



2011-12 AMBASSADORIAL SCHOLAR HANDBOOK



SCHOLARSHIP TIMELINE

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

The following is a convenient checklist to guide you through the predeparture period and your scholarship term.

Due	9 months before your departure	5 months before your departure	2 months before your departure	1 month before your departure	2 months after studies begin	8 months after studies begin	After you return home
Due 1 February 2011 — Biographical Data/Housing Form (due 1 February 2011) — Alternate Study Institution Request Form (due no later than 1 February 2011) — Acceptance Form (due 1 February 2011)	— Take language proficiency test — Begin planning speeches in sponsor district — Apply to Foundation-approved alternate study institutions	— Language test scores due — Research scholars inform scholarship coordinator and send required documents	— Admission Letter or Research Form — Medical Certificate — Certificate of Insurance Coverage Form — Travel Option Form — Copy of passport and visa — EFT Form (if required)	— Arrange to have your host counselor meet your flight — Finalize housing arrangements — Complete speeches to sponsor districts	— Required Presentations Form — First Report and Confirmation of Costs Form	— Final Report and Scholarship Evaluation due 1 month before studies end	— Thank your sponsor district by giving presentations
DOCUMENTS DUE							
AMBASSADORIAL DUTIES	— Read <i>Ambassadorial Scholar Handbook</i> and enclosed information — Apply to assigned study institution	— Collect items representative of your local culture for presentations abroad	— Contact host counselor via letter of introduction	— Arrange to have your host counselor meet your flight — Finalize housing arrangements — Complete speeches to sponsor districts	— Arrange host district speaking engagements	— Complete host district speaking engagements	— Thank your sponsor district by giving presentations

•..... Attend mandatory outbound scholar orientation.....•

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INTRODUCTION

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

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

THE PURPOSE OF YOUR AMBASSADORIAL SCHOLARSHIP

The purpose of your scholarship is to promote international understanding and goodwill through study in another country. You are expected to serve as Rotary's ambassador of goodwill while maintaining high standards of academic achievement. You should give the academic and ambassadorial aspects of the scholarship equal importance. Earning a degree, diploma, or certificate is not always possible because of differences between the home and host educational systems.

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

PROGRAM OBJECTIVES

The Ambassadorial Scholarships program furthers The Rotary Foundation's mission of improving health, supporting education, and alleviating poverty. The Foundation Trustees have established the following program objectives and have asked Rotarians to select candidates who will best support these objectives and the Foundation's mission. Because your sponsor Rotarians selected you to represent them, your primary concern should be using your role as an ambassador to assist them in achieving these objectives:

- Increasing awareness of and respect for cultural differences by sending ambassadors of goodwill to study in another country
- Instilling in scholars the Rotary ideal of Service Above Self through active participation in Rotary service projects

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

— Filipa Neto Marques
(Portugal to USA)

- Encouraging scholars to dedicate their personal and professional lives to improving the quality of life for the people of their home community and country
- Developing leaders who can address the humanitarian needs of the world community
- Making an impact on all areas of the world through a balanced geographical distribution of scholars
- Fostering a lifelong association between Rotary and its scholars

Your commitment to upholding the objectives of the Ambassadorial Scholarships program is vital to the program's success. The journey has just begun, and you, as a Rotary Ambassadorial Scholar, have an exciting and challenging road ahead. You have been granted a rare opportunity to make your scholarship a life-changing experience, not only for yourself but also for others you meet along the way. Make the most of the opportunity, and use The Rotary Foundation and its 1.2 million Rotarians as a network of support throughout your journey.

YOUR AMBASSADORIAL SCHOLAR HANDBOOK

This handbook provides comprehensive information about every aspect of your scholarship and your role as an ambassador of goodwill, and it is designed to help you before, during, and after your scholarship period. It is an essential resource that you should read thoroughly and refer to often. Having a clear understanding of the information provided in this handbook will help you perform your responsibilities at your highest level. It is important to have your handbook available at all times during your scholarship period, so please remember to take a copy of it with you to your study country (it also is available online at www.rotary.org/en/StudentsAndYouth/EducationalPrograms/AmbassadorialScholarships/Pages/About.aspx).

It is your responsibility to complete a number of important tasks before departing for your study country, including the following:

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

Details about these responsibilities and other requirements are found in this handbook. The handbook also provides information and guidance on such matters as your relationship with counselors, your written reports, and your presentations, as well as advice from former scholars. The handbook should answer most of your questions.



However, if you have read each section and still have a question, or if a problem arises that you cannot adequately handle yourself, your scholarship coordinator at the Foundation will assist you.

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

YOUR SCHOLARSHIP COORDINATOR

Your primary contact at The Rotary Foundation is your scholarship coordinator, and you should direct all correspondence to him or her. Your scholarship coordinator is located at the Rotary International World Headquarters in Evanston, Illinois, USA. He or she will work with you as you prepare for your studies abroad and throughout your scholarship term.

The role of your scholarship coordinator is to administer the scholarship according to the guidelines set by the Foundation Trustees. Some of these responsibilities include responding to scholars' questions and concerns; preparing information for scholars, host counselors, and other Rotarians; tracking documents and monitoring scholars' progress; working with language-training centers; and calculating awards and issuing payments. Scholarship coordinators are assigned to work with scholars on the basis of where the scholars are assigned to study. So, if your assigned study institution changes, you may be assigned to a different scholarship coordinator.

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

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

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

If you send a fax to your scholarship coordinator, please use a copy of the fax cover sheet included in the appendix. This will help ensure that your fax reaches your coordinator promptly. Because your coordinator may receive several faxes every day, it is not possible to confirm receipt of every one. Please allow adequate time for your coordinator to respond before assuming that he or she did not receive your fax. If you are concerned about a fax transmission, you can call or e-mail your coordinator to advise the fax is on its way, and you will be contacted if there is a problem receiving it.

YOUR ACCEPTANCE PACKET

The Acceptance Packet is a collection of important information about the Ambassadorial Scholarship and includes all the information you will need to fulfill your obligations as an Ambassadorial Scholar. Sent to you by e-mail in January or February 2011, it includes the RI website link to this handbook and the following:

- Name and contact information of your scholarship coordinator at the Foundation
- Name and contact information of a Rotarian from the Rotary district where your assigned study institution is located. This person is usually the district's scholarships subcommittee chair and will be responsible for locating your permanent Rotarian host counselor.
- Scholarship Acceptance Form (must be completed and returned to your scholarship coordinator by fax or e-mail before 1 February 2011)
- Country-Specific Information Sheet (provides important information about your study country)
- Insurance information
- List of the previous year's scholar alumni (including their e-mail addresses) who studied in the same geographic area in which you are assigned to study

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

1 ROTARY AND YOUR AMBASSADORIAL ROLE





The Ambassadorial Scholarship is unlike any other scholarship. In addition to the monetary award, it offers a unique benefit: your association with Rotary clubs and Rotarians. As a scholar, you have two Rotarian counselors who will assist you before, during, and after your study year:

- Sponsor counselor, appointed by your sponsor (home) Rotary district
- Host counselor, appointed by your host (study) Rotary district

ROTARIAN COUNSELORS

The sponsor and host Rotarian counselors provide orientation and advice to prepare you for your studies abroad and to help you successfully complete your scholarship period in another country. The Ambassadorial Scholarships program promotes a mutually responsible relationship between scholars and Rotarian counselors to ensure that everyone involved derives maximum and lasting benefit from the scholarship. It is these relationships with Rotarians that set the Ambassadorial Scholarship apart from any other scholarship program.

SPONSOR COUNSELOR

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

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

It is one of your ambassadorial responsibilities to maintain a working relationship with your sponsor counselor before, during, and after the scholarship period.

Do not forget to

- Visit local Rotary clubs in your sponsor Rotary district before leaving
- Take your sponsor counselor's address with you when you begin your scholarship period

- Keep your sponsor counselor, sponsor Rotary club, and sponsor Rotary district advised of your current address, phone and fax numbers, and e-mail address at all times — your signed Scholarship Acceptance Form legally requires you to do this
- Correspond regularly with your sponsor counselor before, during, and after your scholarship period
- Meet with your sponsor counselor after you return home to arrange speaking engagements and share your experiences

HOST COUNSELOR

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

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

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

- Meet scholars upon arrival if requested to do so. If your counselor does meet you, it is a good opportunity to become acquainted and set future appointments. Please note that you will need to advise your host counselor of your arrival date and time as soon as you know, so that he or she has time to make arrangements.
- Receive the first scholarship payment on the scholar's behalf.
- Help scholars set up a bank account in the host country.
- Work with scholars to become involved in Rotary club and district projects.
- Help scholars develop their ambassadorial goals and schedule speaking engagements. You should also ask your host counselor to have copies of the Rotary district governor's monthly letter and the host club's weekly bulletin sent to you.
- Help arrange to invite your academic adviser to Rotary club meetings.
- Offer assistance if you plan to travel with you spouse and/or children. Please note that you should inform your host counselor of this as soon as possible, and please remember that he or she is under no obligation to do so and that the scholarship is intended for the scholar only.

AMBASSADORIAL SCHOLAR RESPONSIBILITIES

As a Rotary Foundation Ambassadorial Scholar, your purpose is to serve as an ambassador of goodwill, and your mission is to serve as a catalyst of exchange between your host and sponsor Rotary districts. Please remember that the purpose of your scholarship is to promote international understanding and goodwill through study in another country. You should give the academic and ambassadorial aspects of the scholarship equal importance. Earning a degree, diploma, or certificate is not always possible because of differences between the home and host educational systems.

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

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

Be sure to keep your sponsor and host Rotarians as well as the Foundation informed of your current address, phone and fax numbers, and e-mail address. Your award may be revoked if the Foundation is unable to keep in continuous contact with you.

ENDOWED AND NAMED SCHOLARSHIPS

Sometimes an individual donor establishes an endowed scholarship. This means that an individual makes a significant gift to The Rotary Foundation that the Foundation invests rather than spends. When sufficient earnings have accumulated from the investment to support an Ambassadorial Scholarship, the district leaders select a scholar to be presented with the award.

Named scholarships are much simpler than endowed scholarships — they are one-time gifts given by an individual that the Foundation spends immediately to fund a scholar's course of study.

Although donors finance the scholarships, they do not select the scholars. As with all Ambassadorial Scholarships, district leaders facilitate the selection process. Your sponsor district should have already informed you if you have been awarded an endowed or named scholarship.

As the recipient of this special scholarship, you will be asked to complete some additional requirements, including a thank-you letter to the donor at the beginning of your study period and a follow-up letter to accompany your final report.

If you are an endowed or named scholarship recipient, you will receive a notice from your scholarship coordinator and specific instructions about what you need to write and where to submit your materials.

CULTURAL CONSIDERATIONS

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

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



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

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

Please note that you can lessen the effects of culture shock and attendant culture clashes by learning as much as possible about your study country and by keeping an open mind. Books and films can help, of course, but they can also exaggerate or romanticize cultural norms. Talk to people who are from the country you will be visiting. Your host and sponsor counselors can be especially helpful in offering you important information. You can also educate yourself by referencing some of the publications and websites included in the Cultural Awareness Resource List in the appendix of this handbook and the Country-Specific Information Sheet, which the Foundation will e-mail to you.

REQUIRED PREDEPARTURE ORIENTATION

All scholars are required to attend a predeparture orientation seminar offered by their sponsor club or district or at the multidistrict or regional level. Orientation seminars include training on how to develop and make speeches and presentations. Your scholarship funds may be used to cover some of the costs of attending your predeparture orientation. You can reimburse yourself from your first scholarship payment, which you will receive before the start of your studies in your host country. Please refer to the RI website for information on a predeparture orientation in your area: www.rotary.org/en/StudentsAndYouth/EducationalPrograms/AmbassadorialScholarships/Pages/About.aspx.

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

The opportunity to touch the lives of other individuals on the opposite side of the globe through the Rotary network was life changing.

— Margaret McLeod
(USA to India)

REQUIRED PRESENTATIONS

<i>Before Departure</i>	<i>During Scholarship Period</i>	<i>After Scholarship</i>
At least 1 presentation	10-15 presentations	At least 8 presentations

As part of your role as an ambassador of goodwill, you are required to fulfill the following tasks:

- **Before departure to your assigned study country**, make at least one presentation to a Rotary club in your sponsor Rotary district.
- **During the scholarship period**, make 10-15 presentations to Rotary and non-Rotary audiences. A minimum of three presentations must be completed and three future presentations arranged before submission of the First Report.
- **After your scholarship period**, make at least eight presentations to Rotary and non-Rotary audiences during the first year after your return home.

Through the presentations, you can personally help further international understanding by sharing of yourself and your experiences. For information and advice on making a Rotary speech, please see Preparing for Your Rotary Presentations in the appendix.

REQUIRED REPORTS

<i>First Report</i>	<i>Final Report</i>
2 months after start of academic year	1 month before completion of your scholarship

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

You must send copies of all reports to your

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

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

You must submit the following reports:

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

I am glad I have the opportunity to volunteer. . . . Japanese society is based on family relations, and the children at the orphanage don't have the family support network the rest of us around the world take for granted. I chose to volunteer at an orphanage in Tokyo as it works perfectly with Rotary's volunteer goals.

— Victoria McCready
(USA to Japan)

The Foundation uses information in the reports to publicize the scholarships program in *The Rotarian* magazine and in other Rotary publications, on the Rotary International website, and occasionally in external media.

FIRST REPORT CHECKLIST

First Report (at least 2 pages)	
First Report Cover Page	
Confirmation of Cost Form	
Required Presentations Form	

First Reports should be substantial discussions of your scholarship experience, at least two pages long, and single spaced, and they should include the following information:

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

Please see the appendix for the [First Report Cover Page](#) that you must use when submitting your First Report.

Along with the First Report, scholars must also submit to the Foundation copies of tuition receipts, the [Confirmation of Costs Form](#) found in the appendix, and the [Required Presentations Form](#) in the appendix.

FINAL REPORT

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

- Course of study and/or degree, or honors received
- Suitability of institution for your study or training
- Adequacy of award funds, if applicable (provide relevant details)
- Housing and meal arrangements
- Influence of your language ability on the effectiveness of your role as an ambassador of goodwill
- Your reception by people of your host country
- Guidance and assistance received from your Rotary counselors
- Rotary clubs, Rotary district conferences, and so forth that you have attended (indicate events and dates of attendance)
- Other civic, professional, and community activities

- Other countries visited
- Radio and television appearances and/or published articles, if any
- Any community service involvement during your scholarship
- Your impact as a Rotary Scholar on your host country, Rotary club, and Rotary district
- Speaking engagements, including your ambassadorial accomplishments
- How you plan to continue to contribute to international understanding and the ideals of The Rotary Foundation and Rotary International after the end of your scholarship
- Observations and suggestions regarding the Foundation Scholarships program (e.g., general operation, contacts with Rotary clubs)
- Suggestions for future scholarship recipients (e.g., study institution arrangements, visa acquisition, ambassadorial activities, living arrangements, travel)

Please see the appendix for the [Final Report Cover Page](#) that you must use when submitting your Final Report.

BECOMING A SUCCESSFUL GOODWILL AMBASSADOR

BEFORE YOU LEAVE

- Complete the mandatory predeparture orientation seminar offered by your sponsor club or district or at the regional level. Please refer to the Rotary International website for information on a predeparture orientation in your area: www.rotary.org/en/StudentsAndYouth/EducationalPrograms/AmbassadorialScholarships/Pages/About.aspx.
- Visit local Rotary clubs in your sponsor Rotary district before leaving, and take along the addresses of Rotarians that you will need. Be proud of your sponsor Rotary club.
- Attend your sponsor Rotary district conference, if possible.
- Be sure to write to your host counselor before you leave. This can mean the difference between arriving in a strange country alone and having someone to greet you and help you get settled.
- Make sure you are updated on current events in your home country.
- Research your study country thoroughly before you leave. This knowledge will help you build confidence and gain the most from your experiences. It will also prepare you for unexpected situations that you otherwise may have difficulty handling.
- Be available for and encourage interviews with the media.
- Contact scholarship program alumni to gain firsthand information about their Rotary experience in the host country.

DURING YOUR SCHOLARSHIP PERIOD

- Keep your sponsor Rotary club and district advised of your mailing address and other contact information, and update them on your experiences. Brief e-mails, postcards, or letters throughout your scholarship period will mean a lot to them, and it is another way to thank them for making this experience possible.
- Participate in your host Rotary club's and district's service activities.
- Promote yourself to neighboring clubs. Ask your host counselor to help with appointments.

- Attend the host Rotary district conference, if possible.
- Don't forget to write thank-you cards to your hosts — using postcards from your hometown is a nice touch and will help people remember you.
- Bringing gifts to hosts or to homes you visit is always a nice gesture and in some cultures is expected.
- Although your studies are important, they are not the foremost reason you were selected as a Rotary Scholar. Don't spend all of your time studying. Realize that your greatest education this year will not come from a textbook or coursework.
- You will frequently be asked for your opinion or for information. Be fair and diplomatic. Avoid making biased comparisons with your home country.
- Keep abreast of political issues in your home country in order to carry on meaningful discussions.
- Be aware of volatile issues in your host country and treat them with care.
- Promote a positive image of your country and culture through your actions.
- Explore your host culture. Meet as many new people as possible, and try not to become part of a clique of students from your home country.
- Be patient with yourself as you adjust to a new culture. Until you get used to the way things work, it may take two or three times as long to accomplish something in a new country as it would at home.
- Resist the urge to travel home during the holidays. This is your chance to experience the holidays as they are celebrated in your host country, and a trip home may cause you to miss out on important cultural experiences with your host Rotarians.
- Be available for and encourage interviews with the media.
- Contact a Rotaract club, if one exists in your host community, and participate in its activities and service projects. To help adjust to a new culture and expand your contact with the Rotary family, consider joining a local Rotaract club. All Rotary Foundation Scholars ages 18-30 are eligible to be guest Rotaract club members during their period of study in another country. For more information about Rotaract or the addresses of Rotaract clubs in your area, contact the Rotaract program coordinator at RI World Headquarters (phone: 847-866-3000; fax: 847-866-6116; e-mail: rotaract@rotary.org).

AFTER YOUR SCHOLARSHIP PERIOD

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

SCHOLARS' EXPERIENCES

This section presents some examples of how past scholars fulfilled their responsibilities as ambassadors of goodwill. For more suggestions on how you can do the same, consult your host and sponsor Rotarians, and see **Rotary Foundation Programs** in the appendix and the Rotary publication *Communities in Action: A Guide to Successful Service Projects* (www.rotary.org/RIdocuments/en_pdf/605a_en.pdf).

- *Lauren Johns* (USA to Italy) spent 10 months volunteering as a mentor at the youth center *Famiglia Aperta* (Open Family) in Bologna. Lauren tutored students in English; planned group field trips to nearby parks and nature centers; and passed on the secret to making great chocolate-chip cookies, an international favorite. She also helped a group of older students write a proposal to renovate the garden space in front of the youth center. From surveying their friends for ideas to soliciting bids from local landscapers, the students were involved in every step of the project. They are now working with Lauren's host club, the Rotary Club of Bologna Valle del Samoggia, to help make their ideas a reality.
- *Benjamin Thomas* (USA to Ghana) studied political science at the University of Ghana. Ben helped lead the Rotaract Club of the University of Ghana in refurbishing a hospital's dilapidated children's ward. To achieve this goal, he linked his sponsor Rotary club and district with his host district in a Rotary Foundation Matching Grant project. Sponsor and host district Rotarians, Rotaractors, and Interactors raised additional funds. Their efforts, along with the grant, provided more than US\$75,000 for beds, medical equipment, and other items the hospital needed. For its project, the Rotaract club received the 2002-03 International Outstanding Rotaract Project Award.
- *Emily Smith* (USA to Senegal) studied at Université Cheikh Anta Diop de Dakar where she pursued a master's degree in French and African literature, specializing in Senegalese literature written by women in Dakar. Along with four other Rotary Scholars, she organized a weekly visit to a local orphanage run by Franciscan nuns. They helped the nuns feed, change, and play with the children. After sharing the initiative with the local Rotaract club, Emily and other Rotary Scholars solicited the involvement of its members, who plan to continue the weekly visits.
- *Masumi Watase* (Japan to USA), a scholar at Columbia University's School of International and Public Affairs in New York City, took her interest in international affairs beyond the classroom. With the help of local Rotarians, Masumi helped start a Rotaract club at the United Nations. She and the Rotaractors invited 1,000 high school students to New York, took them on a tour, and gave them the opportunity to model the decision-making process used by the UN Security Council and General Assembly. She also helped an organization that works on behalf of disadvantaged children to raise funds for leadership training at a summer camp.

NOTABLE ALUMNI

Francis Moloji (2000, South Africa to USA), who studied at Harvard University, is the high commissioner of South Africa to India.

Chiharu Sakai (1985, Japan to Belgium) received first prize in National Power's World Piano Competition in London in 1991 and in the Debussy Contemporary Music competition in Portugal in 1987. She studied piano at the Conservatoire royal de Bruxelles.

Prakas Muthuswamy (mid-1980s, India to USA) is the principal correspondent for *India Today*, India's largest-circulation English-language newsmagazine, and its other language editions. In his career, he has authored more than 20 cover stories and 50 special journalistic reports in India. He studied journalism as an Ambassadorial Scholar at the University of Florida.

Helmut Jahn (1966, Germany to USA) is a distinguished architect who has earned much recognition since his scholarship studies at the Illinois Institute of Technology in Chicago. He has been a visiting professor at Harvard and Yale and is listed as one of the 10 most influential living American architects.

Roger Ebert (1964, USA to South Africa), who studied English literature at the University of Cape Town, has been the film critic of the *Chicago Sun-Times* since 1967. He is the only motion picture critic to be awarded the Pulitzer Prize for Film Criticism.

Yukiko Shiratori (1962, Japan to USA) is an author of child education and linguistic books for Japanese children living in Central and South America. She studied at the Women's College of the University of North Carolina.

Ricardo García Rodríguez (1955, Chile to Italy), who studied law at the Università degli Studi di Roma, served as the foreign relations minister of Chile from 1987 to 1988. He has also served as secretary of the interior and minister of the Constitutional Tribunal. He has been a member of the Rotary Club of Santiago since 1986.

Sadako Ogata (1951, Japan to USA) was the UN High Commissioner for Refugees from 1991 until 2004 and received the Seoul Peace Prize in 2000 for her work in more than 40 refugee camps and trouble spots worldwide. She studied at Georgetown University in Washington, D.C.

Paul Volcker (1951, USA to England), who studied at the London School of Economics, chaired the U.S. Board of Governors of the Federal Reserve System from 1979 to 1987.

Beryl Nashar (1949, Australia to England) was named Woman of the Year by the United Nations Association in 1975 for her work with the Red Cross and the Business Professional Women's Organization of Australia. In 1949, she studied geology as an Ambassadorial Scholar at Cambridge University.

2 PREPARING FOR YOUR SCHOLARSHIP PERIOD



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



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

The Rotary Foundation Trustees and staff have spent years developing the Ambassadorial Scholarships program's goals and guidelines. In signing your Scholarship Application and Acceptance Form, you agreed to abide by those

guidelines. This section reviews your scholarship's guidelines and the steps you must take to follow them as you prepare for your scholarship.

ASSIGNMENT OF YOUR STUDY INSTITUTION

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

Once candidates become scholars and are assigned to study institutions, the initial five preferred study institutions listed on the application become obsolete. The list does not automatically constitute a group of "back-up" schools to which scholars can be reassigned. Please see "Alternate Study Institutions" in this section for more information.

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

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

OBJECTIVES IN ASSIGNING SCHOLARS

Geographical Distribution

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

Rotary District Limitations

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

RESTRICTIONS IN ASSIGNING SCHOLARS

District Restrictions

- No two scholars from any one sponsor Rotary district can be assigned to the same host Rotary district, regardless of the circumstances.
- All institutions listed on the application must be in countries that contain a Rotary club.
- Some Rotary districts limit the number of scholars assigned to their district for various reasons. The Trustees abide by their preferences.
- Scholars are assigned to only one study institution for the duration of their scholarship period. Scholars may not request reassignment to another study institution after arrival in their study country.
- Scholars must live and study in the same host Rotary district in which their assigned study institution is located, **unless provided with written approval from The Rotary Foundation Board of Trustees.**

Restrictions on Popular Districts

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

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

More than 100 scholars, for example, annually request schools in London for assignment. Institutions in New York, Paris, and Madrid receive similar requests for first-choice placements. Because the Trustees seldom can assign more than a certain number of scholars to any one Rotary district, accommodating all requests for assignment to the most popular areas and universities is impossible.

Study Abroad Restrictions

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

Study abroad programs often consist of a group of students from one country studying together in another country under the guidance or supervision of an official from the home institution. In study abroad programs, students tend to socialize with students from their own country rather than immerse themselves in the host country's language and culture. The home institution in the home country largely handles students' plans, and students do not get the full cultural experience of gaining admission to and arranging study at the assigned institution, as Ambassadorial Scholars do.

In addition, study abroad programs frequently accept payments only at the home country institution. This is not compatible with The Rotary Foundation's requirements that all scholars must pay tuition directly to the assigned study institution in the host country's currency. Scholars must be registered and pay tuition fees at their assigned institution, *not* at another university with an exchange program or alternative campus location. For all these reasons, the Trustees feel that study abroad programs are not appropriate for use with the Ambassadorial Scholarship.

If you believe the program you plan to attend at your assigned study institution may be a study abroad program, contact the institution immediately for clarification. If a Rotary Scholar submits an admission letter indicating acceptance to a study abroad program at the scholar's assigned study institution, the assignment will likely be nullified.

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

The Ambassadorial Scholarship is intended to promote study in a location that is new to the scholar. Scholars may not be assigned to an institution they have attended, currently attend, or will attend before the start of the scholarship study period. Further, as the Scholarship Application states, "Scholars will not be assigned to a country where they have previously lived or studied for more than 12 months before the scholarship year."

Scholars should not list among their preferences an institution located in a country where they have (or will have) lived for longer than 12 months by the time their scholarship period begins. If a scholar lists such an institution, and it is discovered elsewhere on the application that he or she has lived or studied or will live or study in that particular country for 12 months or longer before the beginning of the scholarship period, the scholar cannot be assigned to that institution. Likewise, if correspondence after an assignment is made reveals that a scholar has lived in the assigned country for 12 months or longer, the assignment must be changed to a different institution in a different country.

Under certain unusual circumstances, an exception to the above rule is possible if

- The scholar lived/studied in the area before the age of 10
- The scholar's language interest or abilities restrict assignment to a particular country where scholarship participation is low (e.g., a student who speaks Danish wishes to return to Denmark; a student who speaks Tagalog wants to return to the Philippines)

Restrictions on Arriving and Studying before the Scholarship Begins

Scholars cannot begin study at their assigned study institution until the beginning of their scholarship period (see "Start and End Date Policies" later in this section). Starting before that date may result in revocation of the scholarship or a last-minute reassignment to another location where the scholar has not previously lived or studied for longer than 12 months. Therefore, do not expect to use the Ambassadorial Scholarship for the second year of study at a two-year program, as this would violate the terms of the scholarship. If you plan to attend a two-year program, make sure that you use your scholarship during the first year of the program. If you have already made plans to start the first year, please change them immediately or expect to be reassigned to another institution.

Restrictions on Leaving the Host District during the Scholarship Period

Scholars may not study or travel outside of the host Rotary district for more than two weeks in total during the scholarship period, excluding official university holidays and breaks between terms. Programs that require students to study, conduct research, or participate in an internship outside of the host Rotary district are not acceptable and will not be considered or approved. Assignment to a study institution does not constitute approval of a study program that requires students to study or travel outside of the Rotary district.

Medical or Other Leave after Scholarship Study Period Has Begun

The Rotary Ambassadorial Scholarship must be completed in consecutive terms (not including summer terms). Deferral or postponement of studies after the scholarship study period has begun will not be considered or approved. Scholars whose medical illness requires that they discontinue studies and return home for treatment, rest, and/or rehabilitation may not return to their study country and begin studies *without written Foundation approval*. The Foundation's viewpoint is that if an illness is serious enough to interrupt or prohibit a scholar from active participation in academic studies and fulfillment of ambassadorial duties for an extended period, whether in the host district or scholar's home country, the scholar should take the necessary time to regain the good health necessary to handle the stresses of studying abroad and adapting to different cultures and languages.

Approval to return to studies after an extended illness is rarely granted. If a scholar is absent from the study institution and host district for more than two weeks, except for approved holidays and breaks between terms, the scholarship is usually terminated. A scholar who wishes to return to the study country to continue studies as an Ambassadorial Scholar will need to reapply for another Ambassadorial Scholarship and follow the rules and regulations of application.

Language Ability Restrictions

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

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

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

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

For a list of language requirements by country, please see [Language Proficiency Requirements](#) in the appendix.

ALTERNATE STUDY INSTITUTIONS

When you receive your Letter of Assignment, you should also receive an [Alternate Study Institution Request Form](#) (see appendix). This form allows you to request Rotary Foundation approval to apply for admission to alternate study institutions in case you are denied admission to your assigned study institution. Scholars are strongly advised to submit a list of alternates to their scholarship coordinator at the Foundation for approval early in the scholarship preparation phase.

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

REASONS FOR COMPLETING THE ALTERNATE STUDY INSTITUTION REQUEST FORM

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

APPROVAL OF ALTERNATE STUDY INSTITUTIONS

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

SUMMARY OF ALTERNATE INSTITUTION REQUEST PROCESS

It is likely that later in the year, some requests for alternate study institutions will not be approved, because some districts reach their full capacity of Rotary Ambassadorial Scholars. Remember that no two scholars from the same sponsor district can be approved for study in the same host district. For these reasons, it is to your advantage to research alternate study institutions early and to submit your list as soon as possible.

It is further to your advantage to investigate schools in more remote areas, where few Foundation Scholars study. Not only is a request for such an assignment likely to be approved, but also your experience will be particularly interesting and will provide your sponsors with an entirely different story from that which they may have heard from previous scholars.

After your alternate study institution request has been reviewed, you will receive an e-mail informing you of which institutions have been approved. Attached to this e-mail are Letters of Financial Guarantee for each approved alternate institution. Please include these letters with your applications to your approved alternate study institutions. You should apply for admission to your alternate institutions as soon as the Foundation approves them. Do not wait until you have been denied admission by your assigned study institution.

Receiving alternate study institution approval *does not* mean that you are reassigned to that institution or guaranteed approval for reassignment. You will continue to be assigned to your study institution until you meet the criteria for reassignment and until you formally request reassignment to an approved alternate study institution.

REQUESTING REASSIGNMENT

Once you have arrived in your host country to begin studies at your assigned study institution, requests for reassignment to another institution will not be considered or approved.

Your scholarship can be reassigned from your assigned study institution to a Rotary Foundation-approved alternate study institution *only* if you can submit documentation for both the A and B conditions that follow:

Conditions

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

- Has denied you admission after your completion of all application requirements
- Does not offer your field of study

AND

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

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

Required Documents

A. If you cannot attend your assigned study institution and wish to be reassigned, please take *one* of the following actions, depending on the situation that applies to you:

- If you have been denied admission, please submit a copy of your official denial letter.
- If you did not apply to your assigned institution because the application deadline had passed, please submit documentation of the deadline indicating the date was before receipt of your assignment letter from the Foundation.
- If your institution no longer offers your field of study, please provide documentation verifying the lack of a suitable study program. Because scholars must research their preferred institutions during the application process and should therefore know in advance what programs they offer, requests for reassignment on these grounds are unusual.

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

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

START AND END DATE POLICIES

Your scholarship period officially begins on the first day of your full-time studies at your assigned study institution. Your scholarship funding will not cover any expenses you incur before the start of your scholarship period. Plan to begin studies at the start of the normal academic year in your host country. If you will study in the Northern Hemisphere, plan to begin in the fall, typically in August, September, or early October. If you will study in the Southern Hemisphere, plan to begin in January, February, or March. All Ambassadorial Scholars must begin their full-time study program after 1 July 2011 and before 30 June 2012.

NONTRADITIONAL STARTS

Academic Year

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

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

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

Difficulties Incurred with a Nontraditional Start

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

Difficulty Finding Housing — Finding housing in the middle of the academic year has proved challenging in the past for scholars. Scholars must investigate and arrange housing themselves, and doing so in the middle of the academic year puts them at a disadvantage.

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

Requesting a Nontraditional Start

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

If your request is approved, an e-mail will be sent to you that you must sign and return (see the sample Statements of Nontraditional Start in the appendix).

My experience as an Ambassadorial Scholar in Senegal challenged me to live and flourish in a culture that was far away from my comfort zone. Because of that, I got a glimpse of what I can do in difficult situations, and I have to admit I liked what I saw. I know that for years to come, you will be able to find a small piece of Rotary in each and every success that I have. Thanks a million for that.

— Katie Krueger
(USA to Senegal)

DEFERRAL OF STUDY YEAR

Your scholarship is effective only for the 2011-12 study year. You must show the Foundation proof of admission to an approved study institution no later than 1 April 2012, and you must be enrolled and studying by 30 June 2012 at the latest.

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

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

If you determine that you must request a deferral of your scholarship, notify your sponsor district and scholarship coordinator immediately. Generally, deferral of study year will be considered only for study at your current assigned study institution. You must obtain from your doctor a written explanation of the nature of any medical problems for a deferral request to be considered. Also, a letter or e-mail from your sponsor district in support of your request for deferral is required.

Deferral or postponement of studies after the scholarship study period has begun will not be considered or approved. Scholars whose medical illness requires that they discontinue studies and return home for treatment, rest, and/or rehabilitation may not return to their study country and begin studies *without written Foundation approval*. The Foundation's viewpoint is that if an illness is serious enough to interrupt or prohibit a scholar from active participation in academic studies and fulfillment of ambassadorial duties for an extended period, whether in the host district or in the scholar's home country, the scholar should take the necessary time to regain the good health necessary to handle the stresses of studying abroad and adapting to different cultures and languages.

Approval of return to studies after an extended illness is rarely granted. If a scholar is absent from the study institution and host district for more than two weeks, except for approved holidays and breaks between terms, the scholarship is usually terminated. If a scholar wishes to return to the study country to continue studies as a Rotary Ambassadorial Scholar, he or she will need to reapply for another Ambassadorial Scholarship and follow the rules and regulations of application.

POSTPONEMENT OF RETURN HOME

The Rotary Foundation allows scholars to remain in their host country for up to three months after the end of their scholarship period at their own expense. If you wish to stay in your study country beyond that time, you must have Foundation approval. You must initiate this approval process by contacting your scholarship coordinator at the Foundation no later than two months before the end of your scholarship period.

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

Please refer to “Travel Instructions,” in section 4 of this handbook, for further details on these procedures. If you plan to stay longer than three months after your scholarship period ends, please complete the [Postponement of Return Home Form](#) in the appendix and submit it to your scholarship coordinator at the Foundation no later than two months before the end of your scholarship period. Also, a letter or e-mail from each of your sponsor and host districts in support of your request for postponement of return home is required.

SPECIAL STUDY FIELDS

RESEARCH SCHOLARS: DEFINITION AND EXPLANATION

Research scholars are Ambassadorial Scholars who use their scholarship period to conduct full-time research at their assigned study institution rather than attend regular courses. Research scholars must receive unconditional admission to their assigned study institution. The admission letter must state the names of two research supervisors affiliated with the institution, contain a description of the scholar’s research project, and confirm that the project will extend the length of the institution’s typical academic year.

Research scholars must submit a detailed description of their proposed research project with signatures of the two assigned research supervisors approving the research project.

Research scholars must also submit a letter from their sponsor Rotary district’s scholarships subcommittee chair indicating the district’s support of the scholar, the proposed research project, and the research budget proposal.

Most research scholars do not pay customary tuition fees. Therefore, research scholars must submit a research proposal and a budget proposal at least two months before departure. To verify that funding requested for academic research is necessary and justified, research scholars must complete considerably more paperwork and documentation. Please see the [Research Scholar Guidelines](#) in the appendix for a more detailed explanation of the additional documentation all research scholars must complete before any funding or air tickets can be released.

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

Scholars may not study or travel outside of the host Rotary district for more than two weeks in total during the scholarship period, excluding official university holidays and breaks between terms. Programs that require students to study, conduct research, or

participate in an internship outside of the host Rotary district are not acceptable and will not be considered or approved.

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

VOCATIONAL SCHOLARS

If you do not plan to study at a traditional college or university, or if your study plan otherwise departs from standard, full-time coursework at a Foundation-approved institution, your scholarship coordinator must review your plan at least six months before you travel to your study country. Possible alternate study institutions include trade schools, police academies, and medical centers affiliated with universities. Internships, paid or unpaid, are not an appropriate use of scholarship awards and will not be approved.

MEDICAL AND DENTAL SCHOLARS

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

MUSIC SCHOLARS

Most music study institutions require a live or taped audition as part of the applications procedure. These auditions may be scheduled as early as May or as late as October of the study year. If you do not pass the audition, you should apply as an "occasional" student (nondegree status pursuing full-time coursework) at that same study institution. Note that some special guidelines apply to music scholars:

- If an audition is mandatory, notify your scholarship coordinator at the Foundation.
- If you must make an advance trip to and from the study country for an audition, you are responsible for all related costs.
- If you must depart early for an audition, remember that the Foundation will not pay for your living expenses before the award year.
- Scholarship funding will not be released until admission is confirmed in writing.
- Study institution reassignments due to an unsuccessful audition will not be approved by the Foundation, unless you are also denied admission as an occasional student.
- The Foundation will not pay for private music lessons.
- The Foundation will not pay excess luggage fees for the transport of large instruments. If you choose to bring your own instrument instead of renting one from your assigned study institution, all fees associated with transport of the instrument are your personal responsibility.

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

— Kumi Hagiwara
(Japan to Ecuador)

- Some music institutions enforce an age restriction as part of the admission requirement. Before you make lengthy preparation for an audition, make sure you meet any age requirements.
- Auditions at many music schools can be competitive. You may wish to arrange auditions at several music schools in case you are not admitted to your assigned study institution. Any schools where you audition should be reviewed and approved in advance by the Foundation — be sure to include them on your Alternate Study Institution Request Form.

REQUIRED LANGUAGE PROFICIENCY AND TRAINING

LANGUAGE PROFICIENCY REQUIREMENT

Proficiency in the native language of your assigned host country is a mandatory requirement of the Ambassadorial Scholarships program. Such proficiency will enable you to communicate with Rotarians and others in your host community, and foster your ability to serve as an ambassador of goodwill. In addition, as indicated on your Scholarship Acceptance Form, you will be participating in coursework conducted in your host country's native language, unless otherwise specified in the [Language Proficiency Requirements](#), located in the appendix.



REQUIRED LANGUAGE EXAM

All Ambassadorial Scholars assigned to study in a country where the native language is not their own are required to complete a language proficiency examination (either TOEFL or Berlitz), regardless of any previous exposure to or coursework in their host country's native language. The cost of the examination is the responsibility of the scholar.

FOUNDATION-APPROVED LANGUAGE PROFICIENCY EXAMINATIONS

Test of English as a Foreign Language (TOEFL)

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

The TOEFL institution code for The Rotary Foundation is 9386. Use this code when completing your TOEFL admission ticket to have your score sent directly to the Foundation. Scores that are more than two years old will not be accepted. All score reports must come from Educational Testing Service, the administrator of the examination. Because TOEFL exams must be scheduled approximately six weeks in advance and scores are not available until six weeks after the exam, please plan accordingly. For more information on the TOEFL and testing locations, please visit the TOEFL website at www.ets.org/toefl.

Berlitz Language Examination

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

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

For Scholars in North America, South America, or Europe

Schaumburg Berlitz Language Center
1821 Walden Office Square
Suite 230
Schaumburg, IL 60173 USA
Tel.: 847-397-9422
800-444-2981 (U.S. residents only)
Fax: 847-397-9454
E-mail: rotaryscholar@berlitz.com

For Scholars in Korea

Revital Golan
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1316-17 Seocho-dong, Seocho-gu
Seoul 137-074 Korea
Tel.: 82-2-3481-5324
Fax: 82-2-3481-3921
E-mail: rotaryscholar@berlitz.com

For Scholars in Japan

Takanori Kurihara
Berlitz Japan Headquarters
Umeda Language Center
Tel.: 81-6-6311-5631
Fax: 81-6-6311-5633
E-mail: rotaryscholar@berlitz.com

Portions of your Berlitz exam will take place by e-mail, fax, and phone. If it is inconvenient for you to complete the exam in this manner, or if you would prefer to take the exam in person at a local Berlitz testing center, please contact the Schaumburg Berlitz Language Center to make the necessary arrangements.

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

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

LANGUAGE EXAM SCORE

Required Predeparture Document

Your scholarship coordinator at the Foundation must receive language exam scores approximately five months before the start of your assigned study institution's academic year. Failure to submit your score may result in delay or revocation of your award.

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

1. Pass —Training Required

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

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

2. Pass — No Training Required

If your score exceeds the minimum required by the Foundation and indicates that you do not need additional language training, you will not be required to attend an intensive language-training course. However, you may use a portion of your scholarship funds towards the cost of a language-training program. If you choose to do so, please advise your sponsor Rotarians and scholarship coordinator of your intention and when the language program will begin.

If you are attending an institution with high living or tuition costs and choose to attend language training, you should be prepared to supplement your scholarship with sufficient personal funds for expenses not covered by your award. Please note that the maximum funding amount for a 2011-12 Ambassadorial Scholarship is US\$26,000 or its local currency equivalent. No scholarship award will exceed this amount.

3. Fail

If your score falls below the minimum required by the Foundation, you will not be permitted to begin your scholarship period. Therefore, you will either need to re-take the exam or request assignment to a study institution in a country where your native language (or another language in which you are proficient) is spoken.

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

Additional Language-Training Requirements

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

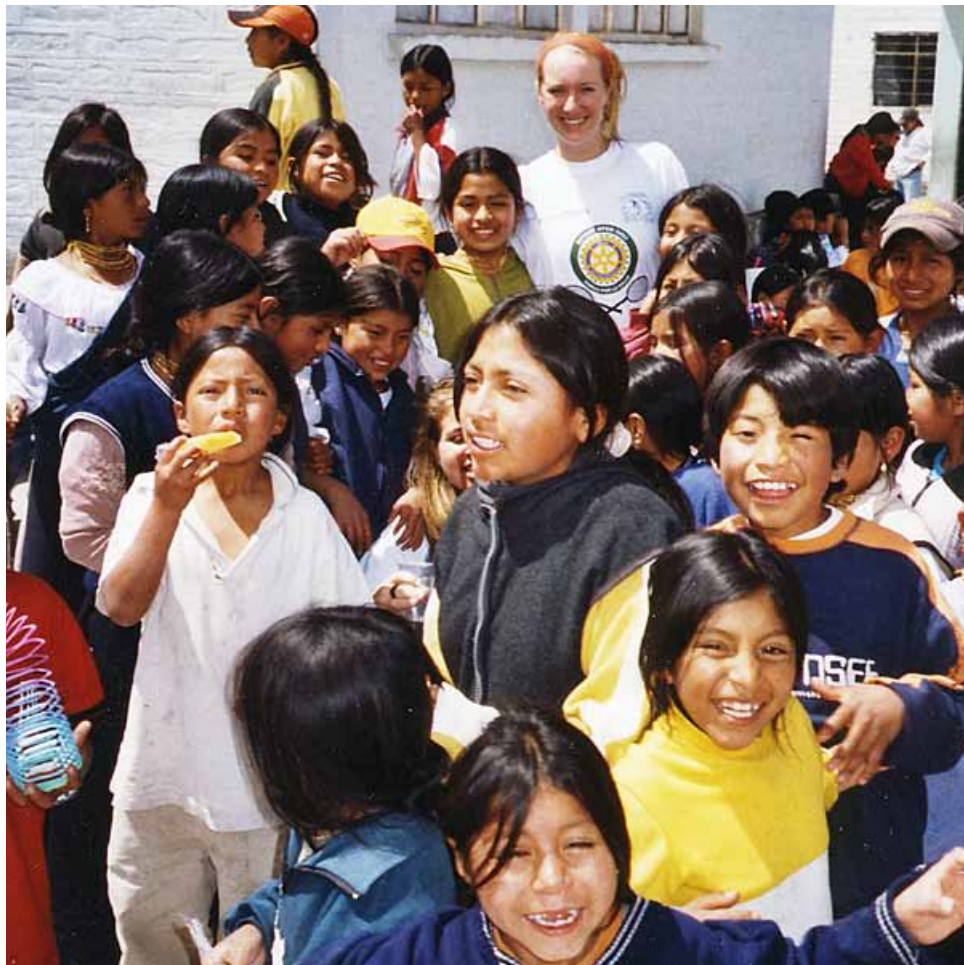
Scholars assigned to African countries where English is the primary language are also encouraged to attend a training session in a local dialect or language, if available.

Although English is widely spoken throughout Scandinavia and the Netherlands, it is strongly recommended that scholars assigned to these countries attend a training session in a country-specific language as well.

People are more interested in you than in your country. They want to know how you are doing and what it is that you are enjoying the most.

— Eriko Kanazawa
(Japan to USA)

3 REQUIRED PREDEPARTURE DOCUMENTS



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

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

1. Scholarship Acceptance Form (included in your Acceptance Packet e-mail)
2. Biographical Data/Housing Form (included with your Assignment Letter)
3. Language exam score
4. Proof of admission to assigned study institution
5. **Medical Certificate** (see appendix)
6. **Certificate of Insurance Coverage** (see appendix)
7. **Photocopy of the identification page of your passport** (see appendix)
8. **Photocopy of your student visa** (see appendix)
9. **Travel Option Form** (see appendix)
10. Airline ticket itinerary (*After you have arranged your airline tickets, send a copy of your travel itinerary with flight information and arrival date and time to your scholarship coordinator and your Rotarian host counselor in your study country.*)
11. **Electronic Funds Transfer (EFT) Bank Information Form** (see appendix)

1. SCHOLARSHIP ACCEPTANCE FORM

Due before 1 February 2011

The signed Scholarship Acceptance Form indicates that you formally accept the offer of The Rotary Foundation Ambassadorial Scholarship and agree to its terms. Please complete the form, and provide your proposed scholarship start date, your signature, and date. If you are uncertain of your start date, please indicate your best estimate of the month and year in which you will begin studies. You must return the completed Scholarship Acceptance Form to your scholarship coordinator no later than 1 February 2011. Failure to do so may result in the withdrawal of your scholarship. Be sure to make a copy of the signed form for your own records.

2. BIOGRAPHICAL DATA/HOUSING FORM

Due before 1 February 2011

The Biographical Data/Housing Form is in the language of your study country. Before 1 February 2011, affix a recent photograph of yourself to the form and return it to your scholarship coordinator. The Rotary Foundation will forward your completed Biographical Data/Housing Form to your host Rotary district to facilitate the appointment of a Rotarian host counselor. Although it is your responsibility to make your own housing arrangements, this form allows you the opportunity to request from your host counselor advance assistance in locating accommodations in your host country.

You will not live with your host counselor. Your host counselor may be able to help you locate housing. Many scholars find it helpful to work through the housing office of their assigned study institution. In other cases, your host counselor will be able to offer advice on appropriate neighborhoods and local procedures to fol-



low in renting an apartment typical for foreign students in the community. Your host counselor is under no obligation to provide this type of assistance, and it is recommended that you explore accommodation options as soon as possible.

A Note on Traveling with Companions

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

3. LANGUAGE EXAM SCORE

Due at least five months before your departure

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

4. PROOF OF ADMISSION TO ASSIGNED STUDY INSTITUTION

Due at least two months before your departure

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

5. MEDICAL CERTIFICATE

Due at least two months before your departure

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

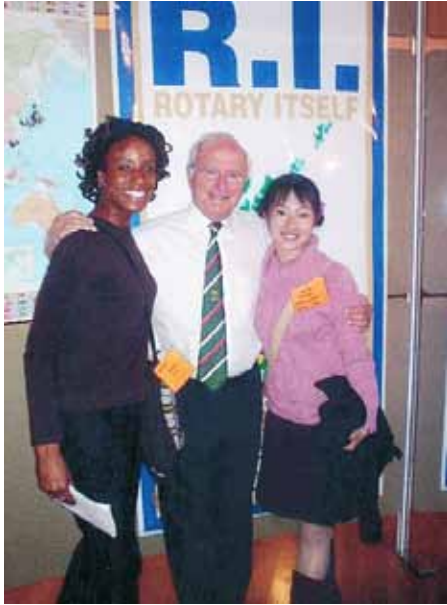
6. CERTIFICATE OF INSURANCE COVERAGE

Due at least two months before your departure

Scholars must include insurance company information under *all* four categories on the Certificate of Insurance Coverage, or the certificate will not be accepted.

The four categories for which you must obtain insurance are basic major medical expenses, medical evacuation, accidental death and dismemberment, and repatriation of remains. Your insurance for each area must meet the minimum coverage requirements specified on the Certificate of Insurance Coverage in the appendix. Only the completed Certificate of Insurance Coverage in this handbook or exact facsimile will be accepted. A certificate or brochure from the insurance company is not acceptable.

Your insurance coverage should start on or before your departure date and extend through the date you return home. You must purchase your insurance plan in full



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

Your Scholarship Acceptance Packet also includes information on appropriate insurance coverage offered by Harbour Group LLC. If you decide to use Harbour Group for insurance, you must contact the company directly at www.hginsurance.com. The entire amount due must be submitted in one payment in U.S. dollars and must accompany your insurance application. You should verify with Harbour Group what form of payment is acceptable. You are not required to obtain insurance from Harbour Group. However, if you purchase

insurance through a different company, your coverage must meet the minimum coverage requirements as stated on the Certificate of Insurance Coverage.

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

National Health Insurance

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

Restricted Currency Countries

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

Health Care at Your Assigned Study Institution

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

Medical insurance does not cover personal property insurance. The scholarship does not cover loss or theft of personal property.

7. PHOTOCOPY OF THE IDENTIFICATION PAGE OF YOUR PASSPORT

Due at least two months before your departure

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

8. PHOTOCOPY OF YOUR STUDENT VISA

Due at least two months before your departure

A visa is issued by a country as evidence of permission to enter, and a visa is likely required for travel to your host country, depending on your citizenship and length of stay. You are responsible for obtaining the correct visa that will allow you to study legally in your host country for the duration of your scholarship period. Obtaining a visa can be a lengthy process, often taking several months.

You should apply for any required visas as soon as possible, usually after you have been admitted to your study institution. You will need to contact your host country's nearest consulate to determine student visa requirements. If a student visa can be processed only in your host country, you must do so immediately after your arrival. Second (and subsequent) payments will not be released without a copy of a valid student visa.

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

If no visa is required, please submit written confirmation or other official documentation to your scholarship coordinator from the government or visa-issuing body of your study country or institution.

Once you have obtained any required visa(s), send a photocopy to your scholarship coordinator. Do not send original documents. Please see the Country-Specific Information Sheet for more information about your assigned host country's visa requirements.

9. TRAVEL OPTION FORM

Due at least two months before your departure

Choose the travel option that is the most suitable for you (Option 1, Option 2, or Option 3). Complete the appropriate form and submit it to the Rotary International Travel Service *and* to your scholarship coordinator. Please note that you must submit *one* of these forms.

10. AIRLINE TICKET ITINERARY

Due at least two months before your departure

After you have arranged for your airline tickets, send a copy of your travel itinerary with flight information and arrival date and time to your scholarship coordinator and your Rotarian host counselor in your study country.

11. ELECTRONIC FUNDS TRANSFER (EFT) BANK INFORMATION FORM

Due at least two months before your departure

If your scholarship payments are to be sent to you by electronic funds transfer, you are required to complete the [Electronic Funds Transfer \(EFT\) Bank Information Form](#) (see appendix).

4 TRAVEL INSTRUCTIONS



As an Ambassadorial Scholar, you are entitled to receive one round-trip air ticket between your home and study country, funded by your scholarship award. You may arrange travel in one of three ways by submitting the appropriate form described in this section. The travel option forms are located in the appendix.

You must submit the appropriate form to the Rotary International Travel Service (RITS) and a copy to your scholarship coordinator. The form is a required predeparture document. The form is a required predeparture document. All travel forms be typed; RITS will not accept handwritten forms.

TRAVEL EXPENSES COVERED BY THE SCHOLARSHIP

Scholarship funding specifically used for a RITS-arranged and -purchased airline ticket covers only the cost of

- Round-trip airfare from your home city to your study city (or nearest airport) on the least expensive regularly scheduled air carrier, as determined by RITS

OR

- Approved one-way ticket to your study city (or nearest airport) on the least expensive regularly scheduled air carrier, as determined by RITS

All additional expenses must be covered using your remaining scholarship funds or personal funds.

Travel expenses *not* covered by your RITS airline ticket include

- Hotel expense for a forced overnight stay. If required by your RITS travel routing, you will be notified by RITS if this applies to you.
- Ground transportation costs, limited to train or bus fare, if necessary to reach your study city from your arrival city
- Fees incurred for excess baggage
- Transportation to or from home and host country airport
- Taxicab fare to or from airports
- Expenses for personal stopovers or other personal travel arrangements
- Fees for any changes to your airline tickets
- Hotel or housing expenses incurred upon arrival in the study or language-training city before start of scholarship period
- Cost of replacing tickets because of loss or expiration
- Cost of any required transit visa
- Expenses for spouses or dependents

OPTIONS FOR ARRANGING YOUR TRAVEL

Scholars may choose one of three options to arrange their travel. Please read about the options carefully and decide which one is best for you.

ALL SCHOLARS MUST SUBMIT A COPY OF ONE OF THE TRAVEL OPTION FORMS TO THEIR SCHOLARSHIP COORDINATOR AT THE ROTARY FOUNDATION.

TRAVEL OPTION 1 — RITS TICKET FORM

RITS will arrange and purchase the scholar's airline tickets. The Rotary Foundation will pay RITS directly for the cost of airline tickets. Funds will be deducted from the scholarship award.

RITS will collect a service fee for personal travel attached to Rotary-funded travel. These fees are US\$15 for domestic (United States) and \$35 for international travel.

Reasons for choosing Travel Option 1:

- Scholar does not have sufficient personal funds available to purchase tickets.
- Scholar wants tickets arranged and purchased using Rotary-affiliated travel service.

TRAVEL OPTION 2 — REQUEST FOR RITS COMPARISON FORM

With this option, scholars can find out a comparison of the total cost of tickets that they have arranged with the total cost of tickets available through RITS. If the RITS ticket cost is equal to or less than the cost of the tickets arranged by a scholar, RITS will purchase the tickets using the scholar's award funds, provided that the scholar has submitted all required predeparture documents and that RITS has received the authorization from the scholar's scholarship coordinator at The Rotary Foundation. If RITS has not received authorization, the scholar will need to pay for the RITS-arranged tickets using the scholar's credit card.

RITS will collect a service fee for personal travel attached to Rotary-funded travel. These fees are US\$15 for domestic (United States) and \$35 for international travel.

Reasons for choosing Travel Option 2:

- Scholar wants to confirm that the air travel is the least expensive ticket available.
- Scholar has the personal funds available to purchase the airline tickets.

TRAVEL OPTION 3 — WAIVED RITS TICKET FORM

Scholar chooses to arrange transportation using personal funds.

Reasons for choosing Travel Option 3:

- Scholar wants all scholarship funds to be used for nontransportation expenses.
- Scholar has already purchased the airline tickets.
- Scholar's airline tickets are paid for using frequent-flier miles or other funding source.
- Scholar is not traveling by air.
- Scholar has found a low-cost ticket and has limited time for comparison with RITS.

Complete the travel form (see appendix) for the option you have selected, and submit the Travel Option 1 or 2 form directly to the RITS office at RI World Headquarters in Evanston, Illinois, USA, or to the RITS-designated travel agency in your home country no later than two months before you expect to depart for your host country. At the same time, submit a copy of your travel option form to your scholarship coordinator.

The Travel Option 3 form needs to be sent only to your scholarship coordinator at The Rotary Foundation.

RITS is staffed by American Express Travel Associates at RI World Headquarters and has designated agencies in seven other countries.

After you have arranged for your airline tickets, send a copy of your travel itinerary with flight information and arrival date and time to your scholarship coordinator and your Rotarian host counselor in your study country.

TRAVEL OPTION 1 — RITS TICKET FORM (SEE APPENDIX)

Scholar's ticket arranged and purchased through RITS

If you choose **Travel Option 1**, you will arrange your travel through RITS. After you submit your form, indicating the dates and destinations necessary for your scholarship study, and after you have submitted all required predeparture documents to your scholarship coordinator at the Foundation, a RITS travel agent will contact you with a suggested travel itinerary. You will decide whether the itinerary meets your needs



and notify the RITS agent about any problems or concerns. RITS will collect a service fee for personal travel attached to Rotary-funded travel. These fees are US\$15 for domestic (United States) and \$35 for international travel.

You must submit all required predeparture documents to your scholarship coordinator before an official reservation can be made and held for you. When your scholarship coordinator has received all your required predeparture documents, he or she will authorize RITS to purchase and send the air tickets to you or to inform you by e-mail of your electronic tickets with the reference number listed on your approved RITS travel itinerary.

The Foundation will pay RITS directly for your tickets from your scholarship funds. There is no direct expense to you. However, please note that because your scholarship funds cover the cost of your air ticket, the final amount of funding you will receive directly from the Foundation to cover your other scholarship-related expenses will be adjusted accordingly. The total amount of your scholarship award will not change.

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

Instructions

1. Complete and submit Travel Option 1 — RITS Ticket Form.

Complete the Travel Option 1 — RITS Ticket Form and submit it to the appropriate RITS-designated travel agency (see list at end of this section), and submit a copy to your scholarship coordinator.

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

When you have submitted all required predeparture documents to your scholarship coordinator, he or she will authorize RITS to begin working on your itinerary. You will then receive a proposed itinerary from a RITS agent so that you may verify the details of your flight.

3. Review the travel itinerary.

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

both approval of the travel arrangements and your current mailing address and e-mail address. Once you have approved the arrangements, your RITS agent will purchase and send you your tickets or inform you by e-mail of your electronic tickets with the reference number listed on your approved RITS travel itinerary.

4. Examine your tickets and travel itinerary.

When you receive your tickets and travel itinerary or e-mail of your electronic tickets and travel itinerary, examine them thoroughly. Read the remarks on the travel itinerary. Contact the agent immediately with any questions or concerns.

TRAVEL OPTION 2 — REQUEST FOR RITS COMPARISON FORM (SEE APPENDIX)

Request for RITS to compare scholar ticket cost to RITS ticket cost

You should submit the Travel Option 2 — Request for RITS Comparison Form if

- You have located a ticket that meets your travel plans
- And the ticket has a relatively low cost
- And you have personal funds available to purchase the ticket
- But you wish to receive a comparison with RITS to see whether RITS has a lower-cost ticket that also meets your travel plans

If you find a very economical round-trip ticket from your home city to your study city, and RITS determines that this ticket is less expensive than the one RITS can provide, you will be approved to purchase your own ticket. You may then choose to reimburse yourself for this expense using the scholarship funds that you will receive in one of your scholarship payments.

If the RITS fare is equal to or less than the amount of the fare you submit, RITS will purchase the ticket RITS has located for you after receiving your approval. If you have submitted all your predeparture documents and if your scholarship coordinator at The Rotary Foundation has authorized RITS to purchase your ticket, RITS will use a portion of your scholarship funds to cover the cost of the ticket; otherwise, RITS will ask you for a credit card to purchase the ticket using your personal funds. You may then choose to reimburse yourself for this expense through the scholarship funds that you receive in one of your scholarship payments.

IMPORTANT: If you purchase your ticket after submitting the Travel Option 2 — Request for RITS Comparison Form, you must immediately advise RITS and your scholarship coordinator at the Foundation.

Instructions

1. Complete the Travel Option 2 — Request for RITS Comparison Form and obtain a travel itinerary from a travel agent or airline that shows the airline, flight numbers, dates, routing, and fare quote for the ticket you want to purchase.
2. Submit the Travel Option 2 Form and a copy of your travel itinerary to the RITS office in Evanston, Illinois, USA, or to the RITS-designated travel agency in your home country. RITS will compare your airfare to the airfare that it is able to obtain and inform you via e-mail or fax if RITS has a fare that is equal to or less than the cost of the airline ticket indicated on your travel itinerary.
3. RITS will advise you through e-mail if
 - It has *not* located a ticket of equal or lesser cost, in which case it will advise you to go ahead and purchase your lower-cost airline ticket.
 - It has located a ticket of equal or lesser cost, in which case a RITS agent will contact you with a travel itinerary for your approval.

4. Review the itinerary and confirm with the RITS agent that you approve your travel arrangements and confirm current mailing address and e-mail address. Once you have approved the arrangements, your RITS agent will purchase and send you your tickets or inform you by e-mail of your electronic tickets with the reference number listed on your approved RITS travel itinerary.
 - If you have submitted all your predeparture documents and your scholarship coordinator at the Foundation has authorized RITS to purchase your ticket, RITS will use a portion of your scholarship funds to cover the cost of the ticket.
 - If you have *not* submitted all your predeparture documents and your scholarship coordinator has not authorized RITS to purchase your ticket, RITS will ask you for a credit card to purchase the ticket using your personal funds. You may then choose to reimburse yourself for this expense through the scholarship funds that you receive in one of your scholarship payments.
5. Examine your tickets and travel itinerary.

When you receive your tickets and travel itinerary or e-mail of your electronic tickets and travel itinerary, examine them thoroughly. Read the remarks on the travel itinerary. Contact the agent immediately with any questions or concerns.

TRAVEL OPTION 3 — WAIVED RITS TICKET FORM (SEE APPENDIX)

You should use Travel Option 3 — Waived RITS Ticket Form if

- You want all scholarship funds to be used for nontransportation expenses.
- You have already purchased the airline tickets.
- Your pay for your airline tickets using frequent-flier miles or other funding source.
- You are not traveling by air.
- You have found a low-cost ticket and have limited time for comparison with RITS.

Then you have chosen NOT to have RITS arrange and purchase your airline tickets.

Instructions

Complete the **Travel Option 3** — Waived RITS Ticket Form, then fax or e-mail a copy to your scholarship coordinator at the Foundation.

WHEN TO BEGIN MAKING YOUR TRAVEL PLANS

In general, Ambassadorial Scholars who *are not* required to take a month of language training should begin making travel plans once they receive unconditional admission to their assigned study institution. Normally, once a scholar is admitted to the institution, it will provide term dates and dates of housing availability.

Scholars who are required to attend language training should begin making their travel arrangements once they receive an official letter of unconditional admission from their assigned study institution and have arranged to attend one month of language training.

All scholars *must* begin making travel plans at least two months before the planned departure date. Whether you will travel with paper tickets, which can take up to 10 business days to process, or e-tickets, it is extremely important that you send all required predeparture documents to your scholarship coordinator at least two months before your planned departure date.

After you have arranged your airline tickets, send a copy of your travel itinerary with flight information and arrival date and time to your scholarship coordinator and your Rotarian host counselor in your study country.

SELECTING YOUR DEPARTURE AND RETURN DATES

DEPARTURE

Please read the following departure guidelines carefully.

Ambassadorial Scholars with No Language Training

Scholars who do not require language training should plan on arriving in the host country immediately before the start of the scholarship period. Arriving more than two weeks in advance is discouraged. Generally, scholars should plan to arrive when they will be able to access their permanent housing in their host or study city. If you cannot make your housing arrangements until you arrive, you may risk incurring additional expenses for hotel or other accommodations.

Ambassadorial Scholars Requiring Language Training

Scholars who require language training should arrive on or around the day institute-arranged housing is available. This is usually only a couple of days before the start of classes. The language-training institute should be able to provide you with more detailed information at the time of enrollment.

Personal Travel En Route to Your Assigned Study Institution

In most cases, RITS is willing to accommodate personal travel requests. Any expenses incurred for voluntary stopovers or additional personal arrangements must be paid for with personal funds before RITS can issue your tickets. To process such requests, you must provide a credit card at the time of booking.

RETURN

All Ambassadorial Scholars are required to return to their sponsor districts within 90 days after the end of their scholarship period, unless the Foundation grants written approval for a postponement of return home. Please contact RITS at least two months before departure to arrange your return date. Your host country's immigration laws may also affect the length of your stay. Before choosing your return date, make sure to determine how long you can legally stay in your host country.

Staying in Your Host Country Longer Than One Year

Round-trip airline tickets are valid for only 12 months from the date of departure and cannot be extended. If your study program lasts longer than 12 months and you plan to complete the extended program using personal funds, a round-trip ticket may not be your best option. If so, you may complete the Travel Option 1 or 2 forms as previously directed, indicating that you are requesting one-way ticketing. In addition, you must receive authorization from your scholarship coordinator to receive one-way tickets for your study period. You are therefore encouraged to contact your coordinator beforehand to explain your request and obtain permission before submitting your travel option form.

If you are approved for one-way ticketing, you will receive a one-way ticket to your study country. You are required to purchase your one-way ticket home at the end of your scholarship study period using your remaining scholarship funds or personal funds. If you intend to remain in your host country more than 90 days beyond the official end of your scholarship period, you are required to complete the Postponement of Return Home Form (see appendix). Two months before the end of your scholarship study period, submit the form to your scholarship coordinator at the Foundation and include any additional documentation requested by your coordinator.

Special Warning about One-Way Ticketing

Many countries require visa applicants to provide proof of round-trip tickets or documentation as to why the applicant doesn't have a return ticket. Before purchasing one-way tickets, scholars must find out from their study country's immigration service what the visa regulations are regarding proof of travel.

Returning Home during the Scholarship Period

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

Changing Your Return Date after the Ticket Is Issued

Airline tickets cannot be extended beyond their period of validity, which is 12 months from your departure date. If your return ticket expires, The Rotary Foundation will not provide you with a second ticket to return home.

If you would like to change your return travel date and the new date falls within 12 months of your original departure date, you must contact the RITS agent you worked with. You may also contact the airline directly. Any cost for changing your return date is your responsibility. It is best to change your return date at least three months before the date of your original return ticket.

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

SPECIAL CIRCUMSTANCES

Music Scholars

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

Scholars Traveling by Automobile, Train, or Ferry

If you plan to travel to and from your study country by automobile, train, ferry, or a combination of these, submit the [Travel Option 3 — Waived Ticket Form](#).

TRAVEL DIFFICULTIES

DELAYS AND MISSED CONNECTIONS

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

LOSS OF RITS-ISSUED TICKET

In most cases, RITS will issue electronic tickets. However, if you are issued paper tickets, be sure to keep them in a safe place. Remember that, in most cases, you have a round-trip ticket. This is your ticket home. If you lose your ticket, The Rotary Foundation cannot pay for a replacement, but it is possible that a duplicate ticket may be arranged. If you lose your ticket, please contact your RITS agent or the airline immediately. You will be responsible for any fees incurred to replace or reissue your ticket.

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

RITS-DESIGNATED TRAVEL AGENCIES

Argentina, Chile,

Uruguay

Rotary contact: Martha Sanchez
Eduardo Sanchez Viajes y
Turismo
Florida 833
2 Piso Of. 202 "H"
1005 Buenos Aires
Argentina
Tel.: 51-11-4311-6141
Fax: 51-11-4313-8091
E-mail:
martha@sanchezviajes.com.ar
AFTER HOURS ONLY:
54-11-4613-0067

Australia & New Zealand

Rotary contact: Debbie Fraser
Gilpin Travel
DX CP31045, PO Box 99381
Newmarket, Auckland
New Zealand
Tel: 64-09-361-4730
Fax: 64-09-361-4731
AFTER HOURS ONLY:
64-9-361-4730
Freephone: 0800-800-798 dial 1
(in New Zealand only);
1-800-244-914
(outside New Zealand)
E-mail: debbie@gilpin.co.nz

Brazil

Rotary contact: Rosely Tamashiro
Flytour American Express Business
Travel
Avenida Juruá, 641
Alphaville
Barueri, SP
Brazil
Tel.: 55-11-4502-2600
Fax: 55-11-4502-2625
E-mail:
rotarybrasil@flytour.com.br

India

Rotary contact: Bejoy Samuel
RI South Asia Office
Thapar House
2nd Floor, Central Wing
124 Janpath
New Delhi, 110 001
India
Tel.: 91-11-43613838
Fax: 91-11-42250191/92
E-mail: ritsindia@rotary.org

Korea

Rotary contact: Kerry Park
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

Philippines

Rotary contact: Sheela "Lala"
Butial
The Baron Travel Corporation
Ground Floor, Cityland 10
(Tower 2)
6817 Ayala Avenue, North
corner de la Costa Street
Salcedo Village, Makati City
Philippines
Tel.: 632-817-4926
Fax: 632-819-2993
E-mail:
corporate@barontravel.com.ph
AFTER HOURS ONLY:
63-921-9285110 or
63-917-3201006

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
AFTER HOURS ONLY:
800-842-0242 or
313-271-7887 (outside USA)

5 SCHOLARSHIP FINANCES



LENGTH OF AWARD

The Ambassadorial Scholarship includes funding for one regular academic year of study at your assigned study institution. An academic year usually comprises two semesters or terms, or three quarters of full-time study, that average nine months. If you plan on remaining in your host country for more than 12 months, please refer to “Postponement of Return Home” in section 2.

SCHOLARSHIP DISCLAIMER REGARDING LENGTH OF STUDY

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

AMOUNT OF SCHOLARSHIP AWARD

GUIDELINES FOR ALL SCHOLARSHIP AWARDS

The financial limit of your scholarship is fixed. Some general guidelines apply to all Ambassadorial Scholars. Please read these guidelines carefully.

Please note that you should bring sufficient personal funds with you for all expenses in excess of your scholarship award amount. If possible, take an internationally recognized credit card. You may also wish to investigate the possibility of using automated teller machine cards from your home country bank.

SCHOLARSHIP AWARD FUNDS FOR SCHOLAR USE ONLY

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

RETURN OF UNUSED SCHOLARSHIP FUNDS RECEIVED IN SCHOLARSHIP PAYMENT

You are encouraged to return to the Foundation any unused scholarship funds remaining at the end of your scholarship period. The unused funds will then be returned to your sponsor Rotarians, who provided the funds for your scholarship. They may use returned funds for future Foundation educational or humanitarian programs. If you elect to return any unused funds, please contact your scholarship coordinator, who will advise you on how to complete and submit the [Return of Unused Scholarship Funds Form](#) (see appendix) to the Foundation.

In addition, please note that if you decide to end your study period early, you may be required to return a portion of your scholarship funds to the Foundation. Your scholarship coordinator will notify you of the amount you are required to return. The return amount will be calculated on the basis of a standard nine-month academic-year calendar.

ROTARY FUNCTIONS AND TRAVEL-RELATED COSTS

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

FUNDING FROM OTHER SOURCES

During your scholarship period, you are permitted to accept additional scholarships, assistantships, travel grants, waivers of tuition, continuance of salary from your permanent employer, and/or gainful employment from another organization. However, employment must not interfere with your ambassadorial duties or the amount of time devoted to your study program and must comply with your visa regulations.

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

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

TAXES ON SCHOLARSHIP FUNDS

Depending on tax laws in your home and host countries, your scholarship may be taxable in part or in full.

It is your responsibility to investigate tax regulations pertaining to your scholarship funding. Allow adequate time to meet any deadlines you may have. The Foundation will not issue any tax forms to you.

Your scholarship coordinator is not qualified to give tax advice. For specific questions on tax treatment of your scholarship, please consult a qualified tax adviser. Scholars from or studying in the United States may also refer to the IRS website at www.irs.gov/faqs/index.html.

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

CALCULATION OF SCHOLARSHIP AWARD

For the 2011-12 academic year, all Ambassadorial Scholarships have a financial limit of US\$26,000 or its local currency equivalent. The Foundation will not grant additional funds for excess expenses.

Extra expenses beyond \$26,000 are your responsibility, and your assigned study institution may require you to provide proof that you are able to pay for expenses not covered by your scholarship funds.

The original amount allocated for your scholarship award may later be revised to reflect any RITS transportation costs. You must also submit tuition payment receipts to verify how much you paid for your tuition.

TRAVEL

Refer to “Travel Instructions” in section 4. If you arrange your travel through RITS, the cost of your air tickets will be paid directly to RITS on your behalf, using scholarship funds. If you purchase your own airline ticket, you may reimburse yourself from the scholarship funds that you receive.

LANGUAGE TRAINING

Refer to “Required Language Proficiency and Training” in section 2. If you are approved by the Foundation to attend language training in your host country, you will be required to use a portion of your award to cover those expenses.

TUITION FEES

You are responsible for paying tuition fees directly to your assigned study institution. Tuition payment receipts must be submitted with the First Report and are due two months after the start of your scholarship period.

Please note that any additional registration fees and fees for any special courses and courses beyond a regular course load that exceed the amount of your scholarship award are your own responsibility.

ADVANCE DEPOSITS FOR TUITION AND HOUSING FEES

Some institutions may require payment of advance deposits for tuition and housing fees. The Rotary Foundation does not pay advance deposits to institutions, and all such payments are your responsibility. You can reimburse yourself through your first scholarship payment for any advance deposits that you may be required to pay. You may wish to request that the institution waive or reduce the advance deposit until you arrive in your study country and receive your scholarship funding.

REFUNDABLE DEPOSITS

All refundable deposits, such as security deposits for housing and deposits for phone and utilities, are your own responsibility.

RESEARCH SCHOLARS

If you have chosen research as your primary focus, please refer to “Special Study Fields” in section 2 for more information.

ROOM AND BOARD

You are responsible for locating appropriate housing and for purchasing other necessities within a reasonable budget that you establish for yourself. You may find it necessary to supplement your scholarship with personal funds to help meet your living expenses. Your Rotarian host counselor can also help you research appropriate housing options in your assigned study city.

If your spouse or dependents accompany you, you will not be allocated additional funding for their expenses.

DISBURSEMENT OF PAYMENTS

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

The Rotary Foundation and Rotary International assume no responsibility other than providing the specified funds for the Ambassadorial Scholarship. All scholars are responsible for making payments for award-year expenses using the Foundation-provided scholarship funds. As mentioned previously, if you have remaining scholarship funds at the end of your study period, you are encouraged to return the surplus to the Foundation.

SCHOLAR PAYMENTS

First Payment Your first scholarship payment will be for US\$13,000 or its local currency equivalent and is generally sent in care of your host counselor or another Rotarian whose contact information you will receive before departure. The first payment will arrive shortly before the beginning of the academic year, provided that the Foundation has received all required predeparture documents. With few exceptions, scholarship payments are issued in the currency of the study country.

If the Foundation has approved you for language training, you are responsible for paying the language institute the required fees.

Second Payment Your second and final payment, consisting of your remaining scholarship funds, will be sent directly to your bank account approximately four months after your scholarship period begins. However, your second payment is contingent on submission of both your First Report to specified Rotarians and the following items to your scholarship coordinator at the Foundation:

- First Report
- Current mailing address
- **Confirmation of Costs Form** (see appendix)
- **Required Presentations Form** (see appendix) — Must include at least three presentations given and three presentations scheduled
- Copy of tuition payment receipts showing that tuition fees have been paid appropriately
- Electronic Funds Transfer (EFT) Bank Information Form

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

APPENDIX



FORMS

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Required Predeparture Documents

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- Certificate of Insurance Coverage for Rotary Foundation Ambassadorial Scholars 57
- Medical Certificate for Rotary Foundation Ambassadorial Scholars 58
- Photocopy of the Identification Page of Your Passport 59
- Photocopy of Your Student Visa 59
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Preparation-Phase Documents

- Research Scholar Guidelines 64
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- Language Proficiency Requirements 67
- Ambassadorial Scholar Alternate Study Institution Request Form 68
- Northern Hemisphere Statement of Nontraditional Start 69
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- Cultural Awareness Resource List 71
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FAX COVER SHEET

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FOR ROTARY FOUNDATION AMBASSADORIAL SCHOLAR

(Photocopy this form for multiple use.)

FROM:

Date: _____

Scholar's Name: _____ E-mail: _____

Assigned Study Institution: _____

Phone: _____ Fax: _____

To Scholarship Coordinator: _____

Fax Number: 847-556-2144

Subject: Required predeparture or other documents

The following required predeparture documents are included with this fax:

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

- | | |
|--|--|
| _____ Scholarship Acceptance Form | _____ Certificate of Insurance Coverage |
| _____ Biographical Data/Housing Form | _____ Medical Certificate |
| _____ Alternate Study Institution Request Form | _____ Copy of passport |
| _____ Admission Letter | _____ Copy of visa |
| | _____ Official document indicating that a visa is not required |
| | _____ Electronic Funds Transfer Bank Information Form |

For Approved Research Scholars

- | | |
|--|--|
| _____ Research Scholar Form | _____ Approval letter from sponsor district for research study |
| _____ Admission Letter for Research Scholars | _____ Research proposal |
| | _____ Budget proposal with supporting documents |

- | | |
|----------------------------------|----------------------------------|
| _____ First Report | _____ Final Report |
| _____ Tuition payment receipt | _____ Evaluation Form |
| _____ Confirmation of Costs Form | _____ Required Presentation Form |

_____ Other: _____

_____ Other: _____

QUESTIONS TO CONSIDER BEFORE PURCHASING AN INSURANCE PLAN

1. Will my insurance coverage be effective for the entire time of my scholarship, from the moment I board the plane and/or train to leave my home country until the moment I re-enter my home country?
2. Do I already have coverage through my personal, employer's, or parents' insurance plan?
3. Although national health insurance may be required or available in my study country, what emergencies are not covered by such a plan (e.g., emergency medical evacuation, repatriation of remains, injuries while vacationing outside my study country, accidental death and dismemberment)?
4. How do I file a claim from abroad?
5. How long will it take for a claim to be processed and to receive reimbursement?
6. Will 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, will I be reimbursed for all or part of those 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 pre-existing medical conditions? Do I have a condition that would be defined as preexisting 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"? For example, paying 50% of the first US\$100,000 of the claims is not as favorable as paying 80% of up to \$5,000 of the claims and then 0% of the claims over \$5,000.
14. Does the plan offer an overseas administrator who maintains an office in or near my study country to provide emergency customer service through a toll-free phone line while abroad?
15. Does the plan cover immunizations required before my departure for the study country?
16. Do I still have to purchase my study institution's student insurance coverage, even though I have obtained The Rotary Foundation's minimum required coverage?
17. Are dental care expenses included in the plan? Vision care? Sports injuries? Injuries in motor vehicle accidents? What are the coverage limitations?
18. Is a copy of the insurance policy available in my native language?
19. If I become ill after my return home because of an endemic disease (one native or prevalent in my study country), will the treatment be covered?

REQUIRED PREDEPARTURE DOCUMENT

Due to your scholarship coordinator no later than two months before departure.

CERTIFICATE OF INSURANCE COVERAGE FOR ROTARY FOUNDATION AMBASSADORIAL SCHOLARS

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

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

CATEGORY 1. US\$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 phone number: _____
Your individual/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 phone number: _____
Your individual/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 phone number: _____
Your individual/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 phone number: _____
Your individual/group policy number(s): _____

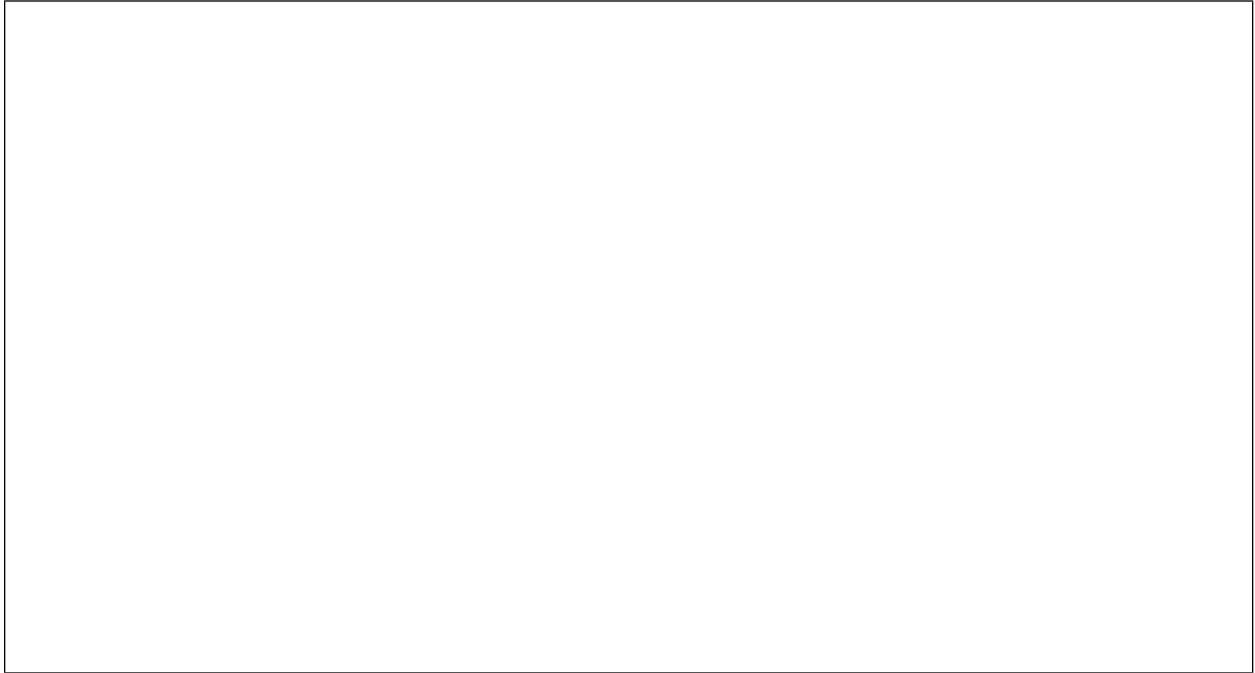
I further certify that if my insurance coverage was already in effect and/or was obtained locally, I have examined this coverage and I confirm that my policy provides the required minimum coverage for basic major medical expenses, including accident and illness expense, hospitalization, and related benefits;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

Start Date (day/month/year): _____ End Date (day/month/year): _____
Your Name (printed): _____
Your Signature: _____

REQUIRED PREDEPARTURE DOCUMENT

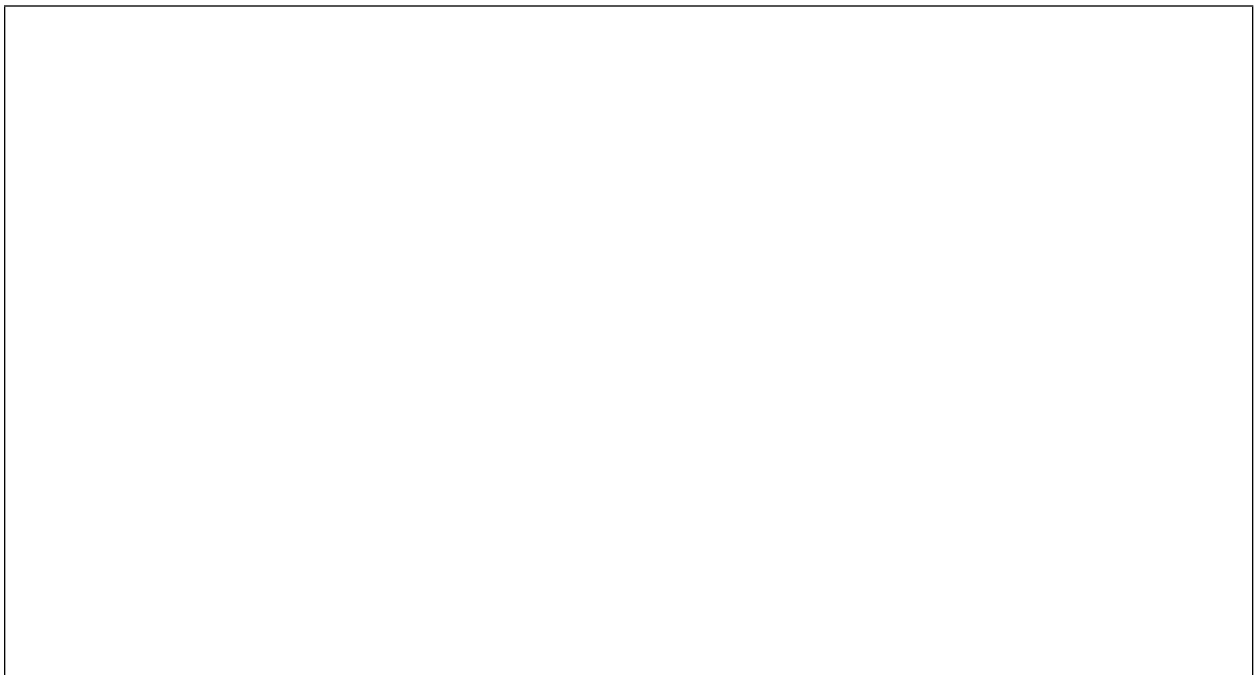
Due to your scholarship coordinator no later than two months before departure.

PHOTOCOPY OF THE IDENTIFICATION PAGE OF YOUR PASSPORT



PHOTOCOPY OF YOUR STUDENT VISA

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



REQUIRED PREDEPARTURE DOCUMENT

Due to RITS no later than two months before departure.

TRAVEL OPTION 1 — RITS TICKET FORM

Ticket arranged and purchased through RITS

Please submit this form directly to one of the RITS offices listed in section 4 at least two months before your preferred departure date and send a copy to your scholarship coordinator at The Rotary Foundation. You should not submit this form, however, until any required language training has been assigned.

Reasons for choosing Travel Option 1 — RITS Ticket Form:

- Scholar does not have sufficient personal funds available to purchase tickets.
- Scholar wants tickets arranged and purchased using Rotary-affiliated travel service.

Assigned Study Institution:

INSTITUTION NAME _____ CITY, STATE/PROVINCE, COUNTRY _____

I. PERSONAL INFORMATION

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

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

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

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

II. TRAVEL INFORMATION Please indicate if you are requesting one-way travel only (see special warning regarding one-way ticketing)

Preferred Departure Date: ____/____/____
DD MM YY

Departure from: _____
CITY STATE/PROVINCE 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/PROVINCE COUNTRY

Preferred Return Date: ____/____/____
DD MM YY

CONTINUED →

OPTION 1 — RITS FORM, PAGE 2

Scholar Name: _____
FAMILY NAME FIRST AND OTHER NAMES

Personal Travel: If you wish to make any voluntary stopovers on your flight, you must do so 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 in which you intend to stop and the departure date from each city.

Special warning regarding one-way ticketing: Many countries require visa applicants to provide proof of round-trip tickets or documentation as to why a visa applicant doesn't have a return ticket. *Before purchasing one-way tickets, scholars planning to travel using one-way ticketing must find out from their study country's immigration service what the visa regulations are regarding proof of travel.*

III. ADDRESS

Permanent Mailing Address:	Current Mailing Address (if different) valid through ____/____/____: DD MM YY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Permanent Phone Number: _____
COUNTRY/CITY CODE NUMBER

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

IV. SCHOLARSHIP INFORMATION

Name of scholarship coordinator at The Rotary Foundation in Evanston, Illinois, USA:

Name and contact information of your Rotarian sponsor counselor (phone and fax numbers and postal and e-mail addresses):

PLEASE SUBMIT THIS FORM DIRECTLY TO ONE OF THE RITS OFFICES LISTED IN THE TRAVEL INSTRUCTIONS, SECTION 4, AT LEAST TWO MONTHS BEFORE YOUR PREFERRED DEPARTURE DATE AND SEND A COPY TO YOUR SCHOLARSHIP COORDINATOR AT THE ROTARY FOUNDATION.

REQUIRED PREDEPARTURE DOCUMENT

Due to your scholarship coordinator no later than two months before departure.

TRAVEL OPTION 3 — WAIVED RITS TICKET FORM

Scholar chooses to arrange transportation using personal funds.

Reasons for choosing Travel Option 3 — Waived RITS Ticket Form:

- Scholar wants all scholarship funds to be used for non-transportation expenses.
- Scholar has already purchased the airline tickets.
- Scholar's airline tickets are paid for using frequent-flier miles or other funding source.
- Scholar is not traveling by air.
- Scholar has found a low-cost ticket and has limited time for comparison with RITS.

If you have submitted a Travel Option 1 or 2 Form requesting the Rotary International Travel Service (RITS) to arrange your travel or requesting RITS to compare ticket costs, do not send in this form.

I choose to arrange and pay for my own transportation to and from my study country. I understand that I may reimburse myself for all or part of the cost of the airline tickets from the scholarship funds that I receive.

Assigned Study Institution:

INSTITUTION NAME CITY, STATE/PROVINCE, COUNTRY

Print name: _____
FAMILY NAME FIRST AND OTHER NAMES

Signature: _____

Date: ____/____/____
DD MM YY

SEND A COPY OF THIS COMPLETED FORM TO YOUR SCHOLARSHIP COORDINATOR AT THE ROTARY FOUNDATION BY FAX OR E-MAIL.

Fax: 847-556-2144

RESEARCH SCHOLAR GUIDELINES

Research scholars are Ambassadorial Scholars who choose to use their scholarship period to conduct research at their assigned study institution rather than attend regular courses. Research scholars must receive unconditional acceptance to their assigned study institution. The admission letter must state the names of two research supervisors affiliated with the institution and confirm that the length of the project will be the length of the assigned institution's typical academic year. The letter must also provide a brief description of the research to be conducted. Research scholars must submit a detailed description of their proposed research project with signatures of the two assigned research supervisors approving the research project.

Research scholars need to submit a letter from their sponsor Rotary district's scholarships subcommittee chair indicating the district's support of the scholar, the proposed research project, and the research budget proposal.

Research scholars are subject to the same funding guidelines as all other Ambassadorial Scholars. Most research scholars do not pay normal tuition fees. Therefore, at least two months before departure, research scholars must submit to their scholarship coordinator a research proposal; a budget proposal; the completed Rotary Foundation Research Scholar Form; and a letter from their sponsor Rotary district's scholarships subcommittee chair indicating the district's support of the scholar, the proposed research project, and the research budget proposal. You should declare your intention to conduct full-time research by contacting your scholarship coordinator at the Foundation at least five months before your planned departure date.

Choosing to use your Ambassadorial Scholarship to pursue research requires significantly more documentation and preparatory work on your part.

REQUIRED DOCUMENTATION

If you have chosen to conduct research, you will need to submit four documents in addition to all the other predeparture requirements discussed in this handbook. In this section, you will find instructions for creating your research and budget proposals. Please return the following four separate documents to your scholarship coordinator:

1. Research proposal
2. Budget proposal
3. Rotary Foundation Research Scholar Form
4. A letter from your sponsor Rotary district's scholarships chair indicating the district's support for you as a research scholar, the proposed research project, and the research budget proposal

1. RESEARCH PROPOSAL — MUST BE TYPED

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

2. BUDGET PROPOSAL — MUST BE TYPED

To request funding for expenses associated with research, research scholars must submit a budget proposal. This must be an itemized list of projected expenses, including university-confirmed cost documentation in support of your expense estimate for each item. If you do not provide cost estimates with supporting documentation, the item will not be considered. Research scholars typically do not pay tuition at their assigned study institution, but if a research or lab fee will be charged, list and document the fee.

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

Item	Estimated Cost	Currency	Justification/Pertinence to Research

3. ROTARY FOUNDATION RESEARCH SCHOLAR FORM

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

4. LETTER OF SUPPORT FROM SPONSOR DISTRICT

To ensure that your sponsor district approves of your plan to use your scholarship as a research scholar, you must submit a letter from your sponsor Rotary district's scholarships subcommittee chair indicating the district's support for you as a research scholar, support for your proposed research project, and support for your research budget proposal. If your sponsor district does not have a scholarships subcommittee chair, then the letter must be from the Rotary Foundation committee chair or current district governor.

PAYMENTS

First Payment Your first scholarship payment will be for US\$13,000 or its local currency equivalent and is generally sent in care of your host counselor or another Rotarian whose contact information you will receive before departure. The first payment will arrive shortly before the beginning of your research project, provided that your scholarship coordinator at the Foundation has received the four required documents for a research scholar and all other required predeparture documents. With few exceptions, scholarship payments are issued in the currency of the study country.

Second Payment Your second and final payment consisting of your remaining scholarship funds will be sent directly to your bank account approximately four months after your scholarship period begins. However, your second payment is contingent on submission of your First Report to specified Rotarians and the following items to your scholarship coordinator at the Foundation:

- First Report
- Current mailing address
- **Confirmation of Costs Form** (see appendix)
- **Required Presentations Form** (see appendix) — Must include at least three presentations given and three presentations scheduled
- Copies of receipts showing that research budget items have been paid appropriately
- Copy of your airline ticket and confirmation of ticket cost, if you were approved to purchase your own ticket

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

REQUIRED PREDEPARTURE DOCUMENT FOR RESEARCH SCHOLARS ONLY

Due to your scholarship coordinator no later than two months before departure.

ROTARY FOUNDATION RESEARCH SCHOLAR FORM

Scholar's Name: _____

Scholarship Coordinator: _____

Sponsor District: _____ Host District: _____

Assigned Study Institution: _____

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

1. Research proposal
2. Budget proposal
3. Letter from sponsor district

START AND END DATES

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

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

STUDY SUPERVISORS

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

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

Primary Supervisor: _____ Primary Supervisor Signature: _____

Secondary Supervisor: _____ Secondary Supervisor Signature: _____

FUNDING REQUESTED

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

TOTAL AMOUNT REQUESTED (indicate currency): _____

SCHOLAR CERTIFICATION

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

Signature of Scholar: _____ Date: _____

Supervisors' Endorsement of Scholar Budget Proposal

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

Name and Title of

Primary Supervisor (please print): _____

Signature: _____ Date: _____

Name and Title of

Secondary Supervisor (please print): _____

Signature: _____ Date: _____

LANGUAGE PROFICIENCY REQUIREMENTS

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

ASIA

Country	Native Language	Alternative Language
Hong Kong	Chinese (Cantonese)	English
Indonesia	Indonesian	English
Malaysia	Malay	English
Philippines	Tagalog	English
Singapore	Chinese (Mandarin)	English

AFRICA

The language proficiency requirements for selected African Rotary countries are as follows (countries in which Arabic is also an official language are marked with an asterisk):

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

French: Benin, Burkina Faso, Cameroun, Central African Republic, Chad, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Guinea, Madagascar, Mali, Mauritania*, Morocco*, Niger, Republic of Congo, Réunion Island, Senegal, Togo, Tunisia*

Portuguese: Angola, Mozambique

EUROPE

Country	Native Language	Alternative Language
Belgium, Flanders	Dutch	English or French
Czech Republic	Czech	English
Denmark	Danish	English
Estonia	Estonian	English
Finland	Finnish	English
Hungary	Hungarian	English
Iceland	Icelandic	English
The Netherlands	Dutch	English
Norway	Norwegian	English
Poland	Polish	English
Sweden	Swedish	English

CANADA

In Canada, scholars may speak French or English. If they study in a predominately English-speaking area, they may request their exams in French. If they study in a predominately French-speaking area, they may request their exams in English.

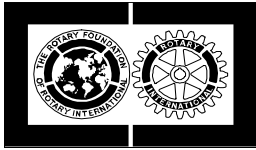
SWITZERLAND

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

French: Fribourg, Geneva, Lausanne, Neuchâtel

German: Basel, Bern, Lucerne, St. Gallen, Winterthur, Zurich

Italian: Locarno, Lugano



AMBASSADORIAL SCHOLAR ALTERNATE STUDY INSTITUTION REQUEST FORM

This form allows you to request Rotary Foundation approval to apply for admission to alternate study institutions in case you are denied admission to your assigned study institution. Please submit this form to The Rotary Foundation after 1 January 2011. Discuss your completed form with the Rotarians in your sponsor district before submitting it to the Foundation. Once you have submitted the form, wait for approval from the Foundation before seeking admission to any institution other than your assigned study institution, unless application deadlines are imminent. If your proposed study institutions are not approved, please submit a new list of alternate study institutions. (Keep a blank copy of this form for your files in case this is necessary.)

Please note that alternate study institution approval does not mean that your scholarship has been reassigned.

Reassignments to alternate study institutions will only be considered if you are denied admission to your assigned study institution or if no coursework in your study field is offered by your study institution. Reassignment requests for any other reason must be submitted in writing to your scholarship coordinator; however, please note that they are rarely approved.

Any questions regarding this form should be addressed to your scholarship coordinator. You will receive this person's name and contact information in your official acceptance packet in February 2011.

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

USA:

Boston, Massachusetts
Cambridge, Massachusetts
New York, New York

England:

Cambridge
London
Norwich
Oxford
Reading

Argentina:

Buenos Aires

Egypt:

Cairo

France:

Paris

South Africa:

Cape Town

Spain:

Madrid

Scholar's Name: _____ Assigned Study Institution: _____ Date: _____

Sponsor (Home) District #: _____ Host (Study) District #: _____ Coordinator's Name: _____

FOR OFFICE USE ONLY

Requested Study Institution	Location (City, State, Country)	Program of Study	Website Address	Cost, Tuition & Living	FOR OFFICE USE ONLY					
					Host Dist.	Assgd/ Appd Scholars in Dist.	Same Sponsor Dist.?	Coord Code	Allow/Deny?	Initials & Date
						/	Yes/No		Yes/No	
						/	Yes/No		Yes/No	
						/	Yes/No		Yes/No	
						/	Yes/No		Yes/No	

NORTHERN HEMISPHERE STATEMENT OF NONTRADITIONAL START

(For scholars who will be studying in the northern hemisphere)

Scholar's Name: _____

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

SUMMER AND FALL TERMS

- I will begin my studies on _____
MONTH, YEAR. My scholarship period will begin with my enrollment and attendance during the summer session(s) and will be completed at the end of the Fall _____ Term.
YEAR

I understand that my scholarship period and funding will be less due to the shorter time period required when attending the summer session(s) and fall term.

WINTER/SPRING AND SUMMER TERMS

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

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

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

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

Signature: _____ Date: _____

SOUTHERN HEMISPHERE STATEMENT OF NONTRADITIONAL START

(For scholars who will be studying in the southern hemisphere)

Scholar's Name: _____

If you will not begin your studies at the traditional beginning of the academic year in the Southern Hemisphere, January or February of 2012, please complete the statement below and return the signed statement to your scholarship coordinator. We must receive your signed statement before your scholarship funding or airline tickets can be released.

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

- I will begin my studies on _____
MONTH, YEAR. My scholarship period will begin with my enrollment and attendance during Semester Two _____
YEAR and will be completed at the end of the Semester One _____
YEAR.

I am aware I will receive no scholarship funding during the months of vacation between terms. During those months I will cover all of my expenses with personal funds. I am aware that courses and/or academic expenses incurred during those months are not covered by my scholarship funds.

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

Signature: _____ Date: _____

CULTURAL AWARENESS RESOURCE LIST

As you prepare for your experience as a Rotary Foundation Ambassadorial Scholar, it is important to become informed about the cultural differences between your home and host countries. In your travels, you may find differences between the Rotarians of your host and sponsor clubs or districts. Because Rotary clubs reflect the cultures in which they exist, you may notice variations in their socioeconomic status, gender, and age makeup; the formality or informality of Rotary meetings; and the level of interaction with scholars. The more you know about these potential differences, the easier it will be for you to adjust to your new environment and learn from your international experience as an ambassador of goodwill.

As an international student, you are likely to experience culture shock during your stay abroad. Upon return home, you may also experience reverse culture shock. Before departure, you are strongly urged to learn as much as possible about your host country and the experience of culture shock.

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

Publications

Axtell, Roger E. *Do's and Taboos around the World*. New York: John Wiley and Sons, 1993.

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

David M. Kennedy Center for International Studies. *Citizen Diplomacy: Responding to Questions about America*. Provo, UT: Brigham Young University, 1995.

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

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

Pang, Guek-Cheng, et al. *Culture Shock! Successful Living Abroad: A Student's Guide*. Portland, OR: Graphic Arts Center Publishing, 1996.

Rabe, Monica. *Culture Shock! Successful Living Abroad: Living and Working Abroad*. Portland, OR: Graphic Arts Center Publishing, 1997.

Storti, Craig. *The Art of Coming Home*. Yarmouth, ME: Intercultural Press, 1997.

Storti, Craig. *The Art of Crossing Cultures*. 2nd ed. Yarmouth, ME: Intercultural Press, 2001.

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

Trickett, Edison J. *Human Diversity: Perspectives on People in Context*. San Francisco: Jossey-Bass, 1994.

Internet

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

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

www.cdc.gov/travel (health information for countries worldwide from the U.S. Centers for Disease Control and Prevention)

www.embassy.org (embassy listings worldwide)

www.cia.gov (Central Intelligence Agency World Factbook with maps and data on the people and government by country)

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

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

www.worldtimeserver.com (worldwide time clock and weather conditions)

money.cnn.com/data/currencies (currency converter)

www.business.att.com/services.jsp (international dialing code directory)

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

ROTARY FOUNDATION PROGRAMS

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

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

Rotary Peace Fellowships reflect The Rotary Foundation's mission to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. Rotary Peace Fellows study at Rotary Centers for International Studies in peace and conflict resolution around the globe. Their fields of study include international relations, peace studies, and conflict resolution.

The Foundation awards up to 50 fellowships on a world-competitive basis each year for master's degree study and up to 50 fellowships for three-month professional development certificate study at one of the Rotary Peace Centers.

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

Matching Grants fund international service projects of Rotary clubs and districts, such as the provision of hospital equipment, the installation of wells to supply clean water, and the establishment of microenterprise loan programs. Every Matching Grant project must be humanitarian in nature, international in scope, and involve active and substantial participation by Rotarians in at least two countries, including a cooperating Rotary club or district in the benefiting country.

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

PolioPlus Grants provide polio vaccines and mobilize community resources in support of international efforts to immunize children and eradicate polio worldwide. PolioPlus grants are made for special eradication activities in selected countries where the government, World Health Organization, Rotary, UNICEF, U.S. Centers for Disease Control and Prevention, and other health and donor agencies have drawn up a cooperative plan showing their respective roles, support, and activities. Rotary's US\$200 Million Challenge is an effort to match the \$355 million in grants for polio eradication awarded to The Rotary Foundation by the Bill & Melinda Gates Foundation. The effort ends 30 June 2012. Funds from the grant are being distributed by the Foundation to the most critical polio-affected countries through grants to the World Health Organization and UNICEF in direct support of polio immunization activities.

PREPARING FOR YOUR ROTARY PRESENTATIONS

All Ambassadorial Scholars: 10-15 presentations to Rotary and non-Rotary audiences. A minimum of three presentations must be completed and three future presentations arranged before submission of the First Report.

KNOW YOUR AUDIENCE

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

BE YOURSELF

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

ANTICIPATE CULTURAL DIFFERENCES

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

ADVICE ON USING AUDIOVISUAL MATERIALS

- Bring Rotary banners from your home club to exchange.
- A small gift from your home town or country is always appreciated.
- If you use audiovisual materials such as slides or videos, be prepared to have an alternate plan in case equipment doesn't work. Don't rely exclusively on your prepared photos or electronic presentation.
- When possible, test microphones and video or slide projectors in advance so you will know how to work them.
- Consider taking a small photo album or scrapbook that outlines your life.

ANTICIPATE POSSIBLE QUESTIONS

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

KEEP YOUR PRESENTATION UPDATED

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

ENJOY YOUR PRESENTATIONS

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

SAMPLE PRESENTATION OUTLINE

Introduce yourself and thank The Rotary Foundation

1. Name, hometown/country, occupation, course of study
2. Information on the Rotary district you represent
3. Projects that are important to your sponsor district

General facts about The Rotary Foundation and the Ambassadorial Scholarships programs

1. Interesting facts about the scholarship, such as how many scholars studied during the current academic year. (Find more information on The Rotary Foundation and Ambassadorial Scholarships on the RI website at www.rotary.org.)
2. How you heard about the scholarship, how and when you applied

Your background

1. Family, friends, where you grew up
2. Interesting information about your country, city, or community
3. What makes your home unique
4. Why you applied for the Ambassadorial Scholarship
5. Your personal mission for the scholarship

Your observations of your host country

1. Differences you have noticed so far
2. Most pleasant or most shocking or humorous surprise

Thank The Rotary Foundation, including:

1. Contributors to the Foundation (Paul Harris Fellows, Benefactors)
2. Your host for inviting you
3. Your host counselor who, generally, will be with you

Exchange gifts and club banners**QUESTIONS TO BE PREPARED FOR**

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

INSTRUCTIONS FOR COMPLETING THE ELECTRONIC FUNDS TRANSFER (EFT) BANK INFORMATION FORM

The Rotary Foundation will send your scholarship payments to you as a paper check or an electronic funds transfer. An EFT is sent directly to your bank account or the account of a person designated to receive your scholarship funds on your behalf. For the Foundation to send your scholarship funds electronically, it must first receive the completed Electronic Funds Transfer (EFT) Bank Information Form. The information on the form must be correct or the funds will not arrive in the bank account. Incomplete or inaccurate bank information will significantly delay payments. Please note that banks will provide EFT information only to the person listed on the account where the funds are to be transferred.

Required information for *all* electronic funds transfers (EFTs):

- The person's name as it appears on the bank account
- Name of the bank and name of the branch where the account was opened
- Address of the bank branch where the account was opened
- Phone number of the bank branch where the account was opened
- Bank account number: If the form is completed electronically, please make sure any zeros at the beginning of the number show on the form.
- SWIFT Code, a special number and/or letter code provided to each specific bank

Additional special requirements for banks located in specific countries:

USA

ABA routing number for direct deposit — Nine-digit routing number for ACH EFTs. This is the first nine digits listed at the bottom of your checks (including zeros). Some banks use this number for both direct deposit and wire transfer.

ABA routing number for wire transfer — Nine-digit routing number used for wire transfers. In most banks, ABA routing numbers for direct deposit and wire transfer are two different numbers; however, some banks use the same number for direct deposit and wire transfers.

For banks located in the United States, the Foundation requires that ABA routing numbers for both direct deposit and wire transfer be listed on the form. The Foundation will use the direct deposit routing number when sending funds within the USA. So, if your bank uses only one ABA routing number for all its EFTs, please note this on the form.

Canada

Sort Code — Nine-digit code for EFTs

Financial Institution Code — Three-digit number for each financial institution in Canada

Transit/Branch Number — Five-digit bank branch number

UK

Sort Code — Each branch of each bank has a specific six-digit code.

IBAN — This 22-digit number is required for all EFTs to UK banks.

All European Countries

IBAN Number — European countries require this 15- to 34-digit number for all EFTs. The length of the IBAN depends on the country where bank is located. For example, banks in the UK require a 22-character IBAN; banks in Belgium require an 18-character IBAN.

SPECIAL NOTE for payments in U.S. dollars to banks located outside of the United States:

For scholars who are receiving their scholarship payments in U.S. dollars *and* to a bank account located outside of the United States, the Foundation requires the intermediary or corresponding U.S. bank's name, address, phone number, ABA routing number, and SWIFT code. Also, please include any special wiring instructions specified by the banks.



ELECTRONIC FUNDS TRANSFER (EFT) BANK INFORMATION FORM

SECTION A:

Name on Bank Account:

Please use exact name on account

Bank Account Number:

SECTION B: EFT instructions (Note: For international EFT payments, section C must also be completed)

ULTIMATE BENEFICIARY'S BANK NAME:

Bank Address:

(street, city, state/province, country)

Phone:

ABA ROUTING # (U.S. banks only, for direct deposit):

ABA ROUTING # (U.S. banks only, for wire transfers):

SWIFT CODE (non-U.S. banks only):

Or IBAN #* (non-U.S. banks only):

**Preferred for EFTs in Europe*

Special Instructions:

SECTION C:

INTERMEDIARY OR CORRESPONDENT BANK
NAME:

Bank Address:

(street, city, state/province, country)

ABA ROUTING NUMBER:

SWIFT CODE (non-U.S. banks only):

If you do not have the EFT instructions on hand, please contact your bank and request the exact EFT instructions to transfer funds. The requested information above is needed to process the EFT by the requested date. Incomplete or inaccurate payment instructions will delay payments significantly.

REQUIRED FIRST REPORT DOCUMENT

**Due to your scholarship coordinator no later than two months
after your arrival in your study country.**

FIRST REPORT COVER PAGE

Your Name: _____

Your Current Mailing Address: _____

Your Current Phone and Fax Numbers: _____

Your Current E-mail Address: _____

Name and Address of the Person Supervising Your Study or Training Program at Your Assigned Institution:

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

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

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

Along with the First Report, submit to the Foundation the following:

- A. Copies of tuition receipts
- B. Confirmation of Costs Form
- C. Required Presentations Form

REQUIRED FIRST REPORT DOCUMENT

(Please submit with your first report)

Due to your scholarship coordinator no later than two months after your arrival in your study country.

REQUIRED PRESENTATIONS FORM

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

All Ambassadorial Scholars: 10-15 presentations to Rotary and non-Rotary audiences. A minimum of three presentations must be completed and three future presentations arranged before submission of the First Report.

COMPLETED PRESENTATIONS

Location	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

FUTURE PRESENTATIONS

Location	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Scholar's Signature: _____ Date: _____

Host Counselor's Signature: _____ Date: _____

REQUIRED FIRST REPORT DOCUMENT

(Please submit with your first report)

Due to your scholarship coordinator no later than two months after your arrival in your study country.

CONFIRMATION OF COSTS FORM

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

Name: _____

Study Institution: _____

Field/Department of Study: _____

Your Current Address: _____

TUITION AND FEE INFORMATION (in local currency; specify per year or per semester)

Tuition amount charged by study institution: _____

Receipt of tuition fee payment must be attached to this form.

Amount of other nontuition university fees charged per year (not including fees for insurance): _____

Please Note: To receive scholarship funds for approved nontuition fees, fees must appear on receipt or invoice.

ROOM AND BOARD INFORMATION (list costs in local currency)

Living arrangement — please check box(es)

- University Housing Homestay
 Non-University Housing Other (please explain) _____

Monthly amount I pay for housing: _____

Monthly amount I spend for food: _____

Monthly amount I spend for local transportation: _____

Monthly amount for utilities (gas and electric), not included with housing payment: _____

Please complete the Scholarship Disbursement Information on the next page.

CONFIRMATION OF COSTS FORM (CONTINUED)

SCHOLARSHIP DISBURSEMENT INFORMATION

To assist the Rotary Scholarships program in determining the most efficient method to disburse scholarship funds to scholars, please complete the following as accurately as possible.

(Please check one)

- I received my scholarship funds in my host country and opened a bank account at a local bank in my study country with my scholarship funds.

—Name of your local bank and branch

location where you opened your account: _____

—Did your Rotarian host counselor go with you when you opened your bank account? Yes No

—How long did you have to wait after depositing your scholarship funds before the bank allowed you access to your funds? _____

—Did your local bank provide you with an ATM* or debit card? Yes No

—How often do you use the ATM*? _____

—Approximately how much cash do you withdraw each week? (Please indicate currency.) _____

- I received my scholarship funds in my home country and deposited them in my bank located in my home country.

This option is only approved for scholars assigned to study in certain countries where constant banking problems exist.

—Please describe how you accessed your

scholarship funds while in your study country: _____

—How often do you use the ATM*? _____

—Approximately how much cash do you withdraw each week? (Please indicate currency.) _____

*An ATM is an automated teller machine or other bank machine or cash disbursement machine.

I paid my tuition fees using the following method:

Please check box(es)

- Cash
 Personal check
 Debit card
 Credit card
 Bank draft/money order
 Automatic withdrawal from my checking account
 Other (please explain) _____

I paid my housing fees/rent using the following method:

Please check box(es)

- Cash
 Personal check
 Debit card
 Credit card
 Bank draft/money order
 Automatic withdrawal from my checking account
 Other (please explain) _____

RETURN OF UNUSED SCHOLARSHIP FUNDS FORM

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

Unused scholarship funds should be returned to the Foundation. The Foundation will return these unused funds to your sponsor Rotarians for future scholarships or other Foundation humanitarian programs.

Make check payable to “The Rotary Foundation.”

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

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

Scholar’s Name: _____

Scholarship Year: _____

Study Institution: _____

Amount of Scholarship Funds Returned: _____

REQUIRED FINAL REPORT DOCUMENT

**Due to your scholarship coordinator one month
before the end of your scholarship period.**

FINAL REPORT COVER PAGE

Your Name: _____

Your Permanent Address: _____

Your Permanent Phone and Fax Numbers:

PHONE

FAX

Your Permanent E-mail Address: _____

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

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

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

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

SCHOLARSHIP EVALUATION FORM

Please return this form and your Final Report to your scholarship coordinator at The Rotary Foundation.

Name: _____

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

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

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

2. Reason for applying:

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

- (a) Yes
 (b) No

If yes, indicate where: _____

How many scholars attended? _____

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

- (a) Yes
 (b) No

If yes, indicate where: _____

How many scholars attended? _____

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

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

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

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

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

- (a) Giving presentations
 (b) Participating in community service projects and fundraising activities
 (c) Attending Rotary club meetings and joining a Rotary club, if invited
 (d) Joining a local Foundation alumni association
 (e) Participating in orientation programs for future scholars
 (f) Making financial contributions to the Foundation
 (g) Other (please explain):

For the remaining questions, please use the following scale. Choose a rating value that best agrees with your opinion of the matter, and write that number in the space to the left of each item.

- 0 No opinion/Does not apply
- 1 Lowest possible rating
- 2 Low rating
- 3 Medium rating
- 4 High rating
- 5 Highest possible rating

Please rate:

8. The guidance and cooperation you received from:

- _____ (a) Your host Rotarian counselor
- _____ (b) Your sponsor Rotarian counselor
- _____ (c) Your host Rotary club
- _____ (d) Other Rotary clubs in your host country
- _____ (e) Your sponsor Rotary club and district
- _____ (f) Your scholarship coordinator at the Foundation

9. The adequacy of the Foundation's financial award for:

- _____ (a) Living costs
- _____ (b) Tuition
- _____ (c) Other needs (please specify):

10. Proficiency in the language of your study institution and/or your host country, if different from your native language:

- _____ (a) During the first month
- _____ (b) During the last three months

11. _____ Your overall effectiveness as a Rotary ambassador of goodwill

12. _____ Extent to which your experience as a Rotary Ambassadorial Scholar significantly changed your opinions on international affairs

13. The suitability of the program of study or training at your educational institution:

_____ (a) Compared to your expectations

_____ (b) In light of your overall educational objectives

_____ (c) Compared to other educational institutions you have attended

14. Your living arrangements: (check one)

On campus

Off campus

Homestay

Other (please explain):

_____ (a) Conducive to studying

_____ (b) Conducive to meeting other people

_____ (c) Met your expectations

15. _____ Your opinion of The Rotary Foundation Ambassadorial Scholarships program

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

POSTPONEMENT OF RETURN HOME FORM

Scholar's Name: _____

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

I agree that

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

Signature: _____ Date: _____

Planned Date of Return Home: _____

IMPORTANT INFORMATION ABOUT AIRLINE TICKETS

OPTION 1: Rotary International Travel Service (RITS)

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

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

OPTION 2: Scholar Ticket Purchase

The following information applies if you purchased your own ticket.

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

GLOSSARY OF TERMS

Acceptance Form: A required document that you received in your Acceptance Packet and are to sign and return to your scholarship coordinator at The Rotary Foundation by 1 April 2011. This document outlines the terms and conditions of your particular scholarship type.

Acceptance Packet: An e-mail containing documents and other important materials concerning your scholarship, including a link to the *Ambassadorial Scholar Handbook* located on the Rotary International website. The Acceptance Packet was sent to you in January or February 2011, at least eight months before the start of your scholarship period.

alternate study institution: A study institution to which you have been approved to seek admission, in addition to your assigned study institution. The alternate study institution is intended to serve as a substitute, should you need or be required to have your scholarship reassigned as a result of the inability to gain admission to your assigned study institution or other circumstance.

Ambassadorial Scholar: A scholar who will be studying for one full academic year (usually nine months) in his or her host country

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

Certificate of Insurance Coverage: Located in the appendix, this is a required predeparture document that you must submit to your scholarship coordinator at least two months before your scheduled departure date. This form contains the details about your medical insurance coverage during your scholarship period.

Confirmation of Costs Form: You are required to send this form, located in the appendix, to your scholarship coordinator, informing him or her of the

actual costs of your housing and meals during your scholarship period. This form is submitted with the First Report and Required Presentations Form.

district: A group of Rotary clubs located in geographical proximity to each other. There are 534 Rotary districts throughout the world.

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

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

First Report: You are required to submit your First Report, located in the appendix, two months after the start of your scholarship period. Send the report to your scholarship coordinator to receive the second payment of your scholarship year.

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

language training: One month of scholarship-funded language training that takes place in your host country before the start of your academic studies.

length of award: The duration of your scholarship period from the time your coursework at your assigned study institution begins. This is typically nine months.

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

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

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

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

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

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

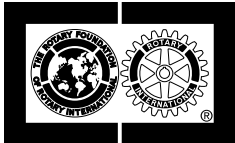
scholarship period: The period of time from the date you begin your academic studies at your assigned study institution until the end of the study period. The period of time for language training, preparatory courses, orientations, and early arrival is not included as part of your scholarship period.

scholarships subcommittee chair: This Rotarian is located in your host Rotary district and helps coordinate the appointment of host counselors. He or she will also be your main contact in your host country should your host counselor not be available. The scholarships subcommittee chair's name is listed in the cover letter of your Acceptance Packet.

sponsor counselor: This Rotarian is your primary Rotary contact in your home country before your departure and when you return home from your scholarship.

2011-12 AMBASSADORIAL SCHOLARSHIP SUMMARY

Duration of the scholarship	One academic year, usually nine months
Required documents	<ul style="list-style-type: none"> • Acceptance Form • Biographical Data/Housing Form • Admission Letter • Language exam score • Certificate of Insurance Coverage • Medical Certificate • Visa/passport copies • Electronic Funds Transfer Bank Information Form
Language exam required?	Yes (if your native language is not spoken in the host country)
Scholarship amount	Provides a flat grant of US\$26,000 for one academic year. Round-trip air transportation available through Rotary International Travel Service (RITS) paid with scholarship funds.
Number and kind of payments	Two payments in the amount of US\$13,000 each. Generally, first payment sent to host counselor. Second payment sent to scholar's bank account if necessary requirements are met.
Number of required reports	Two. First Report due two months after studies begin. Final Report due one month before scholarship period ends.
Miscellaneous	Depending on results of language exam (if needed), scholar may be assigned to one month of language training in the host country just before the start of the academic year.



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