



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

*Biographical Data are collected as part of record-keeping requirements and have no bearing on the selection process.*

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 fellowship. If you have applied previously, indicate the category and year of your last EWC application.
2. **Selection of fellowship(s):** Having read the instructions and restrictions for each, from the choices provided, select the fellowship(s) for which you intend to apply:

**Graduate Degree Fellowship (GDF).** The East-West Center Graduate Degree Fellowships provide funding for up to 24 months for Master's or Doctoral degree study to graduate students from Asia, the Pacific, and the U.S. Please see [country list](#) for eligibility restrictions.

**Asian Development Bank-Japan Scholarship Program (ADB-JSP).** Eligible applicants from countries that receive ADB funding may be considered for both ADB-JSP fellowships and EWC graduate degree fellowships by completing this application and accompanying forms. Please see the [Application Guide](#) for a list of countries and fields of study and for eligibility restrictions.

**Obuchi Student Scholarship.** Obuchi Student Scholarships support Okinawan students for master's or doctoral degree study at the University of Hawai'i in fields deemed beneficial to Okinawan development needs, and for participation in the East-West Center's programs and activities.

Other EWC scholarships and awards may also be available to eligible fellowship applicants to the GDF or Obuchi Student Scholarship. Please see the [Application Guide](#) for further information.

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 [Application Guide](#). 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 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 fellowship programs. This helps us provide timely information and updates to key contacts.

Remember to sign and date the application.

#### OTHER APPLICATION DOCUMENTS TO COMPLETE

##### **Cover Letter**

In a cover letter, state why you are applying to an EWC fellowship (GDF, ADB-JSP, Obuchi) and how you hope to benefit from the experience of being an East-West Center participant. 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: 500 words)

If you apply for the Obuchi Student Scholarship, please submit a photocopy of permanent domicile in Okinawa or a certificate of residence for Okinawa to show your eligibility to apply for the Obuchi Student Scholarship.

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

##### **Application Essays**

Provide your responses on separate sheets of paper. Note the essay or question number, and include your name at the top of each essay. We suggest 12-point font, double-spaced with Times New Roman font.

1. What are your long-range goals and objectives in pursuing your degree? What impact will they have on the Asia and Pacific region? How do you hope to engage at the East-West Center to develop the skills and attributes required to meet these goals? What do you hope to learn/gain while living in residence and participating in EWC activities and events? (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: 500 words)
3. How have you been involved in civic engagement and community service activities over the past five years? (Maximum length: 250 words)
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: 250 words)

## **Additional Essays for ADB-JSP and Obuchi Scholarships**

### ***Asian Development Bank-Japan Scholarship Program (ADB-JSP)***

Complete the following essay only if you have indicated you want to be considered for the ADB-JSP scholarship.

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 (from website)

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.  
(Maximum length: 500 words)

### ***Obuchi Student Scholarship***

Complete the following essay only if you have indicated you want to be considered for the Obuchi Student Scholarship.

Recipients of the Obuchi Student Scholarship are expected to return to Okinawa and contribute in a positive way to the culture of the community. Please describe your vision of how you will contribute to Okinawan society. (Maximum length: 250 words)

### **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 more than five years ago.

### **Test Of English As A Foreign Language (TOEFL)**

- The East-West Center minimum TOEFL score is 79 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 6.0 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 mid-January, 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 mid-January.

## **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 degree fellowships. 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.



24. I wish to pursue a \_\_\_\_\_ degree in the field of study of \_\_\_\_\_ 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 East-West Center Fellowship(s)? Check all that apply:

Newspaper or magazine

Scholarship database

Internet search

EWC web site

Educational advising office

Poster

Facebook

LinkedIn

EWC staff (name: \_\_\_\_\_)

Professor (name: \_\_\_\_\_)

Current or former EWC fellow (name: \_\_\_\_\_)

EWC information session (location: \_\_\_\_\_)

Graduate department/university (name: \_\_\_\_\_)

Conference (name: \_\_\_\_\_)

ADB or Obuchi representative (name: \_\_\_\_\_)

Other: (please explain: \_\_\_\_\_)

**NOTE: Review the instructions for other required supporting documents that must be included 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 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 \_\_\_\_\_