2017 - 2018 Asia Pacific Leadership Program Fellowship (APLP)
Letter of Reference Form Instructions

To the Applicant:

- Complete the top portion of the Letter of Reference form to include the name, title and contact information of the individual who will be writing this recommendation, as well as indicating your name. Indicate whether you waive or do not waive your right to see this Letter of Reference. If you do not waive your right to see this letter, it may be disclosed to you upon request only after the close of the competition. If you do not indicate any choice to waive or not waive your right, you will not be allowed to see this Letter of Reference. Please be sure to sign the form with a handwritten signature where noted before giving it to the referee (the Letter of Reference author).

- Select professional and academic contacts for your Letters of Reference: Current or former employers, professors, clients or colleagues who have direct knowledge of your professional competencies and/or community service activities. Character references, or letters from friends or family members, are not acceptable and will be rejected.

- Letters of Reference must be written specifically for your 2017-2018 Asia Pacific Leadership Program Fellowship (APLP) application and not for generic purposes.

- Give this instruction sheet and Letter of Reference form to your referee. If you choose to email this form to your referee, please send a scanned copy that contains all of the required information at the top half of the form, including your handwritten signature.

- Non-English reference letters must not be translated by the applicant. Please instruct your referee to have a third party translate the letter to English, and to have the person translating their comments include their name, occupational title, affiliation and contact information. The original non-English document should be included with the translated Letter of Reference as well.

- Applicants are not permitted to submit Letters of Reference via email – only the reference authors may submit electronic copies of the completed Letters of Reference.

To the Referee:

- You have been asked to provide a letter of reference that will assist the East-West Center selection committee in validating this applicant's qualifications for the East-West Center Asia Pacific Leadership Program Fellowship. You may either respond to the questions using this form, or use separate stationary. In either case, please make sure to provide a handwritten signature and affix your business card to the enclosed forms where indicated.

- You may return the completed Letter of Reference in one of three ways: 1) Post it directly to the East-West Center at the address indicated; 2) Seal the completed forms in an envelope [with your signature across the sealed flap] and provide this to the applicant for enclosure with their completed application materials; or 3) Email a scanned PDF of the completed forms to APLP@eastwestcenter.org with “Letter of Reference: Name of Applicant” in the subject line of the message.

- Regardless of the submission method selected [see above], a Letter of Reference is not considered complete unless it includes handwritten signatures and your business card.

- Applicants are not permitted to submit Letters of Reference via email under any circumstance, as we are unable to verify authenticity. Unsealed Letters of Reference are also unacceptable.
The applicant below is applying for admission to the East-West Center’s Asia Pacific Leadership Program (www.eastwestcenter.org/aplp), and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this additional background information. This letter of reference will only be considered as part of an application to the APLP. The East-West Center strengthens understanding and relations between the peoples of the United States, Asia and the Pacific through cooperative study, training and research.

Please attach your business card to this completed form. Email a scanned PDF of the completed forms to APLP@eastwestcenter.org with “Letter of Reference: Name of Applicant” in the subject line of the message. Thank you for your assistance.

Name of Person Writing Recommendation (please type) ____________________________________________

Telephone # _______________________________ Email Address ______________________________

Title and Organization ____________________________

Mailing Address __________________________________

Name of Applicant (please type) ____________________________________________________________

Email Address of Applicant (please type) ____________________________________________________

TO THE APPLICANT: Confidentiality of Participant Records

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

☐ I waive my right to see this letter of reference

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

______________________________   _______________________
Signature of Applicant                                                                       Date

LETTER OF REFERENCE

1. How long have you known the applicant? ____________________________________________________

2. What is your relationship to the applicant? ________________________________________________

Please rate the applicant in terms of each of the following categories:

<table>
<thead>
<tr>
<th>LEADERSHIP QUALITIES</th>
<th>Exceptional</th>
<th>Well Above Average</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIATIVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREATIVITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRITTEN EXPRESSION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORAL EXPRESSION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH LANGUAGE SKILL (IF NOT NATIVE SPEAKER OF ENGLISH)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANALYTICAL SKILLS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAREER POTENTIAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTELLIGENCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK ETHIC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSIDERATION/CONCERN/CARE FOR OTHERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOTIVATION TO PURSUE INTERNATIONAL EDUCATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABILITY TO WORK COLLABORATIVELY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CROSS-CULTURAL EXPERIENCE AND SENSITIVITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPACITY FOR CHANGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Of similar applicants for advanced professional study that you have known, where would you rank this candidate in terms of overall capacity?
   - Top 2%
   - Top 5%
   - Top 10%
   - Top 20%

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

6. To your knowledge, what has been this individual's greatest achievement (personal, professional, academic, community)?

7. Please provide any additional comments that you deem relevant regarding the applicant. If helpful, please attach a letter of reference.

8. Do you recommend the applicant for an East-West Center fellowship to pursue this program of study?
   - Recommend highly
   - Do not recommend
   - Recommend
   - Insufficient basis for making recommendation
   - Recommend with reservations

9. Please check one:
   - I have no objection to disclosing this letter of reference to the applicant if he/she requests.
     (Requests to see this letter will be accommodated only after the close of the competition.)
   - I do not want this letter of reference to be disclosed to the applicant.

Signature: ___________________________ Date: ________________

PLEASE SIGN THIS FORM WITH A HANDWRITTEN SIGNATURE AND ATTACH OR ENCLOSE YOUR BUSINESS CARD.

Return this form/attached letter of reference directly to:
Award Services/APLP, East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA.
Thank you for your assistance.