



Steps and Instructions for an Acceptable Asian Development Bank-Japan Scholarship Program Application

- Read through the Asian Development Bank–Japan Scholarship Program Overview and Application Information (www.eastwestcenter.org/adb) to determine whether you are eligible for this program. It is also important that you meet the eligibility requirements for admission to a University of Hawai‘i master’s degree program. UH Graduate Certificate programs are not eligible for scholarship funding.
- Download application materials for the Asian Development Bank-Japan Scholarship from the East-West Center website www.eastwestcenter.org/adb which include:
 - a) Asian Development Bank-Japan Scholarship Application Form
 - b) Cover Letter and Essays
 - c) Letters of Reference Form (provide two academic or professional references)
 - d) Letter of Reference for Civic Engagement Form & Instructions (provide one reference)
- Download a copy of the UH Office of Graduate Education’s General Information and Admissions Application Instructions and a Graduate Admissions Application Form for each field of study you seek to enter. Do not use the Graduate Admissions Application Form if you are seeking admission to a Global Business Program or Law Program at the master’s level. The application form for these fields must be obtained from the respective program.

If you are unable to download application material from our website, please email your request to adbjsp@eastwestcenter.org.

- Contact the appropriate University of Hawai‘i department’s graduate chairperson or consult individual department websites (go to: <http://www.manoa.hawaii.edu/graduate/content/graduate-programs>) to find out what is needed to gain admission to the desired academic program and obtain required *departmental* application materials.

All applicants must submit proof of English proficiency. Please visit the IELTS www.ielts.org or TOEFL www.ets.org/toefl website to register for an exam date. Exams should be taken no later than October 15 to ensure that results are available for the East-West Center’s preliminary review in November. If you are unable to register early enough for results to be available during the preliminary review process, it is important that you indicate in Question 19 of the ADB-JSP application form your expected exam date.

Have the testing service send your score report directly to the East-West Center. Use institution code 4868 to report TOEFL scores or the address below to report IELTS results:

Award Services/ADB-JSP
East-West Center
1601 East-West Road
John A. Burns Hall, Room 2066
Honolulu, Hawaii 96848-1601 USA

If you already have a TOEFL or IELTS score report that meets minimum university and departmental admission requirements and is not more than two years old as of February 2017, you may arrange to have it sent by the testing service directly to the East-West Center.

- Make arrangements to register for GRE or GMAT if it is required for your University of Hawai'i application. Official results from these exams should be sent by the testing service directly to the East-West Center. Please use institution code 4868 for GRE scores. GMAT results should be sent to the East-West Center and reported to 4HF-DD-47 for Global MBA programs and Global MBA–Japan Track.

If your University of Hawai'i application does require GRE or GMAT, the East-West Center will need to receive the official score report by mid-January to ensure that the University is able to review your application and provide us with a timely decision on admission before the EWC nomination process commences in late March.

- An official transcript is required from each college or university you list on your ADB-JSP and UH application forms. Please provide one set of official transcripts from each of the institutions you list to accompany each application. An official transcript must be certified by the appropriate school official in charge of maintaining academic records and bear the actual inked stamp or embossed seal of the institution. An official degree or graduation certificate, certified in the same manner as the transcript, must be included if the transcript does not list the type of degree awarded and date of graduation. **Photocopies or scanned copies of documents bearing certification do not meet this requirement.** Only documents that are received in sealed envelopes of the issuing school are considered official. Academic documents from certain geographic regions may have additional requirements so please be sure to refer to the UH Graduate Admissions Application Instructions for further details.

Your college or university should mail your transcript, and if needed degree/graduation certificate, directly to the East-West Center. But if this is not their policy, you may include them with your application if they are sealed in official school envelopes.

- For your three Letters of Reference, be sure that two (2) are Academic or Professional references and that one (1) is a Civic Engagement reference.

Please provide each referee with the appropriate reference form and be sure that your name and the recommender's name are on the form before giving it to the letter writer. Instruct your referees to return their letter directly to the East-West Center noting the address at the top of the form. Referees may include additional comments on separate letterhead stationary. Referees who chose to email their letter are still expected to send the original hardcopy of their letter to the East-West Center.

Submission of application material

- By **November 1 (or following Monday if deadline falls on a weekend)**, you must mail your ADB-JSP and UH application forms and essay responses for both applications to the East-West Center. Your application must bear evidence that the mail service received your package before or on the deadline; therefore, you should obtain a receipt as proof especially if you mail your application close to the deadline. The East-West Center address is as follows:

Award Services/ADB-JSP
East-West Center
1601 East-West Road
John A. Burns Hall, Room 2066
Honolulu, Hawaii 96848-1601 USA

Your application should include the following:

- a) **Asian Development Bank-Japan Scholarship Program Application Form.** If you are applying to more than one academic program, list both programs on one application and rank them in order of preference. Do not submit a separate application for each academic program.
- b) A cover letter, curriculum vitae, and **responses to all five essay questions.** Please visit the East-West Center website www.eastwestcenter.org/adb or ADB [Frequently Asked Questions](#) at www.adb.org/jsp for further information regarding eligibility before indicating your interest in the ADB-JSP Scholarship.
- c) **University of Hawai‘i Graduate Admissions Application Form.** If you are applying to more than one field of study, a separate application form must be provided for each academic program.

The application fee (per application) must be included only if you are seeking admission independent of the ADB-JSP Scholarship decision. The fee varies according to the admissions office that is processing your application. Applications that are processed by the UH Office of Graduate Education and Shidler College of Business are \$100 per graduate degree program. You may utilize the University’s online application system if you are seeking independent admission.

The Center will forward applications to the University of Hawai‘i in January or in advance of earlier departmental deadlines for those seeking admissions consideration independent of their scholarship application outcome. The application fee may be paid by credit card, check or money order. Cash payments are not accepted. If paying by credit card, be sure that your card is valid until the end of January to avoid delays in processing your application. Checks and money orders should be made payable to the “University of Hawaii.”

Applicants seeking independent admission and are not applying for financial support from the University must provide the *Confidential Financial Statement for International Applicants Form* to show proof of financial support. The form may be obtained from the University’s website <http://www.manoa.hawaii.edu/graduate/content/forms>.

- d) Be sure to check your graduate program’s website for a list of its required application documents which can include a departmental application form, a supplemental information form, a statement of objectives, a writing sample, etc.

Please refrain from including copies of award and completion certificates unless they are a direct result of previous degree programs. Please do not bind, staple, tape or place documents in folders.

- o By November, the East-West Center should receive any remaining required documents that were not included with your application so that a complete application file will be available for the EWC preliminary selection review.

The review process and notifications

The Center will review each application that has met the November 1 postmark deadline and determine whether that application will be continued to the University of Hawai‘i review phase of the selection process. We will notify you via email and hardcopy between late December and early January as to whether your application has been continued in the competition.

The scholarship nominations will be made in late March to early April and forwarded to ADB-JSP headquarters for final review. Scholarship recipients will be announced in June. The Center will notify you by email and hardcopy of the selection decision regarding your application. We cannot disclose the decision by telephone so please refrain from calling the Center for your results.