

East-West Center

OBUCHI STUDENT SCHOLARSHIP 2016 APPLICATION INFORMATION AND INSTRUCTIONS

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EAST - WEST CENTER
COLLABORATION • EXPERTISE • LEADERSHIP

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.

TABLE OF CONTENTS

Part I: Overview of the Obuchi Student Scholarship

East-West Center	1
The University of Hawai'i	1
Obuchi Student Scholarship Overview	1
East-West Center Obuchi Program Advisor	2
Application Deadlines.....	2
Key Components of the East-West Center Fellowship Experience.....	3
Student Led Initiatives	4
Applying Jointly to EWC and UH.....	5
Award Conditions	5
Length of Award	5
Eligibility.....	5
Visa.....	6
Funding Provisions	6
Basic Provisions	6
Estimated Expenses Beyond the Fellowship.....	6
Travel	7
Housing	7
Spouses and Dependents	7
Supplemental Funding.....	8
The Review Process / Timetable.....	8
Commencement of the Program	9

Part II: Application Procedures

Obtaining Application Forms	9
Submitting an Obuchi Student Scholarship Application	9
Completing the Obuchi Student Scholarship Application Form.....	10
Independent UH Admission	12
Other Application Documents to Complete or Submit.....	13
Responses to Essay Questions.....	13
Letters of Reference	13
Official Transcripts.....	13
Verification of Funds for Expenses Beyond the Provisions of the Scholarship.....	13
Required Tests	13
Test of English as a Foreign Language (TOEFL)	14
International English Language Testing System (IELTS)	14
Other Tests.....	14
Graduate Record Exam (GRE).....	15
Graduate Management Admission Test (GMAT).....	15
Other Requirements	15
Sample Work.....	15
Special Application Forms	15
Language Study.....	15
Students Currently Enrolled at UH.....	15
Tax Information Regarding Fellowships	16

Application Forms

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 97 fields of study, master's degrees in 85, and professional and doctoral degrees in 57 fields. It enrolls approximately 20,000 full-time students each semester of whom 5,500 are graduate students.

The University of Hawai'i (UH) and the East-West Center are separate organizations but maintain close institutional ties through a variety of programs, such as the Graduate Degree Fellowship Program. All reference in this booklet to the University of Hawai'i refers to the Mānoa campus. Visit 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). These scholarships are offered through a joint venture of the United States and Japanese governments, specifically through the East-West Center and 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 internship and leadership development projects.

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 and prepare for future leadership roles, 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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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 1**, (or following Monday if deadline falls on a weekend) 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 Award Services Office. Applications must be postmarked by the 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/about-ewc/housing/student-housing> .

Participating in Regularly Scheduled Center Activities and Seminars, Including:

- **Community Building Institute**
The East-West Center Community Building Institute (CBI) is an academic program for participants on new awards. CBI integrates team building activities for East-West Center communities with dialogues on concerns related to Asia Pacific communities.
- **Community Service:** Degree fellows devote up to 90 hours to community service during their award period. Through service learning activities, participants develop leadership skills, and broaden their understanding of Hawai‘i and its multicultural community, and the

ways in which transformational change can take place at personal, professional and grassroots levels.

- **Wednesday Evening Seminar:** The Wednesday Evening Seminar (WES) is a gathering of Center participants on a new award in their first fall and spring semesters. WES brings together fellows from diverse academic disciplines, geographic areas, and life experiences, to learn and dialogue on issues of common concern that impact the United States and Asia Pacific region. While graduate degree fellows focus their attention in highly specialized disciplines of study at the University, the Wednesday Evening Seminar strives to challenge EWC fellows to explore issues that may be beyond their range of expertise or comfort zones; to explore issues facing the Asia Pacific region, and, in the process, forge bonds among themselves that ultimately strengthen the Center's diverse, global community. This seminar series is planned and organized by East-West Center degree fellows as part of an internship and leadership development experience. Through invited expert speakers, films, and facilitated small group discussions on themes relevant to the United States and Asia Pacific region, the WES strives to create an environment for academic interaction and cultural learning between participants who themselves represent the vast diversity within the Asia Pacific region. In the process, fellows gain insights and forge bonds that carry with them to their home countries, linking them to the Center's diverse global community.
- **East-West Center leadership development projects and internships:** Several internship possibilities are offered each year. Degree fellows in internship programs gain leadership experience in planning and organizing student activities including the International Graduate Student Conference, the Wednesday Evening 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 24 months depending upon the academic status of the student at the time the award is given and the time necessary to complete degree requirements.

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 appropriate 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 wongv@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 Provisions of the Scholarship* form included in the application packet. While the fellowship application form is due by the November application deadline, the verification of funds form can be submitted by March 1, 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/about-ewc/housing/student-housing>.

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 a 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 Provisions of 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.
- 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 on new awards are required to participate in this initial program, including those who are currently residing in Hawai'i.

Fellowships awarded in some UH departments 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/obuchi including:
 - a) Obuchi Student Scholarship Application Form
 - b) Essay questions
 - c) Letter of Reference Form (provide two academic or professional references)
 - d) Letter of Reference Form for Community Service/Civic Engagement/Extra Curricular Activities Form (provide one reference)
 - e) Verification of Funds for Expenses Beyond the Provisions of the Scholarship
- 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 1 (or following Monday if deadline falls on a weekend):**

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 deadline are strongly urged to obtain a receipt as proof of meeting the postmark deadline. Applications with illegible postmarks received after the 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 the deadline.

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 day of deadline.

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 a scholarship at the EWC before, please provide the date and type of award.
17. **EWC participation:** If you have participated in a 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 Funds for Expenses Beyond the Provisions of the Scholarship

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

Required Tests

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

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

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

Test Of English As A Foreign Language (TOEFL)

- The East-West Center minimum TOEFL 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.