East-West Center

GRADUATE DEGREE FELLOWSHIP APPLICATION HANDBOOK

For
- Graduate Degree Fellowship
- Obuchi Student Scholarship

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I. ABOUT OUR FELLOWSHIP

THE EAST-WEST CENTER

The East-West Center (EWC) 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.

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. The Center recognizes the importance of establishing a basis for the comfortable exchange of ideas by building an environment of openness, trust, and shared community.

The EWC 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 preparation for future leadership roles throughout the region.

THE UNIVERSITY OF HAWAI‘I

The University of Hawai‘i at Mānoa (UHM) 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 100 fields of study, master’s degrees in 87, and professional and doctoral degrees in 59 fields. It enrolls about 19,000 full-time students each semester, of whom more than 5,000 are graduate students.

UHM and the EWC are separate organizations but maintain close institutional ties through a variety of programs, such as the Graduate Degree Fellowship Program. All reference in this handbook to the University of Hawai‘i refers to the Mānoa campus. Visit the UHM Graduate Division website for more extensive information on Mānoa and its graduate programs.

THE EAST-WEST CENTER GRADUATE DEGREE FELLOWSHIP

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

The Graduate Degree Fellowship covers the cost of tuition and fees, books, housing in an EWC dormitory, and partial funding toward meals, health insurance, and incidental expenses. Additional funding for field study and conference presentations is offered on a competitive basis during the fellow’s period of study.

The EWC Graduate Degree Fellowship invites applications from:
- Citizens or permanent residents of the United States
- Citizens of countries in the Pacific and Asia, including Russia (click here for a complete list)

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

**OBUCHI SCHOLARSHIP**
Obuchi Student Scholarships provide a graduate degree fellowship to 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. The Scholarship has the same key components, provisions and requirements as the Graduate Degree Fellowship as presented in this Handbook. However, application to the Obuchi Student Scholarship for degree student must be made separately from the Graduate Degree Fellowship at: [www.eastwestcenter.org/obuchi](http://www.eastwestcenter.org/obuchi). These scholarships are offered through a joint partnership of the United States and Japanese governments, specifically through the East-West Center and the Okinawa Prefectural Government. Applicants must be legal permanent residents in Okinawa and priority is given to those studying in fields of benefit to Okinawa’s development. Eligible students may apply for both scholarships at the same time.

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

Beyond fulfilling degree requirements at the University of Hawai‘i, EWC Graduate Degree Fellows have opportunities to enhance their degree studies by participating in the EWC community.

**Living on Campus at the East-West Center**
Graduate Degree Fellows and other EWC Scholarship recipients are required to live in EWC Housing, starting from the second week of August. (For additional information, please see sections on Housing and Spouse and Dependents below.)
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, EWC students develop lifelong relationships and a powerful sense of community with others who share an interest in the Asia Pacific region. Further information about the EWC residence halls may be found at our [housing office website](#).

**Community Building Institute**

The East-West Center Community Building Institute (CBI) is a required program for participants on new awards. CBI integrates team building activities for East-West Center students with dialogues on concerns related to Asia Pacific communities. More information can be found at the [CBI website](#).

**The Exchange**

The Exchange is another key community building element of the East-West Center experience, designed to connect students to each other and to the issues, histories, challenges and vibrant cultures of the Asia Pacific region. A required gathering of Center participants on a new award in their first fall and spring semesters, it is a series of evening events, held weekly, featuring guest presentations, performances, activities, and great food.

**Community Service**

Graduate Degree Fellows are required to devote 90 hours to community service during their award period (45 hours for 1-year awards). 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.

**Leadership Development Projects and Internships**

Graduate Degree Fellows are required to participate in 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 Exchange, and support and enrichment gatherings.

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**STUDENT-LED INITIATIVES**

Students 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.

**The Exchange** is entirely planned and presented each semester by a team of students.

**East-West Center International Graduate Student Conference (IGSC)** is a multi-day conference, organized by Graduate Degree Fellows at the Center and has become one of the premier graduate student conferences in the world.

**East-West Center Participants Association (EWCPA)** The EWCPA Board is intended to create a vibrant and cohesive participant community that interacts, shares, and appreciates talents, arts, cultures, thoughts, and good will.
AWARD DETAILS

Basic Provisions
The East-West Center Graduate Degree Fellowship provides the following funding:
- Full-time graduate tuition and fees at the in-state rate for general graduate programs\(^{1}\) toward master’s or doctoral studies at the University of Hawai‘i at Mānoa;
- Housing in an East-West Center residence hall, based on single occupancy;
- A stipend of $250 to partially cover food and incidental expenses (Refer to the section Tax Information Regarding Fellowships for additional information.);
- An allowance for books, materials and supplies; and
- Subsidy toward health insurance coverage.

All provisions above are subject to change.

Residency Starting in August
The East-West Center Graduate Degree Fellowship begins in early- to 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.

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. Individuals with minor dependent children cannot be accommodated in on-campus facilities and must reside off-campus. (See Spouse and Dependents below.)

Pets are not allowed in these dormitories.

Further information about the EWC residence halls may be found at our housing office website.

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

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

\(^{1}\) The Fellowship does not cover the full tuition or professional fees for professional programs such as JD, LLM, MBA and Architecture. Candidates will be responsible for covering the difference in cost. See http://manoa.hawaii.edu/records/tuition_fees/tuition.html for tuition rates.
Bachelor’s Degree and Grade Point Average
Before the start of the award, applicants for graduate programs must have obtained a 4-year bachelor’s degree or its equivalent from an accredited U.S. college or university or from a recognized institution of higher learning abroad. Equivalency is determined by the University of Hawai‘i Admissions Office. Generally, an applicant must have a minimum grade point average of 3.0 (4.0=A scale) or the equivalent, in the last four semesters or six quarters of the undergraduate record and in all post-baccalaureate work.

Citizenship or Permanent Residence
The Center’s original mandate by the United States Congress established its geographical area of interest as Asia, the Pacific, and the United States. Individuals who are citizens or permanent residents of the United States or from the list below may apply for East-West Center fellowships:

**Southeast Asia**
- Brunei
- Burma
- Cambodia
- Timor-Leste
- Indonesia
- Lao, People’s Democratic Republic
- Malaysia
- Philippines
- Singapore
- Thailand
- Vietnam

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

**South Asia**
- Afghanistan
- Bangladesh
- Bhutan
- India
- Iran
- Maldives
- Nepal
- Pakistan
- Sri Lanka

**U.S.**
- United States
- Puerto Rico
- Virgin Islands

**Pacific Region**
- American Samoa
- Australia
- Cook Islands
- Federated States of Micronesia
- Fiji
- French Polynesia
- Guam
- Kiribati
- Marshall Islands
- Nauru
- New Caledonia
- New Zealand
- Niue
- Northern Marianas
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Tokelau
- Tonga
- Tuvalu
- Vanuatu
- Wallis & Futuna Islands
For applicants with dual citizenship, if the United States is one of the countries in which the applicant has dual citizenship, the application will be processed as a U.S. applicant.

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

**Visa**

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

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

**Funding for a Second Degree**

East-West Center degree fellows who have completed either an undergraduate or graduate degree under other Center sponsorship may apply for another fellowship administered by the Center for which they meet the eligibility requirements. But please note: an individual can receive the Graduate Degree Fellowship for no more than a total of 24 months. Students who receive a one-year GDF award are eligible to apply for another one-year fellowship. They will however have a lower priority during the selection consideration having already been supported by the Center for one degree.

**Deferral**

The Graduate Degree Fellowship may not be deferred to another semester or year. Students are encouraged to reapply if they are unable to participate in residence at the EWC starting from the first day of the Community Building Institute (early August) of the year their fellowship is to begin.

**FUNDING PROVISIONS**

**Spouses and Dependents**

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

Degree fellows are required to come to Honolulu alone for the first semester of the award to become acquainted with the Center, the University of Hawai‘i, and the Honolulu community, before arranging to have their families join them from abroad.
Degree fellows who plan eventually to bring their families should be fully aware of the high cost of living in Honolulu, the limited availability and high cost of off-campus housing, and especially the difficulty in finding employment opportunities for spouses.

The Center provides limited assistance in the following ways:

- During the period of the fellowship, the Center may arrange dormitory space for the spouse by providing a double room beginning the second semester of the award. The degree fellow is responsible for the additional cost of a double room beyond the single-room rate.

- If a degree fellow is joined by dependent children below the age of 18, the family must reside off-campus as the Center’s residence halls are not allowed to house minors. Beginning the second semester of the award, the degree fellow living off-campus with family is eligible for an off-campus housing allowance equivalent to the rate of the single room in the East-West Center residence hall.

- The degree fellow is responsible for all other costs for the spouse and children.

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

East-West Center estimates the living expenses for food and other personal expenses to be approximately $600 US per month. Thus, after the Fellowship stipend of $250, applicants need to plan for an additional $350 US per month, or $4,200 per year. (Please refer to the section **Tax Information Regarding Fellowships** as some students may need more funding to compensate for tax liabilities).

- Cost-sharing for health insurance (if participant selects a health insurance plan that costs more than the health insurance subsidy).

- Travel to and from home country and Honolulu.

- Visa fees

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 **Cost Sharing Form** included in the application. This form indicates the amount of additional financial need beyond the provisions of the fellowship. The funding information provided in this form will only be used after the merit-based selection of finalists is completed.

**Policy on Work:** A student may request permission to work on campus to earn funds that can contribute toward meeting living expenses. Under certain circumstances, students may be eligible to work additional hours during official school breaks and school vacations.
Travel Grants
Subject to funding availability, funding for field study and conference presentations is offered to degree fellows on a competitive basis during their study period.

SUPPLEMENTAL FUNDING & OTHER SCHOLARSHIPS

EWC Alumni and Foundation Scholarships
All Graduate Degree Fellowship applicants may be considered for EWCA Alumni and Foundation scholarships. These awards are funded through privately endowed scholarships from the East-West Center Foundation and may supplement a Graduate Degree Fellowship.

Through the generosity of the Center’s friends and alumni, supplementary scholarships have been established to assist East-West Center students. The Center may be able to make available a limited amount of Foundation Scholarship support to Graduate Degree Fellowship finalists with financial need on a case-by-case basis. Please Note: Graduate Degree Fellows who receive additional scholarship funds to supplement their Fellowship will only receive this in their first year. Please plan accordingly.

Some of these awards may also be made to semifinalists in the Graduate Degree Fellowship competition who do not receive a Graduate Degree Fellowship. Recipients of these scholarships are required to live in EWC housing and to participate in the EWC community. The average amount of the scholarship is $9,000, which a student can use to pay for housing, tuition, books or living expenses. Foundation scholarship recipients are responsible for paying for tuition (at the in-state, resident rate for all EWC Foundation scholarship recipients), housing costs and living expenses. Foundation scholarships are for one year only. Candidates may re-apply for the Graduate Degree Fellowship the next year, and may receive a second Foundation scholarship, but it is not guaranteed. Please also note that for some students, Foundation scholarships will be taxed at 14% (please see section on taxes for more details).

Obuchi Student Scholarships
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), a non-degree leadership training program.

Application to the Obuchi Student Scholarship for degree student must be made separately from the Graduate Degree Fellowship at: www.eastwestcenter.org/obuchi. These scholarships are offered through a joint partnership 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 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 and follow the same program and requirements as the Graduate Degree Fellows. Please refer to this Handbook for these requirements and opportunities. 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.

Obuchi student 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. 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.

Click here to read testimonials from Obuchi alumni.

Okinawan Residence

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

East-West Center Obuchi Program Advisor

EWC alumna, Ms. Yuki Miyazato and Professor Kinuko Maehara-Yamazato, 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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kinuko@ll.u-ryukyu.ac.jp
Telephone: 81-98-895-8295
Asian Development Bank–Japan Scholarship Program (ADB-JSP)
This Scholarship provides funding for Master’s degree study (up to 24 months) in ADB-JSP approved fields. Students participate in educational programs and a Leadership Certificate course at the EWC while pursuing graduate study at the University of Hawai‘i at Mānoa. All member countries of the Asian Development Bank are eligible. Provisions include tuition and fees, book allowance, health insurance, housing in EWC facilities, monthly stipend, and round trip airfare from home country to the University of Hawaii. If you are eligible for the ADB–JSP Scholarship, you must submit a separate online application. See the East-West Center’s ADB–JSP website for additional information. www.EastWestCenter.org/adb.

United States South Pacific Scholarship Program
The U.S. South Pacific Scholarship Program (USSP), authorized by the U.S. Congress and funded by the Bureau of Educational and Cultural Affairs of the U.S. Department of State, is a competitive, merit-based scholarship program that provides opportunities for Master’s and Bachelor’s degree study at the University of Hawai‘i in fields that are directly relevant to the development needs of Pacific Island countries. Candidates from the following countries, who meet specific selection criteria, are eligible for the program: Cook Islands, Fiji, Kiribati, Nauru, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. The U.S. South Pacific Scholarship Program is administered by the East-West Center on behalf of its funder, the Bureau of Educational and Cultural Affairs. For more information please visit: https://www.eastwestcenter.org/education/us-south-pacific-scholarship.
TAX INFORMATION REGARDING FELLOWSHIPS

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

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

For **non-resident students from all other countries**, the Center is required by law to withhold taxes each month at a 14% rate of all taxable items (housing, health insurance and monthly stipend).

Example of a standard monthly stipend calculation for March:

<table>
<thead>
<tr>
<th>Stipend Dates</th>
<th>Item</th>
<th>Pay Amount</th>
<th>Tax Amount</th>
<th>Tax Rate</th>
<th>Tax Withheld Amount</th>
<th>Subtotal Tax Withheld Amount</th>
<th>Net Pay</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/2019-3/31/19</td>
<td>Stipend</td>
<td>$250.00</td>
<td>$25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Housing</td>
<td>$49.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health insurance</td>
<td>$234.05</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>TOTAL AMOUNT TAXED</td>
<td>$980.05</td>
<td>$137.21</td>
<td>14.06%</td>
<td>$980.05</td>
<td>$137.21</td>
<td>$112.79</td>
<td></td>
</tr>
</tbody>
</table>

U.S. students, permanent residents and resident alien students are responsible for paying their own taxes. Since the Center can only withhold taxes for non-residents, U.S. students and permanent residents are encouraged to pay estimated taxes or set aside enough funds to pay these taxes when they are due.

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

APPLYING TO THE EAST-WEST CENTER AND UNIVERSITY OF HAWAI‘I AT MĀNOA

East-West Center Graduate Degree Fellowships support graduate study at the University of Hawai‘i (UH) in fields relevant to the goals and objectives of the East-West Center (EWC). Because degree fellows are involved in programs at the EWC, as well as in advanced degree work at the UH, they have obligations to both institutions. This relationship between the EWC and UH is unique, and clarification is needed regarding the EWC application process.

If you are not already enrolled as a classified graduate student at UH Mānoa, you must apply to the university for the following fall semester by December 1. The University of Hawai‘i launches their online application system (https://manoa.hawaii.edu/graduate) on August 1 each year for admissions the following year. To ensure timely processing of your EWC application, supporting documents for both your UH admissions office and departmental applications must be completed by January 10 (see diagram below).

The Review Process
The diagram on the following page (“Application Process for UH and EWC”) summarizes the process for applying to the EWC and to UH. 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 and/or extracurricular activity participation, and narrative statements. The final selection decision will be conveyed by email and only to the applicant by April 1. No information regarding the final selection will be disclosed over the telephone.

Deadlines
EWC degree fellowships are awarded annually in an international competition. The deadline for submitting the East-West Center application is December 1 for study to begin the following August. Letters of Reference, test scores, and transcripts must be received no later than January 10 (see diagram below).

EWC Application Links
Please use the links below to access the Graduate Degree Fellowship application and to download the Application Checklist. It is strongly recommended that you review the entire on-line application well in advance to anticipate what you need to prepare. You may review the application as many times as you wish.

- Application Link
- Application Checklist
Application Process for UH and EWC

Are you a current Master/Doctoral student at the University of Hawaii (UH)?

Yes, I am.

No, I am not currently enrolled.

Apply to UH
- Admission Office (by Dec. 1)
- UH Department (by Jan. 10)

Apply to EWC
https://eastwestcenter.org/applyGDF

Required documents at the time of application:
- CV/Resume
- Cost-Sharing Form
- Passport bio page (for international applicant)
- Graduate program statement of objectives, if available
- Proof of application submission to UHM

Aug. 1 – Dec. 1

RECEIVED by Jan. 10

Documents required:
- UH Campus Report by Semester
- Certified copies of transcripts for all universities attended
- Certified copies of degree certificates (see instructions)
- THREE reference letters

EWC Award Services verifies UH student status.

UH provides evaluation to EWC.

EWC GDF selection committee evaluates applications.

April 1
Applicant’s selection result (by email)

Aug. 1 – Dec. 1

RECEIVED by Jan. 10

Documents required:
- Official transcript from each university attended
- Official or certified degree certificate (see instructions)
- TOEFL/IELTS test report (for non-native English speaking applicant)
- THREE reference letters

EWC Award Services verifies UH application status.

UH informs EWC of admission decision.
**Exams and Score Reports**

Make arrangements to register for any exams such as TOEFL and IELTS that may be required for your admission to the University of Hawai‘i. Official results from the TOEFL or IELTS exams should also be sent by the testing service directly to the East-West Center. The Center requires a TOEFL minimum IBT score of 79 and 6.5 for IELTS.

Please use institution code 4868 for TOEFL scores, or the address below for IELTS results:

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

**Academic Transcripts**

One official transcript must be submitted from each college or university you listed on your application. An official transcript bears the actual signature of the appropriate school official in charge of maintaining academic records and/or actual inked stamp or embossed seal of the institution. A copy of the degree and/or graduation certificate, certified in the same manner as the transcript, must be included if the transcript does not list the type of degree awarded or date of graduation. Photo or scanned copies of documents bearing certification do not meet this requirement. Only documents that are received in sealed envelopes of the issuing school are considered official.

It is recommended that you submit official transcripts to both the University of Hawaii and East-West Center at the same time.

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

Please note that currently enrolled UH graduate students applying for the fellowship need not provide official transcripts since you have already gained admission to your academic program. However, the Center does need a copy of your academic records as the selection is based partly on academic merit. We therefore suggest you arrange with your UH academic program or the Graduate Admission Office to forward a copy of all transcripts listed on your application to the East-West Center. If you have grades for completed coursework at UHM, please upload a copy of your Campus Report by Semester to your application.

**Letters of Reference**

Please identify three individuals who would be willing to recommend you to the fellowship program. Two of the individuals should comment on your academic abilities and long-term professional objectives, while the third referee should reflect on any community service, civic engagement or extra-curricular activities with which you have been involved.
Diagram of Reference Letter Process

UH Departmental Statement of Objectives
Current UH students who are applying for the EWC fellowship to fund their current degree need not provide the statement of objectives. Applicants who are new to UH, as well as current UH students applying for a new degree or program, may upload a copy of their UH departmental statement of objectives to their fellowship application.

FREQUENTLY ASKED QUESTIONS

**When does the East-West Center need to receive my application?**
You have until December 1 to apply online at [https://eastwestcenter.org/applyGDF](https://eastwestcenter.org/applyGDF). The application website will automatically close at 11:30PM Hawaii Standard Time on December 1st.

**What do I need to apply for the East-West Center Graduate Degree Fellowship?**

*Uploaded by December 1:*
- Curriculum vitae or resume;
- Application Acknowledgement (screenshot or PDF of the notification you receive from UH upon submitting your online admission application to the university) for applicants applying simultaneously to UH;
- Cost Sharing Form;
- Passport biodata page (for international students only).

*Received by January 10:*
- Official transcripts from each college or university you attended (see Academic Transcripts section of the Handbook for submission instructions);
- An official IELTS or TOEFL score must be reported by the testing service if you are not a currently-enrolled University of Hawai‘i student and are required to provide proof of English proficiency. Please refer to the Handbook section regarding **Exams and Score Reports** for further instructions on how to report your results;
- Three letters of reference, two of which address your academic abilities and professional objectives and the third which reflects on your involvement in any community service, civic engagement or extra-curricular activities. The Letter of Reference form will be provided to your referee as a link when you complete your online application.

**Do I have to apply separately to the University of Hawai‘i?**
Yes, you must submit your admission application to the University of Hawai‘i by **December 1** if you are not already registered in a graduate degree program at UH. You should expect to receive an “Application Acknowledgement” after successfully submitting your online admission application to the university. Please upload a copy of that acknowledgement page to your EWC online application to confirm that you have applied to the university.

Your application to the admissions office requires official transcripts and for certain international students, proof of English proficiency. Please be sure to check the UH Office of Graduate Division website [https://manoa.hawaii.edu/graduate](https://manoa.hawaii.edu/graduate) for complete details. You must complete your admission application by **January 10**.

Certain academic programs may also require the submission of a departmental application which may include an application form, statement of objectives, letters of reference, GRE or GMAT test score report, and sample works. Please be sure to check with the academic program about these requirements. You must complete your departmental application by **January 10**. *Failure to meet this requirement may result in your department not being able to provide EWC with a timely decision of admission and subsequently, removal of your application from the pool of eligible scholarship applications.*

**How will I know whether my application is complete?**
You will receive an email notification from the online system.

**Is my application disqualified if my recommenders do not submit their letters by the January 10 deadline?**
Yes, your application will not be reviewed without letters of reference. We strongly encourage you to check with your recommenders to urge them to submit the letters so that your application can be completed.

**I studied at a university where English was the medium of instruction. Am I still required to take TOEFL or IELTS?**
The University of Hawai‘i requires proof of English proficiency in determining your readiness for graduate level work. The University of Hawai‘i will grant an exception only if the following criteria are met: a) your academic program was in a country where English is the first language; b) you received a degree from that institution within the past five years. Please refrain from requesting EWC to grant a TOEFL or IELTS exemption as the Center is not in a position to overrule a University of Hawai‘i decision.
Hawai‘i requirement. The Center will abide by the UH Admissions Office’s decision if an exemption is allowed. If you are in the process of applying to the university and are required to provide official TOEFL or IELTS please note that the Center requires a minimum TOEFL score of 79, or a total band score of 6.5 for the IELTS (academic test). Currently enrolled UH students need not submit a TOEFL or IELTS score report.

**What is the absolute latest date that I can take the TOEFL or IELTS?**
The EWC must receive your official score reports for the TOEFL or IELTS, sent directly to us from the testing service, by **January 10** so please plan accordingly.

**When will I know of the results of my application?**
Applicants will be contacted by April 1 concerning the Center’s decision on your application. The Center will email all applicants of the result. The Center will not disclose results over the telephone.

**I am currently enrolled at the University of Hawai‘i. Do I need to provide you with official transcripts or will you accept photocopies?**
Since you are already admitted to the University of Hawai‘i, it is not necessary for you to make arrangements with previous colleges or universities you attended to provide official transcripts. Photocopies of these documents issued by your academic program or the UH Records Office are acceptable. Please be sure to include a copy of your current UH grade report by uploading a copy of your **Campus Report by Semester** to your application.

**If I want to be considered for other scholarships administered by the East-West Center, do I need to submit separate applications?**
Yes, you must submit a separate online application for each scholarship. However, you may mail in just one set of required documents (i.e. transcripts, degree certificates, and TOEFL/IELTS results). Indicate in the recipient mailing address all the names of the scholarships for which you are applying (e.g., GDF, Obuchi, ADB-JSP).

Please note: No separate application is needed for EWCA Alumni and Foundation scholarships; applicants for the Graduate Degree Fellowship will also be considered for those scholarships.

**ADDITIONAL INFORMATION AND QUESTIONS**

For additional information, go to the EWC Graduate Degree Fellowship website. Questions regarding application procedures may be emailed to scholarships@eastwestcenter.org.