

Frequent Asked Questions

Q1. The e-mail for application that I sent to the youth conference office was returned. Why?

Ans.

Isn't your email containing the files for application much bigger than 2.5M bytes? You must send smaller size files. Due to a limitation on message size, we can accept mails smaller than 2.5M bytes only. It is recommended to check your photo size in particular, which might make the total size of your email exceed 2.5M bytes.

Q2. Do I have to mail the application documents, which include an application form and photograph, to the Ministry of the Environment of Japan? Or, can I just send them in an email (with scanned recommendation letters) to your e-mail address?

Ans.

Please send all the documents required for application, which are the Form 1 with your photo attached, 2-A, 2-B, 2-C, 3-A, and 3-B, to NBSAP@env.go.jp by e-mail. Don't send a hard copy of the files by mail.

Q3. Can I register for this conference on behalf of the group of activity?

Ans.

No. You can only send an application as an individual, not as a representative of a group.

Q4. In addition to the required application documents, I would like to send some references to my activities related to biodiversity. Can I send them with my application?

Ans.

You may send the documents to introduce your activities. But, please be aware that we make NO consideration about them as to the selection of participants of the youth conference.

Q5. I graduated from a university, and now work for a company or NGO. Can I apply for the conference?

Ans.

Yes. We don't take into consideration whether you are a student or a worker. So you can apply for the conference.

Q6. My age is 24 years 3 months old as of 1st April, 2010. Can I apply for the conference?

Ans.

Yes. We have the required qualification that applicants must be between the ages of 15 and 24 as of April 1, 2010. So, if your birthday is between April 2, 1985 and April 1, 1995, you can apply.

Q7. Dose the Form 3-B need to be written as official recognition by a teacher and so on if I am an undergraduate student enrolled and studying in a university?

Ans.

Normally, a suitable referee would be one of the following: The head of your present or last school; principal of your college; course tutor of your present or last course of studies. If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers advisor; if you belong to a relevant organization (voluntary or not), a head or officer of that organization.

Q8. My colleagues who have a biodiversity project that they have been working are very interested in coming to the conference and also in making a presentation at the conference. Is that possible?

Ans.

No. Under the current plan for the conference, we can't afford to invite presenters from overseas, and have no time to let someone other than the selected participants make a presentation at the conference.

Q9.

I would like to know what is a format of the nomination/referee letter from a relative and a non-relative.

Ans.

The formats for reference documents, namely Form 3-A and 3-B, are included in the "Form" file you can download from

http://www.biodic.go.jp/biodiversity/youth/call_e.html.

Form 3-A should be written by your relative, for example your parent.

Form 3-B should be written by a referee, who is a responsible person to give assurance about your ability to the conference. Please also see the answer to Q7 stated above, for a suitable referee.

Q10.

Is there any membership fee for this conference?

Ans.

No. We don't demand your payment for application to the conference.

Q11.

Do I need to have my passport before I submit my application?

Ans.

No. You don't have to get your passport when you submit your application. But, if you are selected as a participant for the conference, you must get your passport as soon as possible. If you don't get your passport by the middle of June, you cannot participate in the conference.

Q12.

What file format should I choose to send my application form 3-B, MS word file or scanned copy?

Ans.

We don't require any specific file format such as MS word, PDF, or scanned copy file. But we prepare the application forms which you can download from http://www.biodic.go.jp/biodiversity/youth/call_e.html, so you had better use these forms. If your referee prefers some letterhead to the one we prepare, which can be accepted as long as all the required elements on the Form 3-B are covered.

Q13.

Can I submit my application which has blank columns?

Ans.

Yes, but you must fill in all the columns, except for "FAX number (Facsimile)", "English Proficiency", "Experience of participation in past conferences" or "Affiliation with environmental groups" in case you don't have such an instrument or experience.

Q14.

Should I send my application in soft copy only, or its hard copy also?

Ans.

Please make sure to send the soft copy of your application forms by email. You don't need to mail the paper of the application nor other references of your activity report.

Q15.

I have certifications of English literacy other than those listed in the application Form 1. Do you have any idea that I make an appeal?

Ans.

You can write the name of other certifications, for example IELTS, down in the column "English Proficiency Other".

Q16.

Will my gmail account suffice as a PC email address?

Ans.

Yes. "PC e-mail" means that it can accept a long e-mail and attachment files.

Q17.

Questions about the three essays. Should I choose the topics and made one, or made all of the essays?

Ans.

Applicants are required to submit three essays. So, you cannot choose just one topic or combine them into one essay. If you will not submit all of the three essays, you may be disqualified in the selection process.

Q18.

Regarding the essays, the word limit is 320-400 words. I want to clarify if that is per essay, or a total across the three essays (therefore approximately 130 words per essay)?

Ans.

Please be aware that the information on the website says "320-400 words (400 words at maximum), respectively", which means the word limit is 320-400 words (400 words at maximum) per essay.

Q19.

I was born in Australia and have lived in Australia all my life. I have

completed all of my formal education in Australia. English is my first language and the only language spoken at home. For those reasons I have never needed to take any English proficiency tests, so what should I write for that section of the application form? Under "Other" should I write something like "Australian nationality - completed all formal education in English"?

Ans.

Under the "Other" section, please write "English is my first language" in addition to "Australian nationality - completed all formal education in English" as you proposed. We recognize that there are countries where English is used as their first language, so we will take into consideration the nationality of each applicant in the selection process.
