



INSTRUCTIONS FOR COMPLETING THE EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP APPLICATION FORM

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 East-West Center Graduate Degree fellowship. If you have applied previously, indicate the category and year of your last EWC application.
2. **Asian Development Bank (ADB) fellowship.** Eligible applicants from countries that receive ADB funding will be considered for ADB fellowships as well as EWC graduate degree fellowships by completing this application and accompanying forms. Check this box only if you meet the eligibility criteria for ADB funding.

Note: Biographical Data 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. **University of Hawai'i student identification number:** Leave this field blank if you do not have a University of Hawai'i student identification number.
5. **Sex:** Indicate your gender.
6. **Current or local mailing address:** Please note the address where we can reach you during the application and review phase.
7. **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.
8. **Permanent address:** Note a permanent address where you can receive mail once your current/local address is no longer valid. If your permanent address is your current address, write "same as above."
9. **Visa status:** American citizens do not need to complete this item. If you are not a United States citizen and currently living in the U.S., please indicate the type of visa you currently have.
10. **Birth date:** Note the sequence for your birth date: month/day/year
11. **Birthplace:** Note city/state/country where you were born.
12. **Country of citizenship:** Note your country of citizenship. If you have dual citizenship, note both countries.
13. **Country of permanent residence:** Note your country of permanent residence if different from your country of citizenship.

14. **Home state:** For U.S. citizens only, please provide your home state.
15. **Office, home, cell (mobile) and fax numbers:** Please note any and all of the contact numbers at which we may be able to reach you during the application phase.
16. **E-mail address:** Print or type your email address clearly and completely.
17. **EWC scholarship:** If you have received an EWC scholarship before, please provide the date and type of award.
18. **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.
19. **College/university enrollment:** Beginning with your current or most recent college/university experience, list the universities at which you have been enrolled as a student.
20. **Current activity:** Please indicate if you are currently a student (noting where) or if you are currently employed (noting the nature of your work).
21. **Letters of Reference:** List the names and titles of the individuals you asked to provide letters of recommendation.
22. **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.**
23. **Other institutions:** Indicate if you are applying to any other institutions for graduate study.
24. **University of Hawai‘i Field(s) of Study:** Consult the UH web site <http://manoa.hawaii.edu/graduate/content/graduate-programs> for degrees and fields of study offered at the University of Hawai‘i. 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 UH application form for each program and provide a complete set of transcripts for each application. Note: If admitted to both fields of study and selected for a Center fellowship only one field of study will be approved for the fellowship.
25. **Independent UH Admission:** Applicants desiring admission to the University of Hawai‘i even if they do not receive an East-West Center Fellowship must apply for independent UH admission. **Check “yes” on the second page of the EWC 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.” Be sure that your credit card is valid until January

to avoid delays in processing your application. An application that is not accompanied by a fee will not be processed by the University of Hawai'i. Only applicants who are applying for *independent* consideration are required to submit the fee. Refer to UH application instructions for cost.

If an applicant applies for independent consideration but is no longer being considered for an East-West Center Graduate Degree Fellowship, the East-West Center will forward the University of Hawai'i application, application fee, and all accompanying documents to the UH Graduate Student Services Office. Once the applicant receives this notification all correspondence related to the application should be directed to the University of Hawai'i Graduate Student Services Office at the following address:

Graduate Student Services Office
University of Hawai'i at Mānoa
Spalding 354
2540 Maile Way
Honolulu, Hawai'i 96822 USA

To the greatest extent possible, the East-West Center will forward documents that are received after the application has been sent to the UH Graduate Student Services Office.

If you are also applying for a graduate research or teaching assistantship, please write to the appropriate academic department for forms and instructions. Consult the UH Application Instruction booklet for application deadlines. Applications for assistantship should be sent directly to the UH department.

26-30. Provide the requested information.

31. Please let us know all the ways you learned about the East-West Center Graduate Degree Fellowship. This helps us provide timely information and updates to key contacts.

Remember to sign and date the application.

OTHER APPLICATION DOCUMENTS TO COMPLETE

Responses to Essay Questions

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

Letters of Reference

The East-West Center requires 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. EWC letter of reference forms are included with the application.

With the exception of some fields of study, EWC letters of reference may also be used to meet UH letter of reference requirements. Recommendation letters specific to a departmental application should be returned directly to the field of study.

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 institution.** Transcripts from universities of these countries: Afghanistan, Burma, Cambodia, China, Indonesia, Iran, Laos, Mongolia, Russia and Vietnam, 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.

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

Only students who are currently enrolled at the University of Hawai'i at Mānoa may submit one certified photocopy of transcripts and test scores on file with their department.

Verification of Funds for Expenses Beyond the Scholarship

All applicants are required to submit this form by **March 2.**

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 (including U.S. Nationals and Permanent Resident Aliens for whom English is not their native 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.

Only applicants in the following categories are automatically exempt from taking the TOEFL or IELTS:

- Native speakers of English from the United States, Australia, Canada, Great Britain, New Zealand, or Singapore.
- Students who have received a bachelor's degree or an advanced degree within the last five years from an accredited college/university in the United States, Australia, Great Britain, New Zealand, Singapore and universities in Canada and Africa where English is the language of instruction. TOEFL or IELTS must be retaken if the degree was completed prior to this date.

Test Of English As A Foreign Language (TOEFL)

- The East-West Center 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 Admissions Office. 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. An overall band test result of 5.0 is required for admission to the University of Hawai‘i. The East-West Center minimum score requirement is 6.5.
- Applicants should contact the nearest British Council, Embassy, Consulate or IDP Education Australia 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 14, 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 Accounting, Business Administration, and Travel Industry Management applicants.

- To obtain information on registering for this examination, visit the Graduate Management Admission Council website: www.mba.com
- The official score report should be sent to the University of Hawai‘i School of Business Administration Code 4HF-DD-47 for MBA, and Code 4HF-DD-77 for TIM, no later than January 14.

OTHER REQUIREMENTS

Doctoral Applicants

Applicants for a doctoral fellowship should hold the equivalent of a U.S. master’s degree.

Sample Work

A writing sample, slides, portfolio, or audio visual recordings are required by certain fields of study. Refer to the website of the respective University of Hawai‘i department for specific information.

Special Application Forms

Certain UH fields of study require applicants to complete additional application material. The Center can provide application forms upon request.

Students Currently Enrolled at the University of Hawai‘i

Classified graduate students at the University of Hawai‘i enrolled in a graduate degree program are eligible to apply for the Center's Graduate Degree Fellowship. The application deadline must still be met. The following applies to currently enrolled students only:

- If applying in the same field of study in which the applicant is currently enrolled, only the following are required:
 - A cover letter, East-West Center application form, and required essays
 - One complete set of transcripts of all previous academic work (photocopies of official transcripts will be accepted); a grade report of the Fall semester when available.
 - If relevant one copy of the TOEFL and GRE score report
 - Three letters of reference
 - Curriculum Vitae (C.V.) or resume
- If currently in a master’s program and applying for a doctoral program in the same field, a copy of the letter of admission to the doctoral program must be received no later than March 1.
- If applying in a different field of study than the field in which the applicant is currently enrolled, both the University of Hawai‘i and East-West Center application forms and all required documents must be submitted to the Award Services Office.
- If a currently enrolled student is awarded a Center fellowship but is placed on **academic probation** for the first semester of his or her award, the fellowship is no longer valid and will be withdrawn.