

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

You can apply for the program if you meet the eligibility criteria. The following documents must arrive by 17:00 (JST) on 30th June 2025 through the following link to complete your application.

<https://docs.google.com/forms/d/e/1FAIpQLScZ5kAE3lJ6fW63lOQ7CePjrLMm4BM3exESzOf2jjMlyzkatg/viewform?usp=sharing>

If you have any questions, please feel free to contact the secretariat.

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 the 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. ☐ **Copy of passport**
5. ☐ **Photograph** taken within the past six months.
6. ☐ **Official Academic Records**
A copy of the Diploma/Graduate Certificate and Transcripts; both are signed 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).

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 an authorized signatory (with printed name) with details of position or official designation.
- c. not be computer-generated income

Note:

If it is in local currency, submit the income conversation using 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)
- 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. ☐ **Information Sheet**

11. ☐ **A copy of the most critical research paper, report, or publication** authored by the applicant, if any.

12. ☐ **Curriculum vitae(free form)**

13. Evaluation Report and Recommendation Letter
Please write your recommender's information.

1. Name _____ Affiliation _____ Email address _____

2. Name _____ Affiliation _____ Email address _____

The ADB-JSP secretariat will send the Evaluation Report Form to the above recommenders. Please fill in a valid email address.

Note:

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