EAST-WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

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 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.

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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.

1. How long have you known the applicant?

2. How well and in what capacity do you know the applicant?

3. 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
- ☐ Recommend
- ☐ Recommend with reservations
- ☐ Do not recommend
- ☐ Insufficient basis for making recommendation

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 _____