



## ASIAN DEVELOPMENT BANK-JAPAN SCHOLARSHIP PROGRAM APPLICATION CHECKLIST

- Review the ADB-JSP Overview and Application Information [www.eastwestcenter.org/adb](http://www.eastwestcenter.org/adb) to be sure you understand the program's requirements. Also refer to the [Frequently Asked Questions](#) section to review eligibility and selection criteria.
- Download ADB-JSP application materials from the East-West Center website [www.eastwestcenter.org/adb](http://www.eastwestcenter.org/adb).
- Make arrangements to take the TOEFL or IELTS and have the testing service send your results directly to the East-West Center. See ADB-JSP Overview and Application Information for further details on how to send score reports.
- Identify two individuals to provide an academic or professional letters of reference. Identify a third person to provide a letter of reference addressing your civic engagement.

**The following documents must be sent directly to the East-West Center to be considered for the Asian Development Bank–Japan Scholarship Program. Note: Do not send any scholarship application documents to the University of Hawai'i at Mānoa. Do not staple, paste, or bind application material together.**

### ADB-JSP Application Checklist:

**The following items must be postmarked by December 1 or following Monday if deadline falls on a weekend:**

- ADB-JSP Application Form
- Curriculum Vitae or Résumé
- Cover Letter (see Cover Letter and Essays document)
- Completed Essays 1 – 5 (see Cover Letter and Essays document)

**The following items can be sent after December 1, but must be received before the review process starts early in the following year:**

- Official TOEFL or IELTS score report sent directly to the East-West Center by the Testing Service
- One (1) set of official Transcripts from each tertiary educational institution attended
- One (1) official Degree/Graduation Certificate for each degree earned if the corresponding transcript does not list the type of degree awarded or conferral date
- Two (2) Academic or Professional Letters of Reference (see appropriate Letter of Reference Form & Instructions document)
- One (1) Civic Engagement Letter of Reference (see appropriate Letter of Reference Form & Instructions document)
- A copy of your UHM Graduate Admissions Application Form (a softcopy may be emailed to [adbjsp@eastwestcenter.org](mailto:adbjsp@eastwestcenter.org))
- A copy of your UHM Statement of Objectives Form or Statement of Purpose essay (Only required of applicants who checked the Box in Item #2 of the ADB-JSP application form. A softcopy may be emailed to [adbjsp@eastwestcenter.org](mailto:adbjsp@eastwestcenter.org) )
- An EWC Verification of Funds form (Only required of applicants who checked the Box in Item #2 of the ADB-JSP application form)

### A reminder for all forms:

- Your name must appear in English on all documents, including letters of reference and transcripts.
- You must sign and date the ADB-JSP application form.

When mailing application documents with a December 1 postmark deadline, be sure to obtain a receipt that can be used as proof that deadline was met. Application materials with illegible postmarks received after the deadline will not be accepted unless a legible receipt is provided as proof.

### Address information for sending ADB-JSP application materials:

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

Telephone: (808) 944-7738  
Fax: (808) 944-7730  
Email: [adbjsp@eastwestcenter.org](mailto:adbjsp@eastwestcenter.org)  
EWC school code for TOEFL test results: **4868**

- REMEMBER:** Separate applications (including all required supporting documents) must be submitted to the University of Hawai'i at Mānoa for admission into a Master's degree program and to the East-West Center for an ADB-JSP scholarship.
- Visit <http://manoa.hawaii.edu/graduate/content/graduate-programs> to study the information in the links of the UHM Master's degree program(s) that directly correspond to the ADB-JSP eligible fields of study listed at [www.eastwestcenter.org/adb](http://www.eastwestcenter.org/adb). Download the needed application instructions and materials for that Master's program(s). 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.