



East-West Center

ASIA PACIFIC LEADERSHIP PROGRAM 2010 APPLICATION INFORMATION AND INSTRUCTIONS

DEADLINE FOR APPLICATIONS: DECEMBER 1, 2009

East-West Center
Award Services Office, Attn: APLP
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, HI 96848-1601 USA

Telephone: 808-944-7738
Fax: 808-944-7730

Email: apl@EastWestCenter.org
Website: www.EastWestCenter.org/aplp



EAST - WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP



The East-West Center is an education and research organization established by the U.S. Congress in 1960 to strengthen relations and understanding among the peoples and nations of Asia, the Pacific, and the United States. The Center contributes to a peaceful, prosperous, and just Asia Pacific community by serving as a vigorous hub for cooperative research, education, and dialogue on critical issues of common concern to the Asia Pacific region and the United States. Funding for the Center comes from the U.S. government, with additional support provided by private agencies, individuals, foundations, corporations, and the governments of the region.

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INTRODUCTION

This publication is designed to provide information outlining the Asia Pacific Leadership Program (APLP) application process.

The East-West Center

Critical issues of shared concern bring researchers, government officials, policy makers, business executives, journalists, and students from more than 50 countries together at the East-West Center in Honolulu. Through cooperative research, dialogue, study and training, they seek solutions and formulate policy recommendations.

This process has been ongoing since 1960, when the U.S. Congress established the East-West Center (EWC) as an education and research institution to strengthen relations and understanding among the nations and peoples of Asia, the Pacific and the United States through cooperative study, training and research. Each year, the Center grants educational fellowships to participants throughout the region to pursue various degree and non-degree programs. The East-West Center is committed to providing high-quality education focused on regional issues, specialized disciplinary studies, leadership training, and network building.

East-West Center student fellows develop lifelong relationships and a powerful sense of community with others who share an interest in the Asia Pacific region. Located in Honolulu adjacent to the University of Hawai'i, the Center's 21-acre campus features conference, research, and residential facilities nestled in the heart of beautiful Mānoa Valley.

The University of Hawai'i

The East-West Center maintains close institutional ties with the University of Hawai'i through a variety of programs. The University of Hawai'i at Mānoa was founded in 1907. It is located on 300 acres of land in Mānoa Valley, close to the center of metropolitan Honolulu. It enrolls approximately 20,000 full-time students each semester of whom 6,000 are graduate students. All reference in this bulletin to the University of Hawai'i refers to the Mānoa campus unless otherwise specified. Visit www.hawaii.edu for information on the University of Hawai'i.

Asia Pacific Leadership Program Overview

The Asia Pacific Leadership Program (APLP) is the center of excellence for leadership education in Asia Pacific and a signature program of the East-West Center. The program links advanced and interdisciplinary analysis of emergent regional issues with experiential leadership learning.

The APLP empowers future leaders with the knowledge, skills, experiences and supportive community needed to successfully navigate personal and regional change in the 21st century.

Graduates leave the East-West Center with an expanded regional perspective. They are knowledgeable about the societies and issues of the Asia Pacific region and trained to exercise leadership and promote cooperation in a variety of cultural, geographical and institutional environments.

The APLP is a nine-month program (mid-August to mid-May) with a minimum five-month residency requirement. During the first five months all participants are based at the East-West Center in Honolulu and live together on campus. The purpose of the APLP is to create a network of action, focused on building a peaceful, prosperous and just Asia Pacific community.

Each year, approximately 40 participants are selected who have strong leadership experience or exhibit high leadership potential. All participants have at least a Bachelor's degree and most have a Master's degree. APLP participants come from a minimum of 20 countries and a tremendous range of backgrounds (for example, science, business, development, politics, government, civil society, medicine, religious orders, art, finance, academia or research). The age of participants ranges from mid 20s to mid 40s with an average of 32 in 2009.

The first five months (August through December) involves coursework and living and working on campus within a diverse community. First semester program content focuses on three areas: interpreting emerging issues facing the Asia Pacific; developing leadership capacity; and professional development. Activities include workshops, discussion seminars, outdoor challenges, lectures, simulations, field experiences, independent work and online activities.

In the second semester, participants engage in a range of flexible, customized activities for an additional four months (January to May). These activities may include: working in internships, advanced coursework at the University of Hawai'i, developing applied leadership projects, carrying out extended field studies, or returning to employment. In all cases there is a continuation of the program through online and/or face-to-face meetings. A graduation reunion is held in May in Honolulu.

Fellowships are awarded annually in an international competition. The deadline for the next competition is December 1, 2009 for study to begin in August 2010.

Participation Agreement Conditions

Length of Award

All APLP fellow awards are granted on an annual basis, starting in August. The initial award is for five months with an option of extending for nine months depending on which spring semester option the participant chooses.

Eligibility

Eligibility to apply is determined by an individual's ability to meet the following conditions:

Bachelor's Degree and Grade Point Average

Before the start of the award, applicants must have obtained a 4-year bachelor's degree or its equivalent from an accredited U.S. college or university or from a recognized institution of higher learning abroad. Equivalency is determined by the University of Hawai'i Graduate Division Admissions Office. Generally, an applicant must have a minimum grade point average of 3.0 (4.0=A scale) or the equivalent, in the last four semesters or six quarters of the undergraduate record and in all post-baccalaureate work.

Citizenship or Permanent Residence

The Center's original mandate by the U.S. Congress established its geographical area of interest as Asia, the Pacific, and the United States. Individuals who are citizens or permanent residents of the United States or a country listed below may apply for the APLP. If you are a citizen of a country which is not listed below and would like to apply to the APLP, please email APLP@eastwestcenter.org for further details.

Southeast Asia	South Asia	Marshall Islands
Brunei	Afghanistan	Nauru
Burma	Bangladesh	New Caledonia
Cambodia	Bhutan	New Zealand
Indonesia	India	Niue
Lao, People's Democratic Republic	Iran	Northern Marianas
Malaysia	Maldives	Palau
Philippines	Nepal	Papua New Guinea
Singapore	Pakistan	Samoa
Thailand	Sri Lanka	Solomon Islands
Timor Leste		Tokelau
Vietnam		Tonga
	Pacific Region	Tuvalu
	American Samoa	Vanuatu
	Australia	Wallis & Futuna Islands
	Cook Islands	
	Federated States of Micronesia	U.S.
	Fiji	United States
	French Polynesia	Puerto Rico
	Guam	Virgin Islands
	Kiribati	
Japan		
Korea, Democratic People's Republic of		
Korea, Republic of		
Mongolia		
Russia		

Note: For applicants with dual citizenship, if the United States is one of the countries in which the applicant has dual citizenship, the application will be processed as a U.S. applicant.

For applicants with dual citizenship, please note that *only* citizens from countries on the list above are eligible for fellowship consideration and for the J-1 visa if awarded the fellowship. For example, if an applicant has dual citizenship in the United Kingdom and Pakistan, the application will be processed as an applicant from Pakistan. If awarded a fellowship, the applicant must use his/her Pakistani passport to be eligible for the fellowship.

Visa

APLP fellows who are not citizens or permanent residents of the United States are required to come to the EWC on the Exchange Visitor (J-1) visa and are subject to all provisions of the Exchange Visitor Program.

The intent of the Exchange Visitor Program is to have participants return to their home countries upon program completion to share and apply the knowledge and experience gained during their program at the Center. *Exchange visitors on East-West Center sponsorship are required to return to their home country for an aggregate period of two years after completing their exchange visitor program.*

English Proficiency Exam Required

Applicants from non-English speaking countries must submit either official Test of English as Foreign Language (TOEFL) or the International English Language Testing System (IETLS) scores. Please refer to the **REQUIRED TEST** section on page 8 of this document.

Funding Provisions

Basic Provisions (to be provided by the EWC)

The EWC Entrance Fellowship (*approximately \$15,000, granted to all participants*) provides funding for the award period, including:

- University of Hawai'i tuition and fees
- Health insurance in the fall semester
- Program events, guest speakers, workshops, materials, activities
- May reunion/graduation
- SEVIS visa fee

Estimated expenses beyond the fellowship are noted below to help fellows anticipate and budget for their round-trip flight, housing in an EWC residence hall and living expenses not covered by the EWC Entrance fellowship. The Center strongly encourages applicants to seek financial support from other institutions, funding agencies, or personal funds to prepare to cover these estimated additional costs. Refer to the application materials for additional details.

International applicants for the EWC fellowship must provide evidence of availability of financial support for the estimated living expenses before a DS2019 for the J-1 visa can be issued.

Estimated Expenses beyond the EWC Entrance Fellowship (to be provided by the participant)

- Accommodations (total US \$1,890)
- Living expenses are estimated at a minimum of \$600 per month (total US \$3,000)
- East-West Center Program Fees (total US \$3,500)
- Field Experience expenses (total US \$750)
- Travel to and from home country and Honolulu (varies)
- Visa fee(s) if applicable

APLP fellows are responsible for all personal and academic expenses not covered by the EWC Entrance Fellowship. These expenses are estimated to be US \$9,140 for the fall semester, plus airfare, and visa fees if applicable.

Supplemental Scholarships

In addition to the EWC Entrance Fellowship granted to all participants, supplemental scholarships are available to help alleviate participant costs. Please see the APLP website for current information <http://www.eastwestcenter.org/education/aplp/application-and-finances/>.

Fellows are encouraged to secure financial support from other sources wherever possible. In the past, the majority of APLP fellows have been partially or fully funded by employers, government agencies, NGOs, fellowships, minority scholarships, and other external sources, including sponsors and family support; or participants have been fully self-funded.

The availability of funding from other sources should be noted on the *Verification of Funds Form* included in this application packet. If you secure new resources after December 1, 2009 please send an amended form.

Spring Semester Options

The spring semester of the APLP is designed to provide the time, space and institutional support for fellows to pursue customized individual career plans and professional goals. Residency in Honolulu is possible but not required.

Spring semester costs vary depending on which option the participant selects. These include: internships (paid or unpaid), extended field study in Southeast Asia (GIST), applied leadership projects, elective classes at the University of Hawai'i, or return to home country/employment. These options are self-funded.

For additional information, check the APLP website at: <http://www.eastwestcenter.org/education/aplp/aplp-experience/second-semester/>

Travel

The EWC Entrance Fellowship does not provide support for initial and terminal air transportation.

Housing

All APLP fellows are required to live in the Center's graduate residence halls during the fall semester.

Information about East-West Center housing facilities may be found at our website: <http://www.eastwestcenter.org/about-ewc/housing/>

Spouses and Dependents

APLP fellows are required to come alone to Honolulu for the fall semester and to reside in on-campus EWC housing. This allows participants to engage fully in all East-West Center activities, as well as to gain maximum benefit from the intensive nature of the APLP experience.

In the spring semester, APLP fellows who choose to remain in Honolulu may live-off campus, if they wish. Wherever possible, the EWC will support visa applications for those participants who wish to bring their spouse/children to the United States for the duration of the spring semester (January – May 2010). The participant is responsible for all costs involved.

The Review Process/Timetable

Selection for the APLP Fellowship is based upon the merits of the application. The final selection decision takes into consideration the following:

1. Asia Pacific engagement and evidence of interest in the region;
2. Leadership track record in professional, public and/or personal realms;
3. Professional work experience, international experience and aptitude, including overseas residence;
4. Educational preparation, test scores, letters of reference, academic record, narrative statements;
5. Language skills, inter-cultural and diversity exposure;
6. Volunteer and community service experience;
7. Personal vision (future goals)
8. Experience working collaboratively in small teams or large groups.

The APLP and University of Hawai'i application forms are reviewed in the following sequence:

1. Application materials are received at the **East-West Center's Award Services Office** where they are checked for completeness, including supporting documents. *Incomplete applications will not be reviewed.*
2. An **East-West Center Review Committee** will screen applications, conduct interviews, decide on acceptance, and notify applicants. The final selection decision will be conveyed in writing and only to the applicant. No information regarding final selection will be disclosed over the telephone.
3. The EWC will forward all accepted applications to the **University of Hawai'i at Mānoa (UHM)**. The University will review applications to determine whether the applicant meets admission requirements for unclassified graduate status. UHM will notify the East-West Center of its decisions.

4. **The East-West Center Review Committee** will review the decisions of UHM and notify applicants. Acceptance at UHM means APLP courses may be taken for college credit. Rejection by UHM means applicants accepted by the EWC may still attend the APLP but will not receive official credit in the fall semester or take elective courses at UHM in the spring semester.
5. **The EWC Supplemental Scholarships Committee** will review finalist applications for supplementary scholarship consideration and notify applicants.
6. **Visa Applications:** Upon notification of acceptance into the program, international participants will require an Exchange Visitor (J-1) visa and will be asked to send to East-West Center Award Services the following:
 - **Passport:** A copy of the passport biodata page (the page inside the passport — often the first or last page — that includes birth date, birthplace, passport number, and passport issue and expiration dates)
 - **Financial Certification:** A bank statement showing evidence of ability to cover expenses not provided by the EWC Fellowship or a supplemental scholarship. This bank statement must be an original document bearing a bank official's signature. An official English translation should be provided as well if the original is in a language other than English. There is no need to show a U.S. dollar account; an account in local currency is acceptable, as long as the U.S. dollar conversion amount covers the anticipated expenses.

Commencement of the Program

The APLP begins in August 2010, with a mandatory EWC Orientation program that includes an introduction to the East-West Center community and allows fellows to acclimate to their new home in Hawai'i. All fellows are required to participate in the EWC Orientation program, including those who are currently residing in Hawai'i.

APPLICATION PROCEDURES

Obtaining Application Forms

Application materials may be obtained in a variety of ways:

- **East-West Center Website**

APLP application materials may be obtained from the East-West Center website at <http://www.eastwestcenter.org/aplp/how-to-apply/>

- **Request an application by telephone, letter, fax* or email:**

APLP application material may also be requested from the East-West Center Award Services Office at aplp@eastwestcenter.org. Please specify your country of citizenship and permanent residence when requesting an application.

*We are not able to fax application materials; however we can send a hardcopy application by mail or as an email attachment if you are not able to download from the web site. Please indicate your preference.

- **EWC Country Representatives**

Applicants from all eligible countries may obtain applications directly from the Award Services Office or from an East-West Center program representative in your country. Contact the Award Services staff if you do not know the EWC representative in your country.

Note: Please specify your country of citizenship and permanent residence when requesting an application.

Submitting the APLP Application Form

An application packet contains:

- APLP Application Information and Instructions
- APLP Application
- University of Hawai'i at Mānoa (UHM) Graduate Application
- Letter of Reference Form (3)
- Verification of Expenses Beyond the EWC Fellowship Form

Please read the application instructions carefully prior to beginning the application process.

Applicants should submit *both* the APLP and the UHM application forms to the East-West Center Award Services Office. Applications must be *postmarked* no later than the *December 1, 2009* deadline.

East-West Center
Award Services Office
Attn: APLP
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, HI 96848-1601 USA

Telephone: 808-944-7738; Fax: 808-944-7730
Email: aplp@eastwestcenter.org
Website: www.eastwestcenter.org/aplp

Applicants already enrolled as classified graduate students at the University of Hawai'i should submit only the APLP application.

Applicants residing outside of the United States are cautioned that distance and unreliable mail systems can create problems in meeting deadlines. Although the postmark deadline is December 1, applicants are encouraged to send transcripts, test scores and letters of reference to the Award Services Office as soon as possible. To allow timely receipt of test scores, please schedule the TOELF/IELTS as early as possible. This process can take several months, so please plan accordingly. All required documentation (transcripts, TOEFL or IELTS score and letters of reference) should reach the Award Services Office no later than the deadline in order to ensure that the application review is based on a complete file. Incomplete applications will not be reviewed. Refer to the checklist at the end of these instructions for additional information regarding required documents.

Completing the APLP Application Form

Do not submit the University of Hawai'i at Mānoa (UHM) application fee. The EWC will cover this fee.

The numbers below correspond to the numbers noted on the APLP application form:

1. **Type of application:** Indicate whether or not you have previously applied for the APLP. If you have applied previously, indicate the year of your last APLP application.
2. **Financial Assistance:** Check this box only if you wish to be considered for financial assistance. Please review the scholarship information for eligibility requirements.

Note: Biographical Data are collected as part of record-keeping requirements and have no bearing on the selection process.
3. **Name:** Be sure to use your full name and indicate any alternate names that might appear on documents. Please refrain from using nicknames unless they appear on official documents and letters of reference. If you are an international applicant and already have a passport, please note your name exactly as it is noted in your passport. This is essential for visa purposes.
4. **Social Security Number:** If you do not have a U.S. social security number, leave this field blank.
5. **Gender:** Indicate your gender.
6. **Current or local mailing address:** Please note the address where we can reach you during the application and review phases.
7. **Address validity:** Please note the last day you will be at your current address. This will help us to reach you in a timely way at the appropriate address.
8. **Permanent address:** Note a permanent address where you can receive mail once your current/local address is no longer valid. If your permanent address is your current address, write "same as above."
9. **Visa status:** American citizens do not need to complete this item. If you are not a US citizen and are currently living in the US, please indicate the type of visa you currently have.
10. **Birth date:** Note the sequence for your birth date: month/day/year
11. **Birthplace:** Note city/state/country where you were born.
12. **Country of citizenship:** Note your country of citizenship. If you have dual citizenship, note both countries.
13. **Country of permanent residence:** Note your country of permanent residence if different from your country of citizenship.
14. **Passport number, issue/expiration date, place of issue**
15. **If U.S. green card holder, alien registration number (#)**
16. **Office, home, cell (mobile) and fax numbers:** Please note any and all of the contact numbers at which we may be able to reach you during the application phase.
17. **E-mail address:** Print or type your email address clearly and completely.
18. **EWC participation:** If you have participated in an EWC program (seminar, conference, training session), please let us know the program and date of your participation.
19. **College/university enrollment:** Beginning with your current or most recent college/university experience, list the universities at which you have been enrolled as a student. Do not list pre-college/university education.
20. **Current activity:** Please indicate where you are currently employed (noting the nature of your work) or if you are currently a student (noting where).
21. **Relevant Work Experience:** Beginning with your current position, list key dates of employment, names of organizations and relevant positions.
22. **Letters of Reference:** List the names and titles of the individuals you asked to provide letters of recommendation.
23. **Test/Examinations:** Consult the section under "REQUIRED English Proficiency Exams" Indicate the date you are scheduled to take the test(s). Please request your official scores be sent directly to the EWC institution code #4868. All applicants are urged to take the test(s) as soon as possible to provide some leeway in completing this requirement.

Other Application Supporting Documents

Letters of Reference

The APLP requires three letters of reference completed by persons who have played a significant role in the work experience or education of the applicant. Applicants who waive their right to see the letter of reference may not ask to see it at a later date unless the person writing the letter has given his or her permission. EWC letter of reference forms are included with this application.

Official Transcripts

Two (2) official set of transcripts are required from each college or university where credits and grades (including study abroad or exchange programs, summer programs, non-degree work and extension programs) have been earned. The recording of grades of one university on the transcript of another university does not meet this requirement. An official graduation and/or degree certificate must accompany transcripts that do not include the date of graduation and type of degree awarded.

All transcripts and certificates or academic records must:

1. Bear the actual (not copied) signature of the registrar and actual embossed seal or official stamp of the issuing institution. All documents *must be received by the East-West Center in sealed official envelopes of the issuing institution*. Non-English transcripts must be issued in the original language and be accompanied by a certified English translation. English translations must be exact word for word translations of the original document. Translations issued by the institution must bear the official seal or stamp of the institution and be attached to the official transcript or academic record. Translations prepared by professional translators must bear the translator's original signature and be accompanied by a copy of the original language documents.
2. Indicate all dates of attendance, course titles, credits or hours, and grades received. If any course title is not descriptive in terms of content, attach a course syllabus to the transcript or academic record. Do NOT convert numerical grades to letter grades. A complete grading scale or system of evaluation sent by the institution is required if not indicated on the transcript or academic record.
3. Indicate any degree, diploma, professional title, certificate of study or other academic credential received. If not indicated, submit copies and English translations of all academic credentials bearing official verification.

Applicants from Vietnam must send transcripts with the official red Dai Hoc stamp for universities, or the official red Hoc Vien stamp for institutes.

Applicants from institutions in Bangladesh, India, Myanmar, Nepal and Pakistan must submit properly attested mark sheets for each year of study showing the subject included in each examination, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received. All academic records are accepted bearing official verification by the registrar, assistant registrar, head of department, dean of student affairs, controller of examinations, USEFI student advisor, professor-in-charge, or principal.

Only students who are currently enrolled at the University of Hawai'i at Mānoa may submit one certified photocopy of transcripts and test scores on file with their department.

Transcripts that are transmitted by facsimile equipment (FAX) are considered unofficial copies, do not meet certification requirements, and will not be accepted.

Required English Proficiency Exams

Applicants from countries in which English is not the only official language (including U.S. Nationals and Permanent Resident Aliens for whom English is not their native language) are required to demonstrate advanced proficiency in the use of the English language. Proof of proficiency is required by the University of Hawai'i and the EWC and can be demonstrated by taking the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) need to be scheduled as quickly as possible to ensure that scores are received at the EWC in a timely manner and your application is included in the review process. This process can take several months, so please plan accordingly.

Only applicants in the following categories are automatically exempt from taking the TOEFL or IELTS:

- Native speakers of English from Australia, Canada, Great Britain, New Zealand, or Singapore.
- Students who have received a bachelor's degree or an advanced degree within the last five years from an accredited college/university in the United States, Australia, Great Britain, New Zealand, Singapore and universities in Canada and Africa where English is the language of instruction. The TOEFL must be retaken if the degree was completed prior to this date.

Please note: *the English proficiency exam is mandatory* for admission to the University of Hawai'i and APLP. The exam must be scheduled as soon as possible to ensure the EWC receives the scores in sufficient time for the review process. There are no exceptions to this requirement.

Test Of English As A Foreign Language (TOEFL)

- The East-West Center minimum TOEFL score is: 550 for the Paper-based TOEFL examination, 213 for Computer-based TOEFL examination, and 79-80 for an Internet-based TOEFL examination. Results must be from a test taken within the last two years.
- The Educational Testing Service at P.O. Box 6151, Princeton, New Jersey 08541-6151, USA, can provide information on registering for the TOEFL examination. Website: www.ets.org/toefl
- Official test score reports that are sent directly from the Educational Testing Service (ETS) are the only acceptable reports. The “Applicant’s Score Confirmation Report” will not be accepted by the UH Graduate Division. Please be sure to mark the East-West Center (Code No. 4868) on the answer sheet on the day of the test to enable ETS to send the score reports as quickly as possible.
- A photocopy or a student’s copy is not acceptable as a substitute score report.

International English Language Testing System (IELTS)

- The International English Language Testing System (IELTS) may be substituted for TOEFL. Results must be from a test taken within the last two years. An overall band test result of 5.00 is required for admission to the University of Hawai‘i. The East-West Center required minimum is 6.00.
- Applicants should contact the nearest British Council/Embassy/Consulate or IDP Education Australia Office in their country for the nearest testing center. It is advised that you also check the IELTS web page for information on testing centers. Website: www.ielts.org
- The official score report must be issued to the East-West Center in a sealed official test center envelope.

Students Currently Enrolled at the University of Hawai‘i

Classified graduate students at the University of Hawai‘i at Mānoa who meet application criteria and are enrolled in a graduate degree program are eligible to apply for the APLP.

The December 1, 2009 postmark application deadline must still be met. The following applies to currently enrolled UHM students only:

If applying for the EWC fellowship, only the following are required:

- The APLP application form and required essays
- One complete set of transcripts of all previous academic work (photocopies of official transcripts will be accepted bearing official verification)
- An unofficial UH transcript
- If relevant, one copy of the TOEFL or IELTS score
- Three letters of reference
- Curriculum Vitae (C.V.) or resume
- Cover letter

Remember to sign and date the application.

Other Information on Scholarships

U.S. Government Taxes

In 1986 the U.S. Government passed a Tax Reform Act that only partially allows the financial assistance provided through a scholarship or fellowship to be exempt from taxes. Only those items directly related to the APLP fellow’s academic program, such as tuition and fees, books and materials and supplies, are exempt. Funds for food and incidental expenses, housing and health insurance provided by the Center from U.S. funding sources, are subject to U.S. Government taxes.

Some fellows may be exempt from U.S. Government taxes by virtue of tax treaties that the U.S. Government has signed with a number of countries. While provisions vary from country to country, treaties with such countries as China, Indonesia, Korea, Thailand, and the Philippines will exempt most fellows from paying U.S. Government taxes on their East-West Center fellowship. Specific treaty benefits for each nation can be found in Internal Revenue Service Publication 901.

For *non-resident student fellows from all other countries*, the Center is required by law to withhold taxes each month at a 14% rate of all taxable items (housing, health insurance and monthly stipend). *U.S. student fellows and permanent residents* are responsible for paying their own taxes. Since the Center can only withhold taxes for non-residents, U.S. student fellows and permanent residents are strongly encouraged to pay estimated taxes.

State of Hawai‘i Taxes

The State of Hawai‘i also taxes that portion of any East-West Center fellowship that provides for food and incidental expenses, housing and health insurance, but at a lesser rate. All student fellows, including those from tax treaty countries, are subject to State of Hawai‘i taxes as tax treaties only exempt U.S. Government taxes. Since the State does not have a withholding capability for non-employees, all fellows are encouraged to pay estimated State of Hawai‘i taxes.

ASIA PACIFIC LEADERSHIP PROGRAM APPLICATION CHECKLIST

The following documents must be submitted to the East-West Center to be considered for the Asia Pacific Leadership Program. *Note: Do not send any application documents to the University of Hawai'i; all documents must be received at the East-West Center.*

APLP Application Checklist—items to be *postmarked* by December 1, 2009

- Asia Pacific Leadership Program Application
- Cover Letter
- Completed Essay
- Curriculum Vitae
- University of Hawai'i Graduate Admission Application (if not currently enrolled at UH)
- Completed Verification of Funds for Expenses Beyond the Fellowship form

APLP Application Checklist—items to request, to be sent by December 1, 2009

These items, especially Test Scores, take time to prepare. Please plan well in advance.

- Two (2) Official Transcripts from each educational institution attended
- Three (3) Letters of Reference
- If applicable, TOEFL or IELTS Test Scores

A reminder for all forms:

- Does your name appear in English on all documents, including letters of reference and transcripts?
- Did you sign the application forms?

All documents should be sent to the East-West Center at the following address:

East-West Center
Award Services Office
Attn: APLP
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, HI 96848-1601 USA

Telephone: 808-944-7738; Fax: 808-944-7730

Email: apl@eastwestcenter.org

Website: www.eastwestcenter.org/aplp

Family Name

Given Name

Middle Name(s)

Other name(s)

The following items are required as part of your application to the APLP. Please submit the following essay and documents in hard copy along with your original, signed application form. Review and sign “Applicant’s Certification” on the bottom of this page.

1. **Cover Letter.** In the cover letter, state why you are applying to the Asia Pacific Leadership Program and how you hope to benefit from the experience. Explain how the APLP fits within the context of your past experiences and your future plans. Discuss how you will contribute to the international community of the APLP and the East-West Center.
2. **Résumé or Curriculum Vitae.** In addition to your work experience and higher education, summarize:
 - a. Scholarships, fellowships, grants or awards you have received, including academic, professional or community service recognition;
 - b. Positions of leadership that you currently hold or have held;
 - c. Publications you have authored;
 - d. Countries in which you have traveled extensively or resided, especially in the Asia Pacific region;
 - e. Particular interests, experiences, skills and talents that may be relevant to the APLP;
 - f. Community service or civic engagement activities; and
 - g. Personal accomplishments which you feel are significant.
3. **Write an Essay on the Following Topic: (maximum 500 words typed).** Make sure you answer both parts of the question.

In your opinion, what is the core issue facing the Asia Pacific region today? What type of leadership is required **from you** to address this issue?

4. **Verification of Funds for Expenses beyond the EWC Entrance Fellowship** (Decisions on supplementary scholarship awards will be made after acceptance into the APLP)
5. **Supporting Documents – Submit all required supporting documents (Letters of reference, official transcripts/degree certifications, TOEFL or IELTS score, UH application) to the East-West Center to complete your application.**
6. How did you learn about the Asia Pacific Leadership Program? Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Newspaper or magazine | <input type="checkbox"/> EWC staff (name: _____) |
| <input type="checkbox"/> Scholarship database | <input type="checkbox"/> Professor (name: _____) |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Current or former EWC fellow (name: _____) |
| <input type="checkbox"/> EWC web site | <input type="checkbox"/> EWC information session (location: _____) |
| <input type="checkbox"/> Email Announcement | <input type="checkbox"/> Graduate department/university (name: _____) |
| <input type="checkbox"/> Poster | <input type="checkbox"/> EWC Program Representative (name _____) |
| <input type="checkbox"/> EWC website | <input type="checkbox"/> Conference (name: _____) |
| | <input type="checkbox"/> Educational advising office: _____ |
| | <input type="checkbox"/> Other: (please explain: _____) |

APPLICANT'S CERTIFICATION

I hereby certify that the information I have given on this application and supporting documents is complete and correct to the best of my knowledge, and that I have attended no institution other than those listed on this application. I understand that the concealment of such information may result in the rejection of my application or disciplinary action if discovered after enrollment. I understand that it is my responsibility to arrange for the forwarding of official transcripts of records from all schools specified in the instruction booklet, and that such transcripts and other application materials become the property of the East-West Center and will not be returned to me. Further, I authorize access to and if necessary, release of my educational records of any academic work done at the University of Hawai'i as part of the evaluation of my application by the East-West Center and the University of Hawai'i.

Signature of Applicant _____

Date _____

Please make photocopies of your application documents for your personal records **before** submitting them to the East-West Center. The East-West Center will not make photocopies of any materials submitted as part of your application.

SUMMARY OF COLLEGE/UNIVERSITY ATTENDANCE: Continued from page D-3.

NAME OF INSTITUTION (Do not use initials.)	LOCATION (city, state or country)	ENTERED (MM/YY)	THROUGH (MM/YY)	MAJOR/ PROGRAM OF STUDY	NAME OF DEGREE OR DIPLOMA RECEIVED OR EXPECTED	DATE RECEIVED OR EXPECTED (MM/YY)

FOR INTERNATIONAL APPLICANTS ONLY

Provide permanent foreign address, if different from the permanent mailing address provided on previous page.

PERMANENT FOREIGN ADDRESS _____ CITY / PROVINCE _____ STATE / COUNTRY _____ POSTAL CODE _____

11. CERTIFICATION OF APPLICANT

I hereby certify that the answers and responses for all items on this application form are complete and true to the best of my knowledge and belief. I understand that providing incomplete, incorrect, or false information may result in the rescission of admission and subject me to the requirements and/or disciplinary measures as provided under the University's Student Code.

Signature of Applicant _____ **Date** _____



Application Deadline: December 1, 2009

The applicant below is applying for admission to the East-West Center's Asia Pacific Leadership Program (www.eastwestcenter.org/aplp), and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this additional background information. This letter of reference will only be considered as part of an application to the APLP. The East-West Center strengthens understanding and relations between the peoples of the United States, Asia and the Pacific through cooperative study, training and research. **Please return this letter of reference directly to: Award Services/APLP, East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA.** Thank you for your assistance.

Name and Title of Person Writing Recommendation (**please print**) _____

Email _____ Telephone # _____

Address _____

Name of Applicant (**please print**) _____

TO THE APPLICANT: Confidentiality of Participant Records

Under East-West Center policy, this letter may be viewed by you unless you waive your right to see it or the person writing this letter wishes it to be held in confidence (#9). In the event that you do not waive your right to see this letter but the referee indicates in item #9 that he/she wishes the letter to be held in confidence, the referee's preference will take precedence.

I waive my right to see this letter of reference

I do not waive my right to see this letter of reference

Signature of Applicant

Date

LETTER OF REFERENCE

1. How long have you known the applicant? _____
2. How well and in what capacity do you know the applicant? _____
3. Please rate the applicant in terms of each of the following: _____

	Exceptional	Well Above Average	Above Average	Average	Below Average	Unable to Judge
LEADERSHIP QUALITIES						
INITIATIVE						
CREATIVITY						
WRITTEN EXPRESSION						
ORAL EXPRESSION						
ENGLISH LANGUAGE SKILL (IF NOT NATIVE SPEAKER OF ENGLISH)						
ADAPTABILITY						
CAREER POTENTIAL						
INTELLIGENCE						
WORK ETHIC						
CONSIDERATION/CONCERN/CARE FOR OTHERS						
MOTIVATION TO PURSUE INTERNATIONAL EDUCATION						
ABILITY TO WORK COLLABORATIVELY						
CROSS-CULTURAL EXPERIENCE AND SENSITIVITY						
CAPACITY FOR CHANGE						

4. Of similar applicants for advanced study in a leadership program that you have known, where would you rank this candidate in terms of overall capacity?

- Top 2%
- Top 5%
- Top 10%
- Top 20%

5. What are the applicant's special professional/academic strengths and weaknesses?

6. To your knowledge, what has been this individual's greatest achievement (personal, professional, academic, community)?

7. Please provide any additional comments that you deem relevant regarding the applicant. If helpful, please attach a letter of reference.

8. Do you recommend the applicant for an East-West Center fellowship to pursue this program of study?

- | | |
|--|---|
| <input type="checkbox"/> Recommend highly | <input type="checkbox"/> Do not recommend |
| <input type="checkbox"/> Recommend | <input type="checkbox"/> Insufficient basis for making recommendation |
| <input type="checkbox"/> Recommend with reservations | |

9. Please check one:

- I have no objection to disclosing this letter of reference to the applicant if he/she requests
- I do not want this letter of reference to be disclosed to the applicant.

Signature _____ Date _____

Please attach or enclose your business card.

**Please return this form/attached letter of reference directly to:
Award Services/APLP, East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA.
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Address _____

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I do not waive my right to see this letter of reference

Signature of Applicant

Date

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WORK ETHIC						
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- | | |
|--|---|
| <input type="checkbox"/> Recommend highly | <input type="checkbox"/> Do not recommend |
| <input type="checkbox"/> Recommend | <input type="checkbox"/> Insufficient basis for making recommendation |
| <input type="checkbox"/> Recommend with reservations | |

9. Please check one:

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Signature _____ Date _____

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Address _____

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I do not waive my right to see this letter of reference

Signature of Applicant

Date

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8. Do you recommend the applicant for an East-West Center fellowship to pursue this program of study?

- | | |
|--|---|
| <input type="checkbox"/> Recommend highly | <input type="checkbox"/> Do not recommend |
| <input type="checkbox"/> Recommend | <input type="checkbox"/> Insufficient basis for making recommendation |
| <input type="checkbox"/> Recommend with reservations | |

9. Please check one:

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Signature _____ Date _____

Please attach or enclose your business card.

Please return this form/attached letter of reference directly to:
Award Services/APLP, East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA.
Thank you for your assistance.



EAST-WEST CENTER
EDUCATION PROGRAM

VERIFICATION OF FUNDS FOR EXPENSES BEYOND THE APLP FELLOWSHIP

The East West Center Entrance Fellowship for the APLP provides funding covering the educational costs noted in Column A of the table below.

For the fall semester, APLP applicants need to cover *additional* expenses beyond the EWC Entrance Fellowship. These additional expenses are estimated to be US \$9,140. In addition, applicants need to budget for round-trip airfare to/from Honolulu.

The Center strongly encourages applicants to seek financial support from other institutions, funding agencies or personal funds well in advance, to prepare to cover estimated additional costs. Please also see the APLP website (Applications and Finances) for current information on supplemental scholarships: <http://www.eastwestcenter.org/education/aplp/application-and-finances/>

Instructions

To indicate your budget and resources for the estimated expenses beyond the EWC Entrance Fellowship (fall semester only), please complete columns B, C, and D in the table below in US Dollars where "\$" is noted. Also, complete the back of this form. In all cases, please endeavor to keep the Column D total as low as possible.

	A	B	C	D
Item Fall Semester only	EWC Entrance Fellowship	Amount Covered by Personal or Family Funds	Amount Covered by Other Funding Sources	Amount not yet covered
Tuition and Fees				
Tuition	Covered			
Fees required by University of Hawai'i	Covered			
Program Fees required by the East-West Center \$3,500	Not covered	\$	\$	\$
Living Expenses				
Housing in EWC residence hall based on single occupancy estimated at (\$14 per night) \$1,890	Not covered	\$	\$	\$
Estimated living expenses of \$600/month (\$3,000)	Not covered	\$	\$	\$
Books and Materials				
APLP course materials	Covered			
Health Insurance				
Health Insurance	Covered			
Travel Expenses				
SEVIS fee for international fellows	Covered			
Visa fee for international fellows (see note below)	Not covered	\$	\$	\$
Airfare (to/from Honolulu)	Not covered	\$	\$	\$
Field Experience				
Field Expenses (\$750)	Not covered	\$	\$	\$
Totals for columns B, C, D		\$ Column B Total	\$ Column C Total	\$ Column D Total

Visa Fee Note: All international fellows are required to pay for the visa application (Machine Readable Visa--MRV) fee of \$100. Citizens of some countries are required to pay a visa issuance (reciprocity) fee. Check the following site for details on visa costs related to your country: <http://travel.state.gov/visa/reciprocity/index.htm>

Instructions

If you indicated in column D that you do not have resources yet to cover certain anticipated costs, please provide further explanation below so that we have a clear understanding of your situation. If you need additional space, please attach a separate sheet (maximum 500 words). Your explanation will be provided to the EWC Supplementary Scholarship Committee.

Please submit this form to the Award Services Office by December 1, 2009

I hereby certify that the information I have provided on this form is complete and correct to the best of my knowledge. I also understand that if selected for an APLP Fellowship, I will be expected to provide official financial certification for additional expenses not covered by the EWC Entrance Fellowship.

Name (print or type) _____ Date _____

Signature _____ Citizenship _____

Address _____ Email _____

Return form to the East-West Center Award Services Office,
Attention: APLP, 1601 East-West Road, Honolulu, HI 96848-1601, USA



EAST-WEST CENTER

East-West Center
Award Services Office
Attn: APLP
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, Hawai'i 96848-1601 USA

Telephone: (808) 944-7738
Fax: (808) 944-7730
Email: aplp@EastWestCenter.org
Website: www.EastWestCenter.org/aplp