

## ASIAN DEVELOPMENT BANK-JAPAN SCHOLARSHIP PROGRAM ONLINE APPLICATION CHECKLIST

- Carefully read the ADB-JSP Overview and Application Information document found at [www.eastwestcenter.org/adb](http://www.eastwestcenter.org/adb) to understand the scholarship program's requirements. Your name must appear in English on all application documents.
- Separate applications (including all required *supporting documents*) must be submitted to the University of Hawai'i at Mānoa (UHM) for admission into a Master's degree program and to the East-West Center (EWC) for an ADB-JSP scholarship. No ADB-JSP scholarship application documents should be sent to the University of Hawai'i at Mānoa.

### **Deadline: DECEMBER 1** (11:59 PM Hawaii Standard Time)

To be considered for the Asian Development Bank–Japan Scholarship Program, an online ADB-JSP application form must be submitted by **December 1**.

- Online ADB-JSP application form

Applicants must also upload a *softcopy* of the following *supporting documents* along with submission of their online ADB-JSP application form: \*

- Transcripts and degree/graduation certificates from each university/college where course credits and grades have been earned
- Curriculum vitae or resume

\* *If available, also upload a softcopy of the following supporting documents upon/after submission of the online application form:*

- TOEFL or IELTS results (*only from an exam taken within the last two years*)
- Screenshot or PDF of the “Application Acknowledgement” received from UHM immediately after submission of an online master's program application. This acknowledgement will appear on the computer screen confirming receipt of the application by UHM. Applicants must remember to PDF or make a Screenshot of the “Application Acknowledgement” when it is received.

### **Deadline: DECEMBER 15** (11:59 PM Hawaii Standard Time)

When applicants submit the online ADB-JSP application form, a letter of reference form will automatically be emailed to each of the three referees they listed. Referees must complete and then upload letter of reference forms via a link provided in the email. Completed forms must be uploaded by **December 15**.

- Identify three (3) individuals willing to complete and upload an ADB-JSP letter of reference form that comments on your academic and/or professional work, long-term objectives and career prospects, and civic engagement.

### **Deadline: MARCH 1** (11:59 PM Hawaii Standard Time)

Official *hardcopies* of the following documents must be received by the East-West Center directly from the school or testing service/center no later than **March 1**.

- Official transcripts and degree/graduation certificates (if awarded) from each university/college where course credits and grades have been earned.
- Official TOEFL or IELTS results from the Testing Service/Center (*only from an exam taken within the last two years*)

If *not* uploaded by *December 1* along with the other required *supporting documents* listed above, then by **March 1** the following proof of UHM admissions application submission must be emailed to the East-West Center at: [adbjsp@eastwestcenter.org](mailto:adbjsp@eastwestcenter.org)

- A softcopy PDF or Screenshot of the aforementioned “Application Acknowledgement” confirmation page from UHM received on the applicant's computer screen immediately upon submitting an online master's program application.

Addresses for use in submitting the above specified *supporting documents* for your ADB-JSP application:

Award Services/ADB-JSP  
East-West Center  
1601 East-West Road, Room 2066  
Honolulu, HI 96848-1601 USA

Telephone: (808) 944-7738  
Email: [adbjsp@eastwestcenter.org](mailto:adbjsp@eastwestcenter.org)

EWC school code for TOEFL test results: **4868**

- Visit <http://manoa.hawaii.edu/graduate/content/graduate-programs> for application instructions found in the links to the UHM Master's degree program(s) you are interested in. You may apply for up to two programs. However, the Asian Development Bank–Japan Scholarship Program will fund only one Master's program should you be selected for a scholarship.