

APPLICATION FORM
JAPAN-IMF SCHOLARSHIP PROGRAM FOR ASIA
OPEN TRACK ONLY

Please read [the JISPA e-brochure](#), including the General Information and Application Guidelines sections, before filling out the application form.

Please also note the following:

- Any change in the status of the applicant or information provided in the submitted application material must be communicated immediately to the IMF Regional Office for Asia and the Pacific (OAP) at jispa@imf.org.
- Any false or misleading statements, inaccuracies, or plagiarism in the submitted application materials may be grounds for denial of admission into the university, revocation of the scholarship, and/or dismissal from the university.
- Incomplete application forms or applications missing required documents will not be processed. Please note that submitted documents will not be returned, and application materials are not held over to the following year, in the event an applicant seeks to reapply for a scholarship.
- When taking an English proficiency examination (TOEFL or IELTS), applicants are requested/required to register with the institution code of the JISPA.

TOEFL: “C626 – Japan-IMF Scholarship Program for Asia”

IELTS: “JISPA: Japan-IMF Scholarship Program for Asia”

- If the applicant decides to withdraw the application for the JISPA during the selection process, the applicant must immediately notify OAP at jispa@imf.org.
- Applicants who are selected for the JISPA will be requested to send the original documents of their application materials to OAP, together with other requested forms, by a date to be designated after they have been accepted to the program.

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NAME: _____

Please attach a recent photo of yourself.

Photo

1. PERSONAL DATA

NAME (as in passport)

Surname: _____

Given name: _____

Middle name(s): _____

Nationality (as in passport): _____

Birth Date: _____

(MM/DD/YYYY)

Age: _____

(as of October 1, 2024)

Gender (male/female): _____

Marital Status (single/married): _____

WORK ADDRESS

Country: _____

Agency/Organization: _____

Department: _____

Division: _____

Position: _____

Street: _____

City: _____

Postcode: _____

Email (office): _____

Email (private): _____

Tel. (work, general): _____

Tel. (work, direct): _____

Tel. (mobile phone): _____

Fax number: _____

2. EDUCATION

Please state in chronological order, starting with the most recent.

School or University: _____

(Month/Year)

City / Country: _____

From: _____

Field of Study: _____

To: _____

Degree or Qualification: _____

Language of Instruction: _____

School or University: _____

From: _____

City / Country: _____

To: _____

Field of Study: _____

Language of Instruction: _____

Degree or Qualification: _____

School or University: _____

From: _____

City / Country: _____

To: _____

Field of Study: _____

Language of Instruction: _____

Degree or Qualification: _____

Total number of years of formal education (starting from primary school): _____ years.

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List five subjects taken in Economics, Statistics, Mathematics or other subjects relevant to the program. Please also indicate whether the course was taken at the undergraduate or graduate level.

1. _____	4. _____
2. _____	5. _____
3. _____	

Previous scholarship awards or training courses:

Have you ever received a scholarship, or attended a training course provided by the International Monetary Fund or any other relevant international institutions? If yes, please state below:

Scholarship or training course: (name of scholarship/courses and provider)	From: To:
Scholarship or training course: (name of scholarship/courses and provider)	From: To:
Scholarship or training course: (name of scholarship/courses and provider)	From: To:

3. PRESENT POSITION

Employer:	
Department:	
Division:	From:
Position:	To: Present

Summarize your present duties and responsibilities, or those you will have when you take up your position.

4. PREVIOUS POSITIONS

Please state in chronological order, starting with the most recent.

Employer:	
Department:	From:
Division:	To:
Position:	
Employer:	
Department:	From:
Division:	To:
Position:	

Total number of years of work experience in the public sector (as of October 2023): ___ years ___ months

OTHER RELEVANT EXPERIENCES

(membership of committees, contribution to publications, participation in special projects, attendance at international conferences, etc.)

Membership/Publication/Project/Conference:	Date:
Membership/Publication/Project/Conference:	Date:
Membership/Publication/Project/Conference:	Date:

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5. ENGLISH PROFICIENCY

English Testing

TOEFL Test		Date of test:			
iBT	Reading:	Listening:	Speaking:	Writing:	Total:
IELTS Test		Date of test:		Test Report Form Number:	
Listening:	Reading:	Writing:	Speaking:	Overall:	CEFR:

Describe how/when you use English in no more than 50 words.

6. RESEARCH PROPOSAL FOR THESIS/DISSERTATION

On a separate sheet of paper, please submit a proposal for your thesis or dissertation. It should describe carefully the project you wish to undertake. The subject should be grounded solidly on important policy issues and challenges facing your country and should help you contribute more effectively to macroeconomic stability, economic growth, and/or overall development. Please note how your research might contribute more effectively to these objectives. The proposal must be typewritten and should be no more than 500 words. Please attach it to this application form, and write the title of research proposal below. Also, note that you cannot substitute your proposal by listing courses you intend to take.

Title of the Research Proposal/Dissertation: _____

7. OPEN TRACK UNIVERSITY

University: _____

University Address: _____

Program you have been applying for, accepted to, or are studying at: _____

Degree you will be awarded: _____ Expected Date of Graduation: _____

Academic Supervisor Name: _____

Contact Address: _____

Tel: _____ Email: _____

Fax: _____

*Applicants must notify the IMF of the admission result of the university(ies) to which they are applying prior to receiving a final decision on the scholarship award.

8. APPLICATION FOR OTHER SCHOLARSHIP PROGRAMS

This information is gathered for statistical purposes only, and will not affect the selection process.

Have you applied for, or will you apply for, any other scholarship or financial aid programs for 2024-25?

YES / NO (circle one)

If yes, please provide the information below:

Name of Scholarship Program: _____

Scholarship or Financial Aid Provider: _____ Country: _____

University or Institution: _____ Country: _____

Field of Study and Degree: _____

Dates of Notification/Attendance: _____

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NAME: _____

9. REFEREE INFORMATION

Please provide information on your referees who will send a reference letter to the JISPA Secretariat. Their email address should be the one with the official domain of the referee's agency/university.

Referee 1 (Workplace)

Name:
Position:
Department:
Agency:
Country:
Email Address:

Referee 2 (Academics)

Name:
Position:
Department:
University:
Country:
Email Address:

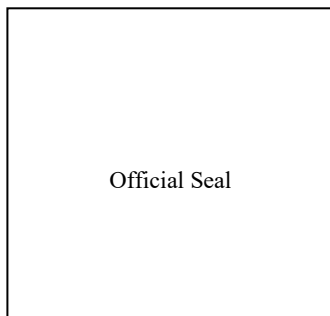
For reference only.
Please complete online
application form.

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SPONSOR'S NOMINATION AND CERTIFICATION¹

I, the undersigned (name of sponsor) _____, _____
*Surname**Given name*
acting on behalf of (name of agency) _____
hereby:

1. nominate (name of applicant) _____, _____
*Surname**Given name*
for graduate studies under the Japan-IMF Scholarship Program for Asia;
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 receive leave of absence (up to two years for a master's program and three years for a PhD program) for the duration of his/her studies in Japan and upon return will be employed:
as (title of position) _____
in (name of agency) _____
4. certify that the applicant, if accepted, will not be assigned duties that will conflict with devoting full time and attention to his/her studies;
5. certify that my agency will assist in the applicant's repatriation if any personal difficulties or circumstances arise during his/her studies that make repatriation desirable or necessary;
6. certify that the candidate, if accepted, will undergo a comprehensive medical examination immediately before arriving in Japan, to ensure that he/she is in good health, free from any contagious disease, and free from any medical conditions that would impair his/her studies;
7. guarantee, in addition, that the IMF will be reimbursed promptly by my agency for all expenses incurred as a result of any of the conditions mentioned in 5 and 6 above, as well as for any medical expenses not covered by medical insurance.



Sponsor's Signature _____ Date _____
(MM/DD/YYYY)
Name Dr./Mr./Ms. _____, _____
*Surname**Given name*
Title _____
Department _____
City and Country _____
Tel. _____ Fax _____
Email. _____

¹ This sponsor's nomination form must be completed by the designated person of the agency which employs the candidate. If the candidate is on secondment, this form should be completed by the designated person of the assignor/original agency of the candidate.

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NAME: _____

DECLARATION

1. I certify that the information I have written on the application form and the documents I have submitted to be true and accurate.
2. I understand and agree that any false or misleading information, including plagiarism, will justify a denial of admission into the university, revocation of the scholarship, and/or dismissal from the university.
3. I understand and agree that my candidacy and/or acceptance to the JISPA will be nullified if I fail to submit the originals of the application materials via post to the JISPA Secretariat prior to the designated date after I have been selected for the program.
4. I certify that I have carefully read the General Information and Application Guidelines sections in [the JISPA e-brochure](#) and I understand all requirements and restrictions for the scholarship.
5. I, if selected, intend to return to my sponsoring agency upon completion of the JISPA to utilize the knowledge and skills acquired through the scholarship program.
6. I authorize the Japanese university of my choice, the Government of Japan, and the IMF to share among these institutions my personal information (including application information and academic records) for the purpose of implementing the scholarship program.

Date: _____
(MM/DD/YYYY)

Signature: _____

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APPLICATION CHECKLIST:

Please read and check the boxes, and make sure all necessary documents (1 to 12) are provided as requested. Incomplete applications will not be processed. All documents, excluding a thesis or equivalent paper from master's degree (No 6), should be scanned and combined in one PDF file in the order given below, and sent to jispa@imf.org via email, together with a separate file of the thesis/equivalent paper (No 6). Reference letters need to be directly sent by the referees as described in the section of "Two letters of reference" (p.X).

Applicants who are selected for the JISPA will be asked to send the originals of No 3 and 4 to the address below.

Japan-IMF Scholarship Program for Asia
IMF Regional Office for Asia and the Pacific
21 Floor Fukoku-Seimei Building
2-2-2 Uchisaiwai-cho
Chiyoda-ku, Tokyo 100-0011
Japan

- 1. Application form (the PDF covered version of the online application responses):** The application form must be completed by the applicant.
- 2. Statement of Purpose (p VI):** The form must be completed by the applicant.
- 3. Sponsor's Nomination and Certification (p. VI):** The letter must be authorized, signed, and dated by the sponsor with an official seal of the sponsoring agency.
- 4. Declaration (p. VII):** The letter must be completed, signed, and dated by the applicant.
- 5. Research proposal for thesis/dissertation:** As described in the section 6 of the application form (p. IV).
- 6. Thesis or equivalent paper from master's degree:** As described in the Application Guidelines section.
- 7. Official copies of diploma or degree certificates:** As described in the Application Guidelines section. Official English translations are required if supporting documents are not presented in English. Each translation must be clipped to the original document written in the native language.
- 8. Official transcripts:** As described in the Application Guidelines section. Official English translations are required if supporting documents are not presented in English. Each translation must be clipped to the original document written in the native language.
- 9. University's acceptance letter or a copy of the applications to a university:** As described in the Application Guidelines section. (Applicants must notify the IMF of the admission result of the university(ies) to which they are applying prior to receiving a final decision on the scholarship award.)
- 10. TOEFL Score Record or IELTS Test Report:** As described in the Application Guidelines section. The JISPA institution code should be registered when applicants take the test (see Application Guidelines).
- 11. Passport copy:** If available, please attach a copy of your valid national passport. If the passport is unavailable, please attach a photocopy of your official national ID with photo.
- 12. Check list:** The check list must be completed by the applicant. (p. VII)

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[Two letters of reference]

1. References should be both from the applicants' supervisor at work and an academic advisor or professor.
2. The letters must be completed, signed, and dated by the referees.
3. The letters should be directly sent by the referee to jispa@imf.org from their official email account provided in the section 9 of the application form (p.V) (public domains, such as "Gmail.com" or "Yahoo.com", are not acceptable).
4. The file name of the reference letter needs to be the full name of the applicant (e.g., "Mr. Taro Tanaka.pdf").

The letter as well as the email to the JISPA secretariat must contain the following information:

1. Name of the applicant
2. Country of the applicant
3. Email address of the applicant (the applicant's email address should be the one used for a primary account for the online application)

The JISPA open-track general information and application guidelines can be found in [the JISPA e-brochure](#).