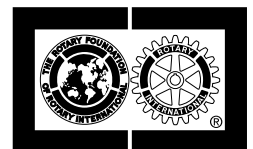




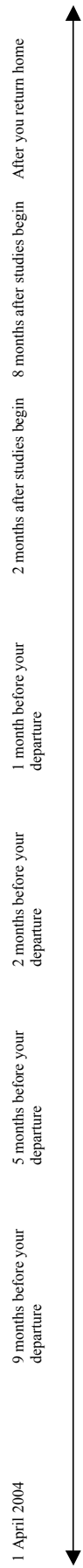
2004-05 AMBASSADORIAL SCHOLAR'S HANDBOOK



SCHOLARSHIP TIMELINE

We have provided you with a timeline in the front of your handbook to emphasize the importance of planning carefully for your scholarship period. It is intended to give you a general understanding of when certain requirements of your scholarship should be completed. You will find more detailed information on each of the requirements throughout your handbook. The deadlines included in the timeline should be considered a guide and will vary according to individual circumstances. However, you should adhere to the deadlines as closely as possible and review the timeline frequently to make sure you are meeting the requirements of your scholarship according to schedule.

Timelines for Academic-Year and Multi-Year Scholars are much the same, except for a few differences noted below. We suggest you use the spaces provided as a checklist to help you through the predeparture period and your scholarship term.



DOCUMENTS DUE

<ul style="list-style-type: none"> ___ Acceptance Form ___ Biographical Data/Housing Form ___ Alternate Study Institution Request Form 	<ul style="list-style-type: none"> ___ Language Test scores (Academic-Year only) ___ Admission Letter or Research Form ___ Medical Certificate ___ Certificate of Insurance Coverage ___ Tuition cost information (Academic-Year only) ___ Travel Request Form (Academic-Year and Cultural only) ___ Copy of passport and visa 	<ul style="list-style-type: none"> ___ Required Presentations Form ___ tuition receipts (Academic-Year only) ___ First Report and Confirmation of Costs Form 	<ul style="list-style-type: none"> ___ Final Report and Scholarship Evaluation (Academic-Year only) ___ Letter from your advisor
<ul style="list-style-type: none"> ___ Read Scholar's Handbook and enclosed information ___ Apply to assigned study institution 	<ul style="list-style-type: none"> ___ Take language proficiency test (Academic-Year Scholars only) ___ Begin planning predeparture speeches in sponsor district ___ Apply to Foundation-approved alternate study institutions 	<ul style="list-style-type: none"> ___ Arrange host district speaking engagements ___ Arrange to have your host counselor meet your flight ___ Finalize housing arrangements ___ Complete speeches to Sponsor Districts 	<ul style="list-style-type: none"> ___ Complete host district speaking engagements ___ Thank your sponsor district by giving presentations

AMBASSADORIAL DUTIES

<ul style="list-style-type: none"> ___ Multi-Year Scholars: Certificate of Insurance Coverage for 2nd year of study 	<ul style="list-style-type: none"> ___ Cultural Scholars: Final Report 1 month before studies end
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INTRODUCTION

THE PURPOSE OF YOUR SCHOLARSHIP

Congratulations on your selection as a Rotary Foundation Ambassadorial Scholar. The Rotarians of your sponsor Rotary district have selected you to receive this scholarship in recognition of your outstanding qualifications and potential as an ambassador of goodwill. Your scholarship is made possible because of the generous contributions made by Rotarians in your sponsor Rotary district or, in the case of a donated scholarship, by Rotarians in another Rotary district.



The purpose of your scholarship is to promote international understanding and goodwill through study in another country, and you are expected to serve as Rotary's "ambassador of goodwill" while maintaining high standards of academic achievement. **Accomplishment of ambassadorial goals is your most important responsibility.** Earning degrees, diplomas, or certificates is not always possible because of differences between the home and host educational systems, and because the duration of some Rotary Foundation Scholarships does not allow for completing degrees or obtaining diplomas.

Rotary Scholars provide a crucial link between host and sponsor countries, and the strength of that link depends upon every scholar — including you. Through your host and sponsor Rotarians and the many other Rotarians worldwide, you have at your disposal an unparalleled avenue of service for reaching out to help meet humanitarian needs in the community where you live.

The Rotary Foundation challenges you to live up to Rotary International's motto, "Service Above Self," as you embark on your journey as an Ambassadorial Scholar. The Foundation will provide you with the resources you need to fulfill your role as an ambassador of goodwill, but only you can determine how to utilize these resources to make the most of your scholarship experience. You will find more information about the service aspect of your scholarship and being an "ambassador of goodwill" in Section 1, "Rotary and Your Ambassadorial Role."

OBJECTIVES OF THE AMBASSADORIAL SCHOLARSHIPS PROGRAM

The Ambassadorial Scholarships program furthers The Rotary Foundation's mission of promoting world understanding and peace through its three types of scholarships: Academic-Year Scholarships for one academic year of study; Multi-Year Scholarships for two consecutive years of study in a degree program; and Cultural Scholarships for three or six months of intensive language study. The Rotary Foundation Trustees established program objectives (listed below) that all scholars should help their sponsor Rotarians achieve through participation in the Ambassadorial Scholarship program. The Trustees have asked that Rotarians pay particular attention to selecting candidates who will best support these objectives and the Foundation's mission. As your Sponsor Rotarians selected you to represent them, your primary concern should be utilizing your role as an ambassador to assist them in achieving these objectives.

"It was at one of the Rotary club meetings that I understood that relationships between countries are made by people, and people are human everywhere."

— Galina Sokolova,
Ambassadorial Scholar, Russia to USA

- Increasing awareness of and respect for cultural differences by sending ambassadors of goodwill to study in another country.
- Instilling in scholars the Rotary ideal of Service Above Self through active participation in Rotary service projects.
- Encouraging scholars to dedicate their personal and professional lives to improving the quality of life for the people of their home community and country.
- Developing leaders who can address the humanitarian needs of the world community.
- Impacting all areas of the world through a balanced geographical distribution of scholars.
- Fostering a lifelong association between Rotary and its scholars.

Your commitment to upholding the objectives of the Ambassadorial Scholarships program is vital to the program's success. The journey has just begun, and you, as a Rotary Ambassadorial Scholar, have an exciting road ahead. You have been granted a rare opportunity to make your scholarship a life-changing experience, not only for yourself but for others you meet along the way. Make the most of this opportunity, and use The Rotary Foundation and its 1.2 million Rotarians as a network of support throughout your journey. We cannot guarantee the road will always be easy, but neither is the goal of achieving world peace.

YOUR AMBASSADORIAL SCHOLAR'S HANDBOOK

This handbook provides you with comprehensive information about every aspect of your scholarship and your role as an ambassador of goodwill, and it is designed to help you before, during, and after your scholarship period. It is an essential resource that you should read thoroughly and refer to often. Having a clear understanding of the information provided in this handbook will help you to perform your responsibilities at your highest level. **It is important that you have your handbook available at all times during your scholarship period, so please remember to take the handbook with you to your study country.**

It is your responsibility to complete a number of important tasks before departing for your study country. These include:

- Gaining admission to your assigned study institution
- Arranging housing
- Obtaining adequate insurance coverage
- Arranging transportation
- Obtaining a passport and visa
- Taking a language exam (if applicable)
- Submitting all required predeparture documents, as outlined in Section 3, by the deadlines indicated

Details about these responsibilities and other requirements are found in this handbook. The handbook also provides information and guidance on such matters as your relationship with counselors, your written reports, and your presentations, as well as advice from former scholars. The handbook should answer most of your questions. However, if you have read each section and still have a question, or if a problem arises that you cannot adequately handle yourself, your Scholarship Coordinator at the Foundation will assist you.

Note: The information included in this handbook is accurate at the time of publication. However, because it is produced nearly one year in advance of your scholarship year, The Rotary Foundation Trustees reserve the right to revise the information in this handbook if circumstances warrant.

YOUR SCHOLARSHIP COORDINATOR

Your primary contact at The Rotary Foundation is your scholarship coordinator, and you should direct all correspondence to him or her. Your scholarship coordinator is located at the Rotary International World Headquarters in Evanston, Illinois, USA. He or she will work with you as you prepare for your studies abroad and throughout your scholarship term. The role of your scholarship coordinator is to administer the scholarship according to the guidelines set by the Foundation Trustees. Some of these responsibilities include: responding to scholar questions and con-

cerns; preparing information for scholars, host counselors, and other Rotarians; tracking documents and monitoring scholar progress; working with language training centers; and calculating awards and issuing payments. Scholarship coordinators work with scholars based on where the scholars are assigned to study. So, if your assigned study institution changes, you may be assigned to a different scholarship coordinator.

Whether you contact your scholarship coordinator by e-mail, telephone, fax, or letter, please keep in mind that he or she maintains an ongoing relationship with as many as 150 scholars from around the world as well as Rotarians and others. Therefore, please allow adequate time for your scholarship coordinator to respond to your questions and concerns.

E-mail is the most efficient method of communicating with your scholarship coordinator. **It is strongly recommended that you set up a Web-accessible e-mail account prior to your departure to facilitate electronic communication with your coordinator.**

If you need to make contact by telephone, please remember that The Rotary Foundation cannot accept collect calls — unless it is an emergency. If it does become urgent for you to talk to your scholarship coordinator, call him or her and leave the number where you may be reached. Your call will be returned promptly.

If you send a fax to your scholarship coordinator, please use a copy of the fax cover sheet included in the Appendix. This will help ensure that your fax reaches your coordinator promptly. Please note that since your scholarship coordinator receives several faxes every day, it is not possible to confirm receipt of every fax. Please also allow adequate time for your coordinator to respond before assuming that he or she did not receive your fax. If you are concerned about a fax transmission, you can call or send an email message to let your coordinator know it is on its way, and he/she will contact you if there is a problem in receiving it.

YOUR ACCEPTANCE PACKET

The Acceptance Packet is a collection of important information about the Ambassadorial Scholarship, and it includes all the information you will need to fulfill your obligations as an Ambassadorial Scholar. Sent to you in January 2004, it includes, in addition to this handbook, the following items:

- Name and contact information of your scholarship coordinator at the Foundation
- Name and contact information of your temporary host Rotarian from the Rotary district where your assigned study institution is located. This person is usually the district's Scholarship Subcommittee chair and will be responsible for locating your permanent Rotarian host counselor.
- Scholarship Acceptance Form (must be completed and returned to your scholarship coordinator by 1 April 2004)
- Biographical Data/Housing Form (must be completed and returned to your scholarship coordinator by 1 April 2004)
- Preaddressed reply envelope (for returning completed Acceptance Form and Biographical Data/Housing Form to your scholarship coordinator)
- Language test brochure for the TOEFL (if applicable)
- Country-Specific Information Sheet (important information about your study country)
- Insurance information and brochure
- Information on Rotary International and The Rotary Foundation
- List of 2003-04 Scholar alumni (including their e-mail addresses) who studied in the same geographic area as you are assigned to study

Depending on your field of study and/or study country, additional materials may be included in your packet. Please read and review all items.



SECTION 1

ROTARY AND YOUR AMBASSADORIAL ROLE



As you are by now aware, the Ambassadorial Scholarship is unlike any other scholarship. In addition to the monetary award, the Ambassadorial Scholarship offers a unique benefit — your association with Rotary clubs and Rotarians. As a scholar, you are assigned two Rotarian counselors who will assist you before, during, and after your study year. Your sponsor counselor is appointed by your sponsor (home) Rotary district and your host counselor is appointed by your host (study) Rotary district. The sponsor and host Rotarian counselors provide orientation and advice in preparing you for your studies abroad and to successfully complete your scholarship period in another country. The Ambassadorial Scholarships program promotes a mutually responsible relationship between scholars and Rotarian counselors to ensure that everyone involved derives maximum and lasting benefit from the scholarship. It is these relationships with Rotarians that set the Ambassadorial Scholarship apart from any other scholarship program.

ROTARIAN COUNSELORS

SPONSOR COUNSELOR

A Rotarian from your sponsor Rotary club has been designated as your sponsor counselor. This Rotarian serves as your link to Rotary in your home country. As soon as you receive your sponsor counselor's name, address, and telephone number, contact him or her to introduce yourself and arrange a personal meeting. Your sponsor counselor can be a source of assistance in a number of ways, such as:

- Providing information about your sponsor Rotary club and the ideals and goals of The Rotary Foundation and Rotary International;
- Gathering additional information about your local community, region, and country to prepare for appearances you will make in your host Rotary district;
- Arranging attendance at local club meetings, Rotary district functions, etc.;
- Reviewing the financial aspects of your award so you both understand the Foundation's funding policies.

It is one of your ambassadorial responsibilities to maintain a working relationship with your sponsor counselor before, during, and after the scholarship period. Do not forget to:

- Visit local Rotary clubs in your sponsor Rotary district before leaving.
- Take your sponsor counselor's address with you when you begin your scholarship period.
- Keep your sponsor counselor, Rotary club, and Rotary district advised of your current address, telephone and fax numbers, and e-mail address at all times.
- Correspond regularly with your sponsor counselor after you arrive in your host country.
- Meet with your sponsor counselor after you return home to arrange speaking engagements and share your experiences.

Below you can enter important information about your sponsor counselor, sponsor club, and sponsor Rotary district in your home country.

My sponsor counselor is:

My sponsor counselor's contact information is (address; home and business telephone and fax numbers; e-mail address):

My sponsor club is:

My sponsor Rotary district number is:

Please note that further information about Rotary, including the definition of Rotary club, Rotary district, and Rotary district governor, can be found in the *ABC's of Rotary*, which is included in your Acceptance Packet.

HOST COUNSELOR

Your host Rotarians are asked to appoint a host Rotary club and a host counselor for you before you arrive in your study country. However, for preliminary information about your study country and host Rotary district, you may wish to contact the Rotarian listed in the cover letter sent with your Acceptance Packet. This Rotarian is not your host counselor, but a host Rotary district representative or official who may provide interim assistance until a permanent host counselor is appointed.

Your scholarship coordinator at The Rotary Foundation will advise you of your host Rotary club and host counselor's name and contact information as soon as the appointment is made by your host Rotary district. When you receive your host counselor's name and address, write a letter of introduction and include a photograph of yourself. (It is helpful if you give some information about yourself and your family as well).

Your host counselor can be of assistance in the following ways:

- Host counselors sometimes meet scholars upon arrival if requested to do so. If your counselor does meet you, it is a good opportunity to become acquainted and set future appointments. Please note that you will need to advise your host counselor of your arrival date and time as soon as you know, so that your host counselor has time to make arrangements.
- Host counselors normally receive the first scholarship payment on the scholar's behalf.
- Host counselors may assist scholars in setting up a bank account in the host country.
- Host counselors may work with scholars to become involved in Rotary club and district projects
- Host counselors may help scholars develop their ambassadorial goals and schedule speaking engagements. You should also ask your host counselor to have copies of the Rotary district governor's monthly letter and the host club's weekly bulletin sent to you.
- Host counselors may help arrange to invite your academic advisor to Rotary club meetings.
- For Academic-Year and Multi-Year Scholars, please inform your host counselor as soon as possible if you plan to travel with your spouse and/or children so appropriate plans can be made. Your host counselor may be able to offer assistance, but please remember that he or she is under no obligation to do so and that the scholarship is intended for the scholar only. Because of home stay accommodation requirements, Cultural Scholars may not be accompanied by family members during the study period.

Below you can enter important information about your host counselor, host Rotary club, and host Rotary district in your study country.

My host counselor is:

My host counselor's contact information is (address; home and business telephone and fax numbers; e-mail address) :

My host club is:

My host Rotary district number is:

AMBASSADORIAL SCHOLAR RESPONSIBILITIES

As a Rotary Ambassadorial Scholar, your purpose is to serve as an ambassador of goodwill, and your mission is to serve as a catalyst of exchange between your host and sponsor Rotary districts. Please remember that the purpose of your scholarship is to promote international understanding and goodwill through study in another country. Accomplishment of ambassadorial goals is your most important responsibility. Earning degrees, diplomas, or certificates is not always possible because of differences between the home and host educational systems, and because the length of some Rotary Foundation Scholarships does not allow sufficient time.

Please also remember that your ambassadorial role includes daily interaction with the people of your host country. Please always be aware that you are traveling under Rotary Foundation auspices and maintain a standard of behavior that reflects positively on your home country, and the Foundation. Exercise caution when expressing personal opinions about controversial political, racial, religious, and other issues.

To help you achieve your mission as an ambassador of goodwill, you will be required to make presentations in your sponsor and host Rotary districts and complete detailed reports about your activities while fulfilling your academic responsibilities. More information on required presentations and reports is described below.

CULTURAL CONSIDERATIONS

As you prepare for your experience as a Rotary Ambassadorial Scholar, it is important to become informed about the cultural differences between your home and host countries. **Before you depart for your study country, learn as much as you can about its culture and history to be successful as an ambassador of goodwill.**

As an international student, you are likely to experience “culture shock” during your stay abroad. “Culture” — our ideas about clothing, eating habits, personal relationships, religion, government, law, and the environment — helps define the way we perceive the world. Understanding is the beginning of cultural awareness. Cultural awareness means thinking about who you are and how you will adapt to your new environment. Just as you politely observe the way things are done when you are a guest in someone’s home, so too should you consider the rules, etiquette, or standards of your host country. Avoid stereotyping your hosts and be sensitive to their particular customs and beliefs. Be aware of local customs and act according to your host area’s accepted standards.

Similarly, you may find differences between the Rotarians of your host and sponsor Rotary clubs or districts. Because Rotary clubs reflect the cultures in which they exist, you may notice variations in their socio-economic, gender, and age make-up, the formality or informality of Rotary meetings, and the level of interaction with scholars. The more you know about these potential differences, the easier it will be for you to adjust to your new environment and learn from your international experience as an ambassador of goodwill.

Culture clashes can be stressful, but they can also be informative and even amusing. They should not, however, place you in a situation where you feel unsafe or uncomfortable. Use common sense. If you find yourself in an unsafe or threatening situation, immediately ask for help from your host counselor or another local Rotarian with whom you feel comfortable, or contact your sponsor counselor. If no one can offer immediate assistance, contact appropriate local authorities and inform your scholarship coordinator at the Foundation of the situation. Although you may think you are overreacting to a situation, acting cautiously should be your first priority when personal safety is a concern.

“Compared with other scholarships, I believe that one of the main strengths of Rotary is having . . . a network of people that you get to meet in the country and exchange ideas with . . .”

*— Filipa Neto Marques,
Ambassadorial Scholar, Portugal to USA*

Please note that you can lessen the effects of culture shock and attendant culture clashes by learning as much as possible about your study country and by keeping an open mind. Books and films can help, of course, but they can also exaggerate or romanticize cultural norms. Talk to natives of the country you will be visiting. Your host and sponsor counselors can be especially helpful in offering you important information. You can also educate yourself by referencing some of the publications and Web sites listed on the Cultural Awareness Reading List in the Appendix of this handbook and the Country Specific Information Sheet in your Acceptance Packet.

REQUIRED PRESENTATIONS

As part of your role as an ambassador of goodwill, you are required to make the following presentations to Rotary and non-Rotary audiences:

- **All scholars:** At least one talk to a Rotary club in your sponsor Rotary district before departure to your assigned study country.
Academic-Year Scholars: 10 to 15 presentations to Rotary and non-Rotary audiences during the scholarship period
Multi-Year Scholars: 10 to 15 such presentations each year
Cultural Scholars: three to six such presentations
- **All scholars:** At least eight presentations to Rotary and non-Rotary audiences during the first year after your return home.

Through these presentations, you can personally help further international understanding by sharing of yourself and your experiences.

For information and advice on making the perfect Rotary speech, please see Preparing for Your Rotary Presentations in the Appendix.

REQUIRED REPORTS

Your written scholarship reports are an ideal opportunity to keep the Foundation and your sponsor and host Rotary districts informed about your ambassadorial activities, academic progress, and general observations about your scholarship experience.

You must send copies of all reports to your:

- Scholarship coordinator at the Foundation
- Sponsor Rotary club (normally in care of your sponsor counselor)
- Sponsor Rotary district governor
- Host Rotary district governor

Names and addresses of Rotary district governors can be found in the Rotary International Official Directory, a copy of which is available from any Rotary club. Ideally, you should obtain these addresses before departure; otherwise, contact your host counselor. Write your reports in your native language for your sponsor Rotarians and in your host country's language for your host Rotarians and scholarship coordinator.

“Be open to whatever comes your way. You are in a new country where the rules are different. Be flexible and willing to roll with the changes that come: the changes of your environment and the changes within yourself.”

— Deena Fontana,
Ambassadorial Scholar, USA to Brazil

Based on your award type, you must submit reports as indicated below.

Academic-Year Scholars:

- First Report due two months after the beginning of the academic year.
- Final Report due one month before completion of your scholarship.

Multi-Year Scholars:

- First Report for the first year due two months after the beginning of the academic year.
- First Report for the second year due two months after the beginning of the second year of your scholarship (following the format of the First Report).
- Final Report due one month before completion of your scholarship.

Cultural Scholars:

- Final Report due one month before completion of your study program.

The Foundation uses information in these reports to publicize the Scholarships Program in *The Rotarian* magazine and other Rotary publications, and occasionally in external media. Between reports, please use the Rotary Scholar News Form in the Appendix to alert the Foundation to special events or newsworthy activities.

FIRST REPORT

All reports should be substantial discussions of your scholarship, at least two pages long, single-spaced, typed, and include the following:

- Your current address, telephone and fax numbers, and e-mail address
- Name and address of the person supervising your study or training program at your assigned institution
- Descriptions of your Rotary involvement and other ambassadorial activities
- Information about your study program, including your adaptation and progress with your studies
- Observations about your host country and visits to homes, historical places, etc.
- Quality photographs portraying your experiences in ambassadorial or academic situations, if available

Please see the Appendix for the First Report Cover Page that you must use when submitting your First Report.

Along with the First Report, Academic-Year Scholars must also submit to the Foundation copies of tuition receipts, the Confirmation of Costs Form found in the Appendix, and the Required Presentations Form in the Appendix.

FINAL REPORT

Final Reports should be substantial discussions of your scholarship, at least two pages long, single spaced, typed, and include the following:

- Course of study/degree or honors received
- Suitability of institution for your study or training
- Adequacy of award funds, if applicable (provide relevant details)
- Housing/eating arrangements
- Influence of your language ability on the effectiveness of your role as an ambassador of goodwill
- Reception by people of your study country
- Guidance and assistance received from your Rotary counselors
- Rotary clubs, Rotary district conferences, etc., attended (indicate events and dates of attendance)
- Other civic, professional, and community activities
- Other countries visited
- Radio and television appearances and/or published articles, if any

- Any community service involvement during your scholarship
- Your impact as a Rotary Scholar on your host country, Rotary club, and Rotary district
- Speaking engagements, including your ambassadorial accomplishments since returning home
- How you plan to continue to contribute to international understanding and the ideals of The Rotary Foundation and Rotary International after the end of your scholarship
- Observations and suggestions regarding The Rotary Foundation Scholarships Program (general operation, contacts with Rotary clubs, etc.)
- Suggestions for future scholarship recipients (study institution arrangements, visa acquisition, ambassadorial activities, living arrangements, travel, etc.)

Please see the Appendix for the Final Report Cover Page that you must use when submitting your Final Report.

In addition, please complete the Scholarship Evaluation Form in the Appendix and return it to your scholarship coordinator with your Final Report.

TIPS FOR BECOMING A SUCCESSFUL AMBASSADOR OF GOODWILL

BEFORE YOU LEAVE:

- Complete a mandatory predeparture orientation about Rotary International and The Rotary Foundation with your sponsor Rotarians.
- Visit local Rotary clubs in your sponsor Rotary district before leaving. Be proud of your sponsor Rotary club and district and take along the addresses of Rotarians that you will need.
- Attend your sponsor Rotary district conference, if possible.
- Be sure to write to your host counselor before you leave! This can mean the difference between arriving in a strange country alone and having someone to greet you and help you get settled.
- Research your study country thoroughly before you leave. This knowledge will help you build confidence and gain the most from your experiences. It will also prepare you for unexpected situations which you otherwise may have difficulty handling.
- Be available for and encourage interviews with the media.

DURING YOUR STUDY PERIOD:

- Keep your sponsor Rotary club and district advised of your mailing address and other contact information, and update them on your experiences. Brief postcards or letters throughout your scholarship period will mean a lot, and it is another way to thank them for making this experience possible.
- Participate in the service activities of your host Rotary club and district.
- Promote yourself to neighboring clubs. Ask your counselor to help with appointments.
- Attend the host Rotary district conference, if possible.
- Don't forget to write thank-you cards to your hosts — using postcards from your hometown is a nice touch and will help people remember you.
- Bringing house gifts is always a nice gesture and sometimes expected.
- While your studies are important, they are not the foremost reason you were selected as a Rotary Scholar. Don't spend all of your time studying. Realize that your greatest education this year will not come from a textbook or course work.
- You will frequently be asked for your opinion or for information. Be fair and diplomatic. Avoid making biased comparisons with your home country.
- Keep abreast of political issues in your home country in order to carry on meaningful discussions.
- Be aware of volatile issues in your host country and treat them accordingly.
- Promote a positive image of your country and culture through your actions.
- Explore your host culture. Meet as many new people as possible and try not to become part of a clique of students from your homeland.

- Be patient with yourself as you adjust to a new culture. It may take two or three times as long to accomplish something in a new country as it would at home, until you get used to the way things work.
- Resist the urge to travel home during the holidays. This is your chance to experience the holidays as they are celebrated in your host country, and a trip home may cause you to miss out on important cultural experiences with your host Rotarians.
- Be available for and encourage interviews with the media.
- Contact a Rotaract club, if one exists in your host community, and participate in its activities and service projects. To help you in your adjustment to a new culture and to expand your contact with the Rotary family, consider joining a local Rotaract club. All Rotary Foundation Scholars between the ages of 18 and 30 are eligible to be guest Rotaract club members during their period of study in another country. For more information about the Rotaract program or for the addresses of the Rotaract clubs in your area, please contact Katie Lakey at RI World Headquarters (telephone: 847-866-3315; fax: 847-866-6116; or email: rotaract@rotaryintl.org).

AFTER YOUR SCHOLARSHIP PERIOD:

- Return home at the end of your scholarship period in order to give required presentations and thank your sponsor Rotarians
- Assist with orientation for outgoing and incoming Rotary scholars.
- Attend the Rotary district conference and/or Foundation dinners.
- Participate in Foundation alumni activities.
- Stay in touch with your host Rotary club and the friends you made in your host country.
- Leave behind items that may be of use to future scholars in your host Rotary district.
- Contact other returning scholars to share experiences and compare notes.
- Consider ways to contribute to international understanding and peace at home.
- Coming home is not always easy. Allow yourself time to adjust and then time to grow from your experience.
- Be aware that you have missed much while you were gone and will need to catch up.
- Be available for and encourage interviews with the media.

SCHOLARS' EXPERIENCES

Below are some examples of how past scholars fulfilled their responsibilities as ambassadors of goodwill. Consult your host and sponsor Rotarians, and the pages in the Appendix titled "Rotary Foundation Programs," and the Menu of Service Opportunities in your Acceptance Packet for additional suggestions on how you can be involved.

- *Rotary Scholars studying in Edinburgh, Scotland*, attended a special dinner at a nearby Rotary club and reciprocated the generosity of their host district Rotarians by participating in fundraisers and service projects. They planned several events, including a raffle, talent show night, and five-kilometer walk/run. They also went to youth centers and treated underprivileged children to readings and field trips to the zoo. The busy scholars also found time to attend events sponsored by scholar alumni, attend the Rotary District conference, and participate in special cultural events.
- *Benjamin Thomas* of the U.S. studied political science at the University of Ghana. Ben helped lead the Rotaract Club of the University of Ghana in refurbishing a hospital's dilapidated children's ward. To achieve this goal, he linked his sponsor Rotary club and district with his host district in a Rotary Foundation Matching Grant project. Sponsor and host district Rotarians, together with Rotaractors and Interactors, raised additional funds. Their efforts along with the Matching Grant provided over US \$75,000 for beds, medical equipment, and other items needed by the hospital. For their project, the Rotaract Club of the University of Ghana was awarded the 2002-03 International Outstanding Rotaract Project Award.
- *Astrid Wenkel* of Germany, who studied at Victoria University of Wellington, New Zealand used her time to raise awareness of the plight of children in Russian orphanages. Astrid had previously spent six months as a peace volunteer in a state-run orphanage for handicapped children in Pavlovsk, Russia, and during her scholarship year helped make "The Children of Pavlovsk" one of her host Rotary district's humanitarian projects. She led the district's Rotarians in raising NZ\$13,200 for the orphanage, which will supply 150 handicapped orphans with food and other essential items for 10 months.

- *Nicolas Saadah* of the US, who studied dance in Aix-en-Provence, France, shared his scholarship experiences with sponsor Rotarians — and much of the world — by creating a Web site entitled *Page du Jour*. Updated daily by Nicolas, the site featured photographs and journal entries, and detailed his day-to-day experiences in his study country.
- *Masumi Watase*, a Japanese scholar at Columbia University’s School of International and Public Affairs in New York, USA, took her interest in international affairs beyond the classroom. With the help of Rotarians there, Masumi helped start a Rotaract club at the United Nations. She and the Rotaractors invited 1,000 high school students to New York, took them on a tour, and gave them the opportunity to model the decision-making process at the Security Council and General Assembly. She also helped an organization that works on behalf of children from broken families to raise funds for leadership training at a summer camp.

SECTION 2

PREPARING FOR YOUR SCHOLARSHIP PERIOD



A successful experience as an Ambassadorial Scholar will depend largely on your ability to plan in advance, set deadlines and meet them, and anticipate how you will confront changes in your plans to easily handle the inevitable challenges that can accompany study in another country.

When you receive your Letter of Assignment, it is important that you *immediately* plan to complete the initial steps that will prepare you for the next stage of submitting your required predeparture documents. *Please read this section carefully*, immediately upon receipt of your Acceptance Packet. Some of the most critical plans for your scholarship must be understood early on, since misunderstandings may be difficult to resolve later in the preparation phase.

The Rotary Foundation Trustees have spent years developing the goals and guidelines of the Ambassadorial Scholarship Program. In signing your Scholarship Application and Acceptance Form, you agreed to abide by these guidelines. This section will review the guidelines of your scholarship, and the steps you must take to follow them as you prepare for your scholarship.

This handbook applies to three types of scholarship awards: Academic-Year, Multi-Year and Cultural (three- and six-month). However, in the following sections, some of the information only applies to particular award types. Please read carefully and note how each of the sections below may (or may not) apply to your particular award type.

ASSIGNMENT OF YOUR STUDY INSTITUTION (ACADEMIC YEAR AND MULTI-YEAR SCHOLARS ONLY)

On your application, you were instructed to list FIVE institutions at which you would like to study as an Ambassadorial Scholar. Scholars' choices are accommodated as often as possible. However, inevitably not all scholars will receive their first choice of study institution. In completing the application, applicants agree to accept assignment to any of the five institutions they list, or to any suitable alternative designated by The Rotary Foundation Trustees. As a scholar, you are expected to recall the rules you agreed to during the application process. As stated in your application, scholars must be flexible in their preferred study institutions. You are expected to have thoroughly researched all the institutions you listed to determine if they would be suitable for you academically, financially, and according to your language abilities.

It is very important to understand that once candidates become scholars and are assigned to study institutions, **the initial five preferred study institutions listed on the application become obsolete**. The list **does not** automatically constitute a group of "back-up" schools to which scholars can reassign. Please see "Alternate Study Institutions" in this section for more information.

Please review the reasons for study institution assignments to fully understand how the process operates.

When the applications are received, the process of assigning scholars to their assigned study institutions worldwide begins. The following guidelines and restrictions are considered in assigning scholars to their study institutions.

CULTURAL SCHOLAR ASSIGNMENTS

On the application, Cultural Scholarship candidates indicate the language they would like to study and the country where they would like to study. If you are a Cultural Scholar, it is possible that you were assigned to your second- or third-choice country, to achieve maximum geographic distribution. Cultural Scholars must be flexible with their assignment, as reassignments will not be considered. **Cultural Scholars may skip the following sections regarding Alternate Study Institutions and Requests for Reassignment. Continue reading at "Start and End Date Policies."**

OBJECTIVES IN ASSIGNING ACADEMIC YEAR AND MULTI-YEAR SCHOLARS

Geographical Distribution In assigning scholars to study institutions worldwide, the Trustees aim for an equitable geographic distribution. This means the Trustees attempt to place as many scholars in as many countries and Rotary districts as possible. Scholars who list an institution in a less commonly requested location have a greater likelihood of receiving their preferred assignment than if they had listed an institution in a more popular location.

Rotary District Limitations The concept of Rotary districts is defined in the Glossary of Terms in the Appendix. Rotary districts tend to be configured according to the population density of Rotarians in that area. Therefore, whereas some districts include several countries, others may only cover a small area in a heavily populated city. The size of the district and number of study institutions located within its boundaries will impact the number of scholars that can be assigned there.

RESTRICTIONS IN ASSIGNING SCHOLARS

DISTRICT RESTRICTIONS

- No two scholars from any one sponsor Rotary district may be assigned to the same host Rotary District, regardless of the circumstances.
- All institutions listed on the application must be in countries that contain a Rotary club.
- Some Rotary districts limit the number of scholars assigned to their district for various reasons. The Trustees abide by their preferences.

Popular District Restrictions

A few study institutions enjoy particularly prestigious reputations. The Trustees cannot assign an inordinate number of scholars to them for the following reasons:

- Assigning many scholars to a few institutions does not achieve the program objective of balanced distribution of scholars throughout the world.
- Rotarians in districts where popular universities are located cannot effectively host large numbers of scholars each year.
- Many districts do not frequently host scholars and therefore request that more scholars be assigned to their district. The Trustees make every effort to meet these requests.

Over 100 scholars, for example, annually list schools in London, England, as their first or second choice. Institutions in Paris, France, and Madrid, Spain, get similar requests for first-choice placements. As the Trustees seldom can assign more than 15 scholars to any one Rotary district, accommodating all requests for assignment to the most popular areas and universities is impossible.

To ensure a diverse group of scholars in each popular area, applications from scholars requesting assignment to these areas will be held for assignment until after 1 November and considered together at one time. Efforts will be made to ensure a diverse group of scholars in each popular area. Those scholars who are not assigned to their first-choice institution will be assigned to one of the other institutions they listed, or to another suitable institution if necessary.

Study Abroad Restrictions

“Study abroad” programs are not acceptable for Ambassadorial Scholars. Scholars who listed such programs on their applications will be reminded that assignments will not be made to institutions in conjunction with study abroad programs.

Study abroad programs often consist of a group of students from one country studying together in another, under the guidance/supervision of an official from the home institution. In these programs, students tend to socialize with students from their own country, rather than immerse themselves in the host country’s language and culture. Students’ plans are largely handled by the home institution in the home country, and the scholar does not get the full cultural experience of gaining admission to and arranging study at the assigned study institution.

In addition, according to scholarship guidelines all scholars must pay tuition *directly* to the assigned study institution, in the host-country’s currency. Frequently, study abroad programs only accept payments at the home country institution, which is not compatible with The Rotary Foundation’s payment requirements. For all of these reasons, the Foundation Trustees feel that study abroad programs are not appropriate for use with the Ambassadorial Scholarship.

If you believe the program you plan to attend at your assigned study institution may be a study abroad program, contact the institution immediately for clarification. If a scholar submits an admission letter stating their acceptance

to a “study abroad” program at their assigned study institution, the assignment will likely be nullified.

Restriction Based on Scholar’s Previous Experience in the Requested Study Country

The Ambassadorial Scholarship is intended to promote study in a location that is new to the scholar. The Ambassadorial Scholarship cannot be used at an institution where the scholar has studied previously, or in an area of the country where the scholar has lived previously for longer than six months. “Area of the country” includes a particular metropolitan area, state, or province, or any other commonly defined region of a country.

Therefore, scholars should not list among their preferences an institution located in an area of a country where they have (or will have) lived for longer than six months by the time their scholarship period begins. If a scholar accidentally lists such an institution, and it is discovered elsewhere on the application that he or she has previously lived or studied in that particular area for six months or longer, the scholar cannot be assigned to that institution. Likewise, if correspondence after an assignment is made reveals that a scholar has lived in the assigned area, the assignment must be changed to a different institution in a different area.

Under certain unusual circumstances there is a possibility of exception to the above rule if:

- The scholar lived/studied in the area prior to the age of 10.
- The scholar’s language interest or abilities restrict assignment to a particular geographic area (for example, a student who speaks Danish wishes to return to Denmark; a student who speaks Tagalog wants to return to the Philippines).

Restrictions on Arriving/Studying before the Scholarship Begins

Scholars should not plan to begin study at their assigned study institution until the beginning of their scholarship period (see the section entitled “Start And End Dates”). Starting before this date may result in revocation of the scholarship, or a last-minute reassignment to a part of the world where the scholar has not previously lived or studied for longer than six months. Therefore, **do not expect to use the Ambassadorial Scholarship for the second year of study at a two-year program**, as this would be a violation of the terms of the scholarship. If you plan to attend a two-year program, make sure that you use your scholarship during the first year of the program. If you have already made plans to start the first year, please change them immediately and/or expect to be reassigned to another institution.

Note: Multi-Year Scholars *must* study for two consecutive years at their assigned study institution. However, they should not plan to begin studies before the beginning of their scholarship year.

Language Ability Restrictions

Assignments are further limited by a scholar’s language ability. Scholars are expected to attend lectures and courses in the official language of their host country. Therefore, if a scholar is not already proficient in the language of his or her preferred study country, as evidenced by the language ability forms completed in the application, assignment to that preferred country cannot be considered.

In some unusual cases, a scholar may be assigned to a program, such as a graduate business program, that is taught in English but located in a country where the official language is *not* English. In such cases, the scholar **is still required to demonstrate proficiency in the official language of the host country**. If a scholar fails to complete the language ability section of the application, assignment to such a program cannot be considered. Scholars assigned to such programs must submit official Berlitz test scores verifying proficiency in the host country’s official language, to ensure their ability to develop relationships with, and present speeches to, host country Rotarians.

Assignments will not be made to institutions where the language of instruction is other than the official language of the host country, except in unusual cases such as:

- Countries that have more than one official language, such as Belgium, Switzerland, or the Scandinavian countries;
or
- MBA and other specific programs that are taught in English, but are located in a non-English speaking country.

For a list of language requirements by country, please see Language Proficiency Requirements in the Appendix.

ALTERNATE STUDY INSTITUTIONS

(ACADEMIC-YEAR AND MULTI-YEAR SCHOLARS)

When you receive your Letter of Assignment, an “Alternate Study Institution Request Form” should be included. If you did not receive this form, it is located in the Appendix of this handbook. This form allows you to request Rotary Foundation approval to apply for admission to alternate study institutions in case you are denied admission to your assigned study institution. Scholars are strongly advised to submit a list of alternates to their scholarship coordinator at the Foundation for approval early in the scholarship preparation phase.

Please be advised: the list of five institutions you included in your official application becomes obsolete once you receive notification of your Assigned Study Institution. Once you receive your Letter of Assignment, you should immediately begin the process of gaining admission to the institution to which you were assigned.

REASONS FOR COMPLETING THE ALTERNATE STUDY INSTITUTION REQUEST FORM

Each year, some scholars fail to gain admission to their assigned study institution. Also possible are visa problems or last-minute changes in the safety situation in the country to which you are initially assigned. It is best to have some approved alternate study institutions as back-ups in case you do not gain admission to, or you are prohibited from attending, your assigned study institution.

APPROVAL OF ALTERNATE STUDY INSTITUTIONS

To ensure geographic distribution of scholars, requests for alternate study institutions are carefully considered. When Alternate Study Institution Request Forms are submitted, institution assignments have already been made. Therefore, it will not be possible for the Foundation to approve institutions in very popular areas as alternates. The maximum number of scholars have already been assigned to these Rotary districts and the Foundation does **not** maintain a waiting list for popular areas. Therefore, as the form states, **do not request alternate study institutions in London, Paris, or Madrid.**

SUMMARY OF ALTERNATE INSTITUTION REQUEST PROCESS

It is likely that later in the year, some requests for alternate study institutions will not be approved, as some districts reach their full capacity of Rotary Ambassadorial Scholars. Remember that no two scholars from the same sponsor district can be approved for study in the same host district. For these reasons, it is to your advantage to research alternate study institutions early and submit your list as soon as possible. It is further to your advantage to investigate schools in more remote areas, where few Foundation scholars study. Not only is a request for such an assignment likely to be approved, your experience will be unique and interesting, and will provide your sponsors with an entirely different story than they may have heard from previous scholars.

After your alternate study institution request has been decided, you will receive a letter in the mail informing you which institutions have been approved. Enclosed with this letter will be Letters of Financial Guarantee for each approved alternate institution. Please include these letters with your applications to your approved alternate study institutions.

Receiving alternate study institution approval DOES NOT constitute reassignment to that institution. You will continue to be assigned to your assigned study institution until you meet the criteria for reassignment and you formally request reassignment to an approved alternate study institution.

REQUESTING REASSIGNMENT

(ACADEMIC-YEAR AND MULTI-YEAR SCHOLARS ONLY)

NOTE: CULTURAL SCHOLARS CANNOT REQUEST REASSIGNMENT

Your scholarship can be reassigned from your assigned study institution to a Rotary Foundation-approved alternate study institution ONLY if you can submit documentation for both A and B below:

CONDITIONS:

A. You *cannot* attend your assigned study institution because:

- You have been denied admission to your assigned study institution after completing all application requirements; **or**
- Your assigned study institution does not offer your field of study.

AND

B. You have been *admitted unconditionally* to one of your approved alternate study institutions

If you plan to request reassignment for one of these reasons, you must supply official documentation to your scholarship coordinator at The Rotary Foundation. Please review the documentation required for a reassignment request to be considered.

REQUIRED DOCUMENTATION (2 DOCUMENTS ARE REQUIRED):

1. If you have been denied admission, please *submit a copy of your official denial letter*.

OR

If your institution no longer offers your field of study, *please provide documentation verifying lack of suitable study program*. Since scholars must research their preferred institutions during the application process and should therefore know in advance what programs they offer, requests for reassignment on these grounds are unusual.

2. Before scholars can be reassigned, they must also *submit a letter of unconditional admission to an approved alternate study institution*.

When both of the above documents are received, the request will be processed and you will be notified shortly of the result. If your request is approved, The Rotary Foundation will notify the Rotarians in your sponsor and host districts (both former and new) about your change of institution. At that time, the new host district will begin the process of appointing your new host counselor.

START AND END DATE POLICIES

Your scholarship period officially begins on the first day of your full-time studies at your assigned study institution.

ACADEMIC YEAR AND MULTI-YEAR SCHOLARS

You should plan to begin studies at the beginning of the normal academic year in your host country. If you will study in the Northern Hemisphere, plan to begin in the fall, typically in August, September, or early October. If you will study in the Southern Hemisphere, plan to begin studies in January, February, or March. All Ambassadorial Scholars, regardless of award type, must begin their full-time study program after 1 July 2004 and before 30 June 2005.

CULTURAL SCHOLARS

The official start of the scholarship is the first day of language study at the assigned language center. Contact your language center for the available session start dates. As with all Ambassadorial Scholars, Cultural Scholars must begin their language study program after 1 July 2004 and before 30 June 2005.

NONTRADITIONAL STARTS

(ACADEMIC-YEAR AND MULTI-YEAR SCHOLARS ONLY)

Scholars must request permission from The Rotary Foundation to begin their scholarship on a date that is *not* at the beginning of the normal academic year in the host country to which they are assigned. Reasons that scholars typically request a nontraditional start include:

1. The scholar was denied admission for a fall start in the Northern Hemisphere, and therefore seeks admission to start in the spring.
2. The normal start date for a scholar assigned to a Southern Hemisphere institution (all of which normally begin the academic year between January and March) is inconvenient for the scholar. Therefore, the scholar requests to start in the middle of the Southern Hemisphere academic year, which is normally in July.

Please be advised that scholars are *strongly discouraged* from starting their scholarship period in the middle of the normal academic year in either hemisphere. As stated on your Scholarship Acceptance Form, scholars are *required* to begin their studies at the beginning of the regular academic year in their host country. For many reasons, scholars are requested to respect this guideline, as a nontraditional start is very difficult for both the host Rotarians and the scholar.

DIFFICULTIES INCURRED WITH A NONTRADITIONAL START

Inconvenience to Host Rotarians When scholars request a nontraditional start at their assigned study institution, the process of finding a host counselor becomes more difficult. Most Rotarians are accustomed to the regular academic year in their country and are not easily available for welcoming scholars at other times of the year. Furthermore, it takes time for them to find host counselors for incoming scholars.

Difficulty Finding Housing Finding housing in the middle of the academic year has proven challenging in the past. Scholars must investigate and arrange housing themselves, and doing so in the middle of the academic year puts an international student at a disadvantage.

Impact on Scholarship Experience Beginning studies at mid-year does not offer the scholar the normal study experience in the host country. Local students will have begun months earlier and many will leave at the end of their academic year, followed by an entirely new group that will start in the next semester.

Effect on Funding A nontraditional start often affects the calculation of a scholar's award, as long vacation periods such as summers, when scholars are not attending normal classes, are not covered by the scholarship. During these breaks from official study, scholars must finance their own living expenses.

REQUESTING A NONTRADITIONAL START

For the above reasons and for you to most effectively fulfill your ambassadorial duties, it is best that you respect the timelines of the Rotarians in your host country. However, if you believe you have an extraordinary circumstance that warrants special consideration, please explain your situation in a letter and your request will be considered.

If your request is approved, a letter will be sent to you, which you must sign and return. You may refer to the sample "Statements of Nontraditional Start" in the Appendix.

"Upon reflection of this past year, I have grown as a professional educator, a speaker, and a traveler, but mostly as an individual."

— Amy Lang,
Ambassadorial Scholar, USA to Australia

DEFERRAL OF STUDY YEAR

(APPLIES TO ALL AWARD TYPES)

Your scholarship is effective only for the 2004-05 study year. You must show the Foundation proof of admission to an approved study institution **no later than 1 April 2005**, and you must be enrolled and studying by 30 June 2005 at the latest.

Deferral of a scholarship to the following academic year will only be considered if one of the following conditions exists:

- The scholar must complete mandatory military service.
- The scholar has serious, documented medical problems.

The illness or medical problem of a scholar's relative is not one of the approved conditions for requesting deferral. If either of the above two situations arises, notify your sponsor district and scholarship coordinator immediately. Generally, deferral of study year will only be considered for study at your current assigned study institution. The nature of medical problems must be explained in writing by your doctor to have a deferral request considered.

POSTPONEMENT OF RETURN HOME

(APPLIES TO ALL AWARD TYPES)

The Rotary Foundation allows scholars to remain in their host country up to three months after the end of their scholarship period at their own expense. If you wish to stay in your study country beyond that time, you must petition the Foundation Trustees. Since this process can be quite lengthy, you must contact your scholarship coordinator at the Foundation to initiate the procedure **no later than two months before the end of your scholarship period**.

Please note, however, that you will not receive any additional funding or airfare if your postponement is approved. Since most round-trip airline tickets are valid for only 12 months from the original date of travel (or six months for some Cultural Scholars), a postponement of return home may result in expiration of your ticket. If your ticket expires before you return home, you will be responsible for your own return-home transportation. You may submit the unused portion of your ticket to your scholarship coordinator for possible credit, but there is no guarantee that any credit will be available.

Please refer to the Travel Instructions in Section 4 of this handbook for further details on these procedures. If you plan to stay longer than three months after your scholarship period ends, please complete the "Postponement of Return Home Form" in the Appendix and submit it to your scholarship coordinator at the Foundation no later than two months before the end of your scholarship period.

SPECIAL STUDY FIELDS

(ACADEMIC-YEAR SCHOLARS ONLY)

RESEARCH SCHOLARS: DEFINITION AND EXPLANATION

"Research scholars" are Academic-Year Ambassadorial Scholars who choose to use their scholarship period to conduct full-time research at their assigned study institution, rather than attend regular courses. Research scholars must receive unconditional admission to their assigned study institution. The admission letter must state the names of two research supervisors affiliated with the institution, and confirm that the project will extend the length of the typical academic year at the institution. Research scholars may not request funding to cover a longer period of research.

Research scholars are subject to the same funding guidelines as all other Academic-Year Scholars, and receive the same amount for their Contingency Fund, a set amount for room and board expenses (depending on study location), and round-trip airfare.

Most Research scholars do not pay customary tuition fees. Therefore, to receive funding for research expenses, research scholars must submit a Research Proposal and a Budget Proposal at least two months before departure. To verify that funding requested for academic research is necessary and justified, research scholars must complete consid-

erably more paperwork and documentation. Please see the “Research Scholar Guidelines” in the Appendix for a more thorough explanation of the additional documentation all research scholars must complete before any funding or air tickets can be released.

A scholar must choose to be either a research scholar OR a regular Academic-Year Scholar. Scholars cannot engage in both full-time coursework and full-time research.

You should declare your intention to conduct full-time research by contacting your scholarship coordinator at the Foundation **at least five months before your planned departure date.**

Medical and Dental Scholars

If you are a physician or dentist, or are studying medicine or dentistry, you may not engage in any direct patient care services, such as hands-on procedures, or be directly involved in or be responsible for the diagnosis or treatment of patients during your scholarship period. The study program of a Rotary Scholar can only include observation, consultation, or research in which there is only incidental or no patient contact. Also, you may not use your scholarship to fund an internship or residency.

MUSIC SCHOLARS

Most music study institutions require a live or taped audition as part of the applications procedure. These auditions may be scheduled as early as May or as late as October of the study year. If you do not pass the audition, you should apply as an “occasional student” (nondegree status pursuing full-time course work) at that same study institution.

Note that some special guidelines apply to music scholars:

- If an audition is mandatory, notify your scholarship coordinator at the Foundation.
- If you must make an advance trip to and from the study country for an audition, you are responsible for all related costs.
- If you must depart early for an audition, remember that the Foundation will not pay for your living expenses before the award year.
- Scholarship funding for airfare, language training, tuition fees, and room and board expenses will not be released until admission is confirmed in writing.
- Study institution reassignments due to an unsuccessful audition will not be approved by the Foundation, unless you are also denied admission as an “occasional student.”
- The Foundation will not pay for private music lessons.
- The Foundation will not pay excess luggage fees for the transport of large instruments. If you choose to bring your own instrument instead of renting one from your assigned study institution, all fees associated with transport of the instrument are your personal responsibility.
- To receive additional funds for piano rental, including tuning and delivery, you must submit a letter from the study institution stating that practice rooms are not available.
- Some music institutions enforce an age restriction as part of the admission requirement. Before you make lengthy preparation for an audition, make sure you meet any age requirements.
- Auditions at many music schools can be competitive. You may wish to arrange auditions at several music schools in case you are not admitted to your assigned study institution. Any schools where you audition should be reviewed and approved in advance by the Foundation by including them on your Alternate Study Institution Request Form.

REQUIRED LANGUAGE PROFICIENCY AND TRAINING (ACADEMIC-YEAR SCHOLARS ONLY)

LANGUAGE PROFICIENCY REQUIREMENT

Proficiency in the native language of your assigned host country is a mandatory requirement of the Ambassadorial Scholarships Program. Such proficiency will allow you to communicate with your Rotarian hosts and others in your host community, and foster your ability to serve as an ambassador of goodwill. In addition, as indicated on your

Scholarship Acceptance Form, you will also be participating in coursework conducted in your host country's native language.

REQUIRED LANGUAGE EXAM

All Academic-Year Ambassadorial Scholars assigned to study in a country where the native language is not their own are required to complete a language proficiency examination (either TOEFL or Berlitz). This is regardless of any previous exposure to or coursework in your host country's native language.

FOUNDATION-APPROVED LANGUAGE PROFICIENCY EXAMINATIONS

Test of English as a Foreign Language (TOEFL)

If you are assigned to study in an English-speaking country and English is **not** your native language, you must complete the Test of English as a Foreign Language (TOEFL) and have an official score report sent to The Rotary Foundation. The Foundation will also accept the IELTS Examination administered to those scholars assigned to universities in the United Kingdom, Australia, and New Zealand.

The TOEFL institution code for The Rotary Foundation is 9386. Use this code when completing your TOEFL admission ticket to have your score sent directly to the Foundation. Scores that are more than two years old will not be accepted. All score reports must come from the Educational Testing Service, the administrator of the examination. TOEFL application brochures are sent as part of your scholar acceptance packet, if applicable.

As TOEFL exams must be scheduled approximately six weeks in advance and scores are not available until six weeks after the exam, please plan accordingly. **The cost of the examination is the responsibility of the scholar.**

Berlitz Language Examination

If you are assigned to study in a non-English-speaking country where the native language is not your own, you are required to complete a language proficiency examination through Berlitz International, Inc.

Berlitz has designed an exam specifically for Rotary Scholars. You must take this exam no earlier than nine months and no later than five months before the start of your studies. Please contact the Berlitz Language Center closest to you to arrange a testing date.

For Scholars in North America, South America, or Europe:

Abass Wane
Berlitz Language Center
5 Revere Drive, Suite 505
Northbrook, IL 60062-8007 USA
Tel.: 847-509-0338
800-444-2981 (U.S. residents only)
Fax: 847-509-1733
E-mail: northbrook_lc@berlitz.com

For Scholars in Korea:

Revital Golan
Director, Seoul Kang Nam
Sungwoo Academy Bldg. 2-F
1316-17 Seocho-dong, Seocho-gu
Seoul 137-074 Republic of Korea
Tel.: 82-2-3481-5324
Fax: 82-2-3481-3921
E-mail: revival.golan@berlitz.com.sg

For Scholars in Japan:

David Ridges
Berlitz Japan Headquarters
1412 Kudan-Kita Chome
Chiyoda-Ku
Tokyo 102-0073 Japan
Tel.: 81-3-3222-7516
Fax: 81-3-3222-5374
E-mail: testing@lc.berlitz.co.jp

Portions of your Berlitz exam will take place via e-mail, fax, and telephone. If it is inconvenient for you to complete the exam in this manner, or you would prefer to take the exam in person at a local Berlitz Testing Center, please contact Abass Wane at the Northbrook Berlitz Center to make the necessary arrangements.

Please indicate in all communications with the Berlitz Testing Center that you are a **Rotary Ambassadorial Scholar**.

The Rotary Foundation will notify you of your test score within three to four weeks after receiving it from the Berlitz Language Center that administered the exam. If you do not receive a response from the Foundation within that time, please provide your scholarship coordinator at the Foundation with the name of the Berlitz Language Center and date you took the exam. Your scholarship coordinator will follow up with the Berlitz Language Center to confirm the status of your test score.

LANGUAGE EXAM SCORE

(REQUIRED PREDEPARTURE DOCUMENT FOR ACADEMIC YEAR SCHOLARS)

Language exam scores must be received by your scholarship coordinator at The Rotary Foundation approximately five months before the start of your assigned study institution's academic year. **Failure to submit your score may result in delay or revocation of your award.**

Your score will place you in one of the following three categories:

1. PASS — TRAINING REQUIRED

If your score meets the minimum required by the Foundation but indicates additional language training is needed, **you will be assigned to one month of Foundation-funded training in your host country. This training will take place immediately before your regular academic studies begin, so you will need to plan accordingly.** Funding will not be released without confirmation of enrollment in the Foundation-approved course. The purpose of this language training is to prepare you for your ambassadorial role and the presentations you will need to make to your host Rotary club and other groups.

Completion of the Foundation-funded language course is mandatory. Exceptions will not be made. Please plan in advance for the possibility that you will be required to attend language training for one month before your scholarship period. **Failure to attend required language training may result in revocation of your scholarship.**

2. PASS – NO TRAINING REQUIRED

If your score exceeds the minimum required by the Foundation and indicates you do not require additional language training, you will be exempt from the Foundation-funded course. You may request approval to attend the Foundation-funded course, if you wish, on an exception basis. To do so, you must receive approval from your sponsor Rotarians and scholarship coordinator.

If you obtain a passing score on your Rotary language exam, you are not entitled to receive funds for language training expenses. However, the Foundation Trustees are willing to consider requests for one month of language training for Academic-Year Scholars, provided you complete and submit the Additional Language Training Request Form in the Appendix.

Your letter of support and official program documentation must be submitted to your scholarship coordinator at the Foundation at least two months before the language program's start date. Your scholarship coordinator will petition for approval of your request to attend Foundation-funded language training.

If your request is approved, please note the amount of funding you receive in other categories of your award may be reduced, depending upon costs at your assigned study institution. If you are attending an institution with high living and/or tuition costs, and you are also approved to attend optional language training, you should be prepared to supplement your scholarship with sufficient personal funds for expenses not covered by your award. Please note that the maximum funding amount for a 2004-2005 Rotary Foundation Academic-Year Ambassadorial Scholarship is US\$25,000 or its local currency equivalent. No scholarship award will exceed this amount.

“Although my scholarship period has ended, I will never forget that I was a Rotary Ambassadorial Scholar in Ecuador.”

*— Kumi Hagiwara,
Ambassadorial Scholar, Japan to Ecuador*

3. FAILURE

If your score falls below the minimum required by the Foundation, it will not be considered sufficient for you to undertake your scholarship. Therefore, you will either need to retake the exam or request assignment to a study institution in a country where your native language (or another language in which you are proficient) is spoken.

Generally, scholars that fail the required language examination three or more times will be reassigned to a country where their native language is spoken. Since scholars complete the language ability forms and recommendations as part of their application, failure is not common. However, each year some scholars must be reassigned as a result of poor language scores. Please prepare for your exam thoroughly.

ADDITIONAL LANGUAGE TRAINING REQUIREMENTS

Scholars planning on participating in study programs conducted in English at their assigned study institutions in Europe, South America, Korea or Japan **are not exempt from completing a language proficiency examination in the language of their respective host country**. Exceptions will be considered for scholars assigned to Egypt, India, Hong Kong, and Singapore. However, these scholars are encouraged to participate in a training course for the native language of their host country.

Scholars assigned to African countries where English is the primary language are also encouraged to attend a training session in a local dialect/language, if available.

While English is widely spoken throughout Scandinavia and The Netherlands, it is strongly recommended that scholars assigned to these countries attend a language training session as well.

REQUIRED PREDEPARTURE ORIENTATION

(APPLIES TO ALL AWARD TYPES)

All scholars are required to attend a predeparture orientation offered by their sponsor district. Orientation seminars include training on how to develop and make speeches and presentations. Your scholarship does not cover any costs of attending your predeparture orientation. Please refer to the following Web site for information on a predeparture orientation in your area: http://www.rotary.org/foundation/educational/amb_scho/seminars.html

Failure to attend a predeparture orientation may result in revocation of your scholarship.

"All I can say is that for the most part, I often forgot that I was not at home."

*— Lianne Radmore,
Ambassadorial Scholar, Canada to Ireland*

SECTION 3

REQUIRED PREDEPARTURE DOCUMENTS



PREDEPARTURE

Your involvement in orientations, district conferences, and Rotary meetings with your sponsor Rotarians is all part of preparing for departure. You should plan to attend any orientations offered to you. In addition, The Rotary Foundation requires that you complete a series of procedures and forms. Failure to complete all predeparture requirements by the indicated deadlines may result in revocation of your scholarship.

REQUIRED PREDEPARTURE DOCUMENTS

Most predeparture documents must be completed no later than two months before your departure; some documents must be submitted much earlier. Following the list of these documents is a detailed discussion of each. **No scholarship payment will be made until all the required items are received by your scholarship coordinator. Please refer to the scholarship timeline inside the front cover of this handbook for further clarification.**

1. Scholarship Acceptance Form (included in your Acceptance Packet)
2. Biographical Data/Housing Form (included in your Acceptance Packet; the Housing section of this form is for completion by Academic-Year and Multi-Year Scholars only)
3. Language Exam Score (Academic-Year Scholars only)
4. Proof of Admission to Assigned Study Institution
5. Tuition Cost Information (Academic-Year Scholars only)
6. Medical Certificate (see Appendix)
7. Certificate of Insurance Coverage (see Appendix)
8. Photocopy of the identification page of your passport (see Appendix)
9. Photocopy of your student visa (see Appendix)
10. RITS Travel Option Form (see Appendix)

1) SCHOLARSHIP ACCEPTANCE FORM

Due before 1 April 2004

The signed Scholarship Acceptance Form indicates that you formally accept the offer of The Rotary Foundation Ambassadorial Scholarship and agree to its terms. Please complete the form, providing your proposed scholarship start date on the front and your signature and date on the back. If you are uncertain of your start date, please indicate your best estimate of the month and year in which you will begin studies. The completed Acceptance Form must be returned to your scholarship coordinator no later than 1 April 2004. Failure to do so may result in the withdrawal of your scholarship. Be sure to make a copy of the signed form for your own records.

2) BIOGRAPHICAL DATA/HOUSING FORM

(HOUSING SECTION COMPLETED BY ACADEMIC-YEAR AND MULTI-YEAR SCHOLARS ONLY)

Due before 1 April 2004

This form is in the language of your study country. Before 1 April 2004, affix a recent photograph of yourself to it and return the form, along with your Scholarship Acceptance Form, to your scholarship coordinator. The Rotary Foundation will forward your completed Biographical Data/Housing Form to your host Rotary district to facilitate the appointment of a Rotarian host counselor. Although it is your responsibility to make your own housing arrangements, this form allows you the opportunity to request from your host counselor advance assistance with locating accommodations in your host country. You will not live with your host counselor. Your host counselor may be able to assist you in locating housing. Many scholars find it helpful to work through the housing office of their assigned study institution. In other cases, your host counselor will be able to offer advice on appropriate neighborhoods and local procedures to follow in renting an apartment typical for foreign students in the community. Your host counselor is under no obligation to provide this type of assistance, and it is recommended that you explore accommodation options as soon as possible.

A Note on Traveling With Companions Because the practice of unmarried companions living together is not acceptable to many people of the world, the Trustees have agreed that it is the policy of The Rotary Foundation that such a lifestyle is not appropriate for Ambassadorial Scholars during their scholarship period. Be aware that disregarding this policy may result in revocation of your scholarship, regardless of country.

Homestay Accommodations for Cultural Scholars Cultural Scholars do not need to complete the Housing Form. Because of the short-term duration and cultural nature of these awards, **Cultural Scholars are required to live with host families when available.** You will not live with your Rotarian host counselor. In most cases, you will request homestay accommodations directly from your assigned language training institution. Three-month scholars can expect to stay with one host family, and six-month scholars may stay with one or more families. Your assigned language training institution will usually advise you of your host family appointment approximately two months before you arrive in your study country. When you receive your host family's name and address, write a letter of introduction and include a recent photograph of yourself. Also, provide your host counselor with your host family's contact information. Because of the homestay accommodation requirement, you cannot be accompanied by family members during the scholarship period. The Foundation and your host Rotarians cannot assist anyone other than the scholar in locating accommodations.

3) LANGUAGE EXAM SCORE

(ACADEMIC-YEAR SCHOLARS ONLY)

Due at least five months before your departure

If your assigned institution is in a country whose native language is different from your own, you must take a language proficiency examination. Language exam scores must be received by your scholarship coordinator at least five months before the start of your assigned institution's academic year. *Failure to submit your score may result in delay or revocation of your award.* Please refer to "Required Language Proficiency and Training" in Section 2 of this handbook for more information.

4) ADMISSION TO ASSIGNED STUDY INSTITUTION

Due at least two months before your departure

You are responsible for gaining unconditional admission to your assigned study institution. You must submit a letter of unconditional admission to the institution to your scholarship coordinator at The Rotary Foundation no later than two months before your departure.

5) OFFICIAL TUITION COST INFORMATION

(ACADEMIC-YEAR SCHOLARS ONLY)

Due at least two months before your departure

You must send your scholarship coordinator official documentation from your assigned study institution outlining the academic calendar, required tuition, and any other mandatory fees. A printed page from your study institution's Web site is acceptable. Please underline the tuition cost of with your study program. Without official tuition cost information your award cannot be calculated. Handwritten estimates will not be accepted.

6) MEDICAL CERTIFICATE

Due at least two months before your departure

The Medical Certificate is included in the Appendix of this handbook. Have your physician complete and sign this certificate after you receive a general physical examination. There is no specific medical exam required by The Rotary Foundation. This certificate is required of all scholars. **It should be returned to the Foundation no earlier than five months and no later than two months before departure.** Only the Medical Certificate in this handbook or an exact facsimile will be accepted.

7) CERTIFICATE OF INSURANCE COVERAGE

Due at least two months before your departure

You must obtain insurance for basic major medical expenses, medical evacuation, and repatriation of remains, which meets the minimum coverage requirements specified on the Certificate of Insurance Coverage in the Appendix. Your

scholarship does not cover this expense. **Only the Certificate of Insurance Coverage in this handbook or exact facsimile will be accepted. A certificate or brochure from the insurance company is not acceptable.**

Your insurance coverage should start on or before your departure date and extend through the date you return home. You must purchase your insurance plan in full before you depart for your study country. The requirements indicated on the Certificate of Insurance Coverage are **minimums**. It is your responsibility to verify that the insurance policy you have chosen meets all The Rotary Foundation Scholarship requirements listed on this certificate. You are strongly advised to investigate the actual costs of hospitalization in your study country and obtain additional coverage as appropriate. In addition, you may wish to maintain coverage for medical expenses in your home country, in the event you should need to return home unexpectedly. Travel insurance policies will only provide coverage for hospitalization in your host country.

Your Scholarship Acceptance Packet also includes information on appropriate insurance coverage offered by the Harbour Group, LLC. If you decide to use the Harbour Group, you must contact the company directly. The entire amount due must be submitted in one payment in U.S. dollars and must accompany your insurance application. You should verify with the Harbour Group what form of payment is acceptable. You are not required to use the Harbour Group, LLC. However, if you purchase insurance through a different company, your coverage must meet the minimum coverage requirements as stated on the Certificate of Insurance Coverage.

Insurance plans offered by your assigned study institution are acceptable only if you can verify that they meet all the stated requirements. Some coverage policies offered by universities do not begin until the start of the semester. **These policies will only be acceptable if supplemented by another plan that covers time away from home before your studies begin.** Certain study institutions, however, may require that you subscribe to their plan. It is your responsibility to research any insurance coverage you are thinking of purchasing to make sure that it covers all three categories stated on the Certificate of Insurance Coverage. If you must arrange for insurance that does not meet these requirements, you will have to supplement it with additional insurance to ensure that the requirements stated on the Certificate of Insurance Coverage are met.

National Health Insurance

National or government health insurance is usually not acceptable, as it generally does not meet all Rotary coverage requirements and will not cover you during travel outside your study country.

Restricted Currency Countries

If you are unable to pay the total required amount for insurance in U.S. dollars due to currency restrictions in your home country, you should contact either your sponsor Rotary district officials or scholarship coordinator for advice.

Health Care at Your Assigned Study Institution

The insurance you must obtain for your scholarship period is designed for serious health situations, such as emergency surgery. For more common ailments and health needs such as a cold, many study institutions have a clinic or on-campus health center available to students. The tuition portion of your scholarship may include a health fee, which makes those health services available to you. You are strongly advised to investigate which services are available through your institution's student health facilities.

Medical insurance does not cover personal property insurance. Loss or theft of personal property is not covered by the scholarship.

Insurance for Multi-year Scholars

Multi-Year Scholars are required to obtain insurance coverage for the entire length of the two-year scholarship. However, you may choose to obtain coverage initially for the first year of the scholarship, provided that proof of continuing insurance coverage is submitted for the second year of the scholarship. The Foundation must receive an updated insurance certificate from Multi-Year Scholars at least two months before the start of the next academic year, and Multi-Year Scholars may wish to retain a copy of this form to complete the requirement for the second year.

8) PHOTOCOPY OF PASSPORT

Due at least two months before your departure

A passport is issued by your home country to certify your citizenship and is normally required for international travel. Once you have obtained your passport, send a photocopy to your scholarship coordinator. The copy should include the page with your photograph and personal data, and passport expiration date. Do not send original documents. **Note:** It is also advisable to carry a photocopy of your passport with you to your study country. In the event your passport is lost, it will be easier to replace if you are able to present a photocopy.

9) PHOTOCOPY OF VISA

Due at least two months before your departure

A visa is issued by a country as evidence of permission to enter it and is likely to be required for travel to your host country, depending upon your citizenship and length of stay. You are responsible for obtaining the correct visa that will allow you to study legally in your host country for the duration of your scholarship period. Obtaining a visa can be a lengthy process, often taking several months. You should apply for any required visas as soon as possible, usually after you have been admitted to your study institution. You will need to contact your host country's nearest consulate to determine student visa requirements.

You should also contact your assigned study institution to confirm which type of visa is suitable. **The Rotary Foundation does not issue visa acquisition documents; therefore, your scholarship coordinator cannot assist you in this process or answer questions about visa requirements.**

If no visa is required, please submit written confirmation or other official documentation to your scholarship coordinator from the government or visa-issuing body of your study country or institution. Once you have obtained any required visa(s), send a photocopy to your scholarship coordinator. Do not send original documents. Please see the Specific Country Information sheet included in your Acceptance Packet for more information about your assigned host country's visa requirements.

10) TRAVEL OPTION FORMS (1,2,3)

(ACADEMIC-YEAR AND CULTURAL SCHOLARS ONLY)

Choose the travel option that is the most suitable for you. If you choose Option 1 or Option 2, please complete the appropriate form and submit it to the Rotary International Travel Service (RITS) with a copy to your scholarship coordinator. If you choose Option 3, please submit the form to your scholarship coordinator. Please note that you must submit ONE of these forms.

SECTION 4

TRAVEL INSTRUCTIONS

FOR ACADEMIC-YEAR AND CULTURAL SCHOLARS ONLY
(NOT FOR MULTI-YEAR SCHOLARS)



TRAVEL EXPENSES COVERED BY ACADEMIC-YEAR AND CULTURAL SCHOLARSHIPS

As an Academic-Year or Cultural Scholar, you are entitled to receive one round-trip air ticket between your home and study country, funded by your scholarship award. You may arrange travel in one of three ways by submitting the appropriate form described below. The Travel Option forms are located in the Appendix. Please note that you must submit one of the Travel Option forms to your scholarship coordinator. The form is a required predeparture document.

Travel expenses covered by Academic-Year and Cultural Scholarships:

- **Round-trip airfare** from your home city to your study or language training city (or nearest airport) on the least expensive regularly scheduled air carrier, as determined by the Rotary International Travel Service (RITS).
- **Hotel expense for a forced overnight stay** if required by your RITS travel routing. You will be notified by RITS if this applies to you.
- **Ground transportation costs**, limited to train or bus fare, if necessary to reach your language training or study city from your arrival city.

EXPENSES NOT COVERED BY ACADEMIC-YEAR AND CULTURAL SCHOLARSHIPS:

- Fees incurred for excess baggage
- Transportation to or from home country airport
- Taxicab fare to or from airports
- Expenses for personal stopovers or other personal travel arrangements
- Fees for any changes to your airline tickets
- Hotel/housing expenses incurred upon arrival in study/language training city before start of language training or scholarship period
- Cost of replacing tickets due to their loss or expiration
- Expenses for spouses or dependents

OPTIONS FOR ARRANGING YOUR TRAVEL

Scholars may choose from three options to arrange their travel. Please read about the options carefully and decide which one is best for you. Next, complete the travel form (located in the Appendix) for the option you have selected and submit the form directly to the RITS office located at the Rotary International World Headquarters in Evanston, Illinois, USA, or to one of the RITS-designated travel agencies (see Appendix) no later than two months before you expect to depart for your host country. Submit a copy of your travel option form to your scholarship coordinator. RITS is staffed by Rosenbluth International Travel Service and is located at Rotary International World Headquarters. RITS also has designated agencies in nine other countries. (See Appendix).

OPTION 1 — RITS FORM (SEE APPENDIX)

Scholar arranges for and purchases ticket through RITS

If you choose Option 1, you will arrange your travel through RITS. After you submit your form, indicating the dates and destinations necessary for your scholarship study, a RITS travel agent will contact you with a suggested travel itinerary. You will decide if the itinerary meets your needs, and notify the RITS agent about any problems or concerns. When you agree upon an itinerary, a reservation will be held for you. You must submit all of your required predeparture documents to your scholarship coordinator at the Foundation. When your scholarship coordinator has received all of your required predeparture documents, he or she will authorize RITS to purchase and send the air tickets to you. The Rotary Foundation will pay RITS directly for your ticket from your scholarship funds. There is no direct expense to you.

Most scholars choose Option 1, because it is convenient and does not require the scholar to spend personal funds and await reimbursement.

INSTRUCTIONS

1. Complete and submit Option 1 RITS Form

Complete the Option 1 — RITS Form and submit it to the appropriate RITS-designated travel agency (see Appendix). Send a copy of the completed form to your scholarship coordinator.

2. Review the travel itinerary

Once your request has been received, a RITS agent will contact you with a travel itinerary for your approval. Review the itinerary and confirm with the agent your travel arrangements and current address.

3. Submit all required predeparture documents to your scholarship coordinator on time

When your required predeparture documents have been submitted to your scholarship coordinator, he/she will authorize RITS to purchase and send your tickets.

4. Examine your tickets carefully

When you receive your tickets, examine them thoroughly. Read the remarks on the attached flight itinerary. Contact the agent immediately with any questions or concerns.

OPTION 2 —SCHOLAR FORM — (SEE APPENDIX)

Scholar arranges for and purchases ticket

If you can find a very economical round-trip ticket from your home city to your study city, and RITS determines that this ticket is less expensive than the ticket it can provide, you will be approved to purchase your own ticket and receive a reimbursement from your scholarship funds. Generally, if the RITS fare is within US\$100 or local currency equivalent of the fare you submit, you will not be approved to purchase your own ticket. Tickets purchased without RITS authorization may not be reimbursed for the full amount.

Option 2 may be attractive for scholars whose awards are expected to approach their maximum limit. If your award reaches its maximum limit, purchasing a lower-cost ticket locally would allow more of your scholarship funding to go toward other expenses. The other advantage of this option is the potential of more award funds being returned to your sponsor Rotarians for use in future programs.

If your award does not reach the financial limit, Option 2 is not recommended. There are some disadvantages to scholars arranging their own travel. First, scholars choosing Option 2 must pay for their air tickets using personal funds. Second, reimbursement will be issued in the host country currency. This means that reimbursement may not be received for months after a scholar initially pays for a ticket.

Reimbursement Procedure

If authorized to purchase your ticket, you will receive reimbursement for the cost noted in your RITS approval notification after you submit a copy of your ticket to your scholarship coordinator. Your reimbursement will be included in one of your scholarship payments *in the currency of your host country.*

If denied authorization to purchase your ticket, RITS will make travel arrangements for you and send you a travel itinerary. RITS will wait for your confirmation of the arrangements and itinerary and verification that all of your predeparture documents have been submitted, before purchasing the tickets and sending them to you.

Instructions

1. Complete the **Option 2-SCHOLAR Form.**
2. Obtain a **travel itinerary** from a travel agent or airline, showing the airline, flight numbers, dates, routing, and fare quote for the ticket you want to purchase.
3. Submit **both documents** to the RITS office in Evanston, Illinois,, USA. RITS will compare your airfare to the airfare it is able to obtain and inform you via e-mail or fax whether you are authorized to purchase your own ticket.

OPTION 3 WAIVER FORM – SEE APPENDIX

Scholars who choose Option 3 waive their option of having air travel paid for with scholarship funds. This option is recommended for Academic-Year Scholars whose awards will exceed the scholarship financial limit. Scholars choose this option because scholarship funding can be applied toward high tuition expenses.

WHEN TO BEGIN MAKING YOUR TRAVEL PLANS

Academic-Year Scholars who are not required to take a month of language training should generally begin making travel plans when they have received unconditional admission to their assigned study institution. Normally, once a scholar is admitted to the institution, it will provide term dates and dates of housing availability.

Academic-Year Scholars who are required to attend language training should begin making their travel arrangements when they have received an official letter of unconditional admission from their assigned study institution AND have arranged to attend one month of language training.

Cultural Scholars should begin travel planning once they have received confirmation of enrollment from the assigned language study institution.

All Academic-Year and Cultural Scholars **MUST** make travel plans at least two months before the planned departure date. When you begin making your travel plans, arrange to submit your completed predeparture documents as soon as possible. Your RITS agent will make a reservation for you, but this reservation cannot be held indefinitely. To receive your tickets, which can take up to ten business days, it is extremely important that you send all of your required predeparture documents to your scholarship coordinator at The Rotary Foundation on time.

SELECTING YOUR DEPARTURE AND RETURN DATES

DEPARTURE

Please read these guidelines carefully. Your award will not cover the cost of hotel/housing expenses that you may incur if you arrive ahead of your official scholarship period. If you arrive early and must stay in a hotel for some days, this cost is your personal responsibility.

Academic-Year Scholars with NO language training

Academic-Year Scholars who do not require language training should plan on arriving in the host country immediately before the start of the scholarship period. Arriving more than two weeks in advance is discouraged. Generally, scholars should plan to arrive when they will be able to access their permanent housing. If you cannot make your housing arrangements until you arrive, remember that hotel expenses before the start of your scholarship period are not covered by your scholarship.

Cultural Scholars and Academic-Year Scholars requiring language training

Cultural or Academic-Year Scholars requiring language training should arrive on or around the day institute-arranged housing is available. This is usually only a couple of days before the start of classes.

Your award will not cover the cost of hotel/housing expenses that you may incur if you arrive before the start of your scholarship period. If you arrive early and must stay in a hotel for some days, this cost is your personal responsibility.

Personal Travel en route to your Assigned Study Institution

In most cases, RITS is willing to accommodate personal travel requests. Any expenses incurred for voluntary stopovers or additional personal arrangements must be paid for with personal funds before RITS can issue your tickets.

RETURN

All Ambassadorial Scholars are required to return to their sponsor districts **within 90 days** of the end of their scholarship period. Please arrange your return with this date in mind. Immigration laws of your host country may also affect the length of your stay. Before choosing your return date, make sure to investigate how long you can legally stay in your host country.

Staying in your host country longer than one year

Round-trip airline tickets are only valid for 12 months from the date of departure and they cannot be extended. If your study program lasts longer than 12 months and you plan to complete this longer program using personal funds, a round-trip ticket may not be the best option for you. If so, you may complete the Option 1 or 2 forms as directed above, indicating that you are requesting one-way ticketing.

To determine the amount of funding you will receive for travel, RITS will review your Travel Request Form and determine the lowest round-trip airfare for your travel entitlement (round-trip from your home city to your study city). This will be the maximum amount of funding you are eligible to receive for air transportation. For your return ticket, you will receive the difference between the lowest round-trip airfare amount and the cost of your one-way ticket to your study country. Your scholarship coordinator will include the amount of this difference in one of your scholarship payments. You will be responsible for arranging your own return home ticket using the funds provided. Any additional costs associated with purchasing your return home airline ticket will be at your own expense.

If you intend to remain in your host country more than 90 days beyond the official end of your scholarship period, you will be required to complete the Postponement of Return Home Form in the Appendix, including either the Option 1 or Option 2 section as stated above.

Returning home during the scholarship period

Ambassadorial Scholars are discouraged from returning home in the middle of their scholarship period, and are prohibited from using RITS-issued tickets to do so.

Changing your return date after the ticket is issued

Airline tickets cannot be extended beyond their period of validity. Tickets booked for Academic-Year Scholars will **only be valid for 12 months from the date of travel**. If your return ticket expires, The Rotary Foundation will not provide you with a second ticket to return home.

If you would like to change the date of your return travel and the new date falls within 12 months of your original departure date, you must contact the RITS agent you worked with. You may also contact the airline directly. Any cost for changing your return date is your responsibility (you may use your Contingency Fund for this expense, if you like). If you decide to change your return date, it is best to do so at least three months before the date of your original return ticket.

If you decide to change your return date and the new date of return is more than 12 months after your original departure date, you will have to purchase your own new one-way ticket.

SPECIAL CIRCUMSTANCES

MUSIC SCHOLARS

Your Ambassadorial Scholarship covers one round-trip airline ticket between your home and study or language training cities. If you travel to your study city to audition in person, you must do so at your expense. You will not be provided with any scholarship funding or RITS airline tickets until you are granted admission to your assigned study institution and have met all predeparture requirements.

SCHOLARS TRAVELING BY AUTOMOBILE, TRAIN, OR FERRY

If you plan to travel to and from your study country by automobile, train, ferry, or a combination of these, submit the Option 2 — SCHOLAR Form. Be advised that if you travel by these means, you will only be reimbursed up to the lesser of the actual cost of your travel or the equivalent of the lowest possible airfare as quoted by RITS.

TRAVEL DIFFICULTIES

DELAYS/MISSED CONNECTIONS

If you experience delays en route that affect the international portion of your travel and have difficulty rearranging travel with the airlines, contact RITS. A 24-hour emergency telephone number will be listed on your itinerary.

LOSS OF RITS-ISSUED TICKET

Keep your tickets in a safe place. Remember that in most cases, you have a round-trip ticket. This is your ticket home. If you lose your ticket, The Rotary Foundation cannot pay for a replacement, but it is possible that a duplicate ticket could be arranged. If you lose your ticket, please contact your RITS agent or the airline immediately. You will be responsible for any fees incurred to replace or reissue your ticket.

If a RITS-designated travel agency is not located in your country, please send your request to the RITS office in the USA.

SECTION 5

SCHOLARSHIP FINANCES



LENGTH OF AWARD

Your scholarship funding covers only the period indicated by your scholarship type. Scholarship awards cannot be changed from one type to another, such as from Multi-Year to Academic-Year.

Academic-Year Scholarships: If you are an Academic-Year Scholar, your scholarship includes funding for one regular academic year of study at your assigned study institution. An academic year usually comprises two semesters or terms, or three quarters of full-time study that averages nine months. Depending on your assigned study institution's academic calendar, your scholarship period may vary from eight months in Canada to nine months in the United States and the United Kingdom to 10 months at some universities in Australia, South Africa, and South America.

The scholarship is not intended to cover the full cost of special degree programs that may extend beyond your assigned institution's regular academic year, such as 12-month masters programs. **Requests to extend the length of your scholarship award will not be approved.**

Multi-Year Scholarships: If you are a Multi-Year Scholar, your scholarship is intended to offset the costs of full-time study at your assigned study institution for two consecutive years.

Cultural Scholarships: If you are a 3- or 6-month Cultural Scholar, your award includes funding for three or six consecutive months of intensive language training at the assigned language study institution, depending on the scholarship awarded.

SCHOLARSHIP DISCLAIMER REGARDING LENGTH OF STUDY

Rotary International, The Rotary Foundation, your assigned study institution, and any Rotary district, club, or individual Rotarian are in no way responsible for enabling you to pursue your studies beyond your scholarship period. If you choose to pursue studies beyond that period, all expenses will be your responsibility.

AMOUNT OF SCHOLARSHIP AWARD

GUIDELINES FOR ALL SCHOLARSHIP AWARDS

The financial limit of your scholarship will vary, depending on the type of the scholarship you have received. This section provides specific information about the calculation of each award type. However, some general guidelines apply to all Ambassadorial Scholars, regardless of award type. Please read these guidelines carefully.

SCHOLARSHIP AWARD FUNDS FOR SCHOLAR USE ONLY

If your spouse and/or dependents accompany you to your study country, their expenses will be your personal financial responsibility.

RETURN OF UNUSED SCHOLARSHIP FUNDS RECEIVED IN SCHOLARSHIP PAYMENT

You should return any unused scholarship funds remaining at the end of your scholarship period to the Foundation. The unused funds will then be returned to your sponsor Rotarians, who provided the funds for your scholarship. They may use these returned funds for future Foundation educational or humanitarian programs. Please complete and enclose the Return of Unused Scholarship Funds form (see Appendix) when you send your check to the Foundation.

EXPENSES NOT COVERED BY SCHOLARSHIP FUNDING

You should bring sufficient personal funds with you for all expenses not covered by your scholarship. If possible, take an internationally recognized credit card. You may also wish to investigate the possibility of using automated teller machine cards from your home country bank.

In addition to most personal and miscellaneous expenses, **the following specific costs are not covered by your scholarship:**

- Application fees, including admission, passports, or visas
- Inoculations

- Insurance (medical, property, and automobile), including the insurance deductible expense
- Medical care (including dental care)
- Clothing and laundry
- Cooking utensils, toiletries, magazines, gifts, etc.
- Telephone installation and use
- Entertainment and personal travel
- Computer hardware or software and Internet access
- Professional/technical equipment or supplies
- Purchase or maintenance of an automobile, bicycle, or any form of personal transportation
- Additional baggage fees charged by airline
- Cost of shipping personal belongings to or from your study country
- Costs for transporting musical instruments to and from your study country
- Refundable deposits (such as housing security deposits and utility deposits)
- Transportation costs for Rotary events and orientations
- Housing and meal expenses beyond the Room and Board Scholarship Funding provided by The Rotary Foundation
- All expenses for spouse and dependents
- Transportation to and from the airport in your home country
- Housing expenses in your home country during your scholarship period
- Any taxes you may owe as a result of receiving the scholarship

ROTARY FUNCTIONS AND TRAVEL-RELATED COSTS

Clubs that extend invitations may provide you with funds for travel to Rotary club functions and Rotary district conferences, and for other out-of-pocket expenses. You may also use part of your scholarship Contingency Fund for such expenses. The funds provided by your host club and district vary according to their individual policies and the functions involved. Your scholarship coordinator cannot advise you on the funding available for Rotary related travel expenses.

FUNDING FROM OTHER SOURCES

Academic-Year and Cultural Scholars must report additional funding or awards in writing to the Foundation immediately. During your scholarship period, you are permitted to accept additional scholarships, assistantships, travel grants, waivers of tuition, continuance of salary from your permanent employer, and/or gainful employment from another organization. However, employment must not interfere with your ambassadorial duties or the amount of time devoted to your study program and must comply with your visa regulations.

The Foundation will not provide funding for tuition or transportation covered by another scholarship, grant, assistantship, award, or waiver. If your scholarship payments include funding for tuition or transportation expenses that are covered by another funding source or waiver, your scholarship funding amount will be adjusted and you are required to return the tuition or transportation scholarship funds to the Foundation. For example, if you receive a tuition waiver from your assigned study institution due to a special grant or student assistantship and also received in your scholarship payment funding to cover the full tuition fees, you are required to return the portion of the tuition funding provided in your scholarship payment that is covered by the waiver. Tuition funding cannot be used to cover expenses for another funding category, such as room and board.

If your scholarship will not cover all of your expenses due to high tuition fees at your assigned study institution, the Foundation strongly recommends that you look for additional funding as needed, well in advance of your departure.

Do not request the Foundation to provide funding beyond the amount of your scholarship award. All Ambassadorial Scholarship funding is provided by individual Rotary districts or private donations. The Foundation does not have funding available for scholars whose costs exceed their scholarship award or who plan to extend their study period.

TAXES ON SCHOLARSHIP FUNDS

Depending on tax laws in your home and host countries, your scholarship may be taxable in part or in full. Your scholarship does not include funding for any expenses you incur regarding payment of tax on your scholarship funds.

It is **your** responsibility to investigate tax regulations pertaining to your scholarship funding. Allow yourself adequate time to meet any deadlines you may have. Your Amount of Award Report is the official document that details the specific amount of funding you received from the Foundation. You should keep this document in your files in case you need it for tax purposes. No other tax forms will be issued to you by the Foundation.

Please note that your scholarship coordinator is not qualified to give tax advice. For specific questions on tax treatment of your scholarship, please consult a qualified tax advisor. Scholars from or studying in the United States may also refer to the IRS Web site, www.irs.gov, which has information and forms for downloading.

Because of the large volume of Ambassadorial Scholarship payments issued each year, scholars may not request that their payments be issued in two different calendar years. In addition, after a payment has been issued, the date of payment cannot be revised to reflect payment in a different calendar year. For example, if a payment was issued in December, it cannot be revised to reflect a January payment date.

CALCULATION OF SCHOLARSHIP AWARDS BY TYPE

ACADEMIC-YEAR SCHOLARSHIP AWARDS

For the 2004-05 academic year, all Academic-Year Scholarships have a financial limit of US\$25,000 or its local currency equivalent. **Most scholarship awards will be less than US\$25,000**, depending upon actual costs at the assigned study institution. Funding will cover only the following categories: travel, language training (if approved by the Foundation), contingency funding, tuition fees, and room and board. The Foundation will not pay higher expenses resulting from personal preferences.

The amount of your scholarship award is determined from several sources, including cost information provided from your assigned study institution's financial, housing, and international offices. Your award amount is based on:

- A set contingency fund for books and miscellaneous expenses
- Round-trip travel (if applicable)
- Intensive language training (if approved)
- Tuition fees for a normal course load at your assigned study institution,
- The cost of living for a student in your study city.

All of these cost factors help to determine the amount of your award. The limit of US\$25,000 or its local currency equivalent on all Academic-Year Scholarships does not mean that you will receive US\$25,000. This is the maximum amount you are eligible to receive based on the above costs. Your award amount is not based on the figures that are printed on your visa acquisition documents, as they may include costs not covered by your scholarship. These extra expenses are your responsibility and your assigned study institution may require you to provide proof that you are able to pay for expenses not covered by your scholarship funds.

Please note that the original amount calculated for your scholarship award may later be revised based on actual tuition and transportation costs. If you have received more scholarship funding than your revised award indicates, you are required to return the extra funds immediately. You must submit tuition payment receipts to verify how much you paid for your tuition.

If you have unused scholarship funds at the end of your scholarship period, you are required to return them to the Foundation. The unused funds will then be returned to your sponsor Rotary district for future scholarships or Foundation humanitarian programs. See Return Unused Scholarship Funds (see Appendix) for more information.

Contingency fund

Each scholar will receive a fixed contingency fund of US\$1,800 or its local currency equivalent for necessary textbooks, supplies, initial overspending, costs incurred before the academic year or during breaks, miscellaneous travel expenses, and other unanticipated necessary expenses. You may also use this allocation for ambassadorial costs not covered by clubs or districts, such as the cost of attending the district conference. Additional funds for typing and copying costs, computer equipment, musical instruments and supplies, art or photographic equipment and supplies, drafting supplies, or professional technical equipment (such as dental instruments) are not available beyond the standard contingency fund. **Increases in contingency funding will not be considered.**

Travel

Refer to Section 4, Travel Instructions. For scholars who arrange their travel through RITS, the cost of your air tickets will be paid directly to RITS on your behalf, using scholarship funds. If you are approved to purchase your own airline ticket, you must submit a copy of the ticket and confirmation of its cost before reimbursement can be issued. In this case, the funds will be paid to you in your host country's currency, in one of your award payments.

Language training

Refer to "Required Language Proficiency and Training" in Section 2. If you are approved by the Foundation to attend language training in your host country, your scholarship will include funding for one-month of language training fees and living costs. In most cases, you will receive information and instructions from the Foundation regarding enrollment in a language training institution. If the institution requires an enrollment deposit, please contact your scholarship coordinator before making any deposit payments.

Expenses NOT covered by scholarship funding include language training that is:

- Undertaken in your home country before departure;
- Not approved by the Foundation; and
- For a longer period than that approved by the Foundation.

TUITION FEES

Official tuition fee documentation from your Assigned Study Institution is required. Submit this information to your scholarship coordinator at the Foundation as soon as it is available to expedite calculation of the amount of your scholarship award. Your scholarship includes funding for registration, tuition fees for a normal course load as defined by your assigned study institution, and other mandatory educational fees (university-required insurance fees are not covered by your scholarship funding).

You are responsible for paying tuition fees directly to your assigned study institution.

Your tuition fees will be included in your scholarship award amount as appropriate, based on cost information received from you, your assigned study institution, and other resources. Tuition payment receipts must be submitted with the First Report and are due two months after the start of your scholarship period. The Foundation will not pay for any courses beyond a normal course load.

Aside from tuition fees charged by your assigned study institution, **it is possible that you will encounter other fees or charges associated with the institution.** Please consider the following information when determining which costs may be included in the tuition fees covered by your scholarship and which costs are your personal responsibility.

Special course costs

Courses with unusual costs, such as field trips, conferences, etc., must be reviewed by your scholarship coordinator before funding will be considered. You will need to submit a statement from your academic advisor confirming that the field trip or conference is required or needed to enhance your studies. This statement must confirm that the advisor supports the funding amount requested. You will need to submit documentation of costs for transportation, registration fees, and room. Estimates of costs without documentation are not acceptable.

Advanced deposits for tuition and housing fees

Some institutions may require payment of advance deposits for tuition and housing fees. **The Rotary Foundation does not pay advance deposits to institutions.** You are responsible for paying all advance deposits. You will be reimbursed in your first scholarship payment for advance deposits that are covered by scholarship funding. As a Rotary Ambassadorial Scholar you may wish to request the institution to waive or reduce the advance deposit until you arrive in your study country and receive your scholarship funding.

Refundable deposits

All refundable deposits, such as security deposits for housing, and deposits for telephone and utilities, are not covered by scholarship funding and are your responsibility.

Research scholars

If you have chosen research as your primary focus, please refer to “Special Study Fields” in Section 2 for more information. Research scholar awards are calculated the same as non-research scholars, except for tuition fees.

Room and board

You will receive a predetermined room and board stipend based on the reasonable living costs for a typical student in your study area. You must locate housing and purchase food within this fixed budget unless you can supplement these funds from other sources. The Rotary Foundation establishes room and board stipends for the upcoming year in May or June before the start of the scholarship year on 1 July. The stipend is based on information provided by previous year scholars’ reports, university living expenses information, and local Rotarian advice. If you are accompanied by your spouse and/or dependents, you will not be allocated additional funding. The cost of any necessary public transportation for daily commuting between your residence and study institution is also included in this allocation, in case on-campus housing is not available. **Increases in the amount of room and board funding will not be considered.**

You will receive room and board funding for the length of the regular academic year at your assigned study institution, provided your award has not reached the financial limit of US\$25,000 or its local currency equivalent. In most cases, the academic year will be nine months long and you will receive nine months of room and board funding. **Please note that you will not receive funds for an entire calendar year of 12 months and such requests will not be approved.**

ALLOCATION OF FUNDING

(Academic-Year Scholars only)

The Foundation gives priority to allocating scholarship funds in the following order:

1. Contingency fund (all scholars will receive US\$1,800 or its local currency equivalent)
2. Transportation
3. Language training (if approved)
4. Tuition fees
5. Room and board

Funding for room and board may be reduced due to the cost of transportation, any approved language training, and/or tuition fees at your assigned study institution. For example, if travel, language training, contingency fund, and tuition costs for your scholarship approach or exceed US\$25,000, you will receive a reduced allocation for room and board. In some cases, scholars may not receive funds for some of the items listed above, such as waived transportation costs (see OPTION 3 – WAIVER Form in the Appendix), or tuition fees covered by another funding source. Your Amount of Award Report, which you will receive closer to the time of your departure, will detail how much scholarship funding you will receive in each category listed above. **Please note that scholarship funding allocated for tuition fees cannot be used for another category.**

MULTI-YEAR SCHOLARSHIP AWARDS

For 2004-05, the Multi-Year Scholarship is a flat grant of US\$12,500 or its local currency equivalent for each year of the scholarship period. Scholars are granted US\$25,000 or its local currency equivalent for a two-year award. Funding is intended to supplement the costs of pursuing one academic degree, except in the UK where two one-year degrees are acceptable. Scholars are responsible for arranging and purchasing their own round-trip transportation. The Section 4, Travel Instructions is NOT for Multi-Year Scholars. **Please note that a Multi-Year Scholarship award CANNOT be changed to an Academic-Year Scholarship award. You cannot extend a one-year program over two years.**

CULTURAL SCHOLARSHIP AWARDS

CALCULATION OF AWARD

For the 2004-05 academic year, there is a financial limit of US\$12,000 or its local currency equivalent for three-month Cultural Scholarships and US\$19,000 or its local currency equivalent for six-month Cultural Scholarships. Funding is provided for round-trip transportation between your home and study cities; a contingency fund for books, supplies, and miscellaneous expenses; tuition fees (required insurance fees are not covered by your scholarship funding); and reasonable room and board (homestay accommodations, if available). The Foundation will not pay higher costs resulting from personal preferences.

Contingency fund A fixed allocation of US\$600 or its local currency equivalent is provided for three-month Cultural Scholars and US\$1,100 or its local currency equivalent for six-month Cultural Scholars. These amounts are intended to cover books and supplies, ambassadorial costs, attendance at the district conference, and unanticipated expenses. Contingency fund increases will not be considered.

Travel Refer to Section 4, Travel Instructions. If you are approved to purchase your own airline ticket, before you can receive reimbursement you must submit a copy of your ticket and confirmation of cost. Reimbursement will be issued in the currency of your host study country.

Tuition fees Your scholarship includes funding for registration, tuition fees for a normal course load, and any other mandatory educational fees (required insurance fees are not covered by your scholarship funding). If the Foundation has a direct billing arrangement with your language training institution, your fees will be paid directly to that institution. If not, the funds for tuition fees will be included in your scholarship payment and you are responsible for paying the language school. The cost of tuition fees will be included in your scholarship award amount, based on cost information received from you or the language school.

Advance deposits You are responsible for paying all advance deposits. You will be reimbursed in your scholarship payment for any advance deposits that are covered by scholarship funding. As a Rotary Ambassadorial Scholar you may wish to request the institution to waive or reduce the advance deposit until you arrive in your study country and receive your scholarship funding.

Refundable deposits All refundable deposits, such as security deposits for housing and deposits for telephone and utilities, are not covered by scholarship funding and are your responsibility.

Room and board Sufficient funds will be provided to cover the cost of your homestay accommodations. In some cases, the Foundation may have a direct billing arrangement with your language training institution and will pay the institution directly for your room and board costs.

If your language school does not provide homestay accommodations, you will receive a predetermined room and board stipend based on the reasonable living costs for a typical student in your study area. You must locate housing and purchase food within this fixed budget unless you can supplement these funds from other sources. The Foundation establishes the room and board stipends for the upcoming year in May or June before the start of the scholarship year on 1 July. The stipend is based on information provided by previous year scholars' reports, university living expenses information, and local Rotarian advice. The cost of any necessary public transportation for daily

commuting between your residence and study institution is also included in this allocation, in case on-campus housing is not available. **Increases in the amount of room and board funding will not be considered.**

DISBURSEMENT OF PAYMENTS

NOTE: No funding of any type will be provided until you have submitted all required predeparture documents.

Amount of Award Report – All award types

Before your departure, you will receive an **Amount of Award Report** (see sample in the Appendix). This report provides information about your scholarship funding. The report will be sent to you by your scholarship coordinator after you have confirmed your admission, tuition cost information, and any approved language training, usually four-to-six weeks before your studies begin.

The Amount of Award Report will advise you of the amount of scholarship funding that you will receive. Your award will be divided into categories, such as airfare, contingency fund, tuition and required fees, room and board, etc. The award will also be divided by funds paid to you and funds paid on your behalf through direct billing arrangements with the Foundation, such as RITS and some language schools.

The Amount of Award Report will include the amount of each of your scholarship payments. The payment amounts are listed in the *Payment Currency* provided at the top of the report. The payment amounts do not include funds paid on your behalf, such as RITS or language school.

- Most Academic-Year Scholars will receive two payments.
- Multi-Year Scholars will receive four payments (two for each year).
- Cultural Scholars will receive one payment.

The Amount of Award Report will include the name and contact information of your Rotarian host counselor. In most cases your host counselor will receive your first scholarship payment and present it to you after your arrival in your study country. If your host counselor's name is not listed in the report, it will be provided to you at a later date.

The Rotary Foundation and Rotary International assume no responsibility other than to provide the specified funds for the scholarship specified in the Amount of Award Report. All Academic-Year and Multi-Year Scholars are responsible for making payments for award-year expenses using the scholarship funds provided by the Foundation. **If you receive more scholarship funds than you use, the surplus must be returned to the Foundation.**

ACADEMIC-YEAR SCHOLAR PAYMENTS

First payment Your first scholarship payment covers the first half of your study year and is generally sent in care of your host counselor or another Rotarian whose contact information you will receive before departure. The first payment will arrive shortly before the beginning of the academic year, provided that all required predeparture documents have been received by the Foundation. With few exceptions, scholarship payments are issued in the currency of the study country. Your Amount of Award Report will indicate the currency in which your payments will be issued.

Your tuition fees will be included in your first scholarship payment, according to the payment schedule of your assigned study institution. For instance, in the UK, funds to cover scholars' full-year tuition fees will be included in their first scholarship payment. In most other locations, scholars will receive funds to cover their first semester tuition fees in their first payment.

You are responsible for paying the study institution for your tuition fees. Half of your contingency fund, half of your room and board allocation, and all language training funds, if necessary, are also included in the first payment. If you have been approved for language training by the Foundation, you will either receive these funds in your first scholarship payment, or your language training school will be paid directly by the Foundation.

Second payment Your second and final payment, covering the second half of your study year, will be sent directly to you approximately four months after your scholarship period begins, which is the start date listed on your Amount of Award Report. However, your second payment is contingent upon submission of your First Report to specified Rotarians and the following items submitted to your scholarship coordinator at the Foundation:

- First Report
- Current mailing address
- Confirmation of Costs Form (see Appendix)
- Required Presentations Form (see Appendix)
- Copy of tuition payment receipts showing that tuition fees have been paid appropriately
- Copy of your airline ticket and confirmation of ticket cost, if you were approved to purchase your own ticket

If you do not send these items to your scholarship coordinator at the Foundation two months after your scholarship begins, the Foundation may hold your second payment or send it to your Rotarian host counselor. In this case, the payment will be held until you fulfill these requirements.

Please note that the amount of your second payment may be adjusted based on actual tuition fee costs and transportation costs. If transportation funding was not included in your Amount of Award Report, your award will be adjusted. If your tuition fees are different from the amount shown on your Amount of Award Report, your award will be adjusted. You will receive a revised Amount of Award Report whenever the amount of your scholarship award is revised.

MULTI-YEAR SCHOLARSHIPS

First payment Your first payment of US\$6,250 or its local currency equivalent is for the first half of your first study year and is sent in care of your host counselor or another Rotarian, whose contact information you will receive before departure. The first payment will arrive shortly before the beginning of the academic year, provided that your required predeparture documents have been received by the Foundation. With few exceptions, scholarship payments are made in the currency of the study country. Your Amount of Award Report will indicate the currency in which your payments will be issued.

Second payment Your second payment of US\$6,250 or its local currency equivalent is for the second half of your first study year and will be sent directly to you approximately four months after your study program begins, provided your scholarship coordinator and specified Rotarians have received your First Report for the first year. If you do not send the report and your current address two months after your studies begin, the Foundation may hold your payment or send it to your host counselor. In this case, the payment will be held until you fulfill this requirement.

Funding for the Second Year Funding for the second year of Multi-Year Scholarships is not automatic but is contingent upon successful academic progress and submission of satisfactory reports and proof of insurance coverage. Before you can receive your first scholarship payment of your second study year, the Foundation must receive the following documents at least two months before the start of your next scholarship year:

- A new Certificate of Insurance Coverage confirming you have obtained the required insurance coverage for the upcoming year of study; and
- A letter from your academic advisor which states that you are in good academic standing and will be continuing your studies for another full academic year.

Scholarship payments for your second year will also be released in two disbursements. The first payment of the second year will be sent in care of your host counselor at the beginning of the second academic year. The second payment of the second year will be the last of your four payments. You must submit the First Report for the second year two months after the beginning of your second academic year. Your final payment will be sent directly to you after your report is received. The final payment is normally sent four months after the start of the second academic year.

CULTURAL SCHOLARSHIPS

Both three-month and six-month Cultural Scholars will receive a single payment, sent in care of the host counselor or another Rotarian, whose contact information you will receive before departure. For Cultural Scholars assigned to study in Central America, Taiwan, and Hong Kong, your scholarship payment will be sent to you in your home country before your departure, provided that the Foundation has received all of your required predeparture documents. If the Foundation does not have a direct billing agreement with your study institution, funding for your tuition fees will be included in your payment.

RETURN OF UNUSED SCHOLARSHIP FUNDS

Funds that remain after a scholarship award is calculated, or funds that are returned by the scholar at the conclusion of their scholarship, will then return to the sponsor Rotary district for future Foundation educational or humanitarian programs.

Often scholars' awards do not reach their upper limit (US\$25,000 for Academic Year Scholars, US\$12,000 for three-month Cultural Scholars, US\$19,000 for six-month Cultural Scholars). For example, if an Academic Year Scholar's award totals US\$20,000, then \$5,000 remains unused. These remaining funds automatically return to the sponsor Rotary district at the end of the program year.

When scholars do not use all of the scholarship funds paid to them, they are required to return the unused portion to The Rotary Foundation. Please complete the Return of Unused Scholarship Funds form (see Appendix) and mail it and a check payable to "The Rotary Foundation" to your scholarship coordinator at the Foundation.

APPENDIX (FORMS AND GLOSSARY)



REQUIRED PREDEPARTURE DOCUMENTS

- Certificate of Insurance Coverage
- Medical Certificate
- Form for the copies of your passport and visa
- Travel Option Forms (1, 2, 3)

RITS DESIGNATED TRAVEL AGENCIES

PREPARATION-PHASE DOCUMENTS

- RITS Affiliates Contact Form
- Questions to Ask Yourself Before Purchasing an Insurance Plan
- Sample Amount of Award Report
- Amount of Award Report — Glossary of Terms
- Research Scholar Guidelines
- Research Scholar Form
- Language Proficiency Requirements
- Additional Language Training Request Form
- Alternate Study Institution Request Form
- Northern and Southern Hemisphere Statements of Nontraditional Start
- Cultural Awareness Resource List
- Rotary Foundation Programs
- Preparing for Your Rotary Presentations
- Fax Cover Sheet (for faxing documents to your scholarship coordinator)

DOCUMENTS USED DURING SCHOLARSHIP PERIOD

- First Report Cover Page
- Confirmation of Costs Form
- Required Presentations Form

DOCUMENTS USED AFTER SCHOLARSHIP PERIOD

- Return of Unused Scholarship Funds Form
- Final Report Cover Page
- Scholarship Evaluation Form
- Rotary Scholar News Form
- Postponement of Return Home Form

GLOSSARY OF TERMS

These forms and the handbook are also available for download at <http://www.rotary.org/newsroom/downloadcenter/foundation/educational.html#scholarships>

REQUIRED PREDEPARTURE DOCUMENT:

DUE TO YOUR SCHOLARSHIP COORDINATOR NO LATER THAN TWO WEEKS BEFORE

CERTIFICATE OF INSURANCE COVERAGE FOR ROTARY FOUNDATION AMBASSADORIAL SCHOLARS

Type or print the requested information in all boxes. We also encourage you to review "Questions to Ask Yourself Before Purchasing an Insurance Plan" (also in the Appendix) before purchasing insurance. Only this certificate or exact facsimile will be accepted. A certificate or brochure from the insurance company will not be accepted as fulfillment of this requirement.

I hereby certify that I have investigated actual costs of hospitalization/medical care in my study country(ies) and have obtained insurance coverage in accordance with these costs, valid in the country(ies) in which I will travel and study during my participation in The Rotary Foundation Ambassadorial Scholarships program. This insurance coverage satisfies at least the minimum amount of insurance coverage required by The Rotary Foundation as follows:

CATEGORY 1. US\$50,000 or equivalent for basic major medical expenses, including accident and illness expense, hospitalization, and related benefits:

Name of company issuing basic major medical care and hospitalization coverage: _____

Company's contact person and telephone number: _____

Your individual/group policy number(s): _____

CATEGORY 2. US\$10,000 or equivalent for medical evacuation:

Name of company issuing medical evacuation coverage: _____

Company's contact person and telephone number: _____

Your individual/group policy number(s): _____

CATEGORY 3. US\$7,500 or equivalent for repatriation of remains:

Name of company issuing repatriation of remains coverage: _____

Company's contact person and telephone number: _____

Your individual/group policy number(s): _____

I further certify that if my insurance coverage was already in effect and/or was obtained locally, I have examined this coverage and I confirm that my policy provides the required minimum coverage for basic major medical expenses, including accident and illness expense, hospitalization, and related benefits; medical evacuation; and repatriation of remains, and is valid in the country(ies) in which I will travel and study while a Rotary Scholar. (Please indicate below the inclusive period this insurance will be in effect. The insurance coverage must be effective from your planned date of departure for your study country through the date of your return home.)

Start Date: ____ (day) ____ (month) ____ (year) ➔ **End Date:** ____ (day) ____ (month) ____ (year)

Your name (printed): _____

Your signature (signed): _____



Questions to Ask Yourself Before Purchasing an Insurance Plan

1. Will my insurance coverage be effective for the entire time of my scholarship, from the moment I board the plane/train to leave my home country up until the moment I reenter my home country?
2. Do I already have coverage through my personal, employer's, or parents' insurance plan?
3. Although national health insurance may be required or available in my study country, what emergencies are not covered by such a plan, e.g., emergency medical evacuation, repatriation of remains, injuries while vacationing outside my study country, accidental death and dismemberment, etc.?
4. How would I file a claim from abroad?
5. How long would it take for a claim to be processed and to receive reimbursement?
6. Would any reimbursements be sent to my home address or study country address?
7. What is the basic medical deductible amount and what does it include?
8. If I need to obtain prescription drugs overseas, would I be reimbursed for all or part of these expenses?
9. Do I anticipate needing routine, nonemergency health services while abroad, and are they covered?
10. Are mental health services covered?
11. How does the plan define and exclude preexisting medical conditions? Do I have a condition that would be defined as pre-existing and therefore have no coverage if I needed treatment?
12. How does the plan cover hospitalization?
13. Although my plan may have a high claims ceiling for basic medical expenses, what percentage must I pay within each expense "band" or "range" within this ceiling? For example, paying 50% of the first US\$100,000 of the claims is not as favorable as paying 80% of up to \$5,000 of the claims, and then 0% of the claims over \$5,000.
14. Does the plan offer an overseas administrator who maintains an office in or near my study country to provide emergency customer service through a toll-free telephone line while abroad?
15. Does the plan cover immunizations required before my departure for the study country?
16. Do I still have to purchase my study institution's student insurance coverage, even though I have obtained The Rotary Foundation's minimum required coverage?
17. Are dental care expenses included in the plan? Vision care? Sports injuries? Injuries in motor vehicle accidents? What are the coverage limitations?
18. Is a copy of the insurance policy available in my native language?
19. If I become ill after my return home due to an endemic disease (one native and/or prevalent in my study country), will the treatment be covered?

REQUIRED PREDEPARTURE DOCUMENT:

DUE TO YOUR SCHOLARSHIP COORDINATOR NO LATER THAN TWO MONTHS BEFORE DEPARTURE.
MEDICAL EXAM SHOULD BE PERFORMED NO EARLIER THAN FIVE MONTHS BEFORE DEPARTURE.

MEDICAL CERTIFICATE FOR ROTARY FOUNDATION AMBASSADORIAL SCHOLARS

Please print or type.

Date: _____

I have this day examined: _____

Scholar's Family Name (Please use Roman characters/alphabet) First and Other Names

and found him or her to be in good health and enjoying full working capacity. He or she is physically and mentally able to carry on an intensive program of study and travel away from home.

Examining Physician (please print or type)

Address

City

State/Province

Country

Signature of Physician



REQUIRED PREDEPARTURE DOCUMENT:

DUE TO YOUR SCHOLARSHIP COORDINATOR NO LATER THAN TWO WEEKS BEFORE

PHOTOCOPY OF THE IDENTIFICATION PAGE OF YOUR PASSPORT

Please attach a copy of the identification page of your passport here.

PHOTOCOPY OF YOUR STUDENT VISA

(or official documentation stating that you do not require a visa to study in your host country)

Please attach a copy of your student visa here.



REQUIRED PREDEPARTURE DOCUMENT:

DUE TO YOUR SCHOLARSHIP COORDINATOR NO LATER THAN TWO MONTHS BEFORE DEPARTURE.
(ACADEMIC-YEAR SCHOLARS ONLY)

OPTION 3 – WAIVER FORM

SCHOLAR REQUESTS NO TRANSPORTATION FUNDING

Please submit only one travel option form. If you have submitted an Option 1 or 2 form requesting the Rotary International Travel Service to arrange your travel or reimbursement for self-arranged travel, do not submit this form.

I choose to have my scholarship funding dedicated to non-transportation expenses such as tuition and room and board. I will arrange and pay for my own transportation to and from my study country. I understand that if, because my actual tuition expenses are significantly lower than expected, my award is revised and no longer reaches the financial limit, I may later request at least partial reimbursement for travel by submitting copies of my airline tickets to my scholarship coordinator.

Name: _____

Assigned Study Institution: _____

Signature: _____

Date: ____ / ____ / ____ (dd/mm/yy)

RETURN THIS FORM TO:

Coordinator, Scholarships Program, 17NW
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201
USA

Fax: 1-847-866-0934



RITS DESIGNATED TRAVEL AGENCIES

ARGENTINA, CHILE,

URUGUAY

Rotary Contact – Eduardo Sanchez
Eduardo Sanchez Viajes y Turismo
Florida 833
2 Piso Of. 202 “H”
1005 Buenos Aires
ARGENTINA
Tel: 54 11 43 11 6141
Fax: 54 11 43 13 8091
e-mail: edusanchez@arnet.com.ar

AUSTRALIA

Rotary Contact – Linda Sesta
Rosenbluth International
Level 10
76-80 Clarence St.
Sydney NSW 2000
AUSTRALIA
Tel: 61-2-9249-1898
Fax: 61-2-9299-3450
e-mail: lsesta@rosenbluth.com.au

BRAZIL

Rotary Contact –Fatima
Rosenbluth International
Rua Dr. Renato Paes de Barros
717-7 1/2 andar
04530-001 Sao Paulo, SP
BRAZIL
Tel: 55-11-3365-4255
Fax: 55-11-3365-4225
e-mail: fatima.cordeiro
@rosenbluth.com.br

INDIA

Rotary Contact – Bejoy Samuel
Rosenbluth Lionel India Ltd.
M-32, Mezzanine Floor
Greater Kailash -- II (Market)
New Delhi, 110 048
INDIA
Tel: 91-11-51637424
Fax: 91-11-26441158
e-mail:rotarytrdesk.riindia@vsnl.net

KOREA

Rotary Contacts – Mi Sook Cho
K Travel Service
7th Floor Youone Bldg.
75-95, Seosomun-Dong
Chung-Ku, Seoul, 100-110
KOREA
Tel: 82-2-779-3413
Fax: 82-2-775-8189
e-mail: mscho@k-travel.co.kr

NEW ZEALAND

Rotary Contact – Edna Leask
Rosenbluth International
Level 2, Gosling Chapman Bldg
63 Albert St.
Auckland Central
NEW ZEALAND
Tel: 64-9-358-29-40
Fax: 64-9-373-31-43
e-mail: eleask@rosenbluth.co.nz

PHILIPPINES

Rotary Contact – Belle Sacayanan
The Baron Travel Corporation
Ground Floor, Cityland 10 (Tower
2), 6817 Ayala Ave. North
Del Costa, Salcedo Village, Makati,
Metro Manila
PHILIPPINES
Tel: 63-2-817-4926
Fax: 63-2-819-2993
e-mail: corp1@barontravel.com.ph

SWEDEN

Rotary Contact – Peter Vinna
Rosenbluth International
Wallingatan 33
111 24 Stockholm
Tel: 46 8-791-65-00
Fax: 46 8-791-65-40
SWEDEN
e-mail: peter.vinna
@rosenbluth.com

USA

Rosenbluth International
Rotary International
1560 Sherman Ave. 12NW
Evanston, IL
USA
Tel: 847 866 3411
Fax: 847 866 6297
e-mail: pasqualk@rotaryintl.org

SAMPLE AMOUNT OF AWARD REPORT



ROTARY FOUNDATION AMOUNT OF AWARD REPORT FOR AMBASSADORIAL SCHOLARS AND UNIVERSITY TEACHERS

Date Award Calculated/Revised: 23-Jul-03
Program Participant's Family Name: Yamamoto
Award Type: Academic Year Scholar
Assigned Study Institution: University of Leeds
Institution City, State/Province, County: Leeds, ENGLAND
Start Date: 23-Sep-03
First and Middle Names: Hiroko
Program Year: 2004
Total Months of Funding: 9
End Date: 23-Jun-04
Payment Currency: GBP

Total Award Breakdown for Payments:

	Paid Directly to Program Participant	Paid on Behalf of Scholar
AIRFARE (RITS)	0.00	1,035.20
LANGUAGE TRAINING	1,740.00	0.00
CONTINGENCY FUND	1,098.00	0.00
TUITION AND REQUIRED FEES	7,765.00	0.00
ROOM & BOARD	3,611.80	0.00
TOTAL FUNDS ISSUED DIRECTLY TO PROGRAM PARTICIPANT:	14,214.80	1,035.20
1st Payment Amount:	11,859.90	
2nd Payment Amount:	2,354.90	
3rd Payment Amount:		
4th Payment Amount:		
5th Payment Amount:		
6th Payment Amount:		

SAMPLE AMOUNT OF AWARD REPORT

Host Counselor's Name: Smith, John
Host Counselor's Address:
Street: Hathaway House
 Leeds
City, State/Province, Postal Code: North Yorkshire, LS4 5QR
Country: England
Telephone Number: 1234 567 890 (Business)
Fax Number:
E-mail Address:
Scholarship Coordinator Code: 7
Project Id: AY0411101

AMOUNT OF AWARD REPORT – GLOSSARY OF TERMS

Amount of Award	The amount of scholarship funding you will receive. Your award will be divided into categories, such as airfare, contingency fund, tuition and required fees, room and board, etc. The award will be divided by funds paid to you and funds paid on your behalf through direct billing arrangements with The Rotary Foundation, such as the Rotary International Travel Service (RITS), and some language schools.
Date Award Calculated/Revised	The date that your scholarship award was calculated and the Amount of Award Report was created. This date will change for each revised calculation of the scholarship award. Your Amount of Award Report is your official record of the amount of scholarship funding that you received and should be kept if you are required to pay taxes on your scholarship funding in your home or study country.
Award Type	The type of Rotary Ambassadorial Scholarship or grant awarded to you, such as, Academic-Year, Multi-Year, or Cultural Scholarship, or Rotary Grant for University Teachers.
Program Year	The last year of the two-year-format for the Rotary fiscal year that your scholarship or grant was awarded; e.g., 2005 for 2004-05 Rotary Foundation Ambassadorial Scholarships and Rotary Grants for University Teachers.
Assigned Study Institution	The name and location of your assigned study institution.
Total Months of Funding	The number of months that your scholarship funding will cover, which should reflect the number of months that you will receive room and board funding. See “Length of Award” in Section 5 Scholarship Finances for an explanation of the number of months your scholarship will cover. This number may be inaccurate for scholars who begin their studies at a nontraditional start time. If you are unsure, contact your scholarship coordinator at the Foundation for clarification of the length of your scholarship period.
Start Date	The date your scholarship award begins. See “Start and End Date Policies” in Section 2 for more information.
End Date	The date your scholarship award ends. See “Start and End Date Policies” in Section 2 for more information.
Payment Currency	The code for the currency that your scholarship award is calculated. The currency is determined based on the country where your assigned study institution is located. Your scholarship payments will be issued in this currency.
Total Award Breakdown for Payments	The categories that your scholarship award is divided into, such as, airfare, contingency fund, tuition and required fees, room and board, etc. Multi-Year Scholars will have only one category, labeled Multi-Year Flat Grant.
Paid Directly to Program Participant	Amounts listed below this heading are funds that you will receive in your scholarship payments. These amounts are entered in the Payment Currency listed on the Amount of Award Report.
Paid on Behalf of Scholar	Amounts listed below this heading are funds paid on your behalf through direct billing arrangements with The Rotary Foundation, such as the Rotary International Travel Service (RITS) and some language schools. These amounts are entered in the Payment Currency listed on the Amount of Award Report.
Total Funds Issued Directly to Program Participant	The total amount of your scholarship award is the combination of the two totals indicated under “Paid Directly to Program Participant” and “Paid on Behalf of Scholar.”
1st Payment Amount 2nd Payment Amount 3rd Payment Amount 4th Payment Amount 5th Payment Amount 6th Payment Amount	The amount of each of your scholarship payments. These amounts are entered in the Payment Currency listed on the Amount of Award Report. The Payment Amounts do not include funds paid on your behalf, such as RITS or language school. Most Academic-Year Scholars will receive two payments. Multi-Year Scholars will receive four payments (two for each year). Cultural Scholars will receive one payment. Recipients of Rotary Grants for University Teachers will receive one or two payments, depending on the type of award.
Host Counselor’s Name	The name of your Rotarian host counselor.
Host Counselor’s Address	Contact information for your Rotarian host counselor.
Scholarship Coordinator’s Code	The code designated for your scholarship coordinator at The Rotary Foundation.
Project ID	Your individual Scholarship Program Code, which is listed on your Scholarship Acceptance Form.

RESEARCH SCHOLAR GUIDELINES

“Research scholars” are Academic-Year Ambassadorial Scholars who choose to use their scholarship period to conduct research at their assigned study institution, rather than attend regular courses. Research scholars must receive unconditional acceptance to their assigned study institution. The admission letter must state the names of two research supervisors affiliated with the institution, and must confirm that the length of the project will be the length of the typical academic year at the assigned institution.

Research scholars are subject to the same funding guidelines as all other Academic-Year Ambassadorial Scholars. All Academic-Year Scholars receive the same amount for their contingency fund (US\$1,800), a set amount for room and board expenses depending on study location, and round-trip airfare. Most research scholars do not pay normal tuition fees. Therefore, to receive funding for research expenses, research scholars must submit a research proposal, a budget proposal, and the completed Rotary Foundation Research Scholar Form at least two months before departure. You should declare your intention to conduct full-time research by contacting your scholarship coordinator at the Foundation at least five months before your planned departure date.

Choosing to use your Ambassadorial Scholarship to pursue research results in significantly more documentation and preparatory work on your part. Be advised that research scholar awards rarely reach the US\$25,000 maximum limit. In most cases, research budgets do not exceed US\$10,000.

REQUIRED DOCUMENTATION

If you have chosen to conduct research, you will need to submit three documents in addition to all of the other pre-departure requirements discussed in this handbook. Below you will find instructions for creating your research and budget proposals. Please return a research proposal and budget proposal to your scholarship coordinator, together with the completed Rotary Foundation Research Scholar Form from this handbook.

In all, **three separate documents must be submitted:**

1. Research proposal
2. Budget proposal
3. Rotary Foundation Research Scholar Form

1. RESEARCH PROPOSAL – MUST BE TYPED

On a separate sheet(s), summarize the purpose of your research, your academic/research goals for your scholarship year, and the methods you plan to use to gather information for your research. Include a time frame explaining your plans for starting, developing, and finalizing your research.

2. BUDGET PROPOSAL – MUST BE TYPED

To request funding for expenses associated with research, research scholars must submit a budget proposal. This must be an itemized list of projected expenses, including university-confirmed cost documentation supporting your expense estimate for each item. If you do not provide cost estimates with supporting documentation, the item will not be considered. Research scholars typically do not pay tuition at their assigned study institution, but if a research or lab fee will be charged, list and document the fee. Remember, only research-related fees should be included in your budget proposal, since all other categories (contingency fund, room and board, and airfare) are determined by other means.

When estimates are not provided to their scholarship coordinator beforehand, research scholars must pay for research expenses using personal funds and submit receipts with a request for reimbursement along with their First Report. Be advised that these expenses may not be approved.

continued

Before completing your budget proposal, **remember that the following items are to be financed with your contingency fund** (equivalent of US\$1,800 per year for all scholars regardless of host country):

- Mass transit fees or public transportation passes
- Taxi or shuttle fare
- Professional association membership fees
- Subscriptions
- Telephone/fax charges for office/home, Internet access expenses, utilities
- Parking fees
- Photographic equipment, film
- Lab equipment
- Dissertation/thesis materials — production, photocopying, distribution, editing, or typing
- Travel that requires scholar to be away from study city for more than two weeks (14 days), not necessarily consecutive
- Travel outside the host country

Requests for any supplies, equipment, services, or situations listed above **will not be considered**. Also refer to Section 5, Scholarship Finances for a list of expenses not covered by the Academic-Year Ambassadorial Scholarship.

Follow the sample format below to itemize your budget proposal. Please include the total and use that total to complete the Rotary Foundation Research Scholar Form from this handbook.

Item	Estimated Cost	Currency	Justification/Pertinence to Research

3. ROTARY FOUNDATION RESEARCH SCHOLAR FORM

Your research must be supervised by two supervisors at your assigned study institution, one primary and one secondary supervisor. To complete the Research Scholar Form, you must identify your two supervisors. List their names on the form and have each of them sign the form. Submit your research and budget proposals to your primary supervisor, who must read them carefully and sign the Research Scholar Form. By signing the form, your primary supervisor indicates that your proposal is of an appropriate scope and nature to be completed in an academic year, and that your proposed expenses are reasonable and justified.

PAYMENTS

When you are notified regarding what funding has been approved, you will receive half of the funds in your first award payment. The funds approved for research purposes will fall under the category of “tuition” in your Amount of Award Report. For example, if US\$3,000 has been approved for research, then you will receive US\$1,500 in your first award payment for “tuition.”

You must submit receipts for each item mentioned in your budget proposal with your First Report. The receipts will be reviewed, and your award will be adjusted based on actual expenses. Assuming they properly account for your research spending to date, the second half of the funding will be released to you with the second award payment. However, you are still obligated to submit receipts for research supplies and further course expenses. If, at the end of your scholarship period, you are unable to document approved expenses, you will be requested to return funds to The Rotary Foundation.

REQUIRED PREDEPARTURE DOCUMENT FOR RESEARCH SCHOLARS ONLY:

DUE TO YOUR SCHOLARSHIP COORDINATOR NO LATER THAN TWO MONTHS BEFORE DEPARTURE.

ROTARY FOUNDATION RESEARCH SCHOLAR FORM

Scholar's Name: _____

Scholarship Coordinator: _____ Sponsor District: _____ Host District: _____

Assigned Study Institution _____

In addition to this form, you as a research scholar are required to submit the following documents, two months before your departure:

1. Research proposal
2. Budget proposal

START DATE AND END DATES:

As a research scholar, your starting date is flexible. Your scholarship is intended to cover a regular academic year in your host country (usually nine months).

I will complete studies from _____ to _____ (indicate month and year).

STUDY SUPERVISORS

Research scholars must submit the names of two study supervisors from their assigned study institution who will supervise their research for the duration of their scholarship period.

I will be supervised by the following two individuals during my scholarship period:

Primary Supervisor: _____ Primary Supervisor Signature _____

Secondary Supervisor: _____ Secondary Supervisor Signature _____

FUNDING REQUESTED

Based on the figures and explanations provided in my budget proposal, I am requesting the following total amount for research expenses. I understand that my budget is subject to approval, and that I may receive less than my requested amount of funding.

TOTAL AMOUNT REQUESTED (indicate currency): _____

SCHOLAR CERTIFICATION

I have read and understand the Research Scholar Guidelines in the Ambassadorial Scholar's Handbook and will comply with these guidelines.

Signature of Scholar _____ Date _____

Primary Supervisor Endorsement of Scholar Budget Proposal

I hereby confirm that I have read the research and budget proposals for The Rotary Foundation Scholar listed above. I agree that the amount of research funding requested in the budget proposal is appropriate based on the cost estimates provided, the current prices for these goods and services described, and my understanding of the scholar's research plans. The funds requested are for items directly related to the scholar's research. The items and/or services requested are not provided by, or otherwise available at, the host institution. This scholar's research plan is of appropriate scope and nature to be completed in an academic year.

Name/Title of Supervisor (please print) _____

Signature _____ Date _____

Signature _____ Date _____



LANGUAGE PROFICIENCY REQUIREMENTS

The list below contains countries where proficiency in an alternative language may be accepted in lieu of proficiency in the native language. This is because in many cases, local Rotarians have expressed interest in hosting scholars who may not be proficient in the native language(s), but who do speak a language widely used in the study country. Proficiency in the native language of these countries is not required at the time of application. However, scholars are expected to develop conversational abilities in the native language and may be eligible for one month of Foundation-funded language training in the study country during the month preceding their studies. If no alternative language is listed below for a country, applicants must be proficient in the country's native language.

ASIA

Country	Native Language	Alternative Language
Hong Kong	Chinese (Cantonese)	English
Indonesia	Indonesian	English
Israel	Hebrew	English
Malaysia	Malay	English
Philippines	Tagalog	English
Singapore	Chinese (Mandarin)	English
Taiwan	Chinese (Mandarin)	None
Thailand	Thai	None

EUROPE

Country	Native Language	Alternative Language
Belgium	French	None
Wallonia	Dutch	English/French
Flanders		
Denmark	Danish	English
Finland	Finnish	English
Hungary	Hungarian	English
Iceland	Icelandic	English
Luxembourg	French, German, Luxembourgian	None
The Netherlands	Dutch	English
Norway	Norwegian	English
Sweden	Swedish	English

SWITZERLAND

In Switzerland, the scholar must speak the language used in the region where the study institution is located. The language proficiency requirements for several Swiss cities are listed below.

French: Fribourg, Geneva, Lausanne, Neuchâtel
German: Basel, Bern, Luzern, St.Gallen, Winterthur, Zurich
Italian: Locarno, Lugano

AFRICA

The language proficiency requirements for selected African Rotary countries are as follows. [Countries where Arabic is also an official language are marked with an asterisk(*).]

English: Botswana, Egypt*, Ethiopia, Ghana, Kenya, Lesotho, Malawi, Mauritius, Namibia, Nigeria, Sierra Leone, South Africa, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe

French: Algeria*, Benin, Burkina Faso, Cameroun, Central African Republic, Chad, Democratic Republic of Congo (Zaire), Gabon, Guinea, Ivory Coast, Madagascar, Mali, Mauritania*, Morocco*, Niger, Republic of Congo, Réunion, Senegal, Togo, Tunisia*

ADDITIONAL LANGUAGE TRAINING REQUEST FORM (FOR ACADEMIC-YEAR SCHOLARS ONLY)

Scholar's Name: _____

If you have obtained a passing score on your Berlitz or TOEFL language exam, you are usually not entitled to receive funds for language training expenses. However, The Rotary Foundation can approve one month of language training, provided you submit the following two documents to the Foundation. Please note that if you have already been approved for one month of language training, you are not entitled to receive any further funds for language training.

- A letter from your sponsor district Scholarship Subcommittee chair confirming the district's support of your request to receive scholarship funds for one month of Foundation-funded language training on an exception basis. Make sure you first discuss with your sponsor district your reasons for requesting language training.
- Written confirmation that you agree to attend the Foundation-designated language program, if available. If the Foundation has identified a specific school in your host country to provide language training for Ambassadorial Scholars, you are only eligible to attend that school's program. If you are approved to attend language training, we will forward additional details on the Foundation-funded course at that time. If the Foundation does not have a prearranged language training program in your study country, you must submit official cost information from a proposed language training school. This information should include details on the program you wish to attend, course dates, hours of class per week, preferred method of payment, and the cost of tuition, room, and board for the proposed one-month course. The language course you choose:
 - Should take place at your assigned study institution. If the institution does not offer intensive language training, seek other institutions in your host Rotary district.
 - Must take place immediately before the start date of your academic studies at your assigned study institution.
 - Must meet for **20-40 hours per week**
 - Must be **group-taught**. Private tutoring will not be approved.
 - Should last four weeks. If the course you prefer lasts longer, you must fund additional weeks with personal funds.

Once the Foundation receives the above documents, it will petition for approval of your request to attend Foundation-funded language training. If your request is approved, please note the amount of funding you receive in other categories of your award may be reduced, depending upon costs at your assigned study institution. If you are attending an institution with high living and/or tuition costs and are also approved to attend language training, you should be prepared to supplement your scholarship with sufficient personal funds for expenses not covered by your award.

The above documents must be submitted to the Foundation at least two months prior to the start of the proposed language training program.

Signature: _____ Date: _____



ALTERNATE STUDY INSTITUTION REQUEST FORM

This form allows you to request Rotary Foundation approval to apply for admission to alternate study institutions in case you are denied admission to your assigned study institution. Please submit this form to The Rotary Foundation after 1 January 2004. Discuss your completed form with the Rotarians in your sponsor district before submitting it to the Foundation. Once you have submitted the form, wait for approval from the Foundation before seeking admission to any institution other than your assigned study institution, unless application deadlines are imminent. If your proposed study institutions are not approved, please submit a new list of alternate study institutions. (Keep a blank copy of this form for your files in case this is necessary).

Please note that alternate study institution approval does not mean that your scholarship has been reassigned. Reassignments to alternate study institutions will only be considered if you are denied admission to your assigned study institution or if no coursework in your study field is offered by your study institution. A reassignment request for any other reason must be submitted in writing to your scholarship coordinator; however, please note that they are rarely approved.

Any questions regarding this form should be addressed to your scholarship coordinator. You will receive this person's name and contact information in your official acceptance packet in February 2004.

Because the Rotary Foundation assigns the full complement of Ambassadorial Scholars to certain geographic regions, alternate study institution approval for the following areas will not be considered:

USA: Baltimore, Maryland Boston, Massachusetts Cambridge, Massachusetts College Park, Maryland Los Angeles, California New York, New York Washington, D.C.	England: Birmingham Cambridge London Norwich Oxford Reading Sussex Warwick	Australia: Sydney Canada: Toronto, Ontario Vancouver, British Columbia France: Paris	Germany: Berlin Ireland: Dublin Scotland: Edinburgh	Spain: All cities Switzerland: Geneva
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Scholar's Name:		Date:					
Scholarship Type: Academic Year Multi-Year		Coordinator's Name:					
Assigned Study Institution:		<i>FOR OFFICE USE ONLY</i>					
Sponsor (Home) District #:	Host (Study) District #:	Donated/Endowed/Named award (circle one)					
Requested Study Institution	Location (City, State, Country)	Host District	Assigned/Approved Scholars in District	Same Spon Dist?	Coord Code	Approved?	Initials & Date
			/	Yes/No	/	Yes/No	
			/	Yes/No	/	Yes/No	
			/	Yes/No	/	Yes/No	
			/	Yes/No	/	Yes/No	



NORTHERN HEMISPHERE

STATEMENT OF NONTRADITIONAL START

(FOR SCHOLARS WHO WILL BE STUDYING IN THE NORTHERN HEMISPHERE)

Scholar's Name: _____

If you will not begin your studies at the traditional beginning of the academic year of your assigned study institution, please select which statement below applies to you and return the signed statement to your scholarship coordinator. We must receive your signed statement before your scholarship funding or airline tickets may be released.

* SUMMER AND FALL TERMS

_____ I will begin my studies on _____ (month, year). My scholarship period will begin with my enrollment and attendance during the summer _____ (year) session(s) and will be completed at the end of the Fall _____ (year) Term. I understand that my scholarship period and funding will be less due to the shorter time period required when attending the Summer Session(s) and Fall Term.

* WINTER / SPRING AND SUMMER TERMS

_____ I will begin my studies on _____ (month, year). My scholarship period will begin with my enrollment and attendance during the Winter / Spring _____ (year) Term and will be completed at the end of the Summer _____ (year) Session(s). I understand that my scholarship period and funding will be less due to the shorter time period required when attending the Winter / Spring Term and Summer session(s). I am aware that my scholarship funding ends at the close of my Summer Session(s).

* WINTER / SPRING AND FALL TERMS (NO SUMMER FUNDING PROVIDED)

_____ I will begin my studies on _____ (month, year). My scholarship period will begin with my enrollment and attendance during the Winter / Spring _____ (year) term and will be completed at the end of the Fall _____ (year) Term. I am aware I will receive no scholarship funding during the summer months between terms. During the summer months I will cover all of my expenses with personal funds. I am aware that courses and/or academic expenses incurred during the summer months are not covered by my scholarship funds.

It is your responsibility to immediately contact your host and sponsor Rotarians to advise them of your arrival date.

Signature: _____ Date: _____



SOUTHERN HEMISPHERE

STATEMENT OF NONTRADITIONAL START

(FOR SCHOLARS WHO WILL BE STUDYING IN THE SOUTHERN HEMISPHERE)

Scholar's Name: _____

If you will not begin your studies at the traditional beginning of the academic year in the Southern Hemisphere, January or February of 2005, please complete the statement below and return the signed statement to your scholarship coordinator. We must receive your signed statement before your scholarship funding or airline tickets may be released.

*** SEMESTER TWO AND SEMESTER ONE (NO FUNDING PROVIDED DURING BREAKS)**

_____ I will begin my studies on _____ (month, year). My scholarship period will begin with my enrollment and attendance during Semester Two _____ (year) and will be completed at the end of the Semester One _____ (year). I am aware I will receive no scholarship funding during the months of vacation between terms. During those months I will cover all of my expenses with personal funds. I am aware that courses and/or academic expenses incurred during those months are not covered by my scholarship funds.

It is your responsibility to immediately contact your host and sponsor Rotarians to advise them of your arrival date.

Signature: _____ Date: _____



CULTURAL AWARENESS RESOURCE LIST

As you prepare for your experience as a Rotary Foundation Ambassadorial Scholar, it is important to become informed about the cultural differences between your home and host countries. In your travels, you may find differences between the Rotarians of your host and sponsor clubs or districts. Because Rotary clubs reflect the cultures in which they exist, you may notice variations in their socioeconomic, gender, and age make-up, the formality or informality of Rotary meetings, and the level of interaction with scholars. The more you know about these potential differences, the easier it will be for you to adjust to your new environment and learn from your international experience as an ambassador of goodwill. As an international student, you are likely to experience “culture shock” during your stay abroad. Upon return home, you may also experience “reverse culture shock.” We strongly recommend that you learn as much as possible about your host country and the experience of culture shock before departure.

You can best educate yourself by referencing some of the publications and Web sites on cultural awareness listed below. Consider conducting independent research at a local library and speaking to people who are natives of or have spent time in your host country. Additional resources about your host country may be included in a country-specific handout enclosed in this packet. By devoting time to this research now, you will be better prepared to fulfill your role as an ambassador of goodwill in your host country.

Axtell, Roger E. *Do's and Taboos around the World* (the bestselling guide to international behavior). Wiley, New York, 1993.

Axtell, Roger. *The Do's and Taboos of Body Language Around the World*. Ed John Wiley and Sons, New York, 1991.

J. Stewart Black, Hal B. Gregersen. *So You're Going Abroad*. Global Business Publisher, 1998. ISBN 0966318005

J. Stewart Black, Hal B. Gregersen. *So You're Coming Home*. Global Business Publisher, 1999. ISBN 096631803X

David M. Kennedy Center for International Studies. *Citizen Diplomacy: Responding to Questions About America*. Brigham Young University, 1995. ISBN 0912575158

Cheng, Pang Guek, et al. *Culture Shock! Successful Living Abroad: A Student's Guide*. Graphic Arts Center Publishing Company, 1995. ISBN 1558682449.

Hess, Daniel J. *The Whole World Guide to Culture Learning*. Yarmouth, ME: Intercultural Press, 1994.

ISBN 1-877864-19-6.

Judkins, David. *Study Abroad: the Astute Student's Guide*. Williamson Publishing, Charlotte, Vermont, 1989.

Rabe, Monica. *Culture Shock! Successful Living Abroad: Living and Working Abroad*. Graphic Arts Center Publishing Company, 1997. ISBN 1558683046.

Summerfield, Ellen. *Survival Kit for Multicultural Living*. Intercultural Press, 1997.

Storti, Craig. *The Art of Coming Home*. Yarmouth, ME: Intercultural Press, 1997. ISBN 1-877864-47-1.

Storti, Craig and Kohls, L. Robert. *The Art of Crossing Cultures*. Nicholas Brealey Intercultural Press, 2001. ISBN 1857882962.

Trickett, Edison J. *Human Diversity: Perspectives on People in Context*. Jossey-Bass, 1994. ISBN 0-7879-0029-X.

TRAVEL INFORMATION ON THE INTERNET:

www.lonelyplanet.com (guide with general country and travel information)

www.worldwide.edu (international student travel/study Web site with links to information about all countries. Includes sections about culture shock, academic credit, currency exchange, and safety tips).

www.cdc.gov/travel/index.htm (health information for countries worldwide from the Centers for Disease Control and Prevention, USA)

www.embassy.org (embassy listings worldwide)

www.state.gov and www.travel.state.gov (travel information from U.S. consulates)

www.odci.gov/cia/publications/factbook (Central Intelligence Agency World Factbook with map, and data on the people and government by country)

www.nafsa.org (provides current updates from NAFSA, an association of international educators that promotes the exchange of students and scholars to and from the United States)

www.miusa.org (resources for students with disabilities)

www.worldtimeserver.com (worldwide time clock)

<http://money.cnn.com/markets/currencies/> (currency converter)

www.att.com/business_traveler/guides and [access/international_dialing.html](http://www.att.com/business_traveler/guides/access/international_dialing.html) (international dialing code directory)

www.secussa.nafsa.org/safetyabroad/ (safety information)

We welcome your suggestions for additions to this list of resources. Please send your suggestions to your scholarship coordinator at The Rotary Foundation.

ROTARY FOUNDATION PROGRAMS

The following brief summaries of Rotary Foundation programs are a resource to aid you in considering participation in service projects and activities before, during, and after your scholarship period. Please visit the Foundation's Web site at www.rotary.org for more information on any of these programs.

AMBASSADORIAL SCHOLARSHIPS

Rotary Foundation Ambassadorial Scholarships represent one of the world's largest privately funded international scholarship programs. The purpose of the Ambassadorial Scholarships program is to further understanding and friendly relations among peoples of different countries by providing opportunities for international study. Many districts are now choosing to donate Ambassadorial Scholarships to low-income countries, to bring a student from a low-income country to study in their district.

ROTARY WORLD PEACE SCHOLARSHIPS

The Rotary World Peace Scholarships reflect Rotary's mission to promote world understanding and peace. The Rotary Foundation awards 70 scholarships on a world-competitive basis each year for study in two-year master's degree or certificate programs in the fields of international relations, peace studies, and conflict resolution. These scholarships target individuals with work experience who are committed to careers in relevant fields. Rotary World Peace Scholars study at seven Rotary Centers for International Studies in peace and conflict resolution around the globe.

GROUP STUDY EXCHANGE

The Group Study Exchange program provides grants for teams of outstanding non-Rotarian business and professional persons (ages 25-40) to travel between paired Rotary districts in different countries. Teams spend four to six weeks studying their host country's institutions, economy, and lifestyles; observe their professions; and discuss ideas with local citizens while developing friendships.

MATCHING GRANTS

The Matching Grants program awards matching funds for international service projects of Rotary clubs and districts, such as providing hospital equipment, installing wells to supply clean water, establishing microenterprise loan programs, etc. Every Matching Grant project must be humanitarian in nature, international in scope, and involve active and substantial participation by

Rotarians in at least two countries, including a cooperating Rotary club or district in the benefiting country.

DISTRICT SIMPLIFIED GRANTS

District Simplified Grants (DSGs) support the service activities or humanitarian endeavors in which Rotary districts engage. A DSG project can be implemented either locally or internationally, focusing, for example, on purchasing medical supplies for a local community or one abroad.

INDIVIDUAL GRANTS

Individual Grants support the travel of individual Rotarians planning or implementing service projects to assist areas of the world that require expertise in raising their standard of living. The grants contribute to the travel, food, and ancillary expenses of the Rotarian's project.

HEALTH, HUNGER AND HUMANITY (3-H) GRANTS

3-H Grants fund large-scale, one- to three-year projects that enhance health, help alleviate hunger, or improve human development. These grants must meet the same criteria as for Matching Grants. The Rotary Foundation Trustees have placed a moratorium on new 3-H Grants applications as of 1 July 2001 until further notice.

POLIOPLUS

PolioPlus grants provide polio vaccines and mobilize community resources in support of international efforts to immunize children and eradicate polio worldwide. PolioPlus grants are made for special eradication activities in selected countries where the government, World Health Organization, UNICEF, Rotary, and other donor agencies have drawn up a cooperative plan showing their respective roles, support, and activities. The PolioPlus Partners program is a new Rotary initiative through which Rotarians can join the battle to eradicate polio. The program helps Rotarians in polio-endemic regions obtain tools and supplies necessary for polio eradication by targeting three critical needs: social mobilization for National Immunization Days, assistance to polio laboratories, and assistance to polio medical officers/epidemiologists.

PREPARING FOR YOUR ROTARY PRESENTATIONS

KNOW YOUR AUDIENCE

- Will they know about the scholarship? Do you need to provide details or not?
- Have they heard from other Rotary Scholars frequently?
- Are they all Rotarians, or will Rotarians' spouses and guests attend?
- What would they like to hear? Any requests?
- Don't assume they haven't traveled. They may have been to your home country or state.
- Ask about their club's meeting agenda. How much time will you have? Will you speak at the beginning or end of the meeting, or during their meal?
- Do they have any rituals that you need to know about (i.e., toasting the queen?)
- Do they need a brief biography about you?
- Is anyone else speaking at the same meeting?
- Don't expect each club to be the same — in fact they can be quite different!

BE YOURSELF

- You have a unique style, perspective, and personality to offer. Share your thoughts and experiences — a personalized presentation based on them will be appreciated.

ANTICIPATE CULTURAL DIFFERENCES

- Be aware that what may be funny in one culture may not be funny in another.
- Be sensitive about words/phrases that are common/understood in your own culture, but may not make sense in another culture.
- Be aware of nonverbal gestures that may be different from culture to culture.

ADVICE ON USING AUDIOVISUAL MATERIALS

- Bring Rotary banners from your home club to exchange.
- A small gift from your home town or country is always appreciated.
- If you use audiovisual materials such as slides, videos, etc., be prepared to have an alternate plan in case equipment doesn't work. Don't rely exclusively on your prepared photos or electronic presentation.

- When possible, test microphones and video or slide projectors in advance so you will know how to work them.
- Consider taking a small photo album or scrapbook that outlines your life.

ANTICIPATING POSSIBLE QUESTIONS

- Be prepared for difficult questions. Pay attention to current events involving your home and host countries. Imagine what questions about the latest news may be of interest to your audience. Draft some questions you imagine they may ask, and plan how you will answer them diplomatically.
- Answer honestly without offending, be diplomatic and try not to say anything controversial. Be as non-confrontational as possible while you are in front of the audience. If a controversial issue comes up, try to present both sides and refrain from stating your own opinion.

KEEPING YOUR PRESENTATION UPDATED

- Revise your presentation as you move through your scholarship period. Your experiences and impressions will change over time, and your audience will be interested to know how your views have evolved.

ENJOYING YOUR PRESENTATIONS

- Finally, have fun! Try not to be so nervous about your speech that you miss the opportunity to get to know the Rotarians you will be addressing. They will be interested in hearing your presentation, but will also want to speak with you individually and spend time with you.

SAMPLE PRESENTATION OUTLINE

INTRODUCE YOURSELF AND THANK THE ROTARY FOUNDATION

- (1) Name, hometown/country, occupation, course of study
- (2) Information on the Rotary district you represent
- (3) What projects are important to your sponsor district?

GENERAL FACTS ABOUT THE ROTARY FOUNDATION AND SCHOLARSHIP PROGRAMS

- (1) Relate some interesting facts about the scholarship, such as how many scholars studied during the 2002-2003 academic year. You can investigate The Rotary Foundation and Ambassadorial Scholarships on the Foundation's Web site.
- (2) Relate how you heard about the scholarship, how/when you applied.

YOUR BACKGROUND

- (1) Family, friends, where you grew up
- (2) Interesting information about your country/city/community
- (3) What makes your home unique?
- (4) Explain why you applied for the Ambassadorial Scholarship
- (5) Explain your personal mission for the scholarship

YOUR OBSERVATIONS OF YOUR HOST COUNTRY

- (1) Differences you have noticed so far
- (2) Most pleasant or most shocking/humorous surprise

THANK THE ROTARY FOUNDATION, INCLUDING

- 1) Contributors to The Rotary Foundation (Paul Harris Fellows, Benefactors)
- 2) Your host for the evening for inviting you
- 3) Your host counselor (generally he/she will be with you)

Exchange gifts and club banners

QUESTIONS TO BE PREPARED FOR:

- 1) How does your assigned study institution differ from universities in your home country?
- 2) What is your opinion on current affairs in your home country? How do you see your country's role in world affairs?
- 3) What is your opinion on healthcare, environmental problems, government, etc.?
- 4) How will this scholarship experience change your life and/or future plans?
- 5) Why should Rotarians invest their money in you?
- 6) How do you plan to stay involved with Rotary when your scholarship is over?

FAX COVER SHEET

FOR ROTARY AMBASSADORIAL SCHOLAR

Page 1 of _____

FROM: _____ **Date:** _____

Scholar's Name: _____

Assigned Study Institution: _____

Telephone: _____ Fax: _____

To Scholarship Coordinator: _____

Fax Number: 847-866-0934

Subject: Required Predeparture documents or other required documents

The following required predeparture documents are included with this fax:

(Place a check mark or X in the line for the documents that you are faxing.)

- | | |
|--|--|
| _____ Scholarship Acceptance Form | _____ Certificate of Insurance Coverage |
| _____ Biographical Data/Housing Form | _____ Medical Certificate |
| _____ Alternate Study Institution Request Form | _____ Copy of passport |
| _____ Admission Letter | _____ Copy of visa |
| _____ Letter of Enrollment (for Cultural Scholars) | _____ Official Documentation: visa is not required |
| _____ Official Tuition Fee Cost Information | |

For Approved Academic-Year Research Scholars

- | | |
|--|---|
| _____ Research Scholar Form | _____ Research Proposal |
| _____ Admission Letter for Research Scholars | _____ Budget Proposal with supporting documents |

- _____ Wire Transfer Bank Information
- | | |
|-------------------------------|-----------------------|
| _____ First Report | _____ Final Report |
| _____ Tuition Payment Receipt | _____ Evaluation Form |
- _____ Cost Confirmation Form
- _____ Other _____
- _____ Other _____



THE ROTARY FOUNDATION
of Rotary International
Educational Programs
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
FAX: 847-866-0934



REQUIRED FIRST REPORT DOCUMENT:

DUE TO YOUR SCHOLARSHIP COORDINATOR NO LATER THAN TWO MONTHS AFTER YOUR ARRIVAL IN YOUR STUDY COUNTRY.

FIRST REPORT COVER PAGE

MULTI-YEAR SCHOLARS, PLEASE CHECK ONE: _____ FIRST YEAR _____ SECOND YEAR

Your name: _____

Your current mailing address: _____

Your current telephone and fax numbers: _____

Your current e-mail address: _____

Name and address of the person supervising your study or training program at your assigned institution:

Please answer the questions below in your First Report. Send copies of this cover page and your First Report to your scholarship coordinator at The Rotary Foundation and host and sponsor district governors and counselors. Write your report in your native language for your sponsor Rotarians and in your host country language for your host Rotarians and your scholarship coordinator.

Please keep in mind that your First Report should be **a substantial discussion of your scholarship, at least two pages long, and typed single-spaced.**

1. Provide information about your study program, including your adaptation and progress with your studies.
2. Describe what steps you and your sponsor Rotarians took to prepare for your experience abroad. How did this preparation help you to meet the challenges of living and studying in your host country?
3. How have you been involved in Rotary since you arrived in your host country? Please describe the ambassadorial activities in which you have participated.
4. What are your first impressions of your host country and the people in your community? Please describe culturally significant locations you have visited and opportunities you have had to share your culture.
5. Please submit quality photographs portraying your experiences in ambassadorial or academic situations, if available.

Along with the First Report, submit to the Foundation copies of tuition receipts, the Confirmation of Costs Form, and the Required Presentations Form.



REQUIRED FIRST REPORT DOCUMENT:

(PLEASE SUBMIT WITH YOUR FIRST REPORT)

DUE TO YOUR SCHOLARSHIP COORDINATOR TWO MONTHS AFTER YOUR ARRIVAL IN YOUR STUDY COUNTRY.

CONFIRMATION OF COSTS FORM

To assist the Rotary Scholarships program in maintaining an accurate record of costs, please complete the following as accurately as possible after arrival in your host country. Please submit this form and tuition receipts with your First Report to your scholarship coordinator two months after your studies begin.

Name	Study Institution
Field/Department of Study	Current Address

Tuition and Fee Information (in local currency; specify per year or per semester)

Tuition Amount Provided by The Rotary Foundation	Tuition Amount Charged by Study Institution
--	---

Receipt of payment must be attached to this form.

Room and Board Cost Information (in local currency)

Room and Board Allocation Provided by The Rotary Foundation	Monthly Amount I Paid for Housing
Monthly Amount I Spent for Food	

REQUIRED PRESENTATIONS FORM

As a Rotary Ambassadorial Scholar, part of your dual role is to serve as an ambassador of goodwill. You are required to complete presentations, as noted in “Preparing for Your Rotary Presentations” in this Appendix, to Rotary and non-Rotary audiences (such as schools, community groups, peer groups, classmates, etc) in your host district. If you have not done so already, discuss with your host counselor your plan for fulfilling this responsibility. Use this space to list your completed presentations and as many upcoming presentations you have planned thus far.

Completed Presentation	Date	Future Presentation	Date

Scholar’s Signature: _____ Date: _____

Host Counselor’s Signature: _____ Date: _____

RETURN OF UNUSED SCHOLARSHIP FUNDS

Please use this form when sending unused scholarship funds to The Rotary Foundation to ensure proper credit to your scholarship account and return to your sponsor Rotary district.

Unused scholarship funds paid to scholar is defined as the unused scholarship funds remaining from the scholarship funds that were paid to you as specified in your Amount of Award Report. The unused scholarship funds should be returned to the Foundation. The Foundation will return these unused funds to your sponsoring Rotarians for future scholarships or other Foundation humanitarian programs.

Make check payable to “THE ROTARY FOUNDATION”

Mail check to your scholarship coordinator at The Rotary Foundation at the following address:

**Scholarships Program
The Rotary Foundation
1560 Sherman Avenue
Evanston, IL 60201-3698
USA**

Scholars name: _____

Scholarship Year: _____

Study Institution: _____

Amount of Scholarship Funds Returned: _____

Information below this line is to be completed by officials at The Rotary Foundation

Project ID: _____

Please credit the check(s) to the following accounts:

Business Unit	Dept *	Account	Description	Amount
UAPC		540301	Award Airfare	\$
UAPC		540501	Award Miscellaneous	\$
UAPC		540551	Room and Board	\$
UAPC		540601	Tuition	\$
UAPC		540701	Language Training	\$
UAPC	RF253	540821	Multi-Year scholars	\$

\$ 0.00

* Select RF251 (Academic), RF252 (Cultural), or RF253 (Multi-Year)



REQUIRED FINAL REPORT DOCUMENT:

DUE TO YOUR SCHOLARSHIP COORDINATOR ONE MONTH BEFORE THE END OF YOUR SCHOLARSHIP PERIOD.

FINAL REPORT COVER PAGE

Your name and permanent address: _____

Your permanent telephone and fax numbers: _____

Your permanent e-mail address: _____

Please answer the questions below in your Final Report. You should send copies of this cover page and your Final Report to your scholarship coordinator at The Rotary Foundation, and host and sponsor district governors and counselors. Write your report in your native language for your sponsor Rotarians and in your host country language for your host Rotarians and your scholarship coordinator.

Please keep in mind that your Final Report should be a substantial discussion of your scholarship, at least two pages long, and typed single-spaced.

1. Describe your academic achievements (honors and/or degrees received, etc.) and discuss how this experience will further your pursuits (professional, academic, volunteer, etc.).
2. How has your experience changed your outlook on your host country and sponsor country? How have you contributed to The Rotary Foundation's mission of world understanding and peace?
3. Give specific examples of how you served as an ambassador of goodwill. How did you make a difference in someone else's life? Was there a particular experience that changed your life?
4. How would you describe Rotary to friends, colleagues, and family? How would you describe the Ambassadorial Scholarship?
5. How have the materials or training that you received from the Foundation and your sponsor and host Rotarians prepared you for your success as an ambassador of goodwill? What specific suggestions do you have for improving the orientation process?
6. What advice or information would you provide to future scholars about living abroad as a Rotary Ambassadorial Scholar, cultural differences, representing Rotary, and your sponsor and host Rotary clubs?
7. How will you continue to stay involved in Rotary? Would you become a member of Rotary or Rotaract, recommend candidates for the scholarship, and participate in orientations?

Please also complete the Scholarship Evaluation Form and send a copy to your scholarship coordinator at the Foundation.



SCHOLARSHIP EVALUATION FORM

Please return this form and your Final Report to your scholarship coordinator.

Name: _____

1. How did you first learn about the Rotary Scholarships program? (check one)

- (a) Directory
 (b) Friend
 (c) Past scholarship recipient/name

- _____
- (d) Employer/colleague
 (e) Newspaper article
 (f) Advertisement
 (g) Foreign embassy/advising center
 (h) Academic department/university
 (i) Library
 (j) RI Web site
 (k) Other (please specify):

2. Reason for applying:

3. Did you attend a predeparture orientation seminar organized by your sponsor Rotarians?

- (a) Yes
 (b) No

If yes, indicate where: _____

How many scholars attended? _____

4. Did you attend an inbound scholars orientation seminar in your host district?

- (a) Yes
 (b) No

If yes, indicate where: _____

How many scholars attended? _____

5. Please list the approximate number of times during your scholarship year that you visited:

- (a) A Rotary club _____ or
(b) Another group _____ where you either gave an address or were identified as a Rotary Scholar.

6. Please indicate for what types of expenses you used your contingency fund/books and supplies allocation, and the approximate amount spent in each category (Academic-Year and Cultural Scholars only):

- _____ (a) Textbooks
_____ (b) Supplies
_____ (c) Predeparture expenses (e.g., applications, visa, telephone/faxes, inoculations, etc.)
_____ (d) Rotary-related ambassadorial expenses (e.g., visual aids, transportation to meetings)
_____ (e) Other (please specify):

7. When will you return to your sponsor district to fulfill your post-scholarship responsibilities? (Check only one.)

- (a) Immediately after or within 90 days after completion of the scholarship period
 (b) One year after completion of the scholarship period (with Trustee approval)
 (c) More than one year after completion of the scholarship period

Please explain:

8. How do you intend to remain connected with Rotary after your scholarship term? (Check all that apply.)

- (a) Giving presentations
 (b) Participating in community service projects and fundraising activities
 (c) Attending Rotary club meetings and joining a Rotary club, if invited
 (d) Joining a local Foundation alumni association
 (e) Participating in orientation programs for future scholars

continued



- (f) Making financial contributions to The Rotary Foundation
 - (g) Other (please explain):
-

- () (a) Conducive to studying
- () (b) Conducive to meeting other people
- () (c) Met your expectations

Please rate:

16. () Your opinion of The Rotary Foundation Ambassadorial Scholarships program.

COMMENTS (optional) on any of the above – please attach an additional page.

9. The guidance and cooperation you received from:
- () (a) Your host Rotarian counselor
 - () (b) Your sponsor Rotarian counselor
 - () (c) Your host Rotary club
 - () (d) Other Rotary clubs in your host country
 - () (e) Your sponsor Rotary club and district
 - () (f) Your scholarship coordinator(s) at The Rotary Foundation

10. The adequacy of the Foundation's financial award:
- () (a) For living costs
 - () (b) For tuition
 - () (c) For other needs (please specify):
-

11. The sufficiency of your ability in the language of your study institution and/or your host country, if different from your native language (does not apply to Cultural Ambassadorial Scholars):
- () (a) During the first month
 - () (b) During the last three months

12. () Your overall effectiveness as a Rotary ambassador of goodwill.

13. () Extent to which your experience as a Rotary Ambassadorial Scholar significantly changed your opinions on international affairs.

14. The suitability of the program of study or training at your educational institution:
- () (a) Compared to your prior expectations
 - () (b) In light of your overall educational objectives
 - () (c) Compared to other educational institutions you have attended

15. Your living arrangements: (check one)
- On campus Off campus
 - Homestay Other (please explain):
-

ROTARY NEWS FORM

The Rotary Foundation and Rotary International produce a variety of publications, which often highlight interesting scholar stories. If you know of or will be involved in a “newsworthy” event, short-term or long-term activity (other than your normal Rotary activities, such as attending regular meetings and joining Rotaract), please complete and send this form to your scholarship coordinator at The Rotary Foundation. To be considered for publication, your information must be current to be newsworthy. Therefore, the more advance notice you can give, the more likely it is that your story will be used.

Please review the list below and check the activities/ event in which you have been involved:

Volunteering:

- local grade school or high school
- through a university group
- local community improvement activity
- aid to victims of local crisis (flood, earthquake, etc.)
- local hospital
- community activity related to your field of study or special interests

Participating in:

- benefit concert
- language exchange/friendship committee to build international understanding
- international fare to explore other cultures
- project related to current events in your host country
- Rotaract project
- Rotary immunization day

Speaking:

- as a guest on a local TV station
- in a local school

Writing

- articles about your experience for local or home country newspaper (please attach a copy)
- Other: _____ (please attach a copy)

Other (please describe):

Of particular interest are special events with your sponsor and host Rotarians, activities related to controversial issues in your host country or the world, community service projects you initiate or are involved in (especially those related to current events in your host or sponsor country), or any press coverage you might receive in your host country. If you are able to submit photos illustrating your story, it will improve your chances of being featured in a Rotary publication. The best photos are those showing you actively involved in the host community. If it is a Rotary event, it is helpful to have a Rotary symbol or flag in the background of the photo.

DESCRIPTION of event/activity (include day, location, Rotary or non-Rotary related, who will be in attendance, etc.)

YOUR INVOLVEMENT

IMPACT of event/activity on sponsoring or hosting community

Your name: _____

Address: _____

Country: _____

Sponsor District: _____

Host District: _____

Telephone: _____

Fax: _____

E-mail: _____

(Please attach relevant newspaper clippings or photos, if available.)

You may also submit this form on the Internet (www.rotary.org/programs/scholarships/spotlight)

POSTPONEMENT OF RETURN HOME

Scholar's Name: _____

Although you are strongly encouraged to return home after the end of your scholarship period, The Rotary Foundation may grant permission for postponement of your return home. Your request will be granted only upon receipt of a signed copy of this agreement and the return portion of your air ticket, if applicable. These documents must be submitted to your coordinator at least two months before the current end date of your scholarship. By signing below, you accept and understand all of the following conditions of postponement.

I agree that:

1. I have informed my sponsor district governor in writing of my intention to remain in the host country past the original scholarship period, and the district agrees to my postponement.
2. I have informed my host district governor in writing of my intention to remain in the host country past the original scholarship period, and the district agrees to my postponement.
3. I have sufficient funds from sources other than Rotary International or The Rotary Foundation to defray all expenses incurred following the conclusion of my scholarship until my return home;
4. I will fulfill all ambassadorial obligations upon return to my sponsor country;
5. I relieve both Rotary International and The Rotary Foundation of any obligation during the period in the host country beyond the duration of my award as originally granted;
6. I have read and understood the enclosure regarding the investigation of credit on the return portion of my air ticket (if applicable), and I take full responsibility for booking and paying for my own return travel.

Signature: _____ Date: _____

Planned Date of Return Home: _____

IMPORTANT INFORMATION ABOUT AIR TICKETS

OPTION 1: ROTARY INTERNATIONAL TRAVEL SERVICE (RITS)

The following information applies if you were issued a round-trip ticket by RITS.

1. You may submit to The Rotary Foundation the unused portion of your ticket for possible credit reimbursement after your postponement of return home has been approved by the Foundation. Because RITS issues the lowest fares possible, many of the tickets issued by RITS are nonrefundable and will most likely have no value.
2. You are responsible for purchasing your own return home airline ticket in advance with personal funds, because the credit process can take several months and there is no guarantee that credit will be available.
3. If the airline notifies RITS that credit is available on the unused portion of your ticket, the Foundation will notify you in writing of the amount. Once you utilize the ticket you purchased on your own to return home, you may submit to the Foundation the passenger receipt along with a copy of the letter from the Foundation confirming the available credit. You will be eligible for reimbursement of your return home travel costs, not to exceed the available credit. NOTE: Tickets submitted to the Foundation for credit verification will not be returned to you nor will they be available for your use.
4. If you do not receive confirmation from the Foundation within two months after you submitted your ticket for credit, you should contact your RITS travel agent to follow up on the status of your request.
5. If RITS was authorized to purchase a one-way ticket for you, your return home fare was included in one of your scholarship payments. Return home travel is your own responsibility to arrange and pay.

continued

OPTION 2: SCHOLAR TICKET PURCHASE

The following information applies if you purchased your own ticket.

1. **DO NOT SUBMIT ANY TICKETS TO RITS OR YOUR SCHOLARSHIPS COORDINATOR.**
2. If you receive Foundation approval of your request to postpone your return home, you will be responsible for arranging and paying your own return home travel. You will not be eligible to receive any additional funds from the Foundation toward travel costs.
3. You may wish to directly contact the airline that issued your ticket to investigate ticket credit possibilities.

GLOSSARY OF TERMS

Academic-Year Scholar: A scholar who will be studying for one full academic year (usually nine months) in their host country.

Acceptance Form: A required document that you received in your Acceptance Packet and are to sign and return to your scholarship coordinator at The Rotary Foundation by 1 April 2004. This document outlines the terms and conditions of your particular scholarship type.

Acceptance Packet: A package of materials containing documents and other important materials concerning your scholarship. This package also includes a copy of the Ambassadorial Scholar's Handbook. The Acceptance Packet was sent to you in January or February 2004, at least eight months before the start of your Scholarship Period.

Alternate Study Institution: A study institution that has been approved for you to seek admission in addition to your assigned study institution. The alternate study institution is intended to serve as a substitute, should you need or be required to have your scholarship reassigned due to the inability to gain admission to your assigned study institution or other circumstance. (Academic-Year and Multi-Year Scholars only).

Amount of Award Report: A report that lists the amount of funding that you are scheduled to receive during your scholarship period. The amount of funding is listed in the currency of the host country and is divided into the number of payments that you are scheduled to receive based on your award type. This report is usually sent to you four-to-six weeks before your scheduled departure date.

Assigned Study Institution: The university or other institution to which The Rotary Foundation Trustees have assigned you to utilize your scholarship award. You were assigned to this particular institution based upon the preferences you listed in your original scholarship application.

Award Type: Academic-Year, Multi-Year, three-month Cultural, and six-month Cultural are the four award types discussed in this handbook.

Certificate of Insurance Coverage: Located in the Appendix, this is a required predeparture document that you must submit to your scholarship coordinator at least two months before your scheduled departure date. This

form contains the details about your medical insurance coverage during your scholarship period.

Confirmation of Costs Form: You are required to send this form, located in the Appendix, to your scholarship coordinator, informing him/her of the actual costs of your housing and meals during your scholarship period. This form is submitted with the First Report and Required Presentations Form.

Cultural Scholar: A scholar who is assigned to a Rotary-approved language training institute for either three or six months of intensive language training and culture study.

District: A District is a group of Rotary clubs located in geographical proximity to each other. There are about 525 Rotary districts throughout the world.

District Governor: An experienced Rotarian who has been elected by other Rotarians in a particular Rotary district to serve as their leader for one year. He/she works to ensure that Rotary clubs in the district are meeting their goals and promoting and implementing all Rotary International and Rotary Foundation programs and activities.

Final Report: You are required to submit your Final Report, located in the Appendix, one month before the end of your scholarship period. Send the report to your scholarship coordinator, sponsor counselor, sponsor district governor, and host district governor.

First Report: You are required to submit your First Report, located in the Appendix, two months after the start of your scholarship period. Send the report to your scholarship coordinator to receive the second payment of your scholarship year. Multi-Year Scholars must submit a First Report for each year of their scholarship period. (Academic Year and Multi-Year Scholars only).

Home-Stay Family: The family in your host country that you have been assigned to live with for the duration of your studies at your assigned language-training institute. Your assigned language-training institute will arrange the home-stay family for you once you have enrolled in your study program. (For Cultural Scholars only).

Host Counselor: This Rotarian will be your primary Rotary contact in your host country for the duration of the scholarship. In most cases, your host counselor will receive your first scholarship payment on your behalf, and you should arrange to meet with him/her to receive it. The counselor will also be able to help you arrange your required presentations and involvement in various Rotary-related activities.

Language training: One month of scholarship-funded language training that takes place in your host country before the start of your academic studies. (Academic-Year Scholars only).

Length of Award: The duration of your scholarship period from the time your coursework at your assigned study institution begins. This is typically nine months for Academic-Year Scholars, three-to-six months for Cultural Scholars, and two academic-years for Multi-Year Scholars.

Letter of Assignment: A letter scholars receive that includes official notice of a their award and the study institution to which they have been assigned.

Letter of Financial Guarantee: This letter indicates what type of scholarship award you have and how much potential funding you can receive from your scholarship. Study institutions and visa-issuing institutions often request this document as proof that you have sufficient funds to carry out a year of study in your host country.

Medical Certificate: Located in the Appendix, this is a required predeparture document that you must submit to your scholarship coordinator at least two months before your scheduled departure date. This form is to be endorsed by your physician, and it indicates that you are in good health and have no medical restrictions that would prevent you from traveling and utilizing your scholarship in your host country.

Multi-Year Scholar: A scholar who will be studying in a degree program for two years in his/her host country.

Predeparture Documents: Documents you must submit to your scholarship coordinator at least two months before departure. See the beginning of the Appendix for a list of these documents.

Popular Areas: Rotary districts that consistently receive more requests for assignment than they can accommodate. Examples include London, Paris, Madrid, and New York City.

Scholarship Coordinator: A Rotary Foundation staff person assigned to each Rotary Ambassadorial Scholar to assist with scholarship program administration and award calculations. Your coordinator is your primary contact at the Foundation.

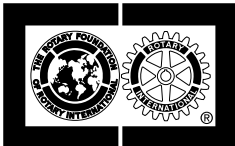
Scholarship Period: The period of time from the date you begin your academic studies at your assigned study institution until the end of the study period as determined by the type of scholarship you were awarded. PLEASE NOTE that the period of time for language training, preparatory courses, orientations, and early arrival is not included as part of your scholarship period.

Scholarship Subcommittee Chair: This Rotarian is located in your host Rotary district and helps coordinate the appointments of host counselors. He/she will also be your main contact in your host country should your host counselor not be available. The Scholarship Subcommittee chair's name is listed on the cover letter of your Acceptance Packet.

Sponsor Counselor: This Rotarian will be your primary Rotary contact in your home country before your departure and when you return home from your scholarship.

2004-05 AMBASSADORIAL SCHOLARSHIP SUMMARY

	Academic-Year Scholarship	Multi-Year Scholarship	Cultural Scholarship
Duration of the scholarship:	One academic year, usually 9 months	2 years	3 or 6 months, depending on which is available through the sponsor district
Required documents:	<ul style="list-style-type: none"> • Acceptance Form • Biographical Data Form • Housing Form • Admission Letter • Language exam score • Insurance Certificate • Medical Certificate • Visa/Passport copies • Tuition cost information 	<ul style="list-style-type: none"> • Acceptance Form • Biographical Data Form • Housing Form • Admission Letter • Insurance Certificate • Medical Certificate • Visa/Passport copies 	<ul style="list-style-type: none"> • Acceptance Form • Biographical Data Form • Admission Letter • Insurance Certificate • Medical Certificate • Visa/Passport copies
Language exam required?	Yes (if your native language is not spoken in the host country)	No	No
What does the scholarship cover?	<ul style="list-style-type: none"> • Round-trip transportation • 1 month of language training, if assigned • Tuition and fees for a normal course load • Room and board • Contingency fund of US\$1,800 for miscellaneous expenses (include books and supplies) <p>No scholarship may exceed US\$25,000. Payment of round-trip transportation, Foundation-assigned language training, and tuition receive priority.</p>	Provides a flat grant of US\$12,500 per year for 2 years. No additional allowance for transportation.	<ul style="list-style-type: none"> • Round-trip transportation • Tuition and fees • Room and board • Contingency fund of US\$600 for 3-month scholarship or US\$1,100 for 6-month scholarship (includes books and supplies) <p>No scholarship may exceed US\$12,000 for 3 months or US\$19,000 for 6 months.</p>
Number and kind of payments:	Generally, first payment sent to host counselor. Second payment sent to scholar if necessary requirements are met.	Two payments per year in the local equivalent of US\$6,000 each. First payments sent to host counselor. Second payments sent to scholar if necessary requirements are met.	One payment sent to host counselor. Generally, direct billing for tuition and fees (and sometimes housing).
Scholar required to report scholarship funding received from other sources?	Yes	No	Yes
Number of required reports:	Two. First report due 2 months after studies begin. Final report due 1 month before scholarship period ends.	Three. First report due 2 months after studies begin for each year of scholarship. Final report due 1 month before scholarship period ends.	One. Report is due 1 month before scholarship period ends.
Miscellaneous:	Depending on results of language exam (if needed), scholar may be assigned to 1 month of language training in the host country just before the start of the academic year.	Scholars must be enrolled in a degree program. Payment for second year contingent upon scholar reports, continued insurance coverage, and sufficient academic progress.	Because of homestay accommodations, scholars requested not to bring spouse and/or dependents.



Educational Programs
The Rotary Foundation
of Rotary International
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Telephone: 847-866-3000
Fax: 847-866-0934
Web site: www.rotary.org/foundation