



# ROTARY WORLD PEACE SCHOLAR HANDBOOK

Class III, 2004-06





# ROTARY WORLD PEACE SCHOLARSHIP TIMELINE

We have provided you with a timeline to emphasize the importance of planning carefully for your study as a Rotary World Peace Scholar. 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. Required documents should be sent to your scholarship coordinator unless stated otherwise below. The Rotary Foundation reserves the right to revise payment requirements if necessary during the scholarship period.

We suggest you use the spaces provided as a checklist to help you through the predeparture period and your scholarship term.

	1 April 2004	3-8 months before your departure	2 months before your departure	2 months after studies begin	4-6 months after studies begin	Summer between academic years	Beginning of Year 2	Conclusion of Study
				YEAR 1 STUDY BEGINS			YEAR 2 STUDY BEGINS	
<b>DOCUMENTS DUE</b>	<ul style="list-style-type: none"> <li>— Acceptance Form</li> <li>— Biographical Data/Housing Form</li> </ul>		<ul style="list-style-type: none"> <li>— Admission Letter to Assigned Rotary Center</li> <li>— Medical Certificate</li> <li>— Certificate of Insurance Coverage</li> <li>— Travel Request Form</li> <li>— Copy of passport</li> <li>— Copy of study visa</li> </ul>	<ul style="list-style-type: none"> <li>— First Report and Confirmation of Costs Form to scholarship coordinator</li> <li>— First Report to host counselor, sponsor counselor, district governors of host and sponsoring districts</li> </ul>	<ul style="list-style-type: none"> <li>— Submit summer activity funding request and budget with approval signature of Rotary Center director</li> </ul>	<ul style="list-style-type: none"> <li>— Updated Certificate of Insurance Coverage</li> <li>— Letter of good academic standing from your academic advisor</li> <li>— Copies of transportation receipts for summer activity</li> </ul>	<ul style="list-style-type: none"> <li>— First Report of year 2 to scholarship coordinator</li> <li>— First Report of year 2 to host counselor, sponsor counselor, district governors of host and sponsoring districts</li> </ul>	<ul style="list-style-type: none"> <li>— Final Report to scholarship coordinator</li> <li>— Final Report to host counselor, sponsor counselor, district governors of host and sponsoring districts</li> </ul>
<b>SCHOLAR DUTIES</b>	<ul style="list-style-type: none"> <li>— Read Scholar Handbook and enclosed information</li> <li>— Apply to assigned Rotary Center</li> <li>— Take language proficiency test, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>— Contact Rotarian sponsor counselor to arrange pre-departure Rotary obligations</li> <li>— Arrange to attend required predeparture orientation in sponsoring District</li> </ul>	<ul style="list-style-type: none"> <li>— Contact host counselor via letter of introduction</li> <li>— Gather addresses of host and sponsoring district governors</li> <li>— Arrange to have your host counselor meet your flight if possible</li> <li>— Finalize housing arrangements</li> <li>— Complete predeparture orientation in home district</li> </ul>	<ul style="list-style-type: none"> <li>— Research internship/activity ideas for your summer activity</li> </ul>	<ul style="list-style-type: none"> <li>— Make travel plans for travel to summer activity if necessary</li> </ul>	<ul style="list-style-type: none"> <li>— Arrange to speak at or attend Rotary meetings in the city of your summer activity</li> </ul>		
<b>PAYMENTS</b>			<p><b>Payment 1</b> — to host counselor upon receipt of all predeparture documents</p>	<p><b>Payment 2</b> — to scholar upon receipt of 1st report and Confirmation of Costs Form</p>	<p><b>Payment 3</b> — summer activity payment — to scholar upon approval of summer activity funding request and budget</p>	<p><b>Payment 4</b> — to host counselor upon receipt of Certificate of Insurance Coverage, and transportation receipts</p>	<p><b>Payment 5</b> — sent to scholar upon receipt of 1st report of year 2</p>	



# CONTENTS

---

<b>Introduction.....</b>	<b>1</b>
Your Acceptance Packet.....	1
Your Scholarship Coordinator .....	2
Your Relationship with Rotary .....	2
<b>Preparing for Departure .....</b>	<b>5</b>
Rotary Center University Assignments .....	5
Required Predeparture Documents .....	6
Scholarship Finances .....	10
Your Rotary Center University Partner .....	13
Useful Contact Information .....	15
<b>Appendix</b>	
Required Predeparture Documents	
Medical Certificate for Rotary World Peace Scholars.....	19
Certificate of Insurance Coverage for Rotary World Peace Scholars...	21
Rotary World Peace Scholar Report Instructions.....	23
Confirmation of Costs Form for Rotary World Peace Scholars.....	25
Glossary of Terms	





# INTRODUCTION

---

## The Purpose of This Handbook

Congratulations on your selection as a Rotary World Peace Scholar. You will find the *Rotary World Peace Scholar Handbook* a useful resource on your scholarship, containing information on the history and goals of the Rotary Centers for International Studies, as well as program requirements and scholarship finances. Throughout the course of your Rotary World Peace Scholarship, we hope you will refer to this handbook and find it to be a useful tool.

## Program Purpose

As a Rotary World Peace Scholar, you are participating in The Rotary Foundation's mission to further world understanding and peace. The Rotary Centers for International Studies in peace and conflict resolution support this mission by:

- Advancing research, teaching, publication, and knowledge of issues of peace, goodwill, causes of conflict, and world understanding
- Providing advanced international educational opportunities for a group of Rotary World Peace Scholars chosen from different countries and cultures on the basis of their potential as leaders in government, business, education, media, and other professions
- Providing a means for The Rotary Foundation and Rotary clubs to increase their effectiveness in promoting greater tolerance and cooperation among peoples, leading to world understanding and peace

## A Brief History of the Rotary Centers for International Studies

Rotarians have long dreamed of creating a Rotary-sponsored academy to promote Rotary's mission of world understanding and peace. Under the leadership of Past RI President and then Rotary Foundation Trustee Chair Rajendra Saboo of India, a committee was formed in 1996 to consider the concept of an educational center, institute, or university dedicated to Rotary's founder, Paul Harris, to observe the 50th anniversary of his death. This committee, comprised of individuals with professional backgrounds and experience in higher education, explored a variety of academic models to achieve this goal. The result was a recommendation for a worldwide, multi-institution commitment to create "Paul Harris Centers for International Studies" where scholars would obtain a two-year graduate degree in international relations, conflict resolution, and peace studies. The Trustees adopted this proposal in principle and appointed a committee of Rotarians to fully develop it.

Over a period of two years, this committee developed a conceptual plan for the Rotary Centers, reviewed university proposals, and conducted visits to universities interested in hosting a center. In 1999, the Foundation Trustees approved the plan to partner with eight universities to establish the Rotary Centers for International Studies in peace and conflict resolution.

The Rotary Centers Committee considered more than 100 universities to host the centers. It recommended eight universities to the Trustees, based on criteria that included geographic diversity; degree programs with a core curriculum in international relations, peace, and conflict resolution; superior faculty; and the universities' willingness to work with The Rotary Foundation in this effort.

Although this Foundation program was adopted to honor the memory of Paul Harris, the name was changed to Rotary Centers for International Studies in peace and conflict resolution because Paul Harris's name is not well known outside of the Rotary world. It is hoped that the Rotary Centers will increase public awareness of Rotary's commitment to peace.

## YOUR ACCEPTANCE PACKET

In addition to this handbook, your Acceptance Packet includes most of the documents listed below. Depending on your study country, additional materials may be included in your packet. Please read and review all items.

- Scholarship Acceptance Form
- Biographical Data/Housing Form

- Preaddressed reply envelope (for returning completed Acceptance Form and Biographical Data/Housing Form to your scholarship coordinator)
- Language test brochures for the TOEFL examination (if applicable)
- Travel Instructions
- Cultural notes on your host country
- Information on Rotary International and The Rotary Foundation

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

## YOUR SCHOLARSHIP COORDINATOR

The staff at Rotary International World Headquarters will work with you as you prepare for your scholarship and throughout your studies. Your scholarship coordinator will serve as your primary contact at The Rotary Foundation, and you should direct all correspondence to him or her. Your coordinator maintains an ongoing relationship with as many as 150 scholars from around the world. He or she prepares information for scholars, host counselors, and other Rotarians; tracks scholars' documents; monitors scholars' progress; works with study institutions and language training centers; calculates awards; and issues payments.

Whether you contact your coordinator by e-mail, telephone, fax, or letter, the following general guidelines will facilitate communication and help to resolve problems quickly and efficiently. In most cases, e-mail is the most efficient method of communication. *Note:* It is recommended that you set up a Web-accessible e-mail account before your departure to facilitate electronic communication with your scholarship coordinator.

If you need to make contact by telephone, please remember that the Foundation cannot accept collect calls except in the event of an emergency. If you must speak with your coordinator, call and leave a telephone number where you may be reached. Your call will be returned promptly. If you choose to send a fax, be sure to write your coordinator's name on it. Please note it will not be possible to confirm receipt of every fax. Also, allow adequate time for your coordinator to respond before assuming your fax was not received. If you are concerned about a fax transmission, call to alert your coordinator that a fax is on its way.

## YOUR RELATIONSHIP WITH ROTARY

Your Rotary World Peace Scholarship will provide you with two years of funding for graduate study and a unique opportunity to participate in the multifaceted work of Rotary International. Rotary Foundation staff and your sponsor and host Rotarian counselors will provide information and support to you before, during, and after your scholarship period. Through preprogram scholar orientation sessions, host area activities during the scholarship period, and Rotary involvement as Foundation Scholar alumni, Rotary World Peace Scholars will form lifelong relationships with Rotary.

### Rotarian Counselors

Two Rotarian counselors will assist you before, during, and after your scholarship period to help you fulfill your Rotary obligations. Your sponsor counselor is appointed by your sponsor (home) Rotary district, and your host counselor is appointed by your host (study) district. Your counselors will assist with scholarship logistics and provide background information on Rotary and your host country. Rotary promotes this close relationship between scholars and Rotarian counselors to ensure that everyone involved derives maximum and lasting benefit from the scholarship.

### Sponsor Counselor

Your sponsor counselor will serve as your link to Rotary in your home country and will be your primary contact for all preprogram orientation activities before departure for your assigned Rotary Center.

As soon as you receive your sponsor counselor's name, address, and telephone number, make contact to introduce yourself and arrange a personal meeting. Your sponsor counselor can assist you in many 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 district
- Arranging attendance at local club meetings, district functions, etc.
- Reviewing the financial aspects of your award so you understand the Foundation's funding policies

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

- Keep your sponsor counselor, club, and 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.

### **Host Counselor**

Your scholarship coordinator will provide you with your host counselor's name and contact information before you depart for your Rotary Center.

- When you receive your host counselor's name and address, write a letter of introduction and include a photograph of yourself.
- Host counselors sometimes meet scholars upon arrival. Discuss this possibility with your host counselor, as this meeting provides a good opportunity to become acquainted and set future appointments.
- Meet with your host counselor to develop opportunities to get involved with your host area's Rotary projects and activities during your scholarship period. Ask that the district governor's monthly letter and the host club's weekly bulletin be sent to you.
- If you plan to travel with your spouse and/or children, inform your host counselor as soon as possible. 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.

### **Host Area Rotarians**

The Rotary World Peace Scholarships program is an ambitious undertaking aimed at furthering Rotary's goal of world understanding and peace. Because this program is a major educational and peace priority of The Rotary Foundation, a special effort has been made to forge a dynamic and mutually supportive relationship among the Rotary World Peace Scholars, the Rotary Center university partners, and Rotarians in the communities where Rotary Centers are located. To foster these relationships, each Rotary Center will have a designated "host area" comprised of the Rotary district where the center is located and a number of surrounding districts.

This joint hosting effort expands the opportunities for Rotarian involvement with the Rotary Centers while providing guidance both to the scholars and the universities. The Rotary Foundation provides training to host area Rotarians to prepare them for their role and responsibilities in hosting the Rotary World Peace Scholars. In turn, host area Rotarians work with the universities to develop an annual orientation for the scholars. The strong collaborative relationship between the Rotary host areas and the Rotary Center university partners ensures Rotary World Peace Scholars will strike an appropriate balance between academic and Rotary obligations during the scholarship period.

Host area Rotarians familiarize scholars with the political, environmental, business, and academic conditions in their study countries. The contacts and insight host Rotarians provide will prove invaluable to Rotary World Peace Scholars as they graduate and pursue careers in their areas of expertise. The host area liaison is the Rotarian who serves as the primary contact

between host area Rotarians and the Rotary Center. The host area liaison works in conjunction with The Rotary Foundation to promote the Rotary Center's activities, coordinate training and informational events, and facilitate host area club and district participation in these activities and events.

## Reporting

You are required to submit three reports to The Rotary Foundation during your scholarship period. You must send each report to five individuals: 1) your scholarship coordinator, 2) your host counselor, 3) your sponsor counselor, 4) the district governor of your sponsor (home) Rotary district, and 5) the district governor of your host Rotary district. You should submit the **First Scholar Report** approximately two months after arrival at your Rotary Center. In addition to your first report, you must also send a completed Confirmation of Costs Form to your scholarship coordinator. This form is located toward the end of this handbook. The other recipients of your report do not need to receive copies of the form.

You will submit your **Second Scholar Report** at the beginning of the second academic year. The second report should include not only information about your first academic year but also about your summer activities.

The **Final Scholar Report** should be submitted at the end of the second academic year.

For all reports, please use the Scholar Report Instructions available toward the end of this handbook.

*Note:* Failure to submit high quality reports, and/or failure to submit reports in a timely fashion, will result in a delay in scholar stipend payments.

## Beyond the Scholarship Period — Your Lifelong Association with Rotary

Your association with Rotary as a program alumnus is an important part of fulfilling your role as a Rotary World Peace Scholar. Scholars are expected to maintain contact with Rotary throughout their careers. Rotary values scholar feedback on its programs, and you are encouraged to participate in The Rotary Foundation's efforts to evaluate and improve the Rotary World Peace Scholarships program. Scholar alumni are encouraged to provide the Foundation with regular career updates for use in Rotary publications, marketing the Rotary World Peace Scholarships to future candidates, and assessing the impact of the program.

Rotary World Peace Scholar alumni will make active contributions to international relations, peace, and conflict resolution. Rotary's history of involvement in peace-building and commitment to world understanding makes it an attractive organization to scholar alumni. You can stay involved with Rotary by:

- Continuing to speak about your experiences at club, district, and community engagements
- Submitting articles about your scholarship experience to local newsletters and newspapers
- Holding an annual alumni/reunion dinner for other Foundation alumni in your area
- Recruiting participants for Foundation programs
- Participating in inbound and outbound Rotary Scholar orientation sessions
- Attending annual seminars as a program alumnus at any of the seven Rotary Centers for International Studies
- Serving as a mentor to current program participants
- Participating in Rotary service projects
- Participating in Rotary Volunteers program
- Attending Rotary club meetings and joining a Rotary club, if invited
- Joining or forming a Foundation alumni association
- Attending Rotary International conventions
- Consulting and/or advising Rotarians on service projects and peace-building initiatives

For more information on Foundation alumni activities and events, see the Alumni Programs pages on RI's Web site at [www.rotary.org](http://www.rotary.org) and fill out the Address Update Form and Foundation Alumni Survey Form. You can also contact a member of the Foundation Alumni Resource Group (FARG), comprised of Rotarians who encourage alumni to be advocates for the Foundation's programs. FARG is also accessible via the Web site.

All scholar alumni will receive *REConnections*, an annual newsletter reporting on alumni activities and accomplishments, as well as Rotary news throughout the world. The newsletter can also be downloaded from RI's Web site.

## PREPARING FOR DEPARTURE

### ROTARY CENTER UNIVERSITY ASSIGNMENTS

The Rotary Centers Committee makes all assignments for the Rotary World Peace Scholars to study at the Rotary Centers university partners. Many factors are considered when making university assignments, and candidates' preferences are taken into consideration as much as possible.

Unfortunately, the number of available scholarship slots at each university is limited; in addition, not all candidates are well-suited to the universities they prefer. The Rotary Centers Committee weighs other factors, such as geographic origin and area of academic expertise, to ensure a diverse class of scholars. The final list of Rotary World Peace Scholars and their university assignments is approved by the Trustee chair on behalf of The Rotary Foundation Trustees.

Due to these competing factors, a number of scholars are likely to be assigned to institutions that were not among their top choices. Please remember that the Foundation Trustees reserve the right to assign successful candidates to *any* of the seven Rotary Center university partners. If a scholar does not wish to accept the university assignment made by the Rotary Centers Committee, he/she will forfeit the scholarship.

### Reassignment

The Rotary Foundation *will not* consider requests for reassignment to a different Rotary Center university partner based on personal preferences. If you do not gain admission to your assigned Rotary Center university partner, please submit the letter notifying you of this fact to your scholarship coordinator immediately.

### Deferral of Scholarship Study

Deferral of the Rotary World Peace Scholarship to begin study at a date later than that listed on your Scholarship Acceptance Form will only be considered in cases of mandatory military service or serious, documented medical emergency. Contact your scholarship coordinator immediately if either of these situations applies to you.

### Relinquishment of the Rotary World Peace Scholarship

Please contact your scholarship coordinator as soon as possible if you decide to forego the Rotary World Peace Scholarship. We ask also that you inform your assigned Rotary Center university and your Rotary sponsor district of your decision not to accept the Rotary World Peace Scholarship.

### Seeking Admission to Your Assigned Rotary Center University Partner

Once you receive your Rotary World Peace Scholar Acceptance Packet, you should apply immediately for admission to your assigned Rotary Center university partner if you have not already done so. Contact the university admission office for information on application procedures and deadlines (see contact details in the "Rotary Center University Partners" section).

Please be aware that your selection as a Rotary World Peace Scholar does not guarantee admission to your assigned Rotary Center university. All final admission decisions rest with the universities. The Rotary Foundation is unable to intervene on a scholar's behalf to influence admissions decisions.

## Required Predeparture Orientation

You will be required to attend program orientations in both your sponsor and host districts to ensure that you understand the mission of The Rotary Foundation, your role as a Rotary World Peace Scholar, and your future responsibilities as a scholar alumnus. In addition, you and your Rotarian sponsor counselor should attend any Ambassadorial Scholarship orientation seminars offered in your region before your departure to your assigned Rotary Center.

If no predeparture orientation is offered to scholars from your area before your departure, The Rotary Foundation can mail materials to your sponsor district Rotarians. Your sponsors can use these materials to organize an individual orientation for you. In this case, please notify your scholarship coordinator and sponsor counselor. Then, schedule time with your sponsor counselor and sponsor district's officers to have an individual orientation, using the materials provided, before your departure.

Once you arrive at your Rotary Center university, you will attend a special Rotary World Peace Scholar orientation conducted by host area Rotarians who will have contacted you about the orientation beforehand. The orientation will acquaint you not only with Rotarians in your host country but also with other Rotary World Peace Scholars studying at your Rotary Center university. A university representative will contact you independently about any university-sponsored, on-campus new student orientation sessions.

## REQUIRED PREDEPARTURE DOCUMENTS

Before you travel to your host country and begin study, you are required to complete a series of procedures and forms. All predeparture requirements must be completed no later than two months before your departure; some documents must be submitted much earlier. Failure to complete all predeparture requirements by the indicated deadlines may result in the cancellation of your scholarship. No scholarship payment will be made until all the required items are received by your coordinator.

Below is a list of required predeparture documents, followed by an explanation of each.

- Scholarship Acceptance Form
- Biographical Data Form
- Housing Form
- Language Proficiency Exam Score
- Copy of Admission Letter from your assigned Rotary Center
- Photocopy of Passport/Visa
- Medical Certificate
- Certificate of Insurance Coverage
- Travel Option Form (see Transportation Instructions in your Acceptance Packet)

### Scholarship Acceptance Form

The signed Scholarship Acceptance Form indicates you formally accept the offer of the Rotary World Peace Scholarship and agree to its terms. Please complete the form, providing your signature and date on the back, and **return the form to your scholarship coordinator by 1 April 2004 or within a month of receipt (whichever comes earlier)**. Failure to do so may result in the withdrawal of your scholarship. Be sure to keep a copy of the signed acceptance form for your records.

### Biographical Data Form

This form is in the language of your study country. Within one month after receipt, be sure to affix a recent photograph of yourself to the form and return it, along with your Scholarship Acceptance Form, to your scholarship coordinator. The Rotary Foundation will forward your completed Biographical Data Form to your host Rotary district to facilitate the appointment of a Rotarian host counselor.

## Housing Form

This form is included on the reverse side of your Biographical Data Form. Although it is your responsibility to make your own housing arrangements, the Housing Form allows you the opportunity to request from your host counselor advance assistance with locating accommodations in your host country. Many scholars find it helpful to work through the housing office of their assigned Rotary Center. If your Rotary Center offers on-campus dormitory or rental housing to Rotary World Peace Scholars, it will notify you directly. In other cases, your host counselor may be able to offer advice on appropriate neighborhoods and local procedures to follow in renting an apartment typical for foreign students in the community. Please keep in mind your counselor is under no obligation to provide this type of assistance, and that you should explore housing options as soon as possible.

## Language Proficiency Exam Score

If your assigned Rotary Center is in a country whose native language is different from your own, The Rotary Foundation requires that you take a language proficiency examination as explained below. Please consult your Rotary Center university partner for procedures regarding language requirements and testing. If applicable, you must send copies of language exam scores to your scholarship coordinator approximately five months before the start of your assigned Rotary Center's academic year. Failure to submit your score may result in delay or revocation of your award. Your language proficiency exam score will determine if you will be required to attend Foundation-funded language training in your host country immediately prior to your scholarship. You will be notified of dates and details if this applies to you.

### Test of English as a Foreign Language (TOEFL)

If you will study in an English-speaking country and English is not your native language, take the Test of English as a Foreign Language (TOEFL) and have an official score report sent both to your assigned Rotary Center and the Foundation. Contact your Rotary Center to obtain its TOEFL institution code.

**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 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 exam is the responsibility of the scholar.** For additional information, contact the TOEFL Web site: [www.toefl.org](http://www.toefl.org).

### Berlitz Language Examination (French, Japanese, and Spanish)

If you are assigned to study in a non-English-speaking country where the native language is not your own, take your language proficiency examination through Berlitz International, Inc. Berlitz has designed an exam specifically for Rotary Scholars. This exam must be taken no earlier than nine months and no later than five months before the start of your studies.

After returning your Acceptance Form to the Foundation, contact the nearest Berlitz Center by phone or on the Web at [www.berlitz.com](http://www.berlitz.com) to arrange a test date, time, and location. Identify yourself as a Rotary Scholar. If you cannot take the test as arranged, you must notify the Berlitz Center by 3:00 p.m. on the weekday before the test date to reschedule. You must bring picture identification with you the day of the exam. If a Berlitz Center is not near you, please call the following telephone number collect to schedule an exam. **The cost of the examination is the responsibility of the scholar.**

Berlitz Language Center  
5 Revere Drive, Suite 505  
Northbrook, IL 60062 USA  
Tel.: (847) 509-0338,  
or (800) 444-2981 (only in the United States)  
Fax: (847) 509-1733  
Hours: Monday-Friday 10:00 a.m.-5:00 p.m.  
(USA Central Time)  
[northbrook\\_lc@berlitz.com](mailto:northbrook_lc@berlitz.com)

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

*The following documents must be submitted to your scholarship coordinator at least two months before your departure:*

### **Copy of Admission Letter from Your Assigned Rotary Center University Partner**

You are responsible for gaining unconditional admission to your assigned Rotary Center and must maintain full-time student status for the duration of your scholarship. You are encouraged to submit a copy of your admission letter as soon as you receive it. The letter must verify admission for the full duration of your scholarship.

### **Photocopy of Passport**

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:* You are advised to carry a photocopy of your passport with you to your study country. In the event your passport is lost, it will be far easier to replace if you are able to present a photocopy.

### **Photocopy of Visa**

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 will need to contact the nearest consulate of your host country to determine student visa requirements. If no visa is required, please submit written confirmation to your coordinator from the government or visa-issuing body of your study country or institution.

Obtaining a visa for many countries 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. Contact your assigned Rotary Center to confirm which type of visa is suitable for you. The Rotary Foundation does not issue visa acquisition documents; therefore, your scholarship coordinator cannot assist you in this process or answer your questions regarding visa requirements.

### **Medical Certificate**

The Medical Certificate for Rotary World Peace Scholars is included toward the end of this handbook. Have your physician sign and complete the medical certificate after you receive a general physical examination.

This certificate is required of all scholars. Only the Medical Certificate for Rotary World Peace Scholars or an exact facsimile will be accepted. *Note:* You are advised to bring sufficient quantities of any prescribed or necessary medications to last the entire scholarship period. You should also investigate health risks and any inoculations required for travel to your host country, and arrange for the inoculations well in advance of your departure.

### **Certificate of Insurance**

You must obtain insurance for basic major medical expenses, medical evacuation, and repatriation of remains that meets the minimum coverage requirements specified on the Certificate of Insurance Coverage for Rotary World Peace Scholars toward the end of this handbook. Your scholarship does not cover this expense. Only the Certificate of Insurance Coverage for Rotary World Peace Scholars or exact facsimile will be accepted. A certificate or brochure from the insurance company will not be accepted as fulfillment of this requirement. The completed form must be returned to The Rotary Foundation no later than two months before departure.

## When Should My Insurance Coverage Begin and End?

Your insurance coverage should start on or before your departure date and extend through the day you return home. You may choose to obtain coverage initially for the first year of the scholarship only, provided you submit proof of continuing insurance coverage for each subsequent year of the scholarship. You must provide The Rotary Foundation with an updated Certificate of Insurance Coverage at least two months before the start of your second academic year.

The requirements indicated on the form are **minimums**. 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 need to return home unexpectedly. Travel insurance policies will only provide coverage for hospitalization in your host country.

Your Acceptance Packet includes information on sources of appropriate insurance coverage. If you decide to use the enclosed plan, you must contact the insurance company directly. You must pay the entire policy cost in U.S. dollars and submit it with your insurance application form. You should verify with the insurance company what form of payment is acceptable.

You are not required to use the suggested insurance plan. However, if you purchase insurance through a different company, it must meet the minimum coverage requirements as stated on the Certificate of Insurance for Rotary World Peace Scholars.

Insurance plans offered by your assigned study institution will be approved by The Rotary Foundation only if they meet all the stated requirements. Some coverage policies offered by universities do not begin until the start of the academic year. **These policies are NOT acceptable, because they do not cover time away from home before your studies begin.**

Certain study institutions, however, may require that you subscribe to their plan. If your Rotary Center requires you to purchase its university insurance policy, and the coverage does not meet Rotary's requirements, you will have to supplement it with additional insurance to ensure that Rotary requirements are met. For example, scholars assigned to the University of California-Berkeley will have some additional insurance issues to consider. If you are assigned to study at the University of California-Berkeley, please make sure to ask your scholarship coordinator for summary information about the university's scholar insurance requirements.

**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 Rotarian sponsor counselor or scholarship coordinator for advice.

**Health care at your assigned institution.** The insurance you 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 the services that are available through your institution's student health facilities.

## Travel Option Form

The Travel Instructions, a group of documents sent with your Acceptance Packet, describe the procedures for arranging travel. The Travel instructions also contain information about when to schedule your departure and what travel expenses are included in the scholarship.

## When Should I Depart?

It is suggested that you travel to your Rotary Center host city no more than a few weeks before the start of your institution's normal academic year. (Remember also that scholarship funding cannot be made available until 1-2 weeks before the start of the normal academic year.) You should not begin a regular study program at your institution before the start of your Rotary World Peace Scholarship.

## SCHOLARSHIP FINANCES

### Funding Your Rotary World Peace Scholarship

Funds for your Rotary World Peace Scholarship come from the extreme generosity of Rotarians around the world. Rotary districts that have provided significant levels of funding for the Rotary Centers for International Studies for the first two years of the program are known as “Pioneer Districts” (see glossary). Pioneer District Rotarians and other major donors will be especially interested in the activities and successes of Rotary World Peace Scholars both during their studies and throughout their careers.

During your scholarship you will receive requests from Rotarians to attend Rotary club meetings and district and regional Rotary events, and will often be asked to speak at them. Your active participation in these events will demonstrate to Rotarians the success of the Rotary World Peace Scholarships program. In turn, the enthusiasm with which you embrace your Rotary obligations will help to ensure continued funding for future scholars.

### Length of Award

Scholarship funding will begin with the start of the regular academic year at your assigned Rotary Center university partner. Your scholarship is valid only for two consecutive academic years and the summer break occurring between them, for an average of 21 months in most cases. Scholars assigned to the University of Bradford will study for two academic years of 12 months each, for a total of 24 months of funding. Please note that funding for summer activities is subject to a separate application and review process and is not guaranteed. Please see the section about the summer activity later in this handbook.

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

### Postponement of Return Home

Rotary World Peace Scholarships are designed to provide individuals committed to peace a two-year graduate training program in areas related to international studies, peace, and conflict resolution. Upon completion of your scholarship, you are expected to pursue a career in your area of expertise. For this reason, The Rotary Foundation does not encourage Rotary World Peace Scholars to remain in their Rotary Center host regions beyond the scholarship period.

If you choose to stay in your study country after the end of your scholarship period, you will not receive additional funding from the Foundation. You will be responsible for paying any charges associated with changes in your return home transportation. Please refer to the Transportation Instructions included in your Acceptance Packet for further details.

### Amount of Award

#### General Guidelines

Scholarship funds are for your use only. If your spouse and/or dependents accompany you to your study country, their expenses will be your personal responsibility. If you have funds remaining at the end of your scholarship, they should be returned to The Rotary Foundation.

The amount of your award is determined from several sources, including cost information received directly from your assigned Rotary Center. Your award amount is based on the cost of round-trip transportation (if applicable), tuition costs and fees for a normal course load at your assigned Rotary Center, and the cost of living for a student in your study city.

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 you may be required to provide your assigned Rotary Center with proof that you are able to pay for them.

- **Required tuition and fees.** Scholars will receive funding for registration, tuition for a normal course load as defined by the institution, and other necessary educational expenses for up to two academic years. Courses with unusual costs, such as field trips, conferences, etc., will be considered on an individual basis.

Tuition payment procedures will vary by university. In some cases, The Rotary Foundation may pay your tuition costs directly to the university. In other cases, you may receive tuition funds directly, and it will be your responsibility to pay the university. You will receive information from your scholarship coordinator regarding the specific tuition payment procedure at your assigned Rotary Center. **Under no circumstances will funding be extended beyond the period of the scholarship.**

- **Room and board.** You will receive a monthly stipend based on reasonable living costs for a typical foreign student in your study area. Several Rotary Center university partners offer on-campus rental housing for Rotary World Peace Scholars on a space-available basis. Your Rotary Center will provide you with information on university-based housing options.

You must locate housing and purchase food within this budget unless you can supplement these funds from other sources. The cost of any necessary public transportation for daily commuting between your residence and study institution is also included in this allocation, if on-campus housing is not available. If you are accompanied by your spouse and/or dependents, you will not be allocated additional funding.

- **Transportation.** You will receive transportation between your home and study cities at the start and end of the scholarship. Please refer to the Travel Instructions enclosed with your Acceptance Packet.
- **Contingency fund/books and supplies.** You will receive a fixed contingency fund of US\$1,800 or its equivalent for necessary textbooks, supplies, costs incurred before the academic year or during breaks, miscellaneous travel expenses, and other necessary unanticipated expenses. You may also use this allocation for attendance at Rotary events not covered by clubs or districts, such as attending the district conference. (See Rotary functions and related travel costs addressed later in this section.) Additional funds for typing and copying costs (except for costs of preparing the master's thesis, see below), computer equipment, or professional/technical equipment are not available beyond the standard contingency fund. **Increases in this area will not be considered.**
- **Summer activity.** You may apply to The Rotary Foundation for funding to help cover/defray expenses related to summer internships, research, or academic activities, as approved by your academic adviser and/or Rotary Center director. For more information on summer activities, see the forthcoming section entitled "Your Rotary Center University Partner." Contact your scholarship coordinator for details.
- **Conference funding.** Limited funds may be available to Rotary World Peace Scholars to help cover the costs of attending an academic or professional conference during their scholarships. If you are interested in conference funding, contact your scholarship coordinator for an application and details.
- **Miscellaneous/Thesis stipend.** During the second year of study, each Rotary World Peace Scholar may apply for funding to offset the cost of preparing and copying a master's thesis. Please contact your scholarship coordinator for information on applying for the thesis stipend.

## Other Funding

- **Personal funds.** You should take sufficient funds for all expenses not covered by the 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 items are not covered by your scholarship:

- Application fees, including university admission, passports, or visas
- Insurance
- Medical 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

- **Outside funding.** 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 studies, Rotary obligations, or visa/immigration status in your study country. Please note The Rotary Foundation will not fund tuition or transportation covered by another scholarship, grant, assistantship, award, or waiver. If you receive additional funding, you must report it in writing to the Foundation.
- **Rotary functions and related travel costs.** Clubs and districts that extend invitations may fund your travel to Rotary clubs and district conferences, and other out-of-pocket expenses. You may also use part of your scholarship contingency fund for such expenses. Funds provided by your host club and district vary according to their individual policies and the functions involved.

*Note:* You may not accept payment for participating in Rotary-sponsored events.

## Disbursement of Payments

*Note:* No funding of any type will be provided until you have completed all predeparture requirements. The Rotary Foundation reserves the right to revise or expand the requirements scholars must fulfill in order to receive payments.

Before your departure, you will receive an **Amount of Award Report** that outlines your funding. This report will be sent by your coordinator after you have confirmed your admission to your assigned Rotary Center, usually 4-6 weeks before your studies begin. **Disbursement of funds and tuition payment procedures vary by university.** You are responsible for paying award-year expenses out of the funds provided by The Rotary Foundation. In most cases, your payment disbursement schedule will be as follows:

### Year 1

**First payment.** The first payment covers the first half of your study year and is generally sent in care of your host counselor or other host Rotarian whose contact information you will receive before departure. You will receive your first payment shortly before the beginning of the academic year, provided you submit all required predeparture documents in a timely fashion (see Scholarship Timeline for a list of these documents). With few exceptions, scholarship payments are made in the currency of the study country. If your Rotary Center requires you to pay tuition and fees to the university directly, these funds will be included in your first award payment according to the university's payment schedule. Half of your contingency fund and room and board allocation for year one is included in the first payment.

**Second payment.** The second payment, covering the second half of your first year of study, will be sent directly to you approximately four months after you begin your study program. The second payment is contingent upon submission of the following items to your scholarship coordinator:

- First Scholar Report, including current mailing address, telephone number, and e-mail address
- Confirmation of Costs Form

Scholars studying in the northern hemisphere should submit the first scholar report no later than 1 November. Scholars studying in the southern hemisphere should submit the first scholar report no later than 1 May. If you do not send these items to your coordinator within two months after your scholarship begins, your second payment will be sent to your Rotarian host counselor and will be held until you fulfill these requirements.

**Third payment.** The third payment is designed to offset the cost of your summer activity. To receive funding for your summer activity, you must complete a proposal and Summer Activity Funding Request Form which will be sent to you by your scholarship coordinator upon request. Your completed form and proposal will be reviewed by The Rotary Foundation and you will be notified about the amount of summer activity funding you will receive. Once the amount of funding is decided, in most cases a check will be sent to your host country address (where you have been living during the first academic year) in the host country's currency. You will be responsible for transferring these funds into the currency of your summer activity country, if necessary.

## Year 2

During the second year of your Rotary World Peace Scholarship, you will be paid in two disbursements.

**First payment.** To receive your first payment in year two, The Rotary Foundation must receive the following documents at least two months before the start of your next scholarship year:

- A second Rotary Certificate of Insurance confirming you have obtained the required insurance coverage for your second year of study
- A letter from your Rotary Center director and/or academic adviser stating that you are in good academic standing for the second year of master's degree study
- Copies of transportation receipts for summer activity

The first half of your year two contingency fund and room and board allocation is included in the year two first payment. This payment will be sent to your host counselor at the beginning of the second academic year.

**Second payment.** The second payment will include the second half of your contingency fund and room and board allocation for year two. To receive your second payment in year two (your final scholarship payment), the Foundation must receive the following document no later than two months after the beginning of your second year of study:

- Second Scholar Report (including discussion of the summer activity)

Scholars studying in the northern hemisphere should submit the second scholar report no later than 1 November. Scholars studying in the southern hemisphere should submit the second scholar report no later than 1 May.

### Will I Have to Pay Taxes on My Scholarship?

Depending on tax laws in your home and host countries, the scholarship may be taxable in part or in full. It is your responsibility to investigate tax regulations pertaining to your scholarship funding. Allow adequate time to meet any deadlines that apply.

Your Amount of Award Report is the official document that details the specific amount of funding you will receive from The Rotary Foundation. You should keep this report in your files in case you need it for tax purposes. No other tax forms will be issued by the Foundation. Please note your scholarship coordinator is not qualified to give tax advice. The international student office at your Rotary Center should be able to provide you with general tax guidelines of your host country. For specific questions on tax treatment of your scholarship, please consult a qualified tax adviser.

## YOUR ROTARY CENTER UNIVERSITY PARTNER

### University Support

The Rotary Center university partners were chosen for their exceptional academic programs in the areas of international relations, peace, and conflict resolution. The Rotary Foundation has worked closely with the university partners to develop innovative two-year master's degree and certificate programs for Rotary World Peace Scholars. To facilitate administration of the program, each university has named a Rotary Center director who coordinates academic and other activities for the scholars.

During your scholarship, you will work closely with your Rotary Center director regarding course selection, academic progress, summer activities related to your degree or certificate, and your master's thesis research. You will be a resident at your Rotary Center for two consecutive academic years. To allow Rotary World Peace Scholars to participate fully in all Rotary Center activities, scholars will not be permitted to take part in study abroad and other exchange programs offered by Rotary Centers during the regular academic year.

The Rotary Center director will also work with you and host area Rotarians regarding your Rotary obligations. Rotary Center directors have helped the Foundation and host area Rotarians establish program guidelines for Rotary World Peace Scholars, and the directors will provide regular scholar updates to the Foundation. You are encouraged to make use of the administrative resources available at your Rotary Center. See “Useful Contact Information” about the Rotary Centers and other resources.

## The Rotary Centers Annual Seminar

Each Rotary Center will host an annual seminar focusing on critical and timely issues related to international affairs and conflict resolution. The Rotary Center directors will invite international experts in these areas to speak at the seminars. All Rotary World Peace Scholars will also present papers based on their studies and research. This will give the scholars an opportunity to share their research with one another, the university academic community, host area Rotarians, and other invited guests. These seminars may lead to the publication of Rotary World Peace Scholars’ research.

You will receive further details about the annual seminar at your Rotary Center once you arrive on campus.

## Summer Activity

Rotary World Peace Scholars may apply to The Rotary Foundation for summer activity funds. Please contact your assigned Rotary Center about the timing and duration of the summer break, as not all university programs allow time for extensive summer activities. You should work with your Rotary Center director and/or academic adviser to develop summer activities appropriate to your area of specialty. Host area Rotarians may also provide helpful information on summer internship, research, or volunteer opportunities. You are encouraged to contact both your Rotarian sponsor and host counselors for project ideas.

To begin the process of arranging your summer activity, ask your scholarship coordinator to send you a summer activity funding request form. Complete the form and bring it to your Rotary Center director for review and approval. Your form must be reviewed and signed by the Rotary Center director, and then submitted with all necessary accompanying documents to your scholarship coordinator. The Foundation will make final decisions regarding the funding of summer activities for all Rotary World Peace Scholars. **Proposals submitted to the Foundation without the prior approval and signature of the Rotary Center director will not be considered complete.** Possible summer activities include a research project, internship, intensive language study, or course work at your Rotary Center.

The Rotary Foundation has limited funds available to help scholars offset the costs of summer activities. The Foundation may fund summer activities fully or partially, depending on cost. At the time of writing, The Rotary Foundation will not authorize any summer activity funding exceeding US\$2,500. Currently, the amount of funding that Rotary World Peace Scholars receive for summer activities averages US\$1,800.

These amounts do not include the room/board stipend allocations for the summer activity. However, please be aware that scholars will receive a monthly living stipend based on the cost of living in the location of their summer activity. For example, scholars studying at the University of California-Berkeley who choose to do their summer activity in Peru will receive funding determined by the Foundation for scholars studying in Peru for the three-month summer period. Similar cost-of-living adjustments may be made for scholars who travel to other countries to engage in research, take part in conferences, do internships, etc. for extended periods during the academic year.

The Rotary Foundation expects all scholars to engage in relevant summer activities as part of their scholarship term. If for some reason a scholar chooses not to undertake a Foundation-approved summer activity, the Foundation will provide no funding to the scholar until the beginning of the second year of study at his or her Rotary Center. In addition, the scholar must provide an explanation to his/her scholarship coordinator, and host and sponsor counselors. Failure to complete a Foundation-approved summer activity without the prior knowledge and consent of the Foundation may be grounds for revocation of the scholarship. Scholars are required to keep the Foundation informed of their whereabouts throughout the duration of their scholarships.

Time permitting, scholars may schedule a return home during the summer break from study (if applicable). Be advised that The Rotary Foundation will not pay additional funds for transportation to/from your home during the summer or holiday breaks. Note also that scholars who return home during the summer break for longer than two weeks will not receive room

and board funding for the time they are at home. Due to the international focus of this program, scholars are discouraged from undertaking a summer activity in their home country.

You must include a summary of your summer activities in your Second Scholar Report. This report is due no later than two months after the beginning of your second academic year. See the Rotary World Peace Scholar Report Form at the end of this handbook.

Scholars are expected to return to their respective Rotary Centers on or before the beginning of the second academic year.

## Mentoring in Your Second Year of Study

As a second-year Rotary World Peace Scholar, you will have the opportunity to act as a mentor for first-year Rotary World Peace Scholars. You will assist in new scholar orientation sessions, advise new scholars on how to work with local Rotarians, and provide valuable insight to scholars on life at your Rotary Center. Staff at your Rotary Center will coordinate mentoring activities between current and incoming scholars.

## USEFUL CONTACT INFORMATION

### Rotary Centers for International Studies Web Page

You will find a number of scholarship program resources on the Rotary International Web site at [www.rotary.org](http://www.rotary.org). Information on the Rotary Centers for International Studies may be found at [www.rotary.org/foundation/educational/amb\\_scho/centers](http://www.rotary.org/foundation/educational/amb_scho/centers). In addition to general program information and application materials, the Rotary Centers Web page contains program updates and important contact information for Rotary World Peace Scholars. You are encouraged to check the Rotary Centers Web page often for updated information on your scholarship. For your convenience, all required Rotary World Peace Scholar forms may also be downloaded from the Rotary Centers Web page.

### RI International Offices

If you are assigned to study in a country served by an RI international office or an affiliated foundation, your payments may be issued by that facility. Contact information for these offices follows. To facilitate issuance of your second payment, make sure your scholarship coordinator and the international office have your host country address. Scholars in Argentina may send mail to The Rotary Foundation at RI World Headquarters in Evanston via the weekly courier service from the Rotary International Southern South America Office in Buenos Aires.

**Rotary International  
World Headquarters**  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Tel.: (847) 866-3000  
Fax: (847) 866-0934 or  
(847) 328-8554  
Web site: [www.rotary.org](http://www.rotary.org)

**Rotary International Europe  
and Africa Office**  
Rotary International  
Witikonstrasse 15  
CH-8032 Zurich  
Switzerland  
Tel.: (41-1) 387-71-11  
Fax: (41-1) 422-50-41

**Rotary International Japan Office**  
Rotary International  
NS3 Bldg. 1F  
2-51-3 Akabane  
Kita-ku, Tokyo  
Japan 115-0045  
Tel.: (81-3) 3903-3161  
Fax: (81-3) 3903-3781

**Rotary International Southern  
South America Office**  
Rotary International  
Florida 1, Piso 2  
1005 Buenos Aires, C.F.  
Argentina  
Tel.: (54-11) 5032-0096,  
-0097, -0098  
Fax: (54-11) 5032-0099

**Rotary International South Pacific  
and Philippines Office**  
Rotary International  
McNamara Centre, Level 2  
100 George Street  
Parramatta, N.S.W.  
Australia 2150  
Tel.: (61-2) 9635-3537  
Fax: (61-2) 9689-3169

**Rotary International Brazil Office**  
Rotary International  
Rua Tagipuru 209  
01156-000 São Paulo, S.P.  
Brazil  
Tel.: (55-11) 3826-2966  
Fax: (55-11) 3667-6575  
Web site: [www.rotaryint.com.br](http://www.rotaryint.com.br)

**Rotary International Korea Office**  
Rotary International  
Room 705, Miwon Bldg.  
43 Yoido-dong  
Yongdungpo-gu  
Seoul  
Republic of Korea 150-733  
Tel.: (82-2) 783-3077, 783-3078 or  
782-3080  
Fax: (82-2) 783-3079

**Rotary International South Asia Office**  
Rotary International  
Thapar House  
2nd floor, Central Wing  
124 Janpath  
New Delhi, India 110 001  
Tel.: (91-11) 2374-8101 to 8105  
Fax: (91-11) 2334-0895 or 0896

## Rotary Centers for International Studies

Rotary Center for  
International Studies  
**University of North Carolina at Chapel Hill**  
223 East Franklin Street  
Campus Box 5145  
Chapel Hill, NC 27599-5145 USA  
Tel.: (919) 843-2792  
Fax: (919) 962-5375

Rotary Center for  
International Studies  
**Duke University**  
Duke Center for International  
Development  
116 Sanford Institute  
Durham, NC 27708-0237 USA  
Tel.: (919) 613-7306  
Fax: (919) 684-2861

Rotary Center for  
International Studies  
**International Christian University**  
3-10-2 Osawa  
Mitaka, Tokyo 181-8585  
Japan  
Tel.: (81-4) 2233-3265  
Fax: (81-4) 2234-0529

Rotary Center for  
International Studies  
**Institut d'Études Politiques de Paris (Sciences Po)**  
27, rue Saint-Guillaume  
75337 Paris  
France  
Tel.: (33-1) 45-49-51-46  
Fax: (33-1) 45-49-59-26  
E-mail: [rotary@sciences-po.fr](mailto:rotary@sciences-po.fr)

Rotary Center for  
International Studies  
**Universidad del Salvador**  
Dirección de Cooperación e  
Intercambio Internacional  
Rodríguez Peña 770 - 1 Piso  
1020 Buenos Aires  
Argentina  
Tel.: (54-11) 4814-5026  
Fax: (54-11) 4814-5025

Rotary Center for  
International Studies  
**University of Bradford**  
Department of Peace Studies  
West Yorkshire, BD7 1DP  
United Kingdom  
Tel.: (44-1274) 234197  
Fax: (44-1274) 235240

Rotary Center for  
International Studies  
**The University of California, Berkeley**  
Peace and Conflict Studies  
101 Stephens Hall #2306  
Berkeley, CA 94720-2306 USA  
Tel.: (510) 643-4159  
Fax: (510) 642-9850

Rotary Center for  
International Studies  
**University of Queensland**  
School of Political Science and  
International Studies  
Brisbane, Queensland  
Australia 4072  
Tel.: (61-7) 3365-2910  
Fax: (61-7) 3365-1388



## APPENDIX

---

### Required Predeparture Documents

Medical Certificate for Rotary World Peace Scholars

Certificate of Insurance Coverage for Rotary World Peace Scholars

Rotary World Peace Scholar Report Instructions

Confirmation of Costs Form for Rotary World Peace Scholars

### Glossary of Terms



# MEDICAL CERTIFICATE FOR ROTARY WORLD PEACE SCHOLARS



The individual whose name appears on this form will enroll in a two-year master's degree program in international studies, peace, and conflict resolution at a university located outside his/her home country.

*Please print or type.*

Date \_\_\_\_\_

I have this day examined

\_\_\_\_\_  
SCHOLAR'S FAMILY NAME

\_\_\_\_\_  
FIRST AND OTHER NAMES

and found him or her to be in good health and enjoying full working capacity. I have discussed with this individual the medical issues associated with an extended academic study abroad program. After examination and review of this individual's medical history, I have not found any medical concern that would prevent this individual from participating fully in this program.

\_\_\_\_\_  
NAME OF EXAMINING PHYSICIAN (PLEASE PRINT OR TYPE)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE/PROVINCE

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
SIGNATURE OF PHYSICIAN





# CERTIFICATE OF INSURANCE COVERAGE FOR ROTARY WORLD PEACE SCHOLARS



*Please carefully read the following and type or print the requested information in the boxes.*

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 World Peace Scholar program. This insurance coverage satisfies at least the minimum amount of insurance coverage required by The Rotary Foundation as follows:

**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 (if available): _____
Your individual and group policy numbers (if applicable): _____

**US\$10,000 or equivalent for medical evacuation:**

Name of company issuing medical evacuation coverage: _____
Company's contact person and telephone number (if available): _____
Your individual and group policy numbers (if applicable): _____

**US\$7,500 or equivalent for repatriation of remains:**

Name of company issuing repatriation of remains coverage: _____
Company's contact person and telephone number (if available): _____
Your individual and group policy numbers (if applicable): _____

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, for accidents and illness, hospitalization, medical evacuation, repatriation of remains, and is valid in the country(ies) in which I will travel and study while a Rotary World Peace 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.

<b>Start Date:</b> _____(day) _____(month) _____(year) → <b>End Date:</b> _____(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 re-enter 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 of my study country, accidental death and dismemberment, etc.?
4. How would I file a claim form 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 included in the definition 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 percent of the first US\$100,000 of the claims is not as favorable as paying 80 percent of up to \$5,000 of the claims, and then 0 percent 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 university'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?

# ROTARY WORLD PEACE SCHOLAR REPORT INSTRUCTIONS



Refer to this form for instructions on writing each of your three required reports. Each report must be a substantial account of your experiences as a Rotary World Peace Scholar with the Rotary Centers program to date. Reports must be type-written and at least 3-5 pages in length. All reports should contain your most current contact information including street address, telephone number, and e-mail address.

Please include information about the following: 1) your academic activities and progress, 2) your involvement with Rotarians in your host area, 3) your impressions of the program, and 4) your successes and challenges as a Rotary World Peace Scholar. In each report, describe any conferences you have attended; internships you have had; presentations you have given including the date, location, event, and topic; and publications in which you have been featured since the last reporting period.

Scholars are required to submit copies of each report to the following individuals:

- Scholarship coordinator
- Sponsor counselor
- Host counselor
- Sponsor district governor\*
- Host district governor\*

**Report 1:** Due shortly after the beginning of year 1 study, no later than 1 November for Northern Hemisphere scholars and 1 May for Southern Hemisphere scholars. Include Confirmation of Costs Form with the copy sent to your scholarship coordinator.

**Report 2:** Due shortly after the beginning of year 2 study, no later than 1 November for Northern Hemisphere scholars and 1 May for Southern Hemisphere scholars. This report must describe the summer activity and include the following information:

- Your title and responsibilities
- Highlights and accomplishments
- Travel, including dates and countries/areas visited
- Publications that resulted from the summer activity
- Contact information of the organization where you worked/studied
- Your suggestions/recommendations for future scholar involvement with the organization where you worked/studied during the summer activity
- Your overall impressions of the effectiveness of your summer activity
- How your summer activity impacted your experience as a Rotary World Peace Scholar

**Report 3:** Final Report, due at the completion of the program. In addition to the general topics for other reports, please include an overall evaluation of the program, recommendations for future scholars, and your post-scholarship career plans.

\* Your counselors may assist in locating district governors' addresses.



# CONFIRMATION OF COSTS FORM FOR ROTARY WORLD PEACE SCHOLARS



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 with your First Report to your scholarship coordinator two months after your studies begin.

---

NAME

---

ROTARY CENTER

## Room and board cost information (in local currency)

Room and board allocation provided by The Rotary Foundation (per month): \_\_\_\_\_

Monthly amount I spend for housing: \_\_\_\_\_

Monthly amount I spend for food: \_\_\_\_\_

Other fees I have incurred associated with this scholarship program (please explain each): \_\_\_\_\_





## GLOSSARY OF TERMS

---

**Ambassadorial Scholarship** — The Rotary Foundation Ambassadorial Scholarships program is the world's largest privately funded international scholarships program. The purpose of the Ambassadorial Scholarships program is to further international understanding and friendly relations among people of different countries. Today, the program sponsors several types of scholarships for undergraduate and graduate students as well as qualified professionals pursuing vocational studies. Rotary Ambassadorial Scholarships vary in duration and cover a wide range of academic disciplines at a large number of accredited universities around the world. In contrast, the Rotary World Peace Scholarships fund two-year master's degree or certificate programs in international relations, peace, and conflict resolution at the seven Rotary Centers for International Studies.

**Host Area** — The geographic area that includes the Rotary district where the Rotary Center university partner is located and surrounding districts. The number of Rotary districts in a host area varies, depending on the Rotary Center.

**Host Area Liaison** — The Rotarian who serves as the primary contact between host area Rotarians and the Rotary Center director or other Rotary Center staff. The host area liaison works in conjunction with The Rotary Foundation to promote the Rotary Center's activities, coordinate training and informational events, and facilitate host area club and district participation in these activities and events. The host area liaison for each Rotary Center is appointed by the Trustee chair of The Rotary Foundation in consultation with the regional Rotary Foundation coordinator for a two- to three-year period.

**Host Rotarians** — Rotarians who belong to clubs in the district or host area where the Rotary Center is located.

**Peace Builder District** — A district that allocates from its District Designated Fund the amount of US\$25,000 per year, or US\$50,000 every other year, to support a Rotary World Peace Scholar for study at one of the seven Rotary Centers for the 2004-06 program (Class III) and beyond.

**Pioneer District** — A district that commits from its District Designated Fund the full amount needed to fund one of the Rotary World Peace Scholars for the two-year degree program at a Rotary Center for the 2002-04 and 2003-05 years.

**Rotarian Host Counselor** — The Rotarian from the host area assigned to each Rotary World Peace Scholar who arrives at the assigned Rotary Center. The host counselor will be the scholar's primary Rotary contact in the host area for the duration of the scholarship period.

**Rotarian Sponsor Counselor** — The Rotarian assigned to each Rotary World Peace Scholar in the scholar's sponsor district (home country or permanent place of residence). The sponsor counselor will be the scholar's primary Rotary contact for all preprogram orientation activities before departure for the assigned Rotary Center.

**Rotary Center University Partner** — One of eight academic partners selected by The Rotary Foundation to host the seven Rotary Centers for International Studies.

**Rotary World Peace Scholar** — One of up to 70 scholars selected annually by The Rotary Foundation to participate in two-year master's degree or certificate programs in international studies, peace, and conflict resolution at one of the seven Rotary Centers.

**Scholarship Coordinator** — A Rotary Foundation staff person assigned to each Rotary World Peace Scholar to assist with scholar preparation, finances, and reporting before, during, and after the scholarship period. The scholarship coordinator is the scholar's primary Foundation staff contact.

**Sponsor District** — The Rotary district that nominates the Rotary World Peace Scholar's application to the world competition.



The Rotary Foundation  
of Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Tel.: (847) 866-3000  
Fax: (847) 866-0934  
[www.rotary.org](http://www.rotary.org)