

HOW TO PREPARE YOUR APPLICATION DOCUMENTS

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JDS

9823 575703

APPLICATION DOCUMENTS

(APPLICATION GUIDELINE AND APPLICATION FORMS)

MASTER LEVEL

DOCTORAL LEVEL

Promotion Seminar

Master's Degree Programme

Eligibility

Fields of Study

Benefit

Graduate School Information

Application

- Application Documents
- How to Prepare Your Research Plan
- How to Prepare for Math Exam

Milestones

Student Life

Application Documents

Application documents may be downloaded from the link provided below. Please ensure that the application to be printed in A4 size paper. Please refer to the [Application Guidelines](#) and prepare all the necessary documents.

Please refer to the [Application Guidelines](#) for the Regus, Ground Floor, Kathmandu, Nepal. Thapathali, Kathmandu, Nepal. Courier.

Application documents will be returned for any reason. Late submission of documents will **NOT** be accepted.

A. Application Guidelines

1. Application Guidelines Master's Degree Program ([download](#))

B. Application Documents

To download a full set of application documents, please click here. ([download](#))

1. [Application Form](#) (Item 1-9) (Prescribed Form 1)
2. [Confidential Statement of Reference](#) (Prescribed Form 2)
3. [Official Approval Letter](#) (Prescribed Form 3)
4. [Registration Form](#) (Prescribed Form 4)
5. [Questionnaire on Source of Information](#) (Prescribed Form 5)
6. [Checklist of Application Documents](#) (Prescribed Form 6)

[page top](#)

APPLICATION GUIDELINE

Application Document set

Application Document Individual

1) Please contact JDS PROJECT OFFICE
OR

email at jdsnepal-1@jds21.com with the following information

- a) University Name You Are Applying or
- b) Name of Graduate School
- c) Expected Academic Advisor

FOR FURTHER INFORMATION

NEPAL.JDS21.COM

APPLICATION DOCUMENTS

(CHECKLIST FOR APPLICATION DOCUMENTS TO BE SUBMITTED)

MASTER LEVEL

DOCTORAL LEVEL

Checklist for Application Documents to be submitted

No	Documents	Remarks
1	Checklist of Application Documents (Prescribed Form 6)	Checklist for Application Documents to be submitted
2	Application Form (Item 1~9) (Prescribed Form 1)	<ul style="list-style-type: none"> Download from JDS Nepal website, complete, put your signature in the lower right-hand corner of <u>EACH PAGE</u> including any additional sheets of paper. If necessary, you may add separate sheets of A4 sized paper for item 7 & 8 of the Application Form.
3	Confidential Statement of Reference for Master's Level Scholarship (Prescribed Form 2)	<ul style="list-style-type: none"> Download from JDS Nepal website, complete by the supervisor/ authorized officer from the applicant's workplace Put in a sealed envelope of which is smaller than A4 size, with applicant's name, component and university to which apply on the right top corner.
4	Certified Copy of Official Certificate (University Level)	A notarized copy of degree from your university. Bachelor of law is required for Kyusyu University
5	Certified Copy of Official Transcript (University-level)	A notarized copy of the official transcript from your university
6	Copy of Passport	Photocopy of valid Passport (without enlarge, on A4 size paper)
7	(If any) Official Certificate of IELTS or TOEFL	Copy of IELTS or TOEFL certificate within two years as of May 31 st , 2020 (Only if you have one)
8	Official Approval Letter (Prescribed Form 3)	Download from JDS Nepal website to be completed by officials from your organization which you work for.
9	Registration Form (Prescribed Form 4)	Download from JDS Nepal website, complete, put signature and paste two photos 4cm x 3cm
10	Questionnaire on Source of Information (Prescribed Form 5)	Download from JDS Nepal website and complete

Checklist for Application Documents to be submitted

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3	Confidential Statement of Reference for Doctoral Level Scholarship (Prescribed Form 2)	<ul style="list-style-type: none"> Download from JDS Nepal website, complete by the supervisor/ authorized officer from the applicant's workplace Put in a sealed envelope of which is smaller than A4 size, with applicant's name, component and university to which apply on the right top corner.
4	Notarized Copy of Official Certificate (Master's Degree)	A notarized copy of degree from your university.
5	Notarized Copy of Official Transcript (Master's Degree)	A notarized copy of the official transcript from your university
6	Copy of Passport	Photocopy of valid Passport (without enlarge, on A4 size paper)
7	(If any) Official Certificate of IELTS or TOEFL	Copy of IELTS or TOEFL certificate within two years as of May 31 st , 2020 (Only if you have one)
8	Official Approval Letter (Prescribed Form 3)	Download from JDS Nepal website to be completed by officials from your organization which you work for.
9	Registration Form (Prescribed Form 5)	Download from JDS Nepal website, complete, put signature and paste two photos 4cm x 3cm
10	Academic Referee Report from your expected academic advisor (Prescribed Form 4)	Must be filled out by the expected academic advisor of the applying graduate school. Must be directly submitted from the supervisor to JDS Nepal Office (jdsnepal-1@jds21.com) via email by the deadline of application.

FOR FURTHER INFORMATION

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APPLICATION DOCUMENTS**APPLICATION FORM (ITEM 1~9)**

ITEM NO.	MASTER LEVEL	DOCTORAL LEVEL
1. Study Course	Please Select only one Component, Accepting University, and Graduate School (Note: If you mark more than one place, your application will be invalid) Before choosing the University and graduate school, please read the "Graduate School Course Outline" A1 to A18 of Application Guideline or visit the website of the graduate school for more details	Please write the NAME OF UNIVERSITY AND GRADUATE SCHOOL YOU ARE APPLYING FOR. Name of University : Graduate School you are applying for: Before choosing the University and graduate school, please visit the website of the graduate school for more details. Please do check whether course is taught in English, if course begins in Autumn
2. Name of Target Organization	Please Select your organization from drop down list. (Note: If you are working at Provincial/ Local Level, Select your LINE MINISTRY of CENTRAL ORGANIZATION)	
3. Personal Information	Paste the photo(4cmx3cm) in the photo box. 1) FULL NAME: Alphabet, Capital letter, as of written in PASSPORT 3) AGE: As of 1st April 2020, (Refer to Birth Year and Age, Last page of Application Guideline)	
4. Educational Background	<u>Write in CHRONOLOGICAL order. Do not ABBREVIATE</u> Name of School/University SCHOOL NAME: The School name you passed your School Leaving Certificate(SLC) Higher Education: Mention UNIVERSITY(Tribhuvan University) not Campus/ College(x Shankar Dev Campus) From/ To: Please write ACADEMIC YEAR ONLY not Passed year. Please refer Mark Sheet or Transcript(Start Year and End Year) DEGREE Please write the exact degree you obtained. Refer to Transcript or Certificate.(If you have more than one degree, you can list all in CHRONOLOGICAL order) DO NOT LIST SHORT-TERM TRAINING COURSE	

FOR FURTHER INFORMATION

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Cont.....

APPLICATION DOCUMENTS**APPLICATION FORM (ITEM 1~9)**

ITEM NO.	MASTER LEVEL	DOCTORAL LEVEL
5. Work Experience	<p>List your all work experience from the MOST RECENT FULL-TIME WORK Please count TOTAL YEAR AS A CIVIL SERVANT If the WORK EXPERIENCE TABLE is not sufficient for listing all your work, use separate A4 size paper with Same Format. Attach it under the Work Experience Section. and write "See the attachment" in the Item 5 Work Experience ORGANIZATION NAME: Please mention the same organization you choose in 2. NAME OF TARGET ORGANIZATION. Department/Division: Division/ Department/Provincial/ Local Level office name From/To: Please DO NOT OVERLAP THE MONTH TYPE: Choose "A" for Civil Service.</p>	
6. Responsibility of Your Work	<p>MUST BE TYPED. 150 WORD OR LESS. If the space is not enough, Please use separate A4 size paper. Do not staple, use paper clip. Attached under the 6. Responsibility of Your Work and write see the attachment in Item 6. Responsibilities of Your Work.</p>	
7. Research Plan	<p>Do not forget to write TITLE OF YOUR RESEARCH PLAN on item 7 RESEARCH PLAN of Application Form Please Use Seperate a4 size paper. NO MORE THAN 700 WORDS (MAXIMUM 3 (THREE) PAGES). MUST BE TYPED AND clearly indicate "Question 7: Research Plan", Research Title" Please put your NAME AND SIGNATURE in each page Attached under the 7. Research Plan Section. Avoid Plagiarism Please refer page 11-13 of Application Guideline: Guidance for WRITING A RESEARCH PLAN Do not staple, Please use paper clip</p>	
8. Contribution After Study	<p>USE SEPARATE A4 SIZE PAPER MUST BE TYPED IN 400-500 WORDS (MAXIMUM 2 (TWO) PAGES). clearly indicate "Question 8 and insert it under your RESEARCH PLAN Please put your name and signature in each page Do not staple, Please use paper clip</p>	
9. Declaration	<p>PLEASE DO NOT FORGET TO PUT 2 (Two) SIGNATURE IN THIS SECTION.</p>	

FOR FURTHER INFORMATION

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APPLICATION DOCUMENTS

(MASTER LEVEL & DOCTORAL LEVEL)

<p>Confidential Statement of Reference (Prescribed Form 2)</p>	<ol style="list-style-type: none">1) The <u>Reference Statement</u> is to be completed by the Supervisor/authorized official (Must be Senior than you) from your <u>WORK PLACE</u>. <u>If you are the Senior Official of your work place then obtain this reference statement from your line ministry.</u>2) Should be Written or Typed3) Should be in English Language. If not, an accurate translation must be attached by referee.4) Please Ask your Supervisor to put in a sealed envelope5) Please submit the sealed envelope with your name, component and university name on the RIGHT TOP CORNER.
<p>Official Approval Letter (Prescribed Form 3)</p>	<ol style="list-style-type: none">1) The Official Approval Letter is to completed by <u>Joint Secretary or above level officials</u> of <u>Human Resource Department/Personnel Department/ Authorized Department for Scholarship/study leave.</u>2) Should be Written or Typed3) Should be in English Language.

FOR FURTHER INFORMATION
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APPLICATION DOCUMENTS

CONFIDENTIAL STATEMENT OF REFERENCE for (DOCTORAL LEVEL)

ACADEMIC REFEREE REPORT (Prescribed Form 4)

- 1) The Academic Referee Report is to be completed by the expected Academic Advisor of a university you are going to apply for.
- 2) Please ask your expected Academic Advisor to print or type clearly in JAPANESE or ENGLISH.
- 3) Acceptance Letter from the Expected Academic Advisor must be sent to JDS office Nepal directly via email-jdsnepal-1@jds21.com

Tips of Obtaining of Acceptance from the Expected Academic Advisor

1. Read past research papers/thesis of your academic field as many as possible.
2. Identify a professor as your academic advisor. You may choose your academic supervisor of master's degree if you obtained your degree from a graduate school in Japan.
3. Request JDS project office to send 'Letter of Cooperation' to the graduate school that your expected academic advisor is belonging to, that requests to issue 'Prescribed Form 4: Academic Referee Report' as an acceptance.
4. Contact the professor with your CV (Professional and Academic Record), research plan and your past research papers/thesis, and request the academic advisor to fill 'Prescribed Form 4: Academic Referee Report' and send it to the JDS project office.

FOR FURTHER INFORMATION

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APPLICATION DOCUMENTS

(MASTER LEVEL & DOCTORAL LEVEL)

Copies of University Level Certificate and Transcript	<p>Please Notarized 1 set of University level Certificate and Transcript from Public Notary and make 1 set copies of Notarized Certificate and Transcript).(It is not necessary to notarized from your university)</p> <p>Please do not submit the certificates of School Leaving Certificate(SLC) and +2 Level). Use A4 Size paper.</p>
Copies of Passport	<p>Either Official passport or Private Passport with Validity. Passport Must be MRP(Machine Readable Passport). Use A4 size paper .</p>
Copies of IELTS	<p>If you have IELTS certificate within two years as of May 31st, 2020, Please submit the copies of it. Use A4 size only.</p> <p>If you don't have IELTS Certificate, Don't worry, JDS office arrange the IELTS exam in December (Tentative) and IELTS exam fee will be paid by JDS. But you cannot use JDS IELTS score except for JDS scholarship.</p> <p>(For DOCTORAL LEVEL) Applicants who did not write Master Thesis in English must take IELTS test in January 2020 unless presenting IELTS Score within 2-year validity.</p>

FOR FURTHER INFORMATION

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APPLICATION DOCUMENTS

Registration Form

MASTER LEVEL
(Prescribed Form 4)

DOCTORRAL LEVEL
(Prescribed Form 5)

Please complete the form.
Do not forget to put Signature
Paste 2 (TWO) photos of 4cm x3cm

FOR FURTHER INFORMATION

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APPLICATION DOCUMENTS

QUESTIONNAIRE ON SOURCE OF INFORMATION(MASTER LEVEL)

Please Complete the Prescribed Form 5
Multiple Answers Allowed.

FOR FURTHER INFORMATION
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(CHECKLIST FOR APPLICATION DOCUMENTS TO BE SUBMITTED)

MASTER LEVEL

DOCTORAL LEVEL

Prescribed Form 6 Checklist for Application Documents to be submitted

Name of Applicant (as of written in passport) _____

Applying Component: _____

Applying University: _____

Date of Submission (day/month/year): _____ / _____ / _____

No.	Application Documents	Original	Copy	Official Use Only	
1	Checklist of Application Documents (Prescribed Form 6)	1	-		
2	Application Form (Item 1-9) (Prescribed Form 1)	1	1		
3	Confidential Statement of Reference for Master's Level Scholarship (Prescribed Form 2)	1	-		
4	Notarized Copy of Official Certificate (University-level)	1	1		
5	Notarized Copy of Official Transcript (University-level)	1	1		
6	Copy of Passport (If any)	-	3		
7	Official Certificate of IELTS or TOEFL	1	1		
8	Official Approval Letter (Prescribed Form 3)	1	1		
9	Registration Form (Prescribed Form 4)	1	-		
10	Questionnaire on Source of Information (Prescribed Form 5)	1			

Prescribed Form 6 Checklist for Application Documents to be submitted

Name of Applicant (as of written in passport) _____

Applying Component: _____

Applying University: _____

Date of Submission (day/month/year): _____ / _____ / _____

No.	Application Documents	Original	Copy	Official Use Only	
1	Checklist of Application Documents (Prescribed Form 6)	1	-		
2	Application Form (Item 1-9) (Prescribed Form 1)	1	1		
3	Confidential Statement of Reference for Doctoral Level Scholarship (Prescribed Form 2)	1	-		
4	Notarized Copy of Official Certificate (Master's Degree)	1	1		
5	Notarized Copy of Official Transcript (Master's Degree)	1	1		
6	Copy of Passport (If any)	-	3		
7	Official Certificate of IELTS or TOEFL	1	1		
8	Official Approval Letter (Prescribed Form 3)	1	1		
9	Registration Form (Prescribed Form 5)	1	-		

FOR FURTHER INFORMATION

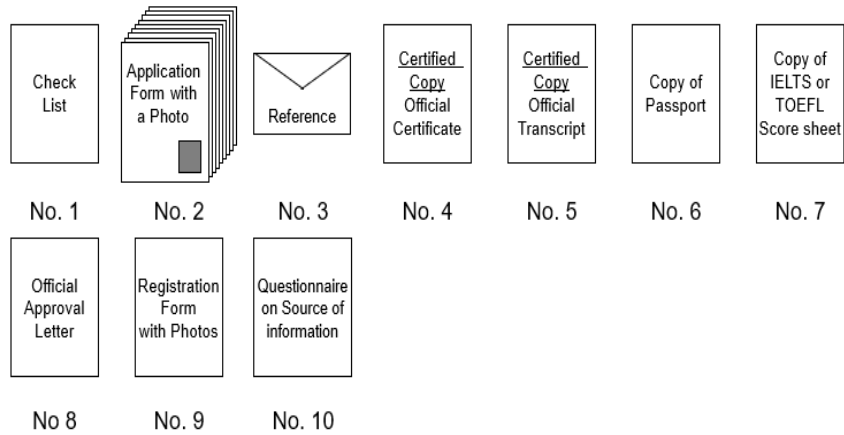
NEPAL.JDS21.COM

APPLICATION DOCUMENTS

(COMPILE THE DOCUMENT)

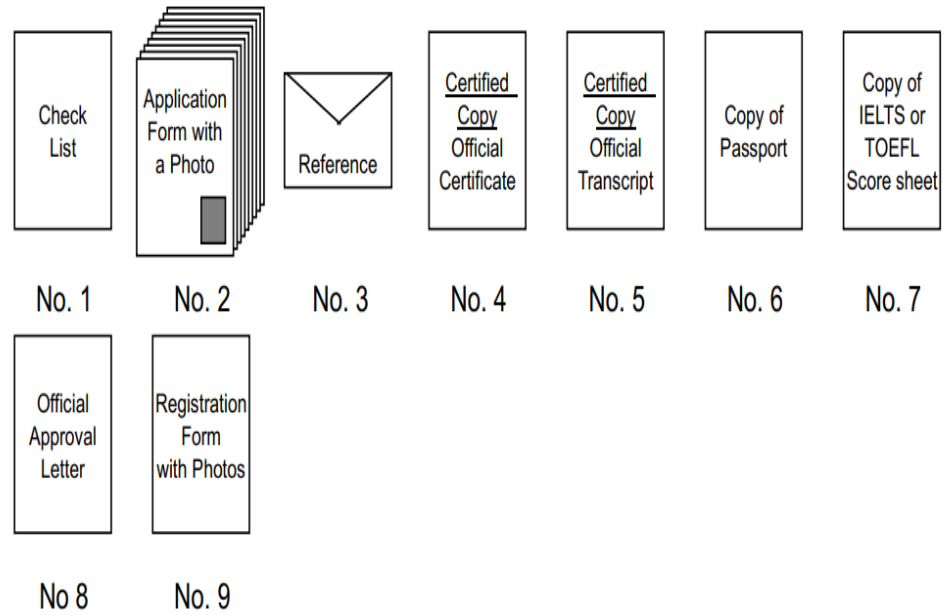
MASTER LEVEL

✓ Please compile documents in the order illustrated below.



DOCTORAL LEVEL

✓ Please compile documents in the order illustrated below.



FOR FURTHER INFORMATION
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APPLICATION DOCUMENTS

(APPLICATION DEADLINE)

MASTER LEVEL

DOCTORAL LEVEL

COMPLETE APPLICATION DOCUMENTS MUST BE SUBMITTED by HAND OR COURIER
TO,
JDS Project Office
Regus, Ground floor
Trade Tower, Thapathali
Kathmandu

IF DELAYED APPLICATION DOCUMENT WILL BE INVALID AND WILL NOT BE ACCEPTED.

NOVEMBER 1ST, 2019 BY 1700
(KARTIK 15, 2076)

JANUARY 10TH, 2020, BY 1700
(PAUSH 25, 2076)

FOR FURTHER INFORMATION
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INSTRUCITON FOR PREPARING APPLICATION DOCUMENTS

- READ THE APPLICATION GUIDELINE CAREFULLY
- Before starting to prepare application documents, please read page 9 of Application Guideline.
- TRY TO LINK ITEM 6. RESPONSIBILITIES OF YOUR WORK,7. RESEARCH PLAN, AND 8. CONTRIBUTION TO THE DEVELOPMENT OF NEPAL AFTER YOUR RETURN
- Please submit 2 sets of application Documents.
- The JDS Project office will not provide any copy of application documents. So please make your own extra copy before submission
- Do not forget to put your signature on all pages.
- Do not forget to put 2 (Two) signature on item 9,Declaration of Application Form.
- Use A4 size paper for all copy sets
- Do not use a stapler to compile documents, where necessary, use paper clip
- Use glue to attach your photo to the documents, Write your name, and the university you are applying on the back side of your photo.

IF YOU HAVE ANY QUERY, PLEASE CONTACT

JDS OFFICE

REGUS, GROUND FLOOR, TRADE TOWER, THAPATHALI

MOBILE NO. 9823 575703/9803 517011

EMAIL JDSNEPAL-1@JDS21.COM

WEBSITE [HTTP://NEPAL.JDS21.COM](http://nepal.jds21.com)

FACEBOOK [HTTPS://WWW.FACEBOOK.COM/NEPAL.JDS211](https://www.facebook.com/nepal.jds211)

OFFICE HOURS MONDAY TO FRIDAY 9:00-13:00, 14:00-17:00

YOU ARE KINDLY REQUESTED NOT TO CONTACT UNIVERSITY, PROFESSOR DIRECTLY.