for a minimum two years.

## 9. Contact

JICE JDS Project Office in Cambodia	
Office hour	8:00-12:00 / 14:00-17:00 Monday through Friday
Email	jds.cambodia.office@jice.org
TEL	023-217944 / 012-681611
Address	Unit No. 306, Aura Condominium Bldg. #87, St. 63, Sangkat Beong Rang, Khan Daun Penh, Phnom Penh Cambodia
JDS web	<a href="http://jds-scholarship.org">http://jds-scholarship.org</a>
Facebook	<a href="https://www.facebook.com/khm.jds">https://www.facebook.com/khm.jds</a>
JICE	<a href="https://www.jice.org/en/index.html">https://www.jice.org/en/index.html</a>