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 to the online application:

1. English Proficiency Test Scores Report (TOEFL, IELTS)
2. Statement of Purpose
3. Letters of Recommendation
4. Official Undergraduate Transcripts of Records. Official 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. Copy of Certificate of Graduation/Diploma
6. Curriculum Vitae or Resume
7. Copy of Passport
8. Passport size photo

Please address any email inquiries to specialprogrammes@upeace.org.

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:

<table>
<thead>
<tr>
<th>TEST</th>
<th>MINIMUM SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>Band of 5.5</td>
</tr>
<tr>
<td>Paper based TOEFL (PBT)</td>
<td>523</td>
</tr>
<tr>
<td>Computer based TOEFL (CBT)</td>
<td>193</td>
</tr>
<tr>
<td>Internet Based TOEFL (IBT)</td>
<td>71</td>
</tr>
</tbody>
</table>

- TOEIC and TOEFL-ITP are not accepted
- TOEFL and IELTS scores are valid only if dated within two years of your programme's application deadline.
• 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.
• 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 M.A. programme will be accepted temporarily.
  o If applying with proof of a previous English-language undergraduate or graduate degree, TOEFL or IELTS score will need to be presented no later than 05-October-2020.

Should the applicant be admitted, a hard copy of the official TOEFL or IELTS scores report must be submitted to AdMU upon acceptance to the programme.

2. STATEMENT OF PURPOSE

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

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

3. LETTER OF RECOMMENDATION

Three (3) letters of recommendation are required. Note that each letter of recommendation consists of two documents (AdMU Recommendation Letter Form and a Formal Letter of Recommendation). You can find a sample letter at the end of this document.

Signed letters can be uploaded directly to the online application or the referees can email their letters directly to the Admission Officer at specialprogrammes@upeace.org.

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.
Should the applicant be admitted, the original Letters of recommendation must be submitted to AdMU upon acceptance to the programme.

4. OFFICIAL TRANSCRIPT OF RECORDS

- Official Undergraduate (Bachelor) transcripts of records bearing the signature of the Registrar and the school seal. Please include the official grading system used by your University if this is not clearly explained on the reverse of the transcript.
  - If the transcript is not in English, an official English translation must be uploaded along with the copy the transcript in its original language
  - *In case the applicant already has a Master’s and Ph.D./Doctorate degree, the transcripts of records must be submitted in addition to those corresponding to the Bachelor’s Degree. Furthermore, applicants must submit proof of all Study Abroad Studies.*

5. CERTIFICATE OF GRADUATION

- Official Undergraduate (Bachelor) Certificate of Graduation bearing the signature of the Registrar and the school seal.
  - If the Certificate of Graduation is not in English (Diploma), an official English translation must be uploaded along with the copy the Certificate of Graduation (Diploma) in its original language
  - *In case the applicant already has a Master’s and Ph.D./Doctorate degree, Certificate of Graduation must be submitted in addition to those corresponding to the Bachelor’s Degree.*

Should the applicant be admitted to the programme, the aforementioned Transcript of Records and Degree Certificate (Diploma) will need to be presented in hard copy.

Additionally, admitted students will need to obtain the following to comply with Ateneo de Manila University:

- **Transcript authentication** from the Ministry of Foreign Affairs of the applicant’s country of origin. Certified copies by public notaries are not valid.
- **Transcript authentication** from the nearest Philippines embassy
- **Certificate of Graduation Equivalence** from the Ministry of Education in the applicant’s home country ONLY if the applicant’s undergraduate programme is less than four (4) years.

6. CURRICULUM VITAE (CV) OR RESUME

This document 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 institution, *start date and end date with month + year format, and basic job duties)
• Additional relevant experience
• Multicultural exchanges

*Example: June 2013 to May 2015

7. COPY OF PASSPORT

Passport pages must show the following information:
• Name
• Photo
• Birth date and place
• Issuance and expiration dates. The expiration date must be 6 months after the end of the programme which will be June 2023

8. PASSPORT-SIZE PHOTO

The photo must have 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
• An example of the photo needed can be found below

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

Specific admission questions can be directed to speacialprogrammes@upeace.org.
Recommendation Letter Form for the Asian Peace Builders Scholarship

**APS Applicant:** You must submit a total of three letters written by three different respondents. Letters must be from former professors, deans, heads of the university department or graduate school that you attended, immediate supervisors, employers where you are currently working at, or former superiors from previous jobs. None of your recommenders should be a relative.

Each recommendation letter form should be written on the letterhead stationery, have attached a letter of recommendation, and be signed by the respondent. You can collect the letter and upload it on your online application or ask your recommender to send it directly to: specialprogrammes@upeace.org.

Please complete your personal information below and deliver or e-mail this cover form to the person who will write your recommendation. Make sure to submit the letter before the deadline (Check our website for deadline updates or email us specialprogrammes@upeace.org).

Name of Applicant: __Antonela__________________________ Alpizar__________________________
(First name)       (Last name)

Passport Information: __12345678__________________________________________
(Passport number)              (Passport country)

**Respondent:** The University for Peace and Ateneo de Manila University would appreciate your assistance in helping us form the best possible judgment of this applicant. Evaluate the applicant as you deem appropriate in terms of the following: motivation for graduate study, ability to do independent work, dependability, and maturity. Please also address the applicant’s ability in oral and written expression.

Please provide the following information:

1. I have known the applicant for _______12 months________________________ (length of time in months/years), as a (an): /undergraduate student /graduate student /employee /other (please specify): Undegraduate student

2. I have served as the applicant’s: /department chair /advisor /employer /professor /other (please specify) Professor
3. How would you rate the applicant in terms of the following factors?

<table>
<thead>
<tr>
<th>CRITERIA / RATING</th>
<th>Excellent</th>
<th>Above-Average</th>
<th>Average</th>
<th>Fair</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Intellectual Ability</td>
<td>X</td>
<td></td>
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<tr>
<td>2. Clarity of Oral Expression</td>
<td>X</td>
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<tr>
<td>3. Written Expression</td>
<td>X</td>
<td></td>
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<tr>
<td>4. Maturity</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>5. Initiative</td>
<td></td>
<td>X</td>
<td></td>
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<td>6. Emotional Stability</td>
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<td>7. Leadership Ability</td>
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<tr>
<td>8. Diligence in Study and Work Habits</td>
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</tbody>
</table>

Please mark: | Dr. | PhD | M.A. | M.Sc. | M.L. | M.BA. | M.BS. | Mr. | Ms. |

Name of Respondent: __Jane Doe__

Title: __Professor__

Institution: __National University__

Department: __International Relations__

Phone: __+(506) 2205-9070__

Email: __jdoe@una.cr__

Address: __Costa Rica, San José__

Signature: __Handwritten signature__

Date: __10-Feb-2020__
Letter of Recommendation for the Asian Peacebuilders Scholarship

Name of candidate: Name
Program: APS
Date: 20-Feb-2020

Dear Sir or Madam,

It is my pleasure and honor to recommend Mr. Name of the Applicant for the Asian Peacebuilders Scholarship at the University for Peace and Ateneo de Manila University. I have known Mr. Name of the Applicant for a year, and I am delighted to serve as his manager at international human rights NGO Amnesty International Indonesia. After reading through the requirements of the scholarship, I believe Mr. Name of the applicant has the skills, intellectual capacity and ambition to complete the program with honors.

The Asian Peacebuilders Scholarship looks for future leaders in peacebuilding organizations, with strong expertise in Asian issues. Since I have known him, Mr. Name of the applicant has demonstrated strong leadership skill and an excellent grasp in Indonesian human rights issues. He also masters the newest ways of communicating about human rights—an often contentious matter in our country—that builds understanding, compassion, and empathy.

On a personal level, I find him a strong character who fully embodies all the traits you are looking for in a candidate. He has a strong drive, coming early to work and staying on track of the numerous tasks demanded of him to be ahead of the deadlines. He works well as a team member and takes good care of the interns that works alongside him. On top of that, he has proven to be quite multi-talented, with the ability to create educational multimedia contents in the form of videos, graphics, podcasts, while also being very articulate while hosting events and our original programming.

Overall, I believe Mr. Name will bring to his studies a breadth rarely found among Indonesian graduates. I thoroughly recommend Mr. Name to the Asian Peacebuilders Scholarship.

Please feel free to contact me if you have any questions regarding his character or any other qualifications related to the scholarship.

Sincerely,

Recommender’s Handwritten Signature