



TIPS FOR AN ACCEPTABLE USSP APPLICATION

- Use a computer or typewriter to complete your USSP application if at all possible. Remember to be sure to include your preferred area of study (i.e., academic discipline or field of study).
- If you do not have access to a computer or typewriter, please be sure to print your information very clearly in black ink on the forms. Remember, handwriting is different from culture to culture, and your handwriting could be difficult to understand in a different country. Black ink shows up better than lighter colored inks on scanned or faxed copies. Take special care if you are handwriting **telephone numbers** or **email addresses**; if we cannot read these, we will not be able to contact you.
- If your preferred area of study does not match the fields listed in the USSP scholarship announcement, you must provide a brief but convincing reason for the selection panel that explains how it 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 very 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. Do not try to fit 500 words in the space provided on the application form itself: attach separate sheets of paper to the application form, clearly labeled with your name, and “Essay 1, 2, or 3,” as appropriate.
 - Do not exceed the maximum length for the essays.
 - Three (3) EWC reference letters are required: Be sure to provide three official **USSP/EWC reference forms** duly signed and completed by your referees. 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 other (generic) letters of reference “To Whom It May Concern” or more than one year old may **only** be used as **supplemental** to the three required EWC form letters.
 - Reference letters from family members should **not** be submitted. Generic letters of recommendation (“To Whom It May Concern”) older than 2 years should **not** be submitted.
 - Please instruct your referees who intend to send electronic versions of the EWC reference letters as attachments to name the file using the **applicant’s** name as a part of the file name—not the EWC or the referee’s name.

- 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 followed through and have sent 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 letters of reference 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 certificates or awards.
- Please do **NOT** submit lengthy articles, research papers, or other extraneous information; such material will not be considered by the committee.
- Please make every attempt to scan your completed application and supporting documents, and send them by the EWC's secure document transfer site: **LeapFile** or email the entire application to USSP@EastWestCenter.org. Please try to **combine** the scanned documents to make a single PDF file, which is much easier to process than receiving each page as an individual file. Include your name on **every page** of your application. LeapFile can handle large files. Please see the instructions at the end of this document for sending important documents securely to the East-West Center by using LeapFile.
- If your application file is too large, it may not be accepted as an email attachment by the East-West Center's server. In that case, you should use LeapFile, or you can try to divide your application into two or more parts so it can be accepted by email.
- If you do not have access to email, please fax your application to East-West Center's Award Services Office at +1-808-944-7730.
- NOTE: After using LeapFile to send your application, or emailing or faxing your application, you **MUST** also send the application in hardcopy to the East-West Center. Be sure to post the hardcopy by fastest possible air mail or by express mail courier, post-marked no later than February 2.
- Before asking questions about the USSP application process, please thoroughly read **all** of the application instructions and tips.
- If you have any remaining questions about the application process, please send a message to USSP@EastWestCenter.org. Please also use this email address to verify receipt of your application; when asking for verification, be sure to inquire well in advance of the deadline. Please note your full name and country of citizenship when making any inquiries.
- If you have a question, but do not have Internet or email access, you can call the East-West Center's Award Services Office at +1-800-944-7735, or fax the office at +1-808-944-7730.

Transcripts

IMPORTANT: If the grading scheme used in the transcripts from your secondary (*high school*) or tertiary (*university*) institution was not the A, B, C, D, E/F grading scheme, **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.

Remember, not everyone on the USSP selection committee will be familiar with all the grading systems at all the various educational institutions in the 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 overall GPA in your essays as you discuss your education to help the committee judge your application fairly. 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).

Grade Point Average (GPA)

If your GPA is less than a 2.5 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 2.0 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.

Letters of Reference

Please be sure to copy **both** pages of all EWC reference letters if you are faxing or scanning them so that you do not inadvertently submit only one side of the reference letter to the East-West Center.

Be sure to put **your name** and the **reference letter writer's name** on the reference letter before giving it to your referee.

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 (last) name, given (first) name(s), and any middle 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 uses 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 (clan) name that has been in common use for you.

See Following Page for LeapFile Instructions



LeapFile Instructions: Sending Files Securely to the East-West Center

(USSP application files, passport bio-data page scans, bank statements, etc.)

- Step 1: Go to the LeapFile site in your Internet browser.
Enter: **eastwestcenter.leapfile.net** (do not use “www.”)
- Step 2: Click **Secure Upload**
Send files to East-West Center: **Education**.
- Step 3: Check the box next to the name of the appropriate party listed under “**Available Recipients.**”
Please choose “**US-South Pacific Scholarship Program.**”

Secure Upload

Available Recipients

- Abstracts 2012
- Asia Pacific Leadership Program
- Asian Development Bank-Government of Japan Scholarship Program
- Brunei-US Project
- Christina Monroe
- Cindy Iwasaki
- East-West Center Graduate Degree Fellowship Program
- EWC Ed Admin
- Gene Vricella
- Grant Otoshi
- Kim Small
- Lori Ann Concepcion
- Mary Hammond
- Mayitta Penoliar
- Mendl Djunaidy
- Nina Dutra
- Penny Higa
- PILP
- Sandy Osaki
- Stella Kolinski
- Student Affiliate Program
- test (do not use)
- US-South Pacific Scholarship Program**
- Valerie Wong
- Vicky Castillo

- Step 4: Click **SUBMIT** button.
- Step 5: Enter Your **NAME** and **E-MAIL ADDRESS** and then
Enter **SUBJECT** and **MESSAGE**
Sample SUBJECT: “Ms. Jane SMITH’s USSP application and passport scan”
Sample MESSAGE: “Please find my complete USSP application and passport scan enclosed.
Thank you.”
Select Notification Option (if desired)
- Step 6: Click appropriate button to **SELECT FILES TO UPLOAD**
- Step 7: Use your browser button to select file(s): Your USSP application file, or a scan of your passport, for example.
- Step 8: Click **Upload & Send** Button