

East-West Center Affiliate Scholar Program: Affiliation Letter Instructions and Template

Special note for Potential Mentors

You are being provided with these instructions and template letter because an applicant for our EWC Affiliate Scholar program has identified you as a potential mentor. Applicants to this program are MA or PhD candidates who are pursuing graduate degrees at universities outside of Hawaii. Having completed coursework, they intend to visit the University of Hawai‘i at Mānoa (UHM) and the East-West Center (EWC) to engage in research relating to their dissertations.

Please understand that, if the applicant is successful, he or she will be individually responsible for providing his or her own funding to cover all expenses relating to the proposed stay in Honolulu, including medical insurance. In addition to this applicant’s research activities, EWC Affiliate Scholars also actively engage in EWC participant activities while in residence, including a weekly Wednesday evening seminar on issues of concern to the Asia Pacific region.

Affiliation Letter: Instructions for Applicants

- 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 affiliation letter confirming his/her agreement to supervise and mentor you, describing what s/he would provide under this arrangement. Be sure to let your mentor know how long your intended stay will be, and what you plan to do during your visit.
- You may provide your potential mentor this document, including the template affiliation letter on the following page, for him/her to customize.
- The affiliation letter must be prepared using the department letterhead, and must be signed.
- The completed and signed affiliation letter should be sent as a hard-copy directly to the EWC.

The affiliation letter may be sent directly by the potential mentor, separate from your other application materials.

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

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

Email: affiliatescholar@eastwestcenter.org
Website: www.eastwestcenter.org/affiliatescholar

Template Affiliation Letter for EWC Affiliate Scholar Applications

Must be on official department letterhead

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

[Date, Year]

Dear East-West Center Affiliate Scholar Selection Committee,

[This letter will serve as an affirmation that you are willing to serve as a mentor for a graduate student from a university outside of Hawai'i, while they engage in research relating to their thesis or dissertation at UHM and/or the EWC. Please see the instruction sheet above for more detailed information on this program. In your letter, please provide the following information:

- The name of the applicant, and your willingness to serve as his or her mentor, should his or her EWC Affiliate Scholar application be approved.
- The period he or she has proposed to be affiliated with your department or center.
- How long and/or in what capacity you have been acquainted with the applicant and his or her research.
- How the applicant's proposed research during his or her stay in Honolulu is connected to or builds on your own research interests.
- A brief description of activities.
- How frequently you intend to meet with the applicant during his or her stay.
- Whether your department or center will be providing any office space or other facilities for the applicant during his or her stay.
- Any other information that you find to be relevant or useful for the scholarship selection committee.
- Your contact details, including e-mail and phone number.

Sincerely,

[Name]

[Title]

[Department or Center]

[University or Organization]