

**EMBAJADA DEL JAPON
EN HONDURAS**

EJH – No. 010

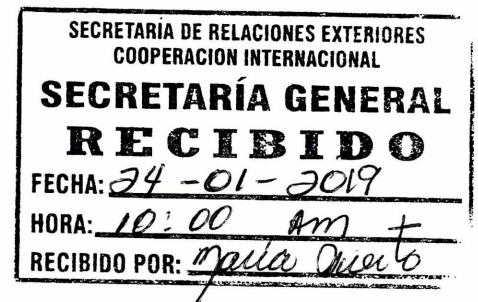
La Embajada del Japón en Honduras saluda muy atentamente a la Honorable Secretaría de Relaciones Exteriores y Cooperación Internacional del Gobierno de la República de Honduras, Despacho de la Señora Secretaria de Estado, y tiene el honor de informar que el Gobierno del Japón a través de Japan Foundation (Fundación Japón), en cooperación con el Ministerio de Asuntos Exteriores del Japón, convocará “2019-20 Japanese-Language Programs for Foreign-Service Officers and Public Officials”. A través de este Programa, los funcionarios del servicio exterior u otros funcionarios públicos que están comprometidos o se espera estén comprometidos en funciones que requieran dominio del idioma japonés serán invitados a Japón para participar en un curso de ocho meses de la lengua japonesa así como en actividades para entender la cultura y la sociedad japonesa.

El periodo del Programa es el siguiente:

Desde el 25 de septiembre de 2019 hasta el 22 de mayo de 2020 (aproximadamente ocho meses).

Para su información se adjunta los siguientes documentos:

- Formulario de Aplicación
- Instrucciones de Aplicación
- Itinerario para 2019-2020 (TENTATIVO)
- Resumen de los programas
- Directrices para 2019-2020 de los programas
- Ejemplo de Formulario de Aplicación



Teniendo muy en cuenta que los candidatos deben reunir todos los requisitos detallados en “Directrices 2019/2020 de los programas”, la Embajada del Japón quisiera solicitar a la Honorable Secretaría de Relaciones Exteriores y Cooperación Internacional recomendar a un candidato para participar en el Programa antes descrito en el caso de que esté un funcionario interesado.

El solicitante debería llenar los formularios contenidos en los archivos que se adjuntan. Una vez completos deberán ser dirigidos al Señor Tatsuya Sakai, Jefe de la Sección Política, a su cuenta de correo electrónico tatsuya.sakai@mofa.go.jp, asimismo con copia a la Srta. Mavelyn Godoy, Asistente del Consejero, mavelyn.godoy@te.mofa.go.jp, a más tardar el día 11 de febrero de 2019.

24/01/19
7:33 PM

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Recibida toda la documentación, la Embajada del Japón procedería a realizar la entrevista correspondiente.

De igual manera, la Embajada del Japón manifiesta su interés en que el funcionario elegido para participar en este Programa, habiendo realizado el curso completo y retornado a su país, continúe como funcionario que pueda desempeñar entre sus funciones, comunicación y labores relacionadas con Japón.

La Embajada del Japón agradece a Secretaría de Relaciones Exteriores y Cooperación Internacional del Gobierno de la República de Honduras, Despacho de la Señora Secretaria de Estado, su muy valiosa atención y aprovecha la oportunidad para reiterar las seguridades de su más alta y distinguida consideración.

Tegucigalpa, M.D.C. 23 de enero de 2019



A LA HONORABLE
SECRETARIA DE RELACIONES EXTERIORES
Y COOPERACION INTERNACIONAL
DESPACHO DE LA SEÑORA SECRETARIA DE ESTADO
DEL GOBIERNO DE LA REPUBLICA DE HONDURAS
CIUDAD.-

2019-2020 Japanese-Language Programs 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, this 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. As for the textbook, “*Marugoto: Japanese culture and society,*” a new series of coursebooks which comply with the JF Standard for Japanese Language Education, will be used as main textbook.

(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. The network built throughout the program will become a valuable asset for the participants.

Duration: Eight months (from September 25, 2019 to May 22, 2020).



国際交流基金

2019-2020 Japanese-Language Programs 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 “2019-2020 Japanese-Language Programs 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, this 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, 2019 to May 22, 2020 (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 35 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.

In principle, this program is designed for total beginners who have no experience 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)

The program provides opportunities to meet people such as 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 for the communication is English.

5. Eligibility

The Foreign Ministry (or its equivalent) and other public organizations of the countries and areas that are invited to apply to the “2019-2020 Japanese-Language Programs for Foreign-Service Officers and Public Officials” are eligible to nominate any of their staff members who fulfill, in principle, all of the following conditions. Note that applications must be completed and authorized by the organization, with approval by the personnel section, not by the individual who wishes to participate.

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;
Candidates 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 under the age of 35 at the time of application. Spouse or families are not allowed to accompany him/her.
- (3) have at least one-year working experience in his/her organization as of the starting day of the program(September 25th, 2019);
- (4) be expected to be assigned to a post in Japan or a Japan-related section; (those who are already assigned to a post in Japan at the time of application must be excluded);
- (5) hold a university degree or its equivalent;
- (6) be a total beginner or at an introductory level in the Japanese language.
- (7) be able to participate in the program for its entire duration;

- (8) not be a technical specialist (the program is intended to train officials primarily in the political, economic, and cultural fields);
- (9) not be scheduled to come to Japan for study or training under other similar programs;
- (10) have a functional command of English. In order to participate in Japanese-language class taught in English, Japan-related lectures given by university(graduate school) professors in English and discussions with Japanese diplomats, public officials, business people, university(graduate school) students in English, a good command of English is required of the participants, in principle;
- (11) have not completed the Japanese-Language Programs for Foreign-Service Officers and Public Officials in the past;
- (12) be in good physical and mental health.
- (13) be provided with expenses, other than those provided by the organizer of the Programs (indicated in Section 8 below), necessary to complete the Programs (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)
- Study material used in the program
- Transportation or trip expenses for the program activities
- Overseas travel insurance for accident, illness and injury for the duration of the program (Note: Chronic diseases and dental treatments, etc. are not covered.)

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), meals (partly in the form of cash allowances).

Asia	Bangladesh, Bhutan, Cambodia, India, Indonesia, Laos, 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, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, St. Lucia, St. Vincent and Grenadines, Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela
Europe (and former USSR)	Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Georgia, Kazakhstan, Kosovo, Kyrgyz, Moldova, Montenegro, Saint Helena, 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, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

9. Obligations of Participants

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

- (1) To observe the law of Japan.
- (2) To undertake the educational training according to the curriculum of the program in good faith.
- (3) Not to make use of one's stay in Japan on the program for any other purposes or activities.
- (4) Not to take part in any activity that is not allowed under one's visa status, nor engage in any paid work.
- (5) To obey "**The Institute's Rules and Regulations for the Participants.**"
- (6) Not to visit other countries for any private purpose when the participants come to Japan and return to their own countries.
- (7) To cooperate with the Institute and fill out the questionnaire when the Institute conducts a follow-up survey.
- (8) 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.
- (9) 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)

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.

**Rules and Regulations for the Participants
of the Japanese-Language Programs
of the Japan Foundation Japanese-Language Institute, Kansai**

All participants of the Japanese-language programs of the Japan Foundation Japanese-Language Institute, Kansai (hereinafter referred to as "Participants"), must comply with the rules and regulations of the following 13 articles.

1. All participants must take part in group activities in the curriculum to ensure the smooth operation of the activities.
2. Participants must not absent themselves from a class or an activity in the curriculum in which they are enrolled unless there is an unavoidable reason. When they cannot avoid being absent, they must inform the educational or administrative staff in charge of the class or activity in advance (if not possible, as soon as possible after the class or the activity).
3. Participants must obey the instructions of the Director of the Educational Training section on matters related to their curriculum and the Institute's administration.
4. Participants must stay in the dormitory rooms of the Institute allocated to them.
5. The Institute curfew is 12 midnight.
6. Participants are not allowed to stay out of the Institute if you have a class the next day. On holidays, participants may stay out of the Institute for a few days, but must inform the Institute of their contact addresses two business days in advance.
7. Participants must use the facilities and equipment of the Institute with care. Participants will be liable for any damage caused by their improper use of the facilities and equipment, and they shall be requested to make compensatory payment for any damage, under the instructions of the Institute.
8. Participants must not let anyone enter the Institute except for the Hall, Main Lobby, and the cafeteria, without the Institute's permission. (In particular, it is strictly forbidden to let anyone enter the dormitory floors and dormitory rooms.)
9. Participants must comply with the rules and regulations of using the rooms and

facilities in the Institute.

10. Each participant should respect the cultures, religions, and customs of the other participants in the spirit of tolerance. Participants must not cause any nuisance, disadvantage, or discomfort to other participants.

11. Participants should maintain friendly relations with the citizens of the neighboring community, and must not do anything that may cause nuisance to the community or disrupt public order.

12. Participants are not allowed to drive during the stay even in their free time.

13. Participants must not do anything that disrupts public order or brings dishonor to the Institute.

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

KC-DLGL

平成 31 年度用
For Fiscal 2019-2020

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 _____, 2019

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 _____, 2019

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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 2020 or 2021

- 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 _____, 2019

1. Name 氏名

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

Surname 姓 OSAKAGiven Names 名 Ichiro2. Sex 性別 Male 男 Female 女 3. Date of Birth 生年月日 1 May 1986
(Day 日) (Month 月) (Year 年)4. Nationality 国籍 XXXnese 5. e-mail ichiro.osaka1986@e-mail.com6. Home Address 住所 1234, XXXX Street, XXXX City, 567890,
JAPAN Postal Code 郵便番号 567890Nearest Airport 最寄空港 Kansai International AirportTelephone 電話(Including the country code) +81-(0)1-234-XXXX

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
XXX University	Osaka	Apr 2005 ~ Mar 2009 (month) (year) (month) (year)	Political Science	B.A. Degree
Ecole Normal de KANSAI	Izumisano	Apr 2009 ~ Mar 2011 (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	Apr 2011 ~ present (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 _____, 2019

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 使用教材
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 2 Basic Kanji Book Vol.1
	<u> </u> <u> </u> ~ <u> </u> <u> </u> (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 (①2016 ② 2017 ③ _____ year 年, ①N5 ②N4 ③ _____ level レベル/級,

Score (if not passed) 点数(不合格の場合) ① _____ ② 60 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 _____

Date 日付 _____, 2019

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

平成 31 年度用
For Fiscal 2019-2020

SHEET1

COVER SHEET
申請書表紙

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- 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 _____

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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。

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Signature 署名 _____ Date 日付 _____

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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 使用教材
	____ ~ ____ (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 _____

専門日本語研修（外交官・公務員）
申請要領

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

KC-DLGL

平成 31 年度用
For Fiscal 2019-2020

申請書は、この申請書類を発送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 “2019-2020 Japanese-Language Programs 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 February 11th, 2019.**

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) 『平成 31 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

2019 年 2 月 11 日までに、この申請書類を発送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 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 “Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc.” (Law No. 140 of December 5, 2001), is received, materials such as submitted application forms will be disclosed, unless stipulated by law 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 will appropriately handle personal information in accordance with the “Law Concerning Access to Personal Information Held by Independent Administrative Institutions etc.” (Law No. 59 of 2003).

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、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、同法に定める不開示情報を除き、提出された申請書類等は、原則として開示されます。

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、平成 17 年 4 月 1 日から施行された「独立行政法人等の保有する個人情報の保護に関する法律」(平成 15 年法律第 59 号) に基づき、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。