Print Form

EAST-WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

Letters must be received by December 1

The applicant noted in the box below is applying for an East-West Center fellowship and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this additional background information. This letter of reference will be considered as part of the application for an East-West Center fellowship only. The East-West Center strengthens understanding and relations between the peoples of the United States, Asia, and the Pacific through cooperative study, training, and research. The East-West Center is not a degree granting institution, but works in partnership with the University of Hawai'i. The East-West Center Fellowship provides substantial funding for Master's and Doctoral graduate students to participate in educational and research programs at the East-West Center while pursuing graduate study at the University of Hawai'i. Please return this letter of reference directly to the **Award Services Office, Attention: EWC Graduate Degree Fellowship, East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA.** Reference letters can be emailed to scholarships@eastwestcenter.org ahead of the original to meet the deadline. Thank you for your assistance.

Name and title of Person Writing Recommendation (**please type or print**) _____

Address _____

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

Applicant's special area of academic and research interest _____

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

○ *I waive my right to see this letter of reference*

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

_____ _____
Signature of Applicant *Date*

LETTER OF REFERENCE
(Community Service/Civic Engagement/Extra Curricular Activities)

Feel free to attach a separate letter to address these questions

1. How long have you known the applicant?

_____

2. How well and in what capacity do you know the applicant? _____

_____

3. Please rate the applicant in terms of each of the following:

	Exceptional	Well Above Average	Above Average	Average	Below Average	Unable to Judge
Leadership	☐	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐
Consideration/concern/care for others	☐	☐	☐	☐	☐	☐
Adaptability	☐	☐	☐	☐	☐	☐
Ability to help others with crises	☐	☐	☐	☐	☐	☐
Intelligence	☐	☐	☐	☐	☐	☐
Self-expression	☐	☐	☐	☐	☐	☐
Ability to cope with personal crises	☐	☐	☐	☐	☐	☐
Capacity for change	☐	☐	☐	☐	☐	☐
Cross-cultural knowledge & experience	☐	☐	☐	☐	☐	☐

4. Of similar applicants you have known, how does this applicant rank on a 1-10 scale (10 highest, 1 lowest, 5 average) in the area of cross-cultural community building?

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

6. What has been individual's greatest achievement (academic, personal, community)?

7. Please provide any additional comments that you deem relevant regarding the applicant's community service/extra curricular activities.

8. Do you recommend the applicant for an East-West Center fellowship to pursue advanced study and participate in cross-cultural community building?

- ○ Recommend highly
- ○ Recommend
- ○ Recommend with reservations
- ○ Do not recommend
- ○ Insufficient basis for making recommendation

9. Please check one:

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

Reference Writer:

If available, please affix your business card here:

Signature _____ Date _____

Print name _____