



Application Form for Japan-IDB Scholarship Program
1300 New York Avenue, NW – Stop #W 614
Washington, D.C. 20577

APPLICATION INSTRUCTIONS NORTHERN HEMISPHERE PROGRAM: ACADEMIC YEAR 2009-2010

Please read carefully the instructions stated below before you fill out the application forms.
Not complying with the instructions may disqualify you from eligibility.

THE NORTHERN HEMISPHERE PROGRAM

The Northern Hemisphere program awards scholarships for students who will be studying at universities located in USA, Canada, Europe and Central America. Scholarships are granted on a yearly basis for up to two years, and are applicable to a Masters Program. However, since the year 2008 the Japanese Government is giving preference to recipients who are applying to an ONE YEAR MASTER PROGRAM. Renewal of the scholarship award for the second year of study (for those with a 2 year master program) is conditional on the student maintaining a high standard of performances as determinate by the university and requires the submission of a renewal application. The host university will be asked to monitor the performances of the student and report the bank from time to time, including providing copies of Master's thesis prepared by the student

GENERAL INSTRUCTIONS

1). Sending Application Forms

- Please mail the application form with all supplemental materials to the address at the top of this page.
- The submission of application forms is limited to one per person.
- The application form submitted to the Japan-IDB Scholarship Program is not returnable.
- Incomplete applications will not be considered.
- Applications sent by fax will not be accepted.
- **Do not bind** the forms.
- No information or documentation will be accepted other than that enclosed with the application form. All the required materials must be sent together with the forms.

2). Attachment Materials

- Please attach to the application **only** the materials described in the APPLICATION INSTRUCTIONS.
- **Do not send** curriculum vitae and/or resume.
- The recommendation letters and health certificate must have an **original signature**.

3). Schedule and Communication

- This application must be received by **May 11, 2009**, at the above address, for you to be eligible for a scholarship for the 2009-2010 academic year.
- **We do not acknowledge receipt of application forms directly or indirectly over the phone or by fax, or by e-mail; the letter with the result constitutes certification of receipt.**
- Final selections are expected by mid-July.
- **If by the end of July you have not received your results, it should be understood that you were not selected. You may not inquire the result directly or indirectly over the phone, nor by fax or by e-mail. A written communication will be mailed to you.**
- At the end of July scholarship award winners will be posted on the IDB-Japan scholarship web site: <http://www.iadb.org/int/jps/main.asp>

Note: The Japan-IDB Scholarship Program has an employment restriction policy in which scholarship recipients are not permitted to work within the IDB, nor The World Bank, IMF or any international organization during their studies and for two years after completing their academic year.

APPLICATION INSTRUCTIONS

HOW TO FILL OUT:

- Use only the application forms obtained through the IDB or downloaded from the internet, or the copy of either two. **Application forms created by the applicants will not be considered.**
- Either type or write in a block form character to fill out the application forms.
- Write either in English or Spanish.
- Supplemental materials written in other languages than English or Spanish must be accompanied by English or Spanish translation. A certified translation is required for the materials requested in section 7.

This application is divided into nine (9) sections as follows:

1. *Personal Data*

Name – Nationality – Date of Birth – Complete Address (include city and country) **Do not forget to sign at the bottom of the page.** Attach a copy of Birth Certificate or other official document that demonstrate your nationality (i.e., passport).

2. *University Study Program*

Describe the university study program. Attach **a university letter of admission** (with no conditions or restrictions) for the 2009-2010 academic year, a description of university study program, and an official score report of a language proficiency test, where applicable. The letter cannot be sent to IDB directly nor separately from the application form.

3. *Future Career Goals*

Describe your future career goals and plans upon completion of graduate studies.

4. *Proposed Budget*

Describe the proposed budget of the first year of your studies. Attach a financial information sheet provided by the university which shows the estimates of annual expenses, or have the university certify this page. (If the current year annual expenses are not available yet, you can attach the financial information for the previous year).

5. *Employment Record*

Describe your last four professional experiences.

6. *Letters of Reference – Professional*

Using this form, obtain **two letters of reference** from supervisors or colleagues who can speak about your professional responsibilities and accomplishments, and attach the letters with original signature to the application. The letters cannot be sent to IDB directly nor separately from the application form. It is not necessary to be in a seal enveloped. (***Letter of reference can also be attach to the application form and must be with original signature.***)

Rating scale: This is a relevant indicator. If the applicant is one of the best 8 employees among 75 in the company (institution, department, etc.) the applicant is top 10% ($8 \div 75 \times 100\% = 10\%$).

Description of applicant: Please describe how the applicant is good by providing us examples.

7. Education

Attach the certified copies of official transcripts of grades or similar proof of academic standing with a description of the grade system used by the university. Also attach the certified copy of the graduation certificate (i.e., a copy of diploma) if the official transcripts do not record the date of graduation and the degree obtained.

8. Letters of Reference – Academic

Using this form, obtain **two letters of reference** from former professors who can speak about your academic accomplishments, and attach the letters with original signature to the application. The letters cannot be sent to IDB directly nor separately from the application form. It is not necessary to be in a seal enveloped.

Rating scale: this is a relevant indicator. If the applicant is one of the best 8 students among 75 in the faculty the applicant is top 10% ($8 \div 75 \times 100\% = 10\%$).

Description of applicant: Please describe how the applicant is good by providing us examples.

9. Health

Attach a medical certificate from your doctor that demonstrates in his/her professional opinion you have no health issues that would prevent you from participating in the scholarship program. It is not necessary to perform a full physical health exam, or to submit x-rays, dental records, immunization records, etc.

ELEGIBILITY CRITERIA

Candidates must meet the following requirements to qualify for a scholarship for the academic year 2009-2010:

1. **Be a citizen of one of the borrowing member countries of the Bank.**
2. Be under the age of 40.
3. Be in good health.
4. Hold a bachelor's degree or its equivalent in social sciences, business or public administration, or another development-related technical discipline.
5. Have obtained his/her university degree with superior grades.
6. Have at least two years of work experience in a public agency or in an organization devoted to research or teaching.
7. Be currently **admitted**, but have not yet begun studies, in a Master's degree program in the social sciences, or another development-related technical discipline (except Law, Medicine and MBA), in a university of a member country other than the country of origin or residence, except in special cases.
8. Be prepared to return to his/her native country upon completion of studies and work for at least **two years** in order to apply his/her enhanced knowledge and skills towards helping accelerate the economic and social development.
9. Not be an Executive Director, their alternate, staff, long-term Consultant of the Inter-American Development Bank, a blood relative up to the fourth degree, or a relative by marriage up to the second degree.
10. Applicants must not be elected or appointed political officials during the application process and/or in the last two years of their work experience, (i.e. Ambassadors, Government ministers or; Vice-ministers, Cabinet, Secretaries, or equivalents.

WHAT IS COVERED BY THE SCHOLARSHIP?

The scholarship provides benefits covering **full tuition, the cost of medical and accident insurance obtained through the university, allowances for installation, monthly subsistence, books, and economy class travel.** It does not provide a special subsistence allowance for the student's spouse. The scholarship is effective as of the commencement of the academic year 2009-2010 and terminates at the end of that academic year. It does not cover tuition, living expenses or any other costs associated with **the summer session.**

In case you were granted a scholarship from the university in which you are enrolling:

The Japan-IDB Scholarship Program does share costs in conjunction with your university. The Scholarship Program covers the remaining tuition balance as well as the other costs indicated in the processing paragraph.

In case you were granted scholarships from other organizations:

The Japan-IDB Scholarship Program will cover only tuition. All additional cost must be covered by the other organization.

Sent to:

**Application Form for Japan-IDB Scholarship Program
1300 New York Avenue, NW – Stop #W614
Washington, DC 20577
U.S.A**

2.



University Study Program

The Japan-IDB Scholarship Program is designed for those individuals who wish to pursue an advanced degree at a Masters level. The Scholarship is available for those who have been admitted to study at a university recognized for its development research and teaching but have not yet begun their studies.

University: _____

Department/Faculty: _____

Dean's name: _____
(or contact person and title)

Address: _____

Telephone: _____ Fax: _____

Expected Degree: _____ Major: _____

Note: Attach the university letter of admission and a description of the university study program.

When do you plan to begin studies towards the program for which the scholarship is being sought?

Total length of the program: _____ (years/months)

Length of course-work portion of the program (not including thesis): _____

Time required for the investigations of thesis preparation: _____

If you are required to take a language proficiency exam, please identify the name of the test and your score.

Name of test: _____ Score: _____

When did you take this test? _____

Note: Attach an official score report of a language proficiency exam.

Describe briefly the university study program. State your special academic interests, your purpose and objective in undertaking graduate study. *Please do not write more than can fit in the space provided on this page.*

3.



Future Career Goals

The Japan-IDB Scholarship Program requires the student to return to his/her native country upon completion of studies in order to apply his/her enhanced knowledge and skills towards helping accelerate economic and social development. Please describe:
a) How you are going to utilize your acquired knowledge and skills to address development needs of your country; b) Describe the relevance of your proposed study program to future career goals; c) Specify your professional plan upon return to your country of origin. *Please do not write more than can fit in the space provided on this page.*

4.



Proposed Budget

University Fees: The scholarship covers tuition, mandatory administrative and student fees charged by the University; the cost of medical and accident insurance obtained through the university for the student only.

Subsistence: During the period of study, the student can be entitled to a subsistence allowance for himself/herself only for the period of study in the academic year. The estimate for the subsistence should include the cost of housing, food, utilities, and other reasonable living expenses. *Note: If selected, this budget may be adjusted by the IDB.*

Please give below the estimates based on the budget provided by the university. All expenses are to be calculated for the student only. Please give annual costs in host university currency.

Items	Amount
Tuition Fees	_____
Administrative/Student Fees	_____
Medical/Accident Insurance	_____
Subsistence Expenses	_____
TOTAL	_____

Note: Attach a financial information sheet provided by the university, or have the university certify this page.

In addition to the above, the scholarship covers the following:

Installation Allowance: Paid at the beginning of studies (amount set by the IDB).

Book Allowance: Paid at the beginning of studies (amount set by the IDB).

Travel: The scholarship can also cover the cost of economy class air travel for the student only once for travel from the place of residence to the university and for one return trip following the end of the scholarship or any renewal thereof.

Financial Support: To what other sources of funding have you already applied or are you planning to apply?. If you have already been accepted to receive funding of any other sources, please note the name of the sources as well as the items and amount to be covered.

5.



Employment Record (1)

You must have at least two years recent work experience in a public service organization or a teaching or research institution engaged in development-related activities and intends to pursue a career in a development related field. (Describe your record for your last positions of employment. Four pages are provided in this application, one for each position).

Organization: _____

Address: _____

Date of Service: _____ to _____ (Duration: _____ years _____ months)
month/year month/year

Title of your position: _____

What role does this organization have in economic development?. Describe your responsibilities, projects undertaken, and other professional accomplishments that demonstrate your experience in economic development. *Please do not write more than can fit in the space provided on this page.*

5.



Employment Record (2)

You must have at least two years recent work experience in a public service organization or a teaching or research institutions engaged in development-related activities and intend to pursue a career in a development related field. (Describe your record for your last positions of employment. Four pages are provided in this application, one for each position).

Organization: _____

Address: _____

Date of Service: _____ to _____ (Duration: _____ years _____ months)
month/year month/year

Title of your position: _____

What role does this organization have in economic development?. Describe your responsibilities, projects undertaken, and other professional accomplishments that demonstrate your experience in economic development. *Please do not write more than can fit in the space provided on this page.*

5.



Employment Record (3)

You must have at least two years recent work experience in a public service organization or a teaching or research institution engaged in development-related activities and intend to pursue a career in a development related field. (Describe your record for your last positions of employment. Four pages are provided in this application, one for each position).

Organization: _____

Address: _____

Date of Service: _____ to _____ (Duration: _____ years _____ months)
month/year month/year

Title of your position: _____

What role does this organization have in economic development?. Describe your responsibilities, projects undertaken, and other professional accomplishments that demonstrate your experience in economic development. *Please do not write more than can fit in the space provided on this page*

5.  **Employment Record (4)**

You must have at least two years recent work experience in a public service organization or a teaching or research institution engaged in development-related activities and intend to pursue a career in a development related field. (Describe your record for your last positions of employment. Four pages are provided in this application, one for each position).

Organization: _____
Address: _____

Date of Service: _____ to _____ (Duration: _____ years _____ months)
month/year month/year

Title of your position: _____

What role does this organization have in economic development?. Describe your responsibilities, projects undertaken, and other professional accomplishments that demonstrate your experience in economic development. *Please do not write more than can fit in the space provided on this page*

6.



Letter of Reference: Professional (1)

Reference's Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
FAX: _____
E-mail: _____

Please evaluate the applicant on the basis of your professional experience with him/her according to the following percentage scale: i.e. if the applicant is one of the best 8 employees among 75 in the company, institution department, etc, then the applicant is part of the top 10% ($8 \div 75 \times 100\% = 10\%$)

	Average		Good		Excellent
	Top 50%	Top 25%	Top 10%	Top 5%	Top 2%
Professional Capability:	_____	_____	_____	_____	_____
Intellectual Potential:	_____	_____	_____	_____	_____
Creativity and Originality:	_____	_____	_____	_____	_____

Describe the applicant's professional strengths, work responsibilities, and outstanding achievements. Please do not write more than can fit in the space provided on this page.

Reference's Signature: _____ Date: _____

6.



Letter of Reference: Professional (2)

Reference's Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
FAX: _____
E-mail: _____

Please evaluate the applicant on the basis of your professional experience with him/her according to the following percentage scale: i.e. if the applicant is one of the best 8 employees among 75 in the company, institution department, etc, then the applicant is part of the top 10% ($8 \div 75 \times 100\% = 10\%$)

	Average		Good		Excellent
	Top 50%	Top 25%	Top 10%	Top 5%	Top 2%
Professional Capability:	_____	_____	_____	_____	_____
Intellectual Potential:	_____	_____	_____	_____	_____
Creativity and Originality:	_____	_____	_____	_____	_____

Describe the applicant's professional strengths, work responsibilities, and outstanding achievements. *Please do not write more than can fit in the space provided on this page.*

Reference's Signature: _____ Date: _____

7.



List colleges, universities, or institutions of formal education you have attended. You must hold a Bachelor's degree or its equivalent in the social sciences, business or public administration, or another economic and social development-related technical discipline from a recognized university and have obtained the university degree with superior grades.

Note: Attach certified copies of transcripts of grades to verify your academic standing. Also attach the certified copy of the graduation certificate (i.e., a copy of the diploma) if the official transcripts do not record the date of graduation and the degree attached.

Master's or Doctoral Degree Study

Institution: _____
Address: _____
Degree: _____
Field of Study: _____
Year Graduated: _____
Academic Rank(1): _____

Other Master's or Doctoral Degree Study

Institution: _____
Address: _____
Degree: _____
Field of Study: _____
Year Graduated: _____
Academic Rank(1): _____

Bachelor's Degree Study

Institution: _____
Address: _____
Degree: _____
Field of Study: _____
Year Graduated: _____
Academic Rank(1): _____

Other Bachelor's Degree Study

Institution: _____
Address: _____
Degree: _____
Field of Study: _____
Year Graduated: _____
Academic Rank(1): _____

(1) Academic rank, e.g., 36th out of 142 students; or estimate of percentile, e.g., graduated in top 35% of class.



Letter of Reference: Academic (1)

8.

Reference's Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 FAX: _____
 e-mail: _____

Please evaluate the applicant on the basis of your professional experience with him/her according to the following percentage scale: i.e. if the applicant is one of the best 8 employees among 75 in the company, institution department, etc, then the applicant is part of the top 10% ($8 \div 75 \times 100\% = 10\%$)

	Average		Good		Excellent
	Top 50%	Top 25%	Top 10%	Top 5%	Top 2%
Academic Capability:	_____	_____	_____	_____	_____
Intellectual Potential:	_____	_____	_____	_____	_____
Creativity and Originality:	_____	_____	_____	_____	_____

Describe the applicant's professional strengths, work responsibilities, and outstanding achievements. Please do not write more than can fit in the space provided on this page.

Reference's Signature: _____ Date: _____

8.



Letter of Reference: Academic (2)

Reference's Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
FAX: _____
e-mail: _____

Please evaluate the applicant on the basis of your professional experience with him/her according to the following percentage scale: i.e. if the applicant is one of the best 8 employees among 75 in the company, institution department, etc, then the applicant is part of the top 10% ($8 \div 75 \times 100\% = 10\%$)

	Average		Good		Excellent
	Top 50%	Top 25%	Top 10%	Top 5%	Top 2%
Academic Capability:	_____	_____	_____	_____	_____
Intellectual Potential:	_____	_____	_____	_____	_____
Creativity and Originality:	_____	_____	_____	_____	_____

Describe the applicant's professional strengths, work responsibilities, and outstanding achievements. *Please do not write more than can fit in the space provided on this page.*

Reference's Signature: _____ Date: _____

9.



Health Certificate

This form is to be filled out by the applicant's doctor. Please give a brief description of the applicant's health status.

Doctor's Signature: _____ **Date:** _____

Application Form for Japan-IDB Scholarship Program
1300 New York Avenue, NW – Stop #W614
Washington, D.C. 20577

APPLICATION CHECKLIST

You must submit the following documentation with your application:
(Do not send this checklist with your application. This is provided for your information only)

Application deadline is **MAY 11, 2009**

- Application form
- Evidence of current admission.
- Description of the University study program
Note: Degrees in Law, Medicine and MBA are not eligible.
(1 year Master Program Preference)
- Copy of your highest degree, and proof of any additional post-graduate diplomas.
- Transcripts of grades from previous and current academic study.
- Birth certificate or proof of nationality.

