



# Proceso para Aplicar a Beca en Japón

## 1. Requerimientos del Postulante:

El candidato deberá cumplir con los requisitos establecidos en la información general del curso. Favor ver la información general del curso para detalles.

## 2. Trámite de Aplicación:

El candidato deberá presentar 3 expedientes completos: 2 copias y 1 original. Los expedientes deberán ser entregados a las siguientes instituciones en el orden descrito a continuación.

1. (1) COPIA del expediente completo a la Dirección de Apoyo a la Formación de Recurso Humano en **–SEGEPLAN–** (10 Ave. 8-58, Zona). Por la entrega de la copia del expediente emitirán nota de aval (ADJUNTAR nota de aval a expediente original).
2. (1) COPIA del expediente completo a la Dirección de Cooperación Internacional del Ministerio de Relaciones Exteriores **–MINEX–** (2ª. Ave. 4-17, Zona 10, 2do. Nivel). Por la entrega de la copia del expediente emitirán nota de aval (ADJUNTAR nota de aval a expediente original).
3. (1) ORIGINAL de expediente completo a la oficina de **JICA Guatemala** (18 Calle 5-56 Zona 10, Edificio Unicentro Nivel 12 Oficina 1203) con las dos notas de aval de SEGEPLAN y MINEX.

**La fecha límite establecida para SEGEPLAN es la misma fecha límite para la entrega de expediente completo en JICA GUATEMALA.**

## 3. Documentos que debe incluir el expediente ORIGINAL del Postulante a entregar en JICA GUATEMALA:

- a. Nota de Aval emitida por la Dirección de Cooperación Internacional del Ministerio de Relaciones Exteriores **–MINEX–** al entregar el expediente completo.
- b. Nota de Aval del Postulante emitida por la Dirección de Apoyo a la Formación de Recurso Humano **–SEGEPLAN–** al entregar el expediente completo
- c. Formulario de patrocinio y postulación de SEGEPLAN (deberá venir firmado por la máxima autoridad de la institución);
- d. Formulario de Aplicación para el Programa de Capacitación y Diálogo de JICA A2A3 (en Inglés y en computadora, NO a mano)
- e. Carta de Respaldo Institucional (deberá venir firmado por la máxima autoridad de la institución)
- f. Fotocopia de pasaporte vigente
- g. Fotocopia de visa americana o mexicana (si posee, no es requisito)
- h. Curriculum Vitae
- i. Fotocopia de título universitario y/o acta de graduación
- j. Certificado de Arraigo (Emitido por Migración)
- k. Certificado de Salud física y mental
- l. Informe de País (depende del curso, revisar información general del curso)

**Nota:** Revisar Información General del curso.

**OBSERVACIÓN:** Sólo serán consideradas las postulaciones que cumplan con todos los requisitos establecidos en esta Convocatoria y que hayan sido presentados en tiempo y forma.



**Importante**

- ① Los expedientes se deben presentar en folder tamaño carta con gancho (no utilizar grapas), por lo tanto el tamaño de papel de los documentos también deberán ser carta.
- ② Utilizar separadores únicamente para los expedientes de SEGEPLAN y MINEX
- ③ El expediente original a entregar en JICA no deberá tener separadores.

CONTINUA EN LA SIGUIENTE HOJA



#### 4. EJEMPLO PARA COMPLETAR FORMULARIO A2A3

### Application Form for the JICA Training and Dialogue Program

#### OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

**NOMBRE DEL CURSO, COMO INDICADO EN LA INFORMACIÓN GENERAL**

2. Number: (Please write down as shown in the General Information)

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**NUMERO DEL CURSO**

3. Country Name:

**GUATEMALA**

4. Name of Applying Organization:

**NOMBRE DE LA INSTITUCIÓN EN DONDE TRABAJA**

5. Name of the Nominee(s):

1) <b>SU NOMBRE</b>	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:			Signature:		
Name:	<b>NOMBRE DE LA MAXIMA AUTORIDAD DE LA INSTITUCIÓN DONDE TRABAJA</b>				
Designation / Position	<b>CARGO</b>				Official Stamp <b>sello</b>
Department / Division	<b>DIVISION O DEPARTAMENTO</b>				
Office Address and Contact Information	Address:				
	Telephone:	Fax:		E-mail:	

#### Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:			Signature:		
Name:	<b>NOMBRE DE LA MAXIMA AUTORIDAD DE LA INSTITUCIÓN DONDE TRABAJA</b>				
Designation / Position	<b>CARGO</b>				Official Stamp <b>sello</b>
Department / Division	<b>DIVISION O DEPARTAMENTO</b>				

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## Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

### 1. Profile of Organization

1) Name of Organization:

**NOMBRE DE LA INSTITUCIÓN EN DONDE TRABAJA**

2) The mission of the Organization and the Department / Division:

### 2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.





**8) Type of Organization**

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ( )		

**9) Outline of duties: Describe your current duties**

**DESCRIBIR SU FUNCION EN EL CARGO ACTUALES Y PRINCIPALES ACTIVIDADES. SER CONCISO.**

**10) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone): <b>REQUISITO</b>
	FAX:	E-mail: <b>REQUISITO</b>
Home	Address:	
	TEL:	Mobile (Cell Phone): <b>REQUISITO</b>
	FAX:	E-mail: <b>REQUISITO</b>
Contact person in emergency	Name: Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**11) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation) **REQUISITO****

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		
<b>NOMBRE DE INSTITUCIONES</b>				<b>CARGO</b>	<b>DESCRIPCION BREVE DEL TRABAJO</b>

**2) Educational Record (Higher Education)(required) **REQUISITO****

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

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**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required) REQUISITO**

1) Language to be used in the program (as in GI)	IDOMA EN QUE SE DARÁ EL CURSO			
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**6. Expectation on the applied training and dialogue program**

**1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.**

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required) REQUISITO**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required) REQUISITO**

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**\*7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
  
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

- (i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.
- (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature: <b>SU FIRMA (participante)</b>
	Print Name: <b>SU NOMBRE (participante)</b>



