

## ADB-Japan Scholarship Program - List of Application Documents

### 1. Completed “Information Sheet”

- “Information Sheet” can be downloaded in WORD file at <https://www.adb.org/work-with-us/careers/japan-scholarship-program>  
Click the “Application Form (MS Word).
- Please do not make any modifications to its format. If you have any inconveniences in download, please contact us. We will send you its WORD file via e-mail.

### 2. Copy of Passport

### 3. Original copy of Certificate of Employment and Compensation issued by the company, with the company’s letterhead/logo and signed by authorized signatory.

The certificate must state the following details:

(a) Start and end date of employment;

Example:

- 1) January 2016 to December 2017
- 2) January 2016 to Present (if currently working to the company)

If the present job is less than 2 years, submit also the certificate of employment from the previous company. Again, all applicants must have at least two-year professional/full time working experience at the time of application.

(b) Monthly or Annual Income

Computer-generated proof of income without the signature of the authorized personnel is not acceptable.

### 4. Original copy of Certificate of your family income issued by the company with the company’s letterhead/logo and signed

- Parents’ Annual/Monthly Income if applicant is single.
- Spouse’s Annual/Monthly Income if applicant is married.
- Computer-generated proof of income without the signature of the authorized personnel is not acceptable.
- If status is unemployed, retired or deceased, an authenticated supporting document must be submitted (e.g. issued by a local government)

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