



ISLAMIC DEVELOPMENT BANK

ELIGIBILITY CHECKLIST **(FOR POST-DOCTORAL RESEARCH)**

Name	
Nationality	
Field of Study	

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 40 years Yes No
2. I have a Ph.D. Degree in the field listed under the programme Yes No
3. I have a minimum of 5 years of work/research experience in the same field, at post-Master & Ph.D. levels, of which minimum 2 years at post-Ph.D. level Yes No
4. I have not undertaken any Post-Doctoral research work in the last (previous) two (2) years Yes No
5. My overall academic standing/grades are at least "Very Good" Yes No
6. I have proven proficiency in the English/French or both languages Yes No
7. I have record of publications/research in the same field Yes No
8. My proposed research is a problem solving approach toward development of my country/region and I can demonstrate its Developmental Relevance clearly in my research proposal Yes No
9. My application is sponsored by my institution and the concerned page of the application form is signed and stamped by the Head of my Institution Yes No
10. My application is being submitted through the Office of the IDB Governor for my country Yes No
11. Have declined or not availed any IDB scholarship awarded to me before Yes No
12. 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 POST-DOCTORAL RESEARCH)**

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 either lose 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. **Last Post-Doctoral: year/length of research:** From _____ to _____
Name of University _____
Town/City: _____ Country: _____
Research title: _____

Field of research: _____ *Published? (Yes/No)* _____

2. **Ph.D study:** year/length of study: From _____ to _____

Name of University _____

Town/City: _____ Country: _____

Research title: _____

Field of research: _____ *Published? (Yes/No)* _____

3. **Master 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: _____

_____ *Published? (Yes/No)* _____

4. **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

5. **Scholarship awarded for any of the above programmes/studies: Yes/No, if yes:**

Name of the Scholarship _____

Programme/Study _____

6. **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 on the basis of language proficiency in 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

7. **Publications:** (only in your field of study, excluding academic reports or thesis):

<u>Type of publications</u>	<u>Total Nos.</u>	<u>distribute total nos. by place of publications</u>			
		Institutional / National / Regional / International			
Articles	_____	_____	_____	_____	_____
Books	_____	_____	_____	_____	_____
Conf. Papers	_____	_____	_____	_____	_____
Reports	_____	_____	_____	_____	_____

Note: Face copies (first page only) of all the above publications must be submitted

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 _____

3. Total years of experience in your field of study: _____ years

(Evidence of research/work experience must be submitted)

4. Extra curricular Activities _____

D. PLAN OF STUDY AND RESEARCH PROPOSAL

1. Your current area or field of expertise: _____

2. The field of your research proposal? _____

(Research proposal must be related to your academic background and current area of expertise)

3. Title: _____

4. Objective: (write below, not in a separate sheet, one brief paragraph on the problem solving and development relevance of your research to the needs of the country/region)

Objective (contd.) _____

5. Admission Offers: Yes ____ No ____. *If yes, furnish the following information:*

University _____

Department/Faculty _____

Place/Country _____

(copy of offer/ acceptance letter, as mentioned above, must be submitted herewith)

Note: An admission offer mentioned here is not an automatic choice for you to commence the programme by this admission. It will be subject to meeting the admission/university criteria.

E. NOMINATION / ATTESTATION BY THE HEAD OF YOUR INSTITUTION

The applicant is hereby nominated for IDB Merit Scholarship. 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: _____

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 Yes No
 - 1.2 Curriculum vitae or CV Yes No
 - 1.3 Copy of Ph.D. Degree Yes No
 - 1.4 Copies of Master Degree and transcript Yes No
 - 1.5 Copies of Bachelor Degree and transcript Yes No
 - 1.6 Two (2) Passport-size pictures (put in a transparent/plastic pouch) Yes No
 - 1.7 Face copies of publications Yes No
 - 1.7 Proof of nationality (birth certificate/relevant pages of passport) Yes No
 - 1.8 Language certificate or test score (if any) Yes No
 - 1.9 Copies of work/research experience certificate Yes No
 - 1.10 Letter or evidence of pre-admission (if any) Yes No
2. **Organize your documents** so that each item is separated by a white/colour separator. Clip or staple, number them (1.1 - 1.10) 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.**
3. Send your application along with all the above required documents to/through the Office of the IDB Governor for your country.
4. 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.

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 2nd PHASE REVIEW

Name	
Nationality	
Field of Study	

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. **FINAL TRANSCRIPT OF PH.D. DEGREE – ONE PAGE, if any**

This is for Post-Doc applicants instead of B.Sc. degree at no.3

6. **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.

7. **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

8. **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.

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.