

East-West Center

OBUCHI STUDENT SCHOLARSHIP 2015 APPLICATION INFORMATION AND INSTRUCTIONS

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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.

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I. OVERVIEW OF THE OBUCHI STUDENT SCHOLARSHIP

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 92 fields of study, master's degrees in 84, and doctorate degrees in 51 fields. It enrolls approximately 20,000 full-time students each semester of whom 5,200 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 www.manoa.hawaii.edu/graduate for more extensive information on the University of Hawai‘i and its graduate programs.

The Obuchi Student Scholarship Overview

Obuchi Student Scholarships support Okinawan students for master's or doctoral degree study at the University of Hawai‘i at Mānoa (UHM) in fields deemed beneficial to Okinawan development needs or for the Asia Pacific Leadership Program (APLP). Funded by the U.S. government, Okinawa Prefectural Government, and private contributions through the East-West Center, these scholarships are offered through the Obuchi Okinawa Education and Research Program, a joint venture of the United States and Japanese governments, specifically the Okinawa Prefectural Government. The program's mission is to help Okinawa develop and strengthen its human resources in order to take a proactive role in Asia Pacific intellectual, research, and business

activities. Priority in the student selection process is given to those studying in fields of benefit to Okinawan development.

Obuchi Student Scholarship recipients 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, or while completing the Asia Pacific Leadership Program at the Center. The East-West Center and the University of Hawai‘i, located in a unique island setting with a distinctive multicultural heritage, offer premier resources for studies on Asia, the Pacific, and the United States. Through East-West Center affiliation, awardees become part of a growing network of students and alumni forging the shape and substance of the world’s most vibrant region.

Degree fellows have opportunities to enhance their degree studies by participating in Center internships.

Undertaking degree studies at the UHM or joining the Asia Pacific Leadership Program through an Obuchi Student Scholarship 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, Obuchi student fellows and other 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, Obuchi fellows and other EWC graduate degree fellows establish friendships and lifelong ties to a network of people committed to positive change in the Asia Pacific region.

East-West Center Obuchi Program Advisor

Professor Munehiro Machida, East-West Center Obuchi Program Advisor, and Ms Junko Itokazu, EWC alumnae and Okinawa Language Center staff member, are available to meet with applicants who wish to learn more about the Obuchi Program and opportunities at the East-West Center.

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machida@ll.u-ryukyu.ac.jp
Telephone: 098-895-8269

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Obuchi Program Okinawa PR Desk
NPO Okinawa Language Center
3F, 1--2-17 Mekaru
Naha, Okinawa 900-0004, Japan

itokazu@okilc.org
Telephone: 81-98-943-1852

Application Deadlines

Obuchi Student Scholarships are awarded annually. The deadline for the yearly competitions are:

- Graduate study at the *Master’s* or *Doctoral* level: **November 3**, for study to begin in August. www.EastWestCenter.org/obuchi
- Asia Pacific Leadership Program (APLP): Applications completed before December 1 will receive a decision by March 1. Applications completed after December 1 are reviewed on a rolling basis. The program begins in August.
www.EastWestCenter.org/aplp

For the application to the Asia Pacific Leadership Program (APLP) and details about the Obuchi Scholarship for the APLP, please download the application at: www.EastWestCenter.org/aplp.

NOTE: The remainder of this booklet outlines the application process for a graduate degree fellowship, funded by the Obuchi Student Scholarship. Application packets and instructions for the Asia Pacific Leadership Program are available on the website or by contacting the Award Services Office.

Obuchi Student Scholarship General Requirements for Master's or Doctoral level study:

- Applicants submit *both* the application for the Obuchi Student Scholarship *and* the University of Hawai‘i Graduate Admissions Application to the East-West Center Awards Office. Applications must be postmarked by the November 3 deadline.
- Applicants already enrolled as classified graduate students at the University of Hawai‘i submit only the Obuchi Student Scholarship application.
- Required tests include the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) for applicants from non-English speaking countries, and the GRE or GMAT for all applicants as required by university departments.
- Award recipients must meet exchange visitor (J-1 visa) requirements.

You may obtain complete information and application materials by visiting www.EastWestCenter.org/obuchi or by emailing inquiries to: scholarships@eastwestcenter.org

KEY COMPONENTS OF THE EAST-WEST CENTER 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 our residence halls may be found at our website <http://www.EastWestCenter.org/communitybuildinginstitute>.

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 new participants. CBI integrates team building activities for East-West Center communities with dialogues on concerns related to Asia Pacific communities.

- **Community Service:** Degree fellows devote 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 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 Seminars, 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. 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 EWC graduate degree fellows. Visit 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.

APPLYING JOINTLY TO THE EAST-WEST CENTER AND UNIVERSITY OF HAWAI'I

Obuchi Student Scholarships support graduate study at the University of Hawai'i in fields relevant to the development needs of Okinawa. 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 strongly recommended that applicants contact the respective University of Hawai'i department for the most recent information on their program of choice.

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.

AWARD CONDITIONS

Length of Award

All degree scholarships 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.

Fellowships may be renewed up to a maximum of 9 months for APLP, and 24 months for a master's or doctoral degree. The total award length may be less than the maximum allowable depending upon the academic status of the student at the time the award is given and the time necessary to complete degree requirements.

For degree students, the scholarship provides substantial funding during the award period, including tuition and fees up to the equivalent of the tuition charged for post-baccalaureate students at the University of Hawai'i at Mānoa, housing in an East-West Center residence hall based on single occupancy, book allowance, health insurance, and a stipend to *partially* cover food and incidental expenses. Estimated expenses beyond the fellowship are noted in the application packet, to help students anticipate and budget for their flight and any living expenses not covered by the fellowship. The Center strongly encourages applicants to seek financial support from other institutions, funding agencies, or personal funds well in advance to prepare to cover these estimated additional costs. Refer to the application materials for additional details.

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 and Residency Status

This scholarship is designated for students from Okinawa. The Obuchi Student Scholarship invites applications from residents of Okinawa who have the intention of returning to Okinawa on completion of study, to contribute to the development needs of Okinawa. Priority in the selection process will be given to outstanding applicants

- who have permanent domicile in Okinawa or
- a certificate of residence for Okinawa;

and have lived, studied, and/or worked in Okinawa a significant portion of the past seven years.

Visa

Degree fellows 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. Students are eligible to apply for post-completion academic training upon completion of their degree program. For further information contact the EWC Visa Office at wongy@eastwestcenter.org.

FUNDING PROVISIONS

Basic Provisions

The Obuchi Student Scholarship provides the following funding for master’s or doctoral students:

- Tuition and fees up to the equivalent of the tuition charged for post-baccalaureate students at the University of Hawai‘i;
- 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.

Estimated Expenses Beyond the Fellowship:

- For degree students, 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 Scholarship* form included in the application packet. While the fellowship application form is due by November 3, the verification of funds form can be submitted by March 2, allowing more time for applicants to research and obtain additional funds.

Obuchi Student Scholarship finalists must provide evidence of availability of financial support for the estimated living expenses before a DS2019 for the J-1 visa can be issued.

Travel

The Obuchi Student Scholarship does not provide support for initial and terminal air transportation.

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.)

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

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

Spouses and Dependents

The Obuchi Scholarship 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.

Obuchi 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.

Obuchi 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 Obuchi fellow is responsible for all other costs for the spouse and children.

Policy on Work: A degree 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: Based on funding availability, funding for field study and conference presentations is offered to degree fellows on a competitive basis during their study period.

Supplementary Awards: Through the generosity of the Center's friends and alumni, supplementary scholarships have been established to assist degree fellows. The Center may be able to make available a limited amount of supplemental scholarship support to finalist with financial need on a case by case basis, based on the finalist's eligibility for supplementary scholarships and availability of funds. For consideration, applicants complete the form included in the application packet *Verification of Funds for Expenses Beyond the Scholarship*.

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. The East-West Center and University of Hawai‘i application forms must be *postmarked* no later than November 3, to meet the application deadline.
- 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 Obuchi Student Scholarship begins in mid-August with the Community Building Institute that includes time for advising and registration at the University of Hawai'i. All students are required to participate in this initial program, including those who are currently residing in Hawai'i.

Fellowships awarded in some UH departments 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 an Obuchi Student Scholarship Competition for the Spring semester.

II. APPLICATION PROCEDURES

OBTAINING APPLICATION FORMS:

Application material may be obtained in a variety of ways:

- Print downloadable application forms from: www.EastWestCenter.org/studentprograms
- Request an application by telephone, letter, fax* or email:

Award Services Office
East-West Center
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, Hawai'i 96848-1601 USA
Phone: (808) 944-7735
FAX: (808) 944-7730*
Email: scholarships@eastwestcenter.org

*We are not able to fax application materials; however we can send hardcopy by mail or as email attachments if you are not able to download from the website. Please indicate your preference.

SUBMITTING THE OBUCHI STUDENT SCHOLARSHIP APPLICATION FORM

An application packet contains this instruction booklet and the East-West Center (EWC) and University of Hawai'i (UH) application forms. The EWC application should be completed according to the instructions in this booklet. The UH application should be completed according to the instructions that accompany it.

Both EWC and UH application forms must be sent to the following address **postmarked no later than November 3:**

Attention: Obuchi Student Scholarships
Award Services Office
East-West Center
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, Hawai'i 96848-1601 USA

Individuals who mail their applications close to the November 3 deadline are strongly urged to obtain a receipt as proof of meeting the postmark deadline. Applications with illegible postmarks received after the November 3 deadline for which proof is not provided, will not be accepted.

Supporting documents such as letters of recommendation and official transcripts (refer to instructions on page 13) may be included with the application forms or sent directly by the recommender or issuing university to the East-West Center. Supporting documents, including official test score reports, are not required to be postmarked by November 3.

Applicants who hand carry their application to the Award Services Office must do so before the close of business at 4:30 p.m. on November 3.

Application forms sent by facsimile equipment (FAX) or email will not be accepted under any circumstances.

COMPLETING THE OBUCHI STUDENT SCHOLARSHIP 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 fellowship. If you have applied previously, indicate the category and year of your last EWC application.

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

2. Mark this box if you wish to be considered for the East-West Center Graduate Degree Fellowship in addition to the Obuchi Student Scholarship.
3. **Name:** In the following order, begin with your family name, given name, 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. Please provide a photocopy of the biodata page from your passport. This is important for visa purposes.
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:** If currently living in the United States, 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.
13. Please indicate if you have either permanent domicile in Okinawa or a certificate of residence for Okinawa, and submit a photocopy of the appropriate document which shows your eligibility to apply for the Obuchi Student Scholarship.
14. **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.
15. **E-mail address:** Print or type your email address clearly and completely if you have one.
16. **EWC scholarship:** If you have received an EWC scholarship before, please provide the date and type of award.
17. **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.
18. **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.
19. **Current activity:** Please indicate if you are currently a student (noting where) or if you are currently employed (noting the nature of your work).
20. **Letters of Reference:** List the names and titles of the individuals you asked to provide letters of recommendation.
21. **Test/Examinations:** Consult the section under “REQUIRED TESTS.” 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.**
22. **Other institutions:** Indicate if you are applying to any other institutions for graduate study.
23. **University of Hawai‘i Field(s) of Study:** Consult the UH website <http://www.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.

24. **Independent UH Admission:** Applicants desiring admission to the University of Hawai‘i even if they do not receive an Obuchi Student Scholarship 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 the UH application instructions for cost.

If an applicant applies for independent consideration but is no longer being considered for an Obuchi Student Scholarship, 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
University of Hawai‘i
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.

- 25-29. Provide the requested information.

30. Please let us know all the ways you learned about the Obuchi Student Scholarship. 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 Obuchi Student Scholarship 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) for undergraduate and graduate coursework 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 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 **must be received by the East-West Center in sealed official envelopes of the issuing institution**. 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 may submit one certified photocopy of transcripts and test scores on file with their department.

Verification of Expenses Beyond the Scholarship

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

Required Tests

Proof of English proficiency is a requirement for admission to the University of Hawai‘i and applicants from countries in which English is not the only official language (including U.S. Nationals and Permanent Resident Aliens for whom English is not their native language) are required to demonstrate advanced proficiency in the use of the English language. Proof of proficiency can be demonstrated by taking the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The East-West Center is unable to grant an exemption of this University of Hawai‘i requirement.

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

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

Test Of English As A Foreign Language (TOEFL)

- The East-West Center minimum TOEFL IBT score is: 79-80 unless a higher score is required by the field of study. Results must be from a test taken within the last two years.
- The Educational Testing Service at P.O. Box 6151, Princeton, New Jersey 08541-6151, USA, can provide information on registering for the TOEFL examination. Website: www.ets.org/toefl
- Official test score reports that are sent directly from the Educational Testing Service (ETS) are the only acceptable reports. The "Applicant's Score Confirmation Report" will not be accepted by the UH Admissions Office. Please be sure to mark the East-West Center (Code No. 4868) on the answer sheet on the day of the test to enable ETS to send the score reports as quickly as possible.
- A photocopy or a student's copy is not acceptable as a substitute score report.

International English Language Testing System (IELTS)

- The International English Language Testing System (IELTS) may be substituted for TOEFL. Results must be from a test taken within the last two years. An overall band test result of 5.0 is required for admission to the University of Hawai'i. The East-West Center minimum score requirement is 6.5.
- Applicants should contact the nearest British Council, Embassy, Consulate or IDP Education Australia Office in their country for the nearest testing center. It is advised that you also check the IELTS web page for information on testing centers. Website: www.ielts.org
- The official score report must be issued to the East-West Center in a sealed official test center envelope.

Other Tests

The following two tests are not required by the East-West Center; however, if the applicant's UH field of study requires the following tests, an official score report must be submitted to the East-West Center so that the results will be made available to the requiring UH department.

Graduate Record Examination (GRE)

- Refer to the UH website or graduate department for requirements specific to each field of study. If the GRE is required for a particular field of study, the official score report should be sent directly from the Educational Testing Service to the East-West Center (Code No. 4868). The East-West Center should receive official GRE scores no later than January 14, so that it will not delay the UH application process.
- Information on registration for the GRE and related exams may be obtained by writing to the Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, USA. Website: www.gre.org, Email: gre-info@ets.org

Graduate Management Admission Test (GMAT)

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

OTHER REQUIREMENTS

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.

Language Study

If awarded an East-West Center fellowship, nonnative speakers of English may be required by the University to enroll in the English Language Institute (ELI) of the University of Hawai‘i to improve English language skills, regardless of scores obtained on the TOEFL.

Students Currently Enrolled at the University of Hawai‘i

Classified graduate students at the University of Hawai‘i at Mānoa enrolled in a graduate degree program are eligible to apply for the Center’s Obuchi Student Scholarship. 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 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.

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.

For **citizens of Japan**, 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).

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. Since the State does not have a withholding capability for non-employees, all students are encouraged to pay estimated State of Hawai‘i taxes.

EAST-WEST CENTER OBUCHI STUDENT SCHOLARSHIP APPLICATION PREPARATION CHECKLIST

- Review the Obuchi Student Scholarship Application Information and Instruction 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/obuchi 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 Obuchi Student Scholarship. **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 3 – Emailed or faxed applications are not acceptable.

- East-West Center Obuchi Student Scholarship Application Form, cover letter and responses to essay questions 1-4
- University of Hawai'i Graduate Admission Application (if not currently enrolled in a 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
- Photocopy of permanent domicile in Okinawa or certificate of residence for Okinawa
- Confidential Financial Statement Form (Required only if seeking independent consideration of admission. Obtain form and instructions from UH Graduate Division 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 scholarship. 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 November 14 to meet EWC preliminary selection review

- 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 Scholarship form—by March 2.

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

All documents should be sent to the following address:

OBUCHI STUDENT SCHOLARSHIPS
Award Services Office - East-West Center
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, HI 96848-1601 USA

Application Deadline: November 3, 2014
2015 OBUCHI STUDENT SCHOLARSHIP APPLICATION

Please refer to the instruction booklet to complete this form and to check for specific requirements in addition to this form. Print or type answers.

| | | | | |
|--|-------------------------------------|--|--|--|
| 1. Type of application: New Reapplying (specify category and year of last application) | | 2. I wish to be considered for the East-West Center Graduate Degree Fellowship. | | |
| 3. Family name Given name | | Middle name(s) | Other name(s) | 4. UH Student ID # |
| | | | | 5. Sex Male _____ Female _____ |
| 6. Complete current or local mailing address including Street and Apt #, City, State/Country, Postal code | | | | 7. Last day at this address: (month/day/year) |
| 8. Complete permanent address including Street and Apt #, City, State/Country, Postal code | | | | 9. If not U.S. citizen but currently in U.S. indicate visa status: J _____ F _____ Other _____ |
| 10. Birthdate (month/day/year) | 11. Birthplace (city/state/country) | 12. Country of citizenship | | 13. Submit a photocopy of either: Permanent domicile in Okinawa A certificate of residence for Okinawa |
| 14. office phone # home phone # cell phone # _____ FAX _____ | | | 15. E-mail address: | |
| 16. Have you received a scholarship administered by the EWC before? If so, when and what type? | | 17. Have you participated in a program at the EWC? If you have, specify dates and program. | | |
| 18. List in order of your attendance all colleges/universities in which you have enrolled. Include the one in which you are currently enrolled, if any. Begin with the most recent institution. Please do not write in the far left column. | | | | |
| Name of institution | | Location (City, State or Country) | Date From MM/YY To MM/YY | Major |
| | | | | Degree earned or expected (BA, MS) |
| | | | | Date received or expected MM/YY |
| | | | | |
| | | | | |
| | | | | |
| 19. I am presently enrolled as a: classified (degree-seeking) student at _____ or unclassified student at _____ | | | | |
| I am presently employed as a: _____ at _____ | | | | |
| 20. LETTERS OF REFERENCE Please do not write in the far left column. | | | | |
| Name | | Title and name of organization | | |
| | | | | |
| | | | | |
| | | | | |
| 21. TEST/EXAMINATION REQUIRED (see instructions) | | 22. List other institutions to which you are applying: | | |
| TOEFL _____ IELTS _____ GRE General _____ GRE Subject _____ GMAT _____ | | date taken | sent to | |

*****PLEASE DO NOT WRITE BELOW THIS LINE*****

| | | | | | |
|--------------------------------------|---|---|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> GRE General | <input type="checkbox"/> UH App | <input type="checkbox"/> UH App | | | |
| V = % Q = % AW = % | <input type="checkbox"/> UH Dept App | <input type="checkbox"/> Confidential Financial Statement | | | |
| <input type="checkbox"/> GRE Subject | <input type="checkbox"/> Residency Declaration Form | | | | |
| <input type="checkbox"/> TOEFL | <input type="checkbox"/> Writing Sample | | | | |
| <input type="checkbox"/> IELTS | <input type="checkbox"/> Cover CV | <input type="checkbox"/> Essay 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> GMAT | <input type="checkbox"/> UH App Fee | | | | |
| <input type="checkbox"/> | | | | | |

23. I wish to pursue a _____ degree in _____ field of study at the University of Hawai'i.

24. **Consideration for independent UH Admission** Do you plan to attend the University of Hawai'i in the event that you do *not* receive an Obuchi Student Scholarship? 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

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

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

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

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

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

30. How did you learn about the Obuchi Student Scholarship? 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 | EWC Program Representative (name: _____) |
| | Conference (name: _____) |
| | Other: (please explain: _____) |

NOTE: To complete your application, review the Obuchi Student Scholarship Application Information and Instructions for other required supporting documents.

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 Obuchi Student Scholarship.

(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 any photo copies of any materials submitted as part of your application.

Date _____ Signature of Applicant _____



COVER LETTER AND ESSAYS TO ACCOMPANY THE OBUCHI SCHOLARSHIP APPLICATION FORM

Cover Letter

In a cover letter, state why you are applying to the Obuchi Student Scholarship and how you hope to benefit from the experience of being an Obuchi 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. Recipients of the Obuchi Student Scholarship are expected to return to Okinawa and contribute in a positive way to the future of the community. Please describe your vision of how you will contribute to Okinawan society. (Maximum length: one page)
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)

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Instructions for completing the enclosed Letter of Reference Form

To the applicant

- Please complete the top portion of the Letter of Reference form to include the name and contact information of the individual who will be writing this recommendation as well as your name so that we know who this form belongs to.
- Indicate whether you waive or do not waive your right to see this recommendation. If you do not waive your right to see this letter, this letter may be disclosed to you only **after the competition has completed**. If you do not indicate any choice to waive or not waive your right, you will not be allowed to see your letter.
- Please be sure to sign the form where noted before giving it to the referee.
- Give this instruction sheet and reference letter form to your referee. If you choose to email this form to your referee, please send a scanned copy that contains all of the required information at the top half of the form including your handwritten signature.
- Non English reference letters must not be translated by the applicant. Please instruct your referee to have the person translating their comments include their name, occupational title, and contact information. The original non English document should be included with the translation.

To the Recommender

- You have been asked to provide a letter of reference that will assist the East-West Center scholarship selection committee in validating this applicant's qualifications for the Obuchi Student Scholarship Program. Please complete both pages of the form (or respond to the questions on separate stationery, provide a handwritten signature, and affix your business card where indicated. Additional comments may be provided on separate stationery. Return your reference form **directly** to the East-West Center at the following address:

Award Services/Obuchi Student Scholarship
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 14 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 while the original copy is en route to the East-West Center.

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Letters must be received by November 14

The applicant noted in the box below is applying for an Obuchi Student Scholarship, which is one of the East-West Center fellowships, and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this additional background information. This letter of reference will be considered as part of the application for an East-West Center fellowship only. The East-West Center strengthens understanding and relations between the peoples of the United States, Asia, and the Pacific through cooperative study, training, and research. The East-West Center is not a degree granting institution, but works in partnership with the University of Hawai'i. The Obuchi Student Scholarship provides substantial funding for Master's and Doctoral graduate students to participate in educational and research programs at the East-West Center while pursuing graduate study at the University of Hawai'i. Please return this letter of reference directly to the **Award Services Office, Attention: Obuchi Student Scholarship, East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA.** Reference letters can be emailed to scholarships@eastwestcenter.org ahead of the original to meet the deadline. Thank you for your assistance.

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*

Under East-West Center policy, this letter may be viewed by you unless you waive your right to see it or the person writing this letter wishes it to be held in confidence (#9). In the event you do not waive your right to see this letter but the referee indicates in item #9 that he/she wishes the letter to be held in confidence, the referee's preference will take precedence.

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

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:

If available, please affix your business card here:

Signature _____

Date _____

Print name _____

Email address _____

Instructions for completing the enclosed Letter of Reference Form

To the applicant

- Please complete the top portion of the Letter of Reference form to include the name and contact information of the individual who will be writing this recommendation as well as your name so that we know who this form belongs to.
- Indicate whether you waive or do not waive your right to see this recommendation. If you do not waive your right to see this letter, this letter may be disclosed to you only **after the competition has completed**. If you do not indicate any choice to waive or not waive your right, you will not be allowed to see your letter.
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East-West Center
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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 14 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 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

LETTER OF REFERENCE

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:

If available, please affix your business card here:

Signature _____

Date _____

Print name _____

Email address _____

Instructions for completing the enclosed Letter of Reference Form

To the applicant

- Please complete the top portion of the Letter of Reference form to include the name and contact information of the individual who will be writing this recommendation as well as your name so that we know who this form belongs to.
- Indicate whether you waive or do not waive your right to see this recommendation. If you do not waive your right to see this letter, this letter may be disclosed to you only **after the competition has completed**. If you do not indicate any choice to waive or not waive your right, you will not be allowed to see your letter.
- Please be sure to sign the form where noted before giving it to the referee.
- Give this instruction sheet and reference letter form to your referee. If you choose to email this form to your referee, please send a scanned copy that contains all of the required information at the top half of the form including your handwritten signature.
- Non English reference letters must not be translated by the applicant. Please instruct your referee to have the person translating their comments include their name, occupational title, and contact information. The original non English document should be included with the translation.

To the Recommender

- You have been asked to provide a letter of reference that will assist the East-West Center scholarship selection committee in validating this applicant's qualifications for the Obuchi Student Scholarship Program. Please complete both pages of the form (or respond to the questions on separate stationery, provide a handwritten signature, and affix your business card where indicated. Additional comments may be provided on separate stationery. Return your reference form **directly** to the East-West Center at the following address:

Award Services/Obuchi Student Scholarship
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 14 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 while the original copy is en route to the East-West Center.

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Letters must be received by November 14

The applicant noted in the box below is applying for an Obuchi Student Scholarship, which is one of the East-West Center fellowships, and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this additional background information. This letter of reference will be considered as part of the application for an East-West Center fellowship only. The East-West Center strengthens understanding and relations between the peoples of the United States, Asia, and the Pacific through cooperative study, training, and research. The East-West Center is not a degree granting institution, but works in partnership with the University of Hawai'i. The Obuchi Student Scholarship provides substantial funding for Master's and Doctoral graduate students to participate in educational and research programs at the East-West Center while pursuing graduate study at the University of Hawai'i. Please return this letter of reference directly to the **Award Services Office, Attention: Obuchi Student Scholarship, East-West Center, 1601 East-West Road, Honolulu, Hawaii, 96848-1601, USA.** Reference letters can be emailed to scholarships@eastwestcenter.org ahead of the original to meet the deadline. Thank you for your assistance.

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*

Under East-West Center policy, this letter may be viewed by you unless you waive your right to see it or the person writing this letter wishes it to be held in confidence (#9). In the event you do not waive your right to see this letter but the referee indicates in item #9 that he/she wishes the letter to be held in confidence, the referee's preference will take precedence.

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/extracurricular 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:

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:

If available, please affix your business card here:

Signature _____ Date _____

Print name _____

Email address _____

VERIFICATION OF FUNDS FOR EXPENSES BEYOND THE SCHOLARSHIP Name: _____

The Obuchi Scholarship 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 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 2**.

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.

| Item | A ¹ Obuchi Student Scholarship | B Amount Covered by Personal or Family Funds | C Amount Covered by Other Funding Sources | D Amount not yet covered |
|---|---|---|--|-----------------------------|
| Tuition and Fees | | | | |
| Tuition | ² Covered up to the equivalent of the regular graduate tuition charged for post-baccalaureate students at UH | | | |
| Fees required by University of Hawai'i | Covered up to the equivalent of the tuition charged for post-baccalaureate students at UH | | | |
| Living Expenses | | | | |
| Housing in EWC residence hall based on single occupancy | Covered | | | |
| Stipend to <i>partially</i> cover food and incidental expenses | \$200/per month | | | |
| Estimated additional living expenses of \$400/month or \$4,800/year | Not covered | \$ | \$ | \$ |
| Books and Materials | | | | |
| Book allowance | \$660/per year | | | |
| Health Insurance | | | | |
| Health Insurance | Covered | | | |
| Travel Expenses | | | | |
| SEVIS fee for international fellows | Covered | | | |
| Visa fee for international fellows (see note below) | ³ Not covered | \$ | \$ | \$ |
| Airfare (to/from Honolulu) | Not covered | \$ | \$ | \$ |
| Totals for columns B, C, D | | \$ Column B Total | \$ Column C Total | \$ Column D Total |

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 scholarship 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 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 2.

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 Obuchi Student Scholarship, 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: _____