



## INSTRUCTIONS FOR COMPLETING THE ASIAN DEVELOPMENT BANK–JAPAN SCHOLARSHIP PROGRAM APPLICATION FORM

Please write or print clearly. The numbers below correspond to the numbers noted on the application form:

1. **Type of application:** Indicate whether or not you have previously applied for an Asian Development Bank-Japan Scholarship Program. If you have applied previously, indicate the year of your last ADB-JSP application.
2. **East-West Center Graduate Degree Fellowship (GDF) consideration:** Eligible applicants from countries that receive East-West Center funding will be considered for EWC Graduate Fellowships as well as ADB-JSP Scholarships by completing this application and accompanying forms.

You may check the box in item #2 on the first page of the ADB-JSP application only if you meet the eligibility criteria for EWC funding. You may visit [www.eastwestcenter.org/gdf](http://www.eastwestcenter.org/gdf) for eligibility requirements. They can be found on Page 4 of the Application Handbook located in the Application Forms section.

If you are eligible and wish to also apply for a GDF, you must also submit the following documents along with your ADB-JSP application materials: (1) a *UHM Statement of Objectives* or *Statement of Purpose* essay, and (2) a completed *Verification of Funds for Expenses Beyond the Provisions of the Scholarship form*.

**Note:** Biographical Data requested below are collected as part of record-keeping requirements and have no bearing on the selection process.

3. **Name:** In the following order, begin with your family name, then given name, and then middle name. Indicate any alternate names or spelling that might appear on documents. Please refrain from using nicknames unless they appear on official documents or letters of reference.
4. **Sex:** Indicate your gender.
5. **Current or local mailing address:** Please note the address where we can reach you during the application submission and application review process phases.
6. **Address validity:** Note how long you will be at your current address. This will help us to reach you in a timely way at the appropriate address.
7. **Permanent address:** Note a permanent address where you can receive mail once your current or local address is no longer valid. If your permanent address is your current address, provide an alternate address where mail can be received.
8. **Birthplace:** Note city/province/country where you were born.
9. **Birthdate:** Note the sequence to be used for writing your birth date: Month / Day / Year.
10. **Country of Citizenship:** Note your country of citizenship. If you have dual citizenship, note both countries.
11. **Country of permanent residence:** Note your country of legal permanent residence if different from your country of citizenship.
12. **E-mail address:** Print or type your email address clearly/legibly and completely.

13. **Office, home, cell (mobile) and fax numbers:** Please note any and all of the contact numbers where we will be able to reach you during the application submission and application review process phases.
14. **EWC Scholarship:** If you have received a EWC Scholarship before, please list the date and type of award.
15. **EWC participation:** If you have participated in a EWC program (seminar, conference, training session), please let us know the program and date of your participation.
16. **College/university enrollment:** Beginning with your current or most recent college/university experience, list all the tertiary educational institutions where you have been enrolled as a student.
17. **Current activity:** Please indicate if you are currently a student (noting where) or if you are currently employed (noting your employer, your position title, and the nature of your work).
18. **Letters of Reference:** List the names and titles of the individuals you asked to provide letters of recommendation.
19. **Test/Examinations:** Either TOEFL or IELTS results are required from all ADB-JSP applicants. Official results need to be sent by the testing service directly to the East-West Center. The Center requires a minimum iBT-TOEFL Total Score of 79 or a minimum IELTS Overall Band Score of 6.5. For more detailed information on submission of either TOEFL or IELTS results, please refer to Page 6 of the ADB-JSP Overview and Application Information document.
20. **Language:** ADB-JSP scholarship applicants are required to be proficient in English. Please list all languages you speak, have studied, or are of interest to you.
21. **Other Institutions:** Indicate if you are applying to any other institutions.
22. **University of Hawai'i Fields of Study:** Consult Page 4 of the Overview and Application Information document for the ADB-JSP eligible fields of study for a master's degree at the University of Hawai'i at Mānoa. Indicate the master's program field of study you wish to pursue. If they wish, ADB-JSP applicants may apply for admission to two master's programs and then list them in order of preference on their ADB-JSP application form. However, if selected for a scholarship award only one field of study will be funded. Neither ADB-JSP nor the UHM Office of Graduate Education permits application for a degree that would duplicate an already completed degree even though there may be some variation in the curriculum and requirements for the two degree programs.

23-27. Provide the requested information.

**Remember to sign and date the application form.**

## OTHER APPLICATION DOCUMENTS TO COMPLETE

### Responses to Essay Questions

Complete responses to the essays questions listed on the document entitled, *Cover Letter and Essays*. Be sure to include your name, essay number and page number on each page of your essay response. Include a copy of your Cover Letter and curriculum vitae or resume with your essays.

### Letters of Reference

ADB-JSP applicants are required to have three letters of reference completed by persons who have played a significant role in their education, work, or civic experience. Two of the individuals should comment on your academic or professional work, and long-term objectives and career prospects. These two referees must use the Academic or Professional Letter of Reference form. Letters from senior professors in your field of study can be helpful. The third referee should comment on your civic engagement such as involvement in volunteer service, leadership roles, extracurricular activities, and community building. This referee must use the Civic Engagement Letter of Reference form. Applicants who waive their right to see a letter of reference may not ask to see it at a later date unless the person writing the letter has given his or her permission. ADB-JSP letter of reference forms are included with the application.

### Official Transcripts

One (1) official set of transcripts is required from each college or university where credits and grades (including study abroad or exchange programs, summer programs, non-degree work and extension programs) have been earned.

The recording of grades of one university onto the transcript of another university does not meet this requirement. A certified copy of the official degree/graduation certificate must accompany a transcript that does not include the type of degree awarded and conferral date. All transcripts and certificates must bear the actual inked (not photocopied) signature of a school official responsible for academic records and contain the actual embossed seal or official stamp of the school. All documents, to be considered official, must be received by the East-West Center in sealed official envelopes of the issuing school. Transcripts and certificates issued in original language must be accompanied by a certified English translation. Transcripts that are transmitted by facsimile equipment (FAX) or email are considered **unofficial** copies and do not meet certification requirements.

### **Required Standardized Tests**

Either TOEFL or IELTS results are required from all ADB-JSP applicants. Official results need to be sent by the testing service directly to the East-West Center. The Center requires a minimum iBT-TOEFL Total Score of 79 or a minimum IELTS Overall Band Score of 6.5.

### **Test Of English As A Foreign Language (TOEFL)**

- The East-West Center/ADB-JSP minimum TOEFL Total Score is 79 for an Internet-based TOEFL examination. Results must be from a test taken within the last two years.
- The Educational Testing Service ([www.ets.org/toefl](http://www.ets.org/toefl)) can provide information on registering for the TOEFL exam.
- Official results must be sent directly from the Educational Testing Service (ETS) to the East-West Center. The “Applicant’s Score Confirmation Report” will not be accepted. Please be sure to record the East-West Center’s ETS school code **4868** on your answer sheet on the day of the test to be sure ETS sends your score report to the correct educational institution. A photocopy or a student’s copy is not acceptable as a substitute score report.

### **International English Language Testing System (IELTS)**

- The International English Language Testing System (IELTS) may be substituted for the TOEFL. Results must be from a test taken within the last two years. The East-West Center/ADB-JSP minimum IELTS Overall Band Score is 6.5.
- Applicants can contact the British Council, Embassy, Consulate or IDP Education Office in their country for the nearest IELTS test center. It is advised that you also check the IELTS website ([www.ielts.org](http://www.ielts.org)) for test center information and locations.
- An official score report must be sent directly to the East-West Center at the following address by the IELTS test center in a sealed official test center envelope:

Award Services/ADB-JSP  
East-West Center  
1601 East-West Road, Room 2066  
Honolulu, HI 96848-1601 USA  
Telephone: (808) 944-7738

### **UHM Graduate Admissions Application Form**

You are required to send the East-West Center a copy of your UHM Graduate Admissions Application Form for inclusion in your ADB-JSP application file. You can mail a hardcopy to the above Award Services Office/ADB-JSP address or email a softcopy to [adbjsp@eastwestcenter.org](mailto:adbjsp@eastwestcenter.org).

### **EWC Verification of Funds Form**

Applicants who are also seeking consideration for an East-West Center Graduate Degree Fellowship are required to include a Verification of Funds Form along with their other required ADB-JSP application documents.

### **UHM Statement of Objectives Form or Statement of Purpose**

Applicants who are also seeking consideration for an East-West Center Graduate Degree Fellowship are required to submit a copy of their UHM Statement of Objectives Form or Statement of Purpose essay. You can mail a hardcopy to the above Award Services Office/ADB-JSP address or email a softcopy to [adbjsp@eastwestcenter.org](mailto:adbjsp@eastwestcenter.org).