



EAST-WEST
CENTER

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. Note that “copy and paste” or electronic signatures will not be accepted.
- 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 (“copy and paste” or electronic signatures will not be accepted), 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 the end of December so as to ensure its availability at the start of the Center’s ADB-JSP scholarship application review 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 to adbjisp@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?

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 _____