Checklist for Application Documents to be submitted

**The Project for Human Resource Development Scholarship (JDS) in El Salvador 2023**

Name: Date of Submission:

| **No** | **Documents** | **Remarks** | **Check** |
| --- | --- | --- | --- |
| 1 | Application Form (Item 1- 8) with digital Photo\* | **Application Form for Master’s Level**  \*The image must be less than or equal to 1MB. The image dimensions must be in a 4x3 ratio. Minimum acceptable dimensions are 560x 420 pixels. Maximum acceptable dimensions are 560 x 420 pixels. The image must be in JPEG, JPG, or PNG file format. |  |
| 2 | Confidential Statement Reference for master’s Level | **(Form 1)**  To be completed by your supervisor in your institution. The Referee is requested to send it directly to the JDS Office (jds.elsalvador@jds21.com) via email. From 1 sent by the applicant will NOT be accepted. |  |
| 3 | Research Plan | **(Form 2)**  Download Form 2 and prepare Research Plan following the instruction on the form. Save as PDF, less than 4MB. |  |
| 4 | Certificate of completion bachelor’s degree | A certified copy of your university degree in English or Spanish. **Must submit hard copies** of the documents that you digitally submitted to  the JDS Office in El Salvador. |  |
| 4A | Translation in English of Certificate of completion bachelor’s degree (if any) | Notarized translation in English of Official Transcript (University level). **Must submit hard copies** of the documents that you digitally submitted to the JDS Office in El Salvador. (if your original transcript is in Spanish) |  |
| 5 | Official Transcript (University  level) | Original or a certified copy of the official  transcript from your university in English or Spanish. **Must submit hard copies** of the documents that you digitally submitted to  the JDS Office in El Salvador. |  |
| 5A | Translation in English of Official Transcript (University  level) (if any) | Notarized translation in English of Official Transcript (University level). **Must submit hard copies** of the documents that you digitally submitted to the JDS Office in El Salvador. (If your original transcript is in Spanish) |  |
| 6 | Identification Document (DUI) | Scan your valid ID of El Salvador: DUI (Documento Único de Identidad) and save as PDF in Max 4MB. |  |
| 7 | English Language Score (if any) | (If any) Color photocopy of the English language  test score (TOEFL, TOEIC, or IELTS) undertaken within the past two years |  |
| 8 | Appointment Letter | Photocopy Original or a certified of the appointment letter issued by the Office of Human Resources |  |
| 9 | Checklist for Application Documents to be submitted |  |  |