



EAST-WEST CENTER

EDUCATION PROGRAM

East-West Center Graduate Degree Fellowship
2009 Application Information and Instructions

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The East-West Center is an education and research organization established by the U.S. Congress in 1960 to promote better relations and understanding among the peoples and nations of Asia, the Pacific and the United States through cooperative research, education, and dialogue on critical issues of common concern. 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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I. FELLOWSHIP DESCRIPTION

This publication is designed to provide information outlining the East-West Center Graduate Degree Fellowship 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 scholarships to degree fellows from throughout the region through various scholarship programs, for degree study at the University of Hawai'i. For an overview of all of the education and scholarship programs, review the enclosed booklet on the East-West Center's Education and Research Programs.

East-West Center students 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 Manoa Valley.

THE UNIVERSITY OF HAWAI'I

The University of Hawai'i at Manoa was founded in 1907. It is located on 300 acres of land in Manoa 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. The East-West Center maintains close institutional ties with the University of Hawai'i through a variety of programs, such as the Graduate Degree Fellowship Program. All reference in this bulletin to the University of Hawai'i refers to the Manoa campus unless otherwise specified. Visit www.hawaii.edu/graduatestudies for more extensive information on the University of Hawai'i and its graduate programs.

APPLYING JOINTLY TO THE EAST-WEST CENTER AND UNIVERSITY OF HAWAI'I

East-West Center Graduate Degree Fellowships support graduate study at the University of Hawai'i in fields relevant to the goals and objectives of the East-West Center. Because degree fellows are involved in programs at the East-West Center (EWC), as well as in advanced degree work at the University of Hawai'i (UH) they have obligations to both institutions. (Refer to the Education and Research Program booklet.)

It is strongly recommended that applicants contact the respective University of Hawai'i department for the most recent information on their program of choice.

It is not necessary to obtain admission to a field of graduate study at the University of Hawai'i before applying to the East-West Center. Application to both the University of Hawai'i and East-West Center may be done concurrently by submitting both applications and all supporting documents directly to the East-West Center.

The East-West Center Graduate Degree Fellowship Overview

The East-West Center Graduate Degree Fellowship provides master's and doctoral funding for graduate students from Asia, the Pacific, and the United States to participate in educational and research programs at the East-West Center while pursuing graduate study at the University of Hawai'i. Through East-West Center affiliation, awardees become part of a growing network of students and alumni forging the shape and substance of the world's most vibrant region.

Center fellowships are provided for degree study at the University of Hawai'i and participation in the Center's international and intercultural programs. The Center and the University of Hawai'i, located in a unique island setting with a distinctive multicultural heritage, offer premier resources for studies on Asia, the Pacific, and the United States.

Priority in the student selection process is given to applicants seeking degrees in fields of study related to research themes at the East-West Center, focusing on topics in international economics, politics and security studies, the environment, and population and health at a local, national and/or regional level in the Asia Pacific region (refer to the booklet on the Center's Education and Research Programs for more information).

Degree fellows have opportunities to enhance their degree studies by participating in graduate certificate programs offered in leadership studies, international cultural studies, population studies and conflict resolution. Other opportunities include Center internships as well as participation in the Center's research projects in several areas of international study including politics; governance and security; economics; environmental change; population and health; education; and Pacific Islands development.

Fellowships are awarded annually in an international competition. The deadline for the next competition is **November 1, 2008** for study to begin in August 2009.

The East-West Center Graduate Degree Fellowship invites applications from:

- Citizens or permanent residents of the United States.
- Citizens of countries in the Pacific and Asia, including Russia.

The East-West Center Graduate Degree Fellowship provides substantial funding toward:

- Master's degrees (up to 24-month fellowship)
- Doctoral degrees (up to 48-month fellowship)

General Requirements:

- Applicants submit *both* the application for East-West Center Graduate Fellowship *and* the Graduate Division Admissions Application to the University of Hawai'i to the East-West Center Awards Office. Applications must be postmarked by the November 1 deadline.
- Applicants already enrolled as classified graduate students at the University of Hawai'i submit only the East-West Center Graduate Fellowship application.
- Required tests include the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) for applicants from non-English speaking countries, and the GRE or GMAT for all applicants as required by university departments.
- Award recipients who are not US citizens or permanent residents must meet exchange visitor (J-1 visa) requirements.

If you have not received a complete application packet, you may request complete information and application materials by visiting www.eastwestcenter.org/studentprograms or by emailing inquiries to: scholarships@eastwestcenter.org

AWARD CONDITIONS

Length of Award

All EWC degree fellow awards are granted on an annual basis. These grants are made initially for twelve months but may be renewed annually to the allowed maximum grant time, **subject to timely and satisfactory progress toward completion of the degree and fulfillment of EWC requirements.**

Fellowships may be renewed up to a maximum of 24 months for the master's, 36 months for the Juris Doctor, and up to 48 months for the doctorate. The total award length may be less than the maximum allowable depending upon the academic status of the student at the time the award is given and the time necessary to complete degree requirements.

The scholarship provides substantial funding during the award period, including tuition and fees up to the equivalent of the tuition charged for post-baccalaureate students at the University of Hawai'i at Mānoa, housing in an EWC residence hall based on single occupancy, book allowance, health insurance, and a stipend to *partially* cover food and incidental expenses. Estimated expenses beyond the fellowship are noted in the application packet, to help students anticipate and budget for their flight and living expenses not covered by the 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.

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 for graduate programs 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 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 United States 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 East-West Center fellowships:

Southeast Asia

Brunei
Burma
Cambodia
East Timor
Indonesia
Lao, People's Democratic
Republic
Malaysia
Philippines
Singapore
Thailand
Vietnam

East-Asia

China

- o Hong Kong
- o Macau
- o Mainland
- o Taiwan

Japan
Korea, Democratic People's
Republic of

Korea, Republic of
Mongolia
Russia

South Asia

Afghanistan
Bangladesh
Bhutan
India
Iran
Maldives
Nepal
Pakistan
Sri Lanka

Pacific Region

American Samoa
Australia
Cook Islands
Federated States of Micronesia
Fiji
French Polynesia
Guam

Kiribati
Marshall Islands
Nauru
New Caledonia
New Zealand
Niue
Northern Marianas
Palau
Papua New Guinea
Samoa
Solomon Islands
Tokelau
Tonga
Tuvalu
Vanuatu
Wallis & Futuna Islands

U.S.

United States
Puerto Rico
Virgin Islands

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 this fellowship 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 the fellowship, the applicant must use his/her Pakistani passport to be eligible for the J-1 visa and fellowship.

Visa

Degree fellows who are not citizens or permanent residents of the United States are required to come to the Center 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.** Students (except for those on ADB fellowships) are eligible to apply for post-completion academic training upon completion of their degree program. For further information contact the East-West Center Visa Office at wongv@eastwestcenter.org

Funding for a Second Degree

East-West Center degree fellows who have completed either an undergraduate or graduate degree under Center sponsorship (regardless of the funding source), and are pursuing an advanced degree, may apply for another fellowship administered by the Center for which they meet the eligibility requirements. They will however have a lower priority during the selection consideration having already been supported by the Center for one degree.

FUNDING PROVISIONS

Basic Provisions

The East-West Center Graduate Degree Fellowship provides the following funding:

- Tuition and fees up to the equivalent of the tuition charged for post-baccalaureate students at the University of Hawai'i at Manoa toward master's or doctoral studies;
- Housing in a Center residence hall, based on single occupancy;
- A stipend to partially cover food and incidental expenses (Refer to the section on taxes on stipends for additional information.);
- An allowance for books, materials and supplies; and
- Health insurance coverage.

All amounts above are subject to change.

Estimated Expenses Beyond the Fellowship:

- Living expenses beyond the fellowship are estimated at \$400 per month, or \$4,800/year.
- Travel to and from home country and Honolulu.

Degree fellows are responsible for all personal and academic expenses not covered by the Center fellowship.

Students are encouraged to seek and obtain financial support for one or more of the above categories from other sources where possible. The availability of funding from other sources should be noted on the *Verification of Funds for Expenses Beyond the Scholarship* form included in the application packet. While the fellowship application form is due by November 1, 2008, the verification of funds form can be submitted by February 14, 2009, allowing more time for applicants to research and obtain additional funds.

Non-resident recipients of the Graduate Degree 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.

Supplemental Funding

A student may request permission to work on campus up to 12 hours a week to earn funds that can contribute toward meeting living expenses. Under certain circumstances, students may be eligible to work additional hours during official school breaks and school vacations.

Through the generosity of the Center's friends and alumni, supplementary scholarships are becoming available to assist degree fellows. The EWC may be able to make available a limited amount of supplemental scholarship support to highly qualified applicants with high financial need on a case by case basis, based on the applicant's eligibility for supplementary scholarships and availability of funds. For consideration, applicants should indicate their need on the form included in the application packet entitled, *Verification of Funds for Expenses Beyond the Scholarship*.

Funding for field study and conference presentations is offered to degree fellows on a competitive basis during their study period.

Travel

The Graduate Degree Fellowship does not provide support for initial and terminal air transportation.

Housing

Recipients of the fellowship who are single or married with no accompanying dependents below 18 years of age are required to reside in Center dormitories. Single students reside in a single room. Married students accompanied by a spouse reside in a double room. (Pets are not allowed in these dormitories.)

Information about East-West Center housing facilities may be found at our website www.EastWestCenter.org.

Individuals with minor dependent children cannot be accommodated in on-campus facilities and must reside off-campus.

Spouses and Dependents

The East-West Center Graduate Degree Fellowship does not provide support for spouses and dependents of its degree fellows except as specified below. No additional stipend payment or travel allowance is made on the basis of marital status and the amount received will not adequately support a family.

Degree fellows are required to come to Honolulu alone for the first semester of the award to become acquainted with the Center, the University of Hawai`i, and the Honolulu community, before arranging to have their families join them from abroad.

Degree fellows who plan eventually to bring their families should be fully aware of the high cost of living in Honolulu, the limited availability and high cost of off-campus housing, and especially the difficulty in finding employment opportunities for spouses.

The Center provides limited assistance in the following ways:

- During the period of the fellowship, the Center may provide dormitory space for the spouse by providing a double room beginning the second semester of the award.
- If a degree fellow is joined by dependent children below the age of 18, the family must reside off-campus as the Center's residence halls are not allowed to house minors. Beginning the second semester of the award, the degree fellow living off-campus with family is eligible for an off-campus housing allowance equivalent to the rate of the double room in the East-West Center residence hall.
- **The degree fellow is responsible for all other costs for the spouse and children.**

THE REVIEW PROCESS/TIMETABLE

The East-West Center and University of Hawai`i application forms are reviewed in the following sequence:

- 1) The **Award Services Office** reviews the forms for completeness and the required supporting documents and test scores. The East-West Center and University of Hawai`i application forms must be *postmarked* no later than November 1, 2008 to meet the application deadline.
- 2) The **East-West Center Review Committee** determines general relevance to EWC programs and decides which applications will be forwarded to the University of Hawai`i Graduate Division. Notification letters will be sent by December 31, 2008 to all applicants regarding the continued

consideration of their application. Application to the East-West Center does not guarantee review for admission to the University of Hawai'i unless the individual requests independent consideration. (Refer to the application section on **Independent UH admission** for additional information.)

- 3) The **University of Hawai'i Graduate Division** reviews applications to determine whether the applicant meets minimum admission requirements. Incomplete applications will not be reviewed. (Applications from individuals who are currently enrolled as classified graduate students at the University of Hawai'i will be sent directly to their respective departments for review and comment.)
- 4) The **University of Hawai'i Department** selected by the applicant reviews those applications which have met minimum admission requirements. The department reviews the application and makes a recommendation of admission to the appropriate College or Dean of the Graduate Division. (Refer to the University of Hawai'i Application Instruction booklet for additional information regarding the bases of denial.)
- 5) During the final selection the **East-West Center Review Committee** reviews only those applications which have successfully passed the University of Hawai'i Graduate Division and Graduate Field of Study, at a scheduled final review committee meeting.
- 6) **Selection for the fellowship is based upon the merits of the application.** The final selection decision takes into consideration the following: relevance of the applicant's interests to the East-West Center's aims and programs, recommendation by the University of Hawai'i graduate field of study, test scores, letters of reference, academic record, community involvement/extracurricular activity participation, and narrative statements. The final selection decision will be conveyed in writing and only to the applicant. No information regarding the final selection will be disclosed over the telephone.

COMMENCEMENT OF THE PROGRAM

The East-West Center Graduate Degree Fellowship begins in early August with an orientation program that includes advising and registration at the University of Hawai'i. All students are required to participate in this initial program, including those who are currently residing in Hawai'i.

Fellowships awarded in some UH departments may be postponed for no more than one semester with all appropriate clearances. Although the University of Hawai'i academic calendar is based on a semester system, the Center does not conduct a Graduate Degree Fellowship Competition for the spring semester.

OTHER SCHOLARSHIPS

Refer to the Education and Research Program booklet for an overview of all the scholarship programs administered by the East-West Center. For most scholarships outlined in the Education and Research Program booklet, there are separate application procedures and forms. However, for the Asian Development Bank (ADB) Scholarship Program, applicants may complete the *same* application forms as the EWC Graduate Degree Fellowship forms. Because of the similar application procedures, the Asian Development Bank Government of Japan Scholarship Program (ADB) is described below.

ASIAN DEVELOPMENT BANK GOVERNMENT OF JAPAN SCHOLARSHIP PROGRAM

In addition to the East-West Center Graduate Degree Fellowship, the Center also receives funding from the Asian Development Bank (ADB) to provide Graduate Degree Fellowships. Funding is

available for up to 2 years (24 months) for graduate degree study. Recipients of funding from the Asian Development Bank receive full support including round trip air transportation.

If you are eligible for the ADB Scholarship, you may apply for consideration by submitting the East-West Center Graduate Degree Fellowship application and noting your interest in being considered for the ADB scholarship on the EWC application form.

Eligibility for the ADB Scholarship

Prospective applicants for ADB funding must:

- Be a citizen of an ADB developing member country that currently borrows funds from the Bank. Note: Applicants living or working in a country *other* than his/her home country are **not** eligible for this Scholarship.
- Have at least 2 years work experience and;
- Apply in one of the following fields of study approved for ADB funding:
 - Architecture (ArchD)
 - Business Administration (MBA, Japan Focused MBA*)
 - Economics (MA, PhD)
 - Geography (MA, PhD)
 - International Management (PhD)
 - Law (LLM)
 - Natural Resources & Environmental Management (MS, PhD)
 - Ocean & Resource Engineering (MS, PhD)
 - Oceanography (MS, PhD)
 - Pacific Islands Studies (MA)
 - Public Administration (MPA)
 - Sociology (MA, PhD)
 - Tropical Plant & Soil Science (formerly Horticulture) (MS, PhD)
 - Urban and Regional Planning (MURP)

*JEMBA: The University of Hawai'i School of Business Administration offers a special Japan-focused Executive MBA (JEMBA). This accelerated program offers one year of coursework and concludes with a fourteen week program in Japan involving an internship with a major Japanese corporation. The tuition for this program is approximately \$30,000, which is significantly higher than other degree programs at the University of Hawai'i. Individuals applying to the JEMBA program must be able to provide all costs related to this program or be eligible for funding from the Asian Development Bank. If you are interested in this program please be sure to list JEMBA under field of study on page 2 of the East-West Center application. Additional information will then be sent specifying eligibility requirements.

Final determination of eligibility for ADB funding will be made by the East-West Center and the Asian Development Bank.

ADB Scholarship recipients are not eligible for Post-Completion Academic Training (PCAT) upon completion of their degree programs. ADB Scholarship recipients are required to return to their home country immediately upon program completion to share and apply the knowledge and experience gained during their ADB Program at the East-West Center.

Visit www.adb.org for more information.

II. APPLICATION PROCEDURES

OBTAINING APPLICATION FORMS:

Application material may be obtained in a variety of ways:

- Print downloadable application forms from: www.eastwestcenter.org/studentprograms
- Request an application by telephone, letter, fax* or email:

Award Services Office/Graduate Fellowship
East-West Center
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, Hawai'i 96848-1601 USA
Phone: (808) 944-7735
FAX: (808) 944-7730*
Email: scholarships@eastwestcenter.org

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

- Note: Applicants from Nepal for the East-West Center degree fellow scholarship must apply directly to the East-West Center Program Representative in Kathmandu:

Program Officer
Commission for Educational Exchange Between U.S. & Nepal
Post Box 380
Kathmandu, Nepal

Please check the website for deadlines: www.fulbrightnepal.org.np
Email: fulbcomm@fulbrightnepal.org.np

- Applicants from all other 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 EAST-WEST CENTER APPLICATION FORM

An application packet contains this instruction booklet, information on the Center's programs, and the East-West Center (EWC) and University of Hawai'i (UH) application forms. The EWC application should be completed according to the instructions in this booklet. The UH application should be completed according to the instructions that accompany it.

Both EWC and UH application forms must be returned to the East-West Center at the following address **postmarked no later than November 1, 2008:**

Graduate Degree Fellowships
Award Services Office - East-West Center
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, Hawai'i 96848-1601 USA

Applicants residing outside of the United States are cautioned that distance and unreliable mail systems can create problems in meeting the application deadline. Although the postmark deadline is November 1, transcripts, letters of reference and test scores may be sent to the Award Services Office prior to the application.

Individuals who mail their applications close to the November 1 deadline are strongly urged to obtain a receipt as proof of meeting the postmark deadline. Applications with illegible postmarks received after the November 1 deadline for which proof is not provided, will not be accepted.

Applicants who hand carry their application to the Award Services Office must do so before the close of business at 4:30 p.m. on Friday, October 31, 2008.

Application forms sent by facsimile equipment (FAX) or email will not be accepted under any circumstances.

Applicants from Nepal should check with the Program Representative to confirm the in-country application deadline.

Refer to the checklist at the back of this instruction booklet for a summary of information and reminders regarding required documents.

COMPLETING THE EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP APPLICATION FORM

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

1. **Type of application:** Indicate whether or not you have previously applied for an East-West Center fellowship. If you have applied previously, indicate the category and year of your last EWC application.
2. **Asian Development Bank (ADB) fellowship.** As noted above, eligible applicants from countries that receive ADB funding will be considered for ADB fellowships as well as EWC graduate degree fellowships by completing this application and accompanying forms. Check this box only if you meet the eligibility criteria for ADB funding.

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 and provide a photocopy of the biodata page from 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. **Sex:** Indicate your gender.
6. **Current or local mailing address:** Please note the address where we can reach you during the application and review phase.

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 United States citizen and currently living in the U.S., 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. **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.
15. **E-mail address:** Print or type your email address clearly and completely if you have one.
16. **EWC scholarship:** If you have received an EWC scholarship before, please provide the date and type of award.
17. **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.
18. **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.
19. **Current activity:** Please indicate if you are currently a student (noting where) or if you are currently employed (noting the nature of your work).
20. **Letters of Reference:** List the names and titles of the individuals you asked to provide letters of recommendation.
21. **Test/Examinations:** Consult the section under "REQUIRED TESTS." Indicate the date you are scheduled to take the test(s) and where you have requested your official score results to be sent. All applicants are urged to take the test(s) as soon as possible to provide some leeway in completing this requirement. **Please be aware that scores from tests taken after October 2008 may not be available in time for the Center's preliminary consideration of your application.**
22. **Language Study:** The East-West Center requires all American, Australian, and New Zealand students to study (or supply proof of proficiency in) an Asian or Pacific language. Asian and Pacific Islands students are required to be proficient in English. For further information, consult the section below under "OTHER REQUIREMENTS."
23. **Other institutions:** Indicate if you are applying to any other institutions.

24. **University of Hawai'i Field(s) of Study:** Consult the UH Application Instructions for degrees and fields of study offered at the University of Hawai'i. Indicate the degree and field of study you wish to pursue. If you wish to apply to two fields of study, you must complete a separate UH application form for each program and provide a complete set of transcripts for each application. Note: If admitted to both fields of study and selected for a Center fellowship only one field of study will be approved for the fellowship.
25. **Independent UH Admission:** Applicants desiring admission to the University of Hawai'i even if they do not receive an East-West Center Fellowship must apply for independent UH admission. **Check "yes" on the second page of the EWC application form to ensure that the application is forwarded to the University even if it is not continued after the first East-West Center review.** This decision must be made at the time the application is submitted.

An application for independent consideration must be accompanied by the University of Hawai'i Application Fee Credit Card Payment Form or, a check or money order made payable to the "University of Hawai'i." An application that is not accompanied by a fee will not be processed by the University of Hawai'i. The application fee is \$60 per UH application. (Refer to the University of Hawai'i application instruction booklet for additional information.) Only applicants who are applying for *independent* consideration are required to submit the fee. If an applicant applies for independent consideration but is no longer being considered for an East-West Center Graduate Degree Fellowship, the East-West Center will forward the University of Hawai'i application, application fee, and all accompanying documents to the UH Graduate Division Office. Once the applicant receives this notification all correspondence related to the application should be directed to the University of Hawai'i Graduate Division at the following address:

University of Hawai'i Graduate Division Admissions Office
Spalding 354
2540 Maile Way
Honolulu, Hawai'i 96822 USA

To the greatest extent possible, the East-West Center will forward documents that are received after the application has been sent to the UH Graduate Division.

If you are also applying for a graduate research or teaching assistantship, please write to the appropriate academic department for forms and instructions. Consult the UH Application Instruction booklet for application deadlines. Applications for assistantship should be sent directly to the UH department.

26-29. Provide the requested information.

30. Please let us know all the ways you learned about the East-West Center Graduate Degree Fellowship. This helps us provide timely information and updates to key contacts.

Remember to sign and date the application.

OTHER APPLICATION DOCUMENTS TO COMPLETE

ESSAYS

Complete responses to the essay questions listed on the form entitled, *Essays to Accompany the Graduate Degree Fellowship Application Form*. Include a copy of your Curriculum Vitae or resume with your essays.

LETTERS OF REFERENCE

The East-West Center requires three letters of reference completed by persons who have played a significant role in the education or work experience of the applicant. One letter of reference must address community service involvement. Letters from senior professors in the major field are also very helpful. 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 the application.

With the exception of some fields of study, EWC letters of reference may also be used to meet UH letter of reference requirements. Recommendation letters specific to a departmental application should be returned directly to the field of study.

OFFICIAL TRANSCRIPTS

Two (2) official 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 must 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**. Transcripts from universities of these countries: Afghanistan, Burma, Cambodia, China, Indonesia, Iran Laos, Mongolia, Russia and Vietnam, must be issued in the original language and be accompanied by a certified English translation. Refer to the UH Application Instruction booklet for further information regarding transcript requirements.

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

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.

VERIFICATION OF FUNDS FOR EXPENSES BEYOND THE SCHOLARSHIP

All applicants are required to submit this form by **February 14, 2009**. Refer to the section above on Estimated Expenses Beyond the Fellowship for more detailed information.

REQUIRED TESTS

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 can be demonstrated by taking the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The East-West Center is unable to grant an exemption of this University of Hawai'i requirement.

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.

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 unless a higher score is required by the field of study. 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 preferred 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.

OTHER TESTS

The following two tests are not required by the East-West Center; however, if the applicant's UH field of study requires the following tests, an official score report must be submitted to the East-West Center so that the results will be made available to the requiring UH department.

Graduate Record Examination (GRE)

- Refer to the UH web site or graduate department for requirements specific to each field of study. If the GRE is required for a particular field of study, the official score report should be sent directly from the Educational Testing Service to the East-West Center (Code No. 4868). The East-West Center should receive official GRE scores no later than January 14, 2009 so that it will not delay the UH application process.

- Information on registration for the GRE and related exams may be obtained by writing to the Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, USA. Website: www.gre.org, Email: gre-info@ets.org

Graduate Management Admission Test (GMAT)

- The GMAT is a University of Hawai'i requirement for all Accounting, Business Administration, and Travel Industry Management applicants.
- To obtain information on registering for this examination, write at once to the Graduate Management Admission Council. Website: www.mba.com
- The official score report should be sent to the University of Hawai'i School of Business Administration (Code No. 4867) and East-West Center (Code No. 4868), no later than January 14, 2009. (Code 4HF-DD-77 for TIM; Code 4HF-DD-47 for MBA)

OTHER REQUIREMENTS

Doctoral Applicants

Applicants for a doctoral fellowship should hold the equivalent of a U.S. master's degree.

The East-West Center requires that a sample of written work in English be submitted as part of the application. The sample can take the form of a representative chapter of the applicant's master's thesis or a substantial seminar report or term paper. Sample papers submitted will not be returned to the applicant. Do not send a complete thesis or book bound material.

Sample Work

Samples of work, slides, portfolio, or tape recordings are required by certain fields of study. Refer to the University of Hawai'i application instruction booklet for specific information.

Optional: Applicants may submit additional documentation such as photos or samples of publications that they consider relevant to their application.

Special Application Forms

Certain UH fields of study require applicants to complete additional application material. The Center can provide application forms upon request.

Language Study

- a) If awarded an East-West Center fellowship, nonnative speakers of English may be required by the University to enroll in the English Language Institute (ELI) of the University of Hawai'i to improve English language skills, regardless of scores obtained on the TOEFL.
- b) Native speakers of English from the USA, Australia or New Zealand are required to have, or to obtain while on award, the second level of proficiency in a nonwestern language spoken in the Asian or Pacific region.

Students Currently Enrolled at the University of Hawai'i

Classified graduate students at the University of Hawai'i at Manoa enrolled in a graduate degree program are eligible to apply for the Center's Graduate Degree Fellowship. The application deadline must still be met. The following applies to currently enrolled students only:

- If applying in the same field of study in which the applicant is currently enrolled, only the following are required:

- The East-West Center application form and required essays
 - One complete set of transcripts of all previous academic work (photocopies of official transcripts will be accepted); a grade report of Fall 2008 semester when available.
 - If relevant one copy of the TOEFL and GRE score report
 - Three letters of reference
 - A writing sample for doctoral applicants
 - Curriculum Vitae (C.V.) or resume
- If currently in a master's program and applying for a doctoral program in the same field, a copy of the letter of admission to the doctoral program must be received no later than March 1, 2009.
 - If applying in a different field of study than the field in which the applicant is currently enrolled, both the University of Hawai'i and East-West Center application forms and all required documents must be submitted to the Award Services Office.
 - If a currently enrolled student is awarded a Center fellowship but is placed on **academic probation** for the first semester of his or her award, the fellowship is no longer valid and will be withdrawn.

OTHER INFORMATION ON FELLOWSHIPS

United States Government Taxes

In 1986 the United States 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 a degree 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 United States funding sources, are subject to United States Government taxes.

Some students may be exempt from United States Government taxes by virtue of tax treaties that the United States 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 degree fellows from paying United States Government taxes on their East-West Center degree fellowship. Specific treaty benefits for each nation can be found in Internal Revenue Service Publication 901.

For **non-resident students 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. students and permanent residents** are responsible for paying their own taxes. Since the Center can only withhold taxes for non-residents, U.S. students 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 the Center fellowship that provides for food and incidental expenses, housing and health insurance, but at a lesser rate. All students, including those from tax treaty countries, are subject to State of Hawai'i taxes as tax treaties only exempt United States Government taxes. Since the State does not have a withholding capability for non-employees, all students are encouraged to pay estimated State of Hawai'i taxes.