



## ISLAMIC DEVELOPMENT BANK

### **ELIGIBILITY CHECK-LIST** **(For 3-YEAR Ph.D. STUDY)**

<b>Name</b>	
<b>Nationality</b>	
<b>Field of Study</b>	

Please make sure that you meet all the criteria of the programme listed hereunder. Application will not be considered eligible failing to meet any of the criteria.

*(Failing to tick the appropriate box in each of the following items may lead to cancellation of your application )*

- 1 My age is not over 35 years  Yes  No
- 2 I have an M.Sc. degree in the field of my research proposal in science and Technology related to or listed under the programme  Yes  No
- 3 My academic background and grades are at least 'very good'  Yes  No
- 4 I have minimum of 2 years of post-Masters degree research/work experience in the field of my proposed research project  Yes  No
- 5 My proposed research/study is toward development of my country/region and I can demonstrate its scientific and development relevance in my research Proposal  Yes  No
- 6 I have proven proficiency in English/French or both languages  Yes  No
- 7 My application is nominated by my institution and the concerned section of the application form is signed and stamped by the Head of the institution  Yes  No
- 8 My application is being submitted through the Office of the IDB Governor for my country  Yes  No
- 9 Have declined or not availed any IDB scholarship awarded to me before  Yes  No
- 10 My spouse is currently availing an IDB merit scholarship  Yes  No

***Please do not detach this page from the Application Form!!!***



Affix photo here

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### APPLICATION FORM **(FOR 3-YEAR Ph.D. STUDY)**

*Write in BLOCK LETTERS and use only the space available for each information item, and do not use any separate sheet. Your application is assessed on point system, so if you knowingly leave any item/part incomplete or ignore given instructions, you may lose either points or your application be considered ineligible.*

#### **A. THE APPLICANT**

1. **Name in full:** Mr/Mrs/Ms \_\_\_\_\_  
(circle appropriate title)
2. **Date and Place of Birth** \_\_\_\_\_ 3. **Religion** \_\_\_\_\_
4. **Nationality:** Present \_\_\_\_\_; at birth: \_\_\_\_\_  
(As proof of nationality - birth certificate or passport copy - must be submitted)
5. **Marital Status (please circle as appropriate):** Single Married Divorcee Widow  
**Number of Children** \_\_\_\_\_ **Age range of children** \_\_\_\_\_
6. **Home address:** \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Telephone (with country and city codes) \_\_\_\_\_  
Fax \_\_\_\_\_ e-mail: \_\_\_\_\_  
(Correspondence with you will be mainly by e-mail, so you must have an e-mail address)
7. **Alternative Contact: (name, relationship, address, tel/fax. and e-mail):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **B. ACADEMIC BACKGROUND**

1. **M.Sc Study:** Degree obtained \_\_\_\_\_  
Name of University: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Country: \_\_\_\_\_  
Field of study: \_\_\_\_\_ Length of study: \_\_\_\_\_ years  
Date of graduation: \_\_\_\_\_ Grade/GPA obtained \_\_\_\_\_  
obtained Grade/GPA stands as Excellent  Very Good  Good
- Masters' Thesis title:** \_\_\_\_\_  
Field: \_\_\_\_\_ Year approved: \_\_\_\_\_ Published. (Yes/No) \_\_\_\_\_

2. **Bachelor study:** Degree obtained \_\_\_\_\_  
 Name of University: \_\_\_\_\_  
 Town/City: \_\_\_\_\_ Country \_\_\_\_\_  
 Field of study: \_\_\_\_\_ Length of study: \_\_\_\_\_ years  
 Date of graduation: \_\_\_\_\_ Grade/GPA \_\_\_\_\_  
 obtained Grade/GPA stands as    Excellent     Very Good     Good

3. **Scholarship awarded for any of the above programmes/studies: Yes/No, if Yes,**  
 Name of the Scholarship \_\_\_\_\_  
 Programme/Study \_\_\_\_\_

4. **Language Proficiency** (you must tick/cross all the columns, as relevant):

<u>Language(s)</u>	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>	<u>Certificate</u>
English	_____	_____	_____	_____
French	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

*Note: In case of mentioning of holding certificate, a copy must be attached. Placement at the university accepted by IDB will be cleared only based on language proficiency on the medium of language of the university. If selected, you must arrange to produce an internationally recognized language proficiency certificate, such as IELTS, TOEFL, etc.*

C. **PROFESSIONAL BACKGROUND**

1. **Name of Institution/Organization where you work now**

\_\_\_\_\_ (Please do not use abbreviations)  
**Type:**    Academic     Research     Public/Private     Govt. Organization

Town/City \_\_\_\_\_ Province/State: \_\_\_\_\_

Telephone (with country and city codes): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ working since \_\_\_\_\_

**Your current position:** \_\_\_\_\_

Level of the position:    Junior/Assistant     Mid- level     Senior

2. **List previous employments, if any**

i. Name of institution \_\_\_\_\_

Address: \_\_\_\_\_

Type of institution \_\_\_\_\_ Position \_\_\_\_\_

Field/Type of work \_\_\_\_\_ Duration \_\_\_\_\_

ii. Name of institution \_\_\_\_\_

Address: \_\_\_\_\_

Type of institution \_\_\_\_\_ Position \_\_\_\_\_

Field/Type of work \_\_\_\_\_ Duration \_\_\_\_\_



**E. NOMINATION / ATTESTATION BY THE HEAD OF YOUR INSTITUTION**

*The applicant is hereby nominated for IDB Merit Scholarship Programme. On award of the scholarship to the applicant, we declare to abide by the following:*

- 1. He/she shall be facilitated with study leave for the duration of study/research;*
- 2. He/She shall be regarded as an active employee and continue to receive salary/ allowance(s) during the said study leave;*
- 3. His/her study leave duration will be counted within the length of service and will maintain the seniority for entitlement to promotion, etc.;*
- 4. On return, his his/her new degree/research outcome will be recognised and every effort will be made to fully utilize his/her enhanced knowledge and expertise.*

**Name/Title of Head/Director of your institution:** \_\_\_\_\_

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

**Official Stamp:**

**F. DECLARATION OF THE APPLICANT**

*I hereby solemnly declare that all information given in this application is complete and correct.*

\_\_\_\_\_  
**Signature**

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

## **G. HOW TO APPLY**

1. **Submit one (1) copy of each required documents below** (tick if you have them and have included them in your package):

- |     |   |                              |                             |
|-----|---|------------------------------|-----------------------------|
| 1.1 | Application Form  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.2 | Curriculum vitae or CV  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.3 | Copies of B.Sc. degree and transcript                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.4 | Copies of M.Sc. degree and transcript                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.5 | Two (2) Passport-size pictures (put in a transparent/plastic pouch) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.6 | Proof of nationality (birth certificate/relevant pages of passport) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.7 | Language certificate or test score (if any)                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.8 | Copies of work experience certificate                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.9 | Letter or evidence of pre-admission (if any)                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. **Organize your documents** so that each item is separated by a white/colour separator. Clip or staple, number them (1.1 - 1.9) and write the titles as above on the separators. **If any item is missing, your application will be considered as ineligible.**
3. **If any of your documents are not in English, French or Arabic, please have them translated or describe the content(s) briefly in English/French. Failing to submit the English/French translation will be considered non-recognition of the document and may lead to cancellation of your application due to not meeting the eligibility criteria.**
4. Send your application along with all the above required documents to/through the Office of the IDB Governor for your country.
5. Keep a copy of the completed application form along with the above documents you are attaching with the application form. You may be asked to send these documents once again.

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### **Important Note**

- ***This Application form is the first information sheet to assess your eligibility as a candidate for the programme. If you are found eligible and qualify for the next phase selection process, you will be asked to send another set of documents.***
- ***You will be contacted only if you qualify for the next phase. No other letter/intimation will be given to you if you do not qualify for the next phase.***



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### DOCUMENTATION FOR 2<sup>nd</sup> PHASE REVIEW

<b>Name</b>	
<b>Nationality</b>	
<b>Field of Study</b>	

1. **CV – ACADEMIC PROFILE ONLY – ONE PAGE**

*with details of subjects taken and grades obtained. Name three references with e-mail address.*

2. **CV – PROFESSIONAL PROFILE – ONE PAGE**

*with details of professional training (not language training), conferences/seminars attended, awards, professional membership, etc.*

3. **FINAL TRANSCRIPT OF BACHELOR DEGREE – ONE PAGE**

4. **FINAL TRANSCRIPT OF MASTER DEGREE – ONE PAGE**

5. **ABSTRACT OF THE RESEARCH PROPOSAL – ONE PAGE**

*Indicate in more detail the area in which the research will be conducted and the key issues that you want to examine.*

6. **ESSAY ON THE RESEARCH PROPOSAL – ONE PAGE**

*Indicate in plain words to show development relevance of your project to the country/region and the benefit it will bring*

7. **ONE PAGE LIST OF PUBLICATIONS, if any (mandatory for Post-Doc)**

*Indicate impact factor for each publication and list only the major publications to accommodate your list in one page.*

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**NOTE: (i) BY THE ABOVE LIST, YOU WILL SUBMIT IN TOTAL A 8-PAGE DOCUMENT WITH THIS COVER PAGE. PLEASE SEND ALL THE ABOVE DOCUMENTS BY E-MAIL AS ONE DOCUMENT/FILE ONLY.**

**(ii) PLEASE DO NOT SEND ANY OTHER DOCUMENTS WITH THIS. IF NECESSARY THE REVIEWER WILL CONTACT YOU TO SUBMIT ANY DOCUMENTS THAT THE REVIEWER MAY NEED.**