

## Application Form (JJ/WBGSP, ADB-JSP, IMF)

Date of submission:  
(office use only)

1. Name and photo	Full name (Japanese)				Photo	<p>Please insert jpg file of your photo here. Or attach 4cm X 3cm photo onto the hardcopy (please write your name on the opposite side of the photo).</p> <p>To insert photo; 1.single click this cell 2.choose "picture" from the insert tab 3.select the photo</p>
	"Furigana"(Japanese)					
	<b>Family</b> name in English (CAPITAL) exactly as written in passport					
	<b>First</b> name in English exactly as written in passport					
	<b>Middle</b> name in English exactly as written in passport					
2. Basic Information	Gender					
	Date of Birth (Year/Month/Date)		Age		As of 10/16/2017	
	Nationality	Pull down from the list below. If you are a dual citizen, be sure to list from the second pull down menu.				
	Japanese residency	(If non-Japanese) Given permission for permanent residence in Japan? please pull down from below.				
	Current Status (pull down from menu)					
	Current Status: If you selected others, please specify.					
3. Contact Information <u>around Feb 2018</u> (for Interview)	Phone No. (Landline) include country code		Phone No. (Mobile) include country code			
	Skype ID					
	Address					
	City					
	State/Province					
	Country					
	Postal Code					
4. Contact Information <u>around May 2018</u> (for sending Admission Package)	Phone No. (Landline)		Phone No. (Mobile)			
	Address					
	City					
	State/Province					
	Country					
	Postal Code					
5. Permanent / Secondary Address	Phone No. (Landline) include country code					
	Full Address					
6. Policy Stream	Please select policy stream of your interest from the pulldown menu.					
	<b>Note: Applicants who apply to either IMF-JISPA or JJ/WBGSP should select EPFD.</b>					

<b>7. Cumulative Grade Point Average (GPA)</b>		Indicated on the School record (ex. 67/100, 6.8/10)		Self calculation*					
	Undergraduate								
	Graduate (Master)								
	*When GPA is not specified on your transcript, you should calculate by yourself by using Form #1-annex (GPA calculation sheet).								
<b>8. Scholarship Information</b>	Please select scholarship(s) you are applying. If you wish to be considered for both scholarships, please select both.								
	If you are applying for scholarship(s) that will cover your study in this program concurrently, please specify details below. (name of the scholarship, terms and period)								
<b>9. Standardized Tests</b>	TOEFL/IELTS			R	L	S	W	Total	Test date
			TOEFL					0	16-Oct-17
				L	R	W	S	Overall	Test date
			IELTS						16-Oct-17
<p>Test must have been taken within two years of the time of application's arrival date.</p> <p>If you do NOT submit either TOEFL or IELTS score as a proof of English Proficiency, please select the reason from below.</p> <p>1. Because I am a native English speaker.</p> <p>2. Because I am an applicant who earned a bachelor's degree, or the international equivalent thereof in Australia , Canada, Ireland, New Zealand, the U.K or the U.S.A. from an institution, where the primary language of the entire institution (not only my faculty or course) is English.</p> <p>3. Because I got an approval from MPP/IP Admissions Office not to submit either TOEFL or IELTS score although I am an applicant who earned a bachelor's degree, or the international equivalent thereof in countries other than Australia, Canada, Ireland, New Zealand, the U.K or the U.S.A., from an institution (not only my faculty or course) is English.*</p> <p><u>*If you select this reason, please enclose a copy of the email from MPP/IP Admissions Office indicating that you are exempted from submitting a score.</u></p>									
<p>Reason for NOT submitting TOEFL nor IELTS score*</p> <p>*For details, please read X. Documentation Requirements, 5. Proof of English Proficiency in the Application Guideline.</p>									
	GRE (General Test) Score	Verbal		Quantitative		Analytical Writing		Test date	
		Score	%	Score	%	Score	%		
								16-Oct-17	

10. Educational Background	List, in chronological order, all schools attended starting from primary school. Please attach separate sheets if space is insufficient.				
	<b><u>Elementary School</u></b> <i>Name of Institution</i>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Middle School</u></b> <i>Name of Institution</i>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>High School</u></b> <i>Name of Institution</i>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Higher Education 1</u></b> <i>Name of Institution</i>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Higher Education 2</u></b> <i>Name of Institution</i>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Higher Education 3</u></b> <i>Name of Institution</i>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	Total year of education				0years0months

11. Professional Background	List, in chronological order, all full-time positions. Do not include part-time positions. Please attach separate sheets if space is insufficient.				
	<u>Company Name,</u> <u>Job Title</u>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<u>Company Name,</u> <u>Job Title</u>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<u>Company Name,</u> <u>Job Title</u>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<u>Company Name,</u> <u>Job Title</u>				
	<u>Company Name,</u> <u>Job Title</u>				
12. Internships, Social and/or Volunteer Activities	Please attach separate sheets if space is insufficient.				
	<u>Organization Name,</u> <u>Job Title</u>				
	Location of the org.				
	Duration of employment	From		To	0years 0months
	<u>Organization Name,</u> <u>Job Title</u>				
	Location of the org.				
	Duration of employment	From		To	0years 0months
	<u>Organization Name,</u> <u>Job Title</u>				
	Location of the org.				
	Duration of employment	From		To	0years 0months
	<u>Organization Name,</u> <u>Job Title</u>				

<b>13. Referees</b>	<b>Referee (1)</b>	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Adress	
	Email Address	
	Telephone number	
	<b>Referee (2)</b>	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Adress	
	Email Address	
	Telephone number	
<b>14. Enrollment Date</b>	Sep. 2018	
	Scholarship applicants can only enroll in Sep. 2018.	
<b>15. UTokyo attendance record</b>	Have you attended the University of Tokyo?	
	If yes, please indicate the status and the name of school. (ex. Research student/ School of Economics)	
<b>16. Application Record to GraSPP (if applicable)</b>	Year of application	
	Name of course	
	Result (pass/fail)	

Grading Calculation Table

<All years from enrollment>

Grade					① Grade Point	② Academic Credits (Total number of academic credits) ※This is not the number of courses. Please insert the number of academic credits.				③ Grade Point×Credit Number (①×②)			
4-Grade System		5-Grade System		100%- Grading System		BA	MA	PhD	Total	BA	MA	PhD	Total
		A	S	100-90	4.3				0	0	0	0	0
Excellent	A	B	A	89-80	4				0	0	0	0	0
Good	B	C	B	79-70	3				0	0	0	0	0
Fair	C	D	C	69-60	2				0	0	0	0	0
Fail	F	F	F	59~	0				0	0	0	0	0
					Total	0	0	0	0	0	0	0	0

**Note !**  
Add up the **number of credits** from each course taken.  
\* Do not add up the number of courses taken.  
Example)  
Course A (2 Credits)      In this case, the total number of credit is "9"  
Course B (4 Credits) → and not "3", which is the total number of courses.  
Course C (3 Credits)

④ Grading calculation  Automatically transferred to the "Grading Calculation Table". →	BA	#DIV/0!
	MA	#DIV/0!
	PhD	#DIV/0!
	Total	N/A

※ Rounded to two decimal place

【Grade Calculation Method】

The Grading Coefficient is calculated in the following method, based on the grades given on the academic transcripts.

①For 4-Grade system (e.g. "Excellent", "Good", "Fair", and "Fail"), each correspond to (4, 3, 2, 0) respectively.

For 5-Grade System (e.g. A, B, C, D, F), each corresponds to (4.3, 4, 3, 2, 0).

② Add the number of academic credits (\*not the number of courses) as given on the transcript, and insert the number in the cell for Academic Credits.

③ and ④ will be calculated automatically. Do not change the formula.

※ Do not include results of 2-Grade Systems (e.g. Pass/Fail).

※ Please include all the number of academic credits given on your academic transcripts. Do not include any academic credits that do not show on your transcripts.

(Reference)

Grading Formula:

[ (Academic Credits of Grade Point 4.3 x 4)+(Academic Credits of Grade Point 4 x 4) + (Academic Credits of Grade Point 3 x 3)+(Academic Credits of Grade Point 2 x 2)+(Academic Credits of Grade Point 0 x 0) ] ÷ Total Number of Credits available

Form#2



## GraSPP Graduate Admissions – Academic Reference Request Form

Thank you for agreeing to write a reference. Your letter is important to the applicant; we cannot consider applications without supporting references.

Please follow the instructions below:

1. Please complete all of the information below, to enable us to match your reference to the applicant's file.
2. Please address all of the subsequent questions in your reference letter, which should be printed on official university headed paper, signed and dated.
3. Please sign the back of the envelope over the seal, and then return the reference directly to the applicant.
4. You may send the letter of reference directly to the Graduate School of Public Policy no later than January 10, 2018, 5pm JST. In this case, please make sure that applicant's name is clearly written both on the envelope and on the letter.

### I. Applicant Information

Family Name:	
First Name:	
Middle Name:	

### II. Referee Information

Name:	
Current position:	
Current institution:	
Contact email address*:	

\* a webmail address is not official for our purposes

### III. Information on relationship between Applicant and Referee

How long have you known the applicant?	Years	Months
In what capacity have you known the applicant?:		
How often have you interacted with the applicant?		
<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Rarely		

### IV. Applicant's Ability

#### Ranking:

Relative to other students from the same university and following the same degree program, how would you rate the applicant's overall academic ability?

☐ Top 5%    ☐ Top 10%    ☐ Top 25%    ☐ Top 50%    ☐ Bottom 50%    ☐ Unable to comment

Please evaluate the applicant in the areas below and check one of the boxes.							
	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment	
Academic performance/ability (e.g. honors, awards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intellectual ability/potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capacity for original thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motivation for further study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability in oral expression, including willingness to contribute valuably to seminar discussion where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please comment on the applicant's characteristics and personality.							

<i>How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the GraSPP?</i>			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> poor

**V. Items to consider when writing your reference – please print onto *official university headed paper*, sign, date and attach to this sheet.**

1. How well do you know the applicant's academic work?
2. How well do you know the applicant's intellectual strengths and academic achievements (e.g. honors, awards)
3. In your opinion how well do the applicant's studies to date equip him or her to follow study at GraSPP? You might wish to comment on the applicant's: writing skills; analytical skills; ability to participate effectively in seminar debate and discussion; presentation skills; quantitative skills (if relevant to programme)
4. To the best of your knowledge does the applicant have any work experience relevant to this application?
5. Please comment on the applicant's future career prospects: Where do you see him/her in the next 5-10 years?
6. To the best of your knowledge does the applicant have any other qualifications relevant to this application?



Form#2



## GraSPP Graduate Admissions – Professional Reference Request Form

Thank you for agreeing to write a reference. Your letter is important to the applicant; we cannot consider applications without supporting references.

Please follow the instructions below:

1. Please complete all of the information below, to enable us to match your reference to the applicant's file.
2. Please address all of the subsequent questions in your reference letter, which should be printed on official university headed paper, signed and dated.
3. Please sign the back of the envelope over the seal, and then return the reference directly to GraSPP.
4. You may send the letter of reference directly to the Graduate School of Public Policy no later than January 10, 2018, 5pm JST. In this case, please make sure that applicant's name is clearly written both on the envelope and on the letter.

### I. Applicant Information

Family Name:	
First Name:	
Middle Name:	

### II. Referee Information

Name:	
Current position:	
Current institution:	
Contact email address*:	

\* a webmail address is not official for our purposes

### III. Information on relationship between Applicant and Referee

How long have you known the applicant?	Years	Months
In what capacity have you known the applicant?:		
How often have you interacted with the applicant?		
<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Rarely		

### IV. Applicant's Ability

#### Ranking:

*Relative to other staffs at the same level in your institution, how would you rate the applicant's overall professional ability?*

☐ Top 5%   ☐ Top 10%   ☐ Top 25%   ☐ Top 50%   ☐ Bottom 50%   ☐ Unable to comment

*Please evaluate the applicant in the areas below and check one of the boxes.*

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Professional ability/Work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability/potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for original thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for further study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression, including willingness to contribute valuably to seminar discussion/debate where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please comment on the applicant's characteristics and personality.						

<i>How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the GraSPP?</i>			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> poor

***V. Items to consider when writing your reference – please print onto official headed paper, sign, date and attach to this sheet.***

1. How well do you know the applicant's professional work?
2. Please comment on the applicant's contributions to your institution or to society which are relevant to the study.
3. Please comment on the applicant's future career prospects: Where do you see him/her in the next 5-10 years.
4. In your opinion how well does the applicant's professional experience to date equip him or her to follow the study at GraSPP? You might wish to comment on the applicant's: writing skills; ability to participate effectively in meetings/discussions/debate; analytical skills; presentation skills; quantitative skills (if relevant to programme)
5. To the best of your knowledge does the applicant have any other qualifications (academic or professional) relevant to this application?

**<Instructions for JJ/WBGSP applicant's referee>**

In addition to the above, please describe:

1. Your in-depth understanding of the candidate's background as well as the strong basis for motivation that connects his/her interest of study at GraSPP with the future plans of his/her involvement in the development of the country.
2. Your thoughts as to whether it is important for the candidate to study at GraSPP under JJ/WBGSP for realizing such plans and why you think so.

### Statement of Purpose

In 1000 words or less, please describe your educational and professional background. Please also include the main issues and focal areas you expect to tackle during your studies at GraSPP, as well as the practical applications such study will have after you complete the program.

\* Make sure to use font size greater than 11 pts. Do not change the setting to this sheet.

Applicant's Name

Family Name

First Name

Middle Name

### Statement of Purpose

In 1000 words or less, please describe your educational and professional background. Please also include the main issues and focal areas you expect to tackle during your studies at GraSPP, as well as the practical applications such study will have after you complete the program.

\* Make sure to use font size greater than 11 pts. Do not change the setting to this sheet.

## Letter of Endorsement

**To the Applicant:** please pass this form to your supervisor in your home institution and ask him/her to complete it and return it to you. This form must be included when submitting your Application.

I, the undersigned \_\_\_\_\_(Family name), \_\_\_\_\_(Given name(s))  
at \_\_\_\_\_(name of institution) hereby:

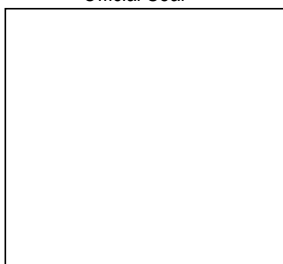
1. nominate \_\_\_\_\_(name of applicant) to enroll in the Master of Public Policy, International Program, at Graduate School of Public Policy, University of Tokyo;
2. certify that the information supplied by the applicant is correct to the best of my knowledge;
3. certify that the applicant, if accepted, will not be assigned duties that will conflict with devoting full time and attention to the program, should there be an agreement between my institution and the applicant to continue to be employed after graduation.

Name of Applicant's Supervisor \_\_\_\_\_  
Family Name First Name Middle Name

Position \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<Official Seal>



Statement of Eligibility and Expression of Intent for **ADB-JSP**  
in MPP/IP, Graduate School of Public Policy

No.	Eligibility	<input checked="" type="checkbox"/>
1	I am a national of an ADB borrowing member country (not from countries that are no longer borrowing from ADB). See <a href="http://www.adb.org/site/careers/japan-scholarship-program/main">List (http://www.adb.org/site/careers/japan-scholarship-program/main)</a>	
2	I have a bachelor's degree or its equivalent with superior academic record.	
3	I have at least two (2) years of full-time professional working experience (acquired after a university degree) at the time of application. I hold proficiency in oral and written English communication skills to be able to pursue studies.	
4	I am not more than 35 years old at the time of application.	
5	I am in good health.	
6	I agree to return to my home country after completion of studies under the Program.	
7	I am not any of the following categories; Executive Directors, Alternate Directors, management and staff of ADB, consultants, and close relatives of the aforementioned	
8	I am not a staff of ADB-JSP partner institution.	
9-1	I have never lived or worked in a country other than my home country.	
9-2	If you have lived or worked in a country other than your home country, please describe in detail. Name of the country: _____ Duration: ____ years and ____ months From (mm/yyyy) to (mm/yyyy) Purpose: (A. to study, B. to work, C. others: please describe below*. ex. intern, to stay with parents.) (* )	
10	I have never enrolled in graduate degree programs.	
11	I am not applying for any of the following programs; undergraduate studies, distance learning programs, short-term training, conferences, seminars, thesis writing, and research projects	

**I hereby affirm that I have read the scholarship eligibility requirements set forth by the ADB-JSP listed above and confirm that all answers checked on this form are accurate.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

-----  
**Before completing the part below, please consult with your employer.**

Please note that applicants who are shortlisted by MPP/IP Admissions Office are qualified for enrollment in GraSPP, even without scholarships from the Asian Development Bank. However, those who are not among the list of successfully selected applicants for ADB-JSP should consult with their employers regarding financial support for study at the Graduate School of Public Policy.

**Provided you are admitted by MPP/IP Admissions Office, please answer to the following questions:**

- If you are not ultimately selected for an ADB-JSP scholarship, do you intend to register for enrollment at the Graduate School of Public Policy, University of Tokyo at your own expense?  
( )Yes ( )No
- If you are not ultimately selected for an ADB-JSP scholarship, do you intend to register for enrollment at the Graduate School of Public Policy, University of Tokyo with financial support from your home institution?  
( )Yes ( )No

Statement of Eligibility and Expression of Intent for **JJ/WBGSP**  
In MPP/IP, Graduate School of Public Policy

No.	Questions	<input checked="" type="checkbox"/>
1	I am a national of a World Bank member country eligible to borrow.	
2	I am not a dual citizen of any developed country.	
3	I am in good health, with respect to the capacity to be a productive scholar on a continuous full-time basis for the duration of the master's program, as certified by a medical doctor less than 3 months before the start of the master's program.	
4	I hold a Bachelor's degree (or equivalent university degree) earned before 2015.	
5	I have not received any scholarship funding from the government of Japan or its agencies (including JICA, the Central Bank, and local governments) to help finance a graduate or professional degree (including Law, Medicine, Masters, PhD).	
6	I have at least 3 years of development-related experience (including paid part time employment) since earning a Bachelor's degree (or equivalent university degree) and within the past six years from the date of the Application Deadline. Please see list of development-related topics on <a href="#">JJ/WBGSP website</a> .	
7	I am not any of the following categories; Executive Director, his/her alternate, and/or staff of all types of appointments of the World Bank Group (The World Bank, International Development Association, International Finance Corporation, Multilateral Investment Guarantee Agency, and International Center for Settlements of Investment Disputes), or a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew.	
8	I am employed in a paid and full time position at the time of application.	

**I hereby affirm that I have read the scholarship eligibility requirements set forth by the JJ/WBGSP listed above and confirm that all answers checked on this form are accurate.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

-----

**Before completing the part below, please consult with your employer.**

Please note that applicants who are shortlisted by MPP/IP Admissions Office are qualified for enrollment in GraSPP, even without scholarships from the World Bank. However, those who are not among the list of successfully selected applicants for JJ/WBGSP should consult with their employers regarding financial support for study at the Graduate School of Public Policy.

**Provided you are admitted by MPP/IP Admissions Office, please answer to the following questions:**

- If you are not ultimately selected for a JJ/WBGSP scholarship, do you intend to register for enrollment at the Graduate School of Public Policy, University of Tokyo at your own expense?  
( )Yes ( )No
- If you are not ultimately selected for a JJ/WBGSP scholarship, do you intend to register for enrollment at the Graduate School of Public Policy, University of Tokyo with financial support from your home institution?  
( )Yes ( )No

## Checklist

Please enclose application documents in order of below.

- ☐ 1. Checklist (Form#6)
- ☐ 2. Application Form (Form #1)
- ☐ 3. Three clear photographs of your face (30 X 40 mm) \*  
\*Please paste one onto the Form #1.
- ☐ 4. An original copy of Official Proof of Graduation certified with the seal/stamp of the university
- ☐ 5. All original copies of Official Transcripts certified with the seal/stamp of the university
- ☐ 6. Two letters of Reference with Forms #2-Academic and/or #2-Professional
  - 1. Letter of Reference and Form #2- Enclosed
    - ☐ with this envelope      ☐ to be sent directly from the Referee
  - 2. Letter of Reference and Form #2- Enclosed
    - ☐ with this envelope      ☐ to be sent directly from the Referee
- \* Please check with the referees that the letter and Form #2 are both enclosed in the same envelope.*
- ☐ 7. Statement of Purpose (Form #3)
- ☐ 8. Letter of Endorsement (Form#4)
- ☐ 9. Statement of Eligibility and Expression of Intent (Form #5 (WB) and/or Form #5 (ADB))
- ☐ 10. A photocopy of your passport photo page (Please do not send the original.)
- ☐ 11. Receipt for Remittance of Application Fee

## &lt; Confirmation &gt;

- ☐ Have you electrically sent the Form #1 in excel format to the Admissions Office by email?  
(Photo does not need to be attached.)
- ☐ Have you ordered the testing organization to send the TOEFL or IELTS Official Score Report to the school? (The date you ordered (mm/dd/yyyy:                      )
- ☐ Have you ordered the ETS to send a GRE (Graduate Record Examinations) General Test Official Score Report to the school? (Strongly recommended to submit)  
(The date you ordered (mm/dd/yyyy:                      )

I certify that to the best of my knowledge all information given in this Application Form and all its supporting documentation are correct and complete, and I understand that any omission or misinformation concerning enrollment in colleges or universities may invalidate my admission or result in dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_