

Embassy of Japan

No. C-11/GL/17

Mr. Md. Sirajul Hoque Khan Secretary Health Service

Ministry of Health and Family Welfare

Government of the People's Republic of Bangladesh

Subject: Young Leaders' Program 2018

Dear Mr. Md. Sirajul Hoque Khan,

শাস্থা ও পঃ কঃ মন্ত্রণালয় August 2017
শাস্থা সেবা বিভাগ
সাচিব এর দুক্তর
১০ টি কিব

It is an honour to inform you that the Ministry of Education, Culture, Sports, Science and Technology (Monbukagakusho: MEXT), Government of Japan, would like to offer the Government of Bangladesh, "Young Leaders' Program (YLP) 2018", under which government officials from the Ministry of Foreign Affairs, the Ministry of Finance and the Ministry of Public Administration can be the candidates to pursue studies in Public Administration/Public Policy at National Graduate Institute for Policy Studies (GRIPS), Japan. The duration of the program is one year from October 2018 to September 2019. Detailed information, instruction and application forms are enclosed herewith.

I would like to request you to recommend, in accordance with the enclosed instructions, maximum of 3 qualified candidates from your Ministry and to send back the completed application materials to the Embassy by <u>1 October 2017</u>.

Please also be advised that once a successful applicant consents to take the scholarship opportunity, he or she will not be able to cancel it without prior notice to the Embassy.

I would like to avail myself of this opportunity to express our appreciation for your contribution to our bilateral relation.

Encl.	Sincerely yours,  Sincerely yours,  Masato Watanabe  Ambassador of Japan to Bangladesh	:
1. 2. 3. 4. 5. 6.	YLP Program Guidance 2017: স্থানি (বিশেষ্ট্র)  Guideline  Application Form  Recommendation Form  Certificate of Health  Copy of the Note verbale নাম করিব (মিন্ডার বিশ্ব বিশ্	
CC.	Dr. Md. Ibnul Hassan, DPM, Foreign Training, DGHS  प्रकारों मिंहर कर्मकर्मा  प्रकार महिन सन्तरन	0.5



Embassy of Japan Dhaka

No. 297/FO/17

1 August 2017

# Note Verbale

The Embassy of Japan presents its compliments to the Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, and has the honor to inform the latter that the Ministry of Education, Culture, Sports, Science and Technology (Monbukagakusho: MEXT), Government of Japan, would like to offer the Government of Bangladesh "Young Leaders' Program (YLP) 2018" under which government officials from the Ministry of Foreign Affairs, the Ministry of Finance and the Ministry of Public Administration can be the candidates to pursue studies in Public Administration/Public Policy at National Graduate Institute for Policy Studies (GRIPS) and also government officials from the Ministry of Health and Family Welfare can be the candidates to pursue studies in Healthcare Administration at Nagoya University. The duration of the program is one year from October 2018 to September 2019. Detailed information and instruction are enclosed herewith.

The Embassy has further the honour to request each of the above mentioned Ministries to recommend to the Embassy, in accordance with enclosed instructions, maximum of 3 qualified candidates and to send back their complete application materials by 1 October 2017.

The Embassy of Japan avails itself of this opportunity to renew to the Ministry of Foreign Affairs the assurance of its highest consideration.

The Ministry of Foreign Affairs Government of People's Republic of Bangladesh

#### Encl:

- .1. YLP Program Guidance 2018
- 2. Guideline
- 3. Application Form
- 4. Recommendation Form
- 5. Essay Question (only for GRIPS)
- 6. Certificate of Health
- 7. Pamphlet of YLP 2018-19 of GRIPS

# CC:

- 1. Senior Secretary, Ministry of Public Administration,
- 2. Secretary, Ministry of Foreign Affairs,
- 3. Senior Secretary, Ministry of Finance,
- 4. Secretary, Ministry of Health and Family Welfare.



## I INFORMATION CONCERNING RECRUITMENT OF STUDENTS

# 1 Number of Scholarship Recipients

There are five different courses available to applicants, and each course will accept from 10 to 20 applicants at the maximum, for a total of around 70 students in the program for one year.

However, due to the current severe financial situation in Japan, the number of overseas students selected for the program and the scholarship conditions may not necessarily be in exact accordance with the conditions described in these Guidelines.

# 2 Eligibility Requirements and Application Procedures

- (1) Applicants must have graduated with excellent grades from a university and be able to study in Japan for one year.
- (2) Applicants must meet all qualifications and requirements stated in the application requirements. Please observe the requirements strictly.
- (3) The number of students accepted into this program is kept down to a minimum. All candidates for this program will be evaluated comparatively. Therefore, candidates who meet all qualifications still might not be selected. (It is also possible that none of the candidates from your institution will be selected.) Please take this point into consideration when recommending candidates.
- (4) Some students in the past gave up studying in the middle of the program due to mental and physical problems. Moreover, some students require long-term treatment due to their previous contracting of infectious diseases such as tuberculosis, hepatitis, typhus, malaria, dysentery, and so on. With due consideration given to the fact that the students will be staying for a long period in a country with a very different environment from that in the home country, please make very sure of the student's medical condition (including past medical history), and try to ensure that any student with an illness requiring treatment receives such treatment before coming to Japan.
- (5) Military personnel or military civilian employees at the time of their arrival in Japan are not eligible.

#### 3 Notice Period and Method

Each institution is free to decide how to notify students about recruitment for this Scholarship. However, recruitment should be done in an effective way in order to ensure that outstanding students are selected.

Application guidelines may be obtained from the Embassy of Japan, or can be downloaded from the MEXT's website: http://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/sdetail02/1374094.htm

In addition, applicants should be instructed to seek information about the universities offering YLP courses through their brochures or websites. (Please see the application guidelines for the relevant URLs.)

# 4 Acceptance of Application Forms

Applicants must observe the application period strictly and submit the necessary number of documents (including copies of documents). It should be verified whether or not all applications are completed fully and correctly and if any necessary documents are lacking. Students will be asked to make corrections to their application if problems are found. After any required corrections are made, the application forms will be accepted once again. The following matters concerning acceptance need to be considered.

# 1) The language used and attached translations

Documents must be filled out or written in English. Attach an English translation if they are written in another language.

should be explained concisely and concretely within three pages or so.

# 8) Official evidence of English ability

Many incomplete applications are found that the evidence document is not attached. Please make sure to submit the document.

# 9) in case of incomplete application documents

Application documents that are not completed fully and correctly or that are lacking necessary documents will not be accepted. If applicants cannot get the necessary documents because of the circumstances in their home countries, certificates certified by the issuing authority, the government in their home countries or the Embassy of Japan may be considered as original.

## 5 Conditions for Recruitment

Applicants must meet all application requirements. Any personal exceptions will not be allowed.

# 6 Applicants Staying in Japan

Although applicants living in their own country have first priority, if an applicant is already staying in Japan for some reason and wishes to apply for this program, the applicant can be regarded as a valid candidate by decision of the recommending institution. However, those who have been currently enrolled in a Japanese university with a status of residence of "Student"(留学) and those who are enrolled or scheduled to be enrolled as a privately financed international student during the period from the beginning of application to the beginning of the provision of the scholarship are not eligible.

# 7 Applicant Who Has Already Been to Japan

In regards to applicants who have been to Japan, those who have had problems in their past should not be recommended.

## **II SELECTION OUTLINE**

The candidates recommended to MEXT through the Embassy of Japan and the Japanese Ministry of Foreign Affairs should be selected in accordance with the following method.

## 1 Method of Selection

Each recommending institution can use the selection method at their discretion, but is asked to examine accurately each applicant's English ability, personality, reasons for applying, etc.

## 2 Criteria for Selection

Candidates must meet the following criteria along with the required qualifications:

- (1) Candidates must have excellent grades and have the ability to study in their desired field;
- (2) Candidates must be physically and mentally healthy (The students who have developed symptoms of mental problems, malaria, tuberculosis, diabetes, hepatitis, etc., after coming to Japan have usually suffered from the same disease in the past. Please take this into consideration.);
- (3) Candidates must have a verifiable identity;
- (4) Candidates must be able to easily adapt to a new environment and a different culture;
- (5) Candidates must have a rich international cultural understanding;
- (6) Candidates must not have Japanese nationality or dual nationality between his/her country and Japan;

## 2 Second Screening

The YLP committee conducts the Second Screening.

#### 3 Announcement of Result

After the Second Screening process, the final selection results will be notified to each recommending institution through the Embassy of Japan and the Japanese Ministry of Foreign Affairs. The recommending institutions notify the results to their candidates, and confirm the successful candidates their intention to enroll the accepting university by submitting a Pledge to the Embassy of Japan.

# 4 No Change of University

A change of the accepting university will not be permitted. This must be explained in the result notification and during the orientation to all candidates.

#### 5 In Case of Withdrawal

It a successful candidate expresses withdrawal from this program, the recommending institution asks him/her to contact the Embassy of Japan with the letter explaining the reason for withdrawal. The withdrawal will be notified to the accepting university via the Embassy of Japan, the Ministry of Foreign Affairs and MEXT.

## 6 Waiting List

When the number of successful candidates is less than the fixed number because of withdrawals etc., it will be possible to select from the Waiting List successful candidates who were selected beforehand at the Second Screening by the YLP committee. However, the YLP committee will not choose any more candidates as alternates after the Second Screening.

The accepting university confirms the successful candidates from the Waiting List about his/her intention to enroll the university. Once it is confirmed, the official result will be notified to the recommending institution via the Ministry of Foreign Affairs and the Embassy of Japan.

#### V PROCEDURES AFTER SELECTION

Selected students (grantees) may cause various problems after coming to Japan because of their lack of knowledge or misunderstanding of procedures for coming to Japan. Please pay particular attention to the following points.

## 1 Visa Issuance

Visa will be issued by the Embassy of Japan in each grantee's country based on the instructions from the Ministry of Foreign Affairs.

#### 2 Airline Ticket

(1) Each grantee will be provided, according to his/her itinerary and route as designated by MEXT, with an economy class airline ticket from the international airport closest to his/her place of residence to Narita International Airport (or an airport normally used by the university where he/she is placed). In any case, a change in the departing airport due to a change of address will not be possible. The present address in the country of the grantee's nationality stated in the application form is in principle regarded as his/her "home address." If, however, the address stated in the form will be changed at the time of leaving from his/her country, the changed address will be regarded as "home address".

spouse and family member.

(2) All entry procedures for the spouse and family member will be completely different from those for the grantee. Therefore, please make sure to obtain a visa for the spouse before departure.

# 6 Guidance before Departure Date

- (1) All grantees should learn as much about their accepting universities' education systems as possible before coming to Japan. Grantees should also learn basic Japanese language necessary for daily life and about the Japanese climate, legal system, culture, and so on before departure.
- (2) All grantees studying in Japan should bring approximately \$2,000 US or the equivalent thereof to cover immediate needs after arrival in Japan since the scholarship will be paid at a date somewhat after the arrival.
- (3) If any personal problems occur after arrival, such matters should always be discussed with the grantee's supervisor first and then contact the international affairs office at the university if necessary.
- (4) Recently, there are many students who return to their home country without permission. Some must return due to mental problems. A thorough interview and orientation before departure is very important to prevent these unauthorized returns from happening. However, if an unfortunate occurrence should arise due to an accident while the grantee is studying abroad, measures will be taken to ensure fast contact with family members of the student and appropriate authorities in the home country based on directions from the Japanese side. All problems should be dealt with through close contact between Japan and the student's home country. All circumstances and results concerning such matters should be reported to the accepting university and MEXT.
- (5) The JASSO provides a general complimentary brochure "Student Guide to Japan": http://www.jasso.go.jp/en/study\_j/sgtj.html

#### VI YEAR-LONG SCHEDULE

2017	
July	Start for application
By October 27	Recommendation of candidates by recommending institution and documents to
	be submitted
Early November	First Screening by the universities offering YLP courses
2018	
March	Second Screening (Conducted by the YLP Committee in MEXT)
April	Announcement of result
August-September	Airline tickets to be sent
September-October	Students arrive in Japan

\*Note: This schedule is preliminary. Detailed schedules will be announced separately through the Japanese Ministry of Foreign Affairs and the Embassy of Japan.

7. Commencement of the Program October 2018

# II INFORMATION FOR APPLICANTS

MEXT will offer scholarships to international students who wish to study in a Japanese university as YLP students for the academic year 2018-2019 under the Japanese Government (MEXT) Scholarship Program. The conditions for the healthcare administration course are as follows:

## 1. Field of Study

Healthcare Administration

(Nagoya University Graduate School of Medicine)

#### 2. Qualifications

- (1) Nationality: Nationals of the country participating in the YLP. An applicant who has Japanese nationality at the time of application will not be eligible.
- (2) Age: In principle, up to 40 years old as of October 1, 2018 (i.e. born on or after October 2, 1978)

  However, age limitation may be flexible. The ability/achievement of the applicants, as well as the situations in applicants' country, are taken into account.
- (3) Academic Background: A bachelor degree in health related fields.
- (4) Competency in English: Applicants are expected to have a minimum IELTS(Academic) score of 6.0 or TOEFL-PBT score of 550 or TOEFL-CBT score of 213 or TOEFL-iBT score of 80 or equivalent. Applicants are required to have the ability to join discussions and write papers in English without any supplementary lessons of English.
- (5) Work Experience: At least 2 years of full time working experience (preferably five years or more) in healthcare fields in public sector at government department.
- (6) Health: Applicants must be judged that you are medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health.
- (7) Date of Departure: The departure date, specified by the accepting university, will be two weeks or so before or after the first day of the course conducted by the accepting university.
- (8) Visa Requirement: In principle, selected applicants must acquire "Student" (留学) visas before entering Japan. The visas should be issued at the Japanese legation, located in the country of applicants' nationality. Applicants who change their resident status to any status other than "Student" (留学) after their arrival in Japan will immediately lose their status as a Japanese government scholarship student.
- (9) Applicants who meet any or all of the following conditions are not eligible. If identified after acceptance, of the scholarship grantees, the applicants will be required to withdraw from the scholarship:
  - ① If an applicant is a service member or a civilian employee registered on the active military list at the time of his/her arrival in Japan;
  - ② Those who cannot arrive in Japan (Nagoya) during the period designated by the accepting university;
  - ③ If an applicant is, in principle, currently enrolled in a Japanese university or other type of school with the resident status of "Student" (留学) or will be enrolled in a Japanese university, etc. as another source or self-financed international student between the time of application for this scholarship in his/her country and the time the scholarship period is due to begin;
  - 4 Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant's country) on top of the scholarship money provided by MEXT after the arrival in Japan;
  - (5) Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan; or
  - (6) Those wishing to engage in fieldwork or an internship in a country other than Japan after submission of Application.

- 4 Primary selection based on total scores of the second and third screenings along with comments of Interviewers ⑤ Final selection by the YLP committee established by MEXT 6. Application Procedure Please submit all required documents listed below by the designated date. The submitted documents will not be returned. Please make sure to number the documents from ① to ⑨ (items numbered in the following "Required Documents") in the right upper corner. [Required Documents] (1) ①Completed Application Form (prescribed form only) ------1 original and 4 photocopies (2) Photographs (6x4cm, taken within the past 6 months, should be affixed on each of the 5 application forms) -----5 originals (3) ②Official transcript or certified academic records of the university the applicant attended -----1 original and 4 photocopies \*If the document is not in English, a translation into English must be attached. (4) ③Recommendation letter from the recommending authority ------1 original and 4 photocopies \*If the document is not in English, a translation into English must be attached. (5) Two recommendation letters from the employer or supervising professor of the university the applicant attended (Refer to the "Additional Guide for Application" in Page 5.) -----1 original (each) and 4 photocopies (each) (6) ①Certificate of Health (to be issued by the medical institution designated by Japanese Embassy) -----1 original and 4 photocopies (7) ⑤A certificate of graduation from the university the applicant attended-----1 original and 4 photocopies (8) ⑤ Aspiration and Future Plan (Refer to the "Additional Guide for Application" in Page 5.) Applicant's aspirations for the course and future plan after the completion of YLP. -----1 original and 4 photocopies (9) ②A copy of the passport (If not, please attach the copy of the applicant's family register or the certificate of citizenship). \*If the document is not in English, a translation into English is must be attached. -----5 photocopies , (10) ® English proficiency certificate (IELTS, TOEFL or other equivalent scores.) (Refer to the "Additional Guide for Application" in Page 5.) ------5 photocopies (11) Title and outline of master's thesis (Refer to the "Additional Guide for Application" in Page 6.) -----1 original and 4 photocopies (12) Typed curriculum vitae which provides detailed information on all work experience, extra-curricular healthcare related activities, and contact details such as an e-mail address and office/home address, at the time of application to this course. (Handwritten curricula vitae are not accepted) -----1 original and 4 photocopies [Application documents submission] Recommending authorities of each participating country \* If any of the above-mentioned documents are incomplete, inaccurate or missing, your application will not be accepted.
- 7. Notes
  - (1) The grantee is not allowed to bring or stay with his/her family members in Japan during the academic semesters so that the grantee can focus on academic activities.
  - (2) Each recipient is advised to learn some basic Japanese language and to acquire some information on Japanese climate, geography, customs, university education, and conditions in Japan, as well as about the

A TOEFL or IELTS score, obtained not more than two years before the application deadline, must be submitted. If you submit any other English proficiency test certificates, you are requested to submit the score conversion table to TOEFL or IELTS.

#### Title and outline of master's thesis:

About the master's thesis: an obligatory requirement for the course

\*Applies to: II INFORMATION FOR APPLICANTS, 6. Application Procedure [Required Documents]

(11) ③Title and outline of master's thesis

The contents of the master's thesis should be (A) describing or comparing readily available information on health conditions and/or the health system, or (B) an analysis of data collected in a past survey. The data should be anonymous and collected before the start of the master course. The description should include the below items.

- 1) Proposed title
- 2) Background
- 3) Subjects:

In case of (A) - describing or comparing readily available information on health conditions and/or the health system, please include:

- i) names of the documents or data set used, such as regular government reports or databases
- ii) the name of the organization that created the materials, such as the Ministry of Health, or Statistical Bureau
- iii) the region or area where the information was collected from
- iv) the time period when the information was collected
- v) what kind of information is included.

In case of (B) – analyzing of data from a past survey, please include:

- i) the title of the survey
- ii) a summary of the survey
- iii) permission from the survey group to use the data, if necessary
- iv) what data will be newly analyzed
- v) the total number of subjects or participants in the survey.
- 4) Approval of ethics committee: If analyzing data from a past survey (B), please include the name of the ethics committee and date the survey was approved.
- 5) References: List of papers related to thesis

Each of "Aspiration and future plan" and "Title and outline of master's thesis" should be a maximum of three A-4 size (297 x 210 mm) double-spaced pages using Arial 10/ Times New Roman 12 or any other standard 12 point fonts.

# **IV** Further Information

For further information on Nagoya University's Young Leaders' Program:

http://www.nagoya-u.ac.jp/

https://www.med.nagoya-u.ac.jp/medical\_E/admission/admissions/other\_admissions/young\_leaders\_programylp/

\* if possible, write an E-mail address where you can be contacted for periods that include the time before you come to Japan, your stay in Japan and the period after you return home.

(可能な限り、渡日前~日本留学中~帰国後にわたり使い続けることが予想されるEメールアドレスを記入すること。)

7. Field of study specialized in the past (Describe as detailed and concrete as possible.) (過去に専攻した専門分野 (できるだけ具体的に詳細に書くこと。))

8. Educational Background (学歴)

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	Name and Address of School (学校名及び所在地)	MONTH and YEAR of Entrance and Completion (入学及び卒業年月)	Period of schooling you have attended (修学年数)	Diploma or Degree awarded, Major subject, Skipped Years and Levels (学位・資格、専攻科目、飛 び級の状況)
Elementary Education (初等教育)	Name (学校名)	From (入学)	years (年)	
Elementary School · (小学校)	Location (所在地)	fo (卒業)	and months (月)	
Secondary Education (中等教育)	Name (学校名)	From (入学)	years (年)	
Lower Secondary School (中学)	Location (所在地)	To( ( <b>本業</b> )	and months (月)	
Upper Secondary School	Name (学校名)	From (入学)	years (年)	
(商校)	Location · (所在地)	To (卒業)	and months (月) 』	<b>*</b> -1
Higher Education (高等教育)	Name   (学校名)	From (入学)	years (年)	
Undergraduate Level (大学)	Location (所在地)	To (卒業) ;	and months (月)	!
Graduate Level	Name (学校名)	From (入学)	years (年)	!
(大学院)	Location (所在地)	「To (卒業)	and months (月)	-
	Total years of schooling (以上を通算した全学校		years (年)	

\*If the blank spaces above are not sufficient for information required, please attach a separate sheet. In such case, please stipulate that the information is on a separate page.

((注)上欄に書ききれない場合には、適当な別紙に記入して添付すること。その場合は、別紙に記入する旨を上記学歴欄に明記すること。)

Notes: 1. Exclude kindergarten education or nursery school education. (幼稚園・保育所教育は含まれない。)

- 2. Preparatory education for university admission is included in upper secondary school. (いわゆる「大学予備教育」は高校に含まれる。)
- 3. If the applicant possesses a high school-equivalent leaving qualification, indicate this in the blank with \*-1.(高等学校卒業程度資格を有している場合には、その旨を\*-1 欄に記入すること。)
- 4. Any school years or levels skipped should be indicated in the fifth column(Diploma or Degree awarded, Major Subject, Skipped Years and Levels). (Example: Graduated high school in two years, etc.)
  (いわゆる「飛び級」をしている場合には、その旨を該当する教育課程の「学位・資格、専門科目、飛び級の状況」欄に記載すること。
  (例:高校3年次を飛び級により短期卒業))

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## 健康診断書

# CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語文は英語により可原た記載すること。 Please fill out (PRINT/TYPE) in Japanese or English. 氏名	□男 Male 生年月日
Name:	□女 Female Date of Birth:
Family name, First name Middle name	•
1 身体検査 Physical Examination	
(1) 身 長 体 重 Heightcm Weightkg	
(2) 血 圧 血液型 Blood pressuremm/Hg~ mm/Hg Blood Type	e ABO RH + 脈拍 □整 Regular Pulse □不整 Irregular
(3) 視 力 Eyesight: (R) (L) (R) (L) 裸眼 Without glasses (R) (L) 糯正 With glasses or contact lend	色覚異常の有無 □正常 Normal ses Color blindness □異常 Impaired
(4) 聴 力 □正常 Normal 言語 □正常 Normal Hearing: □低下 Impaired Speech: □異常 Impaired	
2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検 Please describe the results of physical and X-ray examinations of the app to the certification are NOT valid).	き査の日付も記入すること (6ヶ月以上前の検査は無効。) dicant's chest X-rays (X-rays taken more than six months prior
Lungs: □異常 Impaired Cardiomegaly: □	
← Date Film No.	常がある場合 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Describe the condition of applicant's lungs.	
3. 現在治療中の病気 □Yes (Disease □ No □No □ No □ No □ No □ No □ No □ No	)
4. 既往症 Past history: Please indicate with $+$ or $-$ and fill in the date of recovery (If the applicant has not contracted any of the disease, please chech "None"	".) (いずれも該当しない場合は、なしにチェックすること。)
Epilepsy□( ) Kidney disease□( ) Heart dise	nunicable disease□( ) ease□( )□( )
None□	
5. 検 査 Laboratory tests 検 尿 Urinalysis: glucose ( ), protein ( ), occult blood ( )	
赤次 ESR:mm/Hr, WBC count:/cmm   貧血  □ anemia	T.
Hemoglobin:gm/dl, GPT:	
6. 診断医の印象を述べて下さい。 (問題がない場合も、その旨ご記入ください Please give your impression of the applicant's health. (If you do not hav	e a particular opinion, please write as such.)
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ı I	
7. 志願者の既往歴,診察・検査の結果から判断して,現在の健康の状況は充分 In view of the applicant's history and the above findings, is it your observation	分に留学に耐えうるものと思われますか? ion that his/her health status is adequate to pursue studies in Japan
Yes □ No □	
日付 署名 Date: Signature:	
• 医断氏名	
検査施設名 Office/Institution:	
所在地	