



U.S. SOUTH PACIFIC SCHOLARSHIP PROGRAM

TIPS FOR AN ACCEPTABLE ONLINE APPLICATION

(FOR ONLINE APPLICATION USERS ONLY)

- If your preferred field of study does not match one of those listed in the USSP scholarship announcement, you must provide a brief but convincing reason for the selection panel that explains how earning a degree in your desired field can contribute to the development needs of your country.
- Remember: Scholarship support is **not** available for professional degree programs such as architecture, law, and medicine.
- Follow all of the instructions carefully:
 - When the instructions say “*Minimum length 500 (or 250) words,*” take your time to write a first draft using separate sheets of paper. Organize your essays and write them clearly so that the reader will find them easy to understand. Correct any spelling or grammatical mistakes, and make sure the final draft is exactly as you would like the selection committee to see it.
 - You may not exceed the maximum length for the essays.
 - Three (3) EWC reference form letters are required. Two of these should be academic references from referees able to judge your academic ability. No more than one should be a personal reference. Any “To Whom It May Concern” recommendation letters or other *generic* reference letters may be **no more than** two years old and may **only** be used as **supplemental** to the three required EWC reference form letters.
 - Family members may **not** submit reference letters.
 - Remember to check with those who agreed to complete a letter of reference for you a week before the application deadline to be sure that they have indeed submitted their letter to the EWC to be included in your application file. Sometimes these letters are forgotten, and you have to remind the referee of his/her commitment. If your reference letters are not received, the East-West Center will not be able to consider your application.
 - Please do **not** submit primary/elementary school or middle/junior high school grade sheets, certificates or awards.
 - Please do **not** submit lengthy articles, research papers, or other extraneous information; such material will not be considered by the committee.
- Email USSP@EastWestCenter.org with any questions you have about the application process. Be sure to include your full name and country of citizenship with your inquiry.

Transcripts

Important: If the grading scheme used in your transcript from a secondary (*high school*) or tertiary (*university*) institution was not A, B, C, D, E/F, **be sure** to include a document from the school that explains the grade scale so that USSP selection committee members can interpret the meaning of your grades. If an explanation of the grading scale appears on the back side of the transcript, be sure to include a copy of the back side of the transcript so that the meaning of your grades will be clearly understood. Unusual or ambiguous letter grades/codes need to be explained for the reader.

Example: It should be crystal clear to the USSP selection committee reading your application whether a “D” on your transcript equals “*Distinction*” or simply the letter grade *D* (barely passing).

Remember, not everyone on the USSP selection committee will be familiar with all the different grading systems used at educational institutions in USSP eligible countries; you must therefore help the committee to understand your academic ability as they review your transcripts.

In **all** cases, if your cumulative grade point average (GPA) does not appear printed on your official transcript, please include your cumulative GPA in your essays as you discuss your education to help the committee judge your application accurately.

Grade Point Average (GPA)

If your GPA is less than a 3.0 average overall (*based on a 4.0 scale*), it is highly unlikely that you will be chosen for the USSP scholarship. If you have below a 3.0 GPA, please do **not** apply for the USSP scholarship. Proven academic success in the past is the most reliable indicator of potential academic success in the future.

Official and Unofficial Names

Please use **only** your official name as it appears in your passport. All East-West Center applications should be completed using only your family name/surname and given name(s) as they appear in your passport, birth certificate, or other official, government-issued forms of identification.

If you do submit a transcript or a degree certificate as part of your USSP application that contains a **different** name, please explain why the transcript was not issued in your official name and attach any documentation that indicates a name change, adoption, or other traditional name that has been in common use for you.

Online Application Hints

- Try to work on your application during **off-peak hours** when internet speeds are highest (e.g., after business hours, later in the evening or at nighttime, on weekends and holidays).
- The online USSP application uses a Submittable platform. It is recommended that you create a Submittable **Username** and **Password** so you can login/logout of your application and be able to save what you have completed at the end of each visit. That way you don't have to finish your entire application in one sitting.
- If the internet browser you are using has difficulty opening the Submittable USSP application, then **try using another browser**. For example, if you're using Google Chrome and encounter problems opening the USSP application, then try using Mozilla Firefox or Microsoft Internet Explorer.