EAST-WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

INSTRUCTIONS FOR 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 Graduate Degree fellowship. If you have applied previously, indicate the category and year of your last EWC application.

2. **Asian Development Bank (ADB) fellowship**. 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**: In the following order, begin with your family name, given name, then middle name. Indicate any alternate names that might appear on documents. Please refrain from using nicknames unless they appear on official documents and letters of reference.

4. **University of Hawai‘i student identification number**: Leave this field blank if you do not have a University of Hawai‘i student identification number.

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 **Permanent address**: Note a permanent address where you can receive mail once your current/local address is no longer valid.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. **Home state:** For U.S. citizens only, please provide your home state.

15. **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.

16. **E-mail address:** Print or type your email address clearly and completely.

17. **EWC scholarship:** If you have received an EWC scholarship before, please provide the date and type of award.

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.

20. **Current activity**: Please indicate if you are currently a student (noting where) or if you are currently employed (noting the nature of your work).

21. **Letters of Reference**: List the names and titles of the individuals you asked to provide letters of recommendation.

22. **Test/Examinations**: Consult the section under "REQUIRED TESTS" in the Overview and Application booklet. 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 may not be available in time for the Center's preliminary consideration of your application.**

23. **Language Study:** The East-West Center requires all students from the United States, Australia, and New Zealand to study (or supply proof of proficiency in) an Asian or Pacific language. Students from Asia and the Pacific Islands are required to be proficient in English. For further information, consult the section "OTHER REQUIREMENTS" in the Overview and Application booklet.

24. **Other institutions:** Indicate if you are applying to any other institutions for graduate study.

25. **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 at http://manoa.hawaii.edu/graduate/content/graduate-programs. 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.

26. **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." Be sure that your credit card is valid until January to avoid delays in processing your application. An application that is not accompanied by a fee will not be processed by the University of Hawai‘i. The UH application fee is currently $70 per application but expected to rise so please check the University's website http://www.manoa.hawaii.edu/graduate/files/forms/appinst2011_12.pdf for further 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.

27-30. Provide the requested information.

31. 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

Responses to Essay Questions

Complete responses to the essay questions listed on the form entitled, *Essays to Accompany the Graduate Degree Fellowship Application Form.* Be sure to include your name on each page of your essay response. 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, to be considered official, **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) or email 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**.

Required Tests

Proof of English proficiency is a requirement for admission to the University of Hawai‘i and 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 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 the United States, 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. TOEFL or IELTS 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 5.0 is required for admission to the University of Hawai‘i. The East-West Center minimum score requirement is 6.5.

- 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, 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, visit 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 4HF-DD-47 for MBA, and Code 4HF-DD-77 for TIM, no later than January 14.

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 website of the respective University of Hawai'i department 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, non-native 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 U.S., Australia or New Zealand are required to have, or to obtain while on award, the second level of proficiency in a non-western 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 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 the Fall 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.

- 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.

EAST-WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP APPLICATION CHECKLIST

The following documents must be submitted to the East-West Center to be considered for the Graduate Degree Fellowship. **Note: Do not send any of the application documents to the University of Hawai`i; they must be received together at the East-West Center**. Do not staple, paste, or bind application material together.

EWC Graduate Fellowship Application Checklist—items to be **postmarked** by November 1.

- ❑ East-West Center Application Form
- ❑ Completed essays
- ❑ Writing sample (required for all doctoral degree applicants and some fields of study)
- ❑ Copy of passport biodata page if available.

EWC Graduate Fellowship Application Checklist—items should be **received** by December 1, to meet EWC preliminary selection review.

- ❑ Two (2) official transcripts from each institution attended
- ❑ Three (3) Letters of Reference
- ❑ Official GRE, TOEFL or IELTS test score report from the testing service, if required for University of Hawai`i application. Final receiving deadline is January 14.

UH Graduate Admission Application Checklist—all items to be **postmarked** by November 1.

- ❑ University of Hawai`i Graduate Admission Application Form (if not currently enrolled at UH).
- ❑ Application forms for the academic program and statement of objectives (applicants who chose to submit only one statement to EWC and UH must address objectives of both EWC and UH in their statement. Please provide a copy for each application.)
- ❑ Residency Declaration Form (required only if you are eligible to claim Hawai`i residence or statutory exemption)
- ❑ Confidential Financial Statement Form (required only by international applicants seeking independent consideration of admission)
- ❑ Curriculum Vitae
- ❑ Application Fee per field of study (required only if you wish independent consideration to attend the University of Hawai`i regardless of whether you receive the East-West Center fellowship. Include completed Application Fee Credit Card Payment Form, check, or money order made payable to the "University of Hawai`i.")
- ❑ Be sure to check with the field of study you are applying to for additional requirements.

A reminder for all forms:

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

Verification of Funds for Expenses Beyond the Scholarship form—due February 14.

- ❑ Send the completed *Verification of Funds for Expenses Beyond the Scholarship* form

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

GRADUATE DEGREE FELLOWSHIPS
Award Services Office - East-West Center
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, HI 96848-1601 USA

Telephone: 808.944.7735 | Fax: 808.944.7730 | Email: Scholarships@EastWestCenter.org
EastWestCenter.org/studentprograms

EAST-WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

ESSAYS TO ACCOMPANY THE GRADUATE DEGREE FELLOWSHIP APPLICATION FORM

Provide your essay responses on separate sheets of paper. Note the essay number and your name at the top of each essay. If you type your essay, we suggest an 11 or 12 size font, single or double spaced (your discretion).

1) Write an essay in which you discuss your long-range goals and objectives in pursuing your degree, stating their relevance for the East-West Center and its programs of international research and community building. (Maximum length: five pages)

2) Write a brief biographical essay in which you discuss your background including community service or civic engagement activities, and reasons for pursuing graduate study. (Maximum length for the essay: two pages)

   Note: Include a copy of your resume or curriculum vitae.

3) Your participation in EWC seminars, activities, and residential community will be alongside students from the U.S., Asia and the Pacific region. Please comment on your preparedness for this inter-cultural learning environment. (Maximum length: two pages)

4) As part of the fellowship, students complete an East-West Center academic requirement. This may involve completion of one of the following interdisciplinary graduate certificates: Leadership, International Cultural Studies, Global Health and Population Studies, Conflict Resolution, or Disaster Management and Humanitarian Assistance; or invited involvement in an East-West Center research project. If you would be interested in being involved in research with an EWC project, please list the research area you would be interested in and discuss why you selected this area. If your preference is for a certificate program, indicate your interest. Refer to the East-West Center Research Program website for current research themes and projects EastWestCenter.org/research. (Maximum length: one page)

5) Complete the following essay *only if* you have indicated you want to be considered for the ADB scholarship in addition to the East-West Center Graduate Degree Fellowship. (Maximum length: five pages)

   Write an essay in which you discuss your long range goals and objectives in pursuing your degree stating their relevance to the ADB vision and mission under **Strategy 2020,** as described on the ADB website, adb.org/strategy2020/faqs.asp:

   > "ADB's vision under Strategy 2020 will continue to be 'An Asia and Pacific Region Free of Poverty' and its mission to help its DMCs [Developing Member Countries] reduce poverty and improve living conditions and quality of life. ADB is committed to ending poverty in the region… Reducing poverty requires inclusive growth where more people become economically productive citizens and share in a society's growing well-being. The ability to achieve and to sustain poverty reduction depends on well-managed natural environment. Further, ADB believes that the process of ending poverty in the region can be accelerated when neighboring economies work within larger and freer markets and when governments achieve common interests through common efforts through regional cooperation. ADB will position itself more strategically as a partner and agent for change by promoting private sector development, good governance, gender equality, knowledge solutions, and partnerships, identified under Strategy 2020 as the region's five key drivers of change." (Maximum length: five pages)