

অতিব জরুরী

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
কৃষি মন্ত্রণালয়
প্রশাসন-৩ অধিশাখা
www.moa.gov.bd

স্মারক নং-১২.০০.০০০০.০২১.২৫.০১২.১৫.৬৮

তারিখ : ৩০ মাঘ ১৪২৩
১২ ফেব্রুয়ারি ২০১৭

বিষয় : মাস্টার্স কোর্সে সুযোগ বরাদ্দ সংক্রান্ত ।

সূত্র : জনপ্রশাসন মন্ত্রণালয়ের পত্র নং-০৫.০০.০০০০.২০২.০০.০০২.১৭-৪৯; তারিখঃ ০১-০২-২০১৭

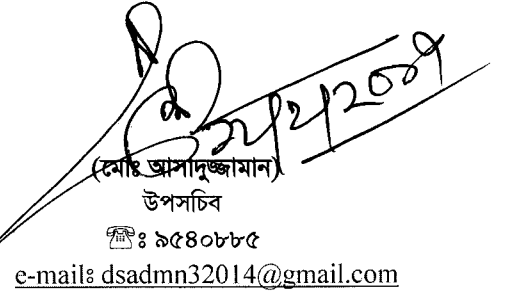
উপর্যুক্ত বিষয়ে সুত্রস্থ পত্রের পরিপ্রেক্ষিতে নিম্নোক্ত ছকে বর্ণিত কোর্সের বিপরীতে সংশ্লিষ্ট দপ্তর/সংস্থার জন্য নির্ধারিত সংখ্যক (৩ নং কলাম) উপযুক্ত কর্মকর্তার মনোনয়ন (বিকল্প কর্মকর্তাসহ) আগামী ১৩-০২-২০১৭ তারিখের মধ্যে নির্ধারিত ফরমে [২ নং বাছাই কমিটির পূরণকৃত ফরম এবং Application ফরম ০৪ (চার) সেটসহ] প্রেরণের জন্য নির্দেশক্রমে প্রেরণ করা হলো :

ক্র. নং	কোর্সের নাম, মেয়াদ	প্রস্তাবিত দপ্তর/সংস্থা	মন্ত্রণালয়ে মনোনয়ন প্রেরণের শেষ তারিখ	মন্তব্য
১	২	৩	৪	৫
১.	KOICA's Master's Program on "KOICA-KNU Agricultural Processing and Marketing" Duration: August 07, 2017-December 21, 2018	ডিএই-৪ জন (০২ জন মুখ্য ও ০২ বিকল্প) ডিএএম-২ জন (১ জন মুখ্য ও ১ জন বিকল্প) বিএডিসি-২ জন (১ জন মুখ্য ও ১ জন বিকল্প)	১৩ ফেব্রুয়ারি, ২০১৭	শর্তনুযায়ী মনোনয়ন প্রেরণ করা না হলে মনোনয়ন বাতিল বলে গণ্য হবে।

০২। আবেদনের শর্তসমূহ নিম্নরূপঃ

- ক) কোর্সের সাথে দায়িত্বের সংশ্লিষ্টতা থাকতে হবে।
- খ) প্রার্থীর বয়স ৪০ বছরের মধ্যে হতে হবে।
- গ) ইংরেজীতে দক্ষতা হতে হবে।
- ঘ) ইতোপূর্বে যারা KOICA বা কোরিয়ান সরকারের অর্থায়নে কোরিয়াতে কোন কোর্স করেছেন তাঁদের আবেদন করার প্রয়োজন নেই।

০৪। কোর্স সম্পর্কিত তথ্য www.moa.gov.bd-তে পাওয়া যাবে।


(মোঃ আসাদুজ্জামান)
উপসচিব
☎ঃ ৯৫৪০৮৮৫
e-mailঃ dsadmn32014@gmail.com

বিতরণ (জ্যেষ্ঠতার ভিত্তিতে নয়)ঃ

১. চেয়ারম্যান, বাংলাদেশ কৃষি উন্নয়ন কর্পোরেশন, মতিঝিল, ঢাকা।
২. মহাপরিচালক, কৃষি সম্প্রসারণ অধিদপ্তর, খামারবাড়ি, ঢাকা।
৩. মহাপরিচালক, কৃষি বিপণন অধিদপ্তর, খামারবাড়ি, ঢাকা।

সদয় জ্ঞার্থার্থে ও কার্যার্থে অনুলিপিঃ

- ১। প্রোগ্রামার, কৃষি মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (ওয়েব সাইটে প্রকাশের অনুরোধসহ)।
- ২। অতিরিক্ত সচিব (প্রশাসন ও উপকরণ) মহোদয়ের ব্যক্তিগত কর্মকর্তা, কৃষি মন্ত্রণালয়।



January 24, 2017

Mr. Saif Md. Aminul Haq
 Additional Secretary (Asia, JEC, F & F)
 Economic Relations Divisions
 Ministry of Finance, Dhaka

Subject: Offer for KOICA's Master's Degree Program on "KOICA-KU Master's Degree Program in Agricultural Processing and Marketing"

Dear Mr. Haq,

With reference to the Korea International Cooperation Agency's (KOICA) Master's Degree Program entitled, "**KOICA-KU Master's Degree Program in Agricultural Processing and Marketing**", I have the pleasure to request ERD to nominate maximum four (4) candidates.

Please note that the participants that are to be selected **should be government officials or researchers / instructors in state institutions working in Bangladesh with a Bachelor's Degree or higher, must be fluent in English language and be preferably under 40 years of age.** In addition, please bear in mind that only the participants who have not taken part in KOICA training program and have not received a scholarship from Korean government before may be selected. **University may select up to maximum 2 participants from Bangladesh out of the maximum 4 candidates nominated by ERD.** for the following program to be held in Korea:

No.	Course duration	No. of allocations	Relevant Ministry	Last date for application
1.	August 8, 2017 ~ December 21, 2018	4 (four)	1. Department of Agricultural Marketing - Under Ministry of Agriculture 2. Other relevant ministries	February 19, 2017

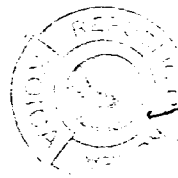
Qualifications, selection criteria and procedure for applicants of the above course are stated in the attached program outline. Nomination of candidates should be sent to KOICA Bangladesh Office along with the application package including the **applicants' passport copies (THREE (3) sets of ORIGINAL applications should be signed & attested).** Please ensure that **ALL the original documents mentioned in the CHECKLIST are sent to KOICA Bangladesh Office.** In addition, also note that KOICA will bear expenses related to round-trip flights, full tuition fee, accommodation and food for the participants during the course in Korea.

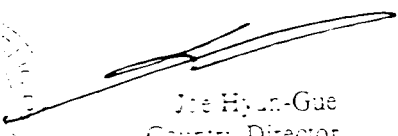
202

Furthermore, in reference to letter KOICA 114-379, dated May 21, 2014, you are being requested to please copy all the ERD's offer letters to line ministries and other relevant line training programs of KOICA Office as this would be very helpful to follow up on the KOICA in any case.

Your kind and necessary measures in this regard will be much appreciated.

Sincerely,



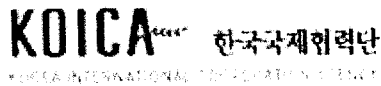

Jee Hyun-Gue
Country Director

Enclosures:

1. KOICA application form
2. Program Information
3. KU-GS international students admissions application form

2017 KOICA-KU Master's Degree Program in Agricultural Processing and Marketing

August 8, 2017 - December 21, 2018
Seongnam & Seoul, Republic of Korea



Korea International Cooperation Agency



Konkuk University

**Participants are strongly advised to thoroughly read and follow the provided instructions in the Program Information*

CONTENTS

PART I.	KOICA & SCHOLARSHIP PROGRAM	01
PART II.	PROGRAM OVERVIEW	06
PART III.	HOW TO APPLY	07
	1. APPLICATION ELIGIBILITY	07
	2. ADMISSION PROCESS	08
	3. REQUIRED DOCUMENTS	13
PART IV.	PROGRAM CONTENTS	18
	1. ACADEMIC SCHEDULE	18
	2. ORIENTATION	18
	3. CURRICULUM	20
	4. EXTRA CURRICULAR ACTIVITIES	24
PART V.	TRAINING INSTITUTE	27
	1. GENERAL INFORMATION	27
	2. ACCOMMODATION & FACILITIES	31
	3. OTHER INFORMATION	33
PART VI.	SUPPORT SERVICES	37
	1. TRAVEL TO KOREA	37
	2. EXPENSES FOR STUDY AND LIVING	37
	3. INSURANCE	38
PART VII.	REGULATIONS	40
	1. ACADEMIC REGULATION	40
	2. PARTICIPANT'S RESPONSIBILITIES	40
	3. WITHDRAWALS	42
	4. TEMPORARY LEAVE	42
	5. ACCOMPANYING OR FAMILY INVITATION	43
	6. OTHERS	43
PART VIII.	CONTACTS	44
APPENDIX 1.	BRAND NAME OF THE KOICA FELLOWSHIP PROGRAM	45
APPENDIX 2.	HOW TO JOIN THE KOICA COMMUNITY	46
APPENDIX 3.	HOW TO GET TO THE ICC	47

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Part I	KOICA & SCHOLARSHIP PROGRAM
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The Korea International Cooperation Agency was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this knowhow is an invaluable asset that helps KOICA to efficiently support the sustainable socio-economic development of its partner countries.

PART I. KOICA & SCHOLARSHIP PROGRAM

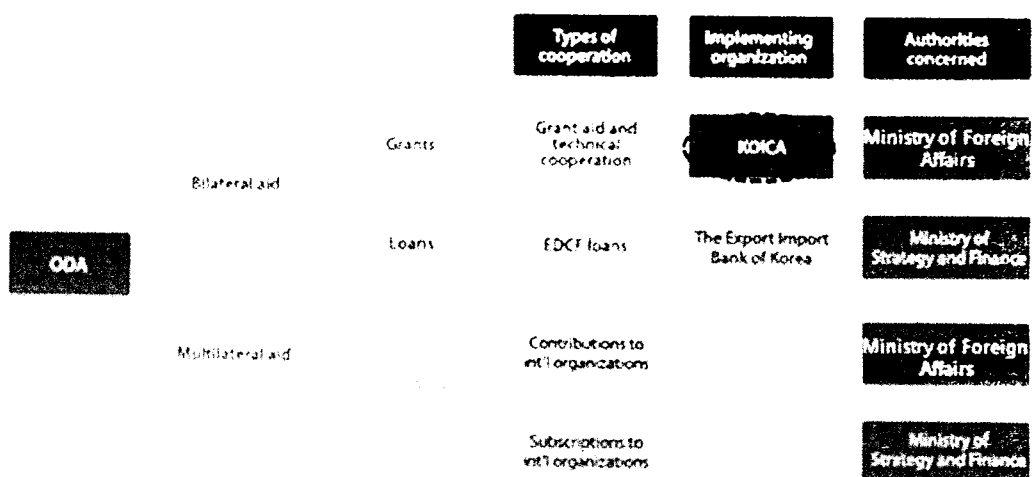
Korea's ODA Framework

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea's ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.

☞ Korea's ODA system



Korea's Experience and KOICA's Program for Human Resources Development

Human Resources Development (HRD) has been the most important factor in Korea's escape from vicious cycle of poverty and underdevelopment that had existed for many decades. With scarce natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by HRD.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regard to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA supported a variety of international cooperation programs for HRD, mainly in project-type aid form, focusing on education and vocational training with a concentration in building a foundation for HRD.

The training and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has offered 3,410 courses to 53,810 participants from 173 countries. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

PART I. KOICA & SCHOLARSHIP PROGRAM

Types of KOICA Training Programs

KOICA offers five major types of training programs:

1. Country Training Program
Tailored programs that are specifically designed for an individual partner country
2. Regular Training Program
Programs that are open to any interested partner countries
3. Special Training Program
Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments
4. Joint Training Program
Programs conducted in partnership with international organizations and other agencies
5. Scholarship Program
Master's degree programs offered to individuals from partner countries

Part III**HOW TO APPLY****1. APPLICATION ELIGIBILITY****Candidates should:**

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government/municipality official or a researcher / an instructor in state institute working in his/her home country with a Bachelor's Degree or higher **(Private sector employees are not eligible)**.
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
 - * Pregnancy is regarded as a disqualifying condition for participation in this program.
 - * Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.
- Not be a person who has withdrawn from KOICA's scholarship program.
 - * Person belonging to the institution in which candidates submitted false documents and returned to his / her country arbitrarily in the middle of SP program cannot apply.
- Have not participated in KOICA's scholarship program or any of the Korean Government's Scholarship Program before (Master's degree program).
- Meet the following nationality requirements
 - 1) Applicants and their parents are foreign nationals without Korean citizenship
OR
 - 2) Applicants completed primary, secondary, and tertiary education in a foreign country.
- Obtain a bachelor's degree from an accredited college or university by February 2017.

PART III. HOW TO APPLY

2. ADMISSION PROCESS

Process	Dates
Step 1. Application Package Submission Due	February 28, 2017, at 17:00
Step 2. On-site Interview (KOICA local office)	March 1 – March 7, 2017
Step 3. First Round: Document Screening	March 15 – March 31, 2017
Step 4. Second Round: Phone Interview (KU)	April 14 – April 28, 2017
Step 5. Medical Check-up (local)	May 10 – June 16, 2017
Step 6. Admissions Decisions Announced	June 23, 2017

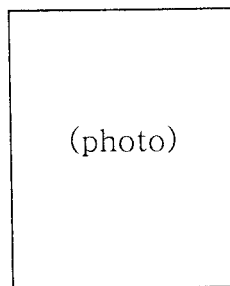
∴ The timeline in this table is based on the local time in South Korea and is subject to change.

► Post Admission

Arrival in Korea	Tuesday, August 7, 2017
KOICA Orientation	Wednesday, August 9, 2017
Admission Ceremony / KU Orientation	Friday, August 14, 2017
Beginning of the first semester	Monday, August 28, 2017

A. Application Package Submission

- Applicants for the program have to apply via the Korea International Cooperation Agency (KOICA). For the first selection process, applicants will be screened and selected by the KOICA selection committee based on the selection standard provided by KOICA and KU. Then the best applicants for the next selection process will be recommended. Documents of the selected applicants will be forwarded to KU.
- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
- Submit the application package (including both KU and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission due date.



PART. I. COMPLETED BY APPLICANT

I. TITLE OF COURSE

II. PERSONAL DATA

Name (as in the passport)	First		Middle		Last	
Date of Birth	Month		Day		Year	
Sex	<input type="checkbox"/> M <input type="checkbox"/> F		Marital Status			
Nationality				Religion		
Passport Number				Airport of Departure		
Home Address						
Contact Information (Including country code)	Telephone			Fax		
	Mobile			E-mail		
Emergency Contact	Name			Relation		
	Telephone			E-mail		

III. EMPLOYMENT

Name of Organization	Address
Department	Present Position
	Employment Duration from _____ to present
Telephone (including country code)	Fax (Including country code)
Type of Organization	Government(<input type="checkbox"/> Central, <input type="checkbox"/> Local), Institution(<input type="checkbox"/> Public, <input type="checkbox"/> Private, <input type="checkbox"/> International, <input type="checkbox"/> NGO) <input type="checkbox"/> Others()
Job Description	What are your main tasks with your current employer?
	Which technical equipment or facilities do you work on your job with?(if applicable)
	Describe any themes, topics and places of interest you would like to see in the training course related to your tasks mentioned aforesaid.

IV. OTHERS

Restriction on Food/Behavior/ Medication

Any restrictions on food, behavior or medication due to health or religious reasons?

Yes >> Beef Pork Fish Others()/ No

V. CAREER

Career over the past 5 years

Organization	Department	Position/ Responsibilities	Period(dd/mm/yy)	
			From	To

Educational Background

Educational Institution	Field of Study and Degree	Location City, Country	Period(dd/mm/yy)	
			From	To

Previous Attendance

Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries? Yes No
If yes, please be specific as follows

Education Institution	Field of Study / Diploma	Location (City/ Country)	Period(dd/mm/yy)	
			From	To

VI. LANGUAGE PROFICIENCY

English:

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Native Language : _____

Other Languages : _____

In case you speak English as a foreign language, it is required for you to certify your English proficiency. Please indicate your English Proficiency Test Scores:

TOEFL: _____ TOEIC: _____ Others(): _____
(IBT, CBT, PBT) score score score

TERMS AND CONDITIONS

Participants commit to read, abide by, and respect the following terms and conditions that KOICA endorses in implementing the training program:

1. Privacy and Copyright Policy

- a. Participants agree that KOICA is able to provide and disclose participant information, including the name, nationality, gender, contact information, organization and position of participants, to relevant entities within the limit provided by KOICA policy, regulations or thereof
- b. Participants accept the KOICA's right of using all the documents or products produced by participants for the purposes of the training program (e.g.: country report, action plan, etc.) including its duplication, translation, distribution, and/or posting to websites (KOICA training website and/or other Korean government websites related to Korean ODA).

2. Attendance and Punctuality Policy

- a. Participants should submit/present on-time reports that have been requested.
- b. Participants should be punctual for any occasion in KOICA training program.
 - ✗ The followings are all monitored and included within the evaluation of the program by KOICA: absence without prior notice, sufficient reason or proper explanation; and habitual tardiness.
- c. Participants must leave Korea upon the completion of the training program within three calendar days (seven calendar days for the Scholarship Program) unless they have obtained prior approval from KOICA and the government of their country of residence.

3. Policy on Misconduct

- a. Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KOICA policy.
- b. Especially, sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.
- c. Any kind of disturbance to the efficient operation of the program, such as arbitrary action, including a breakaway from the training program, immoderate drinking, and any other kind of irresponsible behavior, will not be tolerated, and the offender may be asked to leave in accordance with KOICA policy.
- d. Should damage be caused by any kind of incident of assault or misconduct, all participants are obliged to report the event to KOICA immediately.

4. Security and Well-being Policy

- a. Participants are responsible for their own personal belongings, safety, health and well-being, and are asked to conduct themselves accordingly.
- b. Participants are served with the medical treatment covered by the travel insurance of KOICA for

2000

accidents or diseases caused during the length of the participants stay up to certain limits. Participants however, should be solely responsible for the treatment that exceeds their medical coverage.

※ The cases of pregnancy or the treatment of any kind of chronic disease are excluded from the insurance coverage.

5. General Rules

- a. Participants of the program should carry out instructions given to them and abide by the terms and conditions of both KOICA and the training institute, including any subsequent revisions which may be stipulated by KOICA and the training institute in regards to the training program.
- b. Participants should not bring any family members (dependants) to Korea or the country of training
- c. Participants shall refrain from engaging in political activities and any form of employment for profit or gain during the length of stay in Korea.
- d. Participants are liable for all liabilities, including claims, losses, demands, actions, suits, costs or expenses, arising in accordance with legal proceedings undertaken during the course of the training course, and of any damage whatsoever to any property that arises from the carelessness, negligence, omission or default of the participants during the training course.

I, _____, of _____ have read and fully agree to
(name of applicant) (name of country)
the above Terms and Conditions set forth and declare that all the information given above is true and complete.

Date: _____ Applicant's Name: _____ Signature: _____

MEDICAL REPORT 1 (Completed by Applicant)

Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

() No
 () Yes >> Name of Medication (), Quantity ()

(b) Are you pregnant?(Female only)

() No
 () Yes >> () months)

(c) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

Note: A disability does not lead to dismissal or exclusion from the program. However, upon the situation, you may be directly inquired by the KOICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

Past:	() No	() Yes>>Name of illness (), Place & dates ()
Present:	() No	() Yes>>Present Condition ()

(b) Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

Past:	() No	() Yes>>Name of illness (), Place & dates ()
Present:	() No	() Yes>>Present Condition ()

(c) High blood pressure

Past:	() No	() Yes
Present:	() No	() Yes>>Present Condition () mm/Hg to () mm/Hg

(d) Diabetes (sugar in the urine)

Past:	() No	() Yes
Present:	() No	() Yes>>Present Condition ()
Present:	() No	Are you taking any medicine or insulin? () No () Yes

(e-1) Past History: What illness(es) have you had previously?

() Stomach and Intestinal Disorder	() Liver Disease	() Heart Disease	() Kidney Disease
() Tuberculosis	() Asthma	() Thyroid Problem	
() Infectious Disease >>> Specify name of illness ()			
() Other >>> Specify ()			

(e-2) Has this disease been cured?

() Yes	() No (Specify name of illness):
() Yes	Present Condition: ()

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

Date: _____

Signature of Applicant: _____

IX. MEDICAL REPORT 2 (Completed by Authorized Physician)

Basic Information

Basic Information	Name			
	Age		Blood Type	
	Sex		Blood Pressure	/ mmHG
	Height	cm	Weight	Kg

Test Result

Name	Test Result	Remarks
EKG	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Chest PA	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Urinalysis	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Diabetes	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Hepatitis B	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Syphilis	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
AIDS	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Infectious disease	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Endemic disease	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Pregnancy test	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	

1. How long have you known the applicant named above?

- Less than 6 months More than a year More than 5 years More than 10 years

2. Has this person received treatment for the last 5 years or does he/she have any conditions that will require frequent or long periods of absence, or would otherwise affect his/her ability to carry out role given to him/her in participating an intensive training course away from home?

- Yes No (If you answered yes, please provide details)

3. Is there anything in the person's medical history that would make him/her unfit to participate in the training course?

- Yes No (If you answered yes, please provide details)

I certify that I answered all questions truthfully and completely to the best of my knowledge.

Date : _____

Name of Clinic: _____

Address of Clinic: _____

Name of Physician: _____

Signature : _____

PART. II. COMPLETED BY NOMINATING GOVERNMENT/APPLYING ORGANIZATION

I. Reasons for Applicant's Selection

※ Please, attach your organization chart with the appropriate marking of applicant's position.

e.g.) relevance of course to applicant's job, employee retention, etc.

II. Organizational Setback or Challenges that You Wish to Address through Training Program

III. Plans to Apply the Lessons Learned from the Training to Your Organization

e.g.) ways to share and apply the KOICA training experience of the applicant in your organization

IV. OFFICAL NOMINATION

The Government of _____ officially nominates _____
name of country *full name of applicant*

for participation in _____ as organized by the Korean Government(KOICA)
training course title

and I, _____, on behalf of the Government of _____, certify that
authorized official

- (a) All information including educational background and career quoted by the nominee in this form are true, complete and accurate to the best of my belief and knowledge.
- (b) The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of spoken and written English to enable him/her to undergo the training course.

Name(Authorized Official) : _____

Position/Title: _____

Organization: _____

Date: _____ **Signature:** _____

