

**Graduate Program in Japanese Language and Culture
(Master's Program)
Application Instructions**

For FY 2017

1. Objectives

This program is designed to provide teachers of the Japanese-language working abroad and government officials who have experience in teaching the Japanese-language abroad and are expected to be leaders of the academic world of Japanese-language education in their own countries and regions, with an opportunity to obtain a Master's degree in Japanese-language education.

This graduate program is offered by the following two institutions:

- (1) The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa)
- (2) The National Graduate Institute for Policy Studies (GRIPS)

2. Program Outline

(1) Duration

September 2017-September 2018 (1 year) *There is a one-week break between terms.

Fall term: October 2017-January 2018

Winter term: February 2018-March 2018

Spring term: April 2018-July 2018

Summer term: August 2018-September 2018

(2) Course Venue

The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

For certain coursework: The National Graduate Institute for Policy Studies (GRIPS)

(3) Description of the Program

a. Graduation Requirements

Participants must complete at least 33 credits of coursework in the prescribed subjects.

b. Degree

Individuals who have successfully completed all of the requirements will be conferred a Master of Japanese Language and Culture or Master of Japanese Language Education by the JFJLI, Urawa and GRIPS.

(4) Number of Participants

Approximately 4 teachers for FY 2017

3. Eligibility

Individuals with a recommendation from a representative of the institution(s) with which they are affiliated.

The following individuals are eligible to apply:

- (1) Teachers of the Japanese-language belonging to institutions providing Japanese-language education overseas or governmental organizations (e.g., Ministry of Education), or government officials who have taught Japanese-language in the past, who are able to obtain approval from a representative of the institution(s) with which they are affiliated to participate in the program;
- (2) Individuals who hold a Bachelor's degree or its equivalent from an accredited university;
- (3) Individuals who are nationals of a country that has diplomatic relations with Japan (individuals who have completed their compulsory education [nine years of elementary and junior high school] in Japan are ineligible);
 - * The Taiwanese are eligible to apply for this program
- (4) Individuals who are 44 years old or under as of April 1, 2017;
- (5) Individuals who are judged medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health;
- (6) Individuals with more than two years of experience in teaching the Japanese-language as of December 1, 2016 (private lessons and assistant teaching experience not included);
- (7) Individuals who have a proficiency in Japanese of Level N1 in the Japanese-Language Proficiency Test, Level 1 of

the old JLPT, or their equivalent (please refer to the official website of JLPT

“<http://www.jlpt.jp/e/about/levelsummary.html>” for a summary of the linguistic competence required for each level);

- (8) Individuals who have not participated in a Japanese-language teacher training program conducted by the Japan Foundation (including the Short-Term Training Program for Teachers of the Japanese-Language) or any other academic institutions in Japan for more than two months during the period from October 2016 to September 2017; and
- (9) Individuals who are expected to contribute to Japanese-language education in their home country/region after completing the program.

4. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa (NB: participants are not permitted to be accompanied by their family, friends or partners).
- (2) Meals during the program (partly in the form of cash allowance).
- (3) Expenses necessary for participation in the official curriculum, such as tuition at GRIPS.
- (4) National Health Insurance fee and overseas travel insurance fee with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and injury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival in Japan or dental care).
- (5) Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence, airport tax, foreign travel tax and set amount of in-kind allowances (pre-paid multi-purpose card to cover expenses necessary for the participation in the program such as public transportation fee and communication fee, etc.).

5. Selection Policy

- (1) Screening will be made in line with the following criteria:
 - a. Need for graduate programs for the teachers of the Japanese-language in the applicant’s country/region.
 - b. Applicant’s teaching position and influence on the academic world of Japanese language education in the applicant’s country/region.
 - c. Applicant’s Japanese-language proficiency, sufficient academic ability as a researcher to obtain a Master’s degree, etc.
- (2) Preference will be given to applicants from countries and regions where it is difficult to obtain a Master’s degree in Japanese-language education at institutions of higher education (e.g., universities).
- (3) Preference will be given to applicants who have research plans which contribute greatly to the development of Japanese-language education in their countries and regions.

6. Application Procedures

(1) Application Documents

An application must contain the following components. 1 copies of the application for admission (from page 1 to 9) should be submitted together, collated and stapled. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

a. Application for admission

b. 2 letters of recommendation

Your letters of recommendation must be written by a representative of the institute (or department) of the applicant and another person who can evaluate the applicant. Japan Foundation staff members and Japanese-language experts dispatched by the Japan Foundation are not allowed to write this letter. You are required to obtain the letters from your recommenders using the designated form. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender. For details, please see the explanation on the designated form.

c. Official transcripts of academic record and graduation/degree certificates

You must submit official transcripts and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.

- Official transcripts of academic record

Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and the title of the expected degree upon completion of the program. Do not send your original diploma, as documents will not be returned.

Important notes

- Transcripts/certificates that have been opened are not acceptable.
- Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the university. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English or Japanese transcript/certificate, you are required to submit both an official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English or Japanese translation of the document, prepared by an accredited translator.
- If official transcripts do not include the grading scale, you are required to request the university to issue an official letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts.
- Provisional or temporary graduation/degree certificates are not acceptable.

- d. An essay (A) on the type of research which the applicant would like to execute during the Master's program. This essay should be handwritten on the two pages of the attached form in Japanese.
- e. An essay (B) on the prospects and action plan which the applicant would like to execute, as a leader in Japanese language education in his/her country/region, after completion of the Master's program. This essay should be handwritten on the two pages of the attached form in Japanese.
- f. Official evidence of Japanese proficiency (please refer to the attached application for admission 14.)

(2) Application Deadline and Place for submission

Applications must be submitted to the nearest Japan Foundation office or the Japanese Embassy/Consulate General (hereinafter referred to as the "Japanese diplomatic mission") no later than December 1, 2016. In Taiwan, applications must be submitted to the Interchange Association, Japan, Taipei office. Applications will be accepted by regular mail or express delivery service, but will not be accepted through the Internet and by fax.

(3) If an acknowledgement of receipt of the applications is required, applicants should enclose a stamped, self-addressed postcard with the applications, on which applicants should write as follows:

"Name of the program: Graduate Program in Japanese Language and Culture

Please send acknowledgement of receipt of the applications."

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the applications. However, please note that a postcard that lacks the applicant's name, address, the name of the program, or the necessary postage stamp will not be returned.

(4) Points to be Noted

- Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
- In case there are changes to the information provided in the applications after the submission, please notify the Japan Foundation overseas office or Japanese diplomatic mission as soon as possible.

7. Notification of Results

(1) End of January 2017: Notification of results for the 1st screening

Applicants will be screened by examining their applications (listed above 6.(5) a.-f.).

(2) February 2017: The 2nd screening will be held.

JFJLI, Urawa will announce the details about the 2nd screening, which may include an interview and a written test,

to those applicants have passed the 1st screening.

(3) Mid-April 2017: Notification of final results

The screening and final decisions will be done by the JFJLI, Urawa/GRIPS Admissions Committee.

(4) Applicants for this program may also simultaneously apply to “Training Programs for Teachers of the Japanese-Language.” However, applicants will only be allowed to participate in one program at most.

(5) Please understand that we do not answer enquiries in regard to the reasons for our decisions.

8. Number of Participants

The number of participant in the previous year was 5 out of 15 applications.

9. Obligations

The participants are required to adhere to the following:

(1) To observe the laws of Japan during their stay in Japan;

(2) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;

(3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;

(4) To come to Japan no earlier than the commencement of the program;

(5) Not to go abroad or return to their home country for the duration of the program, except the internship in his/her nation;

(6) To return to their home country as soon as the official period of the program expires, unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and

(7) Not to be accompanied by their family members.

10. Disclosure of Information

(1) Details of the program supported by the Japan Foundation (e.g., the name of the applicant and program descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public relations materials.

(2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No. 140 of 2001), is received, materials such as submitted applications will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

(1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website:

<http://www.jpf.go.jp/e/privacy>

(2) The Japan Foundation uses personal information on the applications for screening, implementation, and evaluation procedures of the program. They may also be used for the following purpose:

a. Details of participant's information, such as name, gender, job and position, affiliation, program duration, and program description, are published in the Program Guide, the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.

b. There may be cases in which these details are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan. at the place where participant lives in order to apply for a visa.

c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of the program. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.

d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application form after the program has ended.

e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

(3) There may be cases in which the program reports and other related publication are released to the public.

(4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage

arrangements or training programs (The insurance company and its agencies, airline companies, local governments, etc.).

(5) All personal information that we obtains from applicants will be used for the purpose of admission screening, collecting statistical information, student registration, educational affairs, and collection of tuition.

(6) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

12. Contact

Teachers Training Section, JFJLI, Urawa

Tel: +81-(0)48-834-1182 FAX: +81-(0)48-834-1170 E-mail: urawakenshu@jpf.go.jp

Please visit the following website to download the Application Forms.

<http://www.jpf.go.jp/e/program/japanese.html>

Attachments

Overview of Graduate Program in Japanese Language and Culture

Instructions to Fill in the Application Forms

General Instructions

1. The application form consists of 12 pages. When applying, please submit this application form (from page 1 to 8) together with one copy collated and stapled, respectively.
2. Applications must be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission. In Taiwan, applications must be submitted to the Interchange Association, Japan, Taipei office. Applications submitted by e-mail or by FAX will not be accepted.
3. Applications must be submitted no later than December 1, 2016. It's highly recommended to submit applications well in advance of the deadline.
4. You will NOT be registered as an applicant until we have received all of your applications.
5. The applications will not be returned to the applicant for any reason. The applicant must be sure to keep one copy of the applications for him/herself.
6. Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.
7. If an acknowledgement of receipt of the applications is required, applicants should enclose a stamped, self-addressed postcard with the applications, on which applicants should write as follows:
 “Name of the program: Graduate Program in Japanese Language and Culture
 Please send acknowledgement of receipt of the applications.”
 The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the applications. However, please note that a postcard that lacks the applicant's name, address, the name of the program, or the necessary postage stamp will not be returned.
8. In case there are changes to the information provided in the applications after the submission, please notify the Japan Foundation overseas office or Japanese diplomatic mission as soon as possible.

Points to be noted

1. An essay (A) on the type of research and an essay (B) on the prospects and action plan must be handwritten in Japanese.
2. Official transcripts and graduation/degree certificates must be issued or officially certified by the university. Copies certified by the notary public are not allowed.

Overview of Graduate Program in Japanese Language and Culture

1. Requirements for the Master's Degree

In addition to earning a minimum of 33 credits, participants must pass the final test and examination of the results of "Special Theme Research."

(1) Required Courses, Recommended Courses and Elective Courses

Participants must earn more than 33 credits (7 credits for Special Theme Research), including 29 credits from the required 13 courses, from among the 41 credits possible from a total of 19 courses.

(2) Special Theme Research

Participants must submit a "Special Theme Research Paper." However, if there are special circumstances, such as described in b), it is acceptable for them to write a "Special Theme Research Thesis."

a) Special Theme Research Paper

Participants must submit the results of their research in a "Special Theme Research Paper" on the subject, "Seminar for Special Theme III," in the final term of their program. Participants formally present these research papers before the instructor(s), and answer oral questions from the instructor(s) on the research. This research must be conducted according to the policy and process described later in 3. Special Theme Research.

b) Special Theme Research Thesis

Those participants who are required by their organizations, or need to write a full thesis because of homeland policy concerning the conferring of a master's degree, can choose to write a "Special Theme Research Thesis." In this case, participants must pass an examination to judge whether their Japanese language ability, grades, and specific research plan are above a certain level at the end of the fall term and after the internship to indicate they are eligible for thesis instruction.

2. Courses Planned to Be Offered and Course Guidance

(1) Courses Planned to Be Offered

A total of 41 credits for the Required Courses, Recommended Courses and Elective Courses (including 9 credits for Special Theme Research).

*Overview of Courses of Graduate Program: see the Japanese Version of the attachment of Application Instructions

(2) Lecturer

Full-time faculty members (considered to be the professors in charge) are responsible for all program course design, curriculum development, examination preparation, etc. These professors are selected from each of the two associated institutions (The Japan Foundation Japanese-Language Institute, Urawa, and The National Graduate Institute for Policy Studies). All classes will be taught by the full-time instructors chosen from the two institutions. However, faculty from outside of the program can be invited to participate, if necessary or desired.

(3) Registration Recommendations

As for the registration of the courses other than the required courses, the professor in charge is responsible for giving advice and making recommendations upon registration in accordance with the participant's research theme.

3. Special Theme Research

(1) Purpose

The graduates of this program are expected to be leaders in Japanese language education when they return to their home countries. Therefore, it is important that both the research theme and the internship associated with it provide practical results to other teachers in their communities and also provide opportunities for improving their overall individual language teaching techniques.

(2) Term by Term Progress

a) [BEFORE arriving in Japan and starting the program]

The participant should select his/her research theme based on relevant problems and challenges in the participant's country or community. The participant should plan out his/her internship (it does not have to be done in class, but can be completed through investigation or research), and finalize as much as possible potential supporters and supportive organizations before arriving in Japan.

b) [Fall and Winter Terms]

The participant should deepen the scope of the research theme and plan a definite direction of the internship through classes and individual instruction.

c) [Spring Term]

In principle, the participant goes back to his/her country for the internship.

d) [Spring and Summer Terms]

The process of completing a research plan, scheduling implementation, and summarizing the report must be completed in accordance with the guidelines of the Special Theme Research Paper (or the Special Theme Research Thesis), as described in 1. (2).

4. Preparative Task

For participants accepted into the program, the following preparative tasks are scheduled to be assigned:

- a) Preparation using specified textbooks related to instruction methods (an exam to confirm the degree of language understanding will be given just after arriving in Japan).
- b) Collection and organization of data about the status of Japanese language education in the participant's home country and community.
- c) Determination of a research theme and sounding out of that theme to potential supporters and supportive organizations.
- d) Video recording or tape recording of the participant's own lectures for analyzing.
- e) Other tasks assigned by lecturers.

日本語教育指導者養成プログラム（修士課程）

2017（平成29）年度用
For FY 2016

申請書

Graduate Program in Japanese Language and Culture (Master's Program)
APPLICATION FOR ADMISSION

申請書は国際交流基金の最寄りの国際交流基金海外拠点又は日本国大使館や総領事館等の在外公館にご提出ください。台湾在住の方は（公財）交流協会の台北事務所にご提出ください。国際交流基金本部・附属機関では海外からの申請を受け付けません。またインターネットやe-mailによる申請書の提出は受け付けません。なお、申請書に記入される個人情報の利用目的については、学生募集要領「11. 個人情報の取扱い」をご覧ください。

Applications should be submitted to the nearest Japan Foundation office in your country or the Japanese Embassy/Consulate General (Japanese diplomatic mission). In Taiwan, applications must be submitted to the Interchange Association, Japan, Taipei office. The Japan Foundation Headquarters in Tokyo and affiliated organizations will not accept applications from overseas applicants. We do not accept applications through the Internet or by e-mail. With regard to the purpose of use of personal information entered in the application, please see "11. Handling of Personal Information" in the Application Instructions.

カラー写真
Color Photograph
裏面に氏名を記入してください
Write your name on the back of the photograph
3か月以内に撮影のものを
使用してください
Taken within the last three months of the date of application

申請者：申請者本人が記入してください。（パソコンを用いるか又は活字体で書いてください）

Applicant : The following form should be filled in by the applicant. (Print or write in block letters)

1. 氏名： _____ 性別： _____
Name 姓 Family name 名 First name ミドル・ネーム Middle name Gender
(ローマ字（パスポート表記）As written in your passport (English alphabet only))

(カタカナ In Katakana) 姓 Family name 名 First name ミドル・ネーム Middle name

2. 生年月日： _____ 3. 年齢（2017年4月1日現在）： _____
Date of birth Age (As of April 1, 2017)
(45歳未満の方、即ち1973年4月2日以降に生まれた方のみ
申請資格があります)
Nationality (Those who are 44 years old or under, who were born on
or after April 2, 1973, are eligible.)

4. 国籍： _____

5. 地位／所属機関の名称／住所 Present position, with the name & address of the institution :
(地位) (専任・非専任)
Position Full time or part time
(機関名)
Name
機関 ID _____
ID of affiliated institution
※日本語教育機関検索データベース (<https://jpsurvey.net/jfsearch/do/index>) にて所属機関の機関 ID を確認の上、記入してください。
所属機関が同データベースへ未登録の場合は記入不要です。
*The ID of affiliated institution can be found on the "Search engine for institutions offering Japanese-language education" (<https://jpsurvey.net/jfsearch/do/index>)
No need to fill this column if your affiliated institution is not registered on the "Search engine."
(機関住所)
Address
電話 TEL _____ FAX _____ E-mail _____

6 さくらネットワークに所属していますか？
Do you belong to organizations of the Sakura Network?

For "Sakura Network," please visit the following website: <https://www.jpff.go.jp/j/project/japanese/education/network/> (Japanese)
<https://www.jpff.go.jp/e/project/japanese/education/network/> (English)

はい Yes

⇒ さくらネットワークメンバー（機関、団体）名： _____

Name of the Sakura Network member : _____
 (institution, organization, etc.)

いいえ No

7. 連絡先住所 Preferred mailing address : []勤務先 Work []自宅 Home
 (上記住所 Same as above.) (以下に記入すること Fill in the following fields.)

電話 TEL	FAX	E-mail
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8. 取得学位（取得見込みも含む） :
 Academic degree (including expecting degree)

学士 : _____
 Bachelor's degree

	機関名 Name of institution	
所在地 Location	from _____ (から) 月(Month)/年(Year)	to _____ (まで) 月(Month)/年(Year)

学位 Degree	専攻 Major
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学問的な受賞 Scholastic honors or prize (if any)

修士 : _____
 Master's degree

	機関名 Name of institution	
所在地 Location	from _____ (から) 月(Month)/年(Year)	to _____ (まで) 月(Month)/年(Year)

学位 Degree	専攻 Major
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学問的な受賞 Scholastic honors or prize (if any)

その他 : _____
 Others

	機関名 Name of institution	
所在地 Location	from _____ (から) 月(Month)/年(Year)	to _____ (まで) 月(Month)/年(Year)

学位 Degree	専攻 Major
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学問的な受賞 Scholastic honors or prize (if any)

9. 日本で義務教育を修了しましたか? はい Yes いいえ No

Did you complete your compulsory education in Japan?

10. あなたがお願いした推薦者2名：
Names of the two people you have requested to write letters of recommendation:

(1) 所属機関(部門)長
Representative of the institution (or department)

推薦者名 Name	肩書 Position/title	機関 Organization/institution
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(2) (1)以外の推薦者
Another person who can evaluate the applicant

推薦者名 Name	肩書 Position/title	機関 Organization/institution
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11. 日本語学習歴：
Previous Japanese language study

期間 Term	総時間数 Total hours	機関名 Institution	使用教材 Textbook
from 年(yy) 月(mm)～ to 年(yy) 月(mm)			
from 年(yy) 月(mm)～ to 年(yy) 月(mm)			
from 年(yy) 月(mm)～ to 年(yy) 月(mm)			
from 年(yy) 月(mm)～ to 年(yy) 月(mm)			

12. 日本語教授歴：
Japanese language teaching experience

期間 Term	機関名 Institution	対象者 Students in your class	
		年齢 Age	レベル Level
from 年(yy) 月(mm)～ to 年(yy) 月(mm)			
from 年(yy) 月(mm)～ to 年(yy) 月(mm)			
from 年(yy) 月(mm)～ to 年(yy) 月(mm)			
計 年 か月 Total years months		教授歴が2年未満の方は申請資格がありません Those who have at least two years of experience teaching Japanese language are eligible	

13. 日本語教授歴以外の職歴 :

Professional experience other than teaching Japanese

期間 Term	雇用者 (機関) 名 Employer's name	仕事の内容 Job title and description
from 年(yy) 月(mm)~ to 年(yy) 月(mm)		
from 年(yy) 月(mm)~ to 年(yy) 月(mm)		
from 年(yy) 月(mm)~ to 年(yy) 月(mm)		

14. 日本滞在歴 :

Previous stay in Japan

期間 Term	日数 Days	滞在目的・受けたグラント Purpose and grants received, if any
from 年(yy) 月(mm)~ to 年(yy) 月(mm)		
From 年(yy) 月(mm)~ To 年(yy) 月(mm)		
From 年(yy) 月(mm)~ To 年(yy) 月(mm)		

15. 日本語能力に関する試験 :

Japanese-Language Proficiency Test level & scores (and the year of the test taken) or any other qualifications to show Japanese proficiency (得点票原本を添付すること。コピー不可。 Attach an original score sheet. A photocopy will not be accepted.)

- (1) 日本語能力試験 : N _____ 得点 _____
 JLPT Passed level Score _____
- 認定番号 _____ 受験年 _____
 Certificate number Year taken
- (2) その他の試験 : _____ 受験年 _____
 Others Year taken

16. 資格取得 Qualifications :

_____ (取得年 Year obtained)

_____ (取得年 Year obtained)

_____ (取得年 Year obtained)

_____ (取得年 Year obtained)

17. 受賞歴 Awards :

_____ (受賞年 Year awarded)

_____ (受賞年 Year awarded)

_____ (受賞年 Year awarded)

18. 日本語教育関連の活動歴：日本語教育の推進について貢献があれば具体的に記述してください。(例：学会、政府政策、教材開発)
 Activities related to Japanese language education: Describe any activities you have conducted related to Japanese language education and what contributions these have made in its overall promotions (e.g. academic society, government policy, development of teaching materials).

期間 Term	プロジェクト名 Project's name	仕事の内容 Job title and description
from 年(yy) 月(mm)～ to 年(yy) 月(mm)		
from 年(yy) 月(mm)～ to 年(yy) 月(mm)		
from 年(yy) 月(mm)～ to 年(yy) 月(mm)		

19. 研究業績 Research performance :

発表年月 Date	論文題目/発表テーマ Title of research paper / theme of your presentation	掲載雑誌名/学会名 Title of journal / title of academic conference
年 月 (yy mm)		
年 月 (yy mm)		
年 月 (yy mm)		

志願者の専門的職業人又は研究・教育者としての能力及び将来性等についてどのように評価しますか。

Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

志願者の人柄・性格(積極性、リーダーシップ等)をどのようにお考えですか。

Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

日本語教育指導者養成プログラム(修士課程)の候補者として、志願者をどのように評価しますか。

General recommendation: How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program in Japanese Language and Culture (Master's Program) offered by GRIPS/JFJLI, Urawa?

- | | | | |
|-------------------------------|-------------|------------------------------------|---------|
| <input type="checkbox"/> 大変適正 | Outstanding | <input type="checkbox"/> どちらとも言えない | Average |
| <input type="checkbox"/> 適正 | Good | <input type="checkbox"/> 不適正 | Poor |

その他、選考に当たって参考になるような所見がありましたら記入願います。 Additional comments, if any:

署名 : _____ 日付 : _____
Signature Date

日本語教育指導者養成プログラム (修士課程)
Graduate Program in Japanese Language and Culture (Master's Program)

推薦状 LETTER OF RECOMMENDATION 2

志願者名 : _____
Name of applicant 姓 Family name 名 First name ミドル・ネーム Middle Name

を政策研究大学院大学・国際交流基金日本語国際センター 日本語教育指導者養成プログラム (修士課程) の入学志願者として下記により推薦します。

I recommend the above person as an applicant to the Graduate Program in Japanese Language and Culture (Master's Program) which is jointly offered by GRIPS/JFJLI, Urawa.

推薦者へのお願い : この推薦状を日本語又は英語でご記入、ご署名の上、厳封して志願者へ渡してください。また、記入欄が足りない場合は、別紙にご記入の上、この様式に添付してください。
To the recommender: Please complete this form in Japanese or English, sign it, enclose it in an envelope, seal the envelope, and sign across the flap. Return the sealed envelope to the applicant. You may attach additional sheets if the space provided is insufficient.

※採否審査及び事業評価のため、この推薦状を外部有識者等に提供することがあります。

* There may be cases in which this letter is provided to outside consultants in the screening process and evaluation procedure.

推薦者 : _____
Name of person completing this form

職名 : _____
Position/title

所属 : _____
Name of organization

住所 : _____
Address

電話 : _____ ファックス : _____ E-mail : _____
TEL FAX

志願者をどれくらいの期間ご存知ですか? _____ 年 _____ か月
How long have you known the applicant? _____ years _____ months

どのような関係でご存知ですか? In what capacity have you known the applicant?

どれくらいの頻度で志願者に会いますか? () () () ()
How often have you interacted with the applicant? 毎日 Daily 毎週 Weekly 毎月 Monthly たまに Rarely

同じ分野で働く他の教師/職員と比べて、志願者の学識や教授能力をどのように評価しますか?
In comparison with other teachers/staff whom you have known in the same field, how would you rate the applicant's overall scholastic or teaching ability?

- 極めて優秀 TRULY EXCEPTIONAL - One of the best you have known..... ()
- 大変優秀、上位5%以内 OUTSTANDING - Highest 5% ()
- 優秀、次の上位5%以内 EXCELLENT - Next highest 5% ()
- 上位10%以内には入らないが有力 GOOD - Strong ability, but not in top 10% ()
- 上位50%以内 AVERAGE - Upper 50% ()
- 上位50%以内には入らないが推薦する BELOW AVERAGE - Lower 50%, but recommended ()
- 推薦しない NOT RECOMMENDED ()

専門分野における志願者の専門的職業人又は研究・教育者としての能力及び将来性等についてどのように評価しますか。
 Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

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 Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

日本語教育指導者養成プログラム(修士課程)の候補者として、志願者をどのように評価しますか。
 General recommendation: How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program in Japanese Language and Culture (Master's Program) offered by GRIPS/JFJLI, Urawa?

- | | | | |
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その他、選考に当たって参考になるような所見がありましたら記入願います。 Additional comments, if any:

署名 : _____ 日付 : _____
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