



China Scholarship Council – East-West Center Joint Affiliate Scholar Program

APPLICATION PREPARATION CHECKLIST

- Download application materials from East-West Center (EWC) website: www.eastwestcenter.org/csaffiliatescholar
- Review the “Program Overview” to determine your eligibility and understand program requirements.
- If you have not already identified a faculty member, researcher, scholar, or other specialist at the EWC or University of Hawai‘i at Mānoa (UHM) who shares your academic interests and who has agreed to supervise your research efforts, visit the websites of appropriate EWC and UHM research or academic programs, paying particular attention to faculty research interests. Identify and then contact your potential mentor directly, requesting an invitation letter that confirms his/her agreement to supervise and mentor you and that describes what specifically s/he would provide you under this arrangement.
- Take the TOEFL or IELTS English language test. Final receiving deadline for test scores is February 1.
- Identify two individuals to provide letters of reference, one of whom must be your graduate program advisor.

The following documents must be submitted to the East-West Center. Do not staple, paste, or bind application material together. Emailed or faxed applications are not eligible for consideration.

Items to be postmarked by January 15 (or following Monday if deadline falls on a weekend)

- CSC-EWC Joint Affiliate Scholar Program Application Form.
- Current curriculum vitae or resume.
- A thesis, dissertation or other appropriate research project proposal.
- Two (2) academic letters of reference, using the reference letter form, one of which must be from the applicant’s graduate program advisor.
- One (1) affiliation letter from a faculty member, researcher, scholar, or other specialist at the EWC or UHM that confirms his/her agreement to supervise and mentor you and describes what specifically s/he would provide you under this arrangement.
- One (1) official transcript reflecting the applicant’s most recent academic work.
- Official score report sent directly from the TOEFL or IELTS English language test agency. For the TOEFL, please use institution code 4868; for the IELTS, use the address below to report your IELTS result.

A reminder for all forms:

- Does your name appear in English on all documents, including letters of reference, affiliation letter, and transcripts?
- Did you sign the application form?

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

East-West Center
Education Program
Attention: CSC-EWC Joint Affiliate Scholar Program
1601 East West Road
Honolulu, Hawaii 96848-1601 USA