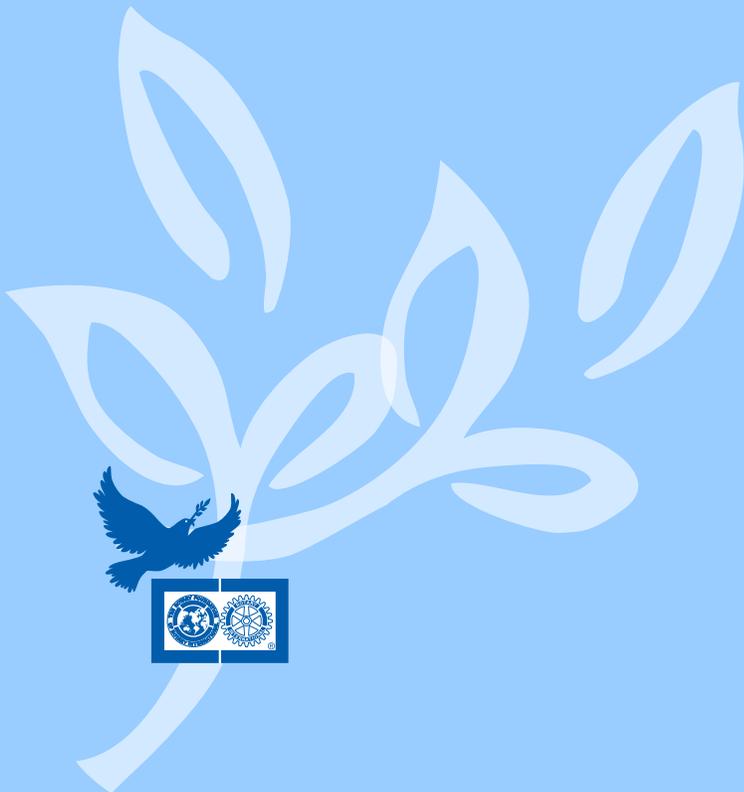




Rotary World Peace Fellow Handbook





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Introduction

The Purpose of This Handbook

Congratulations on your selection as a Rotary World Peace Fellow finalist. You will find the *Rotary World Peace Fellow Handbook* a useful resource on your fellowship. It contains information on the history and goals of the Rotary Centers for International Studies program, as well as fellowship finances, requirements, and forms.

Program Purpose

As a Rotary World Peace Fellow, you will be participating in The Rotary Foundation's mission of improving health, supporting education, and alleviating poverty. The Rotary Centers for International Studies in peace and conflict resolution support this mission by

- Advancing research, teaching, publication, and knowledge on issues of peace, conflict and its resolution, and world understanding
- Providing advanced international educational opportunities for a group of Rotary World Peace Fellows chosen from different countries and cultures on the basis of their potential as leaders in government, business, education, media, and other related 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 a past RI president and then-Rotary Foundation trustee chair, 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 in 1947. This committee, composed 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 fellows would obtain a two-year graduate degree in a field related to international relations, conflict resolution, and peace studies. The Foundation Trustees adopted this proposal in principle and appointed a committee of Rotarians to fully develop it.

Over the next 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 Trustees approved the plan to partner with eight universities to establish the Rotary Centers for International Studies in peace and conflict resolution. The centers were so named to increase public awareness of Rotary's commitment to peace and because Paul Harris's name is not well known outside of the Rotary world.

In 2006, a short-term peace studies pilot program was launched that would serve as an alternative to the Rotary Centers for International Studies program. The program would enhance Rotary's existing work to support international peace studies. By anchoring this new program at an academic center embedded within a university in Southeast Asia, the program would offer the only intensive peace and conflict studies program for professionals and executives in the English language in the region.

Rotary Centers alumni are working with international organizations such as the United Nations, World Bank, International Organization for Migration, and Organization of American States, as well as national governments, bilateral and international nongovernmental organizations, and consulting firms.

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.

- Fellowship Acceptance Form
- Biographical Data Form
- Harbour Group Insurance brochure
- Preaddressed reply envelope (for returning completed Fellowship Acceptance Form and Biographical Data Form to your Rotary Centers specialist)

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

Your Rotary Centers Specialist

The staff at Rotary International World Headquarters will work with you as you prepare for your fellowship and throughout your studies. Your Rotary Centers specialist will serve as your primary contact at The Rotary Foundation, and you should direct all correspondence to him or her. Your specialist prepares information for fellows, host counselors, and other Rotarians; tracks fellows' documents; monitors fellows' progress; works with the administration at fellows' Rotary Centers; calculates awards; and issues payments.

Whether you contact your specialist 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, and it is recommended that you set up a Web-accessible e-mail account before your departure to facilitate electronic communication with your specialist.

If you need to make contact by telephone, please remember that the Foundation cannot accept collect calls except in the event of a life-threatening emergency. If you must speak with your specialist, 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 specialist's name on it. It will not be possible to confirm receipt of every fax. Also, allow adequate time for your specialist to respond before assuming your fax was not received. If you are concerned about a fax transmission, call to alert your specialist that a fax is on its way.

Your Relationship with Rotary

Your Rotary World Peace Fellowship will provide you up to 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 fellowship period. Through predeparture scholar/fellow orientation sessions, host area activities during the fellowship period, and Rotary involvement as Foundation program alumni, Rotary World Peace Fellows will form lifelong relationships with Rotary.

Rotarian Counselors

Two Rotarian counselors will assist you before, during, and after your fellowship period in fulfilling your Rotary obligations. Your sponsor counselor is appointed by your sponsor (home) Rotary district, and your host counselor is appointed from one of the host area districts. Your counselors will assist with fellowship logistics and provide background information on Rotary and your host country. Rotary promotes this close relationship between fellows and Rotarian counselors to ensure that everyone involved derives maximum and lasting benefit from the fellowship. You will also be appointed a host Rotary club, of which your host counselor is a member.

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, and (in most cases) e-mail address, 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 fellowship 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 Rotary Centers specialist will provide you with your host counselor's name and contact information.

- 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 fellows 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 fellowship period. Ask that the district governor's monthly newsletter 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 fellowship is intended for the fellow only. No additional funds will be provided to fellows with spouses or children.
- A secondary host counselor may also be assigned to you as a means to expose a greater number of Rotarians to the Rotary Centers program.

Host Area Rotarians

The Rotary Centers for International Studies 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 Fellows, the Rotary Center university partners, and Rotarians in the communities where Rotary Centers are located. To foster these relationships, each Rotary Center has a designated host area composed of the Rotary district where the center is located and a number of surrounding districts.

The host area coordinator is a Rotarian who serves as the primary contact between host area Rotarians and the Rotary Center director or other Rotary Center staff. The coordinator works with the 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 Rotarians will familiarize Rotary World Peace Fellows with the political, environmental, business, and academic conditions in their study countries. The contacts and insight host Rotarians provide will prove invaluable to the fellows as they graduate and pursue careers in their areas of expertise. The host area coordinator will manage fellows' speaking engagements at local, district, and zone Rotary events.

This joint hosting effort expands the opportunities for Rotarian involvement with the Rotary Center while providing guidance both to the fellows and the university partner. The Foundation provides training to the host area coordinator to support his or her role and responsibilities in hosting the fellows. In turn, host area Rotarians work with the university partner to develop an annual orientation for the fellows. The strong collaborative relationship between the Rotary host area and Rotary Center university partner ensures the fellows will strike an appropriate balance between academic and Rotary obligations during the fellowship period.



Requirements

You are required to submit up to four reports to The Rotary Foundation during your fellowship period. You must send each report to five individuals, including your 1) Rotary Centers specialist, 2) host counselor, 3) sponsor counselor, 4) district governor of your sponsor (home) Rotary district, and 5) district governor of your host Rotary district.

You should submit the **First 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 (see appendix) to your Rotary Centers specialist. The other recipients of your report do not need to receive copies of that form. Your next funding stipend will not be issued until the submission of this report.

You should submit your **Second Report** at the end of your first year of study. The second report should be an overview of your first academic year. Your next funding stipend will not be issued until the submission of this report.

The **Applied Field Experience Report** is due two months after completion of the applied field experience. This report's requirements are explained in the appendix.

The **Final Report** should be submitted at the end of your fellowship. Please note that your return RITS ticket cannot be issued until the submission of your final report. As the end of your fellowship is often an especially busy time, we suggest that you plan accordingly.

For all reports, please use the Rotary World Peace Fellow Report Instructions in the appendix. (**Note:** Failure to submit high quality reports in a timely fashion may result in a delay in fellowship payments.)

You are also required to keep your Rotary Centers specialist informed of your whereabouts at all times. If you plan on being absent from your assigned Rotary Center for any length of time, you must inform your specialist of the planned length of your absence, destination location, and contact information. Failure to do so may result in revocation of your fellowship.

Beyond the Fellowship Period — Your Lifelong Association with Rotary

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

Fellow 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 fellow alumni. You can stay involved with Rotary by

- Continuing to speak about your experiences at club, district, and community engagements
- Submitting articles about your fellowship experience to local newsletters and newspapers
- Receiving and contributing personal updates to the Rotary Centers e-mail newsletter, Peace Net
- 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/Fellow orientation sessions
- Attending annual seminars as a program alumnus/na at any of the Rotary Centers for International Studies
- Mentoring current program participants
- Participating in Rotary service projects
- Attending Rotary club meetings

- Joining or forming a Foundation alumni association
- Attending Rotary International conventions
- Consulting or advising Rotarians on service projects and peace-building initiatives
- Joining a local Rotary club

For more information on Rotary World Peace Fellowship alumni activities and events, go to the RI Web site at www.rotary.org. The Foundation's Resource Development Department is responsible for increasing the connections between fellows, alumni, universities, places of possible employment, and the Foundation. Rotary Foundation alumni coordinators are an important resource composed of Rotarians who encourage alumni to be advocates for the Foundation's programs.

All alumni will receive *Reconnections*, a newsletter reporting on alumni activities and accomplishments. The newsletter can also be downloaded from RI's Web site.

Your Rotary Center University Partner

University Support

The Rotary Foundation has worked closely with the Rotary Center university partners to develop innovative master's degree programs for Rotary World Peace Fellows. To facilitate administration of the program, each university has named a Rotary Center director who coordinates academic and other activities for the fellows.

During your fellowship, you will work closely with your Rotary Center director on course selection, academic progress, applied field experience related to your degree, and your master's thesis research, if appropriate. You will be a resident at your Rotary Center for up to two consecutive academic years. To allow Rotary Fellows to participate fully in all Rotary Center activities, they generally will not be permitted to take part in lengthy 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 on your Rotary obligations... You are encouraged to use the administrative resources available at your Rotary Center. See "Useful Contact Information" in the appendix about the Rotary Centers and other resources.

The Rotary Centers Annual Seminar

Your Rotary Center will host an annual seminar focusing on critical and timely issues related to international affairs and conflict resolution. This will give fellows an opportunity to share their research with one another, the university academic community, host area Rotarians, and other invited guests. The seminar may lead to the publication of Rotary World Peace Fellows' research.

Attendance at your center's annual seminar is mandatory. You will receive more details about the annual seminar at your Rotary Center once you arrive on campus.

Mentoring in Your Second Year of Study

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



Preparing for Departure

Rotary Center University Assignments

The Rotary Centers Committee recommends to the Foundation Trustees all assignments for the Rotary World Peace Fellows to study at the Rotary Center 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 fellowship slots at each university is limited, and not all candidates are well-suited to the universities they prefer. To ensure a diverse class of fellows, the Rotary Centers Committee weighs factors such as geographic origin and area of academic expertise. The final list of Rotary World Peace Fellows and their university assignments is approved by the Foundation Trustees.

Due to these competing factors, a few fellows 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 Rotary Center university partners. If a fellow does not wish to accept the university assignment made by the Rotary Centers Committee, he or she will forfeit the fellowship.

Reassignments and Transfers

The Rotary Foundation **will not** consider requests for reassignment to a different Rotary Center university partner. You are considered a “finalist,” as your becoming a Rotary World Peace Fellow is conditional upon gaining admission to your assigned Rotary Center university. If any finalist is denied admission, the Foundation cannot consider requests for reassignment to another Rotary Center, and the finalist will be required to relinquish his or her fellowship.

Deferral of Fellowship Study

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

Relinquishment of the Rotary World Peace Fellowship

Please contact your Rotary Centers specialist as soon as possible if you decide to forego the Rotary World Peace Fellowship. Also inform your assigned Rotary Center university and your Rotary sponsor district of your decision not to accept the fellowship.

Seeking Admission to Your Assigned Rotary Center University Partner

Once you receive notice of your selection as a Rotary World Peace Fellow finalist, 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 “Useful Contact Information” for Rotary Center university partners in the appendix).

Please be aware that your selection as a Rotary World Peace Fellow finalist does not guarantee admission to your assigned Rotary Center university. All final admission decisions rest with the university. The Rotary Foundation is unable to intervene on a finalist's behalf to influence admissions decisions. **Due to the uncertainty of Rotary World Peace Fellow finalists gaining admission to their assigned university, it is highly recommended that you do not make drastic life changes (e.g., terminating employment, selling property, or investing in a pending move) until unconditional admission to the proper program at your assigned university is secured.**

Required Predeparture Orientation

It is imperative 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 Fellow, and your future responsibilities as a fellow alumnus/alumna. In addition, you must view the orientation module, which will be sent to you via e-mail by your Rotary Centers specialist.

Fellows are encouraged to attend a predeparture orientation seminar offered by their sponsor district. The seminar provides an opportunity for the fellow to develop a better understanding of Rotary International and the work of the Foundation, in addition to meeting with other Foundation program participants. For information on a predeparture orientation in your area, please speak with your Rotarian sponsor counselor. If no predeparture orientation is offered to scholars/fellows from your area, the 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 Rotary Centers specialist. Then, schedule a predeparture orientation with your sponsor counselor and sponsor district's officers, using the materials provided.

Once you arrive at your Rotary Center university, you will attend a special Rotary World Peace Fellow orientation conducted by host area Rotarians. The orientation will acquaint you not only with Rotarians in your host country but also with other peace fellows 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 your delayed arrival at your Rotary Center and delays in receipt of funding. No fellowship payment will be made until all required items are received and approved by your Rotary Centers specialist.

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

- Fellowship Acceptance Form
- Biographical Data Form
- Copy of Admission Letter from your assigned Rotary Center
- Photocopy of Passport/Visa
- Medical Certificate
- Certificate of Insurance Coverage
- RITS Travel Request Form

Fellowship Acceptance Form

The signed Fellowship Acceptance Form indicates you formally accept the offer of the Rotary World Peace Fellowship and agree to its terms. Please complete the form, providing your signature and date on the back, and return the form to your Rotary Centers specialist by 1 April or within a month of receipt (whichever comes earlier). Failure to do so may result in the withdrawal of your fellowship. 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 Fellowship Acceptance Form, to your Rotary Centers specialist. The Rotary Foundation will forward your completed Biographical Data Form to your host Rotary district to facilitate the appointment of a Rotarian host counselor. Submission of the Biographical Data Form without a photo attached will delay assignment of your host counselor.

The following documents must be submitted to your Rotary Centers specialist at least two months before your departure:

Admission Letter from Assigned Rotary Center University Partner

You are responsible for gaining unconditional admission to your assigned Rotary Center university partner and must maintain full-time student status for the duration of your fellowship. 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 fellowship.



Photocopy of Passport

A passport is issued by your country of citizenship to certify your nationality and is normally required for international travel. Once you have obtained your passport, send a photocopy to your Rotary Centers specialist. The copy should include the page with your photograph and personal data, and passport expiration date. Please ensure your passport will be valid for the duration of your fellowship. 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 and possibly through any countries in transit to your host country, depending upon your citizenship and length of stay.

You are responsible for obtaining the correct visa that will allow you to study legally in your host country for the duration of your fellowship period. 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 as soon as you have been admitted to your study institution. You will need to contact the nearest embassy or consulate of your host country to determine student visa requirements.

You should also contact your assigned Rotary Center university to confirm which type of visa is suitable for you.

The Rotary Foundation does not issue visa acquisition documents; therefore, your Rotary Centers specialist cannot assist you in this process or answer your questions about visa requirements. If your visa requires additional or more specific documentation on your fellowship than that provided by the Foundation, please contact your specialist.

Once you have obtained any required visa(s), please send a copy to your Rotary Centers specialist. Do not send original documents. If no visa is required, please submit written confirmation or other official documentation to your Rotary Centers specialist from the government or visa-issuing body of your study country or institution.

Medical Certificate

The Medical Certificate for Rotary World Peace Fellows is included in the appendix. Have your physician sign and complete the medical certificate after you receive a general physical examination.

This certificate is required of all fellows. Only the Medical Certificate for Rotary World Peace Fellows or an exact facsimile will be accepted. **Note:** You are advised to bring sufficient quantities of any prescribed or other necessary medications to last the entire fellowship period.

Certificate of Insurance Coverage

You must obtain insurance for basic major medical expenses, medical evacuation, repatriation of remains, and accidental death and dismemberment that meets the minimum coverage requirements specified on the Certificate of Insurance Coverage for Rotary World Peace Fellows in the appendix. **Your fellowship does not cover the expense of insurance.** Only the Certificate of Insurance Coverage for Rotary World Peace Fellows or exact facsimile will be accepted. A certificate, brochure, or forwarded e-mail from your insurance company is not acceptable as fulfillment of this requirement. The completed, dated, and signed form must be returned to The Rotary Foundation no later than two months before departure. The Foundation recommends that you obtain insurance from the Harbour Group, as it has plans specifically designed for Rotary's requirements. Please visit its Web site at www.hginsurance.com/rotary.

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 fellowship only, provided you submit proof of continuing insurance coverage for the second year of the fellowship. You must provide the Foundation with an updated Certificate of Insurance Coverage at least two months before the start of your second academic year in order to receive your second year living stipend in a timely fashion.

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 usually 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 payment with your insurance application form. You should verify with the insurance company what forms of payment are 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 Fellows.

Insurance plans offered by your assigned study institution will be approved by the 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, as 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 university requires you to purchase its 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.

National health insurance. National or government health insurance may not be acceptable by itself, as it generally does not meet all Rotary coverage requirements and will not cover you during travel outside your study country. Please discuss this with your Rotary Centers specialist.

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 Rotary Centers specialist for advice.

Health care at your assigned institution. The insurance you obtain for your fellowship 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. You are strongly advised to investigate the services that are available through your institution's student health facilities.

RITS Travel Request Form

The RITS Travel Request Form is found in the appendix. This is the final predeparture form to be submitted to the Foundation. Please do not submit the form until you have approval from your Rotary Centers specialist. You must complete the form and submit it to RITS, with a copy to your Rotary Centers specialist.

Travel Instructions

All Rotary World Peace Fellows arrange their travel through the Rotary International Travel Service (RITS), which is located at the Rotary International World Headquarters in Evanston, Illinois, USA. RITS also has designated agencies in seven other countries, which are listed in the appendix.

Please note that you **must use RITS** for all Rotary-related travel during your fellowship, including any conferences and the applied field experience. Any tickets purchased outside of RITS will not be paid for by The Rotary Foundation.

The following travel expenses are covered by the Rotary World Peace Fellowship:

- One-way airfare from the airport closest to your home city to the airport closest to your study city at the beginning of your fellowship term, and one-way airfare from your study city to your home city or to the city of a confirmed offer of employment at the end of your fellowship term. RITS will issue Foundation-funded one-way tickets only at the beginning and end of the up to two-year fellowship term. Any personal travel between your home and study cities at any other time during the fellowship period will be your responsibility.
- Round-trip travel from your study city to the location of your Foundation-approved applied field experience
- Hotel expense for a forced overnight stay if required by your RITS travel routing. You will be notified if this applies to you.

The following travel expenses are NOT covered by the Rotary World Peace Fellowship:

- Fees incurred for excess baggage
- Taxicab fare to or from airports
- Expenses for personal stopovers or other personal travel arrangements
- Fees for any changes to your airline tickets
- Hotel/housing expenses incurred upon arrival in the study city before the start of your fellowship term
- Cost of replacement tickets due to lost or expired tickets



You will arrange your travel through RITS after all of your other predeparture documentation is submitted. After you submit your RITS Travel Request Form, indicating the dates and destinations necessary for your fellowship study, a RITS travel agent will contact you with a suggested travel itinerary. You will decide if the itinerary meets your needs and notify the RITS agent about any problems or concerns. When you agree upon an itinerary, RITS will purchase a ticket on your behalf. RITS does not issue advance airfare quotes or hold tickets.

The Rotary Foundation will pay RITS directly for your tickets from your fellowship funds. There is no direct expense to you. Please follow these instructions.

1. Submit all required predeparture documents to your Rotary Centers specialist. When all predeparture requirements are met, your specialist will authorize RITS to issue your tickets. Please remember that it may take several weeks to send your tickets, so it is extremely important that you submit your documents on time.
2. Submit a completed RITS Travel Request Form to the appropriate RITS-designated travel agency (see the appendix), preferably two months before you expect to depart, but no sooner than you have submitted all of your predeparture documents. Please contact your specialist if you need another copy of the RITS Travel Request Form.
3. Review the travel itinerary you received from your RITS agent and confirm your travel arrangements and current address.
4. Examine your tickets carefully upon receipt. Read the remarks on the attached flight itinerary. Contact the agent immediately with any questions or concerns. It is solely your responsibility to determine whether any transit visas will be necessary for your travel itinerary.

Selecting Your Travel Dates

Departure

You should plan on arriving in your host country a week before the start of your fellowship studies or mandatory orientation for incoming international students at the graduate level. Arriving more than two weeks before the start of your studies is discouraged, as it does not allow you sufficient time to fulfill your predeparture duties to the Foundation and your sponsor district, nor your host district sufficient time to prepare for your arrival. You should not arrive before your housing is available. For fellows who will be living in university housing, this is usually only a couple of days before the start of classes. Your award will not cover the cost of hotel/housing expenses that you may incur if you arrive ahead of your official fellowship period.

Return

Rotary World Peace Fellows should not plan to leave their assigned Rotary Center until they have completed all the requirements of the fellowship and submitted their fellowship Final Report. Fellows planning to depart their host country before the end of studies should contact their Rotary Centers specialist at the Foundation before making travel plans.

All fellows are entitled to a one-way return ticket, arranged through RITS as described above, at the end of the fellowship period. Please use the form in the appendix to arrange your return travel.

Most fellows will use one-way tickets to return home after their fellowship studies are completed. However, some fellows may choose to remain in the host country for work or to travel to another destination for a confirmed offer of employment. The Foundation will not provide funding for an additional one-way ticket for return home for fellows who travel to a confirmed offer of employment. Return tickets must be booked through RITS within three months of the end of your fellowship period.

RITS tickets will only be released upon confirmation from your Rotary Center director that you have satisfied the requirements of your degree program and from the Foundation that it has received your Final Report.

Fellowship Finances

Funding Your Rotary World Peace Fellowship

Funds for your Rotary World Peace Fellowship come from the extreme generosity of Rotarians around the world. Rotary districts that have provided significant funding for the Rotary Centers for International Studies program on an annual, sustaining basis are known as Peacebuilder Districts (see glossary). Peacebuilder District Rotarians and other Major Donors to the Foundation will be especially interested in the activities and successes of peace fellows both during their studies and throughout their careers.

During your fellowship you will receive requests from Rotarians to attend Rotary club meetings and district and regional Rotary events, and you 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 Fellowships program. In turn, the enthusiasm with which you embrace your Rotary obligations will help to ensure continued funding for future fellows.

Length of Award

Fellowship funding will begin with the start of the regular academic year at your assigned Rotary Center university partner and end at the conclusion of the first or second academic year, depending on the length of the program at your Rotary Center.

Your fellowship is valid only for up to two consecutive academic years and the summer break occurring between them. If the university offers a one-year master's degree, fellows will receive funding for the academic year and up to three months of applied field experience. Funding for applied field experience is subject to a separate application and review process and is not guaranteed. For general guidelines about this experience, please see the "Amount of Award" section 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 fellowship. If you choose to pursue studies beyond that period, all expenses will be your responsibility.

Postponement of Return Home

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

If you choose to stay in your study country after the end of your fellowship period, you will not receive additional funding from the Foundation.

Amount of Award

General Guidelines

Fellowship funds are for your use only. If your spouse or dependents accompany you to your study country, their expenses will be your personal responsibility, including higher rent due to a larger apartment, increased cost of furnishings, etc. If you have funds remaining at the end of your fellowship, 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. However, 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 fellowship. 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. Your award amount is based on the cost of round-trip transportation, 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 as follows:

- **Required tuition and fees.** The fellowship covers the cost of registration and tuition for a normal course load as defined by the institution. Required fees may not include health insurance fees. The Foundation will pay your tuition costs directly to the Rotary Center university. *Under no circumstances will funding be extended beyond the fellowship period.*
- **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 Fellows 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 fellowship. Please refer to “Travel Instructions” in this handbook. Please note that you **must use RITS** for all Rotary-related travel during your fellowship. Any tickets purchased outside of RITS will not be paid for by the Foundation.
- **Contingency fund/books and supplies.** You will receive a fixed contingency fund in two installments of US\$900 or its equivalent per year of study 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 the district conference. (See Rotary functions and related travel costs later in this section.) Additional funds for typing and copying costs (except for costs of preparing the master’s thesis, see “Conference/Research Funding” below), computer equipment, or professional/technical equipment are not available beyond the standard contingency fund.



- **Applied field experience.** All Rotary World Peace Fellows are required to participate in an applied field experience (AFE) during the period between the first and second academic years at their assigned Rotary Centers. Please see the RI Web site at www.rotary.org for a list of past fellows' AFEs. You may apply to The Rotary Foundation for funding to help cover/defray expenses related to your AFE.
- **Predeparture Assistance Grant.** Rotary World Peace Fellows selected from low-income countries are eligible to apply for a Predeparture Assistance Grant. This grant is to be paid separately from your first living stipend payment of the fellowship year and is intended to offset the costs incurred for health insurance, visa, passport, a medical exam, and university application fees. Contact your specialist for more information, as this grant will not be provided to you unless you specifically request it and are qualified to receive it.

Conference/Research Funding

Fellows may apply for up to US\$1,200 worth of funding to offset possible costs of researching a thesis topic or attending or presenting at a professional conference, either in one's study country or abroad. Fellows may choose how to use this funding, for example, by attending one conference that costs \$1,000 and using \$200 for research, or devoting all funds to conferences. To apply for this funding, fellows should use the Conference/Research Funding Request Form located in the appendix.

All final funding decisions will be made by The Rotary Foundation. Fellows are not eligible to apply for funding following the completion of the fellowship. Please verify with your Rotary Centers specialist the end date of your fellowship. As some university partners hold graduation ceremonies weeks after fellowship coursework is finished, the fellowship end date is not always the same as the date of the university's graduation ceremony.

Other Funding

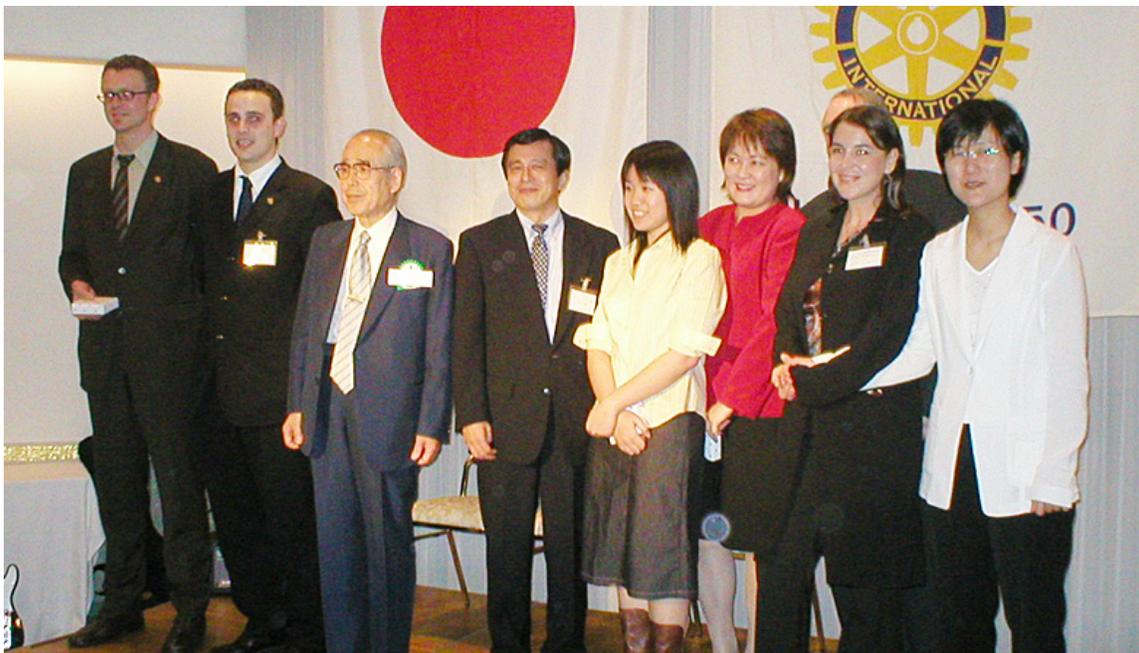
- **Personal funds.** You should take sufficient funds for all expenses not covered by the fellowship. If possible, take an internationally recognized credit card. You may also wish to explore using automated teller machine cards from your home country bank. In addition, you may be required to open a local bank account upon arrival at your study city.

Your fellowship does not cover most personal and miscellaneous expenses nor the following items:

- 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

**As mentioned previously, fellows from low-income countries may apply for a Predeparture Assistance Grant to help offset these costs.*

- **Outside funding.** During your fellowship period, you are permitted to accept additional fellowships, assistantships, travel grants, waivers of tuition, continuance of salary from your permanent employer, or gainful employment from another organization. However, employment must not interfere with your studies, Rotary obligations, or visa/immigration status in your study country. The Rotary Foundation will not fund tuition or transportation covered by another fellowship, 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 club meetings and district conferences and other out-of-pocket expenses. You may also use part of your fellowship 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 should refrain from accepting payment for participating in Rotary-sponsored events beyond any transportation reimbursement.

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 fellows must fulfill to receive payments.

Disbursement of funds varies by university. You are responsible for paying expenses out of the funds provided by the Foundation. In most cases, your payment disbursement schedule will be as follows.

Year 1

First payment. The first payment generally covers the first half of your study year and is 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.

Opening a bank account and accessing your first payment may take up to two weeks; ensure you have funds available to cover expenses during this time. With few exceptions, fellowship payments are made in the currency of the study country.

Your tuition and fees will be paid directly to the Rotary Center university by The Rotary Foundation. 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 Rotary Centers specialist:

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

Fellows should submit the First Report no later than two months following the beginning of studies.

Applied field experience (AFE) payment. To receive funding for your AFE, you must complete a proposal, which will be reviewed by the Foundation.

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 AFE country, if necessary.

The Foundation Trustees do not allow Rotary World Peace Fellows to engage in AFE activities in their native country or those on the Rotary International travel ban list. Please plan your AFE accordingly.

Year 2 (if applicable)

If studies follow your AFE, you will receive one additional payment per semester of study.

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

- A second Certificate of Insurance Coverage confirming you have obtained the required insurance coverage for your second year of study
- Confirmation from your Rotary Center director that you are in good academic standing
- The Second Report detailing your accomplishments of year one and goals for the upcoming year

Please note that these requirements must be fulfilled in order to receive payment upon return from your AFE. Fellows are not to assume that this payment is guaranteed by any specific date. You will receive one contingency payment of US\$900 per semester of study that follows your AFE.

Second payment. The second payment, if applicable, 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 fellowship payment), the Foundation must receive the AFE Report, which includes a complete and detailed account (at least 5-10 pages in length) of your AFE, no later than two months after the beginning of your second year of study.

Will I Have to Pay Taxes on My Fellowship?

Depending on tax laws in your home and host countries, the fellowship may be taxable in part or in full. It is your responsibility to investigate tax regulations pertaining to your fellowship funding.

If you need a summary of your fellowship funding, please contact your Rotary Centers specialist, but please note that he or she is not qualified to give tax advice. For specific questions on tax treatment of your fellowship, please consult a qualified tax adviser.



Appendix

Required Predeparture Documents

Medical Certificate

Certificate of Insurance Coverage

RITS Travel Request Form

Useful Contact Information

RITS-Designated Travel Agencies

Rotary World Peace Fellow Report Instructions

Confirmation of Costs Form

Applied Field Experience Funding Request Instructions

Conference/Research Funding Request Form

Glossary of Terms

**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**

Medical Certificate for Rotary World Peace Fellows



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

Please print or type.

Date _____

I have this day examined

FELLOW'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 and psychological 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 Fellows



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

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

CATEGORY 1. US\$250,000 or equivalent for basic major medical expenses, including illness expense, hospitalization, and related benefits:

Name of company issuing basic major medical care and hospitalization coverage: _____
Company’s contact person and telephone number: _____
Your individual and group policy number(s): _____

CATEGORY 2. US\$50,000 or equivalent for medical evacuation:

Name of company issuing medical evacuation coverage: _____
Company’s contact person and telephone number: _____
Your individual and group policy number(s): _____

CATEGORY 3. US\$10,000 or equivalent for repatriation of remains:

Name of company issuing repatriation of remains coverage: _____
Company’s contact person and telephone number: _____
Your individual and group policy number(s): _____

CATEGORY 4. US\$10,000 or equivalent for accidental death and dismemberment:

Name of company issuing accidental death and dismemberment coverage: _____
Company’s contact person and telephone number: _____
Your individual and group policy number(s): _____

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

Start Date: _____ (day) _____ (month) _____ (year) → End Date: _____ (day) _____ (month) _____ (year)
Your name (printed): _____
Your signature (signed): _____

Questions to Ask Yourself before Purchasing an Insurance Plan



1. Will my insurance coverage be effective for the entire time of my fellowship, from the moment I board the plane/train to leave my home country up until the moment I reenter my home country?
2. Do I already have coverage through my personal, employer's, or parents' insurance plan?
3. Although national health insurance may be required or available in my study country, what emergencies are not covered by such a plan; e.g., emergency medical evacuation, injuries while vacationing outside of my study country, accidental death and dismemberment, repatriation of remains, 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 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?

RITS Travel Request Form



This form can be obtained from the Rotary International Web site's Download library at www.rotary.org.

Rotary World Peace Fellows

Please submit this form directly to one of the RITS offices listed on page 28 after submitting all other predeparture documents to your Rotary Centers specialist.

- I am requesting: One-way travel to my study country at the beginning of my fellowship term
 Round-trip travel during my applied field experience
 Round-trip travel to a conference
 One-way travel home at the end of my fellowship term

Assigned Study Institution: _____
INSTITUTION NAME CITY, STATE/PROVINCE, COUNTRY

I. Personal Information

Full name (as it appears in your passport): _____
FAMILY FIRST AND OTHER NAMES

Male Female Date of birth: ____ / ____ / ____ Citizenship: _____
DD MM YY

Daytime telephone: _____ Evening telephone: _____
COUNTRY/CITY CODE NUMBER COUNTRY/CITY CODE NUMBER

Fax: _____ E-mail: _____
COUNTRY/CITY CODE NUMBER

II. Travel Information

Preferred departure date: ____ / ____ / ____
DD MM YY

Departure from: _____
CITY STATE COUNTRY

Closest airport to your home or place of departure: _____

If reservations cannot be confirmed for preferred departure date,
please indicate whether you prefer traveling earlier or later than requested date: _____

Final destination (study city,
home, conference, or AFE city): _____
CITY STATE COUNTRY

For Return Travel:

Preferred return date: ____ / ____ / ____
DD MM YY

Departure from: _____
CITY STATE COUNTRY

If reservations cannot be confirmed for preferred departure date,
please indicate whether you prefer traveling earlier or later than requested date: _____

Final destination (study city): _____
CITY STATE COUNTRY

Personal travel: If you wish to make any voluntary stopovers on your flight, it is at your own expense. You must prepay air travel expenses incurred for extra stopovers or additional personal arrangements before RITS can issue your tickets. If you have personal travel requests, please attach a separate sheet providing detailed itinerary information, including each city where you intend to stop and the departure date from each city.

(continues on next page)

RITS Travel Request Form, p. 2

Full name: _____
FAMILY FIRST AND OTHER NAMES

III. Address and Telephone

Permanent mailing address:

Current mailing address, if different (valid through ____ / ____ / ____):
DD MM YY

Permanent telephone: _____
COUNTRY/CITY CODE NUMBER

Note: If either address changes before you receive your airline tickets, please advise RITS or the appropriate designated agency immediately.

IV. Fellowship Information

Rotary Centers specialist at The Rotary Foundation in Evanston, Illinois, USA:

Name and contact information (telephone and fax numbers and post and e-mail addresses) of your Rotarian sponsor counselor (in home country):

PLEASE SUBMIT A COPY OF THIS FORM DIRECTLY TO ONE OF THE RITS OFFICES LISTED ON PAGE 28 AT LEAST TWO MONTHS BEFORE YOUR PREFERRED DEPARTURE DATE.

Useful Contact Information



Rotary Centers for International Studies on the Rotary Web site

You will find a number of fellowship program resources, forms, and more information on the Rotary Centers for International Studies on the Rotary International Web site at www.rotary.org/rotarycenters. In addition to general program information and application materials, the Rotary Web site contains program updates and important contact information for Rotary World Peace Fellows. You are encouraged to check this Web site often for updated information on your fellowship.

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 Rotary Centers specialist and the RI international office have your host country address. Fellows in Argentina may send mail to The Rotary Foundation at RI World Headquarters in Evanston via the weekly courier service from the RI 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: 847-328-8281
Web site: www.rotary.org

Rotary International Brazil Office
Rotary International
Rua Tagipuru 209
01156-000 São Paulo, SP
Brazil
Tel.: 55-11-3826-2966
Fax: 55-11-3667-6575
Web site: www.rotary.org.br

**Rotary International Europe
and Africa Office**
Rotary International
Witikonstrasse 15
CH-8032 Zurich
Switzerland
Tel.: 41-44-387-71-11
Fax: 41-44-422-50-41

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

Rotary International Korea Office
Rotary International
Room 705, Miwon Bldg.
43 Yoido-dong, Yongdungpo-gu
Seoul 150-733
Korea
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 110 001
India
Tel.: 91-11-4225-0101 to 05
Fax: 91-11-4225-0191 or 92
Web site: www.risouthasia.org

**Rotary International Southern
South America Office**
Rotary International
Florida 1, Piso 2
1005 Buenos Aires, CF
Argentina
Tel.: 54-11-5032-0096 to 98
Fax: 54-11-5032-0099

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

Rotary Centers for International Studies Partner Universities

Rotary Center for
International Studies
**University of North Carolina at
Chapel Hill**
FedEx Global Education Center
Suite 3020
301 Pittsboro 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.: 81-422-33-3681
Fax: 81-422-33-3688

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

Rotary Centre 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
**University of California,
Berkeley**
Peace and Conflict Studies
101 Stephens Hall #2306
Berkeley, CA 94720-2306
USA
Tel.: 510-642-4466
Fax: 510-642-9850

Rotary Centre for
International Studies
University of Queensland
School of Political Science and
International Studies
Brisbane, Queensland 4072
Australia
Tel.: 61-7-3365-9544
Fax: 61-7-3365-1388

RITS-Designated Travel Agencies



If a RITS-designated travel agency is not located in your country, please submit Travel Request Form to the RITS office in Evanston, IL, USA.

ARGENTINA, CHILE, URUGUAY

Rotary Contact – Martha Sanchez
Eduardo Sanchez Viajes y Turismo
Florida 833
2 Piso Of. 202 “H”
1005 Buenos Aires
Argentina
Tel.: 54-11-43-11-6141
Fax: 54-11-43-13-8091
E-mail:
martha@sanchezviajes.com.ar

AUSTRALIA

Melbourne
Australia
Tel: 61-3-9633-7651
Fax: 61-3-9633-6718
E-mail:
selecttravelsolutions@aexp.com

BRAZIL

Rotary Contact – Rosely Tamashiro
Flytour Business Travel
Alameda Jurua, 641
Alphaville
Barueri, SP
Brazil
Tel.: 55-11-4502-2600
Fax: 55-11-4502-2625
E-mail:
rosely.tamashiro@flytour.com.br

INDIA & SRI LANKA

Rotary Contact – Bejoy Samuel
Lionel India Ltd.
c/o Birla Textiles
Kamla Nagar
New Delhi 110 007
India
Tel.: 91-11- 23822315
Fax: 91-11-23820205
E-mail: rotary@lionelindia.com

KOREA

Rotary Contact – Hyun-sook Oh
Sejoong Namoo Travel Service
19th Floor, Samsung Life Bldg.
150, Taepyeongro 2-Ga
Jung-gu, Seoul 100-716
Korea
Tel.: 82-2-2126 7897
Fax: 82-2-753-3114
E-mail: kerry.park@kr.fcm.travel
or tagiya@sejoong.com

NEW ZEALAND

Rotary Contact – Debbie Fraser
Distinctive Travel
DX CP22010, PO Box 105-128
Auckland
New Zealand
Tel.: 64-9-968-2510
Fax: 64-9-373-3143
E-mail:
debbie@distinctivetravel.co.nz

PHILIPPINES

Rotary Contact –
Mignone (Migs) Sumera
The Baron Travel Corporation
Ground Floor, Cityland 10
(Tower 2)
6817 Ayala Avenue North
corner dela Costa Street
Salcedo Village, Makati City
Philippines
Tel.: 632-817-4926
Fax: 632-819-2993
E-mail: corp2@barontravel.com.ph

USA

American Express
Rotary International
One Rotary Center
1560 Sherman Ave. 12NW
Evanston, IL 60201-3698
USA
Tel.: 847-866-3411
Fax: 847-866-6297
E-mail: ritsonline@rotary.org

Rotary World Peace Fellow Report Instructions



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

Each report must include information about your 1) academic activities and progress, 2) involvement with Rotarians in your host area, 3) impressions of the program, and 4) successes and challenges as a Rotary World Peace Fellow. 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.

Fellows are required to submit copies of each report to

- Rotary Centers specialist
- Sponsor counselor
- Host counselor
- Sponsor district governor
- Host district governor

First Report: Due two months after beginning of studies. Include Confirmation of Costs Form with the copy sent to your Rotary Centers specialist.

Second Report: A complete and detailed account of your first year of study, due before the beginning of your second year of study

Applied Field Experience (AFE) Report: At least 5-10 pages in length, due no later than two months after completion of your AFE. This report must describe your AFE and include

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

Final Report: To be submitted at the end of your fellowship. Issuance of your return RITS tickets is contingent upon receiving this final report. As the conclusion of your fellowship can be especially demanding with exams, papers, seminars, etc., it is important to plan accordingly.

Confirmation of Costs Form for Rotary World Peace Fellows



To assist The Rotary Foundation 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 Rotary Centers specialist 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 fellowship program (please explain each): _____

Applied Field Experience Funding Request Instructions



Rotary World Peace Fellows may apply to The Rotary Foundation for applied field experience (AFE) funds. As early as possible, you should work with your Rotary Center director and academic adviser to develop AFE activities appropriate to your area of specialty. Host area Rotarians may also provide helpful information on available opportunities. You are encouraged to contact both your Rotarian sponsor and host counselors for project ideas.

To begin arranging your AFE, you must submit an Applied Field Experience Funding Request Form. Complete the form with your academic adviser and bring it to your Rotary Center director for review and approval. The form must be reviewed and signed by the Rotary Center director, and then submitted with all necessary accompanying documents to your Rotary Centers specialist at least two months before the start of your proposed AFE. The Foundation will make final decisions on the funding of AFEs for all Rotary World Peace Fellows. Proposals submitted to the Foundation without the prior approval and signature of the Rotary Center director will not be considered complete.

Possible AFE activities include a research project, internship, or other professional activities. Fellows should view their AFEs as an opportunity to gain practical work experience and explore career activities to facilitate their reentry into the workforce upon completion of the fellowship term. Please see the RI Web site at www.rotary.org for a list of past fellows' AFE activities.

Note: The Foundation Trustees do not allow Rotary World Peace Fellows to engage in AFE activities in their native (home) country or those on the Rotary International travel ban list. Fellows must identify AFE opportunities located outside their native (home) country.

The Foundation has a maximum of US\$6,500 for each fellow to help offset the costs of his/her AFE. The Foundation may fund AFEs fully or partially, depending on cost.

The Foundation expects all fellows to engage in a relevant AFE as part of their fellowship term. Failure to complete a Foundation-approved AFE without the Foundation's prior knowledge and consent may be grounds for termination of the fellowship. Fellows are required to keep the Foundation informed of their whereabouts throughout the duration of their fellowships.

You must write a complete and detailed account of your AFE in a separate report. This report is due to your specialist no later than two months after the beginning of your second academic year (if applicable) or two months after the completion of your AFE.

Fellows are expected to return to their respective Rotary Centers on or before the beginning of the second academic year, if applicable.

Conference/Research Funding Request Form for Rotary World Peace Fellows



Please complete and submit a copy of this form and all relevant documentation to your Rotary Centers specialist at The Rotary Foundation at least one month prior to the conference, or documentation of your anticipated research expenses. Research funding is designed to cover production costs for thesis preparation, such as photocopying, editing, and binding. **Funding requests received after a conference has taken place or research costs have been incurred will not be considered.** Fellows are not eligible for funding following the completion of their degree.

Copies should also be provided to your Rotary Center director or program coordinator. All funding requests must be approved and signed by your Rotary Center director prior to submission to The Rotary Foundation. All final funding decisions will be made by the Foundation.

Fellow name (family name, first name): _____

Rotary Center and program years (e.g., 2008-10): _____

Type of activity (conference or research): _____

TOTAL FUNDING REQUESTED FROM THE ROTARY FOUNDATION: (please indicate currency and amount)
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TOTAL CONFERENCE/RESEARCH FUNDING ALREADY RECEIVED:

Please submit the following documents with this form for attendance at a conference:

1. A one-page abstract stating the purpose of your attendance at the conference, how it relates to the study program, and what contacts will be made. Include proposed organization, institution or affiliation, location (city/country), and conference dates.
2. Supporting documentation of the costs of attending the conference. Fellows may request funding for airfare, conference registration, and reasonable accommodation. Registration fees are sometimes waived for presenters; please check with conference organizers. No funding for meals or local transportation will be considered.

Please submit the following documents with this form for research funding:

1. A one-page proposal
2. An itemized budget. Include specific cost documentation for any services, such as an invoice, an official estimate, or a quote.

I affirm that the information contained in this proposal is accurate to the best of my knowledge and the expenses listed are reasonable and necessary. I also agree to provide The Rotary Foundation with a full report on my participation in said conference, relevant contacts I have made, proof of attendance at said conference, and receipts of all my expenses OR receipts from approved research expenses. I realize that failure to submit these required documents will complicate the release of further funding from The Rotary Foundation.

SIGNATURE OF ROTARY WORLD PEACE FELLOW DATE

SIGNATURE OF ROTARY CENTER DIRECTOR DATE

Glossary of Terms



Ambassadorial Scholarship — The Rotary Foundation Ambassadorial Scholarships program is the world’s largest privately funded international scholarships program for university-level studies. 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. 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 Fellowships fund up to a two-year master’s degree program in international relations, peace, and conflict resolution at the 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 Coordinator — The Rotarian appointed by The Rotary Foundation Trustee chair to serve as the primary contact between host area Rotarians and the Rotary Center director or other Rotary Center staff. The host area coordinator works in conjunction with the 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.

Host Rotarians — Rotarians who are members of the clubs in the district or host area where the Rotary Center is located

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

Pioneer District — A district that committed from its District Designated Fund US\$50,000 or more needed to provide Rotary World Peace Fellowships for the 2002-04 and 2003-05 program years

Rotarian Host Counselor — The Rotarian from the host area assigned to each Rotary World Peace Fellow who arrives at the assigned Rotary Center. The host counselor will be the fellow’s primary Rotary contact in the host area for the duration of the fellowship period.

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

Rotary Center University Partner — An institution of higher learning selected by The Rotary Foundation to host a Rotary Center for International Studies

Rotary Centers Specialist — The Rotary Foundation staff person assigned to each Rotary World Peace Fellow to assist with preparation, finances, and reporting before, during, and after the fellowship period. The specialist is the fellow’s and Rotary Center’s primary Foundation staff contact.

Rotary World Peace Fellow — A fellow selected by The Rotary Foundation to participate in up to a two-year master’s degree program in international studies, peace, and conflict resolution at one of the Rotary Centers

Sponsor District — The Rotary district that nominates the Rotary World Peace Fellow’s application to the world competition