

East-West Center

GRADUATE DEGREE FELLOWSHIP OVERVIEW AND APPLICATION INFORMATION

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EAST - WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

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The East-West Center promotes better relations and understanding among the people and nations of the United States, Asia, and the Pacific through cooperative study, research, and dialogue. Established by the U.S. Congress in 1960, the Center serves as a resource for information and analysis on critical issues of common concern, bringing people together to exchange views, build expertise, and develop policy options. The Center is an independent, public, non-profit organization with funding from the U.S. government, and additional support provided by private agencies, individuals, foundations, corporations, and governments in the region.

I. OVERVIEW OF THE EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP

The East-West Center

Since its founding in 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, the Center has promoted the development of a peaceful, prosperous, and just Asia Pacific community through programs of cooperative study, training, and research.

The need for regional cooperation and community building among nations has never been greater. This is an era of increasing social, economic, and technological interdependence in which leaders in every arena must possess regional literacy, knowledge based on multi-cultural perspectives, and a shared sense of community.

The thread of cooperative study runs through all of the Center's programs, whether conducted on campus or off, in the classroom or in the field, for students or for professionals. At the Center, learning is a collaborative process in which each person contributes knowledge, experience, and perspective to benefit all participants. It recognizes the importance of establishing a basis for the comfortable exchange of ideas by building an environment of openness, trust, and shared community.

The East-West Center is unique among international institutions in its focus on community building at the campus level as a stepping-stone to community building in the Asia Pacific region. While at the Center, participants learn, work and live together, and extend helping hands to the local community. The East-West Center experience is one of grassroots relationship building, cultural exchange, shared experiences, and communal preparation for future leadership roles throughout the region.

The University Of Hawai'i

The University of Hawai'i at Mānoa is the flagship campus of the state university system. It was founded in 1907 and is located on 320 acres of land in Mānoa Valley, close to the center of metropolitan Honolulu. It is a comprehensive research university offering bachelor's degrees in 90 fields of study, master's degrees in 84, and doctorate degrees in 51 fields. It enrolls approximately 20,000 full-time students each semester of whom 6,000 are graduate students.

The University of Hawai'i (UH) and the East-West Center are separate organizations but maintain close institutional ties through a variety of programs, such as the Graduate Degree Fellowship Program. All reference in this booklet to the University of Hawai'i refers to the Mānoa campus. Visit <http://manoa.hawaii.edu/graduate> for more extensive information on the University of Hawai'i and its graduate programs.

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. The fellowships cover the cost of tuition and fees, books, housing in an East-West Center dormitory, health insurance, and partial funding toward meals and incidental expenses.

Funding for field study and conference presentations is offered on a competitive basis during the fellow's period of study.

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 economics; environmental change, vulnerability and governance; politics and security; and population and health, at a local, national and/or regional level in the Asia Pacific region. The Center also welcomes applications in other fields of study on issues of common concern among the peoples and nations of Asia, the Pacific and the United States. Visit the East-West Center website www.EastWestCenter.org/research for information regarding research themes.

KEY COMPONENTS OF THE EAST-WEST CENTER FELLOWSHIP EXPERIENCE

Beyond fulfilling degree requirements at the University of Hawai'i, East-West Center graduate degree fellows have opportunities to enhance their degree studies by participating in the East-West Center community and its programs. These key experiential components include:

Living on Campus at the East-West Center

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. Students and other EWC participants live in residence halls that include nearly 500 rooms. Living, cooking and sharing meals together in the residence halls is a vital experience in community building that begins at the Center. Through this residential community, East-West Center students develop lifelong relationships and a powerful sense of community with others who share an interest in the Asia Pacific region. Further information about our residence halls may be found at our website www.EastWestCenter.org/orientation.

Participating in Regularly Scheduled Center Activities and Seminars, Including:

- **Community Service:** Degree fellows devote 90 hours to community service during their award period. Through service learning activities, participants develop leadership skills, and broaden their understanding of Hawai'i and its multicultural community, and the ways in which transformational change can take place at personal, professional and grassroots levels.
- **Wednesday Evening Seminar:** The Wednesday Evening Seminar (WES) is a gathering of Center participants in their first fall and spring semesters. WES brings together fellows from diverse academic disciplines, geographic areas, and life experiences, to learn and dialogue on issues of common concern that impact the United States and Asia Pacific region. While graduate degree fellows focus their attention in highly specialized disciplines of study at the University, the Wednesday Evening Seminar strives to challenge EWC fellows to explore issues that may be beyond their range of expertise or comfort zones; to explore issues facing the Asia Pacific region, and, in the process, forge bonds among themselves that ultimately strengthen the Center's diverse, global community. This seminar series is planned and organized by East-West Center degree fellows as part of an internship experience. Through invited expert speakers, films, and facilitated small group discussions on themes relevant to the United States and Asia Pacific region, the WES strives to create an environment for academic interaction and cultural learning between participants who themselves represent the vast diversity within the Asia Pacific region.

Fulfilling an Academic Requirement, Which May Consist of *One* of the Following:

- Completion of an interdisciplinary certificate.
- Participation in an approved East-West Center internship program; or
- Research involvement in an East-West Center project.

Interdisciplinary Certificate: Fellows may select a certificate option among five offered: Interdisciplinary certificates in Leadership, International Cultural Studies, Global Health and Population Studies, Conflict Resolution, and Disaster Management and Humanitarian Assistance. Visit the Center’s website at www.EastWestCenter.org/studentprograms for descriptions.

East-West Center internships: Several internship possibilities are offered each year. Degree fellows in internship programs gain leadership experience in planning and organizing student activities including the International Graduate Student Conference, the Wednesday Evening Seminar, and a literary journal, Impulse. Internships have also been arranged in the EWC Publications Office and the Research Information Services.

Participation in a EWC research project: When a degree fellow’s experience, knowledge and timing come together at the right moment for involvement in a Center research project, a EWC researcher and degree fellow may do collaborative research. Such involvement may take a variety of forms, but to fulfill the fellowship requirement should entail substantive contributions, done in cooperation with a member of the Center’s research staff. Refer to the Center’s website www.EastWestCenter.org/research for details on current research projects.

STUDENT-LED PROJECTS AND INITIATIVES

Participants in the East-West Center Education Program participate in an exciting spectrum of extracurricular activities, student-led projects and initiatives that draw upon and highlight the Center’s broad diversity of cultural perspectives and traditions.

East-West Center International Graduate Student Conference

This multi-day conference, organized by graduate degree fellows at the Center, has become one of the premier graduate student conferences in the world, and the largest focusing on the Asia Pacific. Each year the conference revolves around themes of significance to the United States and Asia Pacific region. Through paper presentations, panel discussions, and poster sessions, participants have explored themes across disciplines that impact the Asia Pacific region. Conference chair and co-chair are internship positions held by two graduate degree fellows. Visit www.EastWestCenter.org/studentconference.

East-West Fest

A major cultural event, East-West Center students work together to organize this popular, educational, and fun-filled day of sharing their talents, crafts, music, cuisine, games, and goodwill with the Hawai’i community. Held outdoors on the Center campus, this festival promotes international cooperation and understanding, which are the underpinnings of all East-West Center endeavors.

East-West Center Participants Association

One of the objectives of the East-West Center Participants Association (EWCPA) Board is to create a vibrant and cohesive participant community that interacts, shares, and appreciates talents, arts, cultures, thoughts, and good will with one another. Ongoing activities include weekly films,

shuttles to area markets, as well as participant organized social and cultural events. Visit <http://ewcpa.wordpress.com/home/> for more current and scheduled events.

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 funding availability, and timely and satisfactory progress toward completion of the degree and fulfillment of East-West Center 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 East-West Center 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 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 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
Timor-Leste
Indonesia

Lao, People's Democratic Republic
Malaysia
Philippines
Singapore
Thailand
Vietnam

East-Asia

China

- Hong Kong
- Macau
- Mainland
- 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. Graduate degree fellows (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 Mānoa 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 provisions 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, the verification of funds form can be submitted by February 14, 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.

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/orientation.

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 arrange dormitory space for the spouse by providing a double room beginning the second semester of the award. The degree fellow is responsible for the additional cost of a double room beyond the single-room rate.
- 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 single room in the East-West Center residence hall.
- The degree fellow is responsible for all other costs for the spouse and children.

Supplemental Funding

Policy on Work: 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.

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

Supplementary Awards: Through the generosity of the Center's friends and alumni, supplementary scholarships have been established to assist degree fellows. The Center may be able to make available a limited amount of supplemental scholarship support to finalists with financial need on a case by case basis, based on the finalist's eligibility for supplementary scholarships and availability of funds. For consideration, applicants complete the form included in the application packet, *Verification of Funds for Expenses Beyond the Scholarship*.

The following is a summary list of supplementary scholarships established to assist the Center's degree fellows. Visit www.eastwestcenter.org/gdf for additional information.

- **Ann Dunham Soetoro Fellowship**
Through a University of Hawai'i Foundation endowment honoring Ann Dunham Soetoro, fellowships will be awarded to students focusing on anthropology or other social sciences.
- **Ashok Kumar Malhotra Seva (Compassionate Service) Awards**
Established by a dedicated volunteer himself, 1960's alumnus Ashok Malhotra created a fund to reward and encourage public service.
- **Buddy & Melga Torre Gendrano Fellowships**
Melga Torre Gendrano, an EWC alumna, and her husband established an endowment to assist students with intention of future involvement in the fields of education and/or agriculture.
- **East-West Center Association (EWCA) Alumni Scholars Awards**
Established by alumni from the 60's to the present to support scholarships as a legacy to help future generations of students participate in East-West Center education programs.
- **Eleanor and Hermann Haus Fellowships**
Stephen Haus and his brother and sisters established the Eleanor and Hermann Haus Fellowships in honor of their parents and belief that students educated in sustainability will change their home countries and the world.
- **George R. Ariyoshi Award**
This fund, named after George R. Ariyoshi who served as Governor of Hawai'i from 1974 to 1986, and currently serving on the Center's Board of Governors, is funded through private donations to assist degree fellows.

- **Haigo and Irene Shen Scholarship**
Established by alumnus, Haigo and his wife to benefit students from China, Hong Kong, and Taiwan in health, education, architecture, urban and regional planning, engineering, and those committed to a teaching career.
- **Jean E. Rolles Fellowships**
Jean Rolles has served on the Center's Foundation Board of Directors and the Board of Governors and established an endowment to provide awards to students in the fields of environment, economics or the travel and hospitality industry.
- **Omni Trak Loui Schmiker Scholar Award**
OmniTrak Group founder, President and CEO Patricia Loui celebrated her company's 25th anniversary by establishing this fund to assist students from Hawai'i, Thailand, China and Japan who undertake research that will impact private sector, public-private sector partnerships, or the role of global corporations as an agent of change in development.
- **Paul S. Honda Fellowship**
A member of the Center's Foundation Board, Mr. Honda established the Paul S. Honda Fellowship to assist East-West Center students who have an intention of future involvement in international relations.
- **Puongpun and Thanh-Lo Sananikone Scholarship**
Alumni and supporters of the Center, Puongpun serves on the Board of Governors, and Thanh-Lo serves on the Foundation Board. They established this scholarship to benefit outstanding students from Laos and Vietnam, or students with Laotian or Vietnamese heritage.
- **The Royal Sala Thai Scholarship Fund**
To commemorate the dedication of the new Royal Sala Thai at the Center in 2008, and in recognition of the importance of leadership to the future of Thailand and the Asia Pacific region, EWC alumni established this fund to assist students from Thailand.
- **Sumi Makey Scholars Awards**
Sumi Makey, former East-West Center Dean of Student Affairs, established an endowment to assist students from Southeast Asia, and particularly women, with a background and interest in the arts and humanities.
- **Toufiq & Ulrike Siddiqi Degree Scholars Awards**
A former staff member and his wife, a long-time volunteer at the Center, established an endowment to help East-West Center graduate degree fellows from South Asia.
- **Trudy and Al Wong 'Ohana Scholarship**
Host family to hundreds of EWC students, the Wong family and alumni want to assist students with leadership qualities, personal initiative and commitment to community and social service engagement.

- **Dennis C. Zvinakis Awards**

The family and friends of alumnus Dennis C. Zvinakis established a fund in his memory to help deserving students from Indonesia, Laos, Cambodia, Vietnam, and the United States.

TAX INFORMATION REGARDING 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.

APPLYING 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, as well as in advanced degree work at the University of Hawai‘i they have obligations to both institutions.

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.

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

Obtaining application forms

Download application material for the Graduate Degree Fellowship from the East-West Center website www.eastwestcenter.org/gdf. Application forms are valid from July 1 to November 1 for the succeeding year’s fellowship and includes:

- a) Graduate Degree Fellowship Application Form
- b) Essay questions
- c) Letter of Reference Form (provide two academic or professional references)
- d) Letter of Reference for Community Service/Civic Engagement/Extra Curricular Activities Form (provide one reference)
- e) Verification of Funds for Expenses Beyond the Scholarship Form

If you are unable to download application material from our website, please email your request to scholarships@eastwestcenter.org.

If you are not already enrolled in a University of Hawai‘i graduate degree program or if you plan to change your academic program, please also download a copy of the University of Hawai‘i Graduate Admission Application Instructions and an application form for each field of study you seek to enter. Do not use the Graduate Admission Application Form if you are seeking admission to Architecture or a Law Program. The application form for these fields must be obtained from the respective program.

Contact the appropriate University of Hawai‘i academic program to find out what is needed to gain admission to that program and download required *departmental* application forms. Use this link to connect to individual department websites: <http://manoa.hawaii.edu/graduate/content/graduate-programs>.

Exams and score reports

Make arrangements to register for any exams such as TOEFL, IELTS, GRE or GMAT that may be required for your admission to the University of Hawai‘i. Official results from these exams should be sent by the testing service directly to the East-West Center. Please use institution code 4868 for TOEFL and GRE scores or the address below when reporting your IELTS results:

Award Services/Graduate Degree Fellowship
East-West Center
1601 East-West Road
Honolulu, Hawaii 96848-1601, USA

GMAT results should be reported to 4HF-DD-47 for MBA programs or 4HF-DD-77 for Travel Industry Management.

The East-West Center will begin the preliminary review process in December to ensure that the criteria for the fellowship is met before forwarding the application to the University of Hawai'i in January. For international applicants, TOEFL or IELTS scores will be taken into consideration as part of the EWC application unless waived by University of Hawai'i Graduate Division policy regarding proof of English proficiency. It is therefore important that you provide your score report before the review process begins. If you are unable to register early enough for results to be available during the preliminary selection process, it is important that you indicate on the EWC application your expected date to take the exam.

The Center requires a TOEFL minimum of 550 and 6.5 for IELTS. GRE and GMAT scores are not required for the Fellowship application but should be submitted to the East-West Center to complete the University of Hawai'i application. If your application passes the first phase of the Center's selection process, we will need all required official test scores by mid January to ensure that the University is able to review your application and provide us with a timely decision on admission before the EWC final selection process commences in March.

Academic transcripts

An official transcript is required from each college or university you list on your EWC and UH application forms. Please provide one set of official transcripts from each of the institutions you list to accompany each application. An official transcript must be certified by the appropriate school official in charge of maintaining academic records and bears the actual inked stamp or embossed seal of the institution. A copy of the degree and/or graduation certificate, certified in the same manner as the transcript, must be included if the transcript does not list the type of degree awarded or date of graduation. Photo or scanned copies of documents bearing certification do not meet this requirement. Only documents that are received in sealed envelopes of the issuing school are considered official. Academic documents from certain geographic regions may have additional requirements so please be sure to refer to the University of Hawai'i application instructions for further details.

Your college or university should mail your transcripts directly to the East-West Center but if this is not their policy, you may include them with your application if they are in sealed school envelopes. Documents that arrive before your application will be kept on file until we are able to consolidate them with your application.

Currently enrolled UH graduate students applying for the fellowship need not provide official transcripts since you have already gained admission to your academic program. However, the Center does need a copy of your academic records as the selection is based partly on academic merit. We therefore suggest you arrange with your academic program or the Graduate Admission Office to forward a copy of all of the transcripts listed on your application to the East-West Center. One official UH transcript should also be provided for coursework already completed.

Letters of Reference

Please identify three individuals who would be willing to recommend you to the fellowship program. Two of the individuals should comment on your academic and long term objectives, while the third referee should reflect on any community service, civic engagement or extra

curricular activities you have been involved with. Please be sure that your name and the recommender's name are on the letter of reference form before giving it to the letter writer.

Submission of application material

Applications that are postmarked by November 1 will be considered for the fellowship. Please take your EWC and UH application forms and essay responses for both applications to the post office or other mail service to be delivered to the East-West Center. If you mail your application close to the deadline, be sure to obtain a receipt as proof that it was accepted by the mail service. If you plan to personally deliver your application to the East-West Center, please arrive before the Award Services Office closes at 4:30 p.m.

Your application should include the following:

- a) Graduate Degree Fellowship application. If you are applying to more than one academic program, list both programs on one application in order of preference. Do not submit a separate application for each academic program.
- b) Responses to all four essay questions and curriculum vitae. Essay question #5 is required only if you are seeking consideration by the Asian Development Bank Scholarship. Please visit the East-West Center website www.eastwestcenter.org/adb or www.adb.org/jsp for further information regarding eligibility before indicating your interest in the ADB Scholarship.
- c) University of Hawai'i Graduate Admission application. If you are applying to two fields of study, a separate application form must be provided for each academic program.

The application fee (refer to UH application instructions for cost) must be included if you are seeking admission independent of the EWC fellowship decision. The UH Graduate Admission Office will process application fee payment when they receive your application in January. The application fee may be paid by credit card, check or money order. Cash payments are not accepted. If paying by credit card, please be sure that your card is valid until the end of January. Checks and money orders should be made payable to the "University of Hawai'i."

If you are an international applicant seeking independent admission and are not applying for financial support from the University, you must provide the Confidential Financial Statement Form to show proof of financial responsibility. The form may be obtained from the University's website <http://manoa.hawaii.edu/graduate/content/forms>.

If you apply directly to the University of Hawai'i, it is not necessary to also provide the paper application. We would however appreciate it if you would provide the confirmation number of your application so that we can confirm your application with the Graduate Admission Office.

- d) Departmental application forms, statement of objectives, writing sample, etc. that are required by the University of Hawai'i academic program. Recommendation letters that are specific to the academic program should be returned directly to the department.

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, to meet the application deadline.
- 2) The **East-West Center Review Committee** determines general relevance to East-West Center programs and decides which applications will be forwarded to the University of Hawai'i Graduate Division. Notification by letter and email will be sent in early January 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.
- 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 as well as email and only to the applicant by April 1. 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

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 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 of full-time professional working experience (acquired after completing a university degree) at the time of application;
- 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)

*Japan-focused Executive MBA (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 \$31,000, 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/jsp for more information.

OBTAINING ADDITIONAL INFORMATION AND APPLICATION MATERIAL

For additional information, and to obtain downloadable application materials, go to www.eastwestcenter.org/gdf. Questions regarding application procedures may be emailed to scholarships@eastwestcenter.org.