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. 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 would 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 of issues of peace, goodwill, causes of conflict, 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 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. 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 Trustees adopted this proposal in principle and appointed a committee of Rotarians to fully develop it.

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

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

Rotary Centers alumni are currently 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
- Insurance brochure
- Preaddressed reply envelope (for returning completed Acceptance Form and Biographical Data Form to your Rotary Centers coordinator)

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 Coordinator

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

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

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 coordinator, call and leave a telephone number where you may be reached. Your call will be returned promptly. If you choose to send a fax, be sure to write your coordinator's name on it. It will not be possible to confirm receipt of every fax. Also, allow adequate time for your coordinator to respond before assuming your fax was not received. If you are concerned about a fax transmission, call to alert your coordinator that a fax is on its way.

Your Relationship with Rotary

Your Rotary World Peace 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 Fellow 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 pre-program 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 coordinator 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 for International Studies 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 will have a designated “host area” composed of the Rotary district where the center is located and a number of surrounding districts.

The Rotarian who serves as the primary contact between host area Rotarians and the Rotary Center director or other Rotary Centers staff is the host area coordinator. 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. 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 coordinators 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 Centers while providing guidance both to the fellows and the universities. The Rotary Foundation provides training to the host area coordinators to support them in their role and responsibilities in hosting the Rotary World Peace Fellows. In turn, host area Rotarians work
with the universities to develop an annual orientation for the fellows. The strong collaborative relationship between the Rotary host areas and the Rotary Center university partners 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: 1) your Rotary Centers coordinator, 2) your host counselor, 3) your sponsor counselor, 4) the district governor of your sponsor (home) Rotary district, and 5) the district governor of your host Rotary district.

You should submit the First Report approximately two months after arrival at your Rotary Center. In addition to your first report, you must also send a completed Confirmation of Costs Form to your Rotary Centers coordinator. This form is located toward the end of this handbook. The other recipients of your report do not need to receive copies of the form.

You should submit your Second Report at the end of your first year of study. The second report should be on the topic of your first academic year.

The Applied Field Experience Report is due two months after the 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.

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 coordinator 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 coordinator of the planned length of your absence, your destination location, and your contact information during that absence. Failure to do so may result in the revocation of your fellowship.

Beyond the Fellowship Period — Your Lifelong Association with Rotary

Your association with Rotary as a program alumnus is an important part of fulfilling your role as a Rotary World Peace 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 impact of the program.

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 alumni e-mail newsletter, Branches
- 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 at any of the Rotary Centers for International Studies
- Serving as a mentor to 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, see the RI Web site at www.rotary.org/foundation/educational/amb_scho/centers.

RI's Rotary Centers Alumni Relations Department is responsible for increasing the connectivity between fellows, alumni, universities, places of possible employment, and The Rotary Foundation. Information on alumni activities and events can be found on RI's Web site at www.rotary.org. Rotary Foundation alumni coordinators (RFACs) are an important resource. RFACs are 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 regarding 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 World Peace Fellows to participate fully in all Rotary Center activities, fellows in general 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 regarding your Rotary obligations. Rotary Center directors have helped the Foundation and host area Rotarians establish program guidelines for Rotary World Peace Fellows, and the directors will provide regular updates to the Foundation. 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
Each Rotary Center will host an annual seminar focusing on critical and timely issues related to international affairs and conflict resolution. This will give the fellows an opportunity to share their research with one another, the university academic community, host area Rotarians, and other invited guests. These seminars may lead to the publication of Rotary World Peace Fellows’ research. Attendance at your center’s annual seminar is mandatory.

You will receive further 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 new fellow orientation sessions, advise new fellows 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 available fellowship slots at each university is limited; in addition, not all candidates are well-suited to the universities they prefer. The Rotary Centers Committee weighs other factors, such as geographic origin and area of academic expertise, to ensure a diverse class of fellows. 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. Selection as a Rotary World Peace Fellow is conditional upon gaining admission to the assigned Rotary Center university. The Foundation cannot consider requests for reassignment to another Rotary Center if a fellow is denied admission to the assigned Rotary Center university.

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 coordinator immediately if either of these situations applies to you.

Relinquishment of the Rotary World Peace Fellowship

Please contact your Rotary Centers coordinator as soon as possible if you decide to forego the Rotary World Peace Fellowship. We ask also that you 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, 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 does not guarantee admission to your assigned Rotary Center university. All final admission decisions rest with the universities. The Rotary Foundation is unable to intervene on a fellow’s behalf to influence admissions decisions. Due to the uncertainty of gaining admission to your assigned university, it is highly recommended that Rotary World Peace Fellows do not make drastic changes in their lives (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.
Berlitz Language Examination

If you will study at the Rotary Center at Universidad del Salvador and Spanish is not your native language, you must take your language proficiency examination through Berlitz International Inc. Berlitz has designed an exam specifically for Rotary Fellows. This exam must be taken no earlier than nine months and no later than five months before the start of your studies.

Contact the nearest Berlitz Language Center by telephone or on the World Wide Web at www.berlitz.com to arrange a test date, time, and location. Identify yourself as a Rotary World Peace Fellow. If you cannot take the test as arranged, you must notify the Berlitz Language Center by 1500 hours on the weekday before the test date to reschedule. You must bring picture identification with you the day of the exam. If a Berlitz Language Center is not near you, please call the following telephone number collect to schedule an exam. The cost of the examination is the responsibility of the fellow.

Schaumburg Berlitz Language Center
1821 Walden Office Square
Suite 230
Schaumburg, IL 60173
USA
Tel.: 847-397-9422,
800-444-2981 (only in the United States)
Fax: 847-397-9454
Hours: Monday-Friday, 1000 hours-1700 hours
(USA Central Standard Time)
E-mail: schaumburg@berlitz.us

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

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. In addition, you must view the online PowerPoint orientation module at www.rotary.org/foundation/educational/amb_scho/seminars.htm.

Fellows are encouraged to attend a predeparture orientation seminar offered by their sponsor district. Orientation seminars provide an opportunity for the fellow to develop a better understanding of Rotary International and the work of The Rotary Foundation, in addition to meeting with other Foundation program participants. Refer to the RI Web site for information on a predeparture orientation in your area: www.rotary.org/foundation/educational/amb_scho/seminars.html.

If no predeparture orientation is offered to scholars/fellows from your area before your departure, 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 coordinator and sponsor counselor. Then, schedule time with your sponsor counselor and sponsor district’s officers to have an individual orientation before your departure, 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 who will have contacted you about the orientation beforehand. The orientation will acquaint you not only with Rotarians in your host country but also with other Rotary World Peace 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 the cancellation of your fellowship. No fellowship payment will be made until all the required items are received and approved by your coordinator.

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

- Fellowship Acceptance Form
- Biographical Data Form
- Web biography profile and digital photo by 1 May
- 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 coordinator 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 coordinator. The Rotary Foundation will forward your completed Biographical Data Form to your host Rotary district to facilitate the appointment of a Rotarian host counselor.

*The following documents must be submitted to your Rotary Centers coordinator 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 coordinator. 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 after 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 coordinator cannot assist you in this process or answer your questions about visa requirements.

Once you have obtained any required visa(s), please send a copy to your Rotary Centers coordinator. Do not send original documents. If no visa is required, please submit written confirmation or other official documentation to your Rotary Centers coordinator 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 necessary medications to last the entire fellowship period.

Certificate of Insurance Coverage

You must obtain insurance for basic major medical expenses, medical evacuation, and repatriation of remains that meets the minimum coverage requirements specified on the Certificate of Insurance Coverage for Rotary World Peace Fellows in the appendix. Your fellowship does not cover this expense. Only the Certificate of Insurance Coverage for Rotary World Peace Fellows or exact facsimile will be accepted. A certificate or brochure from the insurance company is not acceptable as fulfillment of this requirement. The completed 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.

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 it 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 would not be acceptable, because they do not cover time away from home before your studies begin.

Certain study institutions, however, may require that you subscribe to their plan. If your Rotary Center 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 in 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 coordinator.

**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
coordinator 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 in-
sstitutions 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. You must complete the form and submit it to RITS, with a copy
to your Rotary Centers coordinator.

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**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. 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 begin-
  ning and end of the up to two-year fellowship term. Any travel between your home and study cities at any other time
during the fellowship period will be your personal 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 expenses are NOT covered by the Rotary World Peace Fellowship:**

- Fees incurred for excess baggage
- Taxi cab 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 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, a reservation will be held for you. You must submit all the required predeparture documents to your Rotary Centers coordinator, who will authorize RITS to purchase and send the air tickets to you. The Rotary Foundation will pay RITS directly for your tickets from your fellowship funds. There is no direct expense to you. The instructions are below:
1. Submit a completed RITS Travel Request Form to the appropriate RITS-designated travel agency (see the appendix) no later than two months before you expect to depart. The form is also available from the Download Center of the RI Web site (www.rotary.org).
2. Review the travel itinerary sent to you by your RITS agent and confirm your travel arrangements and current address.
3. Submit all required predeparture documents to your Rotary Centers coordinator. When your predeparture requirements are met, your coordinator will authorize RITS to issue and send your tickets. Please keep in mind that it may take several weeks to send your tickets, so it is extremely important that you submit your documents on time. Please also note that reservations cannot be held indefinitely. Failure to submit your predeparture documents in a timely manner may result in the loss of your reservation.
4. Examine your tickets carefully upon receipt. Read the remarks on the attached flight itinerary. Contact the agent immediately with any questions or concerns.

Selecting Your Travel Dates

Departure

You should plan on arriving in your host country a few days 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

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

All Rotary World Peace 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 of this handbook 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 indicating that you have satisfied the requirements of your degree program. Be sure to submit your final report and the letter from your Rotary Center director to your Rotary Centers coordinator at the Foundation in a timely manner so that your RITS tickets may be released.
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 levels of 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 Rotary World 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. Please see the section about this experience 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; this includes higher rent due to larger apartments, increased start-up expenses for 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 Rotary Foundation will pay your tuition costs directly to the Rotary Center university. *Under no circumstances will funding be extended beyond the period of the fellowship.*

- **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 Rotary 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 attending the district conference. (See Rotary functions and related travel costs addressed later in this section.) Additional funds for typing and copying costs (except for costs of preparing the master's thesis, see below), computer equipment, or professional/technical equipment are not available beyond the standard contingency fund.

- **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. Details on applying for this funding can be found in the Applied Field Experience Funding Request Application Form and instructions in the appendix.

- **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 included in the first living stipend payment of the fellowship year and is intended for fellows to offset the costs incurred for health insurance, visa, passport, a medical exam, and university application fees. Contact your coordinator for more information.

**Conference/Research Funding**

This combined fund, effective from Class IV of Rotary World Peace Fellows, is designed to give fellows flexibility in applying for US$1,200 worth of funding. It is designed to offset possible costs incurred by researching a thesis topic or the cost of 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. All final funding decisions will be made by The Rotary Foundation. Fellows are not eligible to apply for funding following the completion of their degree. The Conference/Research Funding Request Form is located in the appendix.
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 to most personal and miscellaneous expenses, the following items are not covered by your fellowship:

- 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.

* 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 clubs 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.

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 coordinator:

- 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 and an AFE Funding Request Form (see the appendix). Your completed form and proposal will be reviewed by The Rotary Foundation and you will be notified about the amount of funding you will receive. Once the amount of funding is decided, in most cases a check will be sent to your host country address (where you have been living during the first academic year) in the host country's currency. You will be responsible for transferring these funds into the currency of your AFE country, if necessary.

The Rotary 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 — 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 for your Rotary Center director that you are in good academic standing
- The Second Report detailing your accomplishments of year one and goals

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 coordinator, 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
- Questions to Ask Yourself before Purchasing an Insurance Plan
- 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

Applied Field Experience Funding Request Form

Conference/Research Funding Request Form

Glossary of Terms
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

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<th>FELLOW’S FAMILY NAME</th>
<th>FIRST AND OTHER NAMES</th>
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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.

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Certificate of Insurance Coverage for Rotary World Peace Fellows

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

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

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

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

Company's contact person and telephone number (if available):

Your individual and group policy numbers (if applicable):

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

Name of company issuing medical evacuation coverage:

Company's contact person and telephone number (if available):

Your individual and group policy numbers (if applicable):

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

Name of company issuing repatriation of remains coverage:

Company's contact person and telephone number (if available):

Your individual and group policy numbers (if applicable):

I further certify that if my insurance coverage was already in effect and/or was obtained locally, I have examined this coverage and I confirm that my policy provides the required minimum coverage for basic major medical expenses, for accidents and illness, hospitalization, medical evacuation, and repatriation of remains, 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):

---

Rotation World Peace Fellow Handbook 21
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, repatriation of remains, injuries while vacationing outside of my study country, accidental death and dismemberment, etc.?

4. How would I file a claim form from abroad?

5. How long would it take for a claim to be processed and to receive reimbursement?

6. Would any reimbursements be sent to my home address or study country address?

7. What is the basic medical deductible amount and what does it include?

8. If I need to obtain prescription drugs overseas, would I be reimbursed for all or part of these expenses?

9. Do I anticipate needing routine, nonemergency health services while abroad, and are they covered?

10. Are mental health services covered?

11. How does the plan define and exclude preexisting medical conditions? Do I have a condition that would be included in the definition and therefore have no coverage if I needed treatment?

12. How does the plan cover hospitalization?

13. Although my plan may have a high claims ceiling for basic medical expenses, what percentage must I pay within each expense “band” or range within this ceiling? For example, paying 50 percent of the first US$100,000 of the claims is not as favorable as paying 80 percent of up to $5,000 of the claims, and then 0 percent of the claims over $5,000.

14. Does the plan offer an overseas administrator who maintains an office in or near my study country to provide emergency customer service through a toll-free telephone line while abroad?

15. Does the plan cover immunizations required before my departure for the study country?

16. Do I still have to purchase my university’s student insurance coverage even though I have obtained The Rotary Foundation’s minimum required coverage?

17. Are dental care expenses included in the plan? Vision care? Sports injuries? Injuries in motor vehicle accidents? What are the coverage limitations?

18. Is a copy of the insurance policy available in my native language?

19. If I become ill after my return home due to an endemic disease (one native and/or prevalent in my study country), will the treatment be covered?
RITS Travel Request Form

This form can be obtained from the Download Center of the Rotary International Web site, www.rotary.org.

Rotary World Peace Fellows

Please submit this form directly to one of the RITS offices listed on page 27 at least two months before your preferred departure date.

I am requesting:  □ Travel to my study country at the beginning of my fellowship term
                □ Travel home at the end of my fellowship term
                □ Travel during my applied field experience

Assigned Study Institution:  

I. Personal Information

Full name (as it appears in your passport):  

□ Male  □ Female  Date of birth:  DD / MM / YY  Citizenship:  

Daytime telephone:  Country/City Code  NUMBER  Evening telephone:  Country/City Code  NUMBER

Fax:  Country/City Code  NUMBER  E-mail:  

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):  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.

(over)
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 __/__/____):

____________________________________________________________________

Permanent telephone: __________________________
Country/City Code NUMBER

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

IV. Fellowship Information

Rotary Centers coordinator 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):

____________________________________________________________________

____________________________________________________________________

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____________________________________________________________________

____________________________________________________________________

PLEASE SUBMIT A COPY OF THIS FORM DIRECTLY TO ONE OF THE RITS OFFICES LISTED ON PAGE 27 AT LEAST TWO MONTHS BEFORE YOUR PREFERRED DEPARTURE DATE.
Useful Contact Information

Rotary Centers for International Studies Web Page

You will find a number of fellowship program resources on the Rotary International Web site at www.rotary.org. Information on the Rotary Centers for International Studies may be found at www.rotary.org/foundation/educational/amb_scho/centers. In addition to general program information and application materials, the Rotary Centers Web page contains program updates and important contact information for Rotary World Peace Fellows. You are encouraged to check this Web page often for updated information on your fellowship. For your convenience, all required Rotary World Peace Fellow forms may also be downloaded from this Web page.

RI International Offices

If you are assigned to study in a country served by an RI international office or an affiliated foundation, your payments may be issued by that facility. Contact information for these offices follows. To facilitate issuance of your second payment, make sure your Rotary Centers coordinator 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: 847-866-0934 or 847-328-8554
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 Japanese 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, -0097, -0098
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
223 East Franklin Street
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 Centre 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.

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<tr>
<th>Country</th>
<th>Contact</th>
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<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
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<tr>
<td><strong>ARGENTINA, CHILE, URUGUAY</strong></td>
<td>Rainbow Contact – Martha Sanchez</td>
<td>Eduardo Sanchez Viajes y Turismo Florida 833 2 Piso Of. 202 “H” 1005 Buenos Aires, CF Argentina</td>
<td>Tel.: 54-11-43-11-6141 Fax: 54-11-43-13-8091 E-mail: <a href="mailto:martha@sanchezviajes.com.ar">martha@sanchezviajes.com.ar</a></td>
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<tr>
<td><strong>AUSTRALIA</strong></td>
<td>Rainbow Contact – Linda Sesta</td>
<td>American Express Level 12 151 Clarence St. Sydney NSW 2000 Australia</td>
<td>Tel.: 61-2-9271-7518 Fax: 61-2-9271-3050 E-mail: <a href="mailto:rotaryaustralia@aexp.com">rotaryaustralia@aexp.com</a></td>
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<tr>
<td><strong>BRAZIL</strong></td>
<td>Rainbow Contact – Rosely Tamashiro</td>
<td>Flytour Business Travel Alameda Jurua, 641 Alphaville Barueri, SP Brazil</td>
<td>Tel.: 55-11-4502-2600 Fax: 55-11-4502-2625 E-mail: <a href="mailto:rosely.tamashiro@flytour.com.br">rosely.tamashiro@flytour.com.br</a></td>
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<tr>
<td><strong>INDIA</strong></td>
<td>Rotary Contact – Bejoy Samuel</td>
<td>Lionel India Ltd. M-32 Greater Kailash II Shopping Complex New Delhi 110 048 India</td>
<td>Tel.: 91-11-41637424 Fax: 91-11-29211158 E-mail: <a href="mailto:rotary@lionelindia.com">rotary@lionelindia.com</a></td>
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<tr>
<td><strong>KOREA</strong></td>
<td>Rotary Contact – Ms. Kyungsoon Jung</td>
<td>K Travel Service 7th Floor Youone Bldg. 75-95, Seosomun-Dong Chung-Ku, Seoul 100-110 Korea</td>
<td>Tel.: 82-2-775-8187 Fax: 82-2-775-8189 E-mail: <a href="mailto:ksjung@k-travel.co.kr">ksjung@k-travel.co.kr</a></td>
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<tr>
<td><strong>NEW ZEALAND</strong></td>
<td>Rotary Contact – Nikki Fox</td>
<td>GET Global Experts in Travel Level 2, Gosling Chapman Bldg. 63 Albert St. Auckland Central New Zealand</td>
<td>Tel.: 64-9-358-2940 Fax: 64-9-373-3143 E-mail: <a href="mailto:niki@distinctivetravel.co.nz">niki@distinctivetravel.co.nz</a></td>
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<td><strong>PHILIPPINES</strong></td>
<td>Rotary Contact – Ivy Santos</td>
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Rotary World Peace Fellow Report Instructions

Refer to this form for instructions on writing each of 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 typewritten and at least 3-5 pages in length. All reports should contain your most current contact information including street address, telephone number, and e-mail address.

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

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

- Rotary Centers coordinator
- 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 coordinator.

Second Report: A complete and detailed account of your first 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 the following information:

- Your title and responsibilities
- Highlights and accomplishments
- Travel, including dates and countries/areas visited
- 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

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 coordinator two months after your studies begin.

NAME

ROTARY CENTER

Room and board cost information (in local currency)

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

Monthly amount I spend for housing: ______________

Monthly amount I spend for food: ______________

Other fees I have incurred associated with this 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 AFE 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 coordinator at least two months before the start of your proposed AFE. The Foundation will make final decisions regarding 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 to explore career activities so as 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.

Please note: The Rotary 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 limited funds available to help fellows offset the costs of their AFE. The Foundation may fund AFEs fully or partially, depending on cost.

Fellows will receive a monthly living stipend based on the cost of living in the location of their AFE. For example, fellows studying at the University of California, Berkeley who choose to do their AFE in Peru will receive a room and board stipend determined by the Foundation as appropriate for fellows studying in Peru. Similar cost-of-living adjustments may be made for fellows who travel to other countries for extended periods during the academic year.

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 prior knowledge and consent of the Foundation may be grounds for revocation 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 no later than two months after the beginning of your second academic year (if applicable), otherwise it is due no later than 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.
Applied Field Experience Funding Request Form for Rotary World Peace Fellows

Please complete and submit a copy of this form and all accompanying documents to your Rotary Centers coordinator at The Rotary Foundation. Copies should also be provided to your Rotary Center director. The deadline for submitting the Applied Field Experience (AFE) Funding Request Form to the Foundation is 30 March for fellows studying in the Northern Hemisphere and 30 September for fellows studying in the Southern Hemisphere. Please note: Rotary World Peace Fellows are NOT permitted to engage in AFEs in their native country.

Name: ________________________________

Rotary Center: __________________________

Please submit the following documents with this form:

1) One-page AFE proposal that describes:
   • The proposed activity including the name and contact information of the organization with which you will be affiliated
   • How the activity will benefit you in your Rotary Centers program and in your future work in peace and conflict resolution

2) Copy of acceptance or invitation letter(s)
   Please attach one copy of the acceptance or invitation letter from the organization/institution you will be affiliated with for your AFE. You may also include correspondence, overview information about your activity, or any other supporting documentation from your sponsor organization/institution.

3) A detailed AFE budget
   Please submit your budget using the Excel spreadsheet provided by your coordinator. Include the following in your budget:
   • Travel expenses — Please include your anticipated travel expenses from your Rotary Center city to the location of your AFE. Attach airline/train quotes, receipts, or other cost documentation for each ticket for which you are requesting funding. Do not include local transportation costs for the AFE location in the travel expense category. All local transportation costs are included in the room and board stipend. All items in the travel expense category must be accompanied by cost documentation. Travel expense requests submitted without cost documentation will not be considered for funding.
   • Timeline of AFE — Please include a timeline of your proposed AFE noting the country and/or city in which the activity is located and duration of stay (in weeks). Use this information to calculate your room and board stipend for the summer months, based on the monthly living stipend information provided by your coordinator. The amount is based on the cost of living for a student in the location of your AFE. It is hoped fellows will sublet their apartments while away for their AFEs to conserve the Foundation’s funds. Note: Fellows who return home during the summer break for longer than two consecutive weeks will not receive room and board funding for the time they are at home. Also, the Foundation reserves the right to deny funding for activities or travel in certain countries.
   • Fees or program costs — Please attach documentation for any program costs. All items in the program costs category must be accompanied by documentation. Fee requests submitted without cost documentation will not be considered for funding.
   • Ongoing expenses — Please document any ongoing expenses in your Rotary Center study city (e.g., copy of lease) that you will incur while you are away from your Rotary Center university.
   • Other anticipated sources of income and support — Please include any other source of income you will receive during this time, identifying any financial/in-kind support provided by family, Rotarians, or your sponsor organization; any anticipated salary; supplemental fellowship funds; and sublet of apartment (if permitted in your dorm/lease agreement).

(over)
I understand that all funding requests must be approved and signed by the individuals noted below before submission to The Rotary Foundation (TRF). I understand that TRF reserves the right to deny applied field experience (AFE) funding for activities or travel in certain countries that may be on the Rotary International travel ban list, and I understand that I may not engage in an AFE in my native country. I agree that all funding decisions will be made by TRF, and I further agree to abide by all such decisions. I affirm that the information contained in this proposal is accurate to the best of my knowledge. If I do not use the funds provided to me by TRF specifically for the activity proposed on this form or if the proposed activity does not materialize, I agree to return to TRF all funds given to me for this project. I also agree to provide TRF with a full report on my AFE in my next fellowship report as outlined in my Rotary World Peace Fellow Handbook.
Conference/Research Funding Request Form for Rotary World Peace Fellows

Please complete and submit a copy of this form and all accompanying documents to your Rotary Centers coordinator at The Rotary Foundation at least one month prior to the conference or anticipated research expenses. Research funding is designed to cover production costs for research preparation, such as photocopying, editing, and binding. Funding requests received after a conference has taken place or after 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., 2006-08): __________________________________

Type of activity (conference or research): _________________________________________

TOTAL FUNDING REQUESTED FROM THE ROTARY FOUNDATION:
(please indicate currency and amount)

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 or an official estimate or 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. Rotary Ambassadorial Scholarships vary in duration and cover a wide range of academic disciplines at a large number of accredited universities around the world. In contrast, the Rotary World Peace 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 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.

**Rotary Centers Coordinator** — 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 Rotary Centers coordinator is the fellow’s primary Foundation staff contact.

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