



2017 UNITED STATES SOUTH PACIFIC SCHOLARSHIP PROGRAM

TIPS FOR AN ACCEPTABLE 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.
- 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 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. Do not try to fit 500 words in the space provided on the application form itself. Instead, 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 Letter of Reference forms** completed and submitted 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 “To Whom It May Concern” letters or any other kinds of *generic* reference letters may be **no more than one** year old and 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 filename—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 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 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.
- If you have not filed an online application, 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 file sizes. See the instructions at the end of this document for sending important documents securely to the East-West Center 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 air mail or by express mail courier, post-marked no later than February 1.
- 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. You may 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. Be sure to note your full name and country of citizenship when making 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 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 2.5 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

If you are not filing an online application, be sure to put **your name** and the **referee's name** on the reference letter **before** giving it to the 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 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.

LeapFile Instructions for Sending Files Securely to the East-West Center are Provided on the Following Page



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

(USSP application files, passport bio-data page scan, etc.)

- Step 1: Go to 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 “**United States South Pacific Scholarship Program**.”

Secure Upload

Available Recipients

- Asia Pacific Leadership Program
- Asian Development Bank-Japan Scholarship Program
- Asian Studies Development Program (ASDP)
- Audrey Minei
- Brunei-US Project
- Cheryl Tokita
- Christina Monroe
- EWC Graduate Degree Fellowship (GDF)
- Jim Mellon
- Kanika Mak-Lavy
- Kim Small
- Lori Ann Concepcion
- Mary Hammond
- PILP
- Stella Kolinski
- United States South Pacific Scholarship Program**
- Valerie Wong
- Vicky Castillo

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- Step 4: Click **SUBMIT** button.
- Step 5: Enter Your **NAME** and **E-MAIL ADDRESS** and then
Enter **SUBJECT** and **MESSAGE**
Sample SUBJECT: “(Your Full Name) – 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.