



WELCOME TO THE EAST-WEST CENTER

We look forward to welcoming you to the East-West Center in August. Your award packet contains information to help you anticipate and prepare for the transition in the summer months ahead.

Reference information in your packet

You will find information on such topics as housing, health insurance, taxes, visa, and what to pack. Once you have reviewed the contents of your award packet, let us know your remaining questions. Enclosed is a contact information sheet so you know whom to contact regarding questions about your award and scholarship program.

A few important points are summarized below:

Orientation

All new degree fellows are required to attend a two-week orientation program prior to the beginning of University of Hawai'i at Manoa classes. The orientation begins on August 9. You will be receiving more information over the summer months from the Orientation Coordinator.

The orientation focuses on developing a "sense of place" in the Honolulu community and on campus. Orientation activities also focus on enhancing intercultural awareness among degree fellows, creating an esprit de corps among the incoming class and providing information on course registration at the university, health insurance, Center involvement, and other practical matters.

Attendance is mandatory for the orientation program. Degree fellows who already reside in Hawai'i and are enrolled at the University of Hawai'i at Manoa are expected not only to attend but also to assist with the program if requested do to so.

English Placement Test

If you are a non-native speaker of English you may be required to take an additional English placement exam during the orientation program. Degree fellows who have prior U.S. degrees or TOEFL or IELTS scores over 600 and 7.0 respectively are exempt. All other degree fellows must take the exam, even if their TOEFL or IELTS meets University of Hawai'i minimum requirements. Based on the results of the exam you may be placed into as many as three non-credit ESL classes during your first year, two during the fall semester and one in the spring.

Important dates to remember

- August 8.....Arrival/residence hall check-in for all students
- August 9.....New degree fellows orientation program begins
- August 11.....English Language Institute exam
- August 12 - 16.....University of Hawai'i Manoa registration for new degree fellows
- August 22.....First day of classes

What to Pack

The East-West Center will provide you with health insurance coverage during your award period; however, some health items and services such as eyeglasses and dental care are not included as benefits and can be very expensive. If you will be coming from an area where health items and services are less expensive than in Hawaii, please see enclosed letter from Mendl Djunaidy for a list of items to bring.

There are a number of Center activities and special events at which you may wish to wear your national or traditional clothing. If you have traditional clothing or a special costume, you are encouraged to bring them.

Later in the summer, the volunteer degree fellows who are planning part of the welcome and orientation activities will provide you with additional suggestions on what to pack.

Campus Parking

Degree fellows who are currently in Hawaii with cars or new participants who anticipate purchasing a car upon arrival are cautioned that there is a significant shortage of parking spaces on campus. Student campus parking permits for day parking are available only to continuing students in areas away from the dormitory. New students are not eligible for parking permits. Parking permits are allocated by the University of Hawai'i. Please be cautioned that on-street parking is even more limited and the police can ticket and tow away illegally parked cars in Hawaii.

We will provide information on transportation in the orientation packet. The public bus service in Honolulu is excellent. Many fellows purchase bicycles.

This is not meant to be an exhaustive list, but will get you started on preparing for your journey here. Through continued mailings in the summer months from the orientation coordinator, and individual contact, we will be happy to assist with your questions and preparations.

We look forward to your arrival to the East-West Center!

FINAL ACCEPTANCE INFORMATION AND DEADLINES

Your award packet includes important forms that must be signed and returned to the Award Services Office at the East-West Center. The packet also includes information for you to review and keep for your personal reference. You are encouraged to submit the required forms as soon as possible, *in advance* of the due dates, whenever possible.

Forms for all Fellows (US Citizens *and* International Fellows)

✓ Form	Due Date	Comments
<input type="checkbox"/> Fellowship Agreement	July 1, 2011	Sign and return the white and green copies of the Fellowship agreement by the date noted on the left. (Retain the yellow copy for your personal files.)
<input type="checkbox"/> East-West Center Confidential Health Clearance Forms	July 1, 2011	Sign and return the <i>Confidential Health Clearance Form</i> . The <i>Physician's Medical Evaluation and Recommendation Form</i> must be completed by the attending physician only if you have had a serious health problem or were hospitalized within the past two years.
<input type="checkbox"/> University of Hawaii Health Clearance Form	July 1, 2011	Return completed form in the attached envelope.
<input type="checkbox"/> Authorization to Release Information Form	July 1, 2011	Sign and return the form with your fellowship agreement.

Flight Arrival Information

<input type="checkbox"/> Email your flight arrival information to orientation@eastwestcenter.org	As soon as your ticket reservations are made	Providing us with this information will help volunteers make arrangements to meet you at the airport if you need a ride.
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Additional Forms for International Fellows (Non-US Citizens)

✓ Form	Due Date	Comments
<input type="checkbox"/> Country Clearance form	July 1, 2011	Complete and return form.
<input type="checkbox"/> Terms and Conditions of the J-1 Exchange Visitor Program	July 1, 2011	This form is required for degree fellows coming on J-1 visa status. Sign and return the white and green copies of the form by the date noted on the left. (Retain the yellow copy for your personal files.)

Return all forms to the Award Services Office
East-West Center, 1601 East-West Road Honolulu, HI 96848-1601, USA



PERSONS TO CONTACT

For questions regarding award terms, housing, travel, and education program contact the East-West Center staff member coordinating your scholarship program:

Scholarship Program	East-West Center Contact Person
<ul style="list-style-type: none"> • East-West Center Graduate Degree Fellows • ADB Fellows • Obuchi Fellows • EWCA Fellows 	Mendl Djunaidy, Associate Dean Telephone: area code (808) 944-7549 Fax: area code (808) 944-7730 Email: djunaidm@EastWestCenter.org
<ul style="list-style-type: none"> • US - South Pacific Scholarship Program • US - Timor Leste Scholarship Program 	Eugene Vricella, Scholarship Coordinator Telephone: area code (808) 944-7585 Fax: area code (808) 944-7730 Email: vricellg@EastWestCenter.org
<ul style="list-style-type: none"> • Ford Foundation, International Fellowships Program • SEAMEO-Vietnam Scholarship Program 	Kim Small, Scholarship Coordinator Telephone: area code (808) 944-7752 Fax: area code (808) 944-7730 Email: smallk@EastWestCenter.org

For questions regarding health insurance, contact:

<u>Scholarship Program</u>	<u>East-West Center Contact Person</u>
<ul style="list-style-type: none"> • East-West Center Graduate Degree Fellows • ADB Fellows • Obuchi Fellows • EWCA Fellows 	Mendl Djunaidy, Associate Dean (Same contact information as noted above)
<ul style="list-style-type: none"> • US - South Pacific Scholarship Program • US - Timor Leste Scholarship Program 	Eugene Vricella, Scholarship Coordinator
<ul style="list-style-type: none"> • Ford Foundation, International Fellowships Program • SEAMEO Fellows 	Kim Small, Scholarship Coordinator (Same contact information as noted above)

For questions regarding the J-1 Exchange Visitor Visa, contact:

<u>Scholarship Program</u>	<u>East-West Center Contact Person</u>
All programs	Valerie Wong, Visa Officer Telephone: area code (808) 944-7706 Fax: (808) 944-7730 Email: wongv@EastWestCenter.org

Address for all staff members:
 East-West Center
 1601 East-West Road
 Honolulu, Hawaii 96848-1601, USA

HOUSING INFORMATION

For East-West Center Graduate Degree Fellows, EWCA Fellows, ADB Fellows, and Obuchi Fellows

Residence Halls

The East-West Center provides housing for its degree fellows in two on-campus dormitories, Hale Manoa and Hale Kuahine, with approximately 468 rooms. Hale Kuahine and Hale Manoa generally house the Center's long-term degree students, short-term conference participants and other non-center residents.

Hale Manoa is a 13-floor student dormitory serviced by two elevators. Certain floors or units are designated for male-only or female-only room assignments. Other areas are coeducational. Rooms are arranged in clusters, with each cluster or unit consisting of a combination of double and single rooms. Each living unit has shared bathroom facilities. Communal kitchen facilities and coin-operated laundry machines are located on each common floor. Other amenities include individual mailboxes, daily newspapers in the common area, snack/beverage vending machines, and ice machines. In addition, residents have access to lounges for TV viewing and small meetings or social functions. Hale Manoa also has a music room with a pool table that are shared by residents in both dormitories.

Hale Kuahine is a four-floor student dormitory with no elevator. Physical arrangements are similar to Hale Manoa, and each living unit has shared bathroom facilities. The communal kitchen facilities, lounge, and laundry machines are located on the ground floor. Hale Kuahine has similar amenities as those listed above.

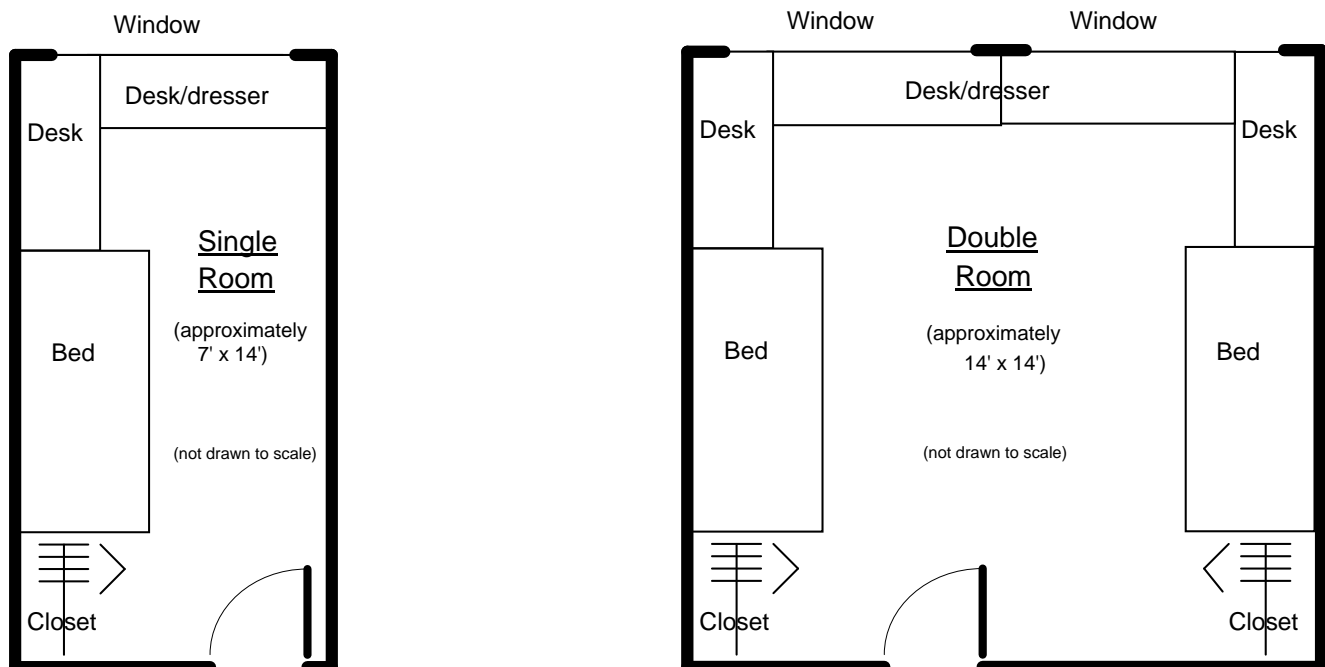
Smoking is not allowed in dormitories.

Room Furnishings and Services

Rooms contain a desk, dresser, chair, bed, study lamp, telephone, fan, clock radio, bookshelf and closet space. Linen and bedding (including pillow, blanket, bedspread, two sheets, and a pillow slip) are provided. You may want to bring a towel with you from home, or purchase a set from local stores or the housing office. A towel set is available for purchase in the dormitories and includes a bath towel, washcloth, and small bar of soap.

Each residence hall has a reception desk with services such as checking persons in and out of rooms, taking messages, providing change for laundry and vending machines, issuing spare keys, maintaining security and providing general information.

Single and Double Room Floor Plan



Room Assignments

Incoming degree fellows are accommodated in single rooms. If you have a preference for a male-only, female-only, or coeducational floor, please indicate your preference when making your housing arrangements.

Persons with physical limitations should make their needs known when making the housing arrangement.

Move-in Date

Degree fellows choosing to arrive more than one day before the beginning date of the East-West Center fellowship--**August 8, 2011**--are responsible for their own housing accommodation in Honolulu. The Center may be able to provide early accommodations, at the degree fellow's expense, if space is available and sufficient notice is provided. Requests for early housing must be received by July 1, 2011.

Direct inquiries regarding on-campus housing arrangements to:

Ms. Mendi Djunaidy, Associate Dean
djunaidm@eastwestcenter.org

East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA
Telephone: (808) 944-7549 Fax: (808) 944-7070



INFORMATION FOR MARRIED DEGREE FELLOWS

If you are a married degree fellow and are considering having your family join you in Hawaii, you should be advised of a variety of logistical and financial matters as you make your decision.

Based on the experience of past fellows, it is required that you arrive independently and spend the first semester settling in to your studies and life in Honolulu, researching the housing, educational, health insurance and other needs before your family's arrival. Previous fellows confirm this allows a smooth transition and less hardship and stress for themselves and their families. Be advised that some of the fellowships have regulations that approve a family member joining after the first year.

If you are an Asia/Pacific student, and you wish to have your family join you, **the first step is to seek permission through your scholarship coordinator and complete a "Request to Bring Family" form available through your coordinator.** Depending on your particular fellowship, there may be regulations or guidelines regarding family members joining you in Hawaii. In addition, there are visa implications for family members. Please refer to the packet enclosure titled "Visa Information for Families of Exchange Visitor Degree Fellows" to learn more.

If your request to bring your family is approved, you need to make an informed decision about additional costs you will experience in Honolulu. The information provided below is intended to assist you in determining if you have the resources beyond your fellowship to cover your family expenses. As Honolulu is one of the most expensive cities in the U.S., the costs of off-campus housing, food and other incidentals are high, so you will need to carefully consider your budget to base your decision on local costs.

The Center arranges a double room in the dormitory if the degree fellow is accompanied only by a spouse however the cost beyond the single room rate is your responsibility. Families with accompanying children below age 18 must live off campus in the community-at-large. There is a critical shortage of housing in Hawaii, especially near the East-West Center. On the back of this sheet is a list of current rental announcements in the vicinity to give you an idea of the current monthly rent for an off-campus apartment. Generally, a deposit equivalent to one month's rent is normally required, and the monthly costs of telephone, electricity and/or gas (\$75+), and cable TV are usually the responsibility of the tenant.

Additional expenses incurred during the spouse and dependent's stay in Hawaii are the responsibility of the degree fellow. These expenses include, but are not limited to, round trip transportation, health insurance, cost beyond the single room rate on campus, housing in the Honolulu community, food, clothing, and other incidental expenses.

Degree fellows' spouses who wish to work on the J-2 exchange visitor dependent visa should not come with the expectation of working soon after arrival. They must apply to the U.S. Citizenship and Immigration Services for work permission to help meet expenses of the J-2 dependents only. Generally, it takes three months to obtain employment authorization after filing the application. The local job market is tight and spouses may encounter difficulty in obtaining suitable jobs. Spouses have found jobs although the work is often below the level that they are accustomed to in their own countries.

Families with children under five years of age must also contend with the challenges of child care if the spouse chooses to work. Although Hawaii has many fine child care programs (most featuring part- or full- day care), these programs usually have waiting lists and can cost \$600 per month or more for half day pre-school programs and \$700 - \$1100 per month for full-day programs.

We hope this information is helpful in considering your situation carefully as you make decisions about your award and family needs.



INFORMATION ON U.S. GOVERNMENT TAXES

In 1986 the U.S. Government passed a law referred to as the Tax Reform Act which no longer allows the financial assistance provided through a scholarship or fellowship to be completely tax exempt. Funds for food and incidental expenses, housing and health insurance, and initial and terminal travel when they are provided by the East-West Center, are subject to U.S. taxes. Tuition, fees, books and expenses directly attributable to the pursuit of your degree are tax exempt. The effects of this law vary depending on a student's country of citizenship or permanent residence and the source of the funds supporting your fellowship.

Tax Treaty Countries

The United States Government has tax treaties with a number of countries. While treaty provisions vary from country to country, it appears that most students from China, Japan, Korea, the Philippines, Indonesia, and Thailand will be exempt from U.S. government taxes for activities held in the United States that are funded by the East-West Center from U.S. funds. It should be noted that some treaties have time limits and maximum dollar amounts. It is the students' responsibility to determine whether or not they qualify for exemption from taxes by virtue of a tax treaty.

U.S. Citizens/Legal Permanent Residents, Non-Residents from Non-Tax Treaty Countries & Non-Residents From Countries Whose Tax Treaty is Not Applicable

Students from countries in these categories are subject to the 1986 Tax Reform Act.

Paying Taxes

How taxes are actually paid depends on a student's country of citizenship or permanent residence. In the case of U.S. citizens or permanent residents, the Center accumulates all taxable income (stipend, housing, health insurance) for the year. A certification letter of the income is provided for you after the end of the tax year. No income taxes are withheld from your monthly stipend. Students who are U.S. citizens or permanent residents have sole responsibility for paying their State and Federal taxes and are urged to manage their funds carefully and to file estimated taxes (quarterly payments) in order to avoid penalties for underpayment of taxes. Forms for filing estimated State and Federal taxes are available from the State and Federal tax offices or via the internet.

For *non-resident students from non-tax treaty countries or from countries whose tax treaty is not applicable*, the Center is required to withhold taxes each month on any funds provided by U.S. Government sources. By law the rate of withholding is 14% of the total taxable income which generally includes monthly stipend, housing and health insurance. The following example will help you estimate the amount you will need to withhold for taxes. If you receive an award that includes housing, health insurance, and a monthly stipend, add the value of these categories to come up with a total that is considered taxable income. Estimate 14% of the total to calculate the amount to have withheld each month to cover taxes.

At the end of each tax year the taxable benefits are reported to the respective federal and state tax agencies. All students including those from tax treaty countries are required to file an income tax return. It is through this process that you will be able to determine if you are eligible for a refund of all or a portion of the taxes withheld, or if, depending on your other/total income, you owe additional taxes.

During the orientation program, we will provide additional information and examples to familiarize you with with U.S. tax regulations.



INFORMATION ON STATE OF HAWAII TAXES

The State of Hawaii taxes all East-West Center scholarships and fellowships in the same manner as the U.S. Government with two very distinct and important exceptions. First, tax treaties which the U.S. Government has signed with certain countries do not exempt citizens of those countries from State taxes. The exemption only applies to U.S. Government taxes for activities held in the United States. Secondly, while the State taxes the same portion of your fellowship as does the U.S. Government, the Center cannot withhold funds on a monthly basis to pay for those taxes.

All students are responsible for any State of Hawaii taxes that they may owe. The specific amounts will vary from individual to individual as everyone's taxable income is different. Nevertheless, to provide a realistic idea of the amount of money each student may be responsible for, here are specific examples. In 2009 some single students who were here for 12 months, with no other taxable income except their East-West Center fellowship paid approximately \$600 in State of Hawaii taxes. A married student with two dependents residing off campus with no other taxable income except the Center fellowship paid approximately \$1000 in State of Hawaii taxes.

Paying State Taxes:

Since the Center is unable to withhold State taxes from the monthly stipend, students are strongly urged to manage their funds carefully and to pay *estimated State taxes* as a means of meeting their obligation to the State. Paying estimated State taxes is done through the filing of a *declaration of intent to file estimated taxes* (Form N-1) no later than April 20th of each tax (calendar) year. This will enable students to pay taxes in four scheduled payments. Even though estimated taxes are paid throughout the year, students are still required to file a tax return at the end of the calendar year and pay any additional taxes owed.

The filing and paying of estimated taxes is especially important as the State of Hawaii is embarking on a program to identify what they believe to be a large number of delinquent tax payers. In the past years a number of students who did not file estimated taxes have been assessed a penalty for underpayment of taxes.

Forms for filing estimated State and Federal Taxes are available from the State and Federal tax offices or via the internet.



1601 East-West Road
Honolulu, Hawai'i
96848-1601

Tel: 808.944.7735
Fax: 808.944.7730
EastWestCenter.org

Award Services

April 2011

Dear New Degree Fellow,

The English Language Institute (ELI) at the University of Hawai'i has informed us that you are subject to the language testing requirements prior to enrollment for classes in Fall 2011. The ELI test policy is as follows:

If your TOEFL score is under 600 on paper-based TOEFL, 250 on computer-based TOEFL or 100 on internet-based TOEFL, or have an IELTS overall band score below 7.0, you are required to take the placement exam. A set of sample questions may be viewed at the [ELI website](#) so that you may review the format of the exam. Depending on your test results you may be placed in up to six English courses during your first two semesters at UH. Many East-West Center degree fellows are either exempted or take less than the full six English courses, so you should expect to take a combination of courses in English as well as your major field of study during the first year.

The exam will take place during the first week after you arrive. This will give you a few days to settle in, rest, and begin the briefing program before you have to take the exam. If you have any questions or concerns about the ELI program, please feel free to contact me at anytime.

Sincerely,

Mendl Djunaidy
Associate Dean