



## Asian Peacebuilders Scholarship (APS) Application Requirements

**IMPORTANT:** The following information is regarding the application process specifically for the Asian Peacebuilders Scholarship (APS) programme. Only applicants from Japan, Myanmar, Thailand, Vietnam, Laos, Cambodia, Indonesia, Sri Lanka and The Philippines will be considered for this programme. Candidates who are selected for an interview but who are NOT offered a scholarship under the APS will automatically be considered for regular admission to UPEACE and offered a 50% tuition waiver/scholarship.

Please be advised that the application period for the 2021/2022 Academic Year (APS 15) is now **OPEN**. The application deadline is 14 August 2020.

### Required Supporting Documents to be Uploaded:

1. English Proficiency Test Scores Report (TOEFL, IELTS)
2. Statement of Purpose
3. Letters of Recommendation
4. Official Undergraduate Transcripts and Copy of Diploma (Master's/Ph.D./Doctoral degree/Study Abroad experience: transcript issued by the University where the applicant participated as exchange/study abroad student – if applicable)
5. Curriculum Vitae or Resume
6. Copy of Passport
7. Passport size photo

Should admission be granted, the following documents must be presented in official hard copy upon confirmation of enrolment:

- English Proficiency Test Scores Report (TOEFL, IELTS)
- Official Undergraduate Transcripts and Copy of Diploma (Master's/Ph.D./Doctoral degree/Study Abroad experience: transcript issued by the University where the applicant participated as exchange/study abroad student – if applicable)
- Ten passport-size photos

Please address any email inquiries to [specialprogrammes@upeace.org](mailto:specialprogrammes@upeace.org).

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### 1. ENGLISH-LANGUAGE PROFICIENCY TEST REPORT

**Proof of English language proficiency is required for all applicants. There is no circumstance in which an applicant is exempt from this requirement.\***

The following English Proficiency Tests are accepted:

TEST	MINIMUM SCORE
IELTS	Band of 5.5
Paper based TOEFL (PBT)	523
Computer based TOEFL (CBT)	193
Internet Based TOEFL (IBT)	71

**UPEACE TOEFL Code: 7180**



## Notes:

- You cannot officially be considered for admission without a valid English-language proficiency test score. Proof of undergraduate or graduate degree from an English-language B.A. or previous M.A. programme will be accepted **temporarily**.
  - **If applying with proof of a previous English-language undergraduate or graduate degree**, a TOEFL test score will need to be presented no later than **5-October-2020**.
  - If the applicant does not have access to his/her required minimum score by the application deadline, the Admissions Team can accept the latest test score **on a temporary basis**. An updated TOEFL or IELTS score must be presented no later than **5-October-2020**. **This extension is only applicable for those admitted students who are unable to take their exam due to COVID-19**.
  - While we accept the [TOEFL iBT® Special Home Edition](#), we do not accept [MyBest™ Scores](#).
- TOEIC and TOEFL-ITP are not accepted.
- Test scores older than 2 years at the time of admissions into the programme **will not be** accepted.
- A phone or Skype interview conducted in English may be part of the selection process. Applicants will be notified in advance if such an interview is required.
- At the time of application, we require an electronic copy of the exam scores. Should the applicant be admitted, a hard copy of the official TOEFL scores report must be presented.

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## 2. STATEMENT OF PURPOSE

The statement of purpose must be a minimum of 1,000 words, clearly state the applicant's name, and should be written for the Asian Peacebuilders Scholarship (APS) and the student's specific UPEACE programme of choice. The statement should clearly answer the following questions:

- Why have you decided to apply to this programme?
- What are your expectations from this programme?
- What are your career plans after completing this programme?
- What type of work experience, life experience, previous studies, and multicultural exchanges would contribute to your APS academic experience?
- What personal qualities, abilities, or special skills do you have that would contribute to this programme?
- Do you have any constraints or difficulties that may inhibit your participation and performance in the APS programme?
- How specifically will the APS programme contribute to your future career goal?

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## 3. LETTERS OF RECOMMENDATION

Three letters of recommendation are required to be uploaded to the application form for all applicants. Additionally, each candidate must submit **one copy** of the **AdMU Recommendation Letter Form** (found [here](#)) for **each recommendation letter submitted**. Examples of valid referees or recommenders are:

- Faculty, deans, or professors



- Academic advisors
- Immediate supervisors
- Research project managers

Letters from family members, close friends, or peer colleagues are not accepted. **Signed** letters can be uploaded directly to the online application or the referees can email their letters directly to the Admissions Officer at [specialprogrammes@upeace.org](mailto:specialprogrammes@upeace.org). Either way, **the Recommendation Form needs to be included with the letter. Please keep the original recommendation letters, as they must be submitted to AdMU upon acceptance to the programme.**

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#### 4. OFFICIAL TRANSCRIPTS AND COPY OF DIPLOMA

##### Transcripts:

- Official undergraduate/Bachelor transcripts bearing the signature of the Registrar and the school seal must be uploaded to the online application form. Please include the official grading system used by the University or country if this is not clearly explained on the reverse of the transcript.
  - If the original transcript is not in English, an official copy in the original language as well as an official English translation must be sent.
  - *In the case of students already possessing Master's and Ph.D./Doctoral degrees, transcripts must be submitted in addition to those corresponding to the Bachelor's Degree. Furthermore, students must submit proof of any and all Study Abroad experience.*

##### Undergraduate Degree (Bachelor's Degree) Certificate:

- Official undergraduate degree (Bachelor's Degree) certificate bearing the signature of the registrar and the school seal must be uploaded to the online application form. The copy must be in the original language used by the university to confer degrees.
- If the original diploma is not in English, an official copy in the original language and an official English translation must be sent.

##### Post-graduate Degree (Master's/Ph.D./Doctoral Degree) – if applicable

- Official post-graduate degree (Master's/Ph.D./Doctoral Degree) certificate bearing the signature of the registrar and the school seal must be uploaded to the online application form. The copy must be in the original language used by the university to confer degrees.
- If the original diploma is not in English, an official copy in the original language and an official English translation must be sent.

Should the applicant be admitted to the APS programme, the aforementioned transcript and Degree Certificate will need to be presented in hard copy. Additionally, admitted students will need to obtain the following to comply with Ateneo de Manila University:

- A. Transcript authentication** from the Ministry of Foreign Affairs of the applicant's country of origin. Certified copies by public notaries are not valid
- B. Transcript authentication** from the nearest Philippine embassy



- C. Certification of Graduation Equivalence** from the Ministry of Education in the applicants' home country ONLY if the applicant's undergraduate programme is less than four years.

Some of the documents can take time to obtain; therefore, it is recommended to work towards collecting them to have ready should the applicant be admitted to the programme.

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## 5. CURRICULUM VITAE (CV) OR RESUME

The curriculum vitae (CV) or resume must clearly state the following information:

- Name and birth date of applicant
- E-mail address, phone number, and Skype username
- Postal address
- Academic background (including institution name, graduation year, and degree obtained)
- Professional work experience (including name of the institution, \*start date and end date with month + year format, and basic job duties)
- Additional relevant experience (volunteer work, etc.)
- Multicultural exchanges

*\*The month + year start and end date is very important - (ex. From: June 2013 To: May 2015).*

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## 6. COPY OF PASSPORT

All applicants must upload a clear, colour photocopy of their passport pages showing the following information:

- Name
- Photo
- Birth date and place
- Issuance and expiration dates. This date must be 6 months after the ending of the programme which will be in June 2022. This is needed to start the Costa Rican Immigration processes for the Student Temporary Residency.
- It is unnecessary to attach blank pages or previous visa stamps.

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## 7. PASSPORT SIZE PHOTO

A passport size photo must be uploaded to the online application form with the following characteristics:

- In colour
- 3.5 by 4.5 cm (2 x 2 inches)
- Frontal view from head to shoulders
- Single colour background, preferably white

Should the applicant be admitted, 10 hard copy passport-size photos printed on photo paper will be required upon confirmation of admission.

Specific questions can be directed to [specialprogrammes@upeace.org](mailto:specialprogrammes@upeace.org).