



EAST - WEST CENTER

COLLABORATION • EXPERTISE • LEADERSHIP

**ASIA PACIFIC LEADERSHIP PROGRAM (APLP)
AWARDS INFORMATION
2010-2011**

Asia Pacific Leadership Program
East-West Center
John A. Burns Hall
1601 East-West Road
Honolulu, HI 96848-1601, USA

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Email: APLP@EastWestCenter.org
Website: www.EastWestCenter.org/aplp

**This document requires action by you.
Please complete and return the enclosed forms on or before May 26, 2010.**

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



Tel: 808.944.7443
Fax: 808.944.7070
EastWestCenter.org

Education Program

Dear Asia Pacific Leadership Program Fellows,

Welcome to the East-West Center.

Congratulations on your acceptance into the Asia Pacific Leadership Program (APLP). I look forward to welcoming you to Hawai'i in August when you arrive for the East-West Center Orientation program. You are Generation 10 ("G10") of the APLP and will join our alumni network of 357 leaders from 52 countries, as well as the broader East-West Center community of 55,000 alumni around the world.

This fellowship packet contains a variety of information to help you prepare for arrival at the East-West Center and life in Hawai'i. Enclosed you will find details on topics such as on-campus housing, health insurance, taxes, and visa information for international fellows. An original copy of your participation agreement and EWC offer letter will be mailed to you. International fellows will also receive documents necessary to obtain a multiple entry visa for the United States (U.S.). Not all of this is light reading, but I assure you it is important. Please read the materials carefully and follow instructions.

A few initial points are summarized below:

EWC Orientation

All new student-fellows are required to attend a two-week East-West Center Orientation prior to the start of the APLP. The EWC Orientation begins on August 10, 2010. You will receive more information directly from the EWC Orientation Coordinator, who along with continuing EWC student-fellows and staff, will welcome you to the East-West Center and the State of Hawai'i. The EWC Orientation focuses on developing a sense of place, enhancing intercultural awareness, creating an esprit de corps among the incoming student-fellows, and providing information on important practical matters.

Please note: The EWC Orientation is not an APLP orientation, but an introduction to the wider communities you will join at the East-West Center, the University of Hawai'i at Mānoa, and beyond. You will, of course, meet and interact with APLP staff during the EWC Orientation, but the APLP does not formally begin until August 23. When you arrive in Hawai'i, please drop by Burns Hall, where EWC offices are located, and introduce yourself to the APLP staff.

Attendance is mandatory for the East-West Center Orientation program.

Important Dates

August 9.....Arrival/residence hall check-in for all student-fellows
August 10.....EWC Orientation Program begins
August 23.....APLP classes begin
December 20.....End of APLP fall semester

See enclosed calendar for further details.

Getting Started

Air Ticket: We recommend you purchase an open-return ticket to allow maximum flexibility during the winter vacation/spring semester when multiple options are available. The fall semester ends on December 20, 2010.

Passport: Please make certain your passport is valid for one year from August 2010. Participants who are U.S. citizens also need a valid passport.

Visa Matters: Once the EWC visa paperwork is finalized, international fellows should apply for a multiple-entry visa immediately. This process takes time. The sooner you procure your visa the better.

To participate in the international field study, you must have a multiple entry visa to re-enter the United States.

Health: The East-West Center will provide you with health insurance coverage during the fall semester, however, some medical items and services such as eyeglasses and dental care are not included as benefits and can be expensive in Hawai'i. If you are coming from a country where medical items and services are less expensive, we recommend you plan ahead and purchase what you need now.

Indigenous Attire: There are a number of EWC activities and special events at which you may wish to wear your national or traditional clothing. If you have special indigenous costumes, you are encouraged to bring these items with you.

Later this spring, the EWC Orientation Coordinator will provide you with additional suggestions on what to pack.

I hope this will get you started and help you prepare for life at the East-West Center. In the coming months, you will receive welcome messages from the APLP staff, as well as short readings and exercises intended to help you prepare for a successful APLP experience. We will also connect you to our intranet, "The Hub".

Contact Person

Once you have reviewed the items in your fellowship packet, please follow up directly with Ms. Monique Wedderburn, Senior Program Officer of the APLP. Ms. Wedderburn will be your main point of contact between now and your arrival in Hawai'i in August. She can be reached by email at WedderburnM@apl.eastwestcenter.org, by telephone at (USA) 808-944-7744, or by fax at (USA) 808-944-7730.

Congratulations again. On behalf of the APLP staff team, we very much look forward to your arrival at the East-West Center.

Sincerely,

Scott MacLeod
Senior Education Specialist

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ARRIVAL INFORMATION AND ASSISTANCE

We look forward to your arrival and to welcoming you to Honolulu and the East-West Center. We are expecting your arrival on August 9th, the start date of your fellowship, so that you can settle in overnight and be ready for the start of the EWC Orientation program on August 10, 2010.

AIRPORT PICK-UP ASSISTANCE

Please send us your flight arrival information to assist with planning and scheduling airport pick-up service. Once you have made your final flight arrangements, email your arrival information to Ms. Stella Kolinski at KolinskS@eastwestcenter.org and to Ms. Monique Wedderburn at APLP@eastwestcenter.org. If you arrive in Honolulu between the hours of 8:00 a.m. to 4:00 p.m. on August 9, EWC student-fellow volunteers will make every effort to meet you at the airport and transport you to the residence halls. We will try to meet arrivals at other times if we are notified well-in-advance of your arrival.

- U.S. domestic flights will be met at the entrance to the appropriate baggage claim area. Watch for someone holding an “EAST-WEST CENTER” sign.
- International flights will be met outside the customs exits. Since there are two exits at customs located about 75 feet apart, please check both doors before setting out on your own. Watch for someone holding an “EAST-WEST CENTER” sign.
- If you are not met at the airport, please take a taxi to the Hale Mānoa Residence Hall at 1711 East-West Road, on the campus of the University of Hawai‘i at Mānoa. The cost will be approximately US \$30.

HOUSING INFORMATION

Residence Halls

The East-West Center provides housing for APLP fellows in two on-campus residence halls, Hale Mānoa and Hale Kuahine, with approximately 468 rooms. Hale Kuahine and Hale Mānoa generally house the Center's long-term student-fellows, short-term conference participants and other non-Center residents.

Hale Mānoa is a 13-floor residence hall 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 Mānoa also has a music room with a piano, pool table and ping pong table that are shared by residents in both halls.

Hale Kuahine is a four-floor student residence hall with no elevator. Physical arrangements are similar to Hale Mānoa, 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 to those listed above.

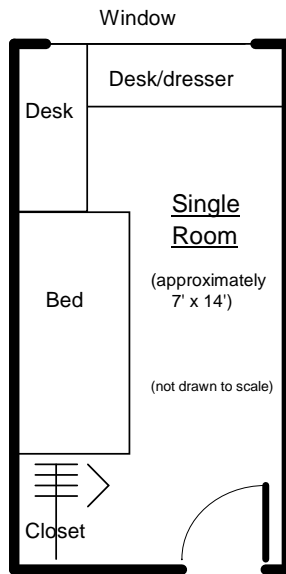
Smoking is not allowed in the residence halls.

Room Furnishings and Services

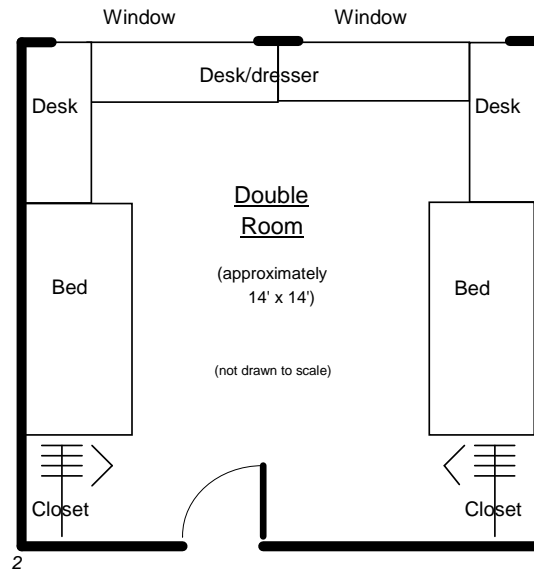
Rooms contain a desk, dresser, chair, bed, study lamp, telephone, fan, clock radio, bookshelf and closet space. Linen and bedding (including pillow, blanket, bedspread, two sheets, and a pillow slip) are provided. We suggest you bring a towel with you from home, or purchase a set from local stores or the housing office. A towel set is available for purchase in the residence halls 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



* $7' \times 14' = 2.134m \times 4.267m$
* $98 \text{ ft}^2 = 9.104 \text{ m}^2$



* $14' \times 14' = 4.267m \times 4.267m$
* $98 \text{ ft}^2 = 9.104 \text{ m}^2$

Room Assignments

Incoming APLP 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.

Room Rates

The single room rate is US \$14 per day and the double room rate is US \$21 per day.

Early Arrival

All APLP fellows are expected to arrive at the EWC and check-in to the residence halls on **August 9, 2010**.

APLP fellows who wish to arrive before the start of their East-West Center fellowship are responsible for their own accommodation in Honolulu, even if they are on an EWC housing scholarship. The Center may be able to provide early accommodation in the residence halls, at the fellow's personal expense, if space is available and if sufficient notice is provided. Requests for early housing must be received by **July 15, 2010**.

Please direct inquiries regarding all EWC Housing arrangements to:

Ms. Bev Honda, Program Assistant

E-mail: HondaB@eastwestcenter.org and cc to APLP@eastwestcenter.org

East-West Center, 1601 East-West Road, Honolulu, Hawai`i , USA 96848-1601

Telephone: (808) 944-7732 and Fax: (808) 944-7070

In the event of a cancellation or change in your arrival date, we would appreciate at least 72 hours advance notice. Our residence halls are in high demand, especially in August, and penalty charges may be assessed if advance notification is not provided.

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 U.S. tax regulations.

INFORMATION ON STATE OF HAWAII TAXES

The State of Hawai'i taxes all East-West Center scholarships and fellowships in the same manner as the U.S. Government with two 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 Hawai'i 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 2006 some single students who were here for 12 months, with no other taxable income except their East-West Center fellowship paid approximately US \$600 in State of Hawai'i taxes. A married student with two dependents residing off campus (in the spring semester) with no other taxable income except the Center fellowship paid approximately US \$1,000 in State of Hawai'i 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 Hawai'i 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.

EAST-WEST CENTER HEALTH REQUIREMENTS

You are required to join the EWC comprehensive health insurance participant plan, which will start when you begin your APLP fellowship in Honolulu.

Even with health insurance, certain medical items and services, such as eyeglasses, and dental care, may not be included as benefits and can be very expensive. If you are coming from an area where health items and services are less expensive than in Hawai'i, we recommend you:

- Bring an adequate supply of any prescribed drugs you currently take (and the physician's prescription)
- Bring extra eyeglasses with you
- Have all dental work completed before you come to Honolulu
- Take care of any personal health problems before beginning your fellowship

Although you may, in other respects, be eligible for an EWC fellowship, the Center cannot grant you medical clearance until your Confidential Health Clearance Forms have been completed and received by the EWC and the University of Hawai'i in Honolulu. To assist you in completing East-West Center Confidential Health Clearance Form, please note the following:

- a) Record any health problem, disability or special need you may have.
- b) If you have been hospitalized or have experienced a serious health problem within the past two years, have the examining physician complete the enclosed Physician's Medical Evaluation and Recommendation Form.

Please return the forms to the East-West Center Award Services Office.

Tuberculosis Clearance

International APLP Fellows As mandated by the State of Hawai'i, all international student-fellows must have a TB skin test at the UHM University Health Services upon arrival.

U.S. APLP Fellows United States student-fellows will need to submit results of a TB skin test taken within one year prior to university enrollment. If you have not had a TB skin test in the past 12 months, you must have a TB skin test at the UHM University Health Services.

We schedule time at the beginning of the EWC Orientation Program for the TB skin test.

Detailed information on obtaining health care in Hawai'i and on health insurance will be presented soon after you arrive in Honolulu. Please contact Monique Wedderburn, Senior Program Officer, at WedderburnM@apl.eastwestcenter.org, if you would like any information prior to arrival.



CONFIDENTIAL HEALTH CLEARANCE FORM

A completed Health Clearance Form is *required* of all APLP fellows. Please answer all of the questions and sign at the bottom.

Please return to: Ms. Jeane Yamamoto, by Fax to: 808-944-7730 or Email: APLP@EastWestCenter.org
(scanned)

Full name as it appears on your passport. Please do not use initials.				
Family name	First name	Middle Name	Preferred Name	
1. What health problems or conditions (diseases, illnesses, or injuries) have you had in the past two years?				
Problem/Condition	Dates	Medical Person's Specialty	Treatments	Are you still under treatment?
2. Have any of these health problems or conditions been of a serious nature or resulted in your hospitalization?				
<input type="checkbox"/> Yes (complete question #3)		<input type="checkbox"/> No (go to question #4)		
3. If you have had a serious problem or have been hospitalized within the past two years, you must have a physician complete the attached <u>Physician's Medical Evaluation and Recommendation Form</u> and return it to us with this clearance form.				
4. List all health/medical problems, conditions or special needs that you have which you think might affect or limit your involvement in East-West Center activities or your living with others in an East-West Center residence hall.				
5. Please inform us of any health or medical needs you have and how we might assist you.				
6. Please inform us of any physical challenges that might prevent you from participating fully in all activities				
7. Please let us know of any dietary restrictions you have. Please be specific. (i.e. no pork, no beef, no mushrooms, no dairy products, vegetarian, halal, kosher, food allergies etc.)				
8. Please use this space to inform us of any way in which the East-West Center might assist you.				

"I declare that the information on this form is true and complete to the best of my knowledge and attest that I am in sufficiently good health and condition to participate in East-West Center activities."

Signature

Date

Print Name

PHYSICIAN'S MEDICAL EVALUATION AND RECOMMENDATION

To be completed only if patient has been hospitalized or had a serious health problem within the past two years.

Please return to: Ms. Jeane Yamamoto, by Fax to: 808-944-7730 or Email: APLP@EastWestCenter.org
(scanned)

To the Physician:	
This person has received an East-West Center (EWC) student-fellowship. This award involves traveling to Honolulu, Hawai'i, living closely with others from different cultures in a campus residential building, participating in full days of classes, and often, nights of study and Center events and activities.	
The following information is asked in an effort to help maintain EWC participants' health status while on award.	
Patient's Name (please print or type) _____	
Please answer the following questions in relation to the hospitalization or serious health problem the patient listed on the <u>East-West Center Health Clearance Form</u> .	
1. Are any follow-up visits or treatments recommended? (Check one)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. What special services or special care do you think would benefit this person while an East-West Center participant in Honolulu, Hawai'i?	
3. What are your recommendations for restrictions in physical activities?	
<input type="checkbox"/> No restrictions	
<input type="checkbox"/> Modified physical activities (please explain):	
<input type="checkbox"/> Minimum of physical activities	
<input type="checkbox"/> Other restrictions you would recommend:	
4. What specific recommendations do you have which you believe would help maintain or improve this person's health status?	
"I declare that the above information is true and complete to the best of my knowledge and attest that this person is in sufficiently good health and condition to participate in East-West Center activities."	
Physician's Signature _____	Date _____, M.D.
Physician's Printed or Typed Name _____	Date _____, M.D.
Physician's address _____	

University of Hawai'i at Mānoa Health Clearance Form

University Health Services

Please return to: Ms. Jeane Yamamoto, by Fax to: 808-944-7730 or Email: APLP@EastWestCenter.org (scanned)

URGENT DEADLINES TO SUBMIT HEALTH FORMS:

FALL SEMESTER: JULY 15

SPRING SEMESTER: DEC 2

This information is treated confidentially and does not become a part of your academic records. Please type or print answers in English using black ink.

SOCIAL SECURITY# _____

NAME _____ UH STUDENT ID# _____
Last (Family Name) First Middle

DATE OF BIRTH _____ SEX: F M

PERMANENT HOME ADDRESS _____
Street

City State Zip Code TELEPHONE _____
Area Code

LOCAL ADDRESS: _____
Street City State Zip Code

TELEPHONE _____ CELL PHONE _____
Area Code Area Code

EXPECTED DATE OF ENROLLMENT: _____ Previous enrollment at UHM: No Yes Year _____
Name at previous enrollment if different from above

IN CASE OF EMERGENCY NOTIFY: NAME: _____ RELATIONSHIP _____

PHONE: (H) _____ (W) _____ (CELL) _____
Area Code Area Code Area Code

DO YOU HAVE ANY SIGNIFICANT MEDICAL CONDITIONS OR DISABILITIES THAT WOULD LIMIT PARTICIPATION IN ACADEMIC AND/OR PHYSICAL ACTIVITIES? (Specify) _____

DRUG ALLERGY _____

STUDENT SIGNATURE: _____ DATE: _____

AUTHORIZATION AND CONSENT FOR TREATMENT OF MINORS - To be completed by a parent or guardian if the student will be under the age of 18 when seeking health services from the University of Hawai'i.

I, the parent/legal guardian of (PRINT STUDENT NAME) _____, in consideration of the services rendered and of the facilities provided by the University of Hawai'i Health Services, hereby voluntarily and knowingly authorize and give my express consent to visit, or visits when either unaccompanied or accompanied by myself or another adult while in transit to, from, or in attendance at the University of Hawai'i, for the purpose of clinical observation, and/or the administration of such treatment, and the taking of whatever X-Rays, injections, or drugs that may be considered necessary or desirable in the observation, diagnoses, and treatment of his/her case by the physician in attendance and/or the staff of the University of Hawai'i Health Services.

SIGNATURE OF PARENT/LEGAL GUARDIAN _____ DATE _____

IMMUNIZATION RECORD

NAME: _____ BIRTHDATE: _____ SNN/UH ID#: _____

The State of Hawai'i mandates that certain health requirements be met for entrance to post-secondary educational institutions. (Hawai'i Administrative Rules, DOH Title 11, Chapter 157) You may not register until these requirements are met:

*** I. TUBERCULOSIS CONTROL:**

U.S. STUDENTS: A Tuberculin skin test (PPD – Mantoux) within one year prior to enrollment. If positive, a chest x-ray is required. **OR** chest x-ray done in the **United States** within one year of enrollment.

PPD (MANTOUX): Date Given: _____ Date Read: _____ Results (in mm): _____

CHEST X-RAY (if skin test is positive): Date X-Ray taken: _____ Results: _____

INTERNATIONAL STUDENTS: **All** students must have a skin test performed within the United States or its Territories. Submit health forms by the required deadline without the tuberculin test results. Upon arrival on campus, skin tests are given at the University Health Services. A follow up x-ray may be required.

*** II. MEASLES (Rubeola), MUMPS, RUBELLA (German Measles):** Two doses of live measles vaccine are required, with at least one of the two being an MMR (Measles, Mumps, Rubella). **First dose must have been give after January 1, 1968, and on or after first birthday.** The second dose must have been given at least 4 weeks after the first dose. Measles, Mumps and Rubella immunization may be waived if: 1) Student was born before 1957 or 2) There is serologic evidence of immunity to measles, mumps, and rubella.

COMPLETE ONE OF THE FOLLOWING:

1. Proof of two MMR immunizations: Date 1) _____ 2) _____
 (mo) (day) (year) (mo) (day) (year)

2. Measles (Rubeola) vaccine 1) _____ / _____ 2) _____ / _____
 Mumps vaccine 1) _____ / _____
 Rubella vaccine 1) _____ / _____

3. Antibody titers: **Measles:** Date _____ titer results _____
Mumps: Date _____ titer results _____ **Rubella:** Date _____ titer results _____

The following immunizations are not required for enrollment, but are highly recommended

Tetanus / Diphtheria	Initial Date: _____	Booster: _____	Booster: _____	Booster: _____
Polio	Initial Date: _____	Booster: _____	Booster: _____	Booster: _____
Hepatitis B	Initial Date: _____	Booster: _____	Booster: _____	Booster: _____
Hepatitis A	Initial Date: _____	Booster: _____	Booster: _____	Booster: _____
Varicella	Initial Date: _____	Booster: _____	Booster: _____	Booster: _____
Meningococcal	Initial Date: _____	Booster: _____	Booster: _____	Booster: _____

*** Acceptable proof of immunization and/or disease history must be one or more of the following:**

1. Completion of this form, by a health care provider, with the provider's name, address, phone number and **signature** in the space below.
2. A copy of a school or public health immunization record or
3. A copy of a health care provider's record.

 Name of Physician/Clinician Signature Date

 Address City State Zip Code

TERMS AND CONDITIONS OF THE J-1 EXCHANGE VISITOR PROGRAM

International Fellows: Please read this before accepting the East-West Center Asia Pacific Leadership Program Fellowship (**Non-Degree Student J-1 Visa Status**)

The J-1 Exchange Visitor Visa

East-West Center Asia Pacific Leadership Program (APLP) fellows are required to come to the United States on a J-1 exchange visitor visa. Each APLP fellow in J-1 status is considered a participant in the Center's Exchange Visitor Program. As your program sponsor, the East-West Center visa sponsorship enables you to come to the U.S. to fulfill a specific educational objective. The Center expects you to pursue that objective in a full-time, timely, and sustained manner.

The East-West Center issues you the initial **Form DS-2019** [Certificate of Eligibility for Exchange Visitor (J-1) Status] to apply for a J-1 visa.

- *If you are outside the U.S.*, the DS-2019 form will be sent to you after receipt of acceptance into the APLP and evidence of financial support. Instructions about applying for a J-1 visa at an American Embassy or Consulate will be sent with the DS-2019.
- *If you are already in the U.S. in J-1 status*, you may change your sponsorship *either* by leaving the country and re-entering *or* by transferring visa sponsorship to the East-West Center. Please contact the EWC Visa Officer immediately about changing your sponsorship.
- *If you are already in the U.S. in another nonimmigrant visa status*, you are required to change to J-1 status as a condition of your fellowship award. Please contact the EWC Visa Officer immediately about these procedures if you are in this situation.

Purpose of the Exchange Visitor Program

The broad purpose of the Exchange Visitor Program is to promote international educational and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. Exchange programs permit visitors to come to this country for a wide range of educational activities. The East-West Center's exchange visitor program provides opportunities for study, research, and participation in educational and professional activities for students, research scholars, short-term scholars, and specialists under the sponsorship of the Center.

The Home-Country Physical Presence Requirement

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 the program. Exchange visitors who are supported by funds from the U.S. Government or from their home country government are subject to a two-year home country physical presence requirement. Exchange visitors are also subject to the home country residence requirement if their field of study is on the Exchange Visitors Skills List (a list of fields of specialized knowledge and skills and those countries which require the services of persons engaged in one or more of such fields). This requirement is stated on your Form DS-2019 that you must read and sign before being issued a J-1 visa. It is intended to prevent the exchange visitor from staying longer than necessary for the program objective and to ensure that he or she will spend at least two years in the home country before coming back to the U.S. for a long-term stay.

J-1 students sponsored by the East-West Center are subject to this two-year home country requirement if their fellowship is funded in whole or in part, directly or indirectly by the U.S. Government or the exchange visitor's government, or if their field of study is on the Exchange Visitor Skills List. This means that you will not be eligible for an immigrant (permanent resident) visa or nonimmigrant H (temporary worker), K (fiancé), or L (intra-company transfer) visas without first residing in your home country for an aggregate of two years after completing your exchange visitor program. Residence in a third country will not fulfill this requirement. However under current practice, one is eligible to apply for re-entry to the U.S. under most other nonimmigrant visa classes (other than H, K, or L) without any waiting period.

Initial _____ Date _____

In support of the Center's commitment to the goals of the Exchange Visitor Program, the Center expects participants to return home upon completion of the specific program objective for which they came. Students who wish to continue their studies after completing their current program, whether at the University of Hawai'i at Mānoa (UHM) or a U.S. mainland institution, should plan to depart the U.S. and apply for a new visa from an American Embassy or Consulate abroad and re-enter the U.S. on the new visa.

Exchange visitors who are subject to the residence requirement cannot change from J visa status to other nonimmigrant statuses within the U.S.; for example, from J-1 to F-1. [Exceptions are made only for the A (diplomatic) visa and G (international organization) visa, to which one may change without departing the U.S.]

You may not change from one exchange visitor category to another while still in the U.S.; for example, you may not change from J-1 non-degree student to J-1 short-term scholar. You must depart the U.S., apply for the new visa at an American Embassy or Consulate abroad, and re-enter on the new visa. (There may be limitations to re-entering depending on the exchange visitor category). Temporary entry on another nonimmigrant visa does not release you from the two-year home country residence requirement.

Waiver of the Two-Year Home Country Residence Requirement

While there is a procedure by which individuals who are subject to the two-year home country residence requirement may apply to the Department of State Waiver Review Division for a waiver, *please be advised that it is the Center's policy to object to a waiver request if any U.S. Government funding is used for participation.*

Exchange Visitor Responsibilities to Maintain your J-1 Visa Status Within the U.S.: Failure to comply may result in termination of your East-West Center APLP Fellowship.

Once in the U.S., it is your responsibility as an exchange visitor to:

1. Make clear progress toward program objectives. You must be a full-time student at UHM during fall semester (and for the spring semester if it is your selected and approved program). Students may **not** drop or add a course or change a field of study without their APLP Program Officer's approval. A J-1 visa can be terminated prior to its expiration date if progress is not evident or if your fellowship is terminated.
2. Not engage in employment, except as authorized in writing by the EWC Visa Officer. You may apply for part-time on-campus employment in the spring semester if your visa sponsorship is extended and you are registered as a full-time student *or* if you are approved for post-completion academic training as an intern.
3. Hold a **valid passport** at all times (at least 6 months beyond your DS-2019 end date). You are responsible for obtaining information on passport renewal procedures prior to leaving your home country.
4. Submit extension request (if applicable) to your APLP Sr. Program Officer **two months** prior to the end date of your DS-2019. The EWC maintains visa sponsorship until you complete your original educational objective and issues Form DS-2019 for program extensions for those with approved programs in the United States. More detailed information and forms on how to do this will be available once your spring program is determined.
5. Provide current residential address and phone number to the Visa Officer. Changes in residence must be reported to the Visa Officer within 10 days of the move.
6. Keep your APLP Program Officer informed of any travel dates away from Hawai'i, address, and phone number where you can be reached in case of an emergency.

Initial _____ Date _____

Financial Support

For visa applications, you must present to the American Consul official evidence of financial support from the Center as well as other funding sources used to support your program. The terms of the Center's financial support as well as costs you are responsible for are indicated in the EWC APLP Participation Agreement. All expenses not provided by the Center are the responsibility of the participant.

For extensions of visa sponsorship in the U.S. beyond the initial program dates (for example, in the spring semester), you will require similar evidence of additional financial support as well as enrollment in a qualified health/repatriation and medical evacuation plan.

Spouse and Dependents

After your plans for the spring semester are determined, you may ask the APLP Program Officer for information and requirements to bring family.

Health Care and Insurance

Exchange Visitors and their J-2 dependents are required, as a condition of their J-1 status, to carry health insurance and repatriation and medical evacuation insurance for themselves and any accompanying family members.

During the fall period when the East-West Center is providing health insurance/repatriation and medical evacuation insurance coverage for you under the terms of your award, the insurance plan will meet federal exchange visitor requirements. Beyond the initial program dates, the EWC will accept evidence of other insurance coverage for extended visa sponsorship if it meets or exceeds each of the specific exchange visitor program regulatory requirements. Please read the information in "The Exchange Visitor Health Insurance Requirement" carefully.

The UHM operates a health center (clinic) for students, faculty, and staff. More information on UHM health services and insurance plan options will be provided upon your arrival.

In the United States certain kinds of elective medical care, such as eyeglasses or dentistry, are ordinarily not covered by insurance, and are very expensive. To the extent possible, exchange visitors should take care of those needs before leaving home.

The Visa Officer is responsible for all participant exchange visitor visa matters. If you have any questions, please feel free to write to: Visa Office, East-West Center, 1601 East-West Road, Honolulu, HI 96848, USA. Telephone: (808) 944-7706. Fax: (808) 944-7730, E-Mail: WongV@eastwestcenter.org

I have read and understand the above information regarding the terms and conditions of the J-1 Exchange Visitor Program and the East-West Center's policies and procedures regarding the Exchange Visitor Program and agree to comply with all terms and conditions.

Signature

Date

Print Name

**ASIA PACIFIC LEADERSHIP PROGRAM (APLP)
EAST-WEST CENTER**

**2010-2011 CALENDAR
(Subject to Change)**

Fall Semester 2010

Monday, August 9, 2010	Arrival in Hawai'i
Tuesday, August 10, 2010	East-West Center Orientation begins
Friday, August 13, 2010	APLP program fees due
Friday, August 20, 2010	University of Hawai'i at Mānoa (UHM) Holiday, Statehood (Admission) Day
Monday, August 23, 2010	First day of instruction, APLP fall semester
Monday, September 6, 2010	Holiday, <i>Labor Day</i>
Monday, October 11, 2010	EWC Holiday, <i>Discoverers' Day (Columbus Day)</i>
Thursday, November 11, 2010	Holiday, <i>Veteran's Day</i>
Thursday, November 25, 2010	Holiday, <i>Thanksgiving Day</i>
Friday, November 26, 2010	No classes at UH
Monday, December 20, 2010	End of APLP fall semester
Friday, December 24, 2010	Holiday, <i>Christmas Day</i>
Friday, December 31, 2010	Holiday, <i>New Year's Day</i>

Spring Semester 2011

Wednesday, Jan 5 – Sun, Jan 9, 2011	Course registration (unclassified graduate students) for UHM spring semester
Monday, January 10, 2011	First day of instruction, UHM spring semester
Monday, January 17, 2011	Holiday, <i>Martin Luther King, Jr. Day</i>
Monday, February 21, 2011	Holiday, <i>President's Day</i>
Friday, March 25, 2011	UHM Holiday, <i>Kuhio Day</i>
Mon, March 21 – Fri, March 25, 2011	Spring break, UH
Friday, April 22, 2011	UHM Holiday, <i>Good Friday</i>
Wednesday, May 4, 2011	Last day of instruction, spring semester
Wednesday, May 4 – Sunday, May 8, 2011	APLP Spring Reunion/Finale
Friday, May 6, 2011	EWC/APLP Graduation
Friday, May 13, 2011	Last day of final exams UHM, spring semester
Friday, May 13, 2011	End of 2010 -2011 APLP

A brief explanation about holidays on this calendar: The East-West Center observes U.S. federal holidays and the University of Hawai'i at Mānoa observes State of Hawai'i holidays. "Holiday" indicates both institutions are closed. "UHM Holiday" indicates UHM is closed but the EWC is open. "EWC Holiday" indicates the EWC is closed but UHM is open. Please see the UHM website for specific details of the university academic year: <http://www.Hawai'i.edu/academics/calendar/>

FINAL ACCEPTANCE INFORMATION AND DEADLINES

This 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)

<u>Form</u>	<u>Due Date</u>	<u>Comments</u>
<input type="checkbox"/> Participation Agreement	May 26, 2010	A Participation Agreement will be e-mailed to you. Please sign and date the Participation Agreement, make a copy for your files and return the original Participation Agreement by the date noted on the left. International applicants – please keep your participation agreement with your visa documents.
<input type="checkbox"/> East-West Center Confidential Health Clearance Forms	May 26, 2010	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 Hawai'i Health Clearance Form	May 26, 2010	Return completed form.
<input type="checkbox"/> Arrival Information	As soon as your ticket reservations are made	Providing us with this information will help volunteers make arrangements to meet you at the airport. Please email information to Stella Kolinski KolinskiS@eastcenter.org with a cc to APLP@EastWestcenter.org as soon as possible.
<input type="checkbox"/> Housing	May 26, 2010	Requests for early housing must be received by July 15, 2010 . Please direct any inquiries to the attention of Ms. Beverly Honda at APLP@EastWestcenter.org .

Additional Forms for International Fellows (Non-US Citizens)

<u>Form</u>	<u>Due Date</u>	<u>Comments</u>
<input type="checkbox"/> Terms and Conditions of the J-1 Exchange Visitor Program	May 26, 2010	This form is required for APLP fellows entering the United States on J-1 visa status. Please sign and return the document and print a copy for your personal files.
<input type="checkbox"/> DS-2019, SEVIS Fee Receipt, Visa application procedure for J-1 Students, Arrival procedures for J-1 Exchange visitors, and Visa information for J-1 Exchange students.	Not Applicable	Documents necessary for your interview at the US consulate to obtain your J-1 Visa will be mailed to your address listed on file.

CONTACT INFORMATION

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