

**WHAT TO DO FOR YOUR APPLICATION  
CHECKLIST**  
Submit this sheet together with the application documents.

If you meet the criteria of eligibility listed above, you can apply for the program. To complete your application, all of the following documents must reach by 17:00 (JST) on 30<sup>th</sup> June 2024, both email addresses below.

**ADB-JSP secretariat in School of International Health, The University of Tokyo**  
**adb@m.u-tokyo.ac.jp, kaotanaka@m.u-tokyo.ac.jp**

※Please note that the deadline is absolute, and nothing will be accepted after this date.

**Applicants cannot apply for both ADB-JSP program 2025 and the Master's program in the Graduate School of Medicine. If both applications are found in screening, they will be considered invalid.**

**Name:** \_\_\_\_\_ (Male / Female)  
(Family name) (First name) (Middle name)

**Application for:**  Master course

Please tick  for accompanying documents in the following and attach this sheet with the documents.

1.  **Form #1** Application form for admission
2.  **Form #2** Self-evaluation form
3.  **Form #3** Health certificate completed by a registered medical doctor
  
4.  **Photograph** (3 cm×4 cm) taken within the past six months \*A jpeg format is acceptable.
5.  **Copy of passport**
6.  **Official Academic Records**  
A copy of the Diploma/Graduate Certificate and Transcripts; both are signed and sealed by the university.\*  
\* If the original Certificate document is issued in a local language, submit a notarized copy of the English translation as well.
7.  **Certificate of Employment and Compensation/Income**
  - (i) be issued by the company with letterhead/logo and contact details. (stamped logo is not acceptable);
  - (ii) be signed by an authorized signatory(with printed name) with detail of position or official designation;
  - (iii) have complete details such as start and end date of employment, position, and monthly/annual income in USD; and
  - (iv) not be computer-generated income

Note:

- a. If the current employment is less than two years, a copy of a certificate from the previous employment/s must be submitted to verify if the applicant meets the minimum 2-year full-time work requirement.
- b. If in local currency, submit the income conversation to the USD form provided by ADB-JSP.

**If unemployed:** Submit a certificate of unemployment and no income, and must:

- a. be government-issued with its letterhead and contact details (stamped logo is not acceptable); and
- b. be signed by an authorized signatory with details of position or official designation.

8.  **Certificate/Proof of Family Income or No Income**  
Signed by an authorized signatory with printed name and details of position or official designation.

Spouse(if the applicant is married)      or    Father and Mother (if the applicant is single)

If **employed**: The certificate of income must:

- a. be issued by the company with its letterhead and contact details (stamped logo is not acceptable)
- b. be signed by authorized signatory(with printed name)with detail of position or official designation; and
- c. not be computer-generated income

Note:

if in local currency, submit the income conversation to the USD form provided by ADB -JSP.

If **unemployed**: The certificate/proof of no income must:

- a. be government-issued with its letterhead and contact details (stamped logo is not acceptable); and
- b. be signed by an authorized signatory with details of position or official designation.

If **deceased**: Submit a death certificate (issued by a government civil registration office)

If **retired**: Submit a retirement certificate (issued by a government civil registration office)

9.  Score sheet of **TOEFL** (Test of English as a Foreign Language) or **IELTS** (International English Language Testing System) described on Form #2. A candidate should submit the score. This is a must.
10.  **A copy of the most critical research paper, report, or publication** authored by the applicant, if any.
11.  **Information Sheet**
12.  **Two Evaluation Reports (Form #4) and a separate letter** are preferably prepared and signed by a dean, a department chairperson, or a professor you attended most recently. The report and a letter should be submitted directly to the ADB-JSP secretariat from the recommender through the weblink. The weblink information will be provided to the recommender after all application materials have been confirmed.

WHO WILL WRITE AND UPLOAD THE EVALUATION REPORTS?

1. \_\_\_\_\_ Email address

2. \_\_\_\_\_ Email address

The ADB-JSP Secretariat will send the weblink to the recommenders. Please fill in a valid email address.

**Note:**

- 1) **Successful awardees are required to submit original documents to the ADB-JSP secretariat in the School of International Health, the University of Tokyo by mail.**
- 2) **Submitted documents will not be returned.**