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

o 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 Hawaiʻi master's degree program. UH Graduate Certificate programs are not eligible for scholarship funding.

o Download application materials for the Asian Development Bank–Japan Scholarship from the East-West Center website www.eastwestcenter.org/adb.

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

o **All applicants must submit proof of English proficiency**. Please visit the IELTS website www.ielts.org or TOEFL website www.ets.org/toefl to register for one of these tests. If you are unable to take the exam prior to the end of December, it is important that you indicate in Question 19 of the ADB-JSP application form the exam date you have registered for. The East-West Center requires a minimum iBT-TOEFL Total Score of 79 or a minimum IELTS Overall Band Score of 6.5.

   Have the testing service send your score report directly to the East-West Center. Use institution code **4868** to report TOEFL results 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

o An official transcript must be sent to the East-West Center at the above address by each college or university you list on your ADB-JSP application form. The transcript must be certified by a 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 conferral date. *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. 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 an official school envelope.

o   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 corresponding 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 wish to email (adbjsp@eastwestcenter.org) their letter are still expected to send the original hardcopy letter to the East-West Center.

o   **Submission of application materials**. By **December 1** (or following Monday if deadline falls on a weekend) you must mail your ADB-JSP application form, cover letter, curriculum vitae or résumé, and essay responses to the East-West Center. If you are applying to two Master's degree program, list both on one application and rank them in order of preference. Do not submit a separate application for each program. The package containing your application materials must bear evidence that the mail service received it on or before the December 1 postmark deadline. Therefore, you should obtain a dated receipt as proof, especially if you mail your application close to the deadline. Your application documents should be sent to:

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

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   While certain ADB-JSP application documents have a December 1 postmark deadline; for those that do not, the East-West Center must receive them before the application review process starts early in the following year.

The scholarship review process and notifications. The East-West Center will review each application file that has met the December 1 postmark deadline to determine whether it meets the qualifying criteria and minimum quality standards required to be continued in the competition. Those applicants who do not qualify will be notified immediately. Those who are continued will normally be notified of their application's preliminary status by the latter part of March. Shortly thereafter, the EWC's ADB-JSP application review panel will forward a list of rank-ordered scholarship nominees to ADB-JSP headquarters for final selection. EWC will individually notify applicants by email and hardcopy of the selection decision regarding their application during mid-May to early June. EWC cannot disclose the decision by telephone so please refrain from calling the Center for your results.

o   Applicants for the LLM and Global MBA Programs must complete the application procedures and documentation requirements listed in these programs respective websites:
   • LLM – https://www.law.hawaii.edu/how-apply
   • Global MBA – http://www.shidler.hawaii.edu/mba/apply

Applicants for all other ADB-JSP eligible Master's degree programs must complete the application procedures and documentation requirements listed in their respective program links found at the UHM Office of Graduate Education's website:
   • http://manoa.hawaii.edu/graduate/content/graduate-programs

Be sure to carefully read your Master's program website in order to learn about all required application documents which can include a departmental application form, a supplemental information form, a statement of objectives, a writing sample, curriculum vitae or résumé, etc.