

# East-West Center

## **GRADUATE DEGREE FELLOWSHIP OVERVIEW AND APPLICATION INFORMATION**

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The East-West Center promotes better relations and understanding among the people and nations of the United States, Asia, and the Pacific through cooperative study, research, and dialogue. Established by the U.S. Congress in 1960, the Center serves as a resource for information and analysis on critical issues of common concern, bringing people together to exchange views, build expertise, and develop policy options. The Center is an independent, public, non-profit organization with funding from the U.S. government, and additional support provided by private agencies, individuals, foundations, corporations, and governments in the region.

## **I. OVERVIEW OF THE EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP**

### **The East-West Center**

Since its founding in 1960, when the U.S. Congress established the East-West Center (EWC) as an education and research institution to strengthen relations and understanding among the nations and peoples of Asia, the Pacific and the United States, the Center has promoted the development of a peaceful, prosperous, and just Asia Pacific community through programs of cooperative study, training, and research.

The need for regional cooperation and community building among nations has never been greater. This is an era of increasing social, economic, and technological interdependence in which leaders in every arena must possess regional literacy, knowledge based on multi-cultural perspectives, and a shared sense of community.

The thread of cooperative study runs through all of the Center's programs, whether conducted on campus or off, in the classroom or in the field, for students or for professionals. At the Center, learning is a collaborative process in which each person contributes knowledge, experience, and perspective to benefit all participants. It recognizes the importance of establishing a basis for the comfortable exchange of ideas by building an environment of openness, trust, and shared community.

The East-West Center is unique among international institutions in its focus on community building at the campus level as a stepping-stone to community building in the Asia Pacific region. While at the Center, participants learn, work and live together, and extend helping hands to the local community. The East-West Center experience is one of grassroots relationship building, cultural exchange, shared experiences, and communal preparation for future leadership roles throughout the region.

### **The University Of Hawai'i**

The University of Hawai'i at Mānoa is the flagship campus of the state university system. It was founded in 1907 and is located on 320 acres of land in Mānoa Valley, close to the center of metropolitan Honolulu. It is a comprehensive research university offering bachelor's degrees in 97 fields of study, master's degrees in 85, and professional and doctoral degrees in 57 fields. It enrolls approximately 20,000 full-time students each semester of whom 5,500 are graduate students.

The University of Hawai'i (UH) and the East-West Center are separate organizations but maintain close institutional ties through a variety of programs, such as the Graduate Degree Fellowship Program. All reference in this booklet to the University of Hawai'i refers to the Mānoa campus. Visit <http://manoa.hawaii.edu/graduate> for more extensive information on the University of Hawai'i and its graduate programs.

### **East-West Center Graduate Degree Fellowship Overview**

The East-West Center Graduate Degree Fellowship provides master's and doctoral funding for graduate students from Asia, the Pacific, and the United States to participate in educational, cultural, residential community building, and leadership development programs at the East-West Center while pursuing graduate study at the University of Hawai'i. Undertaking degree studies at the UHM through an East-West Center fellowship is not merely about receiving a financial aid scholarship. Since the basic purpose of the East-West Center is to build a sense of Asia-Pacific community and prepare for future leadership roles, EWC graduate student fellows live together and interact with each other in both intellectual and social activities. They are from the very outset an identifiable group committed to the notion of building an Asia-Pacific community. Through team-building activities, leadership development projects and internships, learning about the Asia Pacific region, cultural exchange, educational enrichment gatherings, community service and service learning projects, EWC graduate

degree fellows establish friendships and lifelong ties to a network of people committed to positive change in the Asia Pacific region.

The graduate degree fellowship covers the cost of tuition and fees, books, housing in an East-West Center dormitory, health insurance, and partial funding toward meals and incidental expenses. Funding for field study and conference presentations is offered on a competitive basis during the fellow's period of study.

Priority in the student selection process is given to applicants with a demonstrated commitment to the Asia Pacific region.

Applicants interested in consideration of the Graduate Degree Fellowship, EWCA Alumni, supplemental and standalone scholarships funded through endowed scholarships should complete the Graduate Degree Fellowship scholarship application for consideration.

## KEY COMPONENTS OF THE EAST-WEST CENTER FELLOWSHIP EXPERIENCE

Beyond fulfilling degree requirements at the University of Hawai'i, East-West Center graduate degree fellows have opportunities to enhance their degree studies by participating in the East-West Center community and its programs. These key experiential components include:

### **Living on Campus at the East-West Center**

Located in Honolulu adjacent to the University of Hawai'i, the Center's 21-acre campus features conference, research, and residential facilities nestled in the heart of beautiful Mānoa Valley. Students and other EWC participants are required to live in residence halls that include nearly 500 rooms. Living, cooking and sharing meals together in the residence halls is a vital experience in community building that begins at the Center. Through this residential community, East-West Center students develop lifelong relationships and a powerful sense of community with others who share an interest in the Asia Pacific region. Further information about the EWC residence halls may be found at our website <http://www.eastwestcenter.org/about-ewc/housing/student-housing>.

### **Participating in Regularly Scheduled Center Activities and Seminars, Including:**

- **Community Building Institute**  
The East-West Center Community Building Institute (CBI) is an academic program for participants on new awards. CBI integrates team building activities for East-West Center communities with dialogues on concerns related to Asia Pacific communities.
- **Community Service:** Degree fellows devote up to 90 hours to community service during their award period. Through service learning activities, participants develop leadership skills, and broaden their understanding of Hawai'i and its multicultural community, and the ways in which transformational change can take place at personal, professional and grassroots levels.
- **Wednesday Evening Seminar:** The Wednesday Evening Seminar (WES) is a gathering of Center participants on a new award in their first fall and spring semesters. WES brings together fellows from diverse academic disciplines, geographic areas, and life experiences, to learn and dialogue on issues of common concern that impact the United States and Asia Pacific region. While graduate degree fellows focus their attention in highly specialized disciplines of study at the University, the Wednesday Evening Seminar strives to challenge EWC fellows to explore issues that may be beyond their range of expertise or comfort zones; to explore issues facing the Asia Pacific region, and, in the process, forge bonds among themselves that ultimately strengthen the Center's diverse, global community. This seminar

series is planned and organized by East-West Center degree fellows as part of an internship and leadership development experience. Through invited expert speakers, films, and facilitated small group discussions on themes relevant to the United States and Asia Pacific region, the WES strives to create an environment for academic interaction and cultural learning between participants who themselves represent the vast diversity within the Asia Pacific region. In the process, fellows gain insights and forge bonds that carry with them to their home countries, linking them to the Center's diverse global community.

- **East-West Center leadership development projects and internships:** Several internship possibilities are offered each year. Degree fellows in internship programs gain leadership experience in planning and organizing student activities including the International Graduate Student Conference, the Wednesday Evening Seminar, and support and enrichment gatherings. Internships have also been arranged in the EWC Publications Office and the Research Information Services.

## STUDENT-LED PROJECTS AND INITIATIVES

Participants in the East-West Center Education Program participate in an exciting spectrum of extracurricular activities, student-led projects and initiatives that draw upon and highlight the Center's broad diversity of cultural perspectives and traditions.

### **East-West Center International Graduate Student Conference**

This multi-day conference, organized by graduate degree fellows at the Center, has become one of the premier graduate student conferences in the world, and the largest focusing on the Asia Pacific region. Through paper presentations, panel discussions, and poster sessions, participants have explored themes across disciplines that impact the Asia Pacific region. Conference chair and co-chair are internship positions held by two graduate degree fellows. Visit [www.EastWestCenter.org/studentconference](http://www.EastWestCenter.org/studentconference).

### **East-West Fest**

East-West Center students work together to organize this popular, educational, and fun-filled day of sharing their talents, crafts, music, cuisine, games, and goodwill with the Hawai'i community. Held outdoors on the Center campus, this festival promotes international cooperation and understanding, which are the underpinnings of all East-West Center endeavors.

### **East-West Center Participants Association**

One of the objectives of the East-West Center Participants Association (EWCPA) Board is to create a vibrant and cohesive participant community that interacts, shares, and appreciates talents, arts, cultures, thoughts, and good will with one another. Ongoing activities include weekly films, shuttles to area markets, as well as participant organized social and cultural events. Visit <http://ewcpa.wordpress.com/home/> for more current and scheduled events.

## AWARD CONDITIONS

### **Length of Award**

EWC Graduate Degree Fellowships are granted on an annual basis. These grants are made initially for twelve months but may be renewed an additional year, subject to funding availability, and timely and satisfactory progress toward completion of the degree and fulfillment of East-West Center requirements. The total award length may be less than 24 months, depending upon the academic status of the student at the time the award is given and the time necessary to complete degree requirements.

**Eligibility**

Eligibility to apply is determined by an individual's ability to meet the following conditions:

**Bachelor's Degree and Grade Point Average**

Before the start of the award, applicants for graduate programs must have obtained a 4-year bachelor's degree or its equivalent from an accredited U.S. college or university or from a recognized institution of higher learning abroad. Equivalency is determined by the University of Hawai'i Admissions Office. Generally, an applicant must have a minimum grade point average of 3.0 (4.0=A scale) or the equivalent, in the last four semesters or six quarters of the undergraduate record and in all post-baccalaureate work.

**Citizenship or Permanent Residence**

The Center's original mandate by the United States Congress established its geographical area of interest as Asia, the Pacific, and the United States. Individuals who are citizens or permanent residents of the United States or a country listed below may apply for East-West Center fellowships:

**Southeast Asia**

Brunei  
Burma  
Cambodia  
Timor-Leste  
Indonesia  
Lao, People's Democratic Republic  
Malaysia  
Philippines  
Singapore  
Thailand  
Vietnam

**East-Asia**

China  
Hong Kong  
Japan  
Korea, Democratic People's Republic of  
Korea, Republic of  
Macau  
Mongolia  
Russia  
Taiwan

**South Asia**

Afghanistan  
Bangladesh  
Bhutan  
India  
Iran  
Maldives  
Nepal  
Pakistan  
Sri Lanka

**Pacific Region**

American Samoa  
Australia  
Cook Islands  
Federated States of Micronesia  
Fiji  
French Polynesia  
Guam  
Kiribati  
Marshall Islands  
Nauru  
New Caledonia  
New Zealand  
Niue  
Northern Marianas  
Palau  
Papua New Guinea  
Samoa  
Solomon Islands  
Tokelau  
Tonga  
Tuvalu  
Vanuatu  
Wallis & Futuna Islands

**U.S.**

United States  
Puerto Rico  
Virgin Islands

Note: For applicants with dual citizenship, if the United States is one of the countries in which the applicant has dual citizenship, the application will be processed as a U.S. applicant.

For applicants with dual citizenship, please note that *only* citizens from countries on the list above are eligible for this fellowship and for the J-1 visa if awarded the fellowship. For example, if an applicant has dual citizenship in the United Kingdom and Pakistan, the application will be processed as an applicant from Pakistan. If awarded the fellowship, the applicant must use his/her Pakistani passport to be eligible for the J-1 visa and fellowship.

### **Visa**

Degree fellows who are not citizens or permanent residents of the United States are required to come to the Center on the Exchange Visitor (J-1) visa and are subject to all provisions of the Exchange Visitor Program.

The intent of the Exchange Visitor Program is to have participants return to their home countries upon program completion to share and apply the knowledge and experience gained during their program at the Center. Exchange visitors on East-West Center sponsorship are required to return to their home country for an aggregate period of two years after completing their exchange visitor program. Graduate degree fellows (except for those on ADB fellowships) are eligible to apply for post-completion academic training upon completion of their degree program. For further information contact the East-West Center Visa Office at [wongv@eastwestcenter.org](mailto:wongv@eastwestcenter.org).

### **Funding for a Second Degree**

East-West Center degree fellows who have completed either an undergraduate or graduate degree under Center sponsorship (regardless of the funding source), and are pursuing an advanced degree, may apply for another fellowship administered by the Center for which they meet the eligibility requirements. They will however have a lower priority during the selection consideration having already been supported by the Center for one degree.

## **FUNDING PROVISIONS**

### **Basic Provisions**

The East-West Center Graduate Degree Fellowship provides the following funding:

- Tuition and fees up to the equivalent of the tuition charged for post-baccalaureate students at the University of Hawai‘i at Mānoa toward master’s or doctoral studies;
- Housing in a Center residence hall, based on single occupancy;
- A stipend to partially cover food and incidental expenses (Refer to the section on taxes on stipends for additional information.);
- An allowance for books, materials and supplies; and
- Health insurance coverage.

All provisions above are subject to change.

### **Housing**

Recipients of the fellowship who are single or married with no accompanying dependents below 18 years of age are required to reside in Center dormitories. Single students reside in a single room.

Married students accompanied by a spouse reside in a double room. (Pets are not allowed in these dormitories.)

Individuals with minor dependent children cannot be accommodated in on-campus facilities and must reside off-campus.

Information about East-West Center housing facilities may be found at our website <http://www.eastwestcenter.org/about-ewc/housing/student-housing>.

### **Spouses and Dependents**

The East-West Center Graduate Degree Fellowship does not provide support for spouses and dependents. No additional stipend payment or travel allowance is made on the basis of marital status and the amount received will not adequately support a family.

Degree fellows are required to come to Honolulu alone for the first semester of the award to become acquainted with the Center, the University of Hawai‘i, and the Honolulu community, before arranging to have their families join them from abroad.

Degree fellows who plan eventually to bring their families should be fully aware of the high cost of living in Honolulu, the limited availability and high cost of off-campus housing, and especially the difficulty in finding employment opportunities for spouses.

The Center provides limited assistance in the following ways:

- During the period of the fellowship, the Center may arrange dormitory space for the spouse by providing a double room beginning the second semester of the award. The degree fellow is responsible for the additional cost of a double room beyond the single-room rate.
- If a degree fellow is joined by dependent children below the age of 18, the family must reside off-campus as the Center’s residence halls are not allowed to house minors. Beginning the second semester of the award, the degree fellow living off-campus with family is eligible for an off-campus housing allowance equivalent to the rate of the single room in the East-West Center residence hall.
- The degree fellow is responsible for all other costs for the spouse and children.

### **Estimated Expenses Beyond the Provisions of the Fellowship:**

- Living expenses beyond the fellowship are estimated at \$400 per month, or \$4,800/year.
- Travel to and from home country and Honolulu.

Degree fellows are responsible for all personal and academic expenses not covered by the Center fellowship.

Students are encouraged to seek and obtain financial support for one or more of the above categories from other sources where possible. The availability of funding from other sources should be noted on the *Verification of Funds for Expenses Beyond the Provisions of the Scholarship* form included in the application packet

**Policy on Work:** A student may request permission to work on campus to earn funds that can contribute toward meeting living expenses. Under certain circumstances, students may be eligible to work additional hours during official school breaks and school vacations.

## **Supplemental Funding**

**Travel Grants:** Subject to funding availability, funding for field study and conference presentations is offered to degree fellows on a competitive basis during their study period.

**Endowed and Named Scholarships:** Through the generosity of the Center's friends and alumni, supplementary scholarships have been established to assist East-West Center students. The Center may be able to make available a limited amount of supplemental scholarship support to Graduate Degree Fellowship finalists with financial need on a case by case basis. Applicants must complete the form included in the application packet, *Verification of Funds for Expenses Beyond the Provisions of the Scholarship* to be considered for these awards. Some of these awards may be made to semifinalists in the Graduate Degree Fellowship competition who do not receive a Graduate Degree Fellowship.

The following is a summary list of supplementary scholarships established to assist the Center's degree fellows. Visit [www.EastWestCenter.org/gdf](http://www.EastWestCenter.org/gdf) for additional information.

- **East-West Center Association (EWCA) Alumni Scholars Awards**  
Established by alumni from the 60's and currently contributed by alumni from all generations to the present to support scholarships as a legacy to help future generations of students participate in East-West Center education programs.
- **Faith C. Ai and Cynthia J.C. Ai Scholarship**  
Cynthia Ai is an alumna of the Center's student programs and has been a long-time friend and supporter of the East-West Center. She established a scholarship to perpetuate the memory of her mother, Faith C. Ai, and to honor her life-long devotion to educating Hawai'i's children.
- **George R. Ariyoshi Award**  
This fund, named after George R. Ariyoshi who served as Governor of Hawai'i from 1974 to 1986, and currently serving on the Center's Board of Governors, is funded through private donations to assist degree fellows.
- **Senen and Yolanda Bacani Fellowships**  
EWC 1960s alumni Senen and Yolanda Bacani established a fellowship to assist students with a priority from the Philippines in fields related to agriculture and other challenges of landscapes in transitions, including land-use, agrarian-urban transitions, and building capacities to manage protected areas.
- **Michael and Margie Berueda Scholarships**  
The Michael and Margie Berueda Scholarships provide awards for Degree Fellows and Asia Pacific Leadership Program Fellows from the Philippines or the state of Hawai'i in fields of healthcare or engineering. Michael is a registered land surveyor and Margie is a registered nurse (RN). They established Residential Choices, Inc., a healthcare case management agency that serves the elderly and the frail in a community-based setting.
- **Brara Brothers Fellowships**  
Arvinder (Ari) and Jaswinder (Jay) Brara are brothers who were East-West Center grantees during the 1970s. They established the Brara Brothers Fellowships to provide awards each year to Degree Fellows who have an outstanding academic record and financial need with a preference for students from India and the United States.

- **James Francis and Lorinda Chew Cheng Fellowships**  
 With a shared vision with the East-West Center for building an Asia Pacific Community, this fellowship was established to encourage and support individuals from China or Taiwan in their pursuit of study and research.
- **Uhn-Kyung Choi Scholarship**  
 Dr. Uhn-Kyung Choi was an East-West Center grantee from 1964-66, studying Teaching English as a Second Language. Later, she served as a TESOL instructor with the Peace Corps, visiting professor at SOAS, University of London; and lecturer of Korean Culture at the Korea International Cooperation Agency. Dr. Choi, now Professor Emeritus at Duksung Women's University in Seoul, Korea, established this fund to assist EWC students with financial needs, with a preference to assist those with an interest in Korea.
- **Richard H. and Hester V. Cox Fellowship**  
 Formerly a Vice President with Alexander and Baldwin, Richard H. Cox has served voluntary at EWC on a committee regarding water issues. He is a member of the Friends of the East-West Center, and is a major supporter of the Center's Arts Program. He and his wife Hester V. Cox established a fellowship to support outstanding students preferably from Vietnam as well as other students from Southeast Asia and the United States.
- **East-West Center Association (EWCA) Okinawa Chapter Endowment**  
 First of the East-West Center Association alumni chapters to establish an endowment, the EWCA Okinawa Chapter Endowment supports deserving students from Okinawa who have an outstanding academic record, leadership experience, and financial need.
- **Glenna Eshleman Scholarship**  
 A past participant in East-West Center's programs for educators, Glenna Eshleman established a scholarship to assist students at the East-West Center who are preparing for careers in education.
- **Eddie and Elaine Flores Endowed Scholarship Fund**  
 Former member of the Board of Governors and owner of L&L Hawaiian Barbeque, Eddie Flores, Jr. and his wife Elaine established a scholarship fund to assist East-West Center students, with a priority for those from the Philippines, China, Hong Kong, and Hawai'i.
- **Buddy & Melga Torre Gendrano Fellowships**  
 Melga Torre Gendrano, an EWC alumna, and her husband established an endowment to assist students with intention of future involvement in the fields of education and/or agriculture.
- **Eleanor and Hermann Haus Fellowships**  
 Stephen Haus and his brother and sisters established the Eleanor and Hermann Haus Fellowships in honor of their parents and belief that students educated in sustainability will change their home countries and the world.
- **Paul S. Honda Fellowship**  
 A member of the Center's Foundation Board, Mr. Honda established the Paul S. Honda Fellowship to assist East-West Center students who have an intention of future involvement in international relations.

- **Harold and Constance Lane Memorial Scholarship**  
 Friends of East-West Center Steve Lane established this scholarship in honor of his parents who were friends of the Center for more than 40 years and remembered by several generations of EWC students for their hospitality. This scholarship will assist East-West Center students with an outstanding academic record and financial need.
- **Ted and Doris Lee Studies in Asia Endowed Fund**  
 Established by former Board of Governor member Ted Lee and his wife Doris, this fund will provide travel awards for American East-West Center degree students to have a learning experience in Asia. Priority will be given for field research or language study in Singapore. Other countries in the Association of Southeast Asian Nations (ASEAN) may also be considered as field research and language study locations.
- **Sumi Makey Scholars Awards**  
 Sumi Makey, former East-West Center Dean of Student Affairs, established an endowment to assist students from Southeast Asia, and particularly women, with a background and interest in the arts and humanities.
- **Ashok Kumar Malhotra Seva (Compassionate Service) Awards**  
 Established by a dedicated volunteer himself, 1960's alumnus Ashok Malhotra created a fund to reward and encourage public service.
- **Parvathy Menon-Mohan Fellowships**  
 Mohan Mohan and Parvathy (Paru) Menon-Mohan were student grantees at the East-West Center from 1968 to 1970 where they met. Paru passed away in 2013 after bravely fighting cancer for several years. Mohan established the Parvathy Menon-Mohan Fellowships to provide awards for participants from India with an intention of future involvement in the fields of science or education.
- **Edison H. and Sallie Y. Miyawaki Fellowships**  
 Dr. Miyawaki, chairman, president and CEO of Family Health as well as co-owner of the Cincinnati Bengals since 1994, created this scholarship fund to extend the family's philanthropic efforts to assist East-West Center students, with a priority to assist students from Hawai'i and Japan.
- **Jerry and Tsue Ostermann Scholarship**  
 Gerald A. Ostermann and Tsue Asami Ostermann met at the East-West Center, fell in love, married, raised a family and built a life based on the values and understanding they experienced at the Center. They established the Jerry and Tsue Ostermann Scholarship to give students the same opportunity to participate in the East-West Center experience.
- **Omni Trak Loui Schmiker Scholar Award**  
 OmniTrak Group founder, President and CEO Patricia Loui celebrated her company's 25<sup>th</sup> anniversary by establishing this fund to assist students from Hawai'i, Thailand, China and Japan who undertake research that will impact private sector, public-private sector partnerships, or the role of global corporations as an agent of change in development.
- **Jean E. Rolles Fellowships**  
 Jean Rolles has served on the Center's Foundation Board of Directors and the Board of Governors and established an endowment to provide awards to students in the fields of environment, economics or the travel and hospitality industry.

- **The Royal Sala Thai Scholarship Fund**  
To commemorate the dedication of the new Royal Sala Thai at the Center in 2008, and in recognition of the importance of leadership to the future of Thailand and the Asia Pacific region, EWC alumni established this fund to assist students from Thailand.
- **Puongpun and Thanh-Lo Sananikone Scholarship**  
Alumni and supporters of the Center, Puongpun serves on the Board of Governors, and Thanh-Lo serves on the Foundation Board. They established this scholarship to benefit outstanding students from Laos and Vietnam, or students with Laotian or Vietnamese heritage.
- **Haigo and Irene Shen Scholarship**  
Established by alumnus, Haigo and his wife to benefit students from China, Hong Kong, and Taiwan in health, education, architecture, urban and regional planning, engineering, and those committed to a teaching career.
- **Toufiq & Ulrike Siddiqi Degree Scholars Awards**  
A former staff member and his wife, a long-time volunteer at the Center, established an endowment to help East-West Center graduate degree fellows from South Asia.
- **Ann Dunham Soetoro Fellowship**  
Through a University of Hawai‘i Foundation endowment honoring Ann Dunham Soetoro, fellowships will be awarded to students focusing on anthropology or other social sciences.
- **Trudy and Al Wong ‘Ohana Scholarship**  
Host family to hundreds of EWC students, the Wong family and alumni want to assist students with leadership qualities, personal initiative and commitment to community and social service engagement.
- **Dennis C. Zvinakis Awards**  
The family and friends of alumnus Dennis C. Zvinakis established a fund in his memory to help deserving students from Indonesia, Laos, Cambodia, Vietnam, and the United States.

## TAX INFORMATION REGARDING FELLOWSHIPS

### United States Government Taxes

In 1986 the United States Government passed a Tax Reform Act that only partially allows the financial assistance provided through a scholarship or fellowship to be exempt from taxes. Only those items directly related to a degree fellow’s academic program such as tuition and fees, books and materials and supplies, are exempt. Funds for food and incidental expenses, housing and health insurance provided by the Center from United States funding sources, are subject to United States Government taxes.

Some students may be exempt from United States Government taxes by virtue of tax treaties that the United States Government has signed with a number of countries. While provisions vary from country to country, treaties with such countries as China, Indonesia, Korea, Thailand, and the Philippines will exempt most degree fellows from paying United States Government taxes on their East-West Center degree fellowship. Specific treaty benefits for each nation can be found in Internal Revenue Service Publication 901.

For **non-resident students from all other countries**, the Center is required by law to withhold taxes each month at a 14% rate of all taxable items (housing, health insurance and monthly stipend). **U.S. students and permanent residents** are responsible for paying their own taxes. Since the Center can only withhold taxes for non-residents, U.S. students and permanent residents are strongly encouraged to pay estimated taxes.

### **State of Hawai‘i Taxes**

The State of Hawai‘i also taxes that portion of the Center fellowship that provides for food and incidental expenses, housing and health insurance, but at a lesser rate. All students, including those from tax treaty countries, are subject to State of Hawai‘i taxes as tax treaties only exempt United States Government taxes. Since the State does not have a withholding capability for non-employees, all students are encouraged to pay estimated State of Hawai‘i taxes.

## **APPLYING TO THE EAST-WEST CENTER AND UNIVERSITY OF HAWAI‘I**

East-West Center Graduate Degree Fellowships support graduate study at the University of Hawai‘i in fields relevant to the goals and objectives of the East-West Center. Because degree fellows are involved in programs at the East-West Center, as well as in advanced degree work at the University of Hawai‘i they have obligations to both institutions.

It is not necessary to obtain admission to a field of graduate study at the University of Hawai‘i *before* applying to the East-West Center. Application to both the University of Hawai‘i and East-West Center may be done concurrently by submitting both applications and all supporting documents directly to the East-West Center.

Fellowships are awarded annually in an international competition. The deadline for the competition is **November 1, (or following Monday if deadline falls on a weekend)** for study to begin the following August.

### **Obtaining application forms**

Download application material for the Graduate Degree Fellowship from the East-West Center website [www.EastWestCenter.org/gdf](http://www.EastWestCenter.org/gdf) including:

- a) Graduate Degree Fellowship Application Form
- b) Essay questions
- c) Letter of Reference Form (provide two academic or professional references)
- d) Letter of Reference for Community Service/Civic Engagement/Extra Curricular Activities Form (provide one reference)
- e) Verification of Funds for Expenses Beyond the Provisions of the Scholarship

If you are unable to download application material from our website, please email your request to [scholarships@eastwestcenter.org](mailto:scholarships@eastwestcenter.org).

If you are not already enrolled in a University of Hawai‘i graduate degree program or if you plan to change your academic program, please also download a copy of the University of Hawai‘i Graduate Division Admission Application Instructions and an application form for each field of study you seek to enter. Do not use the Graduate Division Admission Application Form if you are seeking admission to any business program at the master’s level, or a Law Program. The application form for these fields must be obtained from the respective program.

Contact the appropriate University of Hawai‘i academic program to find out what is needed to gain admission to that program and download required *departmental* application forms. Use this link to

connect to individual department websites: <http://www.manoa.hawaii.edu/graduate/content/graduate-programs>

### **Exams and score reports**

Make arrangements to register for any exams such as TOEFL, IELTS, GRE or GMAT that may be required for your admission to the University of Hawai'i. Official results from these exams should be sent by the testing service directly to the East-West Center. Please use institution code 4868 for TOEFL and GRE scores or the address below when reporting your IELTS results:

Award Services/Graduate Degree Fellowship  
East-West Center  
1601 East-West Road  
John A. Burns Hall, Room 2066  
Honolulu, Hawaii 96848-1601 USA

GMAT results should be reported to 4HF-DD-47 for MBA programs or 4HF-DD-77 for Travel Industry Management.

The East-West Center will begin the preliminary review process to ensure that the criteria for the fellowship is met before forwarding the application to the University of Hawai'i. For international applicants, TOEFL or IELTS scores will be taken into consideration as part of the EWC application unless waived by University of Hawai'i admission policies regarding proof of English proficiency. It is therefore important that you provide your score report before the review process begins. If you are unable to register early enough for results to be available during the preliminary selection process, it is important that you indicate on the EWC application your expected date to take the exam.

The Center requires a TOEFL minimum IBT score of 79-80 and 6.5 for IELTS. GRE and GMAT scores are not required for the Fellowship application but should be submitted to the East-West Center to complete the University of Hawai'i application if required by the UH department to which you are applying. If your application passes the first phase of the Center's selection process, we will need all required official test scores by mid January to ensure that the University is able to review your application and provide us with a timely decision on admission before the EWC final selection process commences in March.

### **Academic transcripts**

An official transcript is required from each college or university you list on your EWC and UH application forms. Please request two sets of official transcripts from each of the institutions you list to accompany your East-West Center and University of Hawai'i application. An official transcript must be certified by the appropriate school official in charge of maintaining academic records and bears the actual inked stamp or embossed seal of the institution. A copy of the degree and/or graduation certificate, certified in the same manner as the transcript, must be included if the transcript does not list the type of degree awarded or date of graduation. Photo or scanned copies of documents bearing certification do not meet this requirement. Only documents that are received in sealed envelopes of the issuing school are considered official. Academic documents from certain geographic regions may have additional requirements so please be sure to refer to the University of Hawai'i application instructions for further details.

Your college or university should mail your transcripts directly to the East-West Center but if this is not their policy, you may include them with your application if they are in sealed school envelopes. Documents that arrive before your application will be kept on file until we are able to consolidate them with your application.

Please note that *currently enrolled* UH graduate students applying for the fellowship need not provide official transcripts since you have already gained admission to your academic program. However, the Center does need a copy of your academic records as the selection is based partly on academic merit. We therefore suggest you arrange with your academic program or the Graduate Admission Office to forward a copy of all of the transcripts listed on your application to the East-West Center. One official UH transcript should also be provided for coursework already completed.

### **Letters of Reference**

Please identify three individuals who would be willing to recommend you to the fellowship program. Two of the individuals should comment on your academic and long term objectives, while the third referee should reflect on any community service, civic engagement or extra curricular activities you have been involved with. Please be sure that your name and the recommender's name are on the letter of reference form before giving it to the letter writer.

### **Submission of application material**

Applications that are postmarked by November 1, (or following Monday if deadline falls on a weekend) will be considered for the fellowship. Please take your EWC and UH application forms and essay responses for both applications to the post office or other mail service to be delivered to the East-West Center. If you mail your application close to the deadline, be sure to obtain a receipt as proof that it was accepted by the mail service. If you plan to personally deliver your application to the East-West Center, please arrive before the Award Services Office closes at 4:30 p.m on day of deadline.

Your application should include the following:

- a) Graduate Degree Fellowship application. If you are applying to more than one academic program, list both programs on one application in order of preference. Do not submit a separate application for each academic program.
- b) A cover letter and responses to all four essay questions and curriculum vitae. Essay question #5 is required only if you are seeking consideration by the Asian Development Bank Scholarship. Please visit the East-West Center website [www.EastWestCenter.org/adb](http://www.EastWestCenter.org/adb) or [www.adb.org/jsp](http://www.adb.org/jsp) for further information regarding eligibility before indicating your interest in the ADB Scholarship.
- c) University of Hawai'i Graduate Admission application. If you are applying to two fields of study, a separate application form must be provided for each academic program.

The application fee (refer to UH application instructions for cost) must be included if you are seeking admission independent of the EWC fellowship decision. The appropriate UH admissions office will charge the application fee payment when they process your application. The application fee may be paid by credit card, check or money order. Cash payments are not accepted. If paying by credit card, please be sure that your card is valid until the end of January. Checks and money orders should be made payable to the "University of Hawai'i."

If you are an international applicant seeking independent admission and are not applying for financial support from the University, you must provide the Confidential Financial Statement Form to show proof of financial responsibility. The form may be obtained from the University's website <http://manoa.hawaii.edu/graduate/content/forms>.

If you apply directly to the University of Hawai'i, it is not necessary to also provide the paper application to the East-West Center. We would however appreciate it if you would provide the confirmation number of your application so that we can confirm your application with the Graduate Admission Office.

- d) Departmental application forms, statement of objectives, writing sample, etc. that are required by the University of Hawai'i academic program. Recommendation letters that are specific to the academic program should be returned directly to the department.

## THE REVIEW PROCESS/TIMETABLE

The East-West Center and University of Hawai'i application forms are reviewed in the following sequence:

- 1) The **Award Services Office** reviews the forms for completeness and the required supporting documents and test scores.
- 2) The **East-West Center Review Committee** determines general relevance to East-West Center programs and decides which applications will be forwarded to the University of Hawai'i. Email notification will be sent by early January to all applicants regarding the continued consideration of their application. Application to the East-West Center does not guarantee review for admission to the University of Hawai'i unless the individual requests independent consideration. (Refer to the application section on **Independent UH admission** for additional information.)
- 3) The appropriate **University of Hawai'i admissions office** reviews applications to determine whether the applicant meets minimum admission requirements. Incomplete applications will not be reviewed. Applications from individuals who are currently enrolled as classified graduate students at the University of Hawai'i will be sent directly to their respective departments for review and comment.
- 4) The **University of Hawai'i Department** selected by the applicant reviews those applications which have met minimum admission requirements. The department reviews the application and makes a recommendation of admission to the appropriate College or Dean of the Graduate Education Office. (Refer to the University of Hawai'i Application Instruction booklet for additional information regarding the bases of denial.)
- 5) During the final selection the **East-West Center Review Committee** reviews only those applications that are successfully admitted to a graduate field of study.
- 6) **Selection for the fellowship is based upon the merits of the application.** The final selection decision takes into consideration the following: relevance of the applicant's interests to the East-West Center's aims and programs, recommendation by the University of Hawai'i graduate field of study, test scores, letters of reference, academic record, community involvement/extracurricular activity participation, and narrative statements. The final selection decision will be conveyed in writing as well as email and only to the applicant by April 1. No information regarding the final selection will be disclosed over the telephone.

## COMMENCEMENT OF THE PROGRAM

The East-West Center Graduate Degree Fellowship begins in mid-August with the Community Building Institute that includes time for advising and registration at the University of Hawai'i. All students on new awards are required to participate in this initial program, including those who are currently residing in Hawai'i.

Fellowships awarded in some UH departments for fall semester may be postponed for no more than one semester with all appropriate clearances. Although the University of Hawai'i academic calendar is based on a semester system, the Center does not conduct a Graduate Degree Fellowship Competition for the spring semester.

## OTHER SCHOLARSHIPS

### ASIAN DEVELOPMENT BANK - JAPAN SCHOLARSHIP PROGRAM

In addition to the East-West Center Graduate Degree Fellowship, the Center also receives funding from the Asian Development Bank (ADB) to provide degree fellowships. Funding is available for up to 2 years (24 months) for graduate degree study in specific fields. Recipients of funding from the Asian Development Bank receive full support including round trip air transportation.

If you are eligible for the ADB-JSP Scholarship, you may apply for consideration by submitting the East-West Center Graduate Degree Fellowship application and noting your interest in being considered for the ADB-JSP scholarship on the EWC application form.

#### **Eligibility for the ADB Scholarship**

Prospective applicants for ADB-JSP funding must:

- Be a citizen of an ADB developing member country that currently borrows funds from the Bank. Note: Applicants living or working in a country *other* than his/her home country are **not** eligible for this Scholarship.
- Have at least 2 years of full-time professional working experience (acquired *after* completing a university degree) at the time of application;
- Apply in one of the following fields of study approved for ADB-JSP funding:

Architecture (ArchD)

Business Administration (MBA)

Economics (MA, PhD)

Geography (MA, PhD)

International Management (PhD)

Law (LLM)

Natural Resources & Environmental Management (MS, PhD)

Ocean & Resource Engineering (MS, PhD)

Oceanography (MS, PhD)

Pacific Islands Studies (MA)

Public Administration (MPA)

Sociology (MA, PhD)

Tropical Plant & Soil Science (formerly Horticulture) (MS, PhD)

Urban and Regional Planning (MURP)

Note: As part of a special initiative this year, the ADB-JSP will offer one additional ADB-JSP scholarship in 2016 for a master's in public health to a student from Myanmar.

Final determination of eligibility for ADB-JSP funding will be made by the East-West Center and the Asian Development Bank. ADB-JSP Scholarship recipients are not eligible for Post-Completion Academic Training (PCAT) upon completion of their degree programs. ADB-JSP Scholarship recipients are required to return to their home country immediately upon program completion to share and apply the knowledge and experience gained during their ADB-JSP Program at the East-West Center. Visit [www.adb.org/jsp](http://www.adb.org/jsp) for more information.

#### OBTAINING ADDITIONAL INFORMATION AND APPLICATION MATERIAL

For additional information, and to obtain downloadable application materials, go to [www.EastWestCenter.org/gdf](http://www.EastWestCenter.org/gdf). Questions regarding application procedures may be emailed to [scholarships@eastwestcenter.org](mailto:scholarships@eastwestcenter.org).



## 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-JSP 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 a scholarship at EWC 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 Provisions of the Scholarship**

All applicants are required to submit this form by **March 1.**

### **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](http://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](http://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](http://www.gre.org) Email: [gre-info@ets.org](mailto: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](http://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.



## **EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP APPLICATION PREPARATION CHECKLIST**

- Review the Graduate Degree Fellowship Overview booklet to determine your eligibility and to be sure that you understand program requirements.
- Download application material from East-West Center website [www.EastWestCenter.org/gdf](http://www.EastWestCenter.org/gdf) including University of Hawai‘i Graduate Admission application if not already enrolled in a graduate program.
- Visit website of appropriate University of Hawai‘i academic programs paying particular attention to information regarding their admission requirements. Download required departmental application forms.
- Make arrangements to take any required exams such as TOEFL, IELTS, GRE or GMAT and have score reported to the East-West Center. See Overview booklet for further details on how to send scores.
- Identify three individuals to provide a letter of reference. Two individuals should comment on your academic and long term objectives while the third should comment on your involvement with any community service projects, civic engagement or extra curricular activities.

The following documents must be submitted to the East-West Center to be considered for the Graduate Degree Fellowship. **Note: Do not send any of the application documents to the University of Hawai‘i; they must be received together at the East-West Center.** Do not staple, paste, or bind application material together.

**Items to be postmarked by November 1 (or following Monday if deadline falls on a weekend)** – Emailed or faxed applications are not eligible for scholarship consideration.

- East-West Center Graduate Degree Fellowship Application Form, cover letter, and responses to essay questions 1-4. Essay 5 if also applying for ADB-JSP Scholarship consideration.
- University of Hawai‘i Graduate Admission Application (if not currently enrolled in a UH graduate program or did not apply directly to UH) and statement of objectives (refer to academic program for instructions.)
- Curriculum vitae for both EWC and UH application
- Writing sample if required for application to UH field of study. Refer to department website for instructions.
- Copy of passport biodata page if available (for international applicants)
- Residency Declaration Form (Required only if you are eligible to claim Hawai‘i residence or statutory exemption. Obtain form from appropriate UH admissions office website.)
- Confidential Financial Statement Form (Required only by international applicants seeking independent consideration of admission. Obtain form and instructions from appropriate UH admissions office website.)
- University of Hawai‘i application fee (required only if you wish independent consideration to attend the University of Hawai‘i regardless of whether you receive the East-West Center fellowship. Include completed Application Fee Credit Card Payment Form, or check/money order made payable to the “University of Hawai‘i.”)

**Items to be received by mid-November to meet EWC preliminary selection**

- Two (2) official transcripts from each institution attended.
- Three (3) Letters of Reference.
- Official GRE, GMAT, TOEFL or IELTS test score report from the testing service if required for University of Hawai‘i application. Final receiving deadline is January 14.

**A reminder for all forms:**

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

**Verification of Funds for Expenses Beyond the Provisions of the Scholarship Form- by March 1**

- Send the completed Verification of Funds for Expenses Beyond the Provisions of the Scholarship form

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

Award Services/Graduate Degree Fellowship  
East-West Center  
1601 East-West Road  
John A. Burns Hall, Room 2066  
Honolulu, Hawai‘i 96848-1601 USA

Telephone: 808.944.7735 | Fax: 808.944.7730 | Email: [scholarships@eastwestcenter.org](mailto:scholarships@eastwestcenter.org)  
EastWestCenter.org/gdf



24. I wish to pursue a \_\_\_\_\_ degree in \_\_\_\_\_ field of study at the University of Hawai'i.

25. **Consideration for independent UH Admission** Do you plan to attend the University of Hawai'i in the event that you do *not* receive an East-West Center fellowship? Your response will not affect your fellowship application; it only informs us how to submit your UH application for processing. If yes, see instructions for information on how to submit application fee.

Yes

No

26. List the countries in which you have traveled or resided (indicate places and dates).

27. List the languages you have studied and indicate proficiency level for each (basic – fluent).

28. List the titles of publications you have authored (indicate subject, date, and place).

29. List the scholarships, fellowships, or grants you have received.

30. List other scholarships and fellowships for which you are applying.

31. How did you learn about the East-West Center Graduate Degree Fellowship? Check all that apply:

Newspaper or magazine	EWC staff (name: _____)
Scholarship database	Professor (name: _____)
Internet search	Current or former EWC fellow (name: _____)
EWC web site	EWC information session (location: _____)
Educational advising office	Graduate department/university (name: _____)
Poster	Conference (name: _____)
Facebook	Other: (please explain: _____)
LinkedIn	

**NOTE: Review the instructions for completing the East-West Center Graduate Degree Fellowship Application for other required supporting documents to complete your application.**

#### APPLICANT'S CERTIFICATION

I hereby certify that the information I have given on this application is complete and correct to the best of my knowledge, and that I have attended no institution other than those listed on this application. I understand that the concealment of such information may result in the rejection of my application or disciplinary action if discovered after enrollment. I understand that it is my responsibility to arrange for the forwarding of official transcripts of records from all schools specified in the instruction booklet, and that such transcripts and other application materials become the property of the East-West Center and will not be returned to me. Further, I authorize access to and if necessary, release of my educational records of any academic work done at the University of Hawai'i as part of my department's evaluation of my application for an East-West Center Graduate Fellowship.

**(Please be sure that photo copies of your application/documents needed for your own personal use are made BEFORE submitting them to the East-West Center.) The East-West Center WILL NOT make photo copies of any materials submitted as part of your application.**

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_



## COVER LETTER AND ESSAYS TO ACCOMPANY THE GRADUATE DEGREE FELLOWSHIP APPLICATION FORM

### Cover Letter

In a cover letter, state why you are applying to the East-West Center Graduate Degree Fellowship and how you hope to benefit from the experience of being an East-West Center Graduate Degree Fellow. Explain how the Center fits within the context of your past experiences and your future plans. Discuss how you will contribute to the international community of the East-West Center and to the building of an Asia Pacific community. (Maximum length: two pages)

### Include a copy of your resume or curriculum vitae.

### Essay Instructions:

Provide your responses on separate sheets of paper. Note the essay or question number, and name at the top of each essay. We suggest an 11 or 12 font, single or double spaced (your discretion).

1. Begin with your long-range goals and objectives in pursuing your degree. What impact will they have on the Asia and Pacific region? (Maximum length: 500 words)
2. Write a brief biographical essay in which you discuss your background and reasons for pursuing graduate study. Describe relevant experience and interest in the Asia Pacific region. (Maximum length: two pages)
3. How have you been involved in civic engagement and community service activities over the past five years? (Maximum length: one page)
4. Your participation in EWC seminars, leadership projects, activities, and residential community will be alongside students from the U.S., Asia and the Pacific region, and other countries around the world. Please comment on your preparedness for this inter-cultural learning environment. (Maximum length: one page)
5. Complete the following essay *only if* you have indicated you want to be considered for the ADB-JSP scholarship in addition to the East-West Center Graduate Degree Fellowship. (Maximum length: two pages)

Write an essay in which you discuss your long range goals and objectives in pursuing your degree stating their relevance to the ADB vision and mission under **Strategy 2020**, as described on the ADB website (excerpted below), and in its publication, **Strategy 2020: Working for an Asia and Pacific Free of Poverty**. The publication is available for review or download at <http://www.adb.org/documents/strategy-2020-working-asia-and-pacific-free-poverty>.

#### Description

ADB's Strategy 2020, approved in April 2008, reaffirms both ADB's vision of an Asia and Pacific free of poverty and mission to help its developing member countries improve their living conditions and quality of life.

To achieve this, ADB will support three complementary development agendas: inclusive economic growth, environmentally sustainable growth, and regional integration.

#### ADB's Transformation to Strategy 2020

Significant efforts are being made to put ADB on track to achieve the goals of Strategy 2020. ADB is making efforts to align its:

- Operational planning
- Human resources
- Institutional structure
- Policies and strategies
- Business processes

ADB has developed a results framework to assess its progress in implementing Strategy 2020. It will annually monitor implementation through a development effectiveness review.

## **Instructions for completing the enclosed Letter of Reference Form**

### To the applicant

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Award Services/Graduate Degree Fellowship  
East-West Center  
1601 East-West Road, 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 16 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 preferably a scanned pdf copy of your letter to [scholarships@eastwestcenter.org](mailto:scholarships@eastwestcenter.org) while the original copy is en route to the East-West Center.

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Name and Title of Person Writing Recommendation (**please type or print**) \_\_\_\_\_

Address \_\_\_\_\_

Name of Applicant (**please type or print**) \_\_\_\_\_

Applicant's special area of academic and research interest \_\_\_\_\_

*TO THE APPLICANT: Confidentiality of Participant Records*  
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*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*

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**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						
English language ease (if not native speaker of English)						
Adaptability						
Career potential						
Intelligence						
Readiness for advanced work						
Self-expression						
Ability to pursue independent study						
Ability to cope with personal crises						
Capacity for change						
Motivation to pursue international education						
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) ?

5. What are the applicant's special academic/professional strengths and weaknesses?

6. What has been individual's greatest achievement (academic, personal, community)?

7. Please provide any additional comments that you deem relevant regarding the applicant.

8. Do you recommend the applicant for an East-West Center fellowship to pursue advanced 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  
(Request to see this letter will be accommodated only after the close of the competition.)

I do not want this letter of reference to be disclosed to the applicant.

**Reference Writer:**  
**Please affix your business card here:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

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*I waive my right to see this letter of reference*

*I do not waive my right to see this letter of reference*

\_\_\_\_\_

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Ability to cope with personal crises						
Capacity for change						
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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) ?

5. What are the applicant's special academic/professional strengths and weaknesses?

6. What has been individual's greatest achievement (academic, personal, community)?

7. Please provide any additional comments that you deem relevant regarding the applicant.

8. Do you recommend the applicant for an East-West Center fellowship to pursue advanced study and participate in cross-cultural community building?

Recommend highly

Do not recommend

Recommend

Insufficient basis for making recommendation

Recommend with reservations

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*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**  
**(Community Service/Civic Engagement/Extra Curricular Activities)**  
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						

4. Of similar applicants 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, civic engagement and service to the community?

5. What are the applicant's special strengths and weaknesses?

6. What has been individual's greatest achievement (academic, personal, community)?

7. Please provide any additional comments that you deem relevant regarding the applicant's community service/extra curricular activities.

8. Do you recommend the applicant for an East-West Center fellowship to pursue advanced 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:

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Email address \_\_\_\_\_



VERIFICATION OF FUNDS FOR EXPENSES BEYOND THE PROVISIONS OF THE SCHOLARSHIP

The East-West Center Graduate Degree Fellowship provides substantial funding for educational costs and living expenses toward Master’s and Doctoral degree studies, as noted in Column A of the table below.

Applicants need to prepare for additional living expenses for food and other personal expenses beyond the scholarship, estimated at \$400 US per month, or \$4,800 per year. In addition, applicants need to budget for round-trip airfare.

The Center strongly encourages applicants to seek financial support from other institutions, funding agencies or personal funds well in advance, to prepare to cover the flight and estimated additional costs. Employment for East-West Center Graduate Degree Fellows is allowed when authorized by the Center. For international fellows, the nature of the employment must meet J-1 visa requirements. To provide time to explore supplemental funding opportunities, this form can be completed and returned by March 1.

Instructions

To indicate your budget and resources for the estimated expenses beyond the fellowship for the first year of study, please complete columns B, C, and D in the table below in US Dollars where “\$” is noted. Also, please complete the back of this form.

Table with 5 columns: Item, A (EWC Graduate Degree Fellowship), B (Amount Covered by Personal or Family Funds), C (Amount Covered by Other Funding Sources), D (Amount not yet covered). Rows include Tuition and Fees, Living Expenses, Books and Materials, Health Insurance, Travel Expenses, and Totals for columns B, C, D.

1 All amounts are subject to change, pending funding availability.

2 Tuition Note: Applicants to professional programs such as JD, LLM, MBA and Architecture should be aware that this fellowship does not cover the full tuition or professional fees.

3 Visa Fee Note: All international fellows are required to pay for the visa application (Machine Readable Visa--MRV) fee of \$160. Citizens of some countries are required to pay a visa issuance (reciprocity) fee. Check the following site for details on visa costs related to your country: http://travel.state.gov/visa/reciprocity/index.htm

**Instructions**

If you indicated in column D that you do not have resources yet to cover certain anticipated costs, please provide further explanation below so that we have a clear understanding of your situation. If you need additional space, please attach a separate sheet.

**Note:** If you are applying for study in a program that charges a tuition *higher* than the rate charged for post-baccalaureate students—for example, the Juris Doctor (JD) program or one of the Shidler College of Business Programs—please indicate below your additional resources or need for the portion of tuition *not* covered by the fellowship. Contact [scholarships@eastwestcenter.org](mailto:scholarships@eastwestcenter.org) to inquire about the balance of tuition due, if any.

Please indicate if you are currently applying to any other agency/foundation/government for funds to cover the estimated additional expenses, and when you expect to be notified of the results.

Explain why you would need additional East-West Center support.

If you have been offered a Graduate Assistantship at the University of Hawai'i at Mānoa (UHM), please inform us below as it may determine how your insurance and tuition are covered in the agreement between the UHM and EWC. Thank you.

**Please submit this form to the Award Services Office by March 1.**

I hereby certify that the information I have provided on this form is complete and correct to the best of my knowledge. I also understand that if selected for an East-West Center Graduate Degree Fellowship I will be expected to certify sufficient funds for additional living expenses beyond the scholarship for the first year of study.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_ Fax: \_\_\_\_\_