



Ruj. : KKM.500/3/4/9 Jld.36 ( 9 )

Tarikh : 15 Mac 2024

**Semua Pengarah Kesihatan Negeri**  
**Jabatan Kesihatan Negeri**  
**Kementerian Kesihatan Malaysia**

YBhg. Datuk/ Dato'/ Dr./ Tuan/ Puan,

**HEBAHAN PELAWAAN PERMOHONAN BIASISWA KERAJAAN JEPUN 2025**  
**(MONBUKAGAKUSHO: MEXT) UNTUK PENGAJIAN PASCA SISWAZAH**

Dengan segala hormatnya saya merujuk perkara di atas.

2. Dimaklumkan bahawa Jabatan Perkhidmatan Awam (JPA) mempelawa pegawai Kumpulan Pengurusan dan Profesional (P&P) yang berminat dan berkelayakan untuk memohon **Biasiswa Kerajaan Jepun 2025 (Monbukagakusho: MEXT) untuk Pengajian Pasca Siswazah**. Biasiswa ini melibatkan penajaan pengajian pegawai di peringkat Sarjana atau Ph.D dalam bidang *Humanities and Social Sciences* serta *Natural Science* di Jepun.

3. Pegawai P&P yang berminat dan memenuhi syarat-syarat seperti di **LAMPIRAN 1** boleh memohon biasiswa ini dengan melengkapkan borang permohonan secara dalam talian melalui portal <https://bmipenajaan.jpa.gov.my> bermula daripada 13 Mac 2024 sehingga 12 April 2024. Borang permohonan yang telah dilengkapkan tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada Ketua Jabatan dan PPSM masing-masing beserta dengan dokumen-dokumen sokongan yang berkaitan.

4. Sehubungan itu, permohonan perlu **dikemukakan terus dan perlu diterima oleh pihak BPL KKM** seperti alamat di bawah **sebelum atau pada 5 April 2024 (Jumaat)** kepada:

Unit Latihan Dalam Perkhidmatan 1  
Program Kepakaran 2  
Cawangan Operasi Latihan  
Bahagian Pengurusan Latihan, KKM  
Aras 6, Menara Prisma, No 26, Persiaran Perdana, Presint 3  
**62675 PUTRAJAYA**  
(u.p.: Puan Nur Irmawarni binti Mohamad)



5. Setiap permohonan yang dikemukakan perlu mematuhi tarikh tutup yang ditetapkan oleh pihak Kementerian Kesihatan Malaysia seperti di atas. Sebarang pertanyaan lanjut berhubung permohonan ini boleh emelkan ke [kepakaran2@moh.gov.my](mailto:kepakaran2@moh.gov.my). **Permohonan yang lewat diterima tidak akan dipertimbangkan.**

6. Kerjasama YBhg. Datuk/ Dato'/ Dr./ Tuan/ Puan adalah dimohon untuk memaklumkan tawaran ini kepada semua pegawai yang berminat dan berkelayakkan di Jabatan YBhg. Datuk/ Dato'/ Dr./ Tuan/ Puan.

Sekian, terima kasih.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,



**(AZLAN BIN AHMAD)**

Bahagian Pengurusan Latihan

b.p. Ketua Setiausaha

Kementerian Kesihatan Malaysia

**s.k.**

1. Ketua Setiausaha  
Kementerian Kesihatan Malaysia
2. Ketua Pengarah Kesihatan  
Kementerian Kesihatan Malaysia
3. Timbalan Ketua Setiausaha (Kewangan)  
Kementerian Kesihatan Malaysia
4. Timbalan Ketua Setiausaha (Pengurusan)  
Kementerian Kesihatan Malaysia
5. Timbalan Ketua Pengarah Kesihatan (Kesihatan Awam)  
Kementerian Kesihatan Malaysia
6. Timbalan Ketua Pengarah Kesihatan (Sokongan & Teknikal)  
Kementerian Kesihatan Malaysia

**SENARAI EDARAN**  
**IBU PEJABAT KEMENTERIAN KESIHATAN MALAYSIA (IPKKM)**

1. Pengarah Kanan  
Bahagian Kesihatan Pergigian  
Kementerian Kesihatan Malaysia
  
2. Pengarah Kanan  
Bahagian Perkhidmatan Farmasi  
Kementerian Kesihatan Malaysia
  
3. Pengarah Kanan  
Bahagian Keselamatan dan Kualiti Makanan  
Kementerian Kesihatan Malaysia
  
4. Setiausaha Bahagian Kanan  
Bahagian Pembangunan  
Kementerian Kesihatan Malaysia
  
5. Setiausaha Bahagian  
Bahagian Sumber Manusia  
Kementerian Kesihatan Malaysia
  
6. Setiausaha Bahagian  
Bahagian Pengurusan Maklumat  
Kementerian Kesihatan Malaysia
  
7. Setiausaha Bahagian  
Bahagian Dasar dan Hubungan Antarabangsa  
Kementerian Kesihatan Malaysia
  
8. Setiausaha Bahagian  
Bahagian Pengurusan Latihan  
Kementerian Kesihatan Malaysia
  
9. Setiausaha Bahagian  
Bahagian Pembangunan Kompetensi  
Kementerian Kesihatan Malaysia

10. Setiausaha Bahagian  
Bahagian Khidmat Pengurusan  
Kementerian Kesihatan Malaysia
11. Setiausaha Bahagian  
Bahagian Kewangan  
Kementerian Kesihatan Malaysia
12. Setiausaha Bahagian  
Bahagian Perolehan & Penswataan  
Kementerian Kesihatan Malaysia
13. Setiausaha Bahagian  
Bahagian Akaun  
Kementerian Kesihatan Malaysia
14. Setiausaha Bahagian  
Bahagian Sains Kesihatan Bersekutu  
Kementerian Kesihatan Malaysia
15. Pengarah  
Bahagian Kejururawatan  
Kementerian Kesihatan Malaysia
16. Penasihat Undang-Undang  
Pejabat Penasihat Undang-Undang  
Kementerian Kesihatan Malaysia
17. Ketua Audit Dalam  
Cawangan Audit Dalam  
Kementerian Kesihatan Malaysia
18. Ketua Unit  
Unit Komunikasi Koporat  
Kementerian Kesihatan Malaysia

**SENARAI EDARAN**  
**JABATAN KESIHATAN NEGERI**

1. Pengarah Kesihatan Negeri Johor  
Jabatan Kesihatan Negeri Johor  
Tingkat 3 & 4 Blok B, Wisma Persekutuan  
Jalan Air Molek, 80590 Johor Bahru  
Johor
  
2. Pengarah Kesihatan Negeri Kedah  
Jabatan Kesihatan Negeri Kedah  
Simpang Kuala, Jalan Kuala Kedah  
05400 Alor Setar
  
3. Pengarah Kesihatan Negeri Kelantan  
Jabatan Kesihatan Negeri Kelantan  
Tingkat 5, Wisma Persekutuan  
15590 Kota Baharu  
Kelantan
  
4. Pengarah Kesihatan Negeri Melaka  
Jabatan Kesihatan Negeri Melaka  
Tingkat 3, 4, dan 5, Wisma Persekutuan  
Jalan Business City, Bandar MITC  
75450 Ayer Keroh, Melaka
  
5. Pengarah Kesihatan Negeri Pahang  
Jabatan Kesihatan Negeri Pahang  
Jalan IM 4, Bandar Indera Mahkota  
25582 Kuantan  
Pahang
  
6. Pengarah Kesihatan Negeri Perak  
Jabatan Kesihatan Negeri Perak  
Jalan Panglima Bukit Gantang Wahab  
30590 Ipoh  
Perak

7. Pejabat Kesihatan Negeri Perlis  
Jabatan Kesihatan Negeri Perlis  
Jalan Raja Syed Alwi  
01000 Kangar  
Perlis
8. Pengarah Kesihatan Negeri Pulau Pinang  
Jabatan Kesihatan Negeri Pulau Pinang (Bahagian Pengurusan)  
Tingkat 7, Bangunan MARA, No. 33  
Jalan Pangkalan Weld  
10300 Pulau Pinang
9. Pengarah Kesihatan Negeri Sabah  
Jabatan Kesihatan Negeri Sabah  
Tingkat 3, Rumah Persekutuan, Jalan Mat Salleh  
88590 Kota Kinabalu, Sabah
10. Pengarah Kesihatan Negeri Sarawak  
Jabatan Kesihatan Negeri Sarawak  
Jalan Diplomatik, Off Jalan Bako  
93050 Kuching, Sarawak
11. Pengarah Kesihatan Negeri Selangor  
Jabatan Kesihatan Negeri Selangor  
Tingkat 9, 10, 11 & 17, No. 1, Wisma Sunway  
Jalan Tengku Ampuan Zabedah C 9/C Seksyen 9  
40100 Shah Alam, Selangor.
12. Pengarah Kesihatan Negeri Sembilan  
Jabatan Kesihatan Negeri Sembilan  
Jalan Rasah 70300 Seremban  
Negeri Sembilan
13. Pengarah Kesihatan Negeri Terengganu  
Jabatan Kesihatan Negeri Terengganu  
Tingkat 5, Wisma Persekutuan Jalan Sultan Ismail  
20920 Kuala Terengganu

14. Pengarah Kesihatan W.P. Kuala Lumpur  
Jabatan Kesihatan W.P. Kuala Lumpur  
Jalan Cenderasari  
50590 Kuala Lumpur

15. Pengarah Kesihatan W.P. Labuan  
Jabatan Kesihatan WP Labuan  
Peti surat 80832  
87018 Wilayah Persekutuan Labuan

**Semua Institut Latihan Kementerian Kesihatan Malaysia (ILKMM)**

**Hospital Kuala Lumpur (HKL)**

**National Institute of Health (NIH)**

**Institut Kanser Negara (IKN)**





## JABATAN PERKHIDMATAN AWAM

### PELAWAAN PERMOHONAN BIASISWA KERAJAAN JEPUN 2025 (MONBUKAGAKUSHO: MEXT) UNTUK PENGAJIAN PASCA SISWAZAH

Jabatan Perkhidmatan Awam (JPA) mempelawa pegawai Kumpulan Pengurusan dan Profesional (P&P) yang berminat dan berkelayakan untuk memohon **Biasiswa Kerajaan Jepun 2025 (Monbukagakusho: MEXT) untuk Pengajian Pasca Siswazah**. Biasiswa ini melibatkan penajaan pengajian pegawai di peringkat Sarjana atau Ph.D dalam bidang *Humanities and Social Sciences* serta *Natural Science* di Jepun.

Pegawai P&P yang berminat dan memenuhi syarat-syarat seperti di **LAMPIRAN 1** boleh memohon biasiswa ini dengan melengkapkan borang permohonan secara dalam talian melalui portal <https://bmipenajaan.jpa.gov.my> bermula daripada **13 Mac 2024 sehingga 12 April 2024**. Borang permohonan yang telah dilengkapkan tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada Ketua Jabatan dan PPSM masing-masing beserta dengan dokumen-dokumen sokongan yang berkaitan.

Semua permohonan yang disokong oleh Ketua Jabatan dan diperakukan oleh PPSM hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya 19 April 2024** sama ada melalui serahan tangan / pos melalui alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
Pusat Pentadbiran Kerajaan Persekutuan  
62510 PUTRAJAYA  
(u.p: Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan)

Maklumat terperinci berhubung tatacara permohonan / pencalonan bagi biasiswa ini adalah seperti di **LAMPIRAN 2**. Sekiranya terdapat sebarang pertanyaan lanjut berhubung biasiswa ini, sila hubungi talian **03-88853053** atau e-mel: [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my)

Bahagian Pembangunan Modal Insan  
Jabatan Perkhidmatan Awam

**13 Mac 2024**

## SYARAT-SYARAT PERMOHONAN

**BIASISWA KERAJAAN JEPUN 2025 (MONBUKAGAKUSHO: MEXT)  
UNTUK PENGAJIAN PASCA SISWAZAH**

- 1) Berumur tidak melebihi **35 tahun pada 1 April 2025** (lahir pada atau selepas 2 April 1990);
- 2) Pegawai Kerajaan **Kumpulan Pengurusan dan Profesional yang sedang berkhidmat dalam perkhidmatan tetap sekurang-kurangnya untuk tempoh 5 tahun** pada 1 Januari 2024;
- 3) Tidak berkhidmat dalam perkhidmatan tentera;
- 4) Telah **disahkan dalam skim perkhidmatan terkini** pada tarikh tutup permohonan;
- 5) Mempunyai **ijazah sarjana muda atau sarjana (minima CGPA 3.4)** daripada universiti yang diiktiraf oleh Kerajaan dan mempunyai 16 tahun pendidikan formal (TIDAK TERMASUK KELAS PERALIHAN);
- 6) Mempunyai **penguasaan Bahasa Inggeris dan/ atau Bahasa Jepun yang baik**;
- 7) Mencapai markah **Laporan Nilai Prestasi Tahunan (LNPT) purata 85 markah ke atas bagi tempoh genap 3 tahun skim perkhidmatan terkini berturut-turut (2020, 2021 & 2022) atau (2021, 2022 & 2023)**. Penilaian setahun LNPT genap 12 bulan;
- 8) Mematuhi **syarat genap tempoh tamat** mengikut kursus seperti berikut:

<b>Tempoh Kursus</b>	<b>Tempoh Menunggu (pada 1 Januari 2024)</b>
Lebih daripada 12 bulan	2 tahun
Lebih daripada 3 bulan dan kurang daripada 12 bulan	1 tahun

- 9) Mengikuti **pengajian di peringkat yang lebih tinggi** daripada kelayakan akademik sedia ada yang dimiliki pegawai;
- 10) **Bersih** daripada pertuduhan/tindakan tatatertib dan bebas daripada dakwaan Mahkamah;
- 11) Telah **mengisytiharkan harta** dalam tempoh 5 tahun terkini; dan
- 12) **Tidak tersenarai dalam senarai hitam pinjaman atau biasiswa JPA.**

## TATACARA PERMOHONAN

### BIASISWA KERAJAAN JEPUN 2025 (MONBUKAGAKUSHO: MEXT) UNTUK PENGAJIAN PASCA SISWAZAH

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#### 1. TANGGUNGJAWAB PEGAWAI

- 1.1 Pegawai yang berminat dikehendaki **membaca dan memahami** syarat-syarat permohonan seperti di **Lampiran 1** dan dokumen **Guidelines Postgrad 2025** sebelum membuat permohonan. Kegagalan mematuhi syarat dan ketetapan yang digariskan akan menyebabkan permohonan pegawai akan dibatalkan / ditolak atau tidak berkelayakan secara automatik.
- 1.2 Permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan <https://bmipenajaan.ipa.gov.my> bermula daripada **13 Mac 2024 sehingga 12 April 2024**.
- 1.3 Borang permohonan yang telah lengkap diisi hendaklah **dimuat turun, dicetak dan ditandatangani oleh pegawai**. Terdapat ruangan perakuan Ketua Jabatan selepas ruangan tandatangan pegawai yang mana memerlukan maklumat perkhidmatan pegawai dilengkapkan, disahkan dan ditandatangani oleh Ketua Jabatan<sup>1</sup> masing-masing.

Nota: Tanggungjawab pegawai untuk menyemak dan memastikan segala maklumat di ruangan perakuan Ketua Jabatan tersebut **dilengkapkan sepenuhnya tanpa ada sebarang kecaciran** sebelum borang permohonan lengkap tersebut dikemukakan kepada Urus Setia Panel Pembangunan Sumber Manusia (PPSM)<sup>2</sup> masing-masing untuk penyelarasan.

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<sup>1</sup> Ketua Jabatan yang dimaksudkan adalah sekurang-kurangnya pegawai di peringkat mengetuai sesuatu bahagian di mana pegawai ditempatkan atau bahagian pengurusan sumber manusia di Kementerian/Jabatan/Agensi seperti Pengarah / Setiausaha Bahagian dsb.

<sup>2</sup> PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh Ketua Perkhidmatan masing-masing tanpa mengira Kementerian/Jabatan/Agensi penempatan pegawai kecuali bagi pegawai perkhidmatan gunasama (PTD, PLV dan PPSi) yang mana PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh pegawai pengawal Kementerian masing-masing sahaja walaupun pegawai ditempatkan di Jabatan/Agensi di bawah Kementerian berkaitan.

1.4 Borang permohonan yang lengkap tersebut perlu dikemukakan kepada urus setia PPSM masing-masing bersama-sama dengan **dokumen-dokumen** yang berkaitan seperti berikut:

- (a) Borang Permohonan yang lengkap dalam Bahasa Inggeris atau Bahasa Jepun; dan
- (b) Dokumen Ijazah Pertama dan Sarjana (bagi calon Ph.D) yang asal atau salinan **yang disahkan** - Skrol dan transkrip rasmi **dalam Bahasa Inggeris / Bahasa Jepun SAHAJA** bersama-sama lampiran **Sistem Penggredan/ Pemarkahan** berkaitan.

Nota: Sila rujuk **Guidelines Postgrad 2025** bagi semakan keperluan dokumen yang lebih terperinci.

## 2. TANGGUNGJAWAB KETUA JABATAN

2.1 Ketua Jabatan adalah dinasihatkan supaya membuat **semakan yang teliti** dan **memberi sepenuh perhatian** kepada syarat-syarat yang telah ditetapkan seperti di **LAMPIRAN 1**. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan untuk menyokong / memberi pelepasan kepada pegawai-pegawai yang **bersesuaian dan berkelayakan** berdasarkan syarat-syarat yang ditetapkan sahaja. Pada masa yang sama, Ketua Jabatan juga dikehendaki memaklumkan pegawai berhubung status permohonan masing-masing sama ada disokong / dilepaskan atau sebaliknya.

2.2 Ketua Jabatan perlu **melengkapkan dan mengesahkan maklumat** perkhidmatan pegawai dan seterusnya **menandatangani ruangan perakuan** Ketua Jabatan dalam borang permohonan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai;

2.3 Permohonan yang lengkap dan disokong perlu dikemukakan bersama-sama dokumen berkaitan kepada urus setia PPSM masing-masing untuk penyelarasan perakuan.

## 3. TANGGUNGJAWAB KETUA PERKHIDMATAN/ PEGAWAI PENGAWAL MELALUI PANEL PEMBANGUNAN SUMBER MANUSIA (PPSM)

3.1 Ketua Perkhidmatan / Pegawai Pengawal adalah dinasihatkan supaya membuat **perancangan dan semakan yang teliti** ke atas permohonan

pegawai yang telah disokong / dilepaskan oleh Ketua Jabatan masing-masing sebelum memperakukan pencalonan pegawai melalui PPSM kepada pihak BMI, JPA. Ini kerana pegawai yang berjaya ditawarkan biasiswa ini akan turut dipertimbangkan kemudahan cuti belajar (tertakluk kepada kelulusan) yang mana akan menyebabkan berlakunya kekosongan jawatan. Tiada jaminan pengisian pegawai ganti kepada kekosongan jawatan tersebut.

3.2 Pegawai-pegawai yang telah diperakukan oleh Ketua Perkhidmatan / Pegawai Pengawal melalui PPSM untuk pencalonan kepada pihak BMI, JPA bermaksud bahawa mereka telah dipersetujui untuk diberikan pelepasan untuk mengikuti pengajian di bawah penajaan biasiswa ini kelak. Justeru, Ketua Perkhidmatan / Pegawai Pengawal hendaklah memastikan hanya pegawai-pegawai yang memenuhi syarat dan tatacara permohonan / pencalonan seperti di **LAMPIRAN 1 dan 2** serta **bersesuaian** (mengambil kira **kesesuaian bidang kursus** yang ditawarkan, **tugas** semasa calon, **potensi** calon dan sebagainya) sahaja dicalonkan kepada pihak BMI, JPA. Urus setia PPSM hendaklah memaklumkan kepada pegawai berhubung status permohonan masing-masing sama ada diperakukan atau sebaliknya bagi memastikan pegawai dikemaskini sewajarnya.

3.3 Sehubungan itu, adalah menjadi tanggungjawab urus setia PPSM untuk mengambil tindakan-tindakan berikut:

- (a) **Melengkapkan borang Laporan PPSM** Kementerian/Jabatan untuk kursus dalam perkhidmatan - JPA(L) LDP 1A/96;
- (b) **Memastikan maklumat perkhidmatan** di ruangan perakuan Ketua Jabatan pada borang permohonan pegawai **adalah tepat dan benar** serta **telah ditandatangani oleh Ketua Jabatan** yang berkaitan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.
- (c) Pencalonan yang dikemukakan kepada BMI, JPA hendaklah disertakan bersama-sama dengan dokumen-dokumen berikut:
  - (i) Dokumen-dokumen seperti di perenggan **1.3 hingga 1.4**; dan
  - (ii) Dokumen-dokumen seperti di perenggan **3.3 (a)**.

Semua dokumen di atas hendaklah dikemukakan dalam **2 salinan dokumen yang lengkap (1 salinan asal dan 1 salinan fotostat)**.

- 3.4 **Pencalonan yang lengkap** hendaklah dikemukakan dan diterima oleh pihak BMI, JPA **selewat-lewatnya pada 19 April 2024** sama ada melalui pos atau serahan tangan ke alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam Malaysia  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
62510 PUTRAJAYA.

**(u.p.: Unit Pengurusan Penawaran Dalam Perkhidmatan)**

#### 4. PERTANYAAN

Sekiranya terdapat pertanyaan lanjut berhubung perkara ini, pihak penyelaras yang boleh dihubungi adalah seperti berikut:

**Penyelaras : Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan, BMI JPA**

**No. Telefon : 03 – 8885 3053**

**Emel : [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my)**

## **JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2025 POSTGRADUATE (RESEARCH STUDENTS)**

Monbukagakusho: MEXT (Ministry of Education, Culture, Sports, Science and Technology, Japan) offers scholarship to Malaysian students who wish to study at Japanese universities as research students under the Japanese Government (Monbukagakusho: MEXT) Scholarship Program for the academic year 2025. Applicants must be Malaysian citizens and meet the qualifications below:

### **1. FIELD OF STUDY**

**Humanities and Social Sciences:** Literature, History, Aesthetics, Laws, Politics, Economics, Commerce, Pedagogy, Psychology, Sociology, Music, Fine Arts, Business Administration & etc.

**Natural Sciences:** Pure science, Engineering (Biomedical Eng, Civil Eng, Environmental Eng & etc.), Agriculture, Fisheries, Pharmacology, Medicine, Dentistry, Home Economics & etc.

- Students majoring in medicine or dentistry shall not be allowed to carry out their clinical studies by conducting medical examinations or performing operations, unless they are permitted by the Ministry of Health and Welfare under the provisions of the Japanese laws concerned.
- Fields of study must be one of those available at Japanese universities. Practical training given by factories or companies is excluded.

### **2. TENURE OF SCHOLARSHIP**

The tenure of scholarship is from April 2025 to March 2027. The tenure shall include a six-month intensive course of the Japanese Language, to be given to those whose knowledge of the language is insufficient to pursue their studies. For those who have been permitted to enter in a regular course of graduate schools (whether Master's or Doctoral) and have excellent academic records, their durations could be extended upon the judgment within the budget. Those who wish to enter master's or doctoral program of a graduate school must sit for and pass the entrance examination imposed by the university concerned after having studied at least for six months as non-degree research students. Failure in the examination will result in reenrollment as non-degree research students within the tenure.

### **3. QUALIFICATIONS**

- (a) **Age:** Applicants must be Malaysian passport holders under 35 years of age as of 1<sup>st</sup> April 2025 (i.e. born on or after 2<sup>nd</sup> April 1990)
- (b) **Academic Background:** Applicant must be university or college graduate, holding a Bachelor's or Master's degree with CGPA of 3.40 out of 4.0 or results deemed equivalent. (Those who will graduate and receive Bachelor's / Master's degree from a college / university by March or September 2025 may apply using latest result). Applicants wishing to enter Master's or Doctoral program must have completed a regular course of study of sixteen (16) year's formal school education (excluding remove class), or eighteen (18) years' formal school education (excluding remove class) for medicine, dentistry, veterinary or pharmacy courses.
- (c) **Language Proficiency:** Applicant must have good command of English language AND/OR Japanese language.
- (d) **Study Area:** The study area must be in the same field as the applicant has studied (or is studying), or is working in a related field.
- (e) **Japanese Language:** Applicants must be willing to learn Japanese language and to receive university instruction in Japanese while adapting to life in Japan.
- (f) **Others:**
  - \* Applicant who has been awarded a Japanese Government Scholarship in the past will not be selected as a grantee unless he / she has spent at least three years research or teaching after returning to his / her home country. However, former "Japanese Studies" scholarship students may apply for admission to the Research Student program once they have completed the undergraduate program after returning to their home countries.
  - \* Applicant who has already enrolled in a Japanese university is not eligible to apply. Military men and military civilian employees registered on the active list are not eligible.

#### 4. ALLOWANCE

Monthly allowance of **143,000 Yen** (subject to change) will be given to each grantee during the tenure of scholarship. Fees for matriculation, entrance examination and tuition at universities will be exempted.

#### 5. EXAMINATION & INTERVIEW

**Only qualified applicants will be notified (by email and post)** to sit for English AND Japanese language examinations (both are selecting criteria, but Japanese language is an optional subject) in Kuala Lumpur tentatively in **June 2024** (subject to change). The embassy will short-list candidates for interview scheduled to be held in July 2024 (subject to change).

#### 6. APPLICATION SUBMISSION

**(a) Number of Submission:**

ONLY ONE (1) application per individual, double submission will be disqualified.

**(b) Documents to be submitted:**

**(1) Required** Completed application form (In A4 size paper), **in English or Japanese language only.**

Application form is available at the Embassy of Japan in Malaysia website during application period only. Application with any blank column will be disqualified, no matter what reasons are given.

**(2) Required** Original academic transcript (Bachelor's / Master's) in ENGLISH or JAPANESE language, **OR** a photocopy of the documents certified by issuing authority or government officer grade M41 or DG41 and above is accepted. The page containing information on grading system (ex. Grade A = 81-100, Grade B = 71-80, etc) must also be included. Applicant who submits photocopy of transcript without certification by issuing authority, as well as certified transcript without information on grading system, will be disqualified. Master's student must submit both Bachelor's and Master's academic transcripts.

**(3) Required** Certified degree certificate (Bachelor's / Master's) for those who have graduated.

**(c) Do not submit documents other than the above mentioned. UPSR/ PMR/ SPM/ O-Levels/ STPM/ A-Levels/ Matriculation/ Diploma results, IC photocopies and resume/CVs are not required.**

**(d) Closing Date and Submission of Application Form:**

	Non Government Servants	Government Servants
<b>Closing Date</b>	19 April 2024 (Fri) before 4pm	
<b>Submit to</b>	MEXT 2025 – Postgraduate Japan Information Service Embassy of Japan No. 11, Persiaran Stonor Off Jalan Tun Razak 50450 KUALA LUMPUR	Please refer to Public Service Department (JPA) website at <a href="http://www.jpa.gov.my">http://www.jpa.gov.my</a> for details.

Application must reach the Embassy of Japan / Public Service Department (JPA), either by hand or by post (including courier services, registered and express post) by closing date. Submission via email is not accepted. **LATE APPLICATIONS WILL NOT BE CONSIDERED, NO MATTER WHAT REASONS ARE GIVEN.**

**(e) Each envelope containing application form and required documents must indicate "MEXT SCHOLARSHIP 2025 – POSTGRADUATE" on the top left-hand corner of all envelopes.**

**(f) Submitted forms and documents will not be returned, no matter what reasons are given.**

**(g) No correspondence will be entered into as to why an applicant has not been short-listed.**

#### 7. OTHER NOTES

The simplified guidelines and application form provided by the Embassy of Japan in Malaysia in March are provisional. Applicants short-listed for interview are required to submit new official application forms and adhere to the official guidelines compiled by the MEXT which will be provided along with the interview notification letter.



**Application Form: [POSTGRADUATE 2025]**  
*\*Valid in Malaysia only.*

<input type="checkbox"/>	Social Science
<input type="checkbox"/>	Natural Science

<input type="checkbox"/>	Master's Studies
<input type="checkbox"/>	Doctoral Studies

**APPLICATION FOR JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIPS 2025  
 Research Students**

**INSTRUCTIONS**

1. The application should be **typewritten** if possible, or **neatly hand-written** in block letters.
2. Numbers should be in Arabic numerals.
3. Year should be written in the Anno Domini (AD) system.
4. Proper nouns (including address) should be **written in full**, and **not abbreviated**.
5. Please provide present address and telephone number **in Malaysia**.
6. **Use our format** to help to speed-up the short-listing process. Do not change our format.

1. Name in full, in Roman block capitals

(Family name/ Surname)	(First name)	(Middle name)	<b>(Sex)</b> <b>(Marital Status)</b> <input type="checkbox"/> Single <input type="checkbox"/> Married

2. Nationality : \_\_\_\_\_ 2a. Do you have Japanese nationality? \_\_\_\_\_

3. Date of birth : \_\_\_\_\_  
(Year)      (Month)      (Day)      (Age, as of 1<sup>st</sup> April 2025)

4. Present status with the name of the university attending or employer  
 \_\_\_\_\_

5. Present address and telephone number, facsimile number, e-mail address

Present address : \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone/Mobile/Facsimile number : \_\_\_\_\_  
 E-mail address : \_\_\_\_\_

6. Field of study specialized (**NOT** list of subjects) in the PAST (**be as detailed and concrete as possible**)

**7. Proposed study program IN JAPAN.**  
 (State the **name & outline of your major field of study and the details of your study program** This section will be used as one of the most important references for selection. Statement must be typewritten [font: Tahoma, size: 10pt] or written in block letters. Additional sheet of paper [**maximum 3 additional sheets**] may be attached **ONLY IF NECESSARY**.)

i) **Present field of study**

ii) **Your research theme after arrival in Japan**

iii) **Study Programme in Japan in detail (STUDY/RESEARCH PROPOSAL)**

8. Education background

Level of Education	Name and Address of School	Year and Month of Entrance and Completion	Period of schooling attended	Certificate
<b>Elementary Education</b>	Name	From	yrs and	
1.Elementary School	Location	To	mths	

<b>Secondary Education:</b> 1.Lower Secondary School	Name	From	yrs and	
	Location	To	mths	
2.Upper Secondary School	Name	From	yrs and	
	Location	To	mths	
<b>HIGHER EDUCATION:</b> 1.Undergraduate Level	Name	From	yrs and	
	Location	To	mths	
2.Graduate Level	Name	From	yrs and	
	Location	To	mths	
		<b>TOTAL</b> years of schooling mentioned above	yrs and mths	

9. **TWO** recent Employment record. **Begin with most recent** employment, if applicable. **(DO NOT INCLUDE INTERNSHIP OR PART TIME JOBS)**

Name and address of organization	Period of employment	Position	TYPE of work
	From  To		
	From  To		

Date of application:

Applicant's signature:

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Applicant's name  
(in **Roman block capitals**):

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**NOTE: Please read our guidelines carefully; follow the instructions and fill-in correctly before submitting. Do not leave any column blank, if you do so, your application will strictly not be considered.**

Attachment (please tick):-

- REQUIRED** One (1) copy of original or certified academic transcript (Bachelor's/ Master's only)
- REQUIRED** One (1) copy of certified degree certificate (Bachelor's/ Master's only)

*\* Bachelor's/ Master's academic transcripts and degree certificates only. UPSR/ PMR/ SPM/ O-Levels/ STPM/ A-Levels/ Matriculation/ Diploma results, IC photocopies and resume/CVs are not required. Master's student must submit one (1) copy each of Bachelor's and Masters' academic transcripts.*

ANNEX

## **ASCOJA Recommendation**

ASEAN Council of Japan Alumni (ASCOJA) aims to foster human resources that can provide leadership as a bridge between Japan and home country even after returning home. In addition to the specialized field of study in graduate school, ASCOJA members also have a chance to deepen their understanding of Japan by learning Japanese language, culture, and through activities such as experiencing customs and exchange with Japanese people during their stay in Japan.

MEXT Scholarship candidates who fulfill **ALL** the requirements below are eligible for the ASCOJA Recommendation:

- Will depart to Japan as "Research Student" in April 2025
- Will proceed to Master's Course (candidates taking PhD courses are not eligible)
- Will apply for a university in Tokyo or around the region (where student can participate in ASCOJA's activities without hindrance).
- Will receive 6 months of Japanese language preparatory education at Tokyo Japanese Language Education Center before enrolling into graduate school.

If you are interested to join ASCOJA kindly tick  in the box below

- YES
- NO

Signature:

---

Name:

Date:

This recommendation is **OPTIONAL**, and **NOT** compulsory.

**Only candidates who meet ALL of the above requirements are eligible.**

Indicate which level you want to study in Japan.  
 Mark “/” on Master’s Studies if you want to do Master’s only.  
 Mark “/” on Doctoral Studies if you want to do Doctoral only.  
 Mark “/” on both Master’s and Doctoral Studies if you want to do both Master’s and Doctoral.

MEXT Postgraduate 2025

**Application Form: [POSTGRADUATE 2025]**

\*Valid in Malaysia only.

Social Science  
 Natural Science

Master’s Studies  
 Doctoral Studies

APPLICATION FOR JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIPS 2025  
**Research Students**

**INSTRUCTIONS**

- The application should be **typewritten** if possible, or **neatly hand-written** in block letters.
- Numbers should be in Arabic numerals.
- Year should be written in the Anno Domini (AD) system.
- Proper nouns (including address) should be **written in full**, and **not abbreviated**.

- Please provide your father’s name for “Family name” and your name for “First name”.
- Use our format**

For those without surname, write your father’s name for “Family name” and your name for “First name”.

number in Malaysia.  
 Do not change our format.

Write Christian name only if it appears in your passport, if not, write ‘xiao mei’ in the first name column.

- Name in full, in **Roman block capitals**

ABU BAKAR  
 TAN  
 RAMASAMY

SITI FATIMAH  
 CATHERINE  
 LETCHUMY

BINTI  
 XIAO MEI

Single

Married

(Family name/ Surname)

(First name)

(Middle name)

2. Nationality : Malaysian

2a. Do you have Japanese nationality? No

3. Date of birth : 1990  
 (Year)

4  
 (Month)

2  
 (Day)

34  
 (Age, as of 1<sup>st</sup> April 2025)

- Present status with the name of the university attending or employer

*Support Engineer, XXXXXX Sdn. Bhd.*  
*Lecturer, Universiti Malaya*  
*Undergraduate student, Universiti Kebangsaan Malaysia*

Provide address with **postcode and state**.

- Present address and telephone number, facsimile number, e-mail address

Present address : No. XX, Jalan Wangsa, Bandar Baru Maju Jaya, Cheras, 68000  
Selangor

Telephone/Facsimile number : +6012-XXX-XXXX, +603-XXXX-XXXX (Fax)

E-mail address : xxxxxxxxxx@xxxxxxxx.com

Provide telephone numbers in **Malaysia only**.

- Field of study specialized (**NOT list of subjects**) in the PAST (**be as detailed and concrete as possible**)

The Embassy of Japan will not provide any guidance on how to fill in items 6 and 7. Do not leave blank.

The Embassy of Japan will not provide any guidance on how to fill in items 6 and 7. Do not leave blank.

**7. Proposed study program IN JAPAN.**

(State the **name & outline of your major field of study and the details of your study program** This section will be used as one of the most important references for selection. Statement must be typewritten [font: Tahoma, size: 10pt] or written in block letters. Additional sheet of paper [**maximum 3 additional sheets**] may be attached **ONLY IF NECESSARY**.)

i) **Present field of study**

ii) **Your research theme after arrival in Japan**

iii) **Study programme in Japan in detail (STUDY/RESEARCH PROPOSAL)**

SAMPLE

8. Education background

Level of Education	Name and Address of School	Year and Month of Entrance and Completion	Period of schooling attended <b>(EXCLUDING Remove Class)</b>	Certificate (i.e. <b>UPSR, PMR, SPM &amp; etc</b> ) <b>And Diploma or Degree awarded with MAJOR SUBJECT</b>
<b>Elementary Education</b>	Name <i>SRK Bandar Tasik</i>	From <i>January 1996</i>	6 yrs	<i>UPSR</i>
1.Elementary School	Location <i>Kuala Lumpur</i>	To <i>December 2001</i>	and 0 mths	
<b>Secondary Education:</b>	Name <i>SMK Bandar Tasik</i>	From <i>January 2002</i>	3 yrs	<i>PMR</i>
1.Lower Secondary School	Location <i>Kuala Lumpur</i>	<div style="border: 1px solid black; padding: 2px;">                     You may add one more row for different school attended for the same education category.                 </div>		and 0 mths
	Name <i>SMK (P) Bandar Selatan</i>	From <i>January 2005</i>	2 yrs	<i>SPM</i>
	Location <i>Kuala Lumpur</i>	To <i>June 2009</i>	and 0 mths	
2.Upper Secondary School	Name <i>XXX College</i>	From <i>June 2007</i>	2 yrs	<i>Diploma in Information Technology</i>
	Location <i>Kuala Lumpur</i>	To <i>June 2009</i>	and 1 mths	
<b>HIGHER EDUCATION:</b>	<div style="border: 1px solid black; padding: 2px;">                     "Graduate Level" is for undergraduate, i.e. Bachelor's degree only.                 </div>		3 yrs	<i>Bachelor Degree in Information Technology</i>
1.Undergraduate Level	Name <i>YYY University</i>	From <i>August 2009</i>	and 1 mths	
	Location <i>Kuala Lumpur</i>	To <i>August 2012</i>		
2.Graduate Level	Name <i>Nil</i>	<div style="border: 1px solid black; padding: 2px;">                     "Graduate Level" is for postgraduate, i.e. Master's or PhD only. State "NIL" if not applicable. Do not leave blank.                 </div>		
	Location <i>Nil</i>	To	and mths	
<b>TOTAL</b> years of schooling mentioned above			16 yrs and 2 mths	



9. **TWO** recent Employment record. **Begin with most recent** employment, if applicable. (**DO NOT INCLUDE INTERNSHIP OR PART TIME JOBS**)

Name and address of organization	Period of employment	Position	TYPE of work
XXXXXX Sdn. Bhd. Lot 665, Jalan Wangsa, Bandar Baru Maju Jaya 68000 Cheras, Kuala Lumpur	From August 2013 To current	Support Engineer	Provide computer technical support for customers
Nil	From		

State "NIL" if not applicable. Do not leave blank.

Summarize "type of work" in 15 words.

Date of application:

20 March 2024

Applicant's signature:

\_\_\_\_\_

Signature by hand

Applicant's name

(in **Roman block capitals**):

SITI FATIMAH BINTI ABU BAKAR

CATHERINE TAN XIAO MEI

LETCHUMY RAMASAMY

Name as in passport.

**NOTE: Please read our guidelines carefully; follow the instructions and fill-in correctly before submitting. Do not leave any column blank, if you do so, your application may not be considered.**

Attachment (please tick):-

**REQUIRED** One (1) copy of original or certified academic transcript (Bachelor's/ Master's only)

**REQUIRED** One (1) copy of certified degree certificate (Bachelor's/ Master's only)

\* Bachelor's/ Master's academic transcripts and degree certificates only. UPSR/ PMR/ SPM/ O-Levels/ STPM/ A-Levels/ Matriculation/ Diploma results, IC photocopies and resume/CVs are not required. Master's student must submit one (1) copy each of Bachelor's and Masters' academic transcripts.

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- Will apply for a university in Tokyo or around the region (where student can participate in ASCOJA's activities without hindrance).
- Will receive 6 months of Japanese language preparatory education at Tokyo Japanese Language Education Center before enrolling into graduate school.

If you are interested to join ASCOJA kindly tick  in the box below

YES

NO

Signature:

(signature by hand)

Name: SITI FATIMAH ABU BAKAR

Date: 20 March 2025

This recommendation is **OPTIONAL**, and **NOT** compulsory.

**Only candidates who meet ALL of the above requirements are eligible.**

LAPORAN JAWATANKUASA LATIHAN KEMENTERIAN/JABATAN  
UNTUK KURSUS DALAM PERKHIDMATAN

1. TAJUK KURSUS				
2. TEMPAT KURSUS				
3. TEMPOH KURSUS				
4. PENGANJUR				
5. BIL. PERMOHONAN DITERIMA				
6. BIL. CALON YANG LAYAK				
7. BUTIR-BUTIR CALON YANG DIPERAKUKAN (Sila buat lampiran jika ruangan tidak mencukupi)				
Nama dan Jawatan Calon	Kelulusan / Institut / Tahun	Perkhidmatan Sekarang		Tarikh Lahir / Umur
		T/Lantikan	T/Sah	
<u>Calon Tetap</u>				
<u>Calon Simpanan</u>				
8. KEANGGOTAAN JAWATANKUASA LATIHAN		ASAS ASAS PERAKUAN		
<p><b><u>PENGERUSI:</u></b></p> <p>Nama :</p> <p>Jawatan:</p> <p><b><u>AHLI :</u></b></p> <p>1. Nama : Jawatan:</p> <p>2. Nama: Jawatan:</p> <p>..... (Tandatangan Pengerusi/Setiausaha)</p> <p>Nama :</p> <p>Jawatan:</p> <p>Cop Rasmi Kerajaan:</p> <p>Tarikh: .....</p>		<p><b><u>PERAKUAN</u></b></p> <p>DENGAN PERAKUAN INI KETUA JABATAN/ KEMENTERIAN BERSETUJU MELULUSKAN PEGAWAI UNTUK BERKURSUS</p>		