



EAST-WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

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

Asia Pacific Leadership Program
East-West Center
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**This document requires action by you.
Please complete and return the enclosed Questionnaire on or before May 12, 2010**

ASIA PACIFIC LEADERSHIP PROGRAM

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OVERVIEW

The Asia Pacific Leadership Program (APLP) is the center of excellence for leadership education in the Asia Pacific region. The program links advanced and interdisciplinary analysis of emergent regional issues with experiential leadership learning.

The APLP empowers future leaders with the knowledge, skills, experiences and supportive community needed to successfully navigate personal and regional change in the 21st century.

Graduates leave the East-West Center with an expanded regional perspective. They are knowledgeable about the societies and issues of the Asia Pacific region and trained to exercise leadership and promote cooperation in a variety of cultural, geographical and institutional environments.

APLP VISION

To create a collaborative and interdisciplinary network of action focused on building a peaceful, prosperous and just Asia Pacific community. The APLP is proud to be part of a larger team that includes the East-West Center's researchers, staff, degree fellows, affiliated students and 55,000 alumni.

APLP VALUES

The diversity of classmates, activities and content provide APLP participants with an exceptional learning opportunity. Within this diversity the APLP has certain core values. As a program we value:

Inclusiveness:	An openness to alternative views, supporting others and appreciating diversity
Honesty:	Maintaining personal integrity and earning the trust of others
Humility:	Recognizing one's own weaknesses and the need to learn
Compassion:	Valuing others and a concern for creating social good
Innovation:	Creativity, risk taking and problem solving
Rigor:	Attention to outcomes and pursuit of excellence

APLP PURPOSE

To address three foundational questions:

1. What's going on? (Analysis of emerging issues and challenges in the Asia Pacific region that form the context for leadership)
2. What types of leadership are required?
3. Where do you fit? (Professional development)

APLP LEARNING OBJECTIVES

Participants will:

- Increase awareness of personal leadership strengths and weaknesses
- Energize and refine individual visions and capacities
- Enhance self-confidence
- Forge deeper intercultural communication skills
- Develop more effective team building skills
- Understand planning and analytical tools such as scenario building and social network analysis
- Envision issues across traditional disciplinary lines
- Grasp and communicate implications of medium and long term regional and global trends
- Have life long 'learning community'
- Develop enhanced abilities to navigate regional and personal change.

APLP OUTCOMES

In eight years the APLP has become the premier leadership program in Asia Pacific and a signature program of the East-West Center. Its alumni, who come from 48 countries, increasingly occupy key positions within the United States and Asia Pacific. Alumni stay in very close contact with the program with over 66% reuniting with program staff last year.

The APLP provides the time, tools, contacts and knowledge needed to successfully navigate personal and regional change.

We judge our success on how participants come to envision regional trends in Asia Pacific and their place within these trends; how participants develop leadership capacity, plan for future success, and carry out actions needed to achieve this success.

The APLP is a community of action.

APLP STAFF

The APLP has five core staff. This allows for a responsive and personalized approach to the program. Joining the APLP each year are over 50 world class guests who deliver specific areas of program content and provide mentorship. Peer learning between participants is also a centerpiece of program design.

Nicholas Barker, Ph.D., (APLP Director and Leadership Education Coordinator, East-West Center) coordinates leadership education across the East-West Center and is program director and co-founder of the Asia Pacific Leadership Program. Dr. Barker's leadership research interests include: indigenous models of leadership in Asia Pacific; learning how to learn leadership; leading difference; adversity and hope in the context of adaptive leadership; collaborative leadership and group dynamics; and visioning alternative futures. Trained as a cultural anthropologist at Cambridge University, England, his research examines the global and historical phenomenon of religious mortification, with particular focus on contemporary religious revivals in South and Southeast Asia, and the history of ideas about pain and the human body. Recent publications include articles in the *Modern Encyclopedia of Asia*; the *Encyclopedia of Southeast Asian History*; and the *Oxford Encyclopedia of Theatre and Performance*. Recent projects include the BBC/Discovery television documentary, *Beyond Endurance*. Dr. Barker is also an affiliate graduate faculty member in the Department of Anthropology and the Center for Southeast Asian Studies at the University of Hawai'i at Manoa. He has conducted long-term fieldwork in the Philippines since 1984 and was formerly on the faculty of the Department of Anthropology at St. Andrews University, Scotland, as well as a Visiting Fellow at Nagoya University, Japan.

Scott MacLeod, Ph.D., (Senior Education Specialist, East-West Center) was the Director of the award-winning Asia-Pacific Management Cooperative Program in Vancouver Canada for eight years. He was nominated as the Canadian Internationalist of the Year in 2000. In 2002 he became the founding Chair of the McRae Institute for International Management, with activities in 19 countries in Asia and Latin America. He has received major research awards from the Ford Foundation, Canadian Social Sciences and Humanities Research Council and the Canadian Department of Foreign Affairs. He has carried out fieldwork in Nepal, Hong Kong, China, Malaysia, Indonesia and Singapore. In his 20 years of working with Asia he has published on a wide scope of topics ranging from Malaysia's economic trajectory to Hong Kong's food system to Singapore's shift towards becoming an "Intelligent Island." Dr. MacLeod is currently completing *Geographies of the Global Economy* (Toronto: Oxford University Press). Other recent publications include "Accessing Asia", (Ottawa: Foreign Affairs), and "The Emergence of Extended Metropolitan Regions in ASEAN", in Y.M. Yeung and C.P. Lo (eds.) *Emerging World Cities in Pacific Asia*. (Tokyo: United Nations University Press).

Ms. Monique Wedderburn (Senior Program Officer, East-West Center) Prior to joining the East-West Center in 2005, Ms. Wedderburn worked as a Business Analyst with the University of Hawai'i Pacific Business Center and with the U.S. Department of Interior's Office of Insular Affairs. Ms. Wedderburn advised clients on economic development in Hawai'i, the American Affiliated Pacific Islands, and the U.S. Virgin Islands. Her previous responsibilities—as Coordinator of Management Analyst and as Coordinator of Personnel Services for the University of Florida— included managing the Career Development Program for 1,000 professional and support employees, developing and administering workforce education programs, and recommending policies and procedures to improve management capabilities. Ms. Wedderburn spent her formative years in Mexico, Zaire (currently the Democratic Republic of Congo), Pakistan and Thailand. She earned a B.S. degree in Business Administration from Colorado State University and an M.B.A. from the University of Hawai'i at Mānoa.

Ms. Christina Monroe (Education Project Specialist, East-West Center) coordinates the Asia Pacific Leadership Program's Professional Development program which hosts leaders from the fields of project management, industry futures, and social network analysis. In addition, she coordinates the APLP's Internship Program which has placed over 60 international fellows in organizations such as the World Bank, United Nations in Bangkok, Brookings Institution and Credit Suisse Singapore. Prior to joining the APLP, Ms. Monroe was Director of the Service Learning Program at the University of Colorado at Boulder where she won and managed a large federal grant from the National Corporation for Service. She received a BA in sociology (Phi Beta Kappa) from the University of Tulsa and a MA in social sciences from the University of Amsterdam. Ms. Monroe is an alumna of the East-West Center; she completed her fellowship with the Asia Pacific Leadership Program in 2004 and joined the staff in 2005.

Ms. Beverly Honda (Program Assistant, East-West Center) joined the APLP staff in 2004. She started working for the EWC as a student assistant while attending college. Her first full time position was in the Culture Learning Institute in 1976. Ms. Honda worked in the EWC Housing Office for 24 years, working her way up from secretary to top Housing Officer. She decided moved to the Education Program to work more directly with EWC student-fellows. Ms. Honda received a B.A. in Psychology, from the University of Hawai'i, Manoa. She has always lived on O'ahu, where she has married and raised two children.

ORIENTATION

The East-West Center (EWC) is committed to ensuring that all EWC student fellows have an enriching and successful experience. Since arrival is a critical time, the Center coordinates a two-week Orientation for all incoming EWC participants who are participating in the 11 different student fellowship programs. (The APLP is one of these 11 fellowship programs.) The Orientation program begins on Tuesday, August 10, 2010.

Attendance at Orientation activities is mandatory.

The Orientation Program is coordinated by the EWC (not the APLP) as a community-wide event. The APLP formally begins on August 23, 2010.

In the next few weeks, Al Harjarti, Orientation Coordinator and EWC Alumnus, will send you a welcome letter. Al will contact you to introduce himself and provide information on the two-week Orientation program. He will also provide an EWC update on the **Checklist for Incoming APLP Fellows 2010-2011** located at the end of this document.

ARRIVAL INFORMATION

All APLP fellows must check into EWC Housing by **Monday, August 9, 2010**. This is compulsory since Orientation begins early **Tuesday, August 10, at 8:00 a.m.** Many of you have already made arrangements to arrive earlier. A hospitality table will be stationed at Hale Hālāwai (small, one-story building next to Hale Mānoa dormitory) and staffed by EWC volunteers to answer any of your questions.

If you have not yet sent us your flight arrival information, please e-mail the details to Stella Kolinsky (KolinskS@eastwestcenter.org), who is coordinating pick-ups from the airport, with a copy to Monique Wedderburn at (APLP@eastwestcenter.org).

Once you are settled in, please drop by Burns Hall to introduce yourself to the APLP staff. Our offices are located on the 2nd floor. We look forward to meeting you in person.

HOUSING

Bev Honda (APLP staff) is coordinating EWC housing arrangements for APLP fellows. Please contact Ms. Honda directly (not EWC Housing) regarding all your housing requests. Once you finalize your arrival date in Hawaii, we will secure your request. The sooner you do this the better.

You will receive an e-mail message from Ms. Honda confirming your room reservation. For housing inquiries, please contact Bev Honda at (Hondab@eastwestcenter.org), with a copy to Monique Wedderburn at (APLP@eastwestcenter.org).

Single rooms in the EWC residence halls are very small, but they are clean and comfortable, have wireless internet access, and many have fine views of either Waikiki and Diamond Head volcano or the beautiful Mānoa mountains. The residence halls are conveniently located in a landscaped setting on the EWC campus and are extremely cheap by Hawaii standards.

Payment for your first month's rent, plus any additional days before **August 9, 2010**, is due when you check-in. The housing office will accept cash, personal checks from U.S. bank accounts written to the "East-West Center", or Mastercard, Visa or Diner's Club credit cards. For those of you who received a supplemental scholarship for accommodation, the APLP will coordinate with EWC Housing regarding payment on your behalf.

PROGRAM FEE

As a reminder, the APLP Program Fee of US \$3,500 is due on or before, **August 13, 2010**. As stated in your "Participation Agreement," failure to pay on time will result in dismissal from the program. You may pay by cash, cashiers check, personal check (drawn on U.S. bank with printed name and contact information), credit card (Visa, MasterCard, Diner's Club). Please submit payment to Bev Honda.

- Checks (U.S. dollar accounts only) should be made out to "The East-West Center."
- Credit Card: please provide Bev Honda with the following information, as well as the date that you would like the payment to be processed: 1) Name of financial institution, 2) Type of card (Visa, Mastercard, etc.), 3) Name of card holder as it appears on the card, 4) Credit card number, and 5) Date of expiration of credit card.

Participants who have received a supplemental scholarship for the Program Fee need not submit payment.

IMMUNIZATIONS FOR FIELD STUDY IN ASIA

The APLP plans to travel to China in October 2010 on Field Study. As a reminder, you are required to provide \$750 for this trip.

Please help us prepare for the Field Study by making sure your immunizations are up-to-date. We advise you to obtain the following immunizations in your country, since this will likely be less expensive than in Hawaii. The following is a list of required and recommended immunizations by the Center for Disease Control <http://www.cdc.gov/travel/regionEastAsia.aspx> for travel in China:

Required	Recommended
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">▪ Hepatitis A▪ Hepatitis B▪ Tetanus▪ Diphtheria▪ Typhoid

Please note the vaccines are for the APLP Field Study only and are separate from the EWC/UH medical clearance forms.

It is important that you bring your immunization records with you when you come to the United States.

FORMAL ATTIRE (INDIGENOUS AND WESTERN)

Formal dress in Hawaii is “aloha-style” (no suit or tie for men), but there will be occasions, such as the Field Study in China, the optional Field Study in Washington, DC, receptions, interviews and presentations, that require formal professional/business attire.

Please also bring with you at least one traditional/indigenous outfit for receptions and special events. You might also want to bring symbols and souvenirs from your home country for special APLP and EWC events.

DIETARY AND HEALTH REQUIREMENTS/RESTRICTIONS

We have a number of catered meals throughout the program, so it is important we know your dietary restrictions, if any. Please complete the attached questionnaire to ensure that we are able to meet any special needs that you might have.

RELIGIOUS OBSERVATIONS

The APLP is respectful of any religious holidays that might involve your absence from official APLP meetings during the academic year. Please list these on the questionnaire so we can plan in advance.

OPTIONAL WASHINGTON, DC, FIELD STUDY

During the fall semester, the APLP breaks from classes for a week known as “Interregnum” (provisionally scheduled for October 4 - October 11, 2010), the primary purpose of which is professional development. Because the EWC has an office in Washington, D.C., and is well connected throughout the capital of the United States, the APLP offers participants an optional Field Study at your own expense. Last year, the group visited New York city as well. Official briefings were arranged at the World Bank, United Nations, IMF, Asia Society, Supreme Court, and other prominent institutions, as well as with APLP and EWC alumni for networking purposes. Interviews for spring internships and employment were scheduled, with ample opportunity provided for self-structured time. The experience is co-organized by staff and fellows and customized to suit the interests of participants. Estimated total costs are between \$1,200 and \$1,800 (depending on the hotel you choose, length of stay etc.). The optional Washington, D.C. Field Study is an additional expense, not included in official APLP program costs, and not covered by your \$750 contribution towards the China Field Study. The questionnaire asks you to indicate provisionally if you would like to participate. A final decision will be required by September 4, 2010.

APLP Staff Contact: Christina Monroe MonroeC@apl.eastwestcenter.org

SPRING SEMESTER

In the spring semester there are five options available. Information about these opportunities is provided on the APLP website on the spring semester page: <http://www.eastwestcenter.org/education/aplp/aplp-experience/second-semester/>

The enclosed questionnaire asks you to indicate which option you will most likely choose. Again, this is to help us plan ahead and support you. The final deadline to decide will be September 21, 2010 for GIST and November 30, 2010 for Internships, Applied Leadership Projects and UH Classes.

Please note: if you are an international participant entering the United States on a "short-term scholar" J-1 visa, you must live and work outside the United States in the spring semester.

1. G.I.S.T. – Group Independent Study Travel

The Group Independent Study Travel (G.I.S.T.) component of the APLP involves APLP 'Delegates' carrying out specific travel, research and small scale community support activities in Southeast Asia. GIST is a way for APLP participants to activate their learning from the first semester, meet members of the EWC community in-country, carry-out personal research and professional development activities, work on small scale community projects and share experiences with fellow 'GISTers' while on the road. GIST occurs in the spring semester, from mid-January to late April.

The **estimated** total cost for this activity is US \$6,000. This amount should cover all basic costs and fees. Subject to funding availability, those accepted to take part in GIST will receive a US \$4,000 award to help defray fees and regional costs and therefore the final cost to participants will be approximately US \$2,000 for the 14 weeks. Acceptance into GIST is by application and numbers are limited.

Staff Contact: Scott Macleod MacLeodS@aplp.eastwestcenter.org

2. New Employment in Asia Pacific, Hawaii or U.S. Mainland

New Employment

Fellows transitioning to a new position find the East-West Center opportunity network a rich resource. The EWC Alumni Associates and APLP staff encourages fellows to connect with alumni in their professional or regional area of interest. Fellows may choose a short-term position or internships in the spring to experiment in a new field or location. For qualifying fellows from outside the U.S., visa extensions may allow for U.S.-based positions in the spring.

Staff Contact: Christina Monroe MonroeC@aplp.eastwestcenter.org

3. Applied Leadership Project

Applied Leadership Projects are self-organized, team-based projects which are often service-based. The purpose is not only to positively impact a community or organization, but to apply lessons learned in the fall semester and reflect on leadership performance throughout the life-cycle of the project. Projects are usually designed in the fall semester and launch in the spring.

Past examples include the Hokule'a Education Project, coordinating educational outreach for the Polynesian Voyaging Society during its historic voyage to Micronesia and Japan; the Habitat for Humanity Project, raising funds and building houses in Sri Lanka after the Asian tsunami; and the Peace and Conflict Resolution Working Group, founded in 2003, which organized a number of events, including a televised Town Hall forum on the war in Iraq. Further details on these projects can be found on the APLP website at:

<http://www.eastwestcenter.org/education/aplp/aplp-experience/second-semester/spring-project/>

Applied Leadership Projects are self-designed, self-funded and teams are self-selected. Virtual projects and teams are encouraged. A project proposal is required in the fall and all projects are subject to acceptance. If based in Honolulu, costs will include accommodation, living expenses, and health insurance (required).

Staff Contact: Nick Barker NBarker@aplp.eastwestcenter.org

4. University of Hawai'i Coursework

Participants choosing this option in the spring take graduate courses from across the University of Hawai'i spectrum including Asian and Pacific Island Studies, language training, leadership education etc. The University has one of the strongest schools of Asia Pacific studies and language courses in the United States: School of Pacific and Asian Studies (SPAS): <http://www.hawaii.edu/shaps/>

Fellows pay tuition fees directly to the EWC to ensure they receive in-state tuition at UH (which is cheaper). A minimum of 8 credits is required which costs approximately \$3,500, depending on which courses are selected. Additional costs include accommodation, living expenses, and health insurance (required) in Honolulu.

Staff Contact: Monique Wedderburn WedderburnM@apl.eastwestcenter.org

5. Return to Employment/Home Country

Fellows may also return to employment/their home countries in the spring semester, while remaining actively involved in the APLP via project work and our intranet, "The Hub". A graduation celebration and reunion will be held in Hawaii during May 5-9, 2009. For those seeking new employment, the APLP has a Career Resources folder on The Hub, providing links to jobs, fellowships, and other professional resources.

**Asia Pacific Leadership Program
Participant Profile Information Sheet**

Please return to: Ms. Monique Wedderburn, Senior Program Officer, by Fax to: 808-944-7070 or Email:
WedderburnM@apl.eastwestcenter.org (scanned)

PERSONAL INFORMATION							
Full name as it appears on your passport. Please do not use initials.							
Family name	First name	Middle Name	Preferred Name				
Citizenship & Country of Residence:							
Address:							
Home Telephone :		Email Address:					
HEALTH / DIET CONCERNS							
Please inform us of any health or medical needs you have and how we might assist you.							
Please inform us of any physical challenges that might prevent you from participating fully in all activities							
Do you have any other special needs that require assistance? We are here to help.							
Please let us know of any dietary restrictions you have. Be specific. (i.e. no pork, no beef, no mushrooms, no dairy products, vegetarian, halal, kosher, food allergies etc.)							
RELIGIOUS OBSERVATIONS							
Please specify religions holiday(s) and indicate dates that will require you to be absent from official meetings during the academic year.							
HOUSING							
Incoming APLP fellows are accommodated in single rooms. If you have a preference for a male-only, female-only, or a co-educational floor, please indicate your preference.							
BUSINESS CARDS/NAME PREFERENCES							
Please specify how you want your name to appear on your business card and any specialist degrees you want listed (such as Ph.D., LL.M., MD). The standard format appears in the example here.							
<table border="1"> <tr> <td> <p>Mr. Ihinr Katnazak, M.D. Student Fellow 2007-2008 Asia Pacific Leadership Program (APLP) Education Program</p> </td> <td> <p>1601 East-West Road Honolulu, Hawaii 96848-1601 Phone: (808) 944-7960 Email: Ihinrk@apl.eastwestcenter.org Website: www.EastWestCenter.org/aplp</p> </td> </tr> <tr> <td colspan="2">  <p>EAST-WEST CENTER</p> </td> </tr> </table>				<p>Mr. Ihinr Katnazak, M.D. Student Fellow 2007-2008 Asia Pacific Leadership Program (APLP) Education Program</p>	<p>1601 East-West Road Honolulu, Hawaii 96848-1601 Phone: (808) 944-7960 Email: Ihinrk@apl.eastwestcenter.org Website: www.EastWestCenter.org/aplp</p>	 <p>EAST-WEST CENTER</p>	
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 <p>EAST-WEST CENTER</p>							

OPTIONAL FIELD STUDY IN WASHINGTON, D.C.	
In the fall semester there is an optional, self-funded trip to the Washington D.C. Please indicate provisionally if this is an opportunity you would like to undertake.	
<input type="checkbox"/> Yes, I would like to participate <input type="checkbox"/> No, I would not like to participate	
SPRING SEMESTER OPTIONS	
In the spring semester there are five options available. Please select the opportunity you are most likely to choose	
<input type="checkbox"/> Extended field study in Southeast Asia/Group Independent Study Travel (G.I.S.T.)	
<input type="checkbox"/> Full-time internship in the United States or in the Asia Pacific region	
<input type="checkbox"/> Applied leadership project	
<input type="checkbox"/> Elective courses at the University of Hawai'i at Mānoa	
<input type="checkbox"/> Return to employment/home country while remaining an active participant in the APLP	
ARRIVAL DATE/TIME IN HAWAII	
Please confirm your arrival details in Honolulu. Specify Airline Carrier(s), Flight Number(s), Arrival Date and Time (Honolulu)	
Emergency Contact:	
Name:	Relationship:
Home phone:	Office phone:

I certify that the information provided is true. I also understand the East-West Center (EWC) considers the following to be directory information: name; participation dates; participation category, EWC program; country of citizenship/permanent residence; EWC program activity or degree and major field of study; current address, email, and telephone number; and previous or current educational or institutional affiliation. Directory information may be shared with EWC staff and others for information and for use in their work. Once active EWC participation has ended, the information may be used in various annual reports, as well as made available to the EWC Associates/Alumni Office.

Signature _____ Date _____

Thank you for completing the questionnaire

Please e-mail the completed questionnaire by May 12, 2010 to:

Monique Wedderburn, APLP Sr. Program Officer,
 Email: WedderburnM@aplp.eastwestcenter.org
 Tel. USA 808-944-7070

In the subject box of your email, please put "APLP Questionnaire" and Your Name

CHECK LIST FOR INCOMING APLP FELLOWS, 2010-2011

BEFORE YOU COME TO HAWAII

- Airline Ticket/ E-Ticket number
- Passport valid for at least 1 year beyond entry date to United States, plus space for visas
- J-1 Visa (please verify that it is a J-1 multiple entry visa); Form DS-2019; EWC Participation Agreement
- Make sure you have submitted the following documents to EWC Awards Services or to APLP Sr. Program Officer, Monique Wedderburn:
 - EWC Participation Agreement
 - Authorization to Release Information
 - J-1 Visa Terms and Conditions
 - UH- Mānoa Health Clearance Form
 - EWC Health Forms
 - E-mail your arrival information to Stella Kolinsky (KolinskyS@eastwestcenter.org) with a copy to Monique Wedderburn APLP@eastwestcenter.org
 - Confirm housing reservation in EWC residence hall with Bev Honda (HondaB@eastwestcenter.org) with a copy to Monique Wedderburn (APLP@eastwestcenter.org).
 - Complete and return the "Pre-Arrival Questionnaire" enclosed in this document on or before May 31, 2010.
 - Dietary restrictions and/or requirements
 - Religious holiday observations
 - Business card information
 - Spring Semester choice
 - Optional Washington, DC, Field Study
- Medical and Dental check-ups and Immunizations for China up-to-date
- Packed clothing - expect both sunny and rainy weather in Hawai'i, from 60 - 95° F (15 - 36° C). It will be hot in August and September and cool in December-March. For the Field Study in China (October) and the optional Washington D.C Field Study (Mid-November), warmer clothes will be needed for fall weather
- Professional attire (business suit and tie for men; skirted suit or pants suit for women; formal shoes)
- Traditional/ indigenous attire, symbols, and souvenirs from your home country
- Bring a laptop computer (if you have one), portable data storage (i.e. flash memory stick), and adapters – all rooms have high-speed internet connections. There is also free 24-hour access to a computer lab for all EWC participants, but we strongly recommend you bring a laptop
- Items that might not be available in Hawai'i – recipes, spices, etc.
- Extra pair of prescription glasses/adequate supply of contact lenses
- Any prescription medicines you need to take regularly. Bring enough for the entire length of your stay (health care and medical supplies are very expensive in the U.S.)
- Prescription forms from your medical doctor
- Check out the APLP website www.eastwestcenter.org/aplp, the EWC website www.eastwestcenter.org and the University of Hawai'i at Mānoa website www.uhm.hawaii.edu to learn as much as possible pre-arrival and maximize your time here

IMMEDIATELY AFTER YOU ARRIVE AT THE EAST-WEST CENTER

- Check into EWC hall of residence
- Be ready to pay the first month's rent at check-in (credit card, U.S check or cash), if applicable
- Obtain maps, orientation schedule, bus schedules, and other information from the hospitality team at Hale Hālāwai (building next to the Hale Mānoa residence hall)
- Food: Ask the hospitality teams where to eat and shop. Some food will also be available at Hale Hālāwai before EWC Orientation begins.
- Introduce yourself to the APLP staff in Burns Hall

BASIC SURVIVAL NEEDS

- Learn residence rules and emergency procedures
- The EWC provides bed linens and pillows. Bring your own towels
- Learn how to use The Bus system and where to go for the best bargains when shopping
- Buy cooking utensils (EWC swap-meet, Don Quijote store, Longs Drugs store) and food (various stores)
- Open bank account (there is a bank on the UH campus within walking distance)
- Sign up for long distance phone service and/or purchase international phone cards/a cell-phone
- Sign up for Medical Insurance
- Obtain information on paying taxes while on East-West Center fellowship (there is an EWC Orientation session on this)
- Obtain State of Hawaii I.D. card. Highly recommended, especially if you are going on the optional Washington, DC, Field Study, as your passport may be required while we obtain visas for the China Field Study
 - The state ID office is open from 8 a.m. to 2 p.m., Monday through Friday, except State Holidays.
 - The cost of a State of Hawaii ID is \$15 in cash

- ❑ U.S. Citizens must present an **original** Social Security Card. In addition you must present one of the following documents:
 - ❑ A certified birth certificate issued by the state repository in the state where you were born; OR
 - ❑ A certificate of citizenship or naturalization; OR
 - ❑ A document for a child born abroad of American parents; OR
 - ❑ A valid United States Passport if issued in your legal name.
- ❑ For U.S. Nationals the following documents are required:
 - ❑ U.S. Nationals are those individuals who were born in American Samoa. U.S. Nationals must present an **original** Social Security card.
 - ❑ In addition, you must present a birth certificate with a certificate of identity.
- ❑ Non- U.S. Citizens, who are eligible to obtain a Social Security Number, must present an **original** Social Security card. In addition, you must present one of the following as applicable:
 - ❑ Alien resident card; OR
 - ❑ Valid foreign passport with valid visa; OR
 - ❑ I-94-Visitor's Arrival Departure Record
 - ❑ Foreign participants must also present Form I-20 or Form DS-2019, or a letter from the INS with an interview date for Form I-485

EAST-WEST CENTER REQUIREMENTS

- ❑ Attend EWC Orientation Program
- ❑ Get EWC I.D. card/ with photo (during Orientation)
- ❑ See Valerie Wong, EWC Visa Officer in Burns Hall, for any questions concerning your student visa when applicable

UNIVERSITY REQUIREMENTS (FOR ENROLLING UH STUDENTS)

- ❑ Complete forms for UH Health Services and send to EWC Awards Services
- ❑ Get mandatory TB test from UH Health Services
- ❑ Obtain UH email account
- ❑ Obtain University of Hawai'i ID card



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/>

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