September 2022

**Guideline for Filling in the Application Database file**

 **“*DB+Graduate School Code\_KCCP2023.xlsx*”**

Please fill in the “Application Database file” based on “Application form” submitted by the applicants.

Other hints to fill in the database is as follows.

* Yellow column required field
* Gray column auto-fill or optional field

**-Column A. Total No. (3digits):**

Please assign a number for each candidate, starting with “001”, for each of the JICA long-term training course.This total number is used to create the “*Reg. No.*” in “Column F”.

<Note>

“*Reg. No.*” is used to identify each of the candidate. It is important to keep this number unique.

**-Column B. Country Name (Nationality) :**

Please select from the “drop down list”. Selecting the country name in this column, the “Country Code”(two-letter code) is automatically filled in “Column D”. This will also be used to create the “*Reg. No.*” in “Column F”.

**-Column C. Name of Program:**

Please select from the drop down list. Selecting the country name in this column, the“Program Code”is automatically filled in “Column E” .Thiswill also be used to create the “*Reg. No*.”in “Column F”.

**-Column F. Reg.No:**

Use the “Country Code”, “Program Code”, and the “Total No.” (in this order) to create the “*Reg. No.*”

Reg. No. will be used throughout the 2023 Fall application process. It must be in 6digit code combination of “Country Code”, “Program Code” and the “Total No.(3 digits)”.

**“Reg.No”:**

Country Code (Column D) + Program Code (Column E) + 3 digits Total Number (Column A)

**-Column G. FAMILY NAME:**

Enter in all caps.............ex) KOKUSAI

\*An error message will show if you enter in lower case letters

**-Column H. First name:**

Use capital letter for only the first letter.............ex) Taro

**-Column R. Tel. No. :**

Please make sure to start with the country code

**-Column Z-AC. Proficiency in English:**

Please refer to the “*University Information for Applicants (KCCP2023)*”. If the desired university requires submission of score, this field is mandatory.

**-Column AD. Research Topic:**

Please enter your research title or topic

**-Column AE. Graduate School Code:**

Please refer to the *“University Information for Applicants (JICA KCCP 2023)”* and select candidate’s desired university carefully.Once entering the code correctly, the from columnsAF to AH, is automatically filled in.

**-Column AI. Master or PhD:**

Please Make sure to select which degree (Master or PhD.)the candidate is applying to.

Refer to the “[2023 Fall Admission] Acceptable JICA Long-Term Training Programs” under “*University Information for Applicants (JICA KCCP 2023)”* and also make sure the selected university/graduate school offers the desired degree under the desired JICA program.



**-Column AJ. Supervisor of choice:**

Please refer to “Selection of supervisor for pre-application matching is required” in the “*University Information for Applicants (JICA KCCP 2023)”.*

**For Master’ degree candidates:**

If “Yes” is selected in “Colomn AQ”, it is mandatory to chose and fill in the name of preferred supervisor or otherwise the pre-application matching will not be properly conducted.

**For PhD. degree candidates:**

If “Yes” is selected in “Colomn AX”, it is mandatory to chose and fill in the name of preferred supervisor or otherwise the pre-application matching will not be properly conducted.

