

P.O. Box 1837 Kolonia,
Pohnpei, FSM 96941

Tel: (691) 320-5465/6366
Fax: (691) 320-5470

EMBASSY OF JAPAN
in the
Federated States of Micronesia

February 26, 2024
EJ/HS-18-24

The Hon. Wayne Mendiola
FSM Dept. of Education
Palikir, Pohnpei 96941

Dear Secretary Mendiola,

The Embassy of Japan in the FSM would like to inform the availability of the “Japanese-Language Program for Foreign Service Officers and Public Officials”.

This program is for young foreign service officers and public officials who are engaged in or expected to be involved in duties that require a command of the Japanese language as well as activities to understand Japanese culture and society. In principle, this program is designed for total beginners or those who are still at an elementary level in the Japanese language. The duration of this program is 8 months from September 25, 2024 to May 23, 2025.

I look forward to hearing from you regarding this matter and thank you for your cooperation.

For further inquiry, please feel free to contact my colleague in charge, Ms. Maho Inomata (ext. 120), Japan Embassy: 320-5465 or email japanembassy@pi.mofa.go.jp.

Sincerely,



Hamano Shigeru
Charge d'Affairs ad interim

Enclosures:

- Program Description
- Program Overview
- Program Guideline
- Application Instructions
- Application Form

2024-2025 Japanese-Language Program for Foreign Service Officers and Public Officials

- **Program Description**

The Japan Foundation and Ministry of Foreign Affairs of Japan invite, each year, young foreign service officers and public officials in relevant ministries who are engaged in or expected to be engaged in duties that require a command of the Japanese language to Japan to provide an eight-month intensive training course in Japanese language as well as activities to understand Japanese culture and society. In principle, the program is designed for total beginners or those who are still at an introductory level in learning Japanese language.

- **Outline of the Program**

- (1) **Japanese-Language Training**

This intensive course aims to develop practical skills in the Japanese language required for diplomatic services in Japan, through an intensive curriculum specially designed for their occupational needs. The primary emphasis of the course is laid on oral communication skills (speaking and listening). Hiragana, Katakana and basic Kanji learning is covered by the curriculum. In addition, subjects such as speech & presentation and diplomatic vocabulary are prepared.

- (2) **Understanding Japanese Culture and Society**

Activities such as lectures, discussion and seminars in English, visits, field trips and cultural experiences will be organized to learn and become familiar with various aspects of Japanese culture and society.

- (3) **Networking (Meeting People)**

The program provides opportunities to meet Japanese diplomats, public officials, business people and university students, etc. The network built throughout the program will become a valuable asset for the participants.

- **Duration (tentative):**

Eight months (from September 25, 2024 to May 23, 2025).

2024-2025 Japanese-Language Program for Foreign Service Officers and Public Officials Guidelines

The Japan Foundation, in cooperation with the Ministry of Foreign Affairs of Japan, shall accept applications for the “2024-2025 Japanese-Language Program for Foreign Service Officers and Public Officials.” Young foreign service officers and other public officials who are engaged in or expected to be engaged in duties that require a command of the Japanese language will be invited to Japan to participate in an 8-month intensive training course in Japanese language as well as activities to understand Japanese culture and society. In principle, the program is designed for total beginners or those who are still at an introductory level in the Japanese language.

1. Program Period:

From September 25, 2024 to May 23, 2025 (tentative, approx. 8 months)

2. Location:

The Japan Foundation Japanese-Language Institute, Kansai (Tajiri-cho, Osaka, Japan)

3. Maximum Number of Participants:

Foreign Service Officers and other National Public Officials 40 persons

4. Outline of the Program:

(1) Japanese-Language Training

This intensive course aims to enable participants to develop practical skills in the Japanese language that will be useful for their services, through an efficient curriculum especially designed for their occupational needs.

The curriculum is designed for total beginners or those who are still at an introductory level in the Japanese language.

The participants are expected to achieve the A2 (Elementary) level* of the JF Standard for Japanese-Language Education by completing the course.

*A2 level

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Can Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

—JF Standard for Japanese-Language Education 2010

(2) Understanding Japanese Society and Culture

Activities such as lectures, discussion and seminars in English, visits, field trips, and cultural experiences will be organized in order to offer the participants opportunities to learn and become familiar with various aspects of Japanese culture and society.

In order to participate in these activities, participants are required to have a functional command of English.

(3) Networking (Meeting People)

This program provides opportunities to meet people such as Japanese diplomats, public officials, business people and university students. The network built throughout the program will become a valuable asset for the participants.

The common language in these activities will be in English, if the participants are unable to fully communicate in Japanese.

5. Eligibility

The Foreign Ministry (or its equivalent) and other public organizations of the countries and areas that are invited to apply to the “2024-2025 Japanese-Language Program for Foreign Service Officers and Public Officials” are eligible to nominate any of their staff members who fulfill all the following conditions. The Application Form must be filled out only with the approval of the Personnel Division of the Foreign Ministry / public organization to which the nominee belongs. Individuals are not eligible to apply.

The nominee must:

- (1) be an officer of the Ministry of Foreign Affairs or its equivalent and a governmental or a public organization who is expected to be involved in policy planning in the future (the program are designed to train officials primarily in the political, economic, and cultural fields);

Technical specialists and those who are expected to use their Japanese language skills for the following specific and limited services are not eligible for the program:

- technical staff only for translating, interpreting
- receptionist, information clerk
- receiving and guiding Japanese speakers
- assistant or secretarial work for Japanese speakers
- lecturer including language instructor

- (2) be expected to be assigned to a post in Japan or a Japan-related section; (However, those who will already be working in Japan as of the starting day of the program are not eligible. As for those who are scheduled to be posted to Japan at the time of application or newly assigned to the post in Japan after application, they will be accepted only if they start to work in Japan after the completion of the program);

- (3) hold a university degree or its equivalent;
- (4) have at least one-year working experience in his/her organization as of the starting day of the program;
- (5) be under the age of 35 at the time of application in principle;
- (6) be able to participate in the program for its entire duration;
- (7) not be scheduled to come to Japan for study or training under other similar programs;
- (8) have a functional command of English. (In Japanese-language classes, instructors use English occasionally, and special lectures on Japanese society and culture will be given in English. Also, participants will have discussions with a variety of guests in English);
- (9) not have participated in this program in the past;
- (10) be in sound physical and mental health.
- (11) be provided with expenses, other than those provided by this Program (indicated in Section 8 below), necessary to complete the Program (ex. living expenses), by the Ministries/organizations to which he/she belongs.

6. Selection Criteria, Priorities

The Japan Foundation will give higher priority to the candidates who are expected to be assigned to a post in Japan, or who have an urgent need to learn the Japanese language for their Japan-related tasks.

Those who lack strong motivation will find it difficult to complete this eight-month course. Therefore, it is important for the applying organization to strongly motivate the candidate to study the Japanese language, as well as to inform them of their future assignment in which they could put their experience to practical use.

7. Visas Provided for Participants

Regardless of the type of the passport (Ordinary / Official / Diplomatic), participants will be provided with an ordinary visa (as a trainee) to Japan.

8. Expenses and Services Provided for Participants

The Japan Foundation offers the following expenses and facilities to the participants during the program period. No tuition is required.

- Accommodation (a single room at the Institute)
- Field trip expenses, study materials
- Overseas travel insurance for accident, illness and injury for the duration of the program (Note: Chronic diseases and dental treatments, etc. are not covered.), and National Health Insurance.

Detailed conditions, including the exact amounts of the allowances, will be announced to successful candidates with the notice of admission. Their participation will be finally confirmed with their acceptance of the terms and conditions set by the Japan Foundation.

The Japan Foundation provides participants who are nationals of the countries and areas shown in the following list with round-trip air tickets (economy class) and meal allowance (partly in the form of a prepaid card that can be used only in the cafeteria of the Institute).

Asia	Bangladesh, Bhutan, Cambodia, India, Indonesia, Lao People's Democratic Republic, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Timor-Leste, Viet Nam
Oceania	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
Central and South America	Antigua and Barbuda, Bahamas, Barbados, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Saint. Christopher and Nevis, Saint. Lucia, Saint. Vincent and Grenadines, Trinidad and Tobago, Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela
Europe (and former USSR)	Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, North Macedonia, Georgia, Kazakhstan, Kosovo, Kyrgyz, Moldova, Montenegro, Serbia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan
Middle East and North Africa	Afghanistan, Algeria, Egypt, Iran, Iraq, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, Turkey, Yemen
Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Côte d'Ivoire, Democratic Republic of Congo, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Republic of the Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

9. Accompanying family

Spouse or families are not allowed to accompany him/her.

10. Obligations of Participants

All the participants in the program hosted by the Japanese-Language Institute, Kansai will be under the obligations stipulated below:

- (1) To obey the laws of Japan during the stay in Japan.
- (2) Not to make use of one's stay in Japan on the program for any other purposes or activities.
- (3) To understand that the participants are invited as members of a group, and to attend every activity of the program, under the direction of the Institute.
- (4) Not to take part in any activities that are not allowed under their visa status, nor engage in any job or work.
- (5) Not to come to Japan earlier than the arrival date of the flight schedule arranged by the Institute.
- (6) Not to visit other countries for any private purpose when the participants come to Japan and return to their own countries.
- (7) To report the Institute immediately when the participants are infected by infectious disease(s) prescribed in the Prevention of Infectious Diseases and Medical Care for Infectious Patients Act (Act No. 114 of 1998).
- (8) To follow instructions when the Institute, the Japanese government or other public entities make a request including travel restrictions to maintain the public health.
- (9) To keep a record of daily health and actions during the period specified by the Institute and submit it at the request of the Institute or other public entities.
- (10) To cooperate with the Institute and fill out the questionnaire when the Institute conducts a follow-up survey.

Cancellation of Participation

The Institute reserves the right to cancel and discontinue enrollment of a participant before/during the course of the program, if the Director of the Institute determines that the participant either:

- (1) has given a false description in the application or other documents;
- (2) is not able to join the program from the date of commencement of the program;
- (3) has seriously violated the obligations stipulated above;
- (4) is not fully devoted to the activities required in the courses designed to realize the aims of the program;
- (5) suffers from some problem concerning physical or mental health that has made it impossible or unsuitable to continue participation in the program.

11. Remarks

Please be aware that the program may be cancelled depending on natural disasters, epidemics or other similar situations, even after the selection. In addition, activities that aim

to understand Japanese culture and society as well as to build networking with people may be restricted for the same reason, even if the program are duly implemented.

専門日本語研修（外交官・公務員）

申請要領

JAPANESE-LANGUAGE PROGRAM FOR FOREIGN SERVICE OFFICERS AND PUBLIC OFFICIALS APPLICATION INSTRUCTIONS

KC-DLGL

令和6年度用
For Fiscal
2024-2025

申請書は、この申請書類を发出した日本国在外公館に提出してください。日本国外務本省及び国際交流基金では、海外からの直接の申請を受け付けません。

The application must be submitted to the Japanese diplomatic mission office from which this document was dispatched, neither directly to the Ministry of Foreign Affairs of Japan nor to the Japan Foundation office.

1. ABOUT THIS APPLICATION FORM

This application form is for the following programs of the Japan Foundation Japanese-Language Institute, Kansai:

Japanese-Language Program for Foreign Service Officers
Japanese-Language Program for Public Officials

This application form includes the following sheets.

- SHEET 1 COVER SHEET
- SHEET 2 RECOMMENDATION SHEET (1)
- SHEET 3 RECOMMENDATION SHEET (2)
- SHEET 4 CANDIDATE SHEET (1)
- SHEET 5 CANDIDATE SHEET (2)

* Please note that applications cannot be returned.

IMPORTANT :

- 1) Read carefully the "2024-2025 Japanese-Language Program for Foreign Service Officers and Public Officials Guidelines" and be sure to make application with full understanding of the contents of the program.
- 2) The person to fill in the application form differs for each sheet, as explained in the following Article 2. Select the correct set of sheets, and fill in these sheets completely, with due signatures by the designated person.

2. HOW TO FILL IN THE FORM

1) SHEET 1, 2 and 3

SHEET 1, SHEET 2 and SHEET 3 must be filled in and signed by a representative or other authorized official of the applying organization, to which the candidate belongs, with consulting with personnel section.

2) SHEET 4 and 5

SHEET 4 and SHEET 5 must be filled in and signed by the candidate him/herself.

3. SUBMITTING APPLICATION

Please submit the application form to the Japanese diplomatic mission office from which this document was dispatched by , 2024.

1. この申請書について

この申請書は、関西国際センターの専門日本語研修のうち、以下の2つの研修プログラムのための共通の書式です。

専門日本語研修（外交官）
専門日本語研修（公務員）

この申請書には次の用紙が含まれています。

- シート1 申請書表紙
- シート2 推薦書シート (1)
- シート3 推薦書シート (2)
- シート4 候補者シート (1)
- シート5 候補者シート (2)

提出された申請書は返却できませんので、ご留意下さい。

【重要】

- 1) 『令和6年度専門日本語研修（外交官・公務員）プログラム案内』をよく読み、研修プログラムの内容を十分に理解してから申請して下さい。
- 2) シートによって、記入者が異なります（後述 2.の説明を参照）。提出シートを正しく選び、もれなく記入の上、指示の通りに署名して申請書を完成させて下さい。

2. 記入方法

(1) シート1、2及び3

シート1、2及び3は、参加候補者が所属する機関の代表者、またはしかるべき担当役職者が、人事責任者にも相談の上、記入・署名してください。

(2) シート4及び5

シート4及び5は、参加候補者本人が記入・署名してください。

3. 申請書提出方法

2024年 月 日までに、この申請書類を发出した日本国在外公館に提出して下さい。

4. NOTIFICATION OF THE RESULT

The Ministry of Foreign Affairs of Japan and the Japan Foundation Japanese-Language Institute, Kansai will examine the application. The result will be notified in June, 2024 through the Japanese diplomatic mission office which accepted the application.

5. DISCLOSURE OF INFORMATION

- 1) Details of the participants, such as name, gender, affiliation, occupation, position, country, will be on the Program Guide of the Institute and other public relations materials.
- 2) When a request for information based on the “Act on Access to Information Held by Independent Administrative Agencies” (Act No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

6. PERSONAL INFORMATION

- 1) Personal information shown on the application form and attached materials will be used in the screening process and for the evaluation of the program.
- 2) The Japan Foundation handles personal information appropriately and in accordance with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:
<https://www.jpf.go.jp/e/privacy>

4. 審査・結果通知

外務省及び国際交流基金関西国際センターが審査を行い、採否の結果は、2024年6月頃に日本国在外公館を通じて申請機関に通知されます。

5. 事業情報の公開

- 1) 採用された場合、採用者の氏名、性別、所属機関、職業、肩書、国名等の情報は、研修実施案内等で公表されます。
- 2) 「独立行政法人等の保有する情報の公開に関する法律」(平成13年法律第140号)に基づく開示請求が国際交流基金に対してなされた場合には、同法に定める不開示情報を除き、提出された申請書類は開示されます。

6. 個人情報の取扱い

- 1) 申請書および添付書類に記載されている個人情報は、採否審査および事業評価のために利用します。
- 2) 国際交流基金は、「個人情報の保護に関する法律」(平成15年法律第57号)のほか、各国・地域等の個人情報保護にかかわる法律を遵守し、個人情報を取り扱う際には、適正な収集・利用・管理を行います。国際交流基金の個人情報保護への取組については、以下のウェブサイトをご覧ください。
<https://www.jpf.go.jp/j/privacy/>

専門日本語研修（外交官・公務員）申請書
JAPANESE-LANGUAGE PROGRAM FOR
FOREIGN-SERVICE OFFICERS AND PUBLIC OFFICIALS
APPLICATION FORM

KC-DLGL

令和6年度用
For Fiscal 2024-2025

SHEET1

COVER SHEET
申請書表紙

Check the program for which you apply. 参加を希望する研修プログラムに印をつけて下さい。

- Foreign-Service Officers 外交官
 Other National Public Officials 外交官以外の国家公務員

Applying organization
申請機関

Name of the Organization 機関名 MINISTRY OF FOREIGN AFFAIRS, XXXX

Address 住所 3-14 Rinku-Port-Kita, Tajiri-cho, Sennan-Gun, Osaka 598-0093

Country 国名 REPUBLIC OF XXXX

Telephone 電話 +81-(0)1-234-XXXX FAX +81-(0)1-234-XXXX

Authorized representative of the applying organization
申請機関代表者

Name 氏名 Taro KANSAI

Position/Title 地位、職名 Director of Personnel Affairs Department

Signature 署名 _____ Date 日付 _____, 2024

Nominated applicant (Candidate) for the program
研修参加候補者

Name 氏名 Ichiro OSAKA

Position/Title 地位、職名 Third Secretary

この推薦書シートは、申請機関のしかるべき責任者が記入・署名すること。

This SHEET must be filled in and signed by an authorized official of the applying organization.

1. Reason(s) for recommending the candidate. 候補者推薦理由

I would highly recommend the candidate because.....

2. Reason(s) for the candidate to take part in this program. 候補者が研修に参加する必要性

The program would give the candidate the opportunity to.....

3. Requests concerning the training, if any. 研修に対して要望があれば、記入して下さい。

I would request that.....

Name 氏名 Taro KANSAI

Signature 署名 _____ Date 日付 , 2024

この推薦書シートは、申請機関のしかるべき責任者が記入・署名すること。

This SHEET must be filled in and signed by an authorized official of the applying organization.

4. Prospects for the candidate's job after participating in this program. (Please check)

研修参加後の候補者の業務について(該当する□に印をつけて下さい。)

(1) What is the possibility of the candidate being appointed to a job for which Japanese-language ability is needed (such as a desk-officer in charge of relations with Japan, etc.) after participating in this program?

研修参加後、候補者が日本語能力の必要な業務(対日関係担当部局等)に就く可能性はありますか。

- It is certain that the candidate will be appointed to such a job. / その種の業務に就くことが確実。
 There is a high possibility that the candidate will be appointed to such a job. / その可能性が高い。
 There is such a possibility in future, but it cannot be regarded as certain. / 将来可能性はあるが、確実とは言えない。
 Such a possibility is not foreseen at the present. / 現時点ではその可能性は見込まれない。

(2) [ONLY FOR FOREIGN-SERVICE OFFICERS PROGRAM CANDIDATES]

How great is the possibility that the candidate will be appointed to work in Japan?

【外交官研修への申請の場合のみ回答】 候補者が日本勤務になる可能性はどのくらいありますか。

- It is already decided that the candidate will work in Japan. / すでに決まっている。
 If so, when will the candidate be assigned to the post? (Please describe) / その場合の時期

- There is a high possibility that the candidate will work in Japan. / 可能性が高い。
 If so, when might the candidate be assigned to the post? (Please describe) / その場合の時期

The year of 2025 or 2026

- There is some possibility that the candidate might work in Japan in the future, but it cannot be regarded as certain.
 / 将来可能性はあるが、確実とは言えない。
 When will the candidate possibly be assigned to the post? (Please describe) / もしあるとすれば、いつごろか。

- Such a possibility is not foreseen at present. / 現時点では可能性は見込まれない。

Name 氏名

Taro KANSAI

Signature 署名

Date 日付

, 2024

1. Name 氏名

In Roman alphabet ローマ字 (please use the same spelling as indicated in your passport)

Surname 姓 OSAKA

Given Names 名 Ichiro

2. Sex 性別 Male 男 Female 女 3. Date of Birth 生年月日 1 May 1986

4. Nationality 国籍 XXXnese 5. e-mail ichiro.osaka1986@e-mail.com

6. Home Address 住所 1234, XXXX Street, XXXX City, 567890,
JAPAN Postal Code 郵便番号 567890

Nearest Airport 最寄空港 Kansai International Airport

Telephone 電話(Including the country code) +81-(0)1-234-XXXX



7. Academic Background 学歴

Institution 機関名	Location 場所	Period 期間	Major 専攻	Degree, diploma 学位
XXX University	Osaka	<u>Apr</u> <u>2005</u> ~ <u>Mar</u> <u>2009</u> (month) (year) (month) (year)	Political Science	B.A. Degree
Ecole Normal de KANSAI	Izumisano	<u>Apr</u> <u>2009</u> ~ <u>Mar</u> <u>2011</u> (month) (year) (month) (year)	African Politics	Master Degree
		~ (month) (year) (month) (year)		

8. Professional Experience 職歴

Institution 機関名	Location 場所	Period 期間	Position 地位	Operation 職種
Ministry of Foreign Affairs, XXXX	Osaka	<u>Apr</u> <u>2011</u> ~ <u>present</u> (month) (year) (month) (year)	Officer, East Asia Division, Asian Affairs Bureau	
		~ (month) (year) (month) (year)		
		~ (month) (year) (month) (year)		

9. Previous Stay in Japan 日本滞在歴

(period, purpose, grants received, if any 期間、目的、受けたグラントを明記のこと)

None

10. First Language (Mother tongue) 母語 XXXXnese

11. Experience in learning foreign languages other than Japanese 既習外国語 (日本語を除く)

Language 言語	Proficiency 能力	Language 言語	Proficiency 能力
English 英語	Excellent <input checked="" type="checkbox"/> できる Good <input type="checkbox"/> できる Fair <input type="checkbox"/> 少し Poor <input type="checkbox"/> できない TOEFL() IELTS() Other ()		Excellent <input type="checkbox"/> できる Good <input type="checkbox"/> できる Fair <input type="checkbox"/> 少し
French	Excellent <input type="checkbox"/> できる Good <input checked="" type="checkbox"/> できる Fair <input type="checkbox"/> 少し		Excellent <input type="checkbox"/> できる Good <input type="checkbox"/> できる Fair <input type="checkbox"/> 少し

Signature of the candidate 候補者署名

Date 日付 , 2024

12. Reason for applying to the program. 参加志望理由

I apply for this program because.....

13. How will the Japanese language be useful in your job? Please describe as specifically as possible.

自分の職務において日本語能力がどのように役立つか。できるだけ具体的に書いて下さい。

My work directly involves contact with Japanese people and

14. What specific ability in the Japanese language do you want to acquire or improve through the program?

どのような日本語能力をこの研修で習得したいか、具体的に書いて下さい。

I need to acquire better Japanese communication skills for

15. Experience of learning the Japanese language 日本語学習歴

None 学習歴なし Yes 学習歴あり

If YES; / 学習歴ありの場合、

Institution 機関 / Self-Study 独学	Period 期 間	Hours per week 週時間数	Textbooks *include the volume of the book 使用教材 ※巻数も要記載
XXX Institute	<u>Sep.</u> <u>2011</u> ~ <u>Apr.</u> <u>2012</u> (month) (year) (month) (year)	3 hours	Minna no Nihongo 1(Lesson 1-25 completed)
Self-Study	<u>Jan.</u> <u>2016</u> ~ <u>Dec.</u> <u>2017</u> (month) (year) (month) (year)	5 hours	Minna no Nihongo 2Basic Kanji Book Vol.1
Self-Study	<u>Oct.</u> <u>2019</u> ~ <u>Jan.</u> <u>2020</u> (month) (year) (month) (year)	4.5hours	Marugoto A1(Lesson1-18 completed)

Experience of taking the Japanese-Language Proficiency Test administrated by the Japan Foundation 日本語能力試験 (国際交流基金主催) 受験歴

None 受験歴なし
 Yes 受験歴あり (①2016 ②2017 ③_____ year 年, ①N5 ②N4 ③_____ level レベル/級,
 Score (if not passed) 点数(不合格の場合) ①_____ ②60 ③_____,
 Certification number (if passed) 認定書番号(合格の場合)①N5**** ②_____ ③_____)

Signature of the candidate 候補者署名 _____

専門日本語研修（外交官・公務員）申請書

JAPANESE-LANGUAGE PROGRAM FOR
FOREIGN-SERVICE OFFICERS AND PUBLIC OFFICIALS
APPLICATION FORM

令和6年度用
For Fiscal 2024-2025

SHEET1

COVER SHEET
申請書表紙

Check the program for which you apply. 参加を希望する研修プログラムに印をつけて下さい。

- Foreign-Service Officers 外交官
- Other National Public Officials 外交官以外の国家公務員

Applying organization

申請機関

Name of the Organization 機関名 _____

Address 住所 _____

Country 国名 _____

Telephone 電話 _____ FAX _____

Authorized representative of the applying organization

申請機関代表者

Name 氏名 _____

Position/Title 地位、職名 _____

Signature 署名 _____ Date 日付 _____

Candidate for the program

研修参加候補者

Name 氏名 _____

Position/Title 地位、職名 _____

この推薦書シートは、申請機関のしかるべき責任者が記入・署名すること。

This SHEET must be filled in and signed by an authorized official of the applying organization.

1. Reason(s) for recommending the candidate. 候補者推薦理由

2. Reason(s) for the candidate to take part in this program. 候補者が研修に参加する必要性

3. Requests concerning the training, if any. 研修に対して要望があれば、記入して下さい。

Name 氏名 _____

Signature 署名 _____

Date 日付 _____

この推薦書シートは、申請機関のしかるべき責任者が記入・署名すること。

This SHEET must be filled in and signed by an authorized official of the applying organization.

4. Prospects for the candidate's job after participating in this program. (Please check)

研修参加後の候補者の業務について(該当する□に印をつけて下さい。)

(1) What is the possibility of the candidate being appointed to a job for which Japanese-language ability is needed (such as a desk-officer in charge of relations with Japan, etc.) after participating in this program?

研修参加後、候補者が日本語能力の必要な業務(対日関係担当部局等)に就く可能性はありますか。

- It is certain that the candidate will be appointed to such a job. / その種の業務に就くことが確実。
 There is a high possibility that the candidate will be appointed to such a job. / その可能性が高い。
 There is such a possibility in future, but it cannot be regarded as certain. / 将来可能性はあるが、確実とは言えない。
 Such a possibility is not foreseen at the present. / 現時点ではその可能性は見込まれない。

(2) [ONLY FOR FOREIGN-SERVICE OFFICERS PROGRAM CANDIDATES]

How much is the possibility that the candidate will be appointed to work in Japan?

【外交官研修への申請の場合のみ回答】 候補者が日本勤務になる可能性はどのくらいありますか。

- It is already decided that the candidate will work in Japan. / すでに決まっている。
 If so, when will the candidate be assigned to the post? (Please describe) / その場合の時期

- There is a high possibility that the candidate will work in Japan. / 可能性が高い。
 If so, when might the candidate be assigned to the post? (Please describe) / その場合の時期

- There is some possibility that the candidate might work in Japan in the future, but it cannot be regarded as certain.
 / 将来可能性はあるが、確実とは言えない。
 When will the candidate possibly be assigned to the post? (Please describe) / もしあるとすれば、いつごろか。

- Such a possibility is not foreseen at present. / 現時点では可能性は見込まれない。

Name 氏名 _____

Signature 署名 _____ Date 日付 _____

1. Name 氏名

In Roman alphabet ローマ字 (please use the same spelling as indicated in your passport)

Surname 姓 _____

Given Names 名 _____

2. Sex 性別 Male 男 Female 女 **3. Date of Birth 生年月日** _____ (Day 日) _____ (Month 月) _____ (Year 年)

4. Nationality 国籍 _____ **5. Email** _____

6. Home Address 住所 _____

Postal Code 郵便番号 _____

Nearest Airport 最寄空港 _____

Telephone 電話(Including the country code) _____

PHOTO
写真
(Taken within last 3 months
3か月以内に撮影のもの)

7. Academic Background 学歴

Institution 機関名	Location 場所	Period 期間	Major 専攻	Degree, diploma 学位
		____ ~ ____ (month) (year) (month) (year)		
		____ ~ ____ (month) (year) (month) (year)		
		____ ~ ____ (month) (year) (month) (year)		

8. Professional Experience 職歴

Institution 機関名	Location 場所	Period 期間	Position 地位	Occupation 職種
		____ ~ ____ (month) (year) (month) (year)		
		____ ~ ____ (month) (year) (month) (year)		
		____ ~ ____ (month) (year) (month) (year)		

9. Previous Stay in Japan 日本滞在歴

(period, purpose, grants received, if any 期間、目的、受けたグラントを明記のこと)

10. First Language (Mother tongue) 母語 _____

11. Experience in learning foreign languages other than Japanese 既習外国語 (日本語を除く)

Language 言語	Proficiency 能力	Language 言語	Proficiency 能力
English 英語	Excellent Good Fair Poor <input type="checkbox"/> よくできる <input type="checkbox"/> できる <input type="checkbox"/> 少し <input type="checkbox"/> できない TOEFL() IELTS() Other ()		Excellent Good Fair <input type="checkbox"/> よくできる <input type="checkbox"/> できる <input type="checkbox"/> 少し
	Excellent Good Fair <input type="checkbox"/> よくできる <input type="checkbox"/> できる <input type="checkbox"/> 少し		Excellent Good Fair <input type="checkbox"/> よくできる <input type="checkbox"/> できる <input type="checkbox"/> 少し

Signature of the candidate 候補者署名 _____

Date 日付 _____

12. Reason for applying to the program. 参加志望理由

13. How will the Japanese language be useful in your job? Please describe as specifically as possible.

自分の職務において日本語能力がどのように役立つか。できるだけ具体的に書いて下さい。

14. What specific ability in the Japanese language do you want to acquire or improve through the program?

どのような日本語能力をこの研修で習得したいか、具体的に書いて下さい。

15. Experience of learning the Japanese language 日本語学習歴

- None 学習歴なし
- Yes 学習歴あり

If YES;/ 学習歴ありの場合、←

Institution 機関 / Self-Study 独学	Period 期 間	Hours per week 週時間数	Textbooks *include the volume of the book 使用教材 ※巻数も要記載
	____ ~ ____ (month) (year) (month) (year)		
	____ ~ ____ (month) (year) (month) (year)		
	____ ~ ____ (month) (year) (month) (year)		

Experience of taking the Japanese-Language Proficiency Test administrated by the Japan Foundation 日本語能力試験 (国際交流基金主催) 受験歴

- None 受験歴なし
- Yes 受験歴あり (_____ year 年, _____ level レベル/級,

Score (if not passed) 点数(不合格の場合) _____ ,

Certification number (if passed) 認定書番号(合格の場合) _____)

Signature of the candidate 候補者署名 _____

Date 日付 _____

PROGRAM OVERVIEW

	Term 1		Term 2		Term 3				
	Sep-2024	Oct-2024	Nov-2024	Dec-2024	Jan-2025	Feb-2025	Mar-2025	Apr-2025	May-2025
Learning Japanese Language		Survival Japanese							
		Katsudoo (Communicative activity) A1			Katsudoo A2.1				Katsudoo A2.2
		Rikai (Grammar, Reading, Writing) A1			Rikai A2.1				Rikai A2.2
		Kana&Kanji			Kanji				Kanji
		Japanese Life & Culture							
					Speech				Speech & Presentation
					Vocabulary for DLGL				Vocabulary for DLGL
					Formal Japanese				
					Nihongo Variety				
					Yom Yom				
Required Subjects									
Elective Subjects									
Understanding Japanese Culture & Society									
Networking									

Note: The schedule is tentative and subject to change without any prior notification.