

**Japan-WCO Human Resource Development Programme**  
**(Scholarship Programme)**

**【Public Finance】**

**ADMINISTRATIVE PROVISIONS**

**Introduction**

1. The Japan-WCO Human Resource Development Programme (Scholarship Programme) provides a grant covering travel, subsistence, admission, tuition and other approved expenses to enable promising young Customs managers from developing countries to undertake Master's level studies at the National Graduate Institute for Policy Studies (GRIPS) in Tokyo, Japan.
2. The following administrative provisions govern this Scholarship Programme. If a nominee or a concerned person in the nominating administrations has any questions, he/she should address them to the Capacity Building Directorate of the WCO Secretariat before the Scholarship is accepted.

Capacity Building Directorate,  
World Customs Organization (WCO)  
Rue du Marché 30, 1210 Brussels, Belgium  
Tel. : + 32 2 209 96 47  
Fax : + 32 2 209 94 96  
e-mail : [scholarship@wcoomd.org](mailto:scholarship@wcoomd.org)

**Conditions of candidacy and selection**

3. The candidates should be in good health, preferably below 35 years of age as of 1 April 2015.
4. The recipients of scholarships under this Programme will enrol for **the Master's degree programme in Public Finance** at the GRIPS.
5. This Scholarship is for 13 months academic year starting from September. The Scholarship period cannot be extended.
6. Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past will not be entitled to apply for this Scholarship Programme.
7. Candidates should be Customs officers **fully proficient in English** (a minimum TOEFL score of internet-Based Test (iBT) 79 / Paper-Based Test (PBT) 550, IELTS 6.0 or its equivalent or qualification to prove their language proficiency). Applicants who have completed an undergraduate or graduate degree at an institution located and accredited in the United States, the United Kingdom, Canada, Australia, New Zealand, and Ireland will be automatically exempted from submitting an English test score. They should have a university degree or equivalent qualification. They should have at least **two-year work experience** in Customs field as of 1 September 2015, and should have assessed potential for advancement.

8. After the completion of the Programme, **the candidates should continue to work in their home Customs administration for 3 years at least** and, after 3 years, they should also report to the university their job title and how they have been utilizing the experience they acquired in Japan.
9. The candidates will be selected by the WCO in consultation with the GRIPS. The GRIPS shall inform the candidates about their selection or otherwise. The WCO will send an appropriate congratulatory letter to the home administration.
10. In accepting a Scholarship the candidate undertakes :
  - To work full time on the assigned Programme. It will not be possible to undertake other activities not related to the Programme.
  - To comply with the laws and show due respect to the culture and life of the host country.
11. The application process for candidates is as follows:
  - The nominated applicant requests website access via the **Online Entry** option on the GRIPS' website, which should be completed **by 13 February 2015 (no later than 17:00 JST)** whereupon applicant will be provided with an ID and Password.
  - The applicant must then complete the **online application** and **submit all the supporting documents** (except for the Nomination Form) **by 20 February 2015 (no later than 17:00 JST) to the GRIPS Admission Office** at below indicated address.
  - The **Nomination Form** should be completed and submitted to the GRIPS **by 31 March 2015**.
  - The applicant is invited to visit the Website (<http://www.grips.ac.jp/en/pstudents/admissions/online/>). The Nomination Form can be downloaded online.
12. **The original set of Application Forms with all supporting materials, including Nomination Form from your administration**, should be completed and returned to :

Admission Office  
National Graduate Institute for Policy Studies (GRIPS)  
7-22-1 Roppongi, Minato-ku,  
Tokyo 106-8677  
Japan  
Telephone : + 81 3 6439 6046  
Fax : + 81 3 6439 6050  
e-mail : [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)  
Website : <http://www.grips.ac.jp/en/>

with the envelope to be marked "Application for the WCO Scholarship".
13. A duplicate set will be made and forwarded to the WCO Secretariat by the GRIPS Admissions Office. Therefore, it is not necessary to send the duplicate set to the WCO Secretariat.
14. Please note that applications received after the deadlines will not be considered.

## **FINANCIAL ARRANGEMENTS**

### **Accommodation and living allowance**

15. An all-inclusive allowance of about 147,000 Japanese Yen per month will be granted to cover the cost of accommodation, meals and incidental expenses for the study period. The amount of the allowance is subject to change according to the decision of the Japanese Government. (The allowance will be paid in Japanese Yen.)
16. The Scholars will be offered assistance by the GRIPS to find residential accommodation at reasonable rent.
17. The Scholars should note that the allowance will not be sufficient to cover the expenses of any accompanying dependants. No family related expenses will be paid or added to the monthly living allowance.

### **Other**

18. If costs are incurred by failure in following application rules such as late notification of non-acceptance, the WCO will charge the costs to candidates or to the organization to which the candidates belong.
19. If the WCO is informed by the GRIPS that a Scholar is unable to complete the course in accordance with the standard terms due, for example, to poor academic performance or suspension, the Scholarship may be terminated even during the academic year.

## **TRAVEL ARRANGEMENTS**

### **Travel costs**

20. The cost of travel (return trip) between the Scholar's place of residence and Tokyo will be borne by the Programme budget. For this purpose an economy class pre-paid air ticket by the most direct available route will be provided to the selected candidate.

### **Insurance**

21. No insurance coverage is provided by the WCO/Japan in respect of personal accidents or damage to or loss of personal effects during transport to or from Tokyo.

### **Passports - Visas**

22. Persons entering Japan must hold a valid Passport and Visa. Vaccination requirements depend upon nationality, and the Scholar is personally responsible for complying with them. The GRIPS will provide the selected candidates with a letter certifying enrolment in the Japan-WCO Scholarship in order that he/she may apply to the Japanese Embassy in his/her home country for a **student visa**, authorizing temporary residence in Japan for the duration of the Programme.

### Health Certificate

23. The Scholars should submit a certificate from a licensed physician ***certifying that the applicant is in good health and does not suffer from any debilitating chronic ailments.***

### COMPLETION OF PROGRAMME

24. Scholars are expected to complete the Programme as scheduled. Early repatriation may be authorized only on medical grounds or for other similarly important reasons. If a Scholar withdraws from the Programme before its scheduled completion, he/she shall not be entitled to any benefits from the date of the decision.
  25. On completion of the Programme, the Scholar is required to go back to his/her home country. In the event of no return, the WCO may request for refund of the scholarship to the Scholar or to the organization to which the Scholar belongs. The WCO/Japan will pay travel costs, as described above, for the Scholar's return journey from Tokyo to the point of first departure. Entitlement to return travel expenses shall cease if the Scholar does not leave Tokyo within two weeks of completion of the Programme, unless he/she has any compelling reason for extending his/her stay.
  26. In case of a Scholar's failure to complete the Programme, a request of partial refund may be sent to the Scholar.
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