

WHAT IS THE "JDS"?

The objective of JDS is to support human resources development of Bhutan, targeting young government officials, who are expected to be leaders of the country, and to engage in formulating and implementing social and economic development policies after their return. JDS Fellows shall contribute to an expanded and enhanced foundation for bilateral relations with Japan as persons having well-rounded knowledge of Japan.

ELIGIBLE APPLICANTS

- Citizens of the Kingdom of Bhutan
- Age of 39 or younger as of April 1, 2022
- Holds Bachelor's degree from universities authorized by the Royal Government of Bhutan or other countries.
- 2 years or more of work experiences under the same Parent Agency at the time of application (such experiences shall be related to applying Sub-Program/Component).
- Must be a permanent government employee who are in Professional & Management Category.
- Belongs to Major Occupational Groups listed for each Component under specified Super Structure Groups.

FIELDS OF STUDY

The framework of the JDS project consists of "Sub-Program" and "Component", which correspond to and deal with the selected target priority areas and development issues of Bhutan. JDS Fellows are selected from "Target Organizations" whose mission is closely related to "sub-program" and "component". Accepting Japanese Universities offer educational programs correspond to the needs. The degree to be obtained is master's degree. The medium of instruction is English.

BENEFITS for JDS PARTICIPANTS

- (1) One round trip airfare between Bhutan and Japan
- (2) Monthly living allowance in Japan
- (3) Full tuition fee at Japanese accepting universities
- (4) Other designated allowances (Buying books, Shipping, Travel and seminar attendance, Overseas travel insurance, etc.)

VOICE FROM A JDS FELLOW



Mr. Tshering Passang

**The University of Tokyo
Ministry of Agriculture and Forests**

As a student in Japan, my journey has been exciting and enriching. University campus offers an excellent study environment and the techniques and methods of teaching promote experiential learning. Students are made to do the work on their own for which facilities and environment of self learning is well established.

If need be, students are also provided with handholding supports from the professors, and I have been recipient of such supports from my professor and supervisor in my ongoing research. This is not only encouraging but also boost confidence and rekindle interest in scholarly work despite challenges.

Not to forget, covid 19 pandemic has affected my study life in Japan in some ways but overall experience has been satisfying one. In fact, I have been learning new knowledge and skills from day one in Japan. I am one of nine scholars in the first batch of JDS scholars from Bhutan. It is a great achievement in my life to be receiving this prestigious scholarship that support study and stay in Japan.

Japan is a highly modernized country where technological advancement has made people's life efficient and productive. It is also a country where beautiful culture and heritage of ancient society are well preserved and practiced. These together with rich and beautiful environment make Japan extra special place on earth to live. Studying in Japan will be one of the best experiences in the life.

I wish you all good luck for JDS scholarship selection.

JICE JDS PROJECT OFFICE IN BHUTAN

P.O. Box 2061, 1st Floor, Building No. 16, Zeri

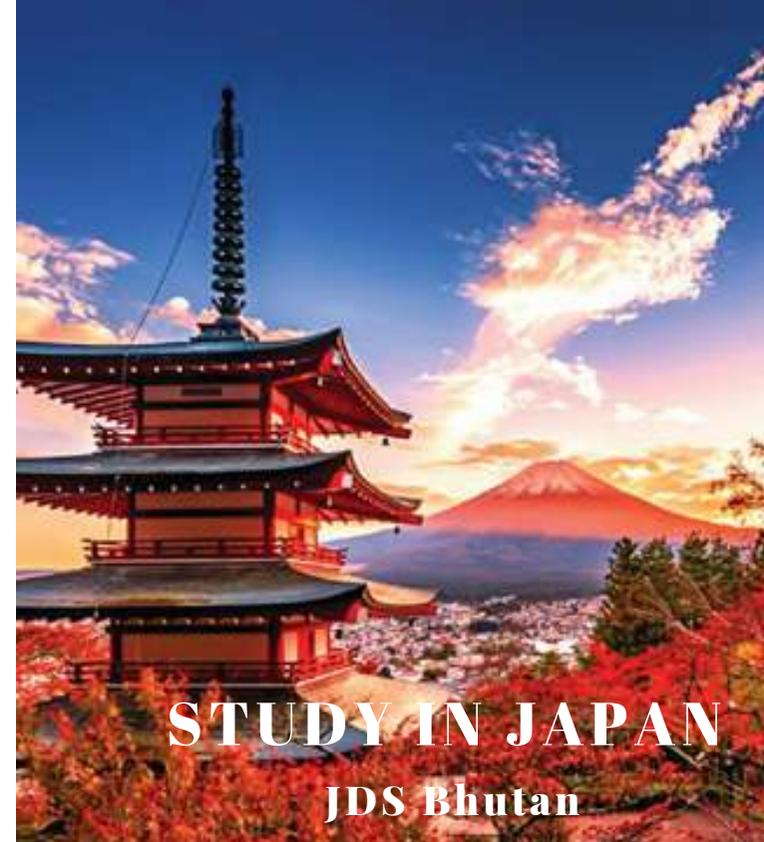
Lam-4, Changzamtok, Thimphu, Bhutan

E-mail: jds.bhutan1@jice.org

Phone: 02-350831/02-350832



Designed by JICE in August 2021



STUDY IN JAPAN JDS Bhutan

JDS The Project for
Human Resource Development
Scholarship by Japanese Grant Aid
2021



FRAMEWORK OF JDS PROJECT

Sub-Program (JDS Priority Areas)	Component (JDS Development Issues)		Slot	Accepting University	Degree	Main Target Group
						■ Position Category 1. Super Structure a. Major Occupational Group (MOG) i. Sub Group
1. Enhancement of Policy Making Capacity for Industrial Development	1-1. Agriculture and Rural Development		2	The University of Tokyo, Graduate School of Agricultural and Life Sciences	Master of Science	■ Professional and Management Category (PMC) 1. Technical Service a. Agriculture and Livestock Service Group b. Forestry and Environment Protection Services Group
	1-2. Industrial Foundation Development	1-2-1. Economic Policy	2	International University of Japan, Graduate School of International Relations	- Master of Arts in International Development - Master of Economics	■ Professional and Management Category (PMC) 1. Administration Service 2. Finance Service 3. Technical Service (Statistical Services)
		1-2-2. Public Policy / Administration	2	Ritsumeikan University, Graduate School of International Relations	Master of Arts in International Relations	■ Professional and Management Category (PMC) 1. Administration Service 2. Finance Service
	1-3. Infrastructure Development for Sustainable Economic Growth		2	Nagoya University, Graduate School of Environmental Studies	- Master of Environmental Studies - Master of Engineering	■ Professional and Management Category (PMC) 1. Technical Service a. Architectural, Engineering and Land Services Group i. Engineering Services ii. Farm Mechanization Services iii. Geology and Mines Services iv. Heritage, Sites, Conservation Services v. Meteorology/Hydrology Services vi. Urban Development Control Services vii. Urban Planning Services
2. Reduction of Vulnerability	2-1. Countermeasures for Climate Change and Disaster Risk Management		1	Nagoya University, Graduate School of Environmental Studies	- Master of Environmental Studies - Master of Engineering	■ Professional and Management Category (PMC) 1. Technical Service a. Architectural, Engineering and Land Services Group i. Engineering Services ii. Meteorology/Hydrology Services

Join Online Promotion seminar!!!



Aug 13, 20, 27, Sep 3
From 15:00pm

Scan to register

APPLICATION PROCEDURE

Step1: Application to RCSC routed through Parent Agency & working Agency

By Sep 24

Shortlist Announcement by RCSC

Oct 13

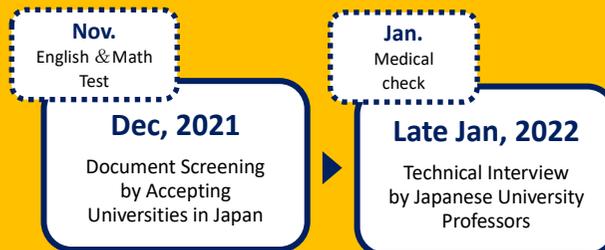
Step2: JDS Application

Oct 14 – Nov 10

Accepting Universities



Selection Procedure



How to Apply?

<http://jds-scholarship.org/>



Study in Japan from Sep, 2022



JDS Application Guidelines



The Project for Human Resource Development Scholarship by Japanese Grant Aid in the Kingdom of Bhutan 2021



Application Guide For Master program

Foreword

This is a quick guide to the application for JDS Bhutan. For further information, please join our promotion seminar. Also, please check our JDS HP and JDS Bhutan FB for the detail information.



[This is JDS – Outline of JDS Project](#)

1. JDS Scholarship Bhutan

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) for Bhutan was launched in 2018 by the government of Bhutan with the support of the government of Japan, and is currently provided in other 16 countries.

JDS is targeted at **highly capable officials** who are expected to **engage in and implementing social and economic development plans, and become leaders in Bhutan** in the 21st century

The main objectives of JDS Scholarship are:

(1) To Support Human Resource Development

JDS aims at strengthening administrative capacity of the recipient country through providing post-graduate education opportunities with talented young government officials and others who are expected to engage in formulating and implementing social and economic development plans and to play a leadership role in the development of the country.

(2) To Enhance Bilateral Relationships

JDS fellows are also expected to solidify foundations to further bilateral relations with Japan by utilizing their human network developed through the academic and social activities in Japan.

※ Promoting gender equality, applications from women are also encouraged.

2. Application Process

Step 1: Submit a set of application documents to **RCSC** routed through **Working Agency and Parent Agency by Sep. 24, 2021.**

Documents to apply:

- Performance Rating Score for last two years
- Copy of system generated CV
- Class XII certificate and mark sheet
- Degree Certificate and mark sheet
- Merit Certificates (Leadership, volunteerism, Publication, and professional Recognition)



You have to be short-listed after screening by RCSC to apply for JDS. Shortlist will be announced on Oct. 13, 2021 at RCSC website. Only shortlisted candidates can apply for JDS application.

Step 2: Please submit a necessary set of application documents to the **JDS office** within the following period.

Opening date: Oct 14, 2021

Closing date: Nov 10, 2021 (at 12:00pm)

- ✓ Application documents received after the closing date will not be considered.
- ✓ Your submitted documents will not be returned.
- ✓ Intentional false statement in the application documents may be disqualified or subject to penalties.

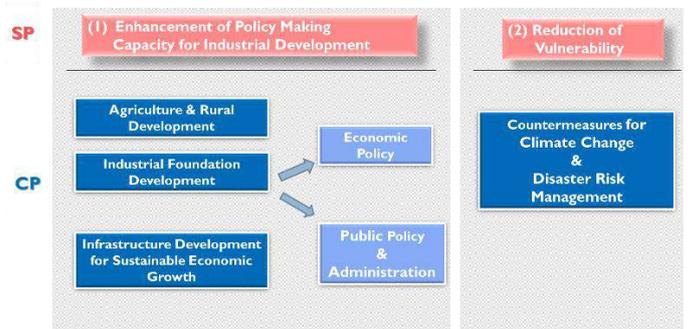
3. Field of Study (Component)

JDS Bhutan has **2 Sub-Programs** (SP, priority areas) and the following **4 Components** (CP, development issues = Field of Study), and **Target Groups** are assigned in each component.

This is called “**Framework**” and downloadable from JDS website.

[Framework of JDS Bhutan 2021](#)

SP and CP in Bhutan:



The components and each host universities are as follows. For details, please scan QR code below or click [here](#) to go to the JDS web site

1-1. Agriculture and Rural Development

[The University of Tokyo](#)

1-2. Industrial Foundation Development

1-2-1. Economic Policy

[International University of Japan](#)

1-2-2. Public Policy / Administration

[Ritsumeikan University](#)

1-3. Infrastructure Development for Sustainable Economic Growth

[Nagoya University](#)

2-1. Countermeasures for Climate Change and Disaster Risk Management

[Nagoya University](#)



Important notes in application

- ✓ When looking up the university information, check degrees available and what areas of expertise the faculty members have. (These will be also related to your research plan.) When applying, please make sure that your workplace is a JDS Target Group.
- ✓ **Read the CP information** you are applying well to find out the **purpose for which the CP is set** in JDS and **what areas of research is desired** in the CP (These will be related to your research plan). CP information can be found [here](#).
- ✓ When looking up the **university information**, check **degrees available** and **what areas of expertise the faculty members have**. (These will be also related to your research plan)

6. Selection process

(1) Selection process

Following confirmation of eligibility (Basic Check), applicants will proceed to the selection in the following process.

Schedule	Selection steps
Nov. 10, 2021 (by 12:00pm)	Closing date of JDS application <i>*You have to be shortlisted after screening by RCSC to apply for JDS.</i>
Nov. 2021	Academic aptitude tests ※1 <ul style="list-style-type: none"> • IELTS ※2 • JDS Math test ※3 
End Dec. 2021	1st Selection Document Screening 
Jan, 2022	Health check-up ※4
End Jan. 2022	2nd Selection Technical Interview by University 
Mid Feb. 2022	3rd Selection Comprehensive Interview by Operating Committee ※5 
Mar. 2022	Approval given by the Operating Committee ※5
Mar. - Apr. 2022	<ul style="list-style-type: none"> • Briefing for final successful candidates • Application for each university
Jul. - Aug. 2022	Pre-departure orientations by RCSC, JICA and JICE
Aug. 2022	Departure for Japan

※1 The test results will be reviewed by the universities in later selection stages.

※2 All applicants must take the IELTS arranged by JDS office on the specified date. It is subject to change according to the infection status of COVID-19.

※3 Applicants for the following Component/Sub-Component will be exempted from the math test: Component 1-1. Agriculture and Rural Development (The University of Tokyo); Sub-Component 1-2-2. Public Policy / Administration (Ritsumeikan University) under Component 1-2. Industrial Foundation Development.

※4 The health check-up is not a selection, but those who are judged to be ineligible to study abroad for health reasons will not be able to proceed to the next selection step.

※5 **JDS Operating Committee** is responsible for the management of JDS project, and is made up of representatives of the Bhutan and Japanese governments. The members are as follows;

- RCSC
- GNHC
- MoFA in Bhutan
- Embassy of Japan in India
- JICA Bhutan office

Notes:

- Travel subsidies will be paid to applicants from rural areas throughout the English test and the final selection.
- The results of each selection round will be sent to only successful candidates by email.

(2) Selection Criteria

Applicants will be mainly assessed based on the following criteria:

1st selection	<ul style="list-style-type: none"> • Scores of the English and math tests • Completeness of research plan • Matching between the research plan and disciplines of faculties of the university course
2nd selection	<ul style="list-style-type: none"> • Academic competence • Knowledge of the research field • Logical thinking and communication skills • Motivation to study in Japan, etc.
3rd selection	<ul style="list-style-type: none"> • Motivation to study in Japan • Significance of the research to the development issues in Bhutan • Concreteness of future career and ambition

Shortlisted Applicants are advised to view the following movies and you can access from JDS website:

- ▶ [How to write a research plan](#) [27 min]
- ▶ [Tips for the selection](#) [20 min]

7. Benefits of JDS Scholarship

JDS Scholarship is offered for the minimum period necessary for the individual to complete the academic program specified by the Japanese education institution, including any preparatory training.

Scholarship recipients will receive the following:

- Travel expenses (to go to / return from) Japan
- Full tuition fees
- Monthly scholarship
- Arrival allowance
- Housing allowance
- Allowances for purchasing books and shipping material
- Traveling and seminar allowances
- Overseas travel insurance
 - ※ All International students must enroll in National Health Insurance program of Japan

In addition, JDS fellows also enjoy the following benefits and JICE supports to secure and enrich their study in Japan

- Pre-departure English and academic training
- JICE support for finding domicile in Japan
- Periodical monitoring services
- Emergency support system
- Enrichment program for JDS fellows
 - Government leaders networking events
 - Leadership programs
 - Special lectures, etc.

For further details, see JDS website at:
<https://jds-scholarship.org/life/>

8. Notes on JDS rules

JDS has its own rules set to achieve its project objectives and to provide a favorable study environment for JDS fellows in Japan. The details will be explained in a pre-departure orientation, but please understand at least the following rules before application.

While studying in Japan

- Family members or others cannot be brought in for 3 months after arriving in Japan (due to post-arrival programs)
- Working in Japan is prohibited (due to VISA and study reasons)
- Driving motor vehicles are prohibited (due to safety reasons)
- The fellows must complete the course within the predetermined period of study, and return to their home countries immediately after the study completion (due to the project design).

After return to Bhutan

- The fellows must participate in a report meeting held by the Operating Committee.
- The fellows must return to their workplaces and work at least 4 years there.





Frequently Asked Questions

(1) Eligibility

Q1: Is there any opportunity for fresh graduates and undergraduates?

A: No, JDS requires 2-year-working experiences.

Q2: Are Post Graduate Diploma holders also eligible for the degree course?

A: Yes, you can apply.

(2) Sub-Program, Component, Universities

Q3: Are there wide choices of field of studies not limited to what is given in your guidelines?

A: The field of studies are set by the Bhutanese and Japanese government as per the need of RBOG.

Q4: Can JDS increase the components and also add more MoGs?

A: Since the present components and MoGs were decided by Bhutanese and Japanese Government during the initial survey time as per the request of RGoB, hence change would be difficult for this phase of the project.

Q5: Any possibility of perusing PhD in the same university right after completion of master degree?

A: After the fellows graduate from the school, they must return to their home countries immediately, and JDS expects that the fellows contribute to the development of their countries. Please understand this nature of the project goals.

(3) Application, Test

Q6: Where can I get the application form?

A: Once you are shortlisted by RCSC, we will provide you with a password to access and download the Application form. Please refer the Application information at JDS Bhutan HP.

<http://jds-scholarship.org/>

Q7: What would be the consequences if the applicants fail in mathematics test as some universities requires to pass?

A: Test scores will be sent to each university and used as one of evaluation references in the 1st selection. Applicants with low test scores are likely to be rejected in the 1st selection.

Q8: What is the procedure to apply to RCSC?

A: Please submit the necessary documents required by RCSC to your agency (**Please refer "2. Application Process" (p. 1) for the required documents**). Then your agency will forward your application to RCSC for screening. However, please keep in the mind to meet the deadline for RCSC.

(4) Others

Q9: Since I heard and knew that the living expenses in Japan is very high, and that we are not allowed to work, it is important to provide enough and adequate stipend.

A: JDS allowance covers the wide range of items for your study period with 2 years in Japan.

Q10: Can we invite our family to Japan?

A: You can invite your family but only after three months of your arrival in Japan, but you should bear the expense of your family in Japan. Please note that you need to take full responsibility for inviting your family.

MESSAGE FROM JDS FELLOWS

"I consider myself as a very lucky person for being able to earn a life time opportunity to pursue a Master's degree in one of the world renowned Research Institute; University of Tokyo. It has always been my aspiration to at least once in a lifetime that I see with my own eyes and experience the authenticity of beautiful Japan.

With passage of time, I have lost most of my dreams and became oblivion however, the dream to experience the Japan got stronger and stronger with time. I would tried to explore the available opportunity to make this dream come true. The JDS gave me that platform to pursue my dream of living and experiencing Japan and I can't wait to be there and live in actual.

The level of standards and perfection achieved by the Japanese is beyond what we can even imagine and that has inspired me the most. I am looking forward to achieve self-development along with other skills and knowledge that would improve my working ethics and principles."



Norbu Zangmo
University of Tokyo



Leki Wangdi
International University of Japan

"The uniqueness of the JDS scholarship is the special support and guidance you receive during the entire process. You start learning many things from the day you process the application. This helps you build immense confidence, scoping skills and advance knowledge for your profession.

The universities in Japan are generally known for extraordinary teaching skills and assuring quality in the world. They provide training and practical studies producing outstanding alumnum where they can broaden not only the technical skills, but also socio-behavioural manners and integrity which are the core ethics of the work. In fact, getting the scholarship is a lifelong achievement and satisfaction for my life. "

CONTACT DETAILS

JICE JDS PROJECT OFFICE IN BHUTAN
1ST FLOOR, BLD NO. 16, ZERI LAM-4,
CHANGZAMTOK, THIMPHU

TEL: 02-350831 / 02-350832
Email: jds.bhutan1@jice.org

JDS BHUTAN-3RD BATCH FELLOWS

The university of Tokyo



CHONEY ZANGMO
MINISTRY OF AGRICULTURE
AND FORESTS



NORBU ZANGMO
DZONGKHAG ADMINISTRATION
ZHEMGANG



**KARMA THINLEY
WANGCHUG**
ANTI-CORRUPTION
COMMISSION



LEKI WANGDI
NATIONAL STATISTICS
BUREAU

International University of Japan

Ritsumeikan University



KARMA TENZIN
MINISTRY OF HEALTH



SANGAY LHAMO
ANTI-CORRUPTION
COMMISSION



**DAWA RAM
SHINGDAN**
MINISTRY OF ECONOMIC
AFFAIRS



SONAM CHODEN
MINISTRY OF ECONOMIC
AFFAIRS

Nagoya University

(Infrastructure Development for Sustainable Economic Growth)

Nagoya University (Countermeasures for Climate Change and Disaster Risk Management)



TANDIN WANGCHUK
NATIONAL CENTER FOR
HYDROLOGY AND METEOROLOGY

PhD - Sophia University



TSHEWANG PHUNTSHO
GEDU COLLEGE OF BUSINESS
STUDIES



JICE JDS Project Office in Bhutan

Email: jds.bhutan1@jice.org

TEL: 02-350831 / 02-350832

P.O. Box 2061, 1st Floor, Building No. 16, Zeri Lam-4,
Changzamtok, Thimphu, Bhutan

Find us on 



<https://www.facebook.com/jds.Bhutan/>

**The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS)
For Doctoral Degree Program
Application Guidelines for 2022 Fellows
(Selection process during JFY2021)**

1. Purpose (Basic Principle)

This project aims at fostering future leaders with a good -understanding of Japan and are capable of;

- 1) Making policy formulation and decision from a broader perspective by drawing on their advanced knowledge and expertise,
- 2) Leading international discourses on various policy issues on behalf of their countries, and
- 3) Exercising their positive influence within their countries and beyond from the global viewpoints by fully utilizing personal networks developed through this doctoral program,

Prospective Applicants must have the potential for becoming future leaders rather than academic researchers who can substantially influence policy affairs,

2. Eligibility Requirements and Conditions

【Eligibility Requirements】

The applicant must;

1. Have a citizenship of Kingdom of Bhutan
2. Have obtained a master's degree in fields below (in any country):
 - Economics
 - Engineering
 - Seismology
 - Flood Disaster
 - Data Analytics/mining
 - Artificial Intelligence

*** MA obtained in Japan or ex-participant of JICA training are preferable.**
3. Be the **age of 45 or younger as of April 1st, 2022**
4. Be a regular (permanent) government employee.
5. Have served for twice the duration of the LTT (long-term training) to obtain the master's degree.
6. Have a **recommendation from the supervisor of his/her current duty office.** (Reference Letter should contain evaluation of applicant's performance at work and relevance of his/her research theme to his/her career.)
7. Have a **recommendation from the expected academic adviser(s) of the applying university** (Submission of a draft academic guidance outline or a supervisory plan is desirable.)
8. Not have already obtained a doctoral degree.
9. Not be currently awarded or to be awarded a scholarship from other foreign donors
10. Have proficiency in English, sufficiently fluent for studying in Japan.

【Other Conditions】

The applicant must;

1. Present a research proposal relevant to the development Issues of their country referred to in the framework of Sub-Programs and Components.
2. Have fulfilled the work obligation stipulated in the JDS contract / JDS pledge letter, e.g. A JDS Fellow must work in his/her country at least nine years after return.
3. Be in good health both physically and mentally.

Complete the course within, and not exceeding, three (3) years. **However, if it is judged that the Doctoral degree is likely to be obtained, the extension up to 6 months will be accepted.**

3. Application and Selection Process

Call for application and selection will be conducted as below. The procedures may be revised for the next year and thereafter.

1. Application Period

Step 1: Please submit a set of application documents **to RCSC routed through Working Agency and Parent Agency by Sep 24.**

Step 2: Please submit a necessary set of application documents **to the JDS office** within the following period. **Only shortlisted candidates can apply for JDS application.**

JDS application starts from:
Oct 14 - Dec 8, 2021 (by 12:00 pm)

2. Selection:

(1) Basic Check by JICE

* This is not a selection but a verification of eligibility and submitted documents.

(2) (Document screening by the Committee) (December 2021)

* This screening will be conducted only when the number of application exceeds a certain upper limit.

(3) Health check-up (arranged by JICE) (January 2022)

(4) Interview by the JDS Operating Committee (Mid-February 2022)

(5) Approval of the final candidates by the Committee (Early March 2022)

* This is a "conditional acceptance" in this stage since further selection process by each university follows.

(6) Application for the universities (March – June 2022)

(7) Screening by the universities (April – July 2022)

* The application and screening process (6) and (7) varies depending on the universities. Some require an interview or written exam in Japan (the traveling cost for those exams will be covered by JDS).

(8) Notice of acceptance by the universities (July 2022)

* Upon acceptance by the university, the candidate will be awarded with the status of JDS Fellows.

(9) Announcement of final successful candidate (July 2022)]

【Tentative Schedule from Application to Enrollment】

2021				2022			
By Sep 24	Oct 13	By Dec 8	Feb. – Mar.	Mar. – Jun.	Apr. – July.	Aug.	Sep. or Oct.
Apply for RCSC	Shortlist Announcement	Apply for JDS	Selection by O/C	Application for the University	Screening by the University	Arrival in Japan	Enrollment in the University

*O/C=JDS Operating Committee

4. Selection (Evaluation) Criteria by O/C

The JDS Operating Committee will evaluate and select candidates based on the following criteria:

1. Leadership Qualifications

- Track records of demonstrating leadership
- Accomplishments and visions to contribute to the development of the country
- Enthusiasm for future development and growth of the country
- Achievements at work (e.g. work history, contributions, utilization of outcomes of JDS),
- Consistency between the career up to the present and the research theme/future vision in terms of contribution to the policy making and implementation

2. Relevance of the Research Theme to the Development Issues of the Target Country

Prospect of the achievement of their research towards improvement of the development issues in their country, etc.

3. Academic Transcripts and Academic Accomplishments in the Master's Course

Sufficient academic results, experiences of publishing peer reviewed papers, experiences of presenting at academic conferences/seminars, etc.

4. Readiness of the Accepting University

Availability of the recommendation letter, evaluation by the expected academic advisor/s, and academic guidance outline, etc.

5. Award Benefits

1. The scholarship grant is equivalent to that of MEXT Scholarships for Doctoral course
2. Amount for each allowance is equivalent to that of JDS Master's program.
3. Round-trip airfare to Japan

6. Expenses Paid to the Accepting University

Application fee, admission fee, tuition fee, and travel costs for the academic advisor/s visiting Fellow's country to assist his or her research will be borne by the JDS Project.

7. Support for the Fellows while in Japan

Support services for the Fellows in Doctoral courses will be equivalent to those for Master's courses. JICE will provide post-arrival support services including settlement assistance, monitoring, payment of allowances, and emergency assistance.

8. Application Procedures

1. Application Documents:

Applicants are required to submit a set of necessary documents in the following manner.

1) List of Application Documents

Doc No.	Application Documents	Remarks	Required number to be submitted	
			Original/ Certified True Copy	Copy of the Original
1	Application Form – with Photo (H4cm X W3cm) (Use designated form)	<ul style="list-style-type: none"> ➤ Attach a photo (taken within the past 3 months) to the 1st page of each of the 2 sets. ➤ Affix your signature on the lower right-hand corner of EACH PAGE. 	1	1
2	Official certificate of English ability	<ul style="list-style-type: none"> ➤ Submit a grade certificate from an English Language Ability Test such as TOEFL or IELTS. (Photocopies are acceptable). *Only the Test taken in the two-year period preceding the application deadline is acceptable **If you do not have such test result, please consult with JICE JDS Office. 	/	2
3	Official Transcript of Records of Master's degree course	<ul style="list-style-type: none"> ➤ Must contain grades for all the credits earned ➤ 2 notarized copies of the original 	1 (Attested copy)	1
4	University Certificate/Diploma (Master's degree)	<ul style="list-style-type: none"> ➤ Written in English. If not, with notarized translation 	1 (Attested copy)	1
5	Professional Reference Letter (Use designated form.)	<ul style="list-style-type: none"> ➤ Must be filled out by the current supervisor ➤ Must <u>be sealed in an envelope.</u> ➤ Must be written in English. If not, with notarized translation 	1	/
6	Academic Reference Letter (Use designated from.) form) - academic	<ul style="list-style-type: none"> ➤ Must be filled out by the expected academic advisor of the applying university ➤ Must be <u>directly submitted from the supervisor to JICE JDS Office via e-mail.</u> 	1	/
7	Copy of Passport	<ul style="list-style-type: none"> ➤ Identification pages only. 	1 (Attested copy)	1

2) Notes

- Two (2) sets of Application Documents are required. To prepare the sets, you need to distinguish three types of documents. (Original / Certified True Copy / Copy of Original)
- All documents written in the language other than English need notarized English translation. (Self-translation is not acceptable.)
- Use only **A4** size paper for all Copy Sets.

- Do not staple the documents but clip on them.
- Submit a “Letter of Explanation” in case wrong information (e.g. wrong spelling of name, birthday, etc) is contained in official documents due to administrative errors.
- Make your own extra copy of the Application Documents before submission.

3) Submission of Application Documents

■ Notes

- Application lacking necessary documents will not be accepted.
- Application submitted after the deadline will not be accepted.
- Application will be disqualified in case any deliberate falsifications or forgeries found in the documents.
- **Application Documents will not be returned for any reasons.**

■ Deadline for Applications

Deadline for Application: **on 12:00pm Dec. 8 (Wed), 2021** to JICE JDS Project Office in Bhutan

9. Contacts

JICE JDS Project Office in the Kingdom of Bhutan

Address: P.O. Box 2061, 1st Floor, Building No. 16, Zeri Lam-4, Changzamtok, Thimphu, Bhutan

Office Hour: 9:00-13:00 / 14:00-17:00, Monday to Friday

E-mail: jds.bhutan1@jice.org, jds.bhutan@jice.org Phone:02-350831 / 02-350832 Fax: 02-350832

