

PACIFIC ISLANDS LEADERSHIP PROGRAM WITH TAIWAN (PILP) APPLICATION INSTRUCTIONS AND CHECKLIST

The following documents must be submitted directly to the East-West Center in order to be considered for the Pacific Islands Leadership Program Fellowship:

- Pacific Islands Leadership Program Application form (2 pages)
- Cover Letter
- Essay (maximum 500 words - see application form for essay questions)
- Curriculum Vitae (resume)
- Three (3) Letters of Reference (in envelopes sealed by the Reference Author)
- If available, Official Transcript from each higher educational institution attended (in envelopes sealed by the school).
- If available, English language test score report (for example, IELTS or TOEFL). A photocopy will be acceptable during the review phase.

Application documents are available for download at: www.eastwestcenter.org/pilp

A Reminder for Applicants:

- Does your name appear in English on all documents, including letters of reference?
- Did you sign the application forms with a **HANDWRITTEN** signature?

All documents should be sent directly to the East-West Center using one of the following methods:

- 1) Email all completed, signed applications forms to: PILP@eastwestcenter.org

* Forms submitted via email must follow all instructions, including the requirement of handwritten signatures (typed or electronic signatures are not permitted).

- 2) Post directly to the East-West Center. All documents must be postmarked by the deadline:

**East-West Center
Award Services Office/PILP
John A. Burns Hall, Room 2066
1601 East-West Road
Honolulu, HI 96848-1601 USA**

Deadline:

Applications must be completed and submitted on or before **February 1, 2017**.
Incomplete applications will **not** be reviewed by the selection committee.

2017 PACIFIC ISLANDS LEADERSHIP PROGRAM WITH TAIWAN (PILP)

Application Deadline: February 1, 2017

Please refer to the application instructions for the PILP on our website ([see link below](http://www.eastwestcenter.org/pilp)) and the specific requirements of the program before completing this form. Print in black ink or type answers. If other name(s) appear on your official records, list such name(s).

www.eastwestcenter.org/pilp

1. Type of APLP Application <input type="checkbox"/> New <input type="checkbox"/> Reapplying Year(s) previously applied: _____			
2. Family name _____		Given name _____	
Middle name(s) _____		Other name(s) _____	
3. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		As it appears on your passport.	
4. Complete current or local mailing address including street & apt. #, city, state/country, postal/zip code		5. Address valid until: (month/year)	
6. Complete permanent mailing address including street & apt. #, city, state/country, postal/zip code		7. If not U.S. citizen but currently in U.S., indicate visa status: <input type="checkbox"/> J <input type="checkbox"/> F <input type="checkbox"/> Other	
8. Birthdate (month/day/year) _____	9. Birthplace (city/state/country) _____	10. Country of citizenship _____	
11. Country of permanent residence _____		12. Passport Number, Issue & Expiration Date, Place of Issue	
13. Office Phone # _____		Mobile Phone # _____	
Home Phone # _____		14. E-mail address _____	
15. Have you previously participated in an EWC program? If so, specify dates and program name.		16. PROFESSIONAL WORK EXPERIENCE (Begin with your most recent employment.)	
Dates To/From	Position/Title	Employer/Institution	City, Country
17. EDUCATION: List in order of your attendance all colleges/universities in which you have enrolled. Include the one in which you are currently enrolled, if applicable. Begin with the most recent.			
Dates To/From	Name of Institution	Degree Type (BA, MSc, PhD)	Major / Concentration
18. LETTERS OF REFERENCE			
Name & Institution		Position / Title	

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

<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Official Transcripts/Degree Certifications
<input type="checkbox"/> Résumé or Curriculum Vitae	<input type="checkbox"/> Letters of Reference ____1 ____2 ____3
<input type="checkbox"/> Essay	<input type="checkbox"/> TOEFL _____ <input type="checkbox"/> IELTS _____ (if available)

Family Name

Given Name

Middle Name(s)

Other name(s)

The following items are required as part of your application to the PILP. Please submit the following essay and documents in hard copy along with your original, signed application form. Review and sign the "Applicant's Certification" on the bottom of this page.

1. **Cover Letter.** In the cover letter, state why you are applying to the Pacific Islands Leadership Program and how you hope to benefit from the experience. Explain how the PILP fits within the context of your past experiences and your future plans. Discuss how you will contribute to the international community of the PILP and the East-West Center.
2. **Résumé or Curriculum Vitae.** In addition to your work experience and higher education, summarize:
 - a. Scholarships, fellowships, grants or awards you have received, including academic, professional or community service recognition;
 - b. Positions of leadership that you currently hold or have held;
 - c. Publications you have authored;
 - d. Countries in which you have traveled extensively or resided, especially in the Pacific Islands region;
 - e. Particular interests, experiences, skills and talents that may be relevant to the PILP;
 - f. Community service or civic engagement activities; and
 - g. Personal accomplishments which you feel are significant.

3. **Essay (maximum 500 words typed).** Write one essay answering **both** of the following questions:

How is leadership seen in your community (whatever "community" means to you), and do you think this type of leadership needs to change? Why or why not?

4. **Supporting Documents – Submit all required supporting documents (3 Letters of Reference; official transcripts/degree certifications and English test score if available) to the East-West Center Award Services Office to complete your application.**

5. How did you learn about the Pacific Islands Leadership Program? Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Newspaper or magazine | <input type="checkbox"/> EWC staff (name:_____) |
| <input type="checkbox"/> Scholarship database | <input type="checkbox"/> Professor (name:_____) |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Current or former EWC fellow (name:_____) |
| <input type="checkbox"/> EWC web site | <input type="checkbox"/> EWC information session (location:_____) |
| <input type="checkbox"/> Taiwan Diplomatic Mission | <input type="checkbox"/> Graduate department/university (name:_____) |
| <input type="checkbox"/> US Diplomatic Mission | <input type="checkbox"/> Conference (name:_____) |
| <input type="checkbox"/> Email Announcement | <input type="checkbox"/> Educational advising office: (name:_____) |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Other: (please explain:_____) |

APPLICANT'S CERTIFICATION

I hereby certify that the information I have given on this application and supporting documents is complete and correct to the best of my knowledge, and that I have attended no institution other than those listed on this application. I understand that the concealment of such information may result in the rejection of my application or disciplinary action if discovered after enrollment. I understand that it is my responsibility to arrange for the forwarding of official transcripts of records from all schools specified in the instructions, and that such transcripts and other application materials become the property of the East-West Center and will not be returned to me.

Signature of Applicant _____

Date _____

Please make photocopies of your application documents for your personal records before submitting them to the East-West Center. The East-West Center will not make photocopies of any materials submitted as part of your application.

PILP Fellowship Letter of Reference Form Instructions

To the Applicant:

- Complete the top portion of the Letter of Reference form to include the name, title and contact information of the individual who will be writing this recommendation, as well as indicating your name. Indicate whether you waive or do not waive your right to see this Letter of Reference. If you do not waive your right to see this letter, it may be disclosed to you upon request only after the close of the competition. If you do not indicate any choice to waive or not waive your right, you will not be allowed to see this Letter of Reference. Please be sure to sign the form with a **handwritten signature** where noted before giving it to the referee (the Letter of Reference author).
- Select professional and academic contacts for your Letters of Reference: Current or former employers, professors, clients or colleagues who have direct knowledge of your professional competencies and/or community service activities. Character references, or letters from friends or family members, are not acceptable and will be rejected.
- **Letters must have been written specifically for your 2017 PILP application and not for generic purposes.**
- Give this instruction sheet and Letter of Reference form to your referee. If you choose to email this form to your referee, please send a scanned copy that contains all of the required information at the top half of the form, including your handwritten signature.
- Non-English reference letters must not be translated by the applicant. Please instruct your referee to have a third party translate the letter to English, and to have the person translating their comments include their name, occupational title, affiliation and contact information. The original non-English document should be included with the translated Letter of Reference as well.
- Applicants are not permitted to submit Letters of Reference via email – only the reference authors may submit electronic copies of the completed Letters of Reference.

To the Recommender:

- You have been asked to provide a Letter of Reference that will assist the East-West Center selection committee in validating this applicant's qualifications for the 2017 Pacific Islands Leadership Program with Taiwan Fellowship (PILP). Please make sure to provide a handwritten signature and affix your business card to the enclosed forms where indicated.
- You may return the completed Letter of Reference in one of three ways:
 - 1) Post it directly to the East-West Center at the address indicated on the form below; or
 - 2) Seal the completed forms in an envelope [with your signature across the sealed flap] and provide this to the applicant for enclosure with their completed application materials; or
 - 3) Email a scanned PDF of the completed forms to PILP@eastwestcenter.org with "Letter of Reference: *Name of Applicant*" in the subject line of the message.
- Regardless of the submission method selected [see above], a Letter of Reference is not considered complete unless it includes handwritten signatures and your business card.
- Applicants are not permitted to submit Letters of Reference via email under any circumstance, as we are unable to verify authenticity. Unsealed Letters of Reference are also unacceptable.

Letters must be received before February 1, 2017

The applicant below is applying for admission to the East-West Center's Pacific Islands Leadership Program (www.eastwestcenter.org/pilp), and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this additional background information. This letter of reference will only be considered as part of an application to the PILP. The East-West Center strengthens understanding and relations between the peoples of the United States, Asia and the Pacific through cooperative study, training and research. **Please attach your business card and return this letter of reference directly to: Award Services/PILP, East-West Center, 1601 East-West Road, Room 2066, Honolulu, Hawaii, 96848-1601, USA.** Thank you for your assistance.

Name of Person Writing Recommendation (please type) _____

Telephone # _____ Email Address _____

Title and Organization _____

Mailing Address _____

Name of Applicant (please type) _____

Email Address of Applicant (please type) _____

TO THE APPLICANT: Confidentiality of Participant Records

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

- ☐ I waive my right to see this letter of reference
- ☐ I do not waive my right to see this letter of reference

Signature of Applicant

Date

LETTER OF REFERENCE

Please respond to the questions below. Additional comments may be provided on separate letterhead.

- How long have you known the applicant? _____
- How well and in what capacity do you know the applicant? _____
- Please rate the applicant in terms of each of the following:

	Exceptional	Well Above Average	Above Average	Average	Below Average	Unable to Judge
Leadership Qualities						
Initiative						
Creativity						
Written Expression						
Oral Expression						
English language ease (if not native speaker of English)						
Analytical Skills						
Career Potential						
Intelligence						
Work Ethic						
Consideration/Concern/Care for Others						
Motivation to Pursue International Education						
Ability to Work Collaboratively						
Cross-Cultural Experience & Sensitivity						
Capacity for Change						

4. Of similar applicants for advanced professional training in a leadership program that you have known, where would you rank this candidate in terms of overall capacity? (check one only)

☐

Top 2%

☐

Top 5%

☐

Top 10%

☐

Top 20%

5. What are the applicant's special professional/academic strengths and weaknesses?

6. To your knowledge, what has been this individual's greatest achievement (personal, professional, academic, community)?

7. Please provide any additional comments that you deem relevant regarding the applicant. If helpful, please attach a letter of reference.

8. Do you recommend the applicant for an East-West Center fellowship to pursue this program of study?

☐

Recommend highly

☐

Do not recommend

☐

Recommend

☐

Insufficient basis for making recommendation

☐

Recommend with reservations

9. Please check one:

☐

I have no objection to disclosing this letter of reference to the applicant if he/she requests
(Request to see this letter will be accommodated only after the close of the competition.)

☐

I do not want this letter of reference to be disclosed to the applicant.

Reference Writer:

Please affix your business card here:

Signature _____

Date _____

Print name _____

*** Please sign this form with a HANDWRITTEN signature and attach or enclose your business card. ***

*Return this form/attached letter of reference directly to:
Award Services/PILP, East-West Center, 1601 East-West Road, Room 2066, Honolulu, HI 96848-1601, USA
Thank you for your assistance.*