9. APPLICATION CHECKLIST

Please read and check the boxes, and make sure all necessary documents (1 to 11) are provided as requested. Incomplete applications will not be processed. Please submit two sets of application documents (one original set and one photocopy set) in the order given below. The set of application materials should be bound by a clip (staples should not be used).

Please send them to.

> 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. Printed copy of the PDF file with your reference number** received upon completion of your online application

☐ **2. One original nomination letter (p. 4)**: The letter must be authorized, signed, and dated by the sponsor with an official seal of the sponsoring agency.

☐ **3. One original letter of declaration (p. 5):** The letter must be completed, signed, and dated by the applicant.

☐ **4. Two letters of reference:** As described in the Application Guidelines section. The letters must be completed, signed, and dated by the referees.

☐ **5. Research proposal for thesis or policy paper:** As described in the section 6 of the application form **(p. 4)**.

☐ **6. Official copies of diploma or degree certificates**: As described in the Application Guidelines section.

☐ **7. Official transcripts**: As described in the Application Guidelines section.

☐ **8. Official English translations**: 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. One original copy of the TOEFL Score Record or IELTS Test Report:** As described in the Application Guidelines section.

☐ **10. Passport copy**: If available, please attach a copy of your valid national passport.

☐ **11. Check list (p. 6)**: The check list must be completed by the applicant.

* In addition to the above-mentioned documents, a photo (Extension allowed: jpg and 500kb max) is to be uploaded in the online application.