

Japan-WCO Human Resource Development Programme (Scholarship Programme)

【Public Finance】

ADMINISTRATIVE PROVISIONS

Introduction

1. The major objective of the Japan-WCO Human Resource Development Programme is to provide scholars with the conceptual understanding and technical competence required of leaders who lead the organizations in the area of taxation and Customs. Scholars are expected to return to home Customs to utilize their knowledge and skills acquired through the programme and disseminate them to the home Customs administrations.
2. The Japan-WCO Human Resource Development Programme (Scholarship Programme) provides a grant covering travel, subsistence, admission, tuition and other approved expenses to enable promising young Customs managers from developing countries to undertake Master's level studies at the National Graduate Institute for Policy Studies (GRIPS) in Tokyo, Japan.
3. The following administrative provisions govern this Scholarship Programme. If a nominee or a concerned person in the nominating administration has any questions, they should address them to the Capacity Building Directorate of the WCO Secretariat before the Scholarship is accepted.

Capacity Building Directorate,
World Customs Organization (WCO)
Rue du Marché 30, 1210 Brussels, Belgium
Tel. : + 32 2 209 94 36
e-mail : scholarship@wcoomd.org

Conditions of candidacy and selection

4. The candidates should be in good health to productively pursue studies in Japan, preferably below 35 years of age as of 1 April 2025.
5. The recipients of scholarships under this Programme will enrol for a **Master's degree in the Public Finance Program** at the GRIPS.
6. This Scholarship is for 13 months of academic year starting in September. The Scholarship period cannot be extended.
7. Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past will not be entitled to apply for this Scholarship Programme.
8. Candidates should be Customs officers **fully proficient in English** (Applicants are required to submit an official report of their TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher or an IELTS Academic score of 6.0 or higher.) Applicants who have completed or expect to complete an undergraduate or graduate degree at an accredited institution located in the United States, the United Kingdom, Canada,

Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score. Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. They should have a bachelor's degree or its equivalent. They should have at least **two years of work experience** in the Customs field as of 1 September 2025 and should have assessed potential for advancement.

9. After completing the Programme, **the candidates should continue to work in their home Customs administration for 3 years at least**. For monitoring purposes, they are kindly requested to inform the GRIPS and the WCO beforehand in the event that they plan to leave their home Customs administrations.
10. The candidates will be selected by the WCO in consultation with the GRIPS. The GRIPS shall inform the candidates about their selection or otherwise. The WCO will send an appropriate congratulatory letter to the home administration.
11. In accepting a Scholarship, the candidate:
 - Must fill out and submit Scholar Guidelines to WCO, which will be shared later.
 - Undertakes to work full time on the assigned Programme. It will not be possible to undertake other activities not related to the Programme.
 - Undertakes to comply with the laws and show due respect to the culture and life of the host country.
12. The application process for candidates is as follows:
 - The nominated applicant downloads the GRIPS Application Guide and Application Forms from the web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and completes the application forms.
 - The nominated applicant must read the GRIPS Online Application Guide thoroughly: https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_AppGuide_2025.pdf
 - The nominated applicant fills out and submits the Online Registration Form (https://webentry.grips.ac.jp/entry_form/) by 14 February 2025, 17:00 (JST).
 - The nominated applicant must then send a complete set of the required supporting documents by post to reach the Admissions Office by 21 February 2025, 17:00 (JST).
 - The **Nomination Form**, which can be downloaded from the application Web page, should be completed and submitted along with the rest of the supporting documents.
13. **The original set of all supporting documents, including the Nomination Form from your administration**, should be submitted to :

Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
7-22-1 Roppongi, Minato-ku,
Tokyo 106-8677, Japan
TEL: +81-3-6439-6046
e-mail : admissions@grips.ac.jp
Website : <https://www.grips.ac.jp/en/admissions/index/>

with the envelope to be marked "Application for the WCO Scholarship".

14. A duplicate set will be made and forwarded to the WCO Secretariat by the GRIPS Admissions Office. Therefore, it is not necessary to send the duplicate set to the WCO Secretariat.

15. Please note that applications received after the deadlines will not be considered.

FINANCIAL ARRANGEMENTS

Accommodation and living allowance

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

Other

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

TRAVEL ARRANGEMENTS

Travel costs

21. The cost of travel (return trip) between the Scholar's place of residence and Tokyo will be borne by the Programme budget. For this purpose, an economy class pre-paid air ticket by the shortest and most economical route will be provided to the selected candidate. Transportation costs between the Scholar's place of residence and the departure/arrival airport should be borne by the Scholars.
22. Any additional costs entailed with the changes of the pre-arranged itineraries or cancellation of the flight without reasonable grounds after the issuance of the e-ticket should be borne by the Scholar or their home administration.

Insurance

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

Passports - Visas

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

Health Certificate

25. The Scholars selected will have to undergo a comprehensive medical examination and submit a certificate from a licensed physician **certifying that they are free from any medical condition that would impair their studies during the Programme.**

COMPLETION OF PROGRAMME

26. Scholars are expected to complete the Programme as scheduled. Early repatriation may be authorized only on medical grounds or for other similarly important reasons. If a Scholar withdraws from the Programme before commencement of the Programme or before its scheduled completion, they shall not be entitled to any benefits from the date of the decision. The WCO may request for a refund of any expenses that are incurred from their withdrawal to the Scholar. In case the refund is requested, if the scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
27. On completion of the Programme, the Scholar is required to go back to their home country without delay. **In the event of no return, the WCO may request for a refund of the scholarship from the Scholar or the Organization to which the Scholar belongs.** The WCO/Japan will pay travel costs, as described above, for the Scholar's return journey from Tokyo to the point of first departure. Entitlement to return travel expenses shall cease if the Scholar does not leave Tokyo within two weeks of completion of the Programme, unless he/she has any compelling reason for extending his/her stay.
28. In the event of a Scholar's failing to complete the Programme, a request for a partial refund may be sent to the Scholar. In case the refund is requested, if the Scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
29. After half a year and 3 years, respectively, from completion of the Programme, Scholars should report to the WCO and the GRIPS indicating the post they occupy in their home administration and how they have been utilizing the experience they acquired in Japan.
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