

# JDS Cambodia 2025

## For Master's program

### Application Guidelines

#### 1. Overview

This is a quick guide to the application for JDS Cambodia. Please visit the [JDS website](#) for all the information below and further details. The following workshop information and video tutorials are also available on the website

##### ➤ Promotion seminars for Cambodia

Please register in advance on the [JDS website](#).

- Application seminars (by JICE)
- Lecture on Research Plan (by Doctoral degree holder)
- Introductory movie (by the universities)

##### ➤ Video tutorials

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

- ▶ [Introduction to JDS](#) [13 min]
- ▶ [Application guidelines](#) [18 min]
- ▶ [How to prepare the application documents](#) [12 min]
- ▶ [How to write a research plan](#) [27 min]
- ▶ [Tips for the selection](#) [20 min]

#### 2. JDS Scholarship

The Project for Human Resource Development Scholarship (JDS) supports human resource development by providing young leaders from target countries with **full scholarships** for **master's degree** (and doctoral one) (provided in English) in **top Japanese Universities**. Since its establishment in 1999, JDS has provided learning opportunities to over 6,000 JDS fellows (JDS Cambodia was established in 2000).

The objectives of the JDS Scholarship Program are as follows

##### (1) Support for 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 their country.

##### (2) Strengthening of bilateral relations

JDS also aims to **strengthening partnership between the recipient country and Japan** by promoting **human network building** with government officials and other stakeholders in Japan as trusted allies for the mid-to long- term. Hence, **JDS Fellows are expected to contribute to the enhanced bilateral relations** between their countries and Japan, with well-rounded knowledge of Japan.

**JDS also encourages application from female !!!**

#### 3. Field of Study & Target Organizations

This fifth phase of the JDS Cambodia (2025-2028) has three **Sub-Programs (SP)**(= Priority areas) that consists of eight **components (CP = Development issues = Field of study)**.

Those who belong to a designated **Target Organization (TO)** and meet the application requirements can apply for **any one of the components**.

For more detailed information, please **download** the **“Framework”** from the JDS website.

##### Study Components (CP) and universities

- \* Figures in parentheses indicate the number of slots accepted annually (**Total 22 slots per year**).
- \* Please **download** a sheet of each **“CP info”** and **“University info”** from the JDS website

SP1: Transformation and Development of Industries
<b>CP1</b>
1-1 <b>Strengthening of Connectivity (3)</b> Hiroshima University
1-2 <b>Promoting Digital Economy and Society (3)</b> Kobe Institute of Computing
1-3 <b>Private Sector Development (3)</b> Kobe University
<b>SP2: Achieving Sustainable and Equitable Growth</b>
<b>CP2</b>
2-1 <b>Environment, Climate Change, Agriculture Development (3)</b> University of Tsukuba
2-2 <b>Promoting Human Development (3)</b> Hiroshima University
<b>SP3: Realization of Safe and Secure Society</b>
<b>CP3</b>
3-1 <b>Improvement of Administrative Functions (2)</b> Meiji University
3-2 <b>Legal and Judicial Development (2)</b> Nagoya University
3-3 <b>Building of International Relations (3)</b> International University of Japan

## 4. Eligibility criteria

Applicants must meet the following criteria.

- (1) Be a citizen of Cambodia
- (2) Be between **22 - 39 years of age** as of April 1, 2026
- (3) Hold a **bachelor's degree** (authorized by the RGC or other countries)
  - ※ Any undergraduate major is acceptable unless specified by the host university.
- (4) Be a **civil servant** currently employed by a designated **Target Organization**.
- (5) Have **at least 2-year full-time work experience** at the **Target Organization** as of the application deadline.
  - ※ Contract staff are not eligible
  - ※ Probation periods can be counted toward the 2 years

※ Periods of contract-based, part-time, or volunteer work cannot be considered as valid work experience.

### (6) Possess **sufficient English language proficiency**

※ A **TOEFL score of 500-550** or an **IELTS score of approx. 5.5** is preferable

※ **TOEFL-ITP test will be arranged for ALL the applicants.**

### (7) be in good physical and mental condition

Applicants who fall under any of the following categories are not eligible

- Current or prospected recipients of other scholarships.
- Holders of Master's degree or higher obtained abroad through a foreign scholarship,
- Military personnel or individuals affiliated with military organizations.

## 5. Application process

### 5-1 Application documents

- Applicants must **upload** the “application documents” listed in **Table 1** below in the **online application system**.
- Applicants are **strongly advised to have all the documents ready** before proceeding with the online application system.

**Table 1**

For ★ below, please **download the prescribed form** from the JDS website.

Application documents	Upload format	Notes
1. Short essay ★	One merged PDF	(1) Work responsibilities (2) Reason for choosing the school to apply for (3) future contribution and ambition (4) Bilateral relationships
2. Research plan ★	One merged PDF	Reference movie: <a href="#">How to write a research plan</a> [27 min]
3. University certificate(s)	One merged PDF	<ul style="list-style-type: none"><li>• Degrees from <b>ALL</b> the universities from which the applicant graduated</li><li>• If not written in English, <b>official English translation</b> must be attached</li><li>• If information is provided on the <b>back page</b>, include it in the PDF.</li><li>• Successful candidates must submit the original (or notarized copy) after the selection.</li></ul>
4. University transcript(s)	One merged PDF	<ul style="list-style-type: none"><li>• Same notes as the note No.3 above</li></ul>
5. Reference letter ★	One merged PDF	<ul style="list-style-type: none"><li>• Must be written by the applicant's direct supervisor in English.</li></ul>
6. Employment certificate ★	One merged PDF	<ul style="list-style-type: none"><li>• Must be made by the appropriate department of the applicant's workplace.</li><li>• The original form of the workplace is acceptable if necessary information is covered.</li></ul>
7. Copy of passport	One merged PDF	<ul style="list-style-type: none"><li>• First and last page of the valid passport.</li><li>• If passport is not available, submit copy of National ID with official English translation.</li></ul>
8. ID photo	jpg, png, or gif	<ul style="list-style-type: none"><li>• Color for certification taken within last 3 months in 4:3 (height: width) aspect ratio.</li></ul>
<Pre-notice> Permission letter		<ul style="list-style-type: none"><li>• Candidates who have passed 2<sup>nd</sup> selection must submit a <b>Permission Letter</b> before the 3<sup>rd</sup> (Final) selection. This is a letter to obtain <b>advance confirmation (pre-approval) of long-term leave of absence</b> from their employers prior to the final selection to ensure smooth participation in pre-departure orientations and JDS program if they are selected as successful candidates.</li><li>• A prescribed form will be given to those who pass the 2nd selection. Without this letter, the candidates are not allowed to proceed to the final selection.</li></ul>

### 5-2 Online application

#### Step (1) Prepare Application Documents

- Gather all the required documents listed in Table 1.
- To download the designated form★, you will need a **password**. Please visit the [JDS website](#), complete and submit the **request form**, and obtain the password.

#### Step (2) Convert Documents to PDF

- Combine and convert each set of documents (Items 1-7) **into a single PDF file per item, using portrait orientation only**. **Files in landscape orientation will not be accepted** (See illustration 1).
- Ensure that both sides of any double-sided documents are included (e.g., university transcripts).

- See **Full instruction provided in Khmer language**  
[https://jds-scholarship.org/country/cambodia/dl/AG\\_Cambodia.pdf](https://jds-scholarship.org/country/cambodia/dl/AG_Cambodia.pdf)

#### Step (3) Access the Online Application System

- Follow the system instructions to enter your information and upload the required files.
- After submission, keep **your application number** given by the system. This number will be used to manage all stages of the selection process.

\* We strongly recommend applying early to avoid potential system errors due to high traffic.

#### Application period

**Opening date** October 01, 2025

**Closing date** November 28, 2025 (at 3:00 p.m.)

## 6. Selection process

### 6-1. Selection process

Schedule	Selection steps ❶, ❷
Nov 28, 2025	Closing date of application
Early Dec	Academic aptitude test(s) ❸ · TOEFL-ITP ❹ Math test ❺
Dec–Jan 2026	❻ selection (Screening by the universities)
Jan	Health check-up ❻
Mid Feb	❼ selection (Interview by the universities)
End Feb	❽ selection (Interview by the OC) ❻, ❽
Mid Mar	Approval given by the OC
Mar - Apr	Application for each university
May - Jul	Pre-departure English & Academic Training
Jul	Pre-departure orientations
Aug	Departure for Japan

❶ **Travel subsidies** will be provided to applicants from rural areas throughout the selection process.

❷ **Selection results** will be notified via email after each stage.

❸ Test scores will be sent to the universities as selection reference.

❹ **All applicants are required to take the TOEFL-ITP test** arranged by JICE on the designated date.

❺ **No math test** is required for the following components

- 1-2 Promoting Digital Economy and Society
- 3-2 Legal and Judicial Development

❻ Applicants deemed medically unfit to overseas-study by a physician will not be allowed to proceed to the next selection stage.

❼ **OC (Operating Committee)** is the governing body of the project, composed of representatives from the Cambodian and Japanese governments.

- Ministry of Education, Youth and Sport (MOEYS)
- Council for the Development of Cambodia (CDC)
- Ministry of Foreign Affairs and International Cooperation (MOFAIC)
- Ministry of Civil Service (MOC)
- Ministry of Economy and Finance (MEF)
- Embassy of Japan (EOJ), JICA Cambodia office (JICA)

❽ Candidates who pass the 2nd selection must submit a **Permission Letter** (See **Table 1**, pre-notice, for detail).

### 6-2. Selection criteria

Applicants will be evaluated based on 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, Research plan</li> <li>· Capacity of completing study in Japan</li> <li>· Possibility to contribute to the development</li> <li>· Logical thinking, communication skills</li> <li>· Motivation to study in Japan, etc.</li> </ul>
3 <sup>rd</sup> selection	<ul style="list-style-type: none"> <li>· Potential to contribute to the development</li> <li>· Potential to strengthen bilateral relationships</li> <li>· Capacity to use outcomes of study over the long term</li> <li>· Capacity of completing study in Japan</li> <li>· Career ambition, motivation to study in Japan</li> </ul>

## 7. Benefits of JDS Scholarship

The JDS Scholarship is provided for the minimum period required to complete the academic program designated by host Japanese universities. The scholarship includes:

- ✓ Round-trip airfare between Cambodia and Japan
- ✓ Full tuition fees
- ✓ Monthly scholarship
- ✓ Arrival allowance
- ✓ Housing allowance
- ✓ Allowances for Books, Seminars, Special programs, etc.
- ✓ Overseas travel insurance

※ All International students are required to enroll in Japan's National Health Insurance program.

In addition, JDS fellows receive the following support from JICE to ensure a smooth and enriching study experience in Japan.

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

## 8. Notes on JDS rules

The JDS Program has specific rules designed **to ensure a safe and productive study environment** for all fellows in Japan. These rules will be explained in detail during a pre-departure orientation. However, please be aware of the following key points before applying:

### While studying in Japan

- It is recommended that family members join the fellow after three months of arrival and enrollment, due to post-arrival programs.
- *\* Some universities may have stricter policies.*
- Employment in Japan is prohibited (due to VISA regulations)
- Driving motor vehicles is prohibited (for safety reasons)
- Fellows must complete the academic program within the designated period and return to Cambodia immediately after graduation, in accordance with the project design.

### After return to Cambodia

- Fellows are required to attend a report meeting organized by the Operating Committee.
- **Fellows must return to their original workplaces and serve for a minimum of two years, as stipulated by JDS rules.**

## 9. Contact

### JICE JDS Project Office in Cambodia

Office hour	8:00-12:00 / 14:00-17:00, Monday to 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>

## Ms. Men Sophea

(As of August 2025)

Deputy Chief of Bureau,  
National Institute of Diplomacy and International Relations /  
General Affairs Department,  
**Ministry of Foreign Affairs and International Cooperation**

JDS 22<sup>nd</sup> batch (2022-2024)

Meiji University

## Graduate School of Governance Studies



# My Master's Journey in Japan: An Unforgettable *Research Experience* Worth Pursuing

ជំនួយទ្វារៈទៅការសិក្សាព្យាបាលអំពីព្រៃទ្វារៈនៃព្រៃទេសចរណ៍នេះ បានតិចសាចវិកាប្រាការ ព្រាតទ្វារៈទៅការសិក្សាព្យាបាលអំពីព្រៃទ្វារៈនៃព្រៃទេសចរណ៍នេះ

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