

East-West Center

ASIAN DEVELOPMENT BANK-JAPAN SCHOLARSHIP PROGRAM OVERVIEW AND APPLICATION INFORMATION

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The East-West Center promotes better relations and understanding among the people and nations of the United States, Asia, and the Pacific through cooperative study, research, and dialogue. Established by the U.S. Congress in 1960, the Center serves as a resource for information and analysis on critical issues of common concern, bringing people together to exchange views, build expertise, and develop policy options. The Center is an independent, public, non-profit organization with funding from the U.S. government, and additional support provided by private agencies, individuals, foundations, corporations, and governments in the region.

The East-West Center

Since its founding in 1960, when the U.S. Congress established the East-West Center (EWC) as an education and research institution to strengthen relations and understanding among the nations and peoples of Asia, the Pacific and the United States, the Center has promoted the development of a peaceful, prosperous, and just Asia Pacific community through programs of cooperative study, training, and research.

The need for regional cooperation and community building among nations has never been greater. This is an era of increasing social, economic, and technological interdependence in which leaders in every arena must possess regional literacy, knowledge based on multi-cultural perspectives, and a shared sense of community.

The thread of cooperative study runs through all of the Center's programs, whether conducted on campus or off, in the classroom or in the field, for students or for professionals. At the Center, learning is a Collaborative process in which each person contributes knowledge, experience, and perspective to benefit all participants. The Center recognizes the importance of establishing a basis for the comfortable exchange of ideas by building an environment of openness, trust, and shared community.

The East-West Center is unique among international institutions in its focus on community building at the campus level as a stepping-stone to community building in the Asia Pacific region. While at the Center, participants learn, work and live together, and extend helping hands to the local community. The East-West Center experience is one of grassroots relationship building, cultural exchange, shared experiences, and communal preparation for future leadership roles throughout the region.

The University of Hawai'i at Mānoa

The University of Hawai'i at Mānoa (UHM) is the flagship campus of the state university system. It was founded in 1907 and is located on 320 acres of land in Mānoa Valley, close to the center of metropolitan Honolulu. It is a comprehensive research university offering bachelor's degrees in 100 fields of study, master's degrees in 85, and professional and doctoral degrees in 58 fields. It enrolls approximately 20,000 full-time students each semester of whom 5,200 are graduate students.

The University of Hawai'i (UH) and the East-West Center are separate organizations but maintain close institutional ties through a variety of programs, such as the Asian Development Bank-Japan Scholarship Program. All reference in this booklet to the University of Hawai'i refers to the Mānoa campus. Visit www.manoa.hawaii.edu/graduate for more extensive information on the University of Hawai'i and its graduate programs.

Asian Development Bank-Japan Scholarship Program Overview

The Asian Development Bank (ADB) – Japan Scholarship Program (JSP) was established in April 1988 with financing from the Government of Japan.

The ADB-JSP Scholarship provides one to two years funding for graduate students. It aims to provide an opportunity for well-qualified citizens of ADB's developing member countries to pursue postgraduate studies in economics, management, science and technology, and other development-related fields at participating academic institutions in the Asian and Pacific Region.

While pursuing graduate study at the University of Hawai'i at Mānoa, ADB-JSP Scholars participate in educational, cultural, residential community building, and leadership development programs at the East-West Center. Undertaking degree studies at UHM through the ADB-JSP Scholarship is not merely about receiving a financial aid scholarship. Since the basic purpose of the East-West Center is to build a sense of Asia-Pacific community, ADB-JSP Scholars live together and interact with each other in both intellectual and social activities. They are from the very outset an identifiable group committed to the notion of building an Asia-Pacific community. Through team-building activities, leadership development projects and internships, learning about the Asia Pacific region, cultural exchange, educational enrichment gatherings, community service and service learning projects, ADB-JSP Scholars establish friendships and lifelong ties to a network of people committed to positive change in the Asia Pacific region.

Beyond fulfilling degree requirements at the University of Hawai‘i, ADB-JSP Scholars have opportunities to enhance their degree studies by participating in the East-West Center community and its programs. These key experiential components include:

Living on Campus at the East-West Center

Located in Honolulu adjacent to the University of Hawai‘i at Mānoa the Center’s 21-acre campus features conference, research, and residential facilities nestled in the heart of beautiful Mānoa Valley. ADB-JSP Scholars and other EWC participants live in residence halls that include nearly 500 rooms. Living, cooking and sharing meals together in the residence halls is a vital experience in community building that begins at the Center. Through this residential community, ADB-JSP students develop lifelong relationships and a powerful sense of community with other EWC students who share an interest in the Asia Pacific region. Further information about our residence halls may be found at our website <http://www.EastWestCenter.org/communitybuildinginstitute>.

Participating in Regularly Scheduled Center Activities and Seminars, Including:

- **Community Building Institute (CBI):** The East-West Center Community Building Institute (CBI) is an academic program for new participants. CBI integrates team building activities for East-West Center communities with dialogues on issues and concerns relevant to Asia Pacific communities.
- **Community Service:** ADB-JSP Scholars devote 90 hours to community service during their award period. Through service learning activities, participants develop leadership skills, broaden their understanding of Hawai‘i and its multicultural community, and experience ways in which transformational change can take place at personal, professional and grassroots levels.
- **Wednesday Evening Seminar:** The Wednesday Evening Seminar (WES) is a gathering of Center participants in their first fall and spring semesters. WES brings together participants from diverse academic disciplines, geographic areas, and life experiences, to learn and dialogue on issues of common concern that impact the United States and Asia Pacific region. While ADB-JSP Scholars focus their attention in highly specialized disciplines of study at the University, the Wednesday Evening Seminar strives to challenge ADB-JSP Scholars to explore issues that may be beyond their range of expertise or comfort zones; to explore issues facing the Asia Pacific region, and, in the process, forge bonds among themselves that ultimately strengthen the Center’s diverse, global community. This seminar series is planned and organized by East-West Center graduate degree students as part of an internship and leadership development experience. Through invited expert speakers, films, and facilitated small group discussions on themes relevant to the United States and Asia Pacific region, the WES strives to create an environment for academic interaction and cultural learning between participants who themselves represent the vast diversity within the Asia Pacific region. In the process, they gain insights and forge bonds that carry with them to their home countries, linking them to the Center’s diverse global community.
- **East-West Center Leadership Certificate Program:** The EWC Leadership Certificate Program is a custom-designed for Asian Development Bank-Japan Scholarship Program Scholars at the East-West Center, which they are required to complete. A certificate is awarded upon graduation. ADB-JSP Scholars complement their academic training with practical application of leadership theory, while deepening their understanding of key 21st century challenges facing leaders. Emphasis is on experiential and reflective learning with concrete outcomes to enhance personal leadership development. The curriculum is project-based and inter-disciplinary, consisting of leadership modules on a range of topics which take place over several weeks. Each module is developed in partnership with respected community organizations, during which learners are immersed into an authentic leadership challenge they must solve. This approach helps ADB-JSP Scholars develop key leadership skills, such as diagnosing problems, mobilizing stakeholders, generating rapid results, and working effectively on teams, while forming a learning community of emerging Asia Pacific leaders.

Recent modules have included:

- Energy Security Leadership in partnership with Blue Planet Foundation
- Disaster Resilient Leadership in partnership with American Red Cross
- Cultural Diversity Leadership in partnership with Doris Duke Foundation for Islamic Art

For additional information, visit: www.eastwestcenter.org/leadershipcertificate

STUDENT-LED PROJECTS AND INITIATIVES

Participants in the East-West Center Education Program participate in an exciting spectrum of extracurricular activities, student-led projects and initiatives that draw upon and highlight the Center's broad diversity of cultural perspectives and traditions.

East-West Center International Graduate Student Conference

This multi-day conference, organized by graduate students at the Center, has become one of the premier graduate student conferences in the world, and the largest focusing on the Asia Pacific region. Through paper presentations, panel discussions, and poster sessions, participants have explored themes across disciplines that impact the Asia Pacific region. Conference chair and co-chair are internship positions held by two EWC graduate degree students. Visit www.EastWestCenter.org/studentconference.

East-West Fest

East-West Center students work together to organize this popular, educational, and fun-filled day of sharing their talents, crafts, music, cuisine, games, and goodwill with the Hawai'i community. Held outdoors on the Center campus, this festival promotes international cooperation and understanding, which are the underpinnings of all East-West Center endeavors.

East-West Center Participants Association

One of the objectives of the East-West Center Participants Association (EWCPA) Board is to create a vibrant and cohesive participant community that interacts, shares, and appreciates talents, arts, cultures, thoughts, and good will with one another. Ongoing activities include weekly films, shuttles to area markets, as well as participant organized social and cultural events. Visit <http://www.ewcpa.net/> for more current and scheduled events.

AWARD CONDITIONS

Length of Award

The ADB-JSP Scholarship's initial award is for one year with the possibility of extension to a maximum of two years. The Scholarship may be renewed for the second year contingent upon a timely and satisfactory progress toward completion of the degree and fulfillment of the East-West Center requirements. The total award length may be less than the maximum allowable depending upon the field of study and the time necessary to complete degree requirements.

Eligibility for an Asian Development Bank–Japan Scholarship Program

Recipients of these highly competitive scholarships must be citizens of developing countries that are members of the Asian Development Bank (ADB), and have the equivalent of a four-year bachelor's degree and two full years of work experience at the time of application. The ADB-JSP Scholarship is approved for study in business administration, economics, geography, law (LLM degree only), natural resources and environmental management, ocean and resources engineering, oceanography, Pacific Islands studies, public administration, sociology, tropical plant and soil sciences, and urban and regional planning. Participants may also pursue the Global MBA-Japan Track degree. To determine citizenship eligibility, visit www.adb.org/JSP for a list of current ADB member countries.

The basic eligibility requirements for the ADB-JSP scholarship are as follows. Applicants must:

- Be a citizen of a developing member country of the Asian Development Bank.
- Have a 4-year bachelor's degree or the equivalent of a 4-year bachelor's degree, at the time of application. (An equivalent could be a 3-year bachelor's degree plus a 1-year master's degree, or a 2-year bachelor's degree plus a 2-year master's degree. This is subject to review.)
- Have at least 2 years of full-time professional work experience after a university degree at the time of application.

- Take one of the English proficiency tests; the minimum acceptable scores are 550 for the Paper-based TOEFL; 213 for the Computer-based TOEFL; and 79-80 for the Internet-based TOEFL; or 6.5 for the IELTS. Results must be from a test taken within the past two years.

Applicants with the following experience are not eligible for the ADB-JSP Scholarship:

- Applicants living or working in a country other than his/her home country are not eligible to apply for this scholarship.
- Applicants who have already studied abroad, or may be seeking a second master's degree are not eligible to apply for this scholarship.

To make certain you are eligible to apply for the ADB-JSP Scholarship please read carefully all of the ADB eligibility requirements and criteria for selection on the ADB website at www.adb.org/JSP

Eligible Fields of Study

Fields of Study Funded by the ADB Scholarship:	Exams Required by Field of Study:
*Business Administration (Global MBA)	TOEFL or IELTS and GMAT
*Business Administration (Global MBA)-Japan Track	TOEFL or IELTS and GMAT
Economics (MA)	TOEFL or IELTS and GRE
Geography (MA)	TOEFL or IELTS and GRE
*Law (LLM Degree – a one-year course of study for Foreign legal professional and law school graduates)	TOEFL or IELTS
Natural Resources & Environmental Management (MS)	TOEFL or IELTS and GRE
Ocean & Resources Engineering (MS)	TOEFL or IELTS and GRE
Oceanography (MS)	TOEFL or IELTS and GRE
Pacific Islands Studies (MA)	TOEFL or IELTS
Public Administration (MPA)	TOEFL or IELTS
Sociology (MA)	TOEFL or IELTS and GRE
Tropical Plant & Soil Sciences (MS)	TOEFL or IELTS and GRE
Urban & Regional Planning (MURP)	TOEFL or IELTS
Note: For 2017, ADB has approved an additional Scholarship for a finalist from Myanmar to pursue a Master's in Public Health (MPH)	TOEFL or IELTS and GRE

*LLM and Global MBA Program applicants are to complete the LLM and Global MBA Program applications instead of the University of Hawai'i Graduate Admission application, and submit these applications with the ADB application to the East-West Center. Print out an LLM Program application from the UH-Law School website <https://www.law.hawaii.edu/how-apply>. Global MBA application can be downloaded from the Program website, <http://www.shidler.hawaii.edu/mba/apply>.

Visa

ADB-JSP Scholars are required to come to the Center on an Exchange Visitor (J-1) visa and are subject to all provisions of the Exchange Visitor Program. Exchange visitors on East-West Center sponsorship are required to return to their home country for an aggregated period of two years after completion of their degree programs to share and apply the knowledge and experience gained during their ADB-JSP Program at the East-West Center and to contribute to the economic and social development of their home countries. ADB-JSP Scholarship recipients are not eligible for Post-Completion Academic Training (PCAT) upon completion of their degree programs. For further information contact the East-West Center Visa Office at wongv@eastwestcenter.org.

FUNDING PROVISIONS

Basic Provisions

The Asian Development Bank–Japan Scholarship Program provides the following funding:

- Full tuition and fees at the University of Hawai‘i at Mānoa
- Housing in the East-West Center residence hall based on a single occupancy
- A monthly stipend to cover food and incidental expenses
- An allowance for books and study materials
- Health insurance coverage; and
- A round trip airfare from home country to Hawaii and back

Housing

Recipients of the scholarship who are single or married with no accompanying dependents below 18 years of age are required to reside in East-West Center dormitories. Single students reside in a single room. Married students accompanied by a spouse reside in a double room. (Pets are not allowed in these dormitories.)

Individuals with minor dependent children cannot be accommodated in on-campus facilities and must reside off-campus.

Information about East-West Center housing facilities may be found at our website

<http://www.EastWestCenter.org/communitybuildinginstitute>.

Policy on Spouses and Dependents

The ADB-JSP Scholarship does not provide support for spouses and dependents. No additional stipend payment or travel allowance is made on the basis of marital status and the amount received will not adequately support a family.

ADB-JSP Scholars are required to come to Honolulu alone for the first semester of the award to become acquainted with the East-West Center, the University of Hawai‘i, and the Honolulu community, before arranging to have their families join them from abroad.

ADB-JSP Scholars who plan eventually to bring their families should be fully aware of the high cost of living in Honolulu, the limited availability and high cost of off-campus housing, and especially the difficulty in finding employment opportunities for spouses.

The East-West Center provides limited assistance in the following ways:

- During the period of the scholarship, the Center may arrange dormitory space for the spouse by providing a double room beginning the second semester of the award. The ADB-JSP fellow is responsible for the additional cost of a double room beyond the single-room rate.
- If an ADB-JSP fellow is joined by dependent children below the age of 18, the family must reside off-campus as the Center’s residence halls are not allowed to house minors. Beginning the second semester of the award, the ADB-JSP fellow living off-campus with family is eligible for an off-campus housing allowance equivalent to the rate of the single room in the East-West Center residence hall.
- ADB-JSP Scholars are responsible for all other costs for their spouses and children.

TAX INFORMATION REGARDING SCHOLARSHIP

United States Government Taxes

In 1986 the United States Government passed a Tax Reform Act that only partially allows the financial assistance provided through a scholarship or fellowship to be exempt from taxes. Only those items directly related to a degree student’s academic program such as tuition and fees, books and materials and supplies, are exempt. Funds for health insurance provided by the Center from United States funding sources, are subject to United States Government taxes. Some students may be exempt from the United States Government taxes by virtue of tax treaties that the United States Government has signed with a number of countries. Specific treaty benefits for each nation can be found in Internal Revenue Service Publication 901. The Center is required by law to withhold taxes each month at a 14% rate of all taxable items such as health insurance.

Asian Development Bank–Japan Scholarship Program supports graduate study at the University of Hawai‘i in fields relevant to the goals and objectives of ADB and the East-West Center. Because these scholars are funded by ADB-JSP to be involved in programs at the East-West Center and advanced degree work at the University of Hawai‘i, they have obligations to all three institutions.

It is not necessary to obtain admission to a field of graduate study at the University of Hawai‘i *before* applying for an ADB-JSP Scholarship. Application to both the University of Hawai‘i and to ADB-JSP may be done by submitting both applications and all supporting documents directly to the East-West Center.

ADB Scholarships are awarded annually in an international competition. The deadline for the competition is **November 1 (or following Monday if deadline falls on a weekend)**, for study to begin the following August.

Obtaining application forms

Download application materials for the Asian Development Bank-Japan Scholarship from the East-West Center website www.eastwestcenter.org/adb which include:

- a) Asian Development Bank-Japan Scholarship Application Form
- b) Cover Letter and Essays
- c) Letters of Reference Form (provide two academic or professional references)
- d) Letter of Reference for Civic Engagement Form & Instructions (provide one reference)

Also download a copy of the University of Hawai‘i Office of Graduate Education’s General Information and Admissions Application Instructions and a Graduate Admissions Application Form for each field of study you seek to enter. Do not use the Graduate Admissions Application Form if you are seeking admission to a Global Business Program or Law Program at the master’s level. The application form for these fields must be obtained from the respective program.

If you are unable to download application material from our website, email a request to adbjsp@eastwestcenter.org.

Contact the appropriate University of Hawai‘i department’s graduate chairperson or consult individual department websites (go to: <http://www.manoa.hawaii.edu/graduate/content/graduate-programs>) to find out what is needed to gain admission to the desired academic program and obtain required *departmental* application materials.

Exams and Score Reports

Make arrangements to register for any exams such as TOEFL, IELTS, GRE or GMAT that may be required for your admission to the University of Hawai‘i. Official results from these exams should be sent by the testing service directly to the East-West Center. Please use institution code 4868 for TOEFL and GRE scores or the address below when reporting your IELTS results:

Award Services/ADB-JSP
East-West Center
1601 East-West Road
John A. Burns Hall, Room 2066
Honolulu, Hawaii 96848-1601 USA

GMAT results should be reported to 4HF-DD-47 for Global MBA programs.

The East-West Center will begin the preliminary review process in November to ensure that the criteria for the scholarship are met before forwarding the application to the University of Hawai'i. Official TOEFL or IELTS scores will be taken into consideration as part of the ADB-JSP application unless waived by University of Hawai'i admission policies regarding proof of English proficiency. It is therefore important that you provide your score report before the review process begins. If you are unable to register early enough for results to be available during the preliminary selection process, it is important that you indicate on the ADB-JSP application your expected date to take the exam.

The Center requires a TOEFL minimum IBT score of 79-80 and 6.5 for IELTS. GRE and GMAT scores are not required for the Scholarship application but should be submitted to the East-West Center if required for the University of Hawai'i application. If your application passes the first phase of the Center's selection process, we will need all required official test scores by mid-November to ensure that the University is able to review your application and provide us with a timely decision on admission before EWC's nomination to ADB in late March to early April. ADB-JSP's final selection process commences in May.

Academic Transcripts

An official transcript is required from each college or university you list on your ADB-JSP and UH application forms. Please request two sets of official transcripts from each of the institutions you list to accompany your applications. An official transcript must be certified by the appropriate school official in charge of maintaining academic records and bears the actual inked stamp or embossed seal of the institution. A copy of the degree and/or graduation certificate, certified in the same manner as the transcript, must be included if the transcript does not list the type of degree awarded or date of graduation. Photo or scanned copies of documents bearing certification do not meet this requirement. Only documents that are received in sealed envelopes of the issuing school are considered official. Academic documents from certain geographic regions may have additional requirements so please be sure to refer to the University of Hawai'i application instructions for further details.

Your college or university should mail your transcripts directly to the East-West Center but if this is not their policy, you may include them with your application if they are in sealed school envelopes. Documents that arrive before your application will be kept on file until we are able to consolidate them with your application.

Letters of Reference

Please identify three individuals who would be willing to recommend you for the ADB-JSP Scholarship Program. Two of the individuals should comment on your academic or professional work and long term objectives, while the third referee should comment on your civic engagement (e.g., volunteer community service and leadership, extracurricular activities, community building). Please be sure that your name and the recommender's name are on the letter of reference form before giving it to the letter writer.

Submission of Application Material

Applications that are postmarked by November 1 (or following Monday if deadline falls on a weekend) will be considered for the scholarship. Please take your ADB-JSP and UH application forms and essay responses for both applications to the post office or other mail service to be delivered to the East-West Center. If you mail your application close to the deadline, be sure to obtain a receipt as proof that it was accepted by the mail service.

Your application should include the following:

- A) Asian Development Bank-Japan Scholarship Program application. If you are applying to more than one academic program, list both programs on one application in order of preference. Do not submit a separate application for each academic program.
- B) A cover letter, responses to all five essay questions, and curriculum vitae.

- C) University of Hawai‘i Graduate Admissions Application Form. If you are applying to two fields of study, a separate application form must be provided for each academic program.

No application fee is required to apply for the ADB-JSP Scholarship unless you are seeking admission independently of the ADB-JSP Scholarship decision.

The application fee (refer to UH application instructions for cost) must be included when seeking admission independent of the ADB-JSP Scholarship decision. The appropriate UH admissions office will charge application fee payment when they process your application. The application fee may be paid by credit card, check or money order. Cash payments are not accepted. If paying by credit card, please be sure that your card is valid until the end of January. Checks and money orders should be made payable to the “University of Hawai‘i.”

- D) Departmental application forms, statement of objectives, writing sample, etc. that are required by the University of Hawai‘i academic program. Recommendation letters that are specific to the academic program should be submitted directly to the East-West Center.

THE REVIEW PROCESS/TIMETABLE

The Asian Development Bank-Japan Scholarship Program and University of Hawai‘i application forms are reviewed in the following sequence:

- 1) The **Award Services Office** reviews the forms for completeness and the required supporting documents and test scores. All application forms must be *postmarked* no later than November 1 (or following Monday if deadline falls on a weekend), to meet the application deadline.
- 2) The **East-West Center Review Committee** determines general relevance to the Asian Development Bank and the East-West Center programs and decides which applications will be forwarded to the University of Hawai‘i. Email notification will be sent to all applicants regarding the continued consideration of their application. Application to the East-West Center does not guarantee review for admission to the University of Hawai‘i unless the individual requests independent consideration. (Refer to the application section on **Independent UH admission** for additional information.)
- 3) The appropriate **University of Hawai‘i admissions office** reviews applications to determine whether the applicant meets minimum admission requirements. Incomplete applications will not be reviewed.
- 4) The **University of Hawai‘i Department** selected by the applicant reviews those applications which have met minimum admission requirements. The department reviews the application and makes a recommendation of admission to the appropriate College or Dean of the Office of Graduate Education. (Refer to the University of Hawai‘i Application Instruction booklet for additional information regarding the bases of denial.)
- 5) During the nomination selection the **East-West Center Review Committee** reviews only those applications that are successfully admitted to a graduate field of study. The nominated applications are forwarded in late March to early April to ADB for their final decisions.
- 6) The ADB-JSP final selection decision will be conveyed in writing as well as email to the applicants in May. No information regarding the final selection will be disclosed over the telephone.

COMMENCEMENT OF THE PROGRAM

The Asian Development Bank–Japan Scholarship Program begins in early August with the Community Building Institute that includes time for advising and registration at the University of Hawai‘i. All new ADB-JSP Scholars are required to participate in this initial program.

Although the University of Hawai‘i academic calendar is based on a semester system, the Center does not conduct an Asian Development Bank – Japan Scholarship Competition for the spring semester.

OTHER SCHOLARSHIPS

EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP

The East-West Center Graduate Degree Fellowship provides master’s and doctoral funding for graduate students from Asia, the Pacific, and the United States to participate in educational, cultural, residential community building, and leadership development programs at the East-West Center while pursuing graduate study at the University of Hawai‘i. Undertaking degree study at UH through an East-West Center fellowship is not merely about receiving a financial aid scholarship. Since the basic purpose of the East-West Center is to build a sense of Asia-Pacific community, EWC graduate student fellows live together and interact with each other in both intellectual and social activities. They are from the very outset an identifiable group committed to the notion of building an Asia-Pacific community. Through team-building activities, leadership development projects and internships, learning about the Asia Pacific region, cultural exchange, educational enrichment gatherings, community service and service learning projects, EWC graduate degree fellows establish friendships and lifelong ties to a network of people committed to positive change in the Asia Pacific region.

The graduate degree fellowship covers the cost of tuition and fees, books, housing in an East-West Center dormitory, health insurance and partial funding toward meals and incidental expenses. Funding for field study and conference presentations is offered on a competitive basis during the fellow’s period of study.

Priority in the student selection process is given to applicants with a demonstrated commitment to the Asia Pacific region.

Applicants interested in consideration of the Graduate Degree Fellowship, EWCA Alumni, supplemental and standalone scholarships funded through endowed scholarships should complete the Graduate Degree Fellowship scholarship application for consideration. For further information, please visit www.eastwestcenter.org/gdf.

OBTAINING ADDITIONAL INFORMATION AND APPLICATION MATERIAL

For additional information, and to obtain downloadable application materials, go to www.EastWestCenter.org/adb. Questions regarding application procedures may be emailed to adbjsp@eastwestcenter.org.



ASIAN DEVELOPMENT BANK-JAPAN SCHOLARSHIP PROGRAM APPLICATION CHECKLIST

- Review the ADB-JSP Overview and Application Information www.eastwestcenter.org/adb to be sure you understand the program's requirements. Also refer to the [Frequently Asked Questions](#) section to review eligibility and selection criteria.
- Download ADB-JSP application materials from the East-West Center website www.eastwestcenter.org/adb.
- Visit the website <http://manoa.hawaii.edu/graduate/content/graduate-programs>, to study the information found in the links of those University of Hawai'i at Mānoa Master's degree programs you are interested in. Pay particular attention to those academic programs' admission requirements. Download the application materials for the Master's program(s) you wish to apply for. You may apply for up to two programs. However, ADB-JSP would fund only one Master's program should you be selected for a scholarship.
- Make arrangements to take required standardized exams such as TOEFL, IELTS, GRE or GMAT and have the testing service send your results directly to the East-West Center. See ADB-JSP Overview and Application Information for further details on how to send score reports. Make sure to schedule an exam date no later than October 15 since it takes more than six weeks to receive official scores from the testing service. The deadline for receiving test results is November 15 or following Monday if deadline falls on a weekend.
- Identify two individuals to provide an academic or professional letter of reference. Identify a third person to provide a letter of reference addressing your civic engagement.

The following documents must be submitted to the East-West Center to be considered for the Asian Development Bank-Japan Scholarship Program. **Note: Do not send any scholarship application documents to the University of Hawai'i at Mānoa; all ADB-JSP Scholarship application documents must be sent directly to the East-West Center at the address given below. Do not staple, paste, or bind application material together.**

ADB-JSP Scholarship Application Checklist – items to be postmarked by November 1 or following Monday if deadline falls on a weekend:

- ADB-JSP Application Form
- University of Hawai'i Application Form
- Curriculum Vitae or Résumé
- Cover Letter (see Cover Letter and Essays document)
- Completed Essays 1 – 5 (see Cover Letter and Essays document)
- Writing Sample (if required by your field of study; verify at <http://manoa.hawaii.edu/graduate/content/graduate-programs>)
- Application Fee (required only if you are requesting independent consideration to attend the University of Hawai'i regardless of whether you receive the ADB-JSP Scholarship. Include completed Application Fee Credit Card Payment Form, check, or international money order made payable to the "University of Hawai'i".)
- Two (2) sets of official Transcripts from each tertiary education institution attended
- One (1) official Degree Certificate for each degree earned
- Two (2) Academic or Professional Letters of Reference (see Letter of Reference Form & Instructions document)
- One (1) Civic Engagement Letter of Reference (see Letter of Reference for Civic Engagement Form & Instruction document)
- Verification of Funds Form (only required of applicants who checked the box in item #2 of the ADB-JSP application form)

ADB-JSP Scholarship Application Checklist – items request to be received by November 15 to complete the application file for the preliminary selection review:

- Official TOEFL or IELTS test score report sent directly to the East-West Center by the Testing Center
- Official GRE test score report (go to www.eastwestcenter.org/adb to verify if the GRE is required for your field of study)
- Official GMAT test Score report (GMAT is required of all Global MBA and Global MBA-Japan Track applicants)

Note: The final deadline for the East-West Center to receive GRE and GMAT from the testing service is January 13.

LLM Program Application – items to be postmarked by November 1 or following Monday if deadline falls on a weekend (Go to www.law.hawaii.edu/how-apply):

- Master of Laws (LLM) Program Application (instead of the UHM Graduate Admissions Application Form)
- Personal Statement
- Resume or Curriculum Vitae (optional)
- Two (2) Letters of Recommendation

Global MBA Program Application – items to be postmarked by November 1 or following Monday if deadline falls on a weekend (Go to <http://shidler.hawaii.edu/mba/apply>):

- online Shidler College of Business Graduate Application for Admission
- Statement of Objectives
- Global MBA Essays
- Two (2) Letters of Recommendation

A reminder for all forms:

- Your name must appear in English on all documents, including letters of reference and transcripts.
- You must sign and date the admissions application forms.

Final notes:

When mailing your application you should obtain a receipt that can be used as proof of meeting the postmark deadline. Applications with illegible postmarks received after the postmark deadline will not be accepted unless a receipt of proof is provided.

All documents must be sent directly to the East-West Center at the following address:

Award Services/ADB-JSP
East-West Center
1601 East-West Road, Room 2066
Honolulu, HI 96848-1601
USA

Telephone: (808) 944-7738
Fax: (808) 944-7730
Email: adbjsp@eastwestcenter.org

Do not send documents to the University of Hawai`i.



INSTRUCTIONS FOR COMPLETING THE ASIAN DEVELOPMENT BANK–JAPAN SCHOLARSHIP PROGRAM APPLICATION FORM

Please write or print clearly. The numbers below correspond to the numbers noted on the application form:

1. **Type of application:** Indicate whether or not you have previously applied for an Asian Development Bank-Japan Scholarship Program. If you have applied previously, indicate the year of your last ADB-JSP application.
2. **East-West Center Graduate Degree Fellowship (GDF) consideration:**
Eligible applicants from countries that receive East-West Center funding will be considered for EWC Graduate Fellowships as well as ADB-JSP Scholarships by completing this application and accompanying forms.

You may check the box in item #2 on the first page of the ADB-JSP application only if you meet the eligibility criteria for EWC funding. You may visit www.eastwestcenter.org/gdf for eligibility requirements. They can be found on page 4 of the Application Overview document located in the EWC GDF Application Documents section.

If you are eligible and wish to also apply for a GDF, you must complete the *Verification of Funds for Expenses Beyond the Provisions of the Scholarship form* and submit with your ADB-JSP application documents.

Note: Biographical Data requested below are collected as part of record-keeping requirements and have no bearing on the selection process.

3. **Name:** In the following order, begin with your family name, given name, then middle name. Indicate any alternate names that might appear on documents. Please refrain from using nicknames unless they appear on official documents and letters of reference.
4. **Sex:** Indicate your gender.
5. **Current or local mailing address:** Please note the address where we can reach you during the application and review phase.
6. **Address validity:** Please note the last day you will be at your current address. This will help us to reach you in a timely way at the appropriate address.
7. **Permanent address:** Note a permanent address where you can receive mail once your current or local address is no longer valid. If your permanent address is your current address, write “same as above.”
8. **Birthplace:** Note city/province/country where you were born.
9. **Birthdate:** Note the sequence to be used for writing your birth date: month/day/year.
10. **Country of Citizenship:** Note your country of citizenship. If you have dual citizenship, note both countries.
11. **Country of permanent residence:** Note your country of permanent residence different from your country of citizenship.
12. **E-mail address:** Print or type your email address clearly and completely.
13. **Office, home, cell (mobile) and fax numbers:** Please note any and all of the contact numbers where we will be able to reach you during the application phase.

14. **EWC Scholarship:** If you have received an EWC Scholarship before, please list the date and type of award.
15. **EWC participation:** If you have participated in an EWC program (seminar, conference, training session), please let us know the program and date of your participation.
16. **College/university enrollment:** Beginning with your current or most recent college/university experience, list the universities where you have been enrolled as a student.
17. **Current activity:** Please indicate if you are currently a student (noting where) or if you are currently employed (noting your employer and the nature of your work).
18. **Letters of Reference:** List the names and titles of the individuals you asked to provide letters of recommendation.
19. **Test/Examinations:** Consult the section under “REQUIRED TESTS” in the Overview and Application booklet. Indicate the date you are scheduled to take the test(s) and where you have requested your official score results to be sent. All applicants are urged to take the test(s) as soon as possible to provide some leeway in completing this requirement. **Please be aware that scores from tests taken after October may not be available in time for the Center’s preliminary consideration of your application.**
20. **Language Study:** ADB-JSP scholarship applicants are required to be proficient in English. Please list other languages of interest to you.
21. **Other Institutions:** Indicate if you are applying to any other institutions.
22. **University of Hawai‘i Fields of Study:** Consult page four (4) of the ADB-JSP Overview and Application Information document for degrees and fields of study at the University of Hawai‘i for which ADB provides funding. Indicate the degree and field of study you wish to pursue. If you wish to apply to two fields of study, you must complete a separate ADB-JSP and UHM application for each program and provide a complete set of transcripts for each application. Note: If admitted to both fields of study and selected for an ADB-JSP Scholarship only one field of study will be funded. Please note: The ADB and the University of Hawai‘i Office of Graduate Education do not permit application for a degree that would duplicate an already completed degree even though there may be some slight variation in the curriculum and requirements between the completed degree and the UHM Program.
23. **Independent UH Admission:** Applicants desiring admission to the University of Hawai‘i, even if they do not receive an ADB-JSP Scholarship, must apply for independent UH admission. *Check “yes” on the second page of the ADB-JSP application form to ensure that the application is forwarded to the University even if it is not continued after the first East-West Center review.* This decision must be made at the time the application is submitted.

An application for independent consideration must be accompanied by the University of Hawai‘i Application Fee Credit Card Payment Form or a check or money order made payable to the “University of Hawai‘i.” An application that is not accompanied by a fee will not be processed by the University of Hawai‘i. The UH application fee is \$100.00. Only applicants who are applying for *independent* consideration are required to submit the fee.

If an applicant applies for independent consideration but is no longer being considered for an ADB-JSP Scholarship, the East-West Center will forward the University of Hawai‘i application, application fee, and all accompanying documents to the UH Office of Graduate Education. Once the East-West Center notifies an Applicant of the status of her/his application, all correspondence related to the application should be directed to the University of Hawai‘i Office of Graduate Education at the following address:

Office of Graduate Education
 University of Hawai‘i at Mānoa
 Spalding 353B
 2540 Maile Way
 Honolulu, Hawai‘i 96822 USA

24-28. Provide the requested information.

Remember to sign and date the application.

Responses to Essay Questions

Complete responses to the essays questions listed on the document entitled, *Cover Letter and Essays*. Be sure to include your name, essay number and page number on each page of your essay response. Include a copy of your Cover Letter and Curriculum Vitae or resume with your essays.

Letters of Reference

Applicants are required to have three letters of reference completed by persons who have played a significant role in the education or work experience of the applicant. One letter of reference must address community service involvement. Letters from senior professors in the major field are also very helpful. Applicants who waive their right to see the letter of reference may not ask to see it at a later date unless the person writing the letter has given his or her permission. ADB-JSP letter of reference forms are included with the application.

With the exception of some fields of study, ADB-JSP letters of reference may also be used to meet UH letter of reference requirements.

Official Transcripts

Two (2) official transcripts are required from each college or university where credits and grades (including study abroad or exchange programs, summer programs, non-degree work and extension programs) have been earned. The recording of grades of one university on the transcript of another university does not meet this requirement. A certified copy of the official graduation and/or degree certificate must accompany transcripts that do not include the date of graduation and type of degree awarded.

All transcripts and certificates must bear the actual (not copied) signature of the registrar and actual embossed seal or official stamp of the issuing institution. All documents, to be considered official, **must be received by the East-West Center in sealed official envelopes of the issuing tertiary education institution**. Transcripts from universities of these countries: Afghanistan, Myanmar, Cambodia, Indonesia, Laos, Mongolia, Vietnam and the Russian Federation and former Soviet Union must be issued in the original language and be accompanied by a certified English translation. Refer to the UH Application Instruction booklet for further information regarding transcript requirements.

Official Mark sheets from Bangladesh, India, Myanmar, Nepal, and Pakistan universities should include subject of studies for each year in the examination mark, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received.

Transcripts that are transmitted by facsimile equipment (FAX) or email are considered **unofficial** copies and do not meet certification requirements.

Verification of Funds Form

Applicants who are also seeking consideration to the East-West Center Graduate Degree Fellowship are required to submit this form with the ADB-JSP application.

Required Tests

Proof of English proficiency is a requirement for admission to the University of Hawai'i and applicants from countries in which English is not the only official language are required to demonstrate advanced proficiency in the use of the English language. Proof of proficiency can be demonstrated by taking the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The East-West Center is unable to grant an exemption of this University of Hawai'i requirement.

Test Of English As A Foreign Language (TOEFL)

- The ADB-JSP minimum TOEFL score is 79-80 for an Internet-based TOEFL examination unless a higher score is required by the field of study. Results must be from a test taken within the last two years.
- The Educational Testing Service at P.O. Box 6151, Princeton, New Jersey 08541-6151, USA, can provide information on registering for the TOEFL examination. Website: www.ets.org/toefl.
- Official test score reports that are sent directly from the Educational Testing Service (ETS) are the only acceptable reports. The "Applicant's Score Confirmation Report" will not be accepted by the UH Office of Graduate Education.

Please be sure to mark the East-West Center (Code No. 4868) on the answer sheet on the day of the test to enable ETS to send the score reports as quickly as possible.

- A photocopy or a student's copy is not acceptable as a substitute score report.

International English Language Testing System (IELTS)

- The International English Language Testing System (IELTS) may be substituted for TOEFL. Results must be from a test taken within the last two years. The East-West Center and ADB-JSP minimum score requirement is 6.5.
- Applicants should contact the nearest British Council, Embassy, Consulate or IDP Education Office in their country for the nearest testing center. It is advised that you also check the IELTS web page for information on testing centers. Website: www.ielts.org.
- The official score report must be issued to the East-West Center in a sealed official test center envelope.

Other Tests

The following two tests are not required by the East-West Center; however, if the applicant's UH field of study requires the following tests, an official score report must be submitted to the East-West Center so that the results will be made available to the requiring UH department.

Graduate Record Examination (GRE)

- Refer to the UH web site or graduate department for requirements specific to each field of study. If the GRE is required for a particular field of study, the official score report should be sent directly from the Educational Testing Service to the East-West Center (Code No. 4868). The East-West Center should receive official GRE scores no later than January 13 so that it will not delay the UH application process.
- Information on registration for the GRE and related exams may be obtained by writing to the Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, USA. Website: www.gre.org Email: gre-info@ets.org

Graduate Management Admission Test (GMAT)

- The GMAT is a University of Hawai'i requirement for all those applying for the Business Administration Global MBA and Global MBA – Japan Track.
- To obtain information on registering for this examination, visit the Graduate Management Admission Council website: www.mba.com.
- The official score should be sent directly to the East-West Center and reported to the University of Hawai'i School of Business Administration Code 4HF-DD-47 for Global MBA no later than January 13.

OTHER REQUIREMENTS

Sample Work

A writing sample is required by certain fields of study. Refer to the website of the respective University of Hawai'i department for specific information.

22. I wish to pursue a _____ degree in the field of _____ at the University of Hawai'i.

23. **Consideration for independent UH Admission.** Do you plan to attend the University of Hawai'i in the event that you do *not* receive an ADB-JSP Scholarship? Your response will not affect your application; it only informs us how to submit your UH application for processing.

Yes No

24. List the countries in which you have traveled or resided (indicate places and dates).

25. List the titles of publications you have authored (indicate subject, date, and place).

26. List the scholarships, fellowships, or grants you have received.

27. List other scholarships and fellowships for which you are applying.

28. How did you learn about the ADB-JSP Scholarship? Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Newspaper or magazine | <input type="checkbox"/> EWC staff (name): _____ |
| <input type="checkbox"/> Scholarship database | <input type="checkbox"/> Professor (name): _____ |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Current or former EWC participant (name): _____ |
| <input type="checkbox"/> EWC web site | <input type="checkbox"/> EWC information session (location): _____ |
| <input type="checkbox"/> Educational advising office | <input type="checkbox"/> Graduate department/university (name): _____ |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Conference (name): _____ |
| | <input type="checkbox"/> Other (please explain): _____ |

NOTE: To complete your application, review the ADB-JSP Overview and Application Information document for other required supporting materials.

APPLICANT'S CERTIFICATION

I hereby certify that the information I have given on this application is complete and correct to the best of my knowledge, and that I have attended no institutions other than those listed on this application. I understand that the concealment of such information may result in the rejection of my application or disciplinary action if discovered after enrollment. I understand that it is my responsibility to arrange for the forwarding of official transcripts of records from all schools specified in the Overview and Application Information document, and such transcripts and other application materials become the property of the East-West Center and will not be returned to me. Further, I authorize access to and if necessary, release of my educational records of any academic work done at the University of Hawai'i as part of my department's evaluation of my application for an ADB-JSP Scholarship.

Please be sure that photocopies of your application/documents needed for your own personal use are made BEFORE submitting them to the East-West Center. The East-West Center WILL NOT make any photocopies of any materials submitted as part of your application.

Date: _____ Signature of Applicant: _____

COVER LETTER AND ESSAYS TO ACCOMPANY THE ASIAN DEVELOPMENT BANK-JAPAN SCHOLARSHIP PROGRAM APPLICATION FORM

Cover Letter and Resume or Curriculum Vitae:

In a cover letter, state why you are applying to the ADB-JSP Scholarship and how you hope to benefit from the experience of being an ADB-JSP Scholar. Explain how the Center fits within the context of your past experiences and your future plans. Discuss how you will contribute to the international community of the East-West Center and the building of an Asia-Pacific Community. (Maximum length: 500 words)

Note: Include a copy of your resume or curriculum vitae.

Essay Instructions:

Provide your responses on separate sheets of paper. Note the essay or question number, and name at the top of each essay. We suggest an 11 or 12 font, single or double spaced (your discretion).

1. Write an essay in which you discuss your long range goals and objectives in pursuing your degree stating their relevance to the ADB vision and mission under **Strategy 2020**, as described on the ADB website (excerpted below), and in its publication, **Strategy 2020: Working for an Asia and Pacific Free of Poverty**. The publication is available for review or download at <http://www.adb.org/documents/strategy-2020-working-asia-and-pacific-free-poverty> (Maximum length: 500 words)

Description

ADB's Strategy 2020, approved in April 2008, reaffirms both ADB's vision of an Asia and Pacific free of poverty and mission to help its developing member countries improve their living conditions and quality of life.

To achieve this, ADB will support three complementary development agendas: inclusive economic growth, environmentally sustainable growth, and regional integration.

ADB's Transformation to Strategy 2020

Significant efforts are being made to put ADB on track to achieve the goals of Strategy 2020. ADB is making efforts to align its:

- Operational planning
- Human resources
- Institutional structure
- Policies and strategies
- Business processes

ADB has developed a results framework to assess its progress in implementing Strategy 2020. It will annually monitor implementation through a development effectiveness review.”

2. Begin with your long-range goals and objectives in pursuing your degree. What impact will they have on the Asia and Pacific region? (Maximum length: 500 words)
3. Write a brief biographical essay in which you discuss your background and reasons for pursuing graduate study. Describe your interest and experience in the Asia-Pacific Region. (Maximum length: 500 words)
4. How have you been involved in civic engagement and community service activities over the past five years? (Maximum length: 250 words)
5. Your participation in EWC seminars, leadership projects, activities, and residential community will be alongside students from the U.S., Asia and the Pacific region, and other countries around the world. Please comment on your preparedness for this inter-cultural learning environment. (Maximum length: 250 words)

Instructions for completing the enclosed Letter of Reference Form

To the applicant

- Please complete the top portion of the Letter of Reference form to include the name and contact information of the individual who will be writing this recommendation as well as your name so that we know who this form belongs to.
- Indicate whether you waive or do not waive your right to see this recommendation. If you do not waive your right to see this letter, this letter may be disclosed to you only **after the competition has completed**. If you do not indicate any choice to waive or not waive your right, you will not be allowed to see your letter.
- Please be sure to sign the form where noted before giving it to the referee.
- Give this instruction sheet and reference letter 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 the person translating their comments include their name, occupational title, and contact information. The original non English document should be included with the translation.

To the Recommender

- You have been asked to provide a letter of reference that will assist the East-West Center scholarship selection committee in validating this applicant's qualifications for the Asian Development Bank-Japan Scholarship Program at the East-West Center. Please complete both pages of the form (or respond to the questions on separate stationery), provide a handwritten signature, and affix your business card where indicated. Additional comments may be provided on separate stationery. Return your reference form **directly** to the East-West Center at the following address:

Award Services/ADB-JSP
East-West Center
1601 East-West Road
John A. Burns Hall, Room 2066
Honolulu, Hawai'i 96848-1601
USA

- If the applicant prefers to collect your letter so that it can be included with their application, please provide it in a sealed envelope with your signature across the **flap**.
- We would like to receive your reference by November 1 or following Monday if November 1 falls on a weekend so that it will be available during the Center's preliminary selection process, but we will not penalize an applicant if your letter does not arrive on time. To ensure that we receive your letter, you may email a scanned pdf copy of your letter to adbjsp@eastwestcenter.org while the original copy is en route to the East-West Center.

4. Of similar applicants for advanced work you have known, how does this applicant rank on a 1-10 scale (10 highest, 1 lowest, 5 average).
5. What are the applicant's special academic/professional strengths and weaknesses?
6. What has been the applicant's greatest achievement (academic, professional, personal, community)?
7. Please provide any additional comments that you deem relevant regarding the applicant.
8. Do you recommend the applicant be awarded a scholarship/fellowship to pursue graduate study and participate in cross-cultural community building?
- | | |
|--|---|
| <input type="checkbox"/> Recommend highly | <input type="checkbox"/> Do not recommend |
| <input type="checkbox"/> Recommend | <input type="checkbox"/> Insufficient basis for making recommendation |
| <input type="checkbox"/> Recommend with reservations | |
9. Please check one:
- | |
|---|
| <input type="checkbox"/> I have no objection to disclosing this letter of reference to the applicant if he/she requests |
| <input type="checkbox"/> I do not want this letter of reference to be disclosed to the applicant. |

Signature _____

Date _____

Print Name _____

Instructions for completing the enclosed Letter of Reference Form

To the applicant

- Please complete the top portion of the Letter of Reference form to include the name and contact information of the individual who will be writing this recommendation as well as your name so that we know who this form belongs to.
- Indicate whether you waive or do not waive your right to see this recommendation. If you do not waive your right to see this letter, this letter may be disclosed to you only **after the competition has completed**. If you do not indicate any choice to waive or not waive your right, you will not be allowed to see your letter.
- Please be sure to sign the form where noted before giving it to the referee.
- Give this instruction sheet and reference letter 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 the person translating their comments include their name, occupational title, and contact information. The original non English document should be included with the translation.

To the Recommender

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Award Services/ADB-JSP
East-West Center
1601 East-West Road
John A. Burns Hall, Room 2066
Honolulu, Hawai'i 96848-1601
USA

- If the applicant prefers to collect your letter so that it can be included with their application, please provide it in a sealed envelope with your signature across the **flap**.
- We would like to receive your reference letter by November 1 or following Monday if November 1 falls on a weekend so that it will be available during the Center's preliminary selection process, but we will not penalize an applicant if your letter does not arrive on time. To ensure that we receive your letter, you may email a scanned pdf copy of your letter to adbjsp@eastwestcenter.org while the original copy is en route to the East-West Center.

Reference Letter Deadline: November 1 or following Monday if deadline falls on a weekend

The applicant noted in the box below is applying for an Asian Development Bank–Japan Scholarship Program (ADB-JSP) and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this additional background information. This letter of reference will be considered as part of the application for an EWC Scholarship only. The East-West Center strengthens understanding and relations between the peoples of the United States, Asia, and the Pacific through cooperative study, training, and research. The East-West Center is not a degree granting institution, but works in partnership with the University of Hawai`i. The ADB-JSP Scholarship provides funding for Master degree students to participate in educational and research programs at the East-West Center while pursuing graduate study at the University of Hawai`i. Please return this letter of reference directly to the **East-West Center, Award Services, Attn: ADB-JSP, 1601 East-West Road, JAB 2066, Honolulu, Hawaii, 96848-1601 USA**. Reference letters can be emailed to adbjsp@eastwestcenter.org ahead of the original to meet the deadline. Thank you for your assistance.

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

Address

Email Address

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

Applicant's special area of academic and research interest

Reference Writer:

Please affix your business card here.

TO THE APPLICANT: Confidentiality of Participant Records

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

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

Signature of Applicant

Date

LETTER OF REFERENCE – CIVIC ENGAGEMENT

(e.g., volunteer community service and leadership, extracurricular activities, community building)

Please respond to the questions below. Additional comments may be provided on separate letterhead.

- How long have you known the applicant?
- How well and in what capacity do you know the applicant?
- Please rate the applicant in terms of each of the following:

	Exceptional	Well Above Average	Above Average	Average	Below Average	Unable to Judge
Leadership						
Initiative						
Creativity						
Consideration/Concern/Care For Others						
Adaptability						
Ability To Help Others With Crises						
Intelligence						
Self-Expression						
Ability To Cope With Personal Crises						
Capacity For Change						
Cross-Cultural Knowledge & Experience						
Cross-Cultural Sensitivity						

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

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

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

7. Please provide additional comments that you deem relevant regarding the applicant's civic engagement such as volunteer community service and leadership, extracurricular activities, and/or other ways the applicant has participated in the life of her/his community in order to improve conditions for others or to help shape the community's future.

8. Do you recommend the applicant be awarded a scholarship/fellowship to pursue graduate study and participate in cross-cultural community building?

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

I do not want this letter of reference to be disclosed to the applicant.

Signature _____

Date: _____

Print Name _____