



AEI Ref No:

PRIME MINISTER'S EDUCATION ASSISTANCE PROGRAM FOR JAPAN Application Form

Applications should be prepared with reference to the 2011-2012 Program Guidelines. Please send completed applications with supporting documentation either by email to ix@jees.or.jp or by post to: Japan Educational Exchanges and Services, 4-5-29 Komaba, Meguro-ku, Tokyo, 153-8503 Japan. Please indicate in the subject of the email or on the envelope 'Prime Minister's Education Assistance Program for Japan'.

1. APPLICANT DETAILS*

Surname/Family name:

Title: (Mr/Mrs/Miss/Dr)

First Name:

Date of Birth:

Citizenship:

Permanent Residency
(if different to citizenship)

Address:

Home Institution/Organisation:

Application Category:

Student / Academic / Researcher / Professional

Telephone:

+

Email:

*If applying on behalf of a group please insert your details in this section and complete Attachment A for additional applicants.

2. PROPOSED EXCHANGE PROGRAM INFORMATION

Proposed Start Date:

Proposed End Date:

Host Institution/Organisation:

Address:

Host contact person:

Position:

Telephone:

Email:

Please provide an outline of your proposed exchange program.

Please note your application will be assessed against the following selection criteria. Please ensure your proposed program clearly addresses these selection criteria as listed in 2.1 of the Program Guidelines:

- Involves exchange to or from the affected areas in Japan.
- Extent to which the exchange contributes towards the objectives of the Program.
- Anticipated benefits to those involved in the educational exchange.
- Has clearly articulated objectives that will be met through the proposed exchange and represents value-for-money.

3. ESTIMATED COST OF PROPOSAL

When completing costing estimates for your exchange proposal, please indicate where funding is being provided from an alternative source.

<i>Item</i>	<i>Subtotal</i>
	A\$
	A\$
	A\$
	A\$
	A\$
TOTAL ESTIMATED COST	A\$

4. STATEMENT OF BENEFIT

How will the proposed exchange support the objectives of the Program of Assistance for Educational Exchange?

The objectives of the Program are to:

- Support the educational rebuilding and continued education growth of Japan's affected areas.
- Encourage enhanced collaboration and partnership between Australian and Japanese institutions, building upon the well established relationship between the two countries.

5. IMPACT OF TOHOKU DISASTER (Japanese applicants only)

This section is to provide an opportunity for Japanese applicants that attend institutions outside the affected area, but whose home address falls within the affected area to indicate how they have been affected by the events of the Tohoku disaster and would benefit from exchange in Australia.

Please indicate how you have been affected and how you would benefit from exchange in Australia.

6. ENDORSEMENT

Applicants may seek endorsement of their application from a School or Faculty Head; Dean; or senior management within the organisation. (Each institution is responsible for deciding the appropriate person.)

a) Home Institution endorsement

Institution:			
Name:			
Position:			
Telephone:	+		
Email:			
Signature:		Date:	

b) Host Institution endorsement

Institution:			
Contact Person:			
Position:			

Please note that successful applicants will be required to provide a letter of endorsement from the host institution once their application is approved.

Privacy Notice

The Department of Education, Employment and Workplace Relations (DEEWR) is bound by the *Privacy Act 1988* (Privacy Act) in relation to the collection, use and disclosure of personal information.

The personal information collected on this form and accompanying documentation will be used by DEEWR, its contractors and agents for the following purposes:

- a) assessing your application;
- b) administering the Prime Minister's Education Assistance Program for Japan ('the Program');
- c) promoting the Program;
- d) to contact you in connection with the Program, including to congratulate successful recipients and/or invite successful award recipients to functions and events held in Australia and overseas.

DEEWR may disclose your personal information to the following:

- Japan Educational Exchanges and Services;
- the Ministry of Education, Culture, Sports, Science and Technology in Japan;
- the listed Home and Host Institutions;
- Australian Government departments and agencies; and
- Australian Parliamentary members and committees.

for the purposes referred to above.

Limited personal information about you may also be disclosed by DEEWR for the purposes of promoting the Program, including in any book, newspaper advertisement or article, television advertisement or program, radio advertisement or program and including on the world wide web or any other media. In publishing personal information on the world wide web, you should be aware that DEEWR will no longer have control over the information and its subsequent uses and disclosures.

DEEWR will not otherwise disclose personal information without your consent unless it is authorised or required by or under law.

By submitting this application and attached documentation, you certify that all individuals whose personal information is provided have:

- been notified of this privacy notice; and
- provide DEEWR with consent to use and disclose their personal information in accordance with this privacy notice.

Applicant signature:

Date:

GROUP APPLICATIONS

For group exchange proposals where more than one applicant is requesting funding under the program, the below details should be completed for each applicant.

Surname	First Name	Citizenship	Permanent Residency (if different to Citizenship)	Home Institution/ Organisation	Applicant category	Telephone	Email

Please note that supporting documentation as outlined in Attachment B of this application form must be provided for each applicant.

CHECKLIST OF SUPPORTING DOCUMENTATION

- ☐ Brief CV of applicant (maximum 2 page)
- ☐ Proof of citizenship and/or permanent residency
 - Copy of the data page of a current passport showing full name, date of birth and country of citizenship; or
 - Copy of a birth certificate or national identity card showing full name, date of birth, and country of citizenship; or
 - Copy of official documentation showing evidence of permanent residency status.
 - If the original document is not in English, an official English translation must be provided

Please note that successful applicants will be required to provide a letter of endorsement from the host institution once their application is approved.

ATTACHMENT C

INTERNAL USE ONLY

Decision:	ELIGIBLE/ NOT ELIGIBLE	Decision:	RECOMMENDED / NOT RECOMMENDED
Name:		Name:	
Position:		Position:	
	Japan Educational Exchanges and Services		Australian Education International (AEI)
Signature:		Signature:	
Date:		Date:	
Comments:		Comments:	

DELEGATE APPROVAL

Decision:	APPROVED / NOT APPROVED		
Name:			
Position:			
	Australian Education International (AEI)		
Signature:		Date:	
Comments:			