



EAST-WEST CENTER

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EastWestCenter.org

**Award Services**

May 10, 2022

Dear East-West Center Degree Students,

We are delighted that you have confirmed your acceptance and will be joining the East-West Center in Fall 2022. We look forward to welcoming you in August when you arrive for the Community Building Institute (CBI).

In the enclosed award packet, you will find forms and information you will need to begin your program. Once you have reviewed the items in your award packet, please follow up directly with your program coordinator if you have any questions.

Your award packet reflects “business as usual.” While the University of Hawai‘i at Mānoa and East-West Center have returned to in-person activities, the safety of our students and staff remains paramount and the COVID-19 pandemic situation remains fluid, so our Fall 2022 plans may have modifications to reflect up-to-date guidance and policies provided by health and government authorities, as well as realities on the ground in Hawai‘i and across the region.

A few points I would like to highlight:

**CBI**: The Community Building Institute sets the tone for how we will live and work together through your East-West Center experience. This is why CBI, scheduled August 8-19, is essential and required for all students on new awards. This year’s CBI will be in person, with some hybrid elements. **It is our plan that all students will arrive in Hawai‘i in time to participate in CBI in person. We do not anticipate offering a virtual option for meeting the CBI requirement.** We look forward to introducing you to the EWC, Hawai‘i, and to one another in fun, informative, and creative ways.

**On-Campus Housing**: EWC residence halls have remained open since the pandemic began in March 2020. We put extensive protocols in place to help keep residents and staff safe and healthy. We maintain testing, self-isolation and quarantine protocols, as well as a COVID-19 vaccination requirement. The current version of our housing rules can be found in your award packet and on our [student portal](#). Please be advised that these could change to include masking requirements, rules for self-isolation or quarantine after travel, and other policies as circumstances dictate. Please review them carefully and be prepared to adhere to these rules to ensure the safety of our shared community. Violation of EWC housing rules, particularly of coronavirus protocols, can result in suspension or dismissal from the program.

**Communications:** We know that there are still some challenges related to travel and conditions may continue to fluctuate. Thus, communications will be critical. In the months ahead, you will receive messages regarding arrival and CBI schedule details from the East-West Center. We will be contacting you via the email address you provided in your application materials. **Please check your email regularly so that you are sure to receive any time-sensitive information.** As emails may come from different entities at the EWC (housing, CBI staff, and your program coordinator), **please also check your junk mail folder often** to make sure you are receiving all messages. Please keep your program coordinator informed of any issues you may be facing.

We encourage you to closely review and bookmark our student portal:

- <https://ewcparticipantinfo.org/>
- This site contains information to prepare for your life in Hawai‘i, and the student portal is a clearinghouse for all information you will need to navigate your program at the EWC. We will be posting information and updates on this site prior to your arrival.

We also will be connecting you to other platforms with which you can engage with EWC staff and students prior to your arrival.

The East-West Center staff and continuing students all look forward to welcoming you to our East-West Center community and Honolulu.

With our warmest wishes and congratulations,



Ann Hartman  
Dean



**FINAL ACCEPTANCE INFORMATION AND DEADLINES**

Your award packet includes important forms that must be signed and returned to your program at the East-West Center. The packet also includes information for you to review and keep for your personal reference. You are encouraged to submit the required forms as soon as possible, *in advance* of the due dates, whenever possible.

**Forms for all Fellows (US Citizens and International Fellows)**

| ✓                        | Form   | Due Date | Comments  |
|--------------------------|--|----------|---|
| <input type="checkbox"/> | East-West Center Confidential Health Clearance Forms | July 15  | Sign and upload to <a href="https://bit.ly/ewcawardforms">https://bit.ly/ewcawardforms</a><br><br>The <i>Physician's Medical Evaluation and Recommendation Form</i> must be completed by the attending physician <b>only</b> if you have had a serious health problem or were hospitalized within the past two years. |

**MAKE SURE TO READ ALL INFORMATION INCLUDED IN THIS PACKET.**



## **WELCOME TO THE EAST-WEST CENTER**

We look forward to welcoming you to the East-West Center in August. Your award packet contains information to help you anticipate and prepare for the transition in the summer months ahead.

### **Reference information in your packet**

You will find information on such topics as housing, health insurance, taxes, visa, and what to pack. Once you have reviewed the contents of your award packet, let us know your remaining questions. Enclosed is a contact information sheet so you know whom to contact regarding questions about your award and scholarship program.

A few important points are summarized below:

### **Community Building Institute**

The Community Building Institute (CBI) program runs from August 8-19 and takes place prior to the beginning of the university's academic semester. EWC staff and many continuing participant volunteers plan the CBI to welcome you to the East-West Center experience.

Through the CBI, incoming participants have an opportunity before classes begin to engage in team-building activities and dialogue, facilitating what we hope will be the beginning of lasting relationships and an active social network of people committed to positive change.

Through learning, working, exploring, and living together, and engaging actively in the EWC and wider island community, participants new to Honolulu develop a "sense of place" and those who are familiar with Hawai'i help to share their knowledge and understanding with those who have just arrived. Interactive activities at the Center and in the community will create new opportunities for all to learn, contribute, and build friendships, whether this will be your first month in Hawai'i, the place where you have lived for a few years, or where you have grown up.

CBI activities also focus on providing opportunities for participants to learn and dialogue on issues of common concern that impact Asia, the U.S., and Oceania, enhancing intercultural awareness among the participants, and creating an esprit de corps among the incoming class.

For those completely new to Hawai'i and the Center, there will be CBI sessions providing information on course registration at the university, health insurance, Center involvement, and other practical matters for those making their initial adjustment to the island.

We understand that you will have other demands on your time in August, to meet with your academic advisor, to attend department meetings, take placement tests, and for some, to attend research or graduate assistant training, and settle into your new home. We will build free time into the schedule, particularly in the second week from August 15-19, to ensure you can get ready for the start of the semester. We will be in touch with you over the summer with schedule details.

Attendance and active engagement are required for the Community Building Institute and we are confident that this investment of time and energy will make your time at the East-West Center a transformative experience.

(over)

## **What to Pack**

Please note that some health items and services such as eyeglasses and dental care are not included as health insurance benefits and can be very expensive in Hawai'i. If you will be coming from an area where health items and services are less expensive than in Hawai'i, please see enclosed handout of list of items to bring.

There are several Center activities and special events at which you may wish to wear your national or traditional clothing. If you have traditional clothing or a special attire, you are encouraged to bring them.

Later in the summer, the volunteer participants who are planning part of the welcome and CBI activities will provide you with additional suggestions on what to pack.

## **Campus Parking**

Participants who are currently in Hawai'i with cars or new participants who anticipate purchasing a car upon arrival are cautioned that there is a significant shortage of parking spaces on campus. Student campus parking permits for day parking are available only to continuing students in areas away from the dormitory. New students are not eligible for parking permits. Parking permits are distributed by the University of Hawai'i. Please be cautioned that on-street parking is even more limited, and the police can ticket and tow away illegally parked cars in Hawai'i.

We will provide information on transportation in the CBI packet. The public bus service in Honolulu is excellent. Your UH ID card also serves as a bus pass. Many students purchase bicycles.

This is not meant to be an exhaustive list but will get you started on preparing for your journey here. Through continued mailings in the summer months from the CBI coordinator, and individual contact, we will be happy to assist with your questions and preparations.

We look forward to your arrival to the East-West Center.



## HOUSING INFORMATION

***Important Note regarding Housing reservations: The EWC Education Program has already blocked off a large number of rooms in our residence halls to accommodate all new students. In June, we will send out an email to collect students' housing dates and preferences. Please do not contact the Housing office directly to make your reservation. If you have questions that require urgent assistance, please contact your program coordinator.***

For Housing visuals and COVID-19 housing rules, visit: <https://ewcparticipantinfo.org/ewc-housing/> and <https://ewcparticipantinfo.org/covid-19/>

### **Residence Halls**

The East-West Center provides housing for its degree fellows in two on-campus dormitories, Hale Mānoa and Hale Kuahine, with approximately 468 rooms.

**Hale Mānoa** is a 13-floor student dormitory serviced by two elevators. Certain floors or units are designated for male-only or female-only room assignments. Other areas are coeducational. Rooms are arranged in clusters, with each cluster or unit consisting of a combination of double and single rooms. Each living unit has shared bathroom facilities. Communal kitchen facilities and coin-operated laundry machines are located on each common floor. Other amenities include individual mailboxes, daily newspapers in the common area, snack/beverage vending machines, and ice machines. In addition, residents have access to lounges for TV viewing and small meetings or social functions. Hale Mānoa also has a music room with a piano, pool table and ping pong table that are shared by residents in both dormitories.

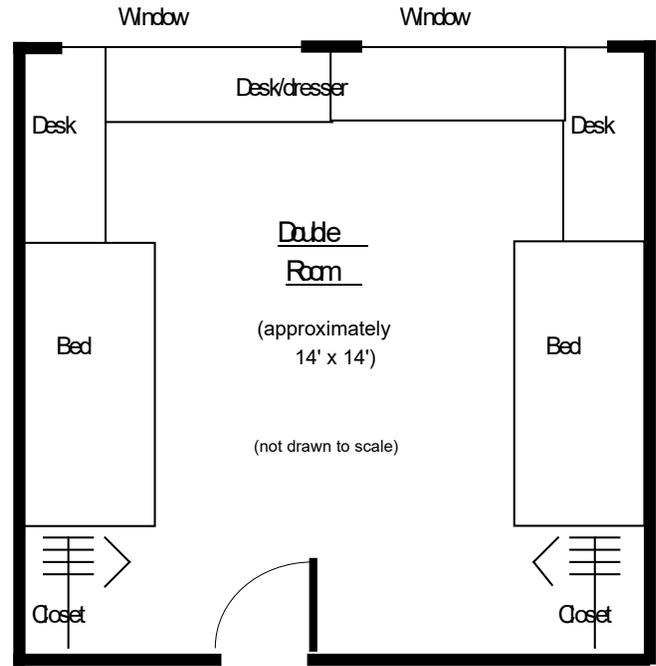
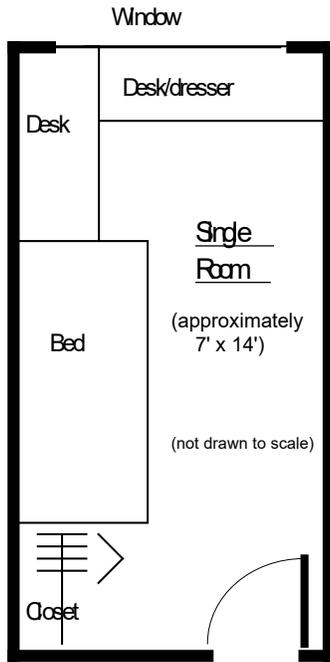
**Hale Kuahine** is a four-floor student dormitory with no elevator. Physical arrangements are similar to Hale Mānoa, and each living unit has shared bathroom facilities. The communal kitchen facilities, lounge, and laundry machines are located on the ground floor. Hale Kuahine has similar amenities as those listed above.

Smoking is not allowed in dormitories.

### **Room Furnishings and Services**

Rooms contain a desk, dresser, chair, bed, study lamp, telephone, fan, clock radio, bookshelf and closet space. Linen and bedding (including pillow, blanket, bedspread, two sheets, and a pillow slip) are provided. You may want to bring a towel with you from home, or purchase a set from a local store. A towel set is available for purchase (US \$8) in the dormitories and includes a bath towel, washcloth, and small bar of soap.

Each residence hall has a reception desk with services such as checking persons in and out of rooms, taking messages, providing change for laundry and vending machines, issuing spare keys, maintaining security and providing general information.



**Room Assignments**

Incoming degree fellows, except those accompanied by a spouse, are accommodated in single rooms. If you have a preference for a male-only, female-only, or coeducational floor, please indicate your preference when making your housing arrangements.

Persons with physical limitations should make their needs known when making the housing arrangement.

**Move-in Date**

Degree fellows choosing to arrive more than one day before the beginning date of the East-West Center fellowship are responsible for their own housing accommodation in Honolulu. The Center may be able to provide early accommodations, at the degree fellow's expense and at the higher rate for non-participants, if space is available and sufficient notice is provided.

## EWC COVID-19 Housing Rules

To protect the health and safety of the entire residential community, the EWC has developed a set of COVID-19 housing rules. Residents and staff must adhere to these rules at all times.

**Remember that any one of us could be a carrier. It is your responsibility to take all possible protective measures at all times. Do not wait for a positive COVID-19 case before doing everything you can to protect yourself and others.**

**Masks/Face Coverings:** Effective April 7, 2022, masks/face coverings are no longer *required* inside EWC residence halls.\* However, mask wearing remains encouraged, especially when in larger gatherings, in less-well ventilated indoor spaces, or if you believe that you may have symptoms or have been exposed.

**\*Note:** This policy applies to EWC *residence halls* and Hale Hālāwai. Other buildings at the Center (e.g. Jefferson Hall, Burns Hall, etc.) may have different or additional guidelines. In addition, specific events and activities may set their own requirements and guidelines that require masking. Units, kitchens, and planned activities may decide they would like to set a higher norm or standard for their space or activity. Please be sensitive to these decisions.

**Social Distancing:** When possible, residents are strongly encouraged to practice social distancing. This means a minimum of six (6) feet between people.

**Gatherings:** In-person gatherings of more than ten (10) people are strongly discouraged in the interior public spaces of EWC residence halls (lobbies, lānai, and so on). Though there are no limitations on outside gatherings, do practice social distancing.

**Elevators:** No more than four (4) residents in an elevator at any time.

**Kitchen Rules:** Residents should take every precaution to practice safe social distancing when sharing kitchen areas with others, including wiping down surfaces before and after use. To help facilitate safe social distancing in our community kitchens, we have implemented the following guidelines:

- Masks are encouraged at all times while using the kitchens, except when eating.
- Residents should primarily make use of the kitchen to which they have been assigned.
- Residents visiting other community kitchens should be mindful of the space they are taking up.

**Visitors:** Outside visitors and/or guests are not permitted in any EWC housing building.

**Effective March 10, 2022:** Hale Mānoa residents will be permitted to visit Hale Kuahine, and vice versa. As always, residents must be accompanied by a resident of that building, or be attending a specific activity. HK residents who wish to visit HM may be asked to show their key cards to the front desk staff.



### Health-Related Information and Required Action

The following information is provided to assist you with health-related concerns you may have during your time at the Center.

Whether your award includes a subsidy for health insurance coverage or you have an independent health insurance plan, some health items and services, such as eyeglasses, and dental care, may not be included as benefits and can be very expensive. Therefore, if you will be coming from an area where health items and services are less expensive than in Hawai'i, you should:

- bring an adequate supply of any prescribed drugs you currently take (and the physician's prescription),
- bring extra eyeglasses with you,
- have all dental work completed before you come to Honolulu, and
- make an effort to take care of any personal health problems before beginning your fellowship.

#### Action Required:

- Although you may, in other respects, be eligible for an EWC fellowship, the Center cannot grant you medical clearance until your EWC Confidential Health Clearance Forms have been completed and received by the EWC. To assist you in completing the East-West Center Confidential Health Clearance Form, please note the following:
- a) Record any health problem, disability or special need you may have.
  - b) If you have been hospitalized or have had a serious health problem within the past two years, have the examining physician complete the enclosed Physician's Medical Evaluation and Recommendation Form.

**NOTE: the following vaccines are required by the Hawaii State Department of Health for study at UH.** Please refer to [https://www.hawaii.edu/shs/health\\_clearance/](https://www.hawaii.edu/shs/health_clearance/) and plan accordingly.

- |  |                                    |
|--|------------------------------------|
| • <b>MMR</b> (Measles Mumps, Rubella)          | 2 doses                            |
| • <b>Varicella</b> (Chickenpox)                | 2 doses                            |
| • <b>TDAP</b> (Tetanus, Diphtheria, Pertussis) | 1 dose                             |
| • <b>MCV</b> (Meningococcal Conjugate Vaccine) | At least 1 dose on or after age 16 |

#### Tuberculosis Clearance

- *International Degree Fellows:* All international students new to UHM must have a TB skin test at the UHM University Health Services upon arrival.
- *U.S. Degree Fellows:* You will need to submit results of TB skin test taken within one year prior to university enrollment. If you have not had a TB skin test in the past 12 months, you must have a TB skin test at the UHM University Health Services.

We schedule time at the beginning of the Community Building Institute (CBI) program for the TB skin test.

Detailed information on obtaining health care in Hawai'i and on health insurance will be presented soon after you arrive in Honolulu. Please contact your scholarship coordinator if you would like any information before that time. We look forward to your arrival.

**CONFIDENTIAL HEALTH CLEARANCE FORM**

A completed Health Clearance Form is **required** of all degree fellows registering at the University of Hawai'i. Please answer all of the questions and sign at the bottom.

1. What health problems or conditions (diseases, illnesses, or injuries) have you had in the past two years?

| Problem/Condition | Dates | Medical Person's Specialty | Treatments | Are you still under treatment? |
|-------------------|-------|----------------------------|------------|--------------------------------|
|                   |       |                            |            |                                |

2. Have any of these health problems or conditions been of a serious nature or resulted in your hospitalization?

Yes (complete question #3)       No (go to question #4)

3. If you answered "yes" to #2, have had a serious problem, or have been hospitalized within the past two years, you must have a physician complete the attached Physician's Medical Evaluation and Recommendation Form and return it to us with this clearance form.
4. List all health/medical problems, conditions or special needs that you have which you think might affect or limit your involvement in East-West Center activities or your living with others in an East-West Center residence hall.
5. Do you have any dietary restrictions? If yes, please list.
6. Please use this space to inform us of any way in which the East-West Center might assist you or your accompanying dependents with a health concern.
7. "I declare that the information on this form is true and complete to the best of my knowledge and attest that I am in sufficiently good health and condition to participate in East-West Center activities."

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Return all forms to the Registrar's Office  
East-West Center, 1601 East-West Road Honolulu, HI 96848-1601, USA



**PHYSICIAN'S MEDICAL EVALUATION AND RECOMMENDATION**

To be completed **only** if patient has been hospitalized or had a serious health problem within the past two years.

**To the Physician:**

This person has received an East-West Center (EWC) award. This award involves traveling to Honolulu, Hawai'i, living closely with others from different cultures in a campus residential building, participating in full days of classes, and often, nights of study and Center events and activities.

The following information is asked in an effort to help maintain EWC participants' health status while on award.

\_\_\_\_\_  
Patient's Name (please print or type)

Please answer the following questions in relation to the hospitalization or serious health problem the patient listed on the East-West Center Health Clearance Form.

1. Are any follow-up visits or treatments recommended? (Check one)

- Yes       No

2. What special services or special care do you think would benefit this person while an East-West Center participant in Honolulu, Hawai'i?

\_\_\_\_\_

3. What are your recommendations for restrictions in physical activities?

- No restrictions  
 Modified physical activities (please explain): \_\_\_\_\_  
 Minimum of physical activities  
 Other restrictions you would recommend: \_\_\_\_\_

4. What specific recommendations do you have which you believe would help maintain or improve this person's health status?

\_\_\_\_\_

"I declare that the above information is true and complete to the best of my knowledge and certify that this person is in sufficiently good health to participate as an East-West Center participant."

\_\_\_\_\_, M.D.      \_\_\_\_\_, M.D.  
Physician's Printed or Typed Name      Date      Signature

\_\_\_\_\_  
Physician's address

# IMPORTANT NOTICE TO POST-SECONDARY SCHOOL STUDENTS

**HEALTH REQUIREMENTS  
EFFECTIVE: JULY 1, 2020**



## What does Hawai'i State Law require for Post-Secondary School attendance?

The *Hawai'i Administrative Rules, Chapter 11-157* require all students to meet immunization requirements before they attend any post-secondary school in the state.

A post-secondary school is any school enrolling or registering students above the age of required school attendance, including:

- Adult Education School
- Business School
- Trade School
- Community College
- College
- University

**IT'S THE RULE, DON'T  
MISS OUT ON SCHOOL**

## What are the health requirements for Post-Secondary School attendance in Hawai'i?

### 1 Immunizations

A record of immunizations, signed or stamped by a U.S. licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant) or the Hawai'i Department of Health, must be presented for school attendance.

### 2 Tuberculosis (TB) Clearance

For information regarding TB clearance requirements, contact the Hawai'i Department of Health Tuberculosis Control Branch:



call: (808) 832-5731



web: [health.hawaii.gov/tb](http://health.hawaii.gov/tb)

## What immunizations are required by the 1st day of school?

- Measles, Mumps, Rubella (MMR)
- Tetanus-diphtheria-pertussis (Tdap)
- Varicella
- Meningococcal Conjugate (MCV)\*

\*First-year students living in on-campus housing only

If you do not have the required immunizations by the first day of school, you must provide an appointment card from your doctor showing you are in the process of completing the missing immunizations.

A student who has not completed all of the immunizations or does not have an appointment card from their doctor by the 1st day of school **WILL NOT BE ALLOWED TO ATTEND SCHOOL** until these requirements are met.



### For more information contact Hawai'i Department of Health Immunization Branch

Web: [health.hawaii.gov/docd/vaccines-immunizations/school-health-requirements/](http://health.hawaii.gov/docd/vaccines-immunizations/school-health-requirements/)  
Email: [immunization@doh.hawaii.gov](mailto:immunization@doh.hawaii.gov)  
Call: (808) 586-8332 or  
1 (800) 933-4832

For further information on the immunization requirements, including the number of doses required and minimum spacing between doses, visit <http://health.hawaii.gov/docd/vaccines-immunizations/school-health-requirements/>.