Asia Center Fellowship Program
Application Instructions

1. About the Program
This program is designed to encourage joint or cooperative projects that cross national cultural borders among individuals. Fellowships are offered to successful applicants who plan to pursue their research and activities outside their home country (or countries), and who seek to further develop their field(s) of expertise and form networks between individual and institutional counterparts in ASEAN and/or Japan in a wide range of fields.

2. The Japan Foundation Asia Center’s Mission
The Japan Foundation Asia Center (hereinafter the Asia Center) expands networks—both individual and institutional—in Asia, explores new initiatives with the region, and nurtures the sense of coexistence and understanding as fellow neighbors in Asia.

The four pillars of our mission are:
(1) **To expand the bases of cultural exchange for the betterment of mutual understanding**
The Asia Center supports and implements a variety of projects that encourage more opportunities for exchange and dialogue, and that promote further mutual respect and understanding of the diverse cultures in Asia.

(2) **To promote human resources and soft infrastructure development initiatives**
The Asia Center embraces the nurturing of rising cultural persons and institutions, and also the improvement of soft infrastructure (maintenance, systematization, etc.) for the sustenance and development of culture. These will be pursued through collaborative exchange with the region.

(3) **To form new networks and enduring bedrock and platforms for cultural exchanges**
The Asia Center promotes the development of networks that bring cultural persons together and the building of an enduring substructure on which dialogues and collaborations can be shared, built, and continued toward resolving common concerns and achieving common goals in Asia.

(4) **To generate new values and discussions toward the future from Asia to the World**
The Asia Center encourages collaborations in Asia and the wide circulation of new values and discussions generated to further expand the sphere of cultural and artistic exchange.

The Asia Center Fellowship Program particularly supports projects that pursue initiatives outlined in 2 to 4 and that have clear project objectives and plans.

3. Eligible Projects
(1) Countries
A. Activities/Projects planned to be conducted in Japan and the ten ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam).
B. Activities/Projects may be conducted in two or more of the above countries.
The travel, however, must be continuous; you cannot go back to a country you have already traveled to during the Fellowship Period.
i.e. The travel itinerary for carrying out project in country A and B must be:
   Country of residence→country A→country B→Country of residence
   NOT: Country of residence→country A→Country of Residence→country B→Country of residence
   or Country of residence→country A→country B→country A→Country of residence
C. Activities/Projects that take place where the applicant holds nationality, citizenship, or permanent residency, or where the applicant currently resides or where s/he is based in (hereinafter Country of Residence) are not eligible for the fellowship
D. Applicants outside Japan must include Japan as one of the countries (expect for applicants who hold nationality or permanent residency of Japan)

(2) Eligible Fields

<table>
<thead>
<tr>
<th>Arts and culture</th>
<th>Visual arts, performing arts, music, film, video, photography, architecture, sculpture, craft, protection and utilization of cultural heritages, cultural policy, arts management, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and Intellectual exchange</td>
<td>Humanities (Literature, History, Art History, Cultural Anthropology, Sociology, Religious studies, etc.) Social Sciences (Political Science, Economics, Sociology, International Relations, etc.)</td>
</tr>
<tr>
<td>Sports</td>
<td>Sports exchange, training, coaching etc.</td>
</tr>
<tr>
<td>Media/Journalism</td>
<td>Interview, research, etc.</td>
</tr>
</tbody>
</table>
Projects with the following characteristics are not eligible
A. Projects that are in the fields of natural sciences, medicine, and technology/engineering
B. Projects that are in the fields of Japanese studies and/or Japanese-language education
C. Projects that aim to earn credits in higher educational institutions
D. Projects that are for religious or political purposes
E. Projects that are for profit-making or fund-raising purposes
F. Projects that aim to work to acquire language-education
G. Projects that aim to acquire industrial training
H. Projects that aim to acquire administrative training
   Individuals in academia, who intend to visit Japan to pursue Japanese studies, should apply for the Japan Foundation Japanese Studies Fellowship.
   Individuals who intend to visit Japan to conduct research on Japanese art should apply for the Ishibashi Foundation/The Japan Foundation Fellowship for Research on Japanese Art.

3. Duration Categories
   Short term: 21 days to 59 days
   Long term: 60 days to 6 months
   a. Fellowship Period starts and ends on the dates you begin and complete your activities/project at the country of your visit. Days used for travel must not be included.
   b. In principle, the Fellowship Period must be continuous and must not be divided into multiple times.

4. Fellowship Period
   First Round: Projects that start between June 1, 2019 and November 30, 2019
   Second Round: Projects that start between December 1, 2019 and May 31, 2020 and are expected to complete by September 30, 2020
   *This program may not be offered in FY2020.

5. Activities/Projects
   Activities/Projects that fall in the field(s) of listed in III. 2. Eligible Fields above.
   e.g. Writing of Investigation(s), Research, Articles/Essays, Reports, Reportage
   Collecting of Interviews, Data, Archiving
   Producing (art) works
   Attending conferences to form networks or to construct platforms

6. Acceptance of Host Institution(s)/Individual(s)
   To ensure the collaborative nature of the program, applicants are required to have acceptance of the Host Institution or Individual.

4. Eligible Applicants
   (1) Applicants must:
   A. Be individuals specializing in the fields and/or areas listed in III. 2. Eligible Fields above.
      (Artists, curators, arts management professionals, producers, researchers, NPO administrators, journalists, authors, critics, sports professionals, etc.)
   B. Be a resident of Japan or one of the ASEAN countries, and hold a nationality, citizenship, or permanent residency of Japan or one of the ASEAN countries.
      * Those who are nationals of countries that do not have diplomatic relations with Japan, are not eligible.
   C. Not violate the law or regulations of their own country by receiving a fellowship from the Asia Center.
   D. Possess a bank account that can accept remittance from Japan (the Japan Foundation Headquarters) prior to or by the time of the remittance. The said bank account’s holder must be the same as the applicant’s.
   E. Be able to prepare all the necessary documents and communicate with the Asia Center in Japanese or English.
   F. Have the command of language(s) necessary to pursue the proposed project. Should that language be other than English or Japanese, the Asia Center may request additional document(s) proving the applicant’s language proficiency.

5. Expense Coverage
   (1) Grant Coverage
      The following are provided to successful applicants (hereinafter Fellow(s)). No extra benefit will be provided for person(s) accompanying the Fellow.
      A. Round-trip International Airfare (discount economy class)
         a. Including airport tax, fuel surcharge, etc. from the Country of Residence to the country of activity.
         b. For Fellows traveling to multiple destinations, a multiple-stop ticket fare (from-and-to the
Fellow’s Country of Residence) will be the maximum fare provided.

B. Stipend
a. The stipend is intended to be allotted for staying expenses, material expenses for the production of works, workshops and exhibition fees, etc.

b. If expenses during the Fellowship Period such as accommodation facilities and/or meals are supplemented by the host institution, the grant coverage may be revised.

The stipend is as follows:

<table>
<thead>
<tr>
<th>Region</th>
<th>Short-term (per diem)</th>
<th>Long-term (per month *)</th>
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</thead>
<tbody>
<tr>
<td>Region A</td>
<td>17,800 JPY</td>
<td>433,000 JPY</td>
</tr>
<tr>
<td>Region B</td>
<td>14,400 JPY</td>
<td>350,000 JPY</td>
</tr>
<tr>
<td>Countries</td>
<td>Japan, Singapore</td>
<td>Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam</td>
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* Fellowship Period of less than one month will be calculated by the day.

(2) Payment Method
In principle, Long-term Fellows will receive remittance monthly, and Short-term Fellows will receive the total sum in one remittance.

Overseas airfare will be provided upon the Fellow’s return to his/her country and his/her submission of necessary documents to the Foundation, such as receipts, original boarding passes etc.

6. Deadlines and Schedule of Notification of Results
The dates below apply to both Short- and Long-term Fellowships.

A. First Round: Deadline: No later than December 3, 2018
B. Result notification: April 2019
C. Second Round: A. Deadline: No later than June 3, 2019
D. B. Result notification: September 2019

* Applicants will be notified of the result by a letter.
* All inquiries related to the screening and results are strictly prohibited.

7. Selection Policy
Applications will be screened according but not limited to the following.

(1) Applicant’s Background
The applicant’s background will be taken into careful consideration during screening.
Below are a few of the points which will be assessed.
A. Academic degree(s) (MA and above or equivalent) or research experience in relevant field
B. Publications
C. Past activities and achievements

(2) Selection Criteria
A. Accordance with the mission of the Asia Center.
B. Clarity in objectives, plans, and goals of the project
C. Concrete methods of collaboration that cross national boundaries
D. Necessity of on-site implementation according to the objectives and project plan
E. Reasonable choice of Host Institution(s)/Individual(s)
F. Realistic and effective Fellowship Period, scheduling and goal(s)
G. The proposed activity/project’s relevancy to the applicant’s previous achievements.
H. Applicant’s potential for future engagements, development etc.
I. Contribution to the building of the bedrock or development of the relevant field

(3) Acceptance of Host Institution(s)/Individual(s)
A. To ensure the collaborative nature of the program, applicants are required to have (an) Acceptance Form(s) from the Host Institution/Individual.
B. Should the applicant be negotiating with the Host Institution(s)/Individual(s) at the time of the application, submit document(s) indicating its status.
C. Failure to submit such forms may lead to the application given lower priority.

(4) Previous Fellows
Previous recipients of fellowships from the Japan Foundation (e.g. the Japanese Studies Fellowship or Abe Fellowship) will be given lower priority.

(5) Inquiries from the Asia Center
The Asia Center may make inquiries or request telephone interviews if needed.
8. Fellow’s Obligations
Fellows are responsible for the following:
Should there be any transgressions of the below and regulations of the Asia Center, the Fellowship will be revoked, stipends (including Airfare) will be terminated, and the Asia Center may ask for a refund of the entire sum and additional penalty charges (if any) from the Fellow.

(1) Commitment to Activities/Project
A. During the Fellowship Period, Fellows are to commit to their proposed activities/project.
B. Earning income at activity site or location as a signed employee is prohibited.
C. In principle, departure from the activity site or location is not allowed.

(2) Submission of Reports
Fellows must submit Periodic Reports throughout the duration of the fellowship, and the Final Report within two months of completing the Asia Center Fellowship.

* Points to be noted:
  - Liability
    Fellows are responsible for all causes and effects resulting from her/his activities/project during the fellowship. The Asia Center shall not be responsible or liable for any illnesses or accidents that occur during the Fellowship Period.
    Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as checking if there are any security alerts issued in the countries or cities where your project is taking place.
    Depending on the security situation of the place of activity or location, the Japan Foundation may not allow Fellows traveling to the site or location.
  - Applying for Visa(s)
    Fellows are responsible to apply for the issuance of the visa(s) necessary for the travel.
    Applications and issuances of visa(s) can take up to months depending on the country, so the Asia Center recommends that applicants confirm, in advance, the visa type, paperwork, and procedures needed with Embassies and/or Consulates of the country planned in their itinerary.
    The Japan Foundation shall provide documents (in both English and Japanese) necessary for visa applications.
  - Prohibition of Other Fellowships and Grants
    Fellows cannot be recipients of other fellowships or grants while being an Asia Center Fellow.

9. Application Procedure
(1) Application Forms
a. Please visit the following website to download the Application Forms.
   http://www.jpf.go.jp/e/program/list.html
b. Forms A to E (five in total) listed below are required for application.
   A. Application Form (Form I)
   B. CV (including educational and work experience)
   C. Acceptance Form(s) from Host Institution(s)/Individual(s) (in any format; photocopy of the document is acceptable. These must include the fullname of the individual and her/his affiliation, seal or signature, and the duration of the acceptance)
   D. Information (Institutional Outline, CVs, Past Engagements, etc.) and Contact information of Host Institution(s)/Individual(s)
   E. Reference Letter (Form II) (from two referrers different from your Host Individual(s))
      - Download the Reference Letter (Form II) from the Asia Center website and forward to your two referrers. Each referrer must send the Letter directly to the Japan Foundation overseas office, the Japanese Embassy, or Japan Foundation Asia Center of which the applicant submitted her/his application.
      - Notify the referrers of the deadlines in advance. Reference Letters must arrive by the deadlines indicated in 6. Deadlines and Schedule of Notification of Results. Late submissions are not accepted.
Submission via E-mail and fax will not be accepted.
(2) Submission Locations
A. Applicants in Japan
   - Submit application (one original set and its hardcopy) by registered post or by delivery service (takuhaibin) to the Japan Foundation Asia Center.
   - The two reference letters (E) must be sent directly from your two referrers to the appropriate office.
- E-mail, fax, or direct submissions will not be accepted.
- Write “Asia Center Fellowship Program: Application” in red on the envelope.

To: Asia Center Fellowship
Arts, Culture and Exchange Section II, The Japan Foundation Asia Center
4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004
Tel. +81-(0)3-5369-6025

B. Applicants Outside Japan
- Submit application (one original set and its hardcopy) to the appropriate offices/embassies below.
- Submission via E-mail and fax will not be accepted.
- Prior to application, be sure to confirm the submission destination and qualification to the appropriate office.

<table>
<thead>
<tr>
<th>Country</th>
<th>Addresses</th>
</tr>
</thead>
</table>
| Cambodia          | The Japan Foundation Asia Center, Phnom Penh Liaison Office
                    #22, Hotel Cambodiana, 313 Sisowath Quay, Phnom Penh, Cambodia
                    Tel: +855-(0)23-21-4581                                            |
| Indonesia         | The Japan Foundation, Jakarta
                    Summitmas I, 2-3F, Jalan Jenderal Sudirman, Kav. 61-62
                    Jakarta Selatan 12190, Indonesia
                    Tel: +62-(0)21 520 1266                                           |
| Laos              | The Japan Foundation Asia Center, Vientiane Liaison Office
                    ANZ BANK Building 3rd Floor, 33 Lane Xang Avenue, Ban Hatsady, Chantabouly District,
                    Vientiane, Laos
                    Tel: +856-(0)21-240-280                                           |
| Malaysia          | The Japan Foundation, Kuala Lumpur
                    18th Floor, Northpoint Block B, Mid-Valley City, Medan Syed Putra, 59200, Kuala Lumpur,
                    Malaysia
                    Tel: +60-(0)3 2284 6228                                           |
| Myanmar           | The Japan Foundation, Yangon
                    Address:1406, 14th Floor, Building C, Pearl Condo, Kabar Aye Pagoda Road, Bahan
                    Township, Yangon, Myanmar
                    Tel:+95-(0)1-860-3794/5                                          |
| Philippines       | The Japan Foundation, Manila
                    23F, Pacific Star Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City, Metro
                    Manila, 1226, Philippines
                    Tel: +63-(0)2 811 6155                                           |
| Thailand          | The Japan Foundation, Bangkok
                    Serm Mit Tower, 10F, 159 Sukhumvit 21 (Asoke Road), Bangkok 10110, Thailand
                    Tel: +66-(0)2 260 8560 4                                          |
| Vietnam           | The Japan Foundation Center for Cultural Exchange in Vietnam
                    No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam
                    Tel: +84-(0)4 39447419                                           |
| Brunei            | The Embassy of Japan in Brunei Darussalam
                    House No. 33, Simpang 122Kamppong KiulapBandar Seri Begawan BE1518 Brunei
                    Darussalam
                    Tel: +673 222 9265                                               |
| Singapore         | Japan Creative Centre (JCC), Embassy of Japan in Singapore
                    16 Nassim Road, 258390 Singapore
                    Tel: +65 6235 8855                                               |

* Points to be noted:
- Applications submitted using forms other than those specified will not be accepted.
- All submitted documents will not be returned.
- Applications and accompanying materials (including reference letters) submitted after the deadline will not be accepted.
- Applications for differing projects submitted from a single applicant are not accepted. Both applications will be deemed invalid in such cases.

10. Disclosure of Information
(1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and areas of expertise,
affiliations, activity contents, country or countries where the activities will take place, term of the Fellowship) 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) Submitted Periodic Reports, the Final Report, and the Fellow’s achievements will be released on the Asia Center’s website for public viewing.

(3) 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 said law 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) and other applicable laws. Details of the Japan Foundation’s policy can be reviewed at the following website: http://www.jpf.go.jp/e/privacy

(2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
A. Details of the Fellow (names, gender, job and position, affiliation, project duration, project description, etc.) are published in the Detailed Annual Reports of the Japan Foundation (Kokusai Koryu Kikin Jigyo Jisseki), the Annual Report, the Japan Foundation’s website, and other public-relations materials. These details are also used in compiling application statistics and released to the press for publicity purposes.
B. The above information may be released to the following institutions.
   - Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan of the locations where a project is undertaken.
   - The insurance company and its agent (for purchase of an overseas traveler’s personal accident insurance plan).
C. Copies of applications, including documents containing personal information may be provided to external consultants as part of the screening process and the evaluation of the projects. The Japan Foundation requests consultants to take extra care when handling information provided.
D. The Japan Foundation may send questionnaires to the address(es) provided in the application after the project has completed.
E. The Japan Foundation may contact the address(es) provided to inform them of the Japan Foundation’s other engagements.

(3) Details of the Fellow stipulated in XI. Disclosure of Information above along with the same information of the Host Institution(s)/Individual(s) may be released to other Fellows to encourage exchange. Applicants are thus requested to inform those involved of the above-mentioned policies.

(4) Project Reports and other related publication(s) may be released to the public.

(5) Applications of the Fellow may be provided to the Host Institution(s)/Individual(s) should it be necessary for the Fellow to pursue her/his activities/project.

(6) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.

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

12. Contact
Asia Center Fellowship
Arts, Culture and Exchange Section II, The Japan Foundation Asia Center
4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004
Tel. +81-(0)3-5369-6025
E-mail: jfac-fellowship@jpf.go.jp
The Japan Foundation Asia Center
Application Form for Asia Center Fellowship Program

[Form 1]

To: Mr. Hiroyasu Ando
President, The Japan Foundation

I hereby apply for a grant under this grant program as follows, according to The Japan Foundation Program Guidelines.

<table>
<thead>
<tr>
<th>Submission date:</th>
<th>Year / Months / Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Short term (21 days–59 days)</td>
<td>□ Long term (60 days–6 months)</td>
</tr>
</tbody>
</table>

1. Applicant
   (1) Name (*as shown in passport)

<table>
<thead>
<tr>
<th>Name (in English)</th>
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<tbody>
<tr>
<td>Name (in local language)</td>
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<tr>
<td>Name (Artist/Public *other than above if any)</td>
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</table>

   Title □ Prof. □ Dr. □ Ms. □ Mr. □ Other ( )

   (2) Date of birth / Sex / Nationality, etc.

<table>
<thead>
<tr>
<th>Date of birth (MM/DD/YY)</th>
<th>Age</th>
<th>Sex □ Male □ Female</th>
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<tbody>
<tr>
<td>□ Nationality</td>
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<td>(Country)</td>
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<td>□ Citizenship</td>
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<tr>
<td>□ Permanent residency</td>
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</table>

   (3) Residential Address / Contact details

<table>
<thead>
<tr>
<th>Address</th>
<th>Postal code</th>
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<tr>
<td></td>
<td>Country:</td>
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   E-mail/Telephone

   (4) Current Occupation

<table>
<thead>
<tr>
<th>Institution/ Affiliation</th>
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<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Address</td>
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   | Postal code |
   | Country:    |

   E-mail/Telephone
2. **Personal History (Please attach a detailed C.V.)**  
   (1) Academic history

<table>
<thead>
<tr>
<th>Year</th>
<th>Degree</th>
<th>Institution</th>
<th>Field of Study</th>
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(2) Employment History

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<th>Year</th>
<th>Employment History</th>
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(3) Major Achievements (Thesis, publications, productions, projects, etc.)

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<thead>
<tr>
<th>Year</th>
<th>Achievement History</th>
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(4) Membership in Societies, Organizations, etc.

3. **Record of Activities Overseas (List up to five main activities)**

   (Activity 1)

<table>
<thead>
<tr>
<th>Period</th>
<th>Location</th>
<th>Activity Details</th>
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   (Activity 2)

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<th>Period</th>
<th>Location</th>
<th>Activity Details</th>
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### Activity 3

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<th>Period</th>
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<tr>
<th>Period</th>
<th>Location</th>
<th>Activity Details</th>
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4. **Overview of the Project:** (*Please also complete section 8. Contents of Project (detailed).*)

(1) **Project title**

(2) **Summary of the Project** (No more than 100 words)

(3) **Field of the Project**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>□ Arts and culture</td>
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<tr>
<td>□ Academic and Intellectual exchange</td>
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<td>□ Sports</td>
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<td>□ Media / Journalism</td>
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<td>□ Civil Society</td>
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<td>□ Other</td>
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</table>
(4) Fellowship Period

| Period (MM/DD/YY) | / | / | — | / | / | / |

(5) Schedule

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<thead>
<tr>
<th>From (MM/DD/YY)</th>
<th>To (MM/DD/YY)</th>
<th>City / Country</th>
<th>Activities (Please include host organization and/or collaborators)</th>
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(6) Host Institution(s)/Individual(s)
- To ensure the collaborative nature of the program, applicants are required to have (an) Acceptance Form(s) from the Host Institution or Individual.
- Attach the required documents below according to the status of your hosting counterparts.
- Lack of information will result in the decrease in priority.
* Consent granted: Cooperation Agreement/ Letter of Consent (in any format; photocopy acceptable). These must include the full name of the individual and her/his affiliation, seal or signature, and the duration of the acceptance.
* In negotiations: Attach materials, such as e-mail exchange, that indicate the current status of communication with the prospective Host Institution/Individual.

<table>
<thead>
<tr>
<th>Country</th>
<th>Host Institution(s) / Individual(s)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Consent granted □ In negotiations □ Suspended</td>
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<td>□ Consent granted □ In negotiations □ Suspended</td>
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<td>□ Consent granted □ In negotiations □ Suspended</td>
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<tr>
<td></td>
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<td>□ Consent granted □ In negotiations □ Suspended</td>
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(7) English Proficiency

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<th>□ Fair</th>
<th>□ Poor</th>
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<tbody>
<tr>
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<td>□ Good</td>
<td>□ Fair</td>
<td>□ Poor</td>
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Proficiency tests

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<th>□ TOEIC</th>
<th>□ IELTS</th>
<th>□ Other ( )</th>
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(8) Japanese Proficiency

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<td>Writing</td>
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Proficiency Tests

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<th>□ Other ( )</th>
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<tbody>
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<td>Score: ( )</td>
<td></td>
<td></td>
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</table>

(9) Other Languages

If other languages are necessary for your project, please input information about the language, your operational capability in the language, and the status of your preparations.

<table>
<thead>
<tr>
<th>Language</th>
<th>Current operational capability / status of preparations, etc.</th>
</tr>
</thead>
</table>
5. **References** (*Please provide the names, affiliation, and contact information of your two referrers.)*  
(Referrer 1)

- Name:  
- Institution:  
- Position:  
- E-mail:  
- Tel:  

(Referrer 2)

- Name:  
- Institution:  
- Position:  
- E-mail:  
- Tel:  

6. **Bibliography, case studies, etc. related to the project that you are applying for**  

7. **Past fellowships awarded by the Japan Foundation (year, name of program, grant amount)**  

I certify that all the information provided in this application is true and correct.

Date (MM/DD/YY) ________________  Signature ________________________________

Name in Print ________________________________
8. **Contents of the Project (detailed)** (*No attachment accepted; write in 10-point font size and make it into 2-3 sheets*)

<table>
<thead>
<tr>
<th>Project Title</th>
<th></th>
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</thead>
</table>
| * Please provide the following information.  
  (1) Background of project  
  (2) Objectives  
  (3) Contents  
  (4) Status of preparations  
  (5) Partners/collaborators  
  (6) Expected results (including result during and shortly after the Fellowship Period, and also in the future)  
  (7) Plans to publish/disseminate the results |
* 8. Contents of the Project (detailed) Continued
8. Contents of the Project (detailed) Continued
Please attach all of the following documents.

- Personal history (C.V. of the applicant) (*Please attach documents on past achievements.)
- Consent Letter of Acceptance from Host Institution(s)/Individual(s)
- Information (overview of the organization, C.V., etc.) and contact details about the host organization/collaborators

Reference Letter (two in total)

- Download the Reference Letter (Form II) from the Asia Center website and forward to your two referrers. Each referrer must send the Letter directly to the Japan Foundation overseas office, the Japanese Embassy, or to the Japan Foundation Asia Center of which the applicant submitted her/his application.
- Notify the referrers of the deadlines in advance. Reference Letters must arrive by the deadlines indicated in VI. Deadlines and Schedule of Notification of Results. Late submissions are not accepted.
The person named below wishes to apply for the Japan Foundation Asia Center Fellowship. The applicant would like you to write a letter of reference. Please assess the applicant's competence to carry out the proposal as described, as well as the importance and impact of the project, and describe the relationship between you and the applicant in the special field. Please send the original form to the Japan Foundation overseas office or the Japanese Embassy whose address appears below, or directly to the Japan Foundation Asia Center in Tokyo, and the deadlines are December 3, 2018 (first-round) / June 3, 2019 (second-round). Copies of the form are provided to outside consultants in the screening process and evaluation of the finished project. On providing them, the Japan Foundation asks the consultants to secure personal information.

E-mail: jfac-fellowship@jpf.go.jp

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## Applicant

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
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## Referee/Recommender

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<th>Signature</th>
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**Note:** the Applicant should fill in the below box.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>国際交流基金アジアセンター</td>
<td>国際交流基金海外事務所・日本国大使館</td>
</tr>
<tr>
<td>〒160-0004 東京都新宿区四谷4-16-3</td>
<td>the Japan Foundation overseas office / the nearest Embassy of Japan</td>
</tr>
<tr>
<td>The Japan Foundation Asia Center</td>
<td>住所 address</td>
</tr>
<tr>
<td>4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004</td>
<td></td>
</tr>
<tr>
<td>Tel: +81-(0)3-5369-6025</td>
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<table>
<thead>
<tr>
<th>Position</th>
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<tr>
<td>Position</td>
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<tr>
<td>Contact information</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** the Referee/Recommender should fill in the below box.

---

Comments (You may either use this space or attach a signed letter.)
Asia Center Fellowship Program Reference Letter

REFERENCE LETTER

The person named below wishes to apply for the Japan Foundation Asia Center Fellowship. The applicant would like you to write a letter of reference. Please assess the applicant’s competence to carry out the proposal as described, as well as the importance and impact of the project, and describe the relationship between you and the applicant in the special field. Please send the original form to the Japan Foundation overseas office or the Japanese Embassy whose address appears below in the box, or directly to the Japan Foundation Asia Center in Tokyo, and the deadlines are December 3, 2018 (first-round) / June 3, 2019(second-round). Copies of the form are provided to outside consultants in the screening process and evaluation of the finished project. On providing them, the Japan Foundation asks the consultants to secure personal information.

E-mail: jfac-fellowship@jpf.go.jp

Please send this form to the address as below.

□ 国際交流基金アジアセンター
〒160-0004 東京都新宿区四谷4-16-3
The Japan Foundation Asia Center
4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004
Tel: +81-(0)3-5369-6025

□ 国際交流基金海外事務所・日本国大使館
the Japan Foundation overseas office / the nearest Embassy of Japan
住所 address

申請者記入欄

*Note: the applicant should fill in the below box.

申請者名 Applicant
プロジェクト名 Project title

評価者記入欄

*Note: the Referee should fill in the below box.

評価者名 Referee

署名又は印鑑 Signature

現職 Position
所属機関 Institution

連絡先 Contact information

コメント (You may either use this space or attach a signed letter.)
Comments (You may either use this space or attach a signed letter.)