



**The Association for Overseas Technical Cooperation and Sustainable Partnerships**  
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**ODA Program**

**April 2023**

**Participation Requirements of AOTS Management Programs**

**1 April – 31 March 2024**

## **1. BACKGROUND OF THE PROGRAMS:**

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas countries to promote technical cooperation through training, experts dispatch and other programs. Through those programs, we aim at contributing to the mutual economic growth of developing countries and Japan as well as enhancing friendly relations among those countries.

AOTS was established in 1959 with the support of the Ministry of International Trade and Industry (which is the present Ministry of Economy, Trade and Industry: METI) as Japan's first technical cooperation organization on a private sector basis. More than 200,000 individuals from 198 countries and regions have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2021 exceeded 230,000.

AOTS organizes and develops a various range of training courses based on requests from returning participants and industry in developing countries.

## **2. COUNTRY:**

Please refer to “[Table 1] List of Target Countries and Regions” of this program outline.

Those who are residing in the country which is listed in the table who can be interviewed by AOTS Alumni Societies are welcome to apply.

## **3. PARTICIPATION REQUIREMENTS:**

Each program has specific requirements for participants, but all participants should have the following qualifications.

- (1) Participants should be, in principle, more than 20 years old and over.
- (2) Participants should be university graduates and/or have equivalent professional experience.
- (3) Participants should have a high working knowledge of the language, which the program is conducted in. The ability to discuss is given great importance in our screening process.
- (4) Participants should be healthy enough to undergo an intensive training program in Japan.
- (5) Participants should be residing in the developing countries and/or regions.
- (6) Participants should not be students or armed forces personnel.
- (7) Former participants of AOTS training programs (ODA-funded and CRTP programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.

Notes:

- (1) Participants shall attend all the events in the curriculum provided for each management training program.
- (2) Family members are not allowed to accompany participants on their journey in Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home countries soon after the completion of the program.

Preferential Selection:

- (1) Participants from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies are most desirable. (In the case of applications from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies, the priority for selection becomes higher.)
- (2) In the case of applications from non- Japanese affiliated companies that do not have any business relations with Japanese companies, the priority for selection becomes lower.
- (3) In addition, applications from companies with capital from developed countries will be given lower priority in the selection process than applications from local companies that hold local capital.
- (4) Those who work in the national government (agency) or the local government (agency) have lower priority

to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.

- (4) The number of participants from the same host company in Japan or the same sending company from overseas may be limited if there are more applicants than AOTS can accept.

For specific requirements for participating in a program, please review the program outline of the specific program.

#### **4. APPLICATION PROCEDURE:**

The application procedures differ depending on whether an overseas company makes the application via collaborating organization or a Japanese host company in Japan makes the application. Please see below for details.

- (1) If participants apply to take part in practical training (on-site training) at a Japanese host company after participating in management training, they must apply through a legal entity in Japan (e.g., parent company) that will be their host company in Japan.
- (2) If participants apply through a Japanese host company, international travel expenses are not eligible for subsidy. Only in the case of participants from African countries, international travel expenses are eligible for subsidy.

#### **(Application from host companies in Japan)**

- (1) **Advance application:** The Japanese host company should contact the training and expert dispatch administration group of AOTS, the address of which appears in Item 14, by telephone or e-mail with an outline of the training plan (e.g., duties and background of the participants, whether practical training is required or not, etc.).

Please submit the following application documents to the training and expert dispatch administration group.

1. AOTS Training Application Form (outline)
2. The trainee's personal record and enquiry into training contract
3. Pre-training report

- (2) **Formal application:** After receiving notification of acceptance of the advance application, the host company will be informed about the preparation of the necessary documents and arrangements for the formal application.

\*If you have any questions, please contact the training and expert dispatch administration group (see Item 14).

\*The above-mentioned AOTS prescribed forms can be downloaded from the website below.

<https://www.aots.jp/hrd/technology-transfer/download/#kanri-shinkokoku> (Japanese).

#### **(Application from overseas countries)**

Individual applicants should ensure the delivery of the following application documents in both PDF and Excel format through Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Item 14.

As the deadline for the submission of the application documents differs for each organization, please ask the Overseas Collaborating Organizations. Please contact the Overseas Cooperation Group of AOTS listed in Item 14 for the contact address of the Overseas Collaborating Organization.

Applicants will be interviewed by the Overseas Collaborating Organizations.

#### **[Application Documents]**

- (1) AOTS Training Application Form and Applicant's Personal Record (AOTS official form: Handwriting should be avoided.)

\*Soft copies of both PDF and Excel file will be required to submit.

- (2) Enquiry about your Interest in doing business with Japanese companies and/or Entry into Japanese market

\*Excel file

- (3) Medical Check Sheet (AOTS official form: Handwriting should be avoided.) \*PDF file
- (4) About the handling of Personal Information Concerning Trainees (AOTS official form) \*PDF file
- (5) Overseas Travel Insurance Consent Form \*PDF file
- (6) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises) \*PDF file  
\*For application forms (1) and (3) and (4) to (6) above the applicant's signature is needed for authorization to proceed. In the absence of agreement, or failure of submission, course participation will not be granted.
- (7) A brochure of the applicant's company/organization \*PDF file
- (8) Digital image of face photo (Please enter your name in the data title.)
- (9) Photocopy of the applicant's passport \*JPEG or PDF file  
\*If the applicant doesn't possess a passport, an election card, a driver's license or a photo ID issued by a public organization in the home country containing his or her full name (written in Roman block letters) and date of birth should be submitted instead.
- (10) Pre-Training Report \*Word

Notes:

- \*\*AOTS may ask the applicants to submit additional documents such as an official registration document and the latest financial statement of the company/organization, etc., other than the above listed, if necessary.
- \*\* The formats are available from the Overseas Collaborating Organizations. Please ask them.

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### **[Screening Committee Meeting]**

The application documents will be forwarded to the AOTS Screening Committee, which will meet for official approval of participation. Those who successfully pass the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 20 as of the application deadline, AOTS may cancel or postpone this program.

## **5. TRAINING LOCATION AND ACCOMMODATION:**

All programs are scheduled to be held in either one or the other AOTS Kenshu Center listed below. This may change in consideration of various factors. In that case, AOTS will specify in the Program Outline of the individual program.

### **AOTS Tokyo Kenshu Center (TKC)**

<http://www.aots.jp/jp/center/about/tkc.html>

30-1, Senju-Azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8231 (Reception) Fax: 81-3-3888-0763

### **AOTS Kansai Kenshu Center (KKC)**

<http://www.aots.jp/en/center/about/kkc.html>

7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka 558-0021, Japan

Tel: 81-6-6608-8260 (Reception) Fax: 81-6-6690-2678

## **6. ARRIVAL AND DEPARTURE DATES:**

Participants "in principle" are requested to arrive in Japan **the day before** the commencement of the training program and leave Japan the day after the final day of the program.

## **7. TRAINING COSTS (Application from overseas countries):**

The training costs and the procedures for their settlement differ depending on whether an overseas company makes the application via the Overseas Collaborating Organization or a Japanese host company in Japan makes the application. The following is an explanation of the case of the application from an overseas country via a Collaborating Organization.

## 7-1) Outline

AOTS training programs are financed by Official Development Assistance (ODA) subsidies from the Japanese Ministry of Economy, Trade and Industry (METI) together with the Participation Fee from the participants themselves.

- The Training Costs will vary in accordance with the actual airfare and participants' staying days.
  - Participants shall purchase their air tickets by themselves. For information on how to purchase tickets, please refer to p.10 'Guidelines for participants' air travel and reimbursement by AOTS'.
  - In principle, the subsidy from the Japanese Government applies from two days before the start of the training until the last day of the training.
  - Please refer to Table 1 “List of Target Countries and Regions” for the classification of category 1 and category 2 on page 7.
  - Sample estimates of the Participation Fee for the countries of Category 1 and Category 2 are shown in Table 2 “Estimate of the Training Costs.”
  - Participants are encouraged to enter the round-trip amount of the airline ticket they intend to purchase in order to ascertain the approximate amount of the participation fee when applying for training.
  - For Category 1, the participation fee is the sum of 1. 1/3 of the allowance cost and 2. Course Implementation Fee.
  - Participants will pay the participation fee upon arrival in Japan.  
AOTS will reimburse the international travel expenses to the participant (the amount will be finalized based on the AOTS rules and regulations after checking the evidence documents for the purchase of the ticket submitted by the participant when he/she arrives in Japan).  
The amount the participant actually pays after arrival in Japan is the participation fee minus the international travel expenses.
  - In principle, payment is accepted by credit card.
    - AOTS Tokyo Center (Tokyo): Visa and Mastercard can be accepted.
    - AOTS Kansai Kanshu Center (Osaka): Visa, Mastercard, JCB, American Express, Diners Club, and Discover can be accepted.
- If it is difficult to pay by credit card, payment by cash will be accepted. In such case, please contact AOTS before coming to Japan.

## 7-2) Breakdown

The Training Costs are the total amount of expenses to invite a participant to a training program in Japan. It is the sum of 1. Allowance Costs and 2. Course Implementation Costs. The Participation Fee, the amount that participants should bear, consists of “Contribution to Allowance Costs” and “Contribution to Course Implementation Costs” [A].

### 1. Allowance Cost

The allowance cost is composed of the following items.

The Contribution to Allowance Costs for the participants from the countries in Category 1 is 1/3 of the Allowance Costs. Participants from the countries in Category 2 do not have to pay the Contribution to Allowance Costs.

#### (1) International Travel Expenses

- International travel expenses are provided if an air ticket and its evidence document for purchase of the air ticket satisfy the required conditions; they are not provided if the conditions are not satisfied, or the participant is travelling on a free ticket.
- Participants should purchase their round-trip air tickets by themselves. Please refer to “Guidelines for Purchase of Air Tickets by the Participant” listed on page 10 for the arrangement and the method of reimbursement for details.
- A participant is not allowed to overstay at city(ies) of a third country between the participant's home country and Japan for any reasons other than flight convenience. In such a case, AOTS might not

reimburse the International Travel Expenses to the participant.

## (2) Accommodation and Meal Allowance

### At the AOTS Kenshu Center

- During the training period, participants will be accommodated at an AOTS Kenshu Center. AOTS will provide a participant with accommodation in a single room to the value of ¥9,900 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.
- For the arrival day, AOTS will provide a participant with accommodation to the value of ¥9,240 per day with dinner and breakfast at an AOTS Kenshu Center.
- Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,750 in cash per day for meals to cover the days of closure.

### During the study tour

- When a study tour is implemented during the training program, a participant will be provided with accommodation to the value of ¥10,267 (the upper limit) per day, and the meal allowance (¥2,750 per day) will be provided to participants in kind or paid in cash by AOTS.

## (3) Personal Allowance

- AOTS will pay ¥1,040 per day in cash to a participant.

## (4) Domestic Travel Allowance

- AOTS will arrange for the participants a chartered bus or other means of transport from the international airport to the AOTS training center on arrival in Japan, or provide part of the transport costs in cash, as per the table below.

### 【Train】

Airport of arrival in Japan	Training Center	Standard Amount (Round trip)	Standard Route
Narita International Airport (Tokyo)	AOTS Kenshu Center (TKC)	5,480JPY	Narita international Airport (Tokyo) – AOTS Tokyo Kenshu Center (TKC)
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	1,800JPY	Kansai International Airport (Osaka) – AOTS Kansai Kenshu Center (KKC)

### 【Bus】

Airport of arrival in Japan	Training Center	Standard Amount (One way)	Standard Route
Narita International Airport (Tokyo)	AOTS Kenshu Center (TKC)	3,900JPY	Narita international Airport (Tokyo) – AOTS Tokyo Kenshu Center (TKC)
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	3,000JPY	Kansai International Airport (Osaka) – AOTS Kansai Kenshu Center (KKC)

- In either case, AOTS will arrange a meeting service at the arrival airport in Japan for ¥2,400.

## (5) Welfare costs (Overseas Travel Insurance premiums)

- These are the costs of overseas travel insurance insured by AOTS for the participants.

## 2. Course Implementation Costs

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is ¥192,000 for those participating from Category 1 countries and ¥133,000 for those participating from Category 2 countries.

### **Contribution to AOTS's Administration Cost**

AOTS would like to ask the participants to support us by offering ¥30,000 per participant as Contribution to AOTS's Administration Cost.

This contribution is not obligatory; however, it would be highly appreciated if you could understand the purpose of the contribution and give us the above amount of money in addition to the Participation Fee. AOTS will issue the receipt for the participants.

**[Table 1] List of Target Countries and Regions (2023-2024)**

Trainees should be residing in the following countries/regions.

<i>Category 1*</i>		
Albania	Iran	Paraguay
Argentina	Iraq	Peru
Armenia	Jamaica	Philippines
Azerbaijan	Jordan	Samoa
Belarus	Kazakhstan	Serbia
Belize	Kosovo	Sri Lanka
Bolivia	Kyrgyzstan	St. Helena
Bosnia and Herzegovina	Lebanon	St. Lucia
Brazil	Libya	St. Vincent and Grenadines
Colombia	Malaysia	Suriname
Congo	Maldives	Syrian Arab Republic
Costa Rica	Marshall Islands	Tajikistan
Cuba	Mexico	Thailand
Dominica	Micronesia	Tokelau
Dominican Republic	Moldova	Tonga
Ecuador	Mongolia	Turkey
El Salvador	Montenegro	Turkmenistan
Fiji	Montserrat	Ukraine
Georgia	Nauru	Uzbekistan
Ghana	Nicaragua	Vanuatu
Grenada	Niue	Venezuela
Guatemala	North Macedonia	Viet Nam
Guyana	Pakistan	Wallis and Futuna
Honduras	Palau	West Bank and Gaza Strip
India	Panama	
Indonesia	Papua New Guinea	
<i>Category 2*</i>		
Afghanistan	Eswatini	Nepal
Algeria	Ethiopia	Niger
Angola	Gabon	Nigeria
Bangladesh	Gambia	Rwanda
Benin	Guinea	Sao Tome and Principe
Bhutan	Guinea-Bissau	Senegal
Botswana	Haiti	Sierra Leone
Burkina Faso	Kenya	Solomon Islands
Burundi	Kiribati	Somalia
Cabo Verde	Lao People's Democratic Republic	South Africa
Cambodia	Lesotho	South Sudan
Cameroon	Liberia	Sudan
Central African Rep.	Madagascar	Tanzania
Chad	Malawi	Timor-Leste
Comoros	Mali	Togo
Côte d'Ivoire	Mauritania	Tunisia
Democratic Republic of the Congo	Mauritius	Tuvalu
Djibouti	Morocco	Uganda
Egypt	Mozambique	Yemen
Equatorial Guinea	Myanmar	Zambia
Eritrea	Namibia	Zimbabwe

1. The list above is in alphabetical order, with the generic name for the country being used.
2. These countries and regions are mainly developing countries as designated by the OECD/DAC (Organization for Economic Co-operation and Development / Development Assistance Committee).

\*Low/Lower Middle/Upper Middle Income Countries (Category 1):

According to the DAC list of ODA recipients effective for reporting on 2022 and 2023 flows, these are Low/Lower Middle/Upper Middle Income Countries and regions which are not “Least Developed Countries”, and thus have been recognized by the Japanese government as target countries for ODA. African countries and regions listed have been excluded as they will be treated as Category 2 countries this fiscal year.

\*Least Developed Countries (Category 2):

These are mainly the least developed countries on the DAC list and countries in the African countries and regions, which the Japanese government has identified as target countries to especially support through ODA.

## [Table 2-1] Estimate of the Fees and Costs [Category 1 Country]

Example of a 2-week Program with a 3-day Study Tour held in Tokyo Kenshu Center  
For a more accurate estimate of the program you are interested in, please request AOTS Alumni Society

### Estimate of the Training Costs

**Country:** Manila, the Philippines  
**International Travel Expenses:** Manila, the Philippines - Narita, Japan, Roundtrip  
**Management Training Course:** EPCM (14 days)

Please enter your airfare in green-colored column to make calculation.

#### 1. Overview of the Estimate of the Training Costs

Training Costs	Total Amount	ODA Subsidies	Participation Fee
(Japanese Yen)			
1. Allowance Costs <Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	90,000		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 9,020 x 1 day (Arrival Day) =	9,020		
@ 9,900 x 12 days =	118,800		
[during the study tour]			
b. Meal Allowance			
@ 2,750 x 2 day(s) =	5,500		
c. Accommodation Allowance			
@ 10,267 x 2 day(s) =	20,534		
(3) Personal Allowance			
@ 1,040 x 15 days =	15,600		
(4) Domestic Travel Allowance (Narita airport - TKC)	5,480		
Meeting Service	2,400		
(5) Welfare Costs			
Overseas Insurance	1,800		
Subtotal (1)~(5)	269,134	[2/3]	[1/3]
2. Course Implementation Costs <Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	189,000	130,000	59,000
(2) Personnel expenses, Miscellaneous costs	358,000	225,000	133,000
Subtotal (1)~(2)	547,000	355,000	192,000
<b>Total</b>	<b>816,134</b>	<b>534,422</b>	<b>281,712</b> ••• [A]

The amount of International Travel Expenses shown here is for reference only. Please put the airfare you plan to purchase and make calculation by yourself. Please also see 3. Notes at the bottom of the page.

Grey colored column = The amount paid in kind to participant by AOTS.

Yellow colored column = The amount paid in cash to participant by AOTS during the training.

#### 2. Settlement Method and Breakdown

After arrival in Japan, the participant and AOTS shall make a settlement  $[C]=[A]-[B]$  shown below.  
 If the difference [C] is negative (-), it means that the amount will be paid from AOTS to the participant.

	Item	Amount (Japanese Yen)	Note
[A]	Participation Fee (Participation Fee consists of one third of 1. Allowance Costs and 2. Course Implementation Costs)	281,712	This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days. Testing fees may also vary.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	90,000	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	191,712	-

(Japanese Yen)		
	Amount paid to participants from AOTS to participant in cash during the training.*	21,100
	Total amount of yellow colored column in the table.	

\* In the case that participants travel to the Kenshu (Training) Center by bus, the transportation will be provided in kind and not by cash.

#### 3. Notes

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.  
 International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.  
 In case the international travel expenses subsidy will not be provided, the amount of 1.-(1) in the above figure will be zero and therefore, the "Allowance Costs" and "Total Cost" will be changing accordingly.

## [Table 2-2] Estimate of the Fees and Costs [Category 2 Country]

Example of a 2-week Program with a 3-day Study Tour held in Tokyo Kenshu Center  
For a more accurate estimate of the program you are interested in, please request AOTS Alumni Society

### Estimate of the Training Costs

Country: Dhaka, Bangladesh  
International Travel Expenses: Dhaka, Bangladesh - Narita, Japan, Roundtrip  
Management Training Course: EPCM (14 days)

Please enter your  
airfare in green-  
colored column to  
make calculation.

#### 1. Overview of the Estimate of the Training Costs

Training Costs	(Japanese Yen)		
	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs <Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	140,000 [B]		
(2) Accommodation and Meal Allowances a. [at the AOTS Kenshu Center] @ 9,020 x 1 day (Arrival Day) =	9,020		
@ 9,900 x 12 days = [during the study tour]	118,800		
b. Meal Allowance @ 2,750 x 2 day(s) =	5,500		
c. Accommodation Allowance @ 10,267 x 2 day(s) =	20,534		
(3) Personal Allowance @ 1,040 x 15 days =	15,600		
(4) Domestic Travel Allowance (Narita airport - TKC) Meeting Service	5,480 2,400		
(5) Welfare Costs Overseas Insurance	1,800		
Subtotal (1)~(5)	319,134	319,134 [3/3]	None 0
2. Course Implementation Costs <Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	189,000	189,000	0
(2) Personnel expenses, Miscellaneous costs	356,000	223,000	133,000
Subtotal (1)~(2)	545,000	412,000	133,000
<b>Total</b>	<b>864,134</b>	<b>731,134</b>	<b>133,000</b> ... [A]

The amount of International Travel Expenses shown here is for reference only. Please put the airfare you plan to purchase and make calculation by yourself. Please also see 3. Notes at the bottom of the page.

Grey colored column = The amount paid in kind to participant by AOTS.

Yellow colored column = The amount paid in cash to participant by AOTS during the training.

#### 2. Settlement Method and Breakdown

After arrival in Japan, the participant and AOTS shall make a settlement  $[C]=[A]-[B]$  shown below.  
If the difference  $[C]$  is negative (-), it means that the amount will be paid from AOTS to the participant.

	Item	Amount (Japanese Yen)	Note
[A]	Participation Fee (Participation Fee consists of 2. Course Implementation Costs only.)	133,000	This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days. Testing fees may also vary.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	140,000	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	-7,000	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	21,100	Total amount of yellow colored column in the table.
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\* In the case that participants travel to the Kenshu (Training) Center by bus, the transportation will be provided in kind and not by cash.

#### 3. Notes

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.

In case the international travel expenses subsidy will not be provided, the amount of 1.-(1) in the above figure will be zero and therefore, the "Allowance Costs" and "Total Cost" will be changing accordingly.

**Guidelines for Purchase of Air Tickets by the Participant**  
**And method of reimbursement by AOTS**

To be announced

**8. VISA ACQUISITION PROCEDURES:**

**(1) Status of Residence:**

The status required for your training in Japan is a “Trainee.”

**(2) Visa Acquisition**

A participant shall apply for and obtain a “Trainee” visa at a Japanese embassy or a general consulate (hereinafter: diplomatic mission) with materials issued by AOTS such as a Guarantee Letter. It may be the case that the submitted materials are forwarded to the Consular Affairs Bureau (Tokyo) for checking. Please note that it is strongly recommended to apply well in advance as the application documents may be referred to the ministry in Japan, which can take time.

**(3) Notes**

A bearer of a visa other than “Trainee” visa, e.g., a “temporary visitor” visa, a “multiple” visa, or an APEC business travel card (ABTC), or a citizen from a country/area participating in a visa waiver program with Japan must confirm with the local Japanese diplomatic mission prior to visa application if the existing visa is in accordance with the qualification of stay in Japan for the AOTS management training program.

**9. OVERSEAS TRAVEL INSURANCE COVERAGE:**

AOTS provides participants with travel insurance from the time of departure from their home country until the time of return to their home country. The cover consists of medical expenses for medical treatment at a medical institution for injuries and illnesses, as well as liability and rescue costs. Please refer to “Overseas Travel Insurance Consent Form” and submit a signed agreement to confirm your agreement with the overseas travel insurance coverage when you apply for the training.

**10. QUARANTINE MEASURES UPON ENTRY INTO JAPAN:**

Quarantine measures upon entry into Japan are as follows.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

**(1) If you have a valid vaccination certificate**

Neither On-arrival Test nor isolation after entry is required.

In addition, a questionnaire must be filled out upon entry.

Please refer to the link below for information on vaccines that are considered valid.

Valid vaccination certificate: <https://www.mhlw.go.jp/content/000997373.pdf>

**(2) In the absence of a valid vaccination certificate**

Please take a test within 72 hours of departing from your country of residence and present a negative test certificate issued by a medical institution at the quarantine station upon entry into Japan.

In addition, a questionnaire must be filled out upon entry.

With a valid certificate of testing, neither On-arrival Test nor isolation after entry is required.

Please refer to the link below for information on valid certificate of testing.

Valid certificate of testing: <https://www.mhlw.go.jp/content/000825144.pdf>

\* Fast Track (Recommended)

Fast Track is recommended to speed up the quarantine process.

Please use the Fast Track to determine if your vaccination and certificates of testing are valid.

Fast Track: <https://www.hco.mhlw.go.jp/en/>

## **11. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:**

AOTS handles personally identifiable information we have obtained from the applicant as follows:

- (1) Administrator of Personally Identifiable Information: General Manager, General Affairs & Planning Department,

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)

Group in charge: General Affairs and Personnel Group, General Affairs & Planning Department, AOTS

Tel: 81-3-3888-8211 E-mail: [kojinjoho-cj@aots.jp](mailto:kojinjoho-cj@aots.jp)

- (2) Use of Personally Identifiable Information

Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or beyond the scope required by laws and regulations of Japan.

For AOTS's privacy policy, please visit below website.

<http://www.aots.jp/en/policy/privacy.html>

## 12.FURTHER INFORMATION:

### AOTS (Japan)

<b>Application from overseas countries:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
<b>Overseas Cooperation Group, Operations Management Department</b>	Tel:	81-3-3888-8256
	Fax:	81-3-3888-8242
	E-mail:	shouhei-au@aots.jp

<b>Application from host companies in Japan:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
<b>Training &amp; Expert Dispatch Administration Group, Corporate Liaison Department</b>	Tel:	81-3-3888-8221
	Fax:	81-3-3888-8428
	E-mail:	kigyo-inquiry-az@aots.jp

\*For the contact address of the Overseas Collaborating Organizations, please contact Overseas Cooperation Group.

<b>Application from overseas countries:</b>	Amarin Tower 12F 496-502 Ploenchit Rd, Lumpini, Pathumwan, Bangkok 10330 Thailand	
<b>Bangkok Office</b>	Tel:	66-2-255-2370
	Fax:	66-2-255-2372
	E-mail:	information@aots.or.th

<b>Application from overseas countries:</b>	12A Floor, Wisma KEIAI, Jl. Jend Sudirman Kav 3 Jakarta 10220, Indonesia	
<b>Jakarta Office</b>	Tel:	62-21-572-4262, 62-21-572-4263
	Fax:	
	E-mail:	information@aots.or.id

<b>Application from overseas countries:</b>	Office Unit 12A, Rectangle One, D-4 Saket District Center, New Delhi 110017, India	
<b>New Delhi Office</b>	Tel:	91-11-41054504
	Fax:	
	E-mail:	info@aots.org.in

\*The requirements written in this program outline are based on the Japanese Government's border measures as of **1 April 2023**. The requirements may change due to changes in the Japanese Government's border measures and conditions for the termination of isolation.