



## Asian Development Bank-Japan Scholarship APPLICATION FORM to apply to the University of Auckland.

### CHECKLIST

It is important that you correctly fill out all relevant sections in the application form and include all documents listed below. Incomplete forms can cause delays with your application and may also lead to the application missing the closure date. Applications with incomplete documentation may not be considered for a scholarship.

Documents attached to this application must be certified true copies of originals with the official stamp of the school/institution or from a Justice of the Peace, Solicitor, Notary Public, an official from the institution or another authorised official. Where original documents are not in English, you must provide certified copies of official English translations.

**Two sets of this application form (in English) are required. One set must be certified true copies. The other set can be copies. Each copy of the application form must include:**

1. A FIRM OFFER of place letter into the prospective Programme from The University of Auckland.
2. A signed application declaration( pg 14)
3. A certified copy of your birth certificate (in English).
4. A recent passport photograph (pg2)
5. Certified academic transcripts (in English) of all school and/or tertiary results, including the grade assessment schedule used at each institution.
6. Certified copy of the completion or graduation certificate (in English) for each tertiary qualification that you have completed.
7. International English proficiency test results e.g. IELTS or TOEFL.  
Test results must be no more than 24 months old.
8. A current job description stating your position, salary and outlining your responsibilities and duties, if you are employed.
9. Certificate of Family Income (incl. your parents' if single and living at home and yours spouses' if married)
10. A curriculum vitae - a brief and current history of your education, and job skills and experiences.
11. Two references (no more than 24 months old) on official letterhead, supporting your application to study in New Zealand. These must be relevant to the scholarship you are applying for and your nominated programme of study. If applicable, provide one reference from your current employer, one from a relevant government organisation and one from a former lecturer or school principal (for undergraduate applicants).
12. If you have a research component in your programme, a statement of 500 words (maximum) outlining your proposed research topic, including the research question and objectives, proposed methodology, timeline and justification for home-located research is required. The statement should also identify the significance and possible application of the proposed research topic to your home country.

**SECTION ONE: PERSONAL INFORMATION**

Your family name and other names should be the same as shown in your passport or birth certificate

Attach a recent passport sized photograph of yourself

1. Family Name (Last or surname): \_\_\_\_\_  
Other Names (First and middle names): \_\_\_\_\_  
University of Auckland ID Number \_\_\_\_\_  
Email address \_\_\_\_\_

2.  Male  Female

3. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Day Month Year*

4. What ethnic group do you identify with?

5. What is your country of citizenship? (Please list if more than one)

6. What is the number of your passport that you will be entering New Zealand on?

Country:

Passport Number:

7. Do you have, or have you ever applied for, permanent residence status for New Zealand or Australia?

No  Yes

Do you have permanent residence status for another country?

No  Yes

If you answered Yes, list the countries that you have permanent residence status for:

8. Are you living in your home country now?

No  Yes

If you answered No, which country are you living in now?

9. What is your address for mail?

(The scholarship application process takes several months. Please give an address where you can be contacted when a decision is reached. You will not receive a scholarship if ADB-JS cannot contact you. If you give a PO Box number, also provide a physical address that information can be couriered to.)

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10. Your telephone number(s):

Your fax number:

Your email address:

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11 Have you been on a scholarship or award funded by the Asian Development Bank-Japan Scholarship.?

No       Yes

If you answered Yes, write the name of the scholarship, the year(s) on scholarship and the name of the qualification or course undertaken. If your name has changed since you were on the scholarship, write the name you were known as at the time.

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12. Name someone we can contact in an emergency.

Name:

Relationship to you (e.g. father, mother, sister):

Address:

Telephone number(s):

Fax number:

Email address:

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13. Do you suffer from any illness or disability that might affect your ability to participate in the nominated programme of study? (For example, psychiatric condition, asthma, diabetes, significant visual impairment, motor disability or significant hearing loss.) A Yes answer will not necessarily preclude you from a successful application.

No       Yes

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14. If your answer to Question 16 is Yes, please provide brief details of the illness or disability and any special requirements or support you may require to complete your programme of study. Please attach a copy of your doctor's assessment of your needs.

**SECTION TWO: STUDY HISTORY**

15. Please provide the following information for **all** completed and partially completed secondary, vocational, undergraduate or postgraduate study and qualifications. (List the most recent qualification first.)

**You must attach certified copies of the academic transcript and completion certificate for each qualification you have completed. Include the grade assessment schedule used at the institutions.**

Name of education institution	City and country	Years attended		Qualification obtained (or being undertaken)	Major subjects or areas of study
		From	To		

### SECTION THREE: CURRENT STUDY

16. What are you doing now?

- Studying at secondary school
- Studying at tertiary level (full-time)
- Working (part-time) and studying at tertiary level (part-time)
- Working (full-time)
- Not studying or working (in transition)

**If you ticked 'Working (full-time)' or 'Not studying or working (in transition)' go to Section Four.**

17. If you are studying now, what are you studying?

- |  |   |
|--|---|
| <input type="checkbox"/> Secondary school level                            | <input type="checkbox"/> Bachelor degree      |
| <input type="checkbox"/> University Foundation/University Preparatory Year | <input type="checkbox"/> Postgraduate diploma |
| <input type="checkbox"/> Tertiary training/technical certificate           | <input type="checkbox"/> Masters degree       |
| <input type="checkbox"/> Undergraduate diploma                             | <input type="checkbox"/> Doctorate (PhD)      |

18 What is the full name of your course/qualification?

**Please attach a certified copy of your academic results for the current year (e.g. mid-year exam results)**

19. List the major subject(s) or specific area of study:

20 What are the dates of your course?

Start date: \_\_\_\_\_ / \_\_\_\_\_  
*Month Year*

Proposed finish date: \_\_\_\_\_ / \_\_\_\_\_  
*Month Year*

What is the length of your course?

What is the name of the institution where you are studying?

What town or city is this institution located in?

What country is this institution located in?

21. Are you on a scholarship from your own or another government or sponsoring group now?

- No                       Yes

If you answered Yes, what is the full name of the scholarship?

If you answered Yes, who is funding the scholarship?

## SECTION FOUR: WORK HISTORY

This section covers your work history and current work situation. If you are:

- Currently employed or have had previous work experience please answer the questions in this section and attach an up-to-date curriculum vitae to this application.
- Not currently employed and have not had previous work experience, go to Section Five

22. If you are working now, what is the name of your job?

23. What is the name of the organisation where you work?

24. Briefly describe the work of your organisation and the type of service it provides.

Is it a government department, private sector business, non-governmental organisation (NGO), or are you self-employed?

25 How long have you been working in this job?

Years: \_\_\_\_\_ Months: \_\_\_\_\_

26 Will you return to this job after your study?

No                       Yes

If you answered No, what is your prospective employment on your return home?

Name of position:

Organisation:

27. After you have completed your study and returned to your home country for two years to fulfil the conditions of your scholarship, what are your plans for the future?

- Work in your home country
- Work in New Zealand or another country
- More study in your home country
- More study in New Zealand or another country

**SECTION FIVE: ENGLISH LANGUAGE COMPETENCY**

28. Have you been taught in English?  
 No                       Yes

29. Have you completed an IELTS (International English Language Testing System) academic test?  
 No                       Yes  
    I have attached the **original copy** of my IELTS result to this application form.  
Date of test:             /          /           
   *Day*                      *Month*                      *Year*  
Overall IELTS (academic stream) score:  
Listening band:                      Reading band:                      Writing band:                      Speaking band:

30. Have you completed a TOEFL (Test of English as a Foreign Language) test?  
 No                       Yes  
    I have attached the **original copy** of my TOEFL result to this application form.  
Date of test:             /          /           
   *Day*                      *Month*                      *Year*  
(Computer-based) TOEFL score:                      or (Paper-based) TOEFL score:  
Test of Written English (TWE) score:

31. I will send an IELTS/TOEFL result when available.  
Date available:          /          /          Day / Month / Year  
  
**Please attach copies of your test results to this application form. Test results must be no more than 24 months old. Note that some institutions require an IELTS or TOEFL test result even if the tests are not available in your country.**



**SECTION SIX: PROPOSED STUDY PROGRAMME**

Name your proposed programme of study, including the qualification and one or two major subjects where applicable (e.g. Bachelor of Science, majoring in Chemistry). List your first and second choice.

**Please make your choice carefully. It will be very difficult to change your course or institution once the scholarship has been accepted.**

Qualification	Major Subject(s)
First choice:  Education institution:  Campus location (town or city):	
Second choice:  Education institution:  Campus location (town or city):	

## SECTION SEVEN: RELEVANCE OF STUDY TO DEVELOPMENT OF YOUR HOME COUNTRY

All applicants must answer the following three questions. Please be as specific as possible as your answers to these questions will be a major consideration of your eligibility for a Asian Development Bank-Japan Scholarship.(Continue on a separate sheet if needed)

If you have a research component in your programme, a statement of 500 words (maximum) outlining your proposed research topic, including the research question and objectives, proposed methodology, timeline and justification for home-located research is required. The statement should also identify the significance and possible application of the proposed research topic to your home country.

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32. Describe specifically what skills and knowledge you want to gain from your study.

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33. Describe specifically how your proposed study will contribute to your current or future job.

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34. Describe specifically how your proposed study and/or research will enable you to contribute to the social and economic development of your home country.

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35. If the course offered to you is different to the one you applied for, will you still consider a scholarship?

No

Yes

## SECTION EIGHT: EMPLOYER INFORMATION

If you are working, this section is to be completed (in English) by your employer or an authorised officer from your place of employment. If you are self-employed, answer the questions yourself.

36. Please give the full name and contact details of the organisation.

Organisation:

Address:

Salary (include salary )

Telephone number:

Fax number:

Email address:

37. As the employer, describe the main functions of the applicant's job.

38. What are the applicant's special strengths?

39. Describe the study or training needs of the applicant.

40 After the study would this person have a new position in your organisation?

No                       Yes

If you answered Yes, describe the main functions of the new job.

41. Is there any person in your workplace who has undertaken this study before?

No                       Yes

Please give details (names, dates, year study took place, location of study)

42 Your name

Position

Salary

Signature

Date            /            /             
*Day            Month          Year*

Official Stamp



**SECTION NINE- APPLICATION DECLARATION**

I certify that the information provided about and by me in this application for a Asian Development Bank-Japan Development Scholarship is true, complete and correct to the best of my knowledge and I acknowledge that supplying incomplete or false information will result in the ADB-JS withdrawing the scholarship.

**I understand the conditions under which Asian Development Bank-Japan Scholarship are offered, and if offered a scholarship, I agree to:**

- a) carry out such instructions and abide by such conditions as may be stipulated by ADB-JS and the institution supervising my scholarship, and sign an agreement with ADB-JS to that effect;
- b) follow the programme of study and abide by the rules of the institution in which I undertake to study; and
- c) return home at the end of my scholarship, regardless of the time remaining on my visa or at any time upon formal request of the New Zealand Government.

I also agree:

- d) to the release of information contained in this form to relevant authorities in accordance with the NZ Privacy Act 1993\* to enable collection of academic results, placement in an education institution, consideration for a scholarship and the ongoing administration and monitoring of my scholarship;
- e) to the exchange of information between ADB-JS and authorities such as the New Zealand Immigration Service (regarding my immigration status) or any other relevant government agency (e.g. New Zealand Inland Revenue or the New Zealand Qualifications Authority);
- f) to obey New Zealand's laws and maintain an acceptable standard of conduct while in New Zealand; and
- g) that the New Zealand Government is not responsible for any aspects of my actions while I am in the study country.

I am not aware of any medical or other condition (e.g. disability or illness) which might prevent me from completing my study or training within the time allowed for the scholarship.

I fully understand that if I am offered a scholarship it may be subsequently withdrawn at any time if I fail to make adequate academic progress or for other sufficient cause determined by the New Zealand Government or the education institution at which I am enrolled.

**Printed name**

(as in your passport or birth certificate): \_\_\_\_\_

**Signature of ADB-JS applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* A summary of the NZ Privacy Act 1993 can be obtained from the UA.