



# ROTARY PEACE FELLOWSHIP APPLICATION GUIDE

This guide is an overview of the Rotary Peace Fellowship program and application requirements.  
Please direct any questions to [rotarypeacecenters@rotary.org](mailto:rotarypeacecenters@rotary.org).

## PROGRAM

### About the Rotary Peace Fellowship

The Rotary Peace Fellowship is the premier academic program of The Rotary Foundation. Through rigorous academic training, field experience, and global networking opportunities, Rotary Peace Fellows are able to access resources and develop skills they need to become leaders and catalysts for peace and development in their communities and around the globe. Please note this fellowship is for individuals who have already established a career in peace and development.

The Rotary Foundation offers two types of fellowships: a master's degree program and a professional development certificate program.

	Master's Degree	Professional Development Certificate
<b>Purpose</b>	Building the leaders of tomorrow	Strengthening the leaders of today
<b>Length of study</b>	15-24 months (varies by university)	3 months
<b>Number of Rotary Peace Centers</b>	5 peace centers	1 peace center
<b>Number of fellowships available</b>	50 maximum (up to 10 per center, per academic year)	50 maximum (up to 25 per session: January-April or June-August)
<b>Applied field experience</b>	2-3 months of applied field experience (AFE) during academic break	2-3 weeks of field study incorporated into curriculum

### Funding

The Rotary Foundation offers a comprehensive funding package for all Rotary Peace Fellows. For master's degree fellows, the Foundation covers expenses related to tuition, room and board, travel to and from the peace center, AFE experiences, conferences, and research. Professional certificate program fellows receive funding for expenses related to tuition, on-campus accommodation, course materials, insurance, travel to and from the peace center, and field study experiences.

Please be aware that fellowship funds will not be provided to cover the expenses of any persons accompanying the fellow. It is not permissible to use funding from The Rotary Foundation to support anyone other than the fellow.

### PEACE CENTERS

Please visit [rotary.org/rotarycenters](http://rotary.org/rotarycenters) to learn more about each Rotary Peace Center's curriculum and program offerings. Before starting the application, candidates should carefully research the centers to determine which universities offer suitable programs of study and their criteria for admission.

If you are applying for the master's degree program, you will be asked to rank your top two centers in order of preference. When

selecting your centers, consider the following:

- Coursework at International Christian University (Tokyo) may be taken in English, with Japanese-language training provided where necessary. Coursework at the Rotary Peace Center at Chulalongkorn University is conducted entirely in English.
- Fellowship recipients may not study at a Rotary Peace Center in their home country, unless they are pursuing the professional development certificate program in Thailand.
- Candidates cannot request assignment to a university at which they will already be enrolled before the fellowship term. Fellows who begin studies at their assigned university before their fellowship term forfeit their award.
- Only select master's degree programs at center universities are eligible for fellowship funding. Candidates with questions about the eligibility of a specific program should contact the relevant Rotary Peace Center.

## University Admission

Upon selection and notification, shortlisted candidates must apply for admission at their designated university as dictated in the Assignment Letter. The fellowship will be nullified if a selected candidate is unable to gain admission.

Receiving admission to a partner university before application to the Rotary Peace Fellowship program does not guarantee that a candidate will be selected for a fellowship.

Master's degree Rotary Peace Center universities:

- Duke University and University of North Carolina at Chapel Hill, North Carolina, USA (joint center, with choice to attend either university)
- International Christian University, Tokyo, Japan
- University of Bradford, West Yorkshire, England
- University of Queensland, Brisbane, Australia
- Uppsala University, Uppsala, Sweden

Professional development certificate Rotary Peace Center:

- Chulalongkorn University, Bangkok, Thailand

## QUALIFICATIONS

Master's degree program:

- Bachelor's degree
- Minimum of **three years** of relevant full-time work experience (see definition below)
- Proficiency in English; proficiency in a second language is strongly recommended
  - Non-native English speakers are required to submit a valid TOEFL or IELTS score. TOEFL/ IELTS scores are valid for two years from test date.
- Strong commitment to international understanding and peace, as demonstrated through professional and academic achievements and personal or community service activities
- Excellent leadership skills

Professional development certificate program:

- Strong academic background
- Minimum of **five years** of relevant full-time work experience (see definition below)
- Proficiency in English; proficiency in a second language is strongly recommended
- Strong commitment to international understanding and peace, as demonstrated through professional and academic

- achievements and personal or community service activities
- Excellent leadership skills

Candidates with disabilities are eligible for Rotary Foundation awards and are encouraged to apply.

### Relevant Work Experience

Relevant work experience varies depending on the candidate's areas of expertise and focus. It could relate directly to peace-building or development. It may also include related work in other areas such as resource and environmental issues, education and literacy, women's rights, journalism, public health, and disease prevention. International experience, working with a nonprofit or multilateral institution, working in a developing country, working with youth, or volunteer work are also considered relevant experience.

Examples of work experience that are not relevant include retail sales, restaurant work, and administrative work for a business not related to peace, development, or community building.

### Full-Time Work Experience

Full-time work is defined as working more than 30 hours per week in one position. This can be paid or unpaid and does not need to be in consecutive years. For example, let's say Mary completes four internships lasting three months each, and a single internship requires 30 hours of work per week. Together, Mary's internship experiences would count as one year.

## **ELIGIBILITY RESTRICTIONS**

Before applying, candidates must ensure they are eligible for the fellowship by reviewing the following restrictions:

- Rotary Peace Fellowships may not be used for PhD study, even if it is possible to complete such a degree at a Rotary Peace Center university within the fellowship period.
- Recipients of Rotary global grant scholarships or Rotary Peace Fellowships in the professional development certificate program cannot apply to the Rotary Peace Fellowship master's degree program until at least three years after the scholarship or fellowship ends.
- Recipients of the Rotary Peace Fellowships in the master's degree program cannot apply to the professional development certificate program until at least five years after completion of the master's degree program.
- Recipients of Rotary global grants scholarships cannot apply to the Rotary Peace Fellowship professional development certificate program until at least three years after the completion of the scholarship.
- The following people are ineligible for master's degree fellowships. They may apply for the professional development program but, if selected, must pay for all costs associated with the program:
  - Active Rotarians
  - Employees of a Rotary club, a Rotary district, Rotary International, or another Rotary entity
  - Spouses, lineal descendants (children or grandchildren by blood or legal adoption), spouses of lineal descendants, or ancestors (parents or grandparents by blood) of any living person in the categories above
  - Former Rotarians and their relatives as described above (until 36 months after resignation)
- Candidates cannot be considered for both the master's degree program and the professional development certificate program at the same time.
- Rotaractors are eligible to apply for the fellowship as long as they meet all eligibility requirements listed above.

## **APPLICATION REQUIREMENTS**

### **Application**

Candidates must submit their Rotary Peace Fellowship application and supplementary materials in English to The Rotary Foundation, even if the Rotary district requires a separate submission in their local language.

### **Resume/Curriculum Vitae**

All candidates are required to submit a current résumé or curriculum vitae with their application. Resumes must include the months and years worked for every relevant job, internship, or volunteer experience listed.

## Essays

Candidates must submit essays in order to demonstrate their commitment to the field of peace and conflict resolution. All essays have a 300-word minimum and 500-word maximum. Essay prompts can be found within the application.

## Recommendations

All candidates are required to submit two recommendations. The recommendations must be completed by individuals who are familiar with the candidate's academic, professional, or volunteer/service activities and achievements. Candidates can send a recommendation request to recommenders via the application. Recommenders must personally complete the online recommendation form.

Master's candidates must submit one academic recommendation and one professional recommendation. Certificate candidates must submit two professional recommendations, including one from a current employer. Rotary club recommendations are optional for both master's and certificate candidates. Candidates must register recommenders within their application. Upon registration, recommenders will receive an online recommendation form. For reference, here are the recommendation questions:

Academic recommendation questions:

1. How do you know the candidate?
2. How would you characterize the candidate's commitment to international relations, peace, and conflict resolution?
3. In what way would a Rotary Peace Fellowship contribute to the candidate's career development?
4. Please assess the candidate's academic achievements and ability to undertake a rigorous program of graduate-level study at one of the Rotary Peace Center universities.
5. Please share any additional comments about this candidate.
6. For the following characteristics of the candidate, rate and provide specific examples of each: academic aptitude, leadership, commitment to service, initiative, maturity, flexibility, and public-speaking ability.

Professional recommendation questions:

1. How do you know the candidate?
2. How would you characterize the candidate's commitment to international relations, peace, and conflict resolution? If possible, cite specifics to explain your characterization.
3. In what way would a Rotary Peace Fellowship contribute to the candidate's career development?
4. Please share any additional comments about this candidate.
5. For the following characteristics of the candidate, rate and provide specific examples of each: academic aptitude, leadership, commitment to service, initiative, maturity, flexibility, and public-speaking ability.

(Optional) Rotary club recommendation question:

1. Please explain why your club believes this candidate would make an ideal Rotary Peace Fellow.

\* A Rotary club recommendation is optional and cannot take the place of either an academic or professional recommendation.

## Academic Transcripts

All master's degree candidates must submit transcripts from every postsecondary college or university attended. Transcripts must include course names and grades or marks for the entire duration of the candidate's study. Please do not include certificates or diplomas. Transcripts must be in English. If the transcripts were not issued in English, they must be translated by a professional translator, and the translator is required to sign the transcripts before they are submitted with the Rotary Peace Fellowship application. Candidates are allowed to submit an unofficial copy of their transcript with their application. However, selected fellowship finalists will need to apply to their assigned Rotary Peace Center university, which will require them to submit an official transcript directly to the university.

Transcripts are not required for the professional development certificate program.

## IELTS/ TOEFL

All master's candidates who are non-native English speakers are required to submit either an IELTS (International English Language Testing System) or TOEFL (Test of English as a Foreign Language) exam score; submitting both is not required. Non-native English

speaking candidates must submit test scores from an IELTS or TOEFL exam that was administered on or after 1 July 2017. Scores from exams administered before 1 July 2017 will not be accepted.

IELTS/TOEFL scores are due to The Rotary Foundation no later than 1 July 2019.

If the candidate is a non-native English speaker, but for any reason believes they are exempt from submitting a TOEFL or IELTS score, they should contact their top choice university to confirm they are eligible for an exemption. If granted an exemption by the university, candidates should upload documentation of the exemption to the TOEFL/IELTS section of the application.

### GRE (Duke-UNC candidates only)

All candidates applying for the University of North Carolina at Chapel Hill program are required to submit a GRE (Graduate Record Examinations) score. Candidates applying for the Duke-UNC peace center who are only interested in attending Duke are not required to submit a GRE score, but they are highly encouraged to do so. If you are applying to the UNC program, check the specific graduate school department’s score requirements.

UNC is the only Rotary Peace Center university that requires GRE scores. However, if a candidate lists the joint Rotary Peace Center at Duke-UNC as their first or second choice, we strongly recommend they take the GRE — even if they prefer Duke — in order to increase their competitive chances at this center. Learn more about the exam at [ets.org/gre](https://ets.org/gre).

Candidates applying for the University of North Carolina at Chapel Hill must submit test scores from a GRE exam that was administered on or after 1 July 2014.

GRE scores are due to The Rotary Foundation no later than 1 July 2019.

**Please see the IELTS, TOEFL, and GRE requirements for each partner university below. Any further questions regarding the TOEFL, IELTS, or GRE exam should be directed to the admissions office of the concerned university.**

	Chulalongkorn University	Duke University	University of North Carolina at Chapel Hill	International Christian University	University of Bradford	University of Queensland	Uppsala University
<b>IELTS Score</b>	Not required	7	7	6.5	6	6.5	6.5
<b>TOEFL Score</b>	Not required	Internet: 90 Paper: 577	Internet: 90 Paper: 550	Internet: 79 Paper: 550	Internet: 80 Paper: No longer accepted	Internet: 90 Paper: 570	Internet: 90 Paper: 575
<b>GRE Score</b>	Not required	Not required, but encouraged	Required	Not required	Not required	Not required	Not required

## DISTRICT ENDORSEMENT

District endorsement is an application component submitted by a Rotary district after it has interviewed the candidate and determined the candidate is a good fit for the fellowship and meets all eligibility & qualification requirements. A district must approve endorsement in order for an application to be considered as complete.

The best way to contact a Rotary district is through the District Finder. Rotary clubs are made up of business professionals and community leaders who come together to make positive, lasting change in communities at home and abroad. A Rotary district is a group of Rotary clubs within a region, which may encompass a state, a province, or several countries. Rotary has more than 530 districts and over 34,000 Rotary clubs worldwide.

Start by contacting a Rotary club close to where you’re currently located. You can find a Rotary club in your area by using [Club Finder](#) on Rotary.org.

If you would like to contact your district directly, you can find its contact information by using the [District Finder](#) tool. If you’re still having trouble reaching someone, you can email [rotarypeacecenters@rotary.org](mailto:rotarypeacecenters@rotary.org) for help. **Please contact us as early as possible, and no later than 15 May.**

## Alternative Pathway to Endorsement

If an exceptional circumstance prevents your application from being considered by a district, you may be eligible for an alternative pathway to endorsement. Circumstances that may qualify for this option include, but are not limited to: not having a Rotary club in your country, district misinformation about the application process, and documented verification that the local district is unable to fulfill its endorsement duties.

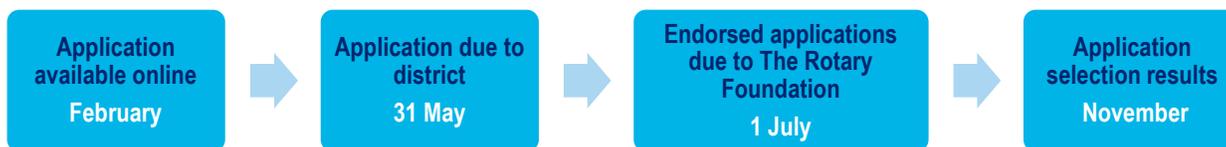
Additionally, if a candidate is from one of the following countries, they are eligible for an alternative pathway to endorsement: Cuba, Falkland Islands (Malvinas), Islamic Republic of Iran, Iraq, Kuwait, Libyan Arab Jamahiriya, Marshall Islands, Myanmar, Niue, Democratic People's Republic of Korea, Oman, Qatar, Saudi Arabia, Somalia, Saint Helena, Syrian Arab Republic, Tokelau, Turkmenistan, Tuvalu, Uzbekistan, Vietnam, Wallis and Futuna, or Yemen.

If a district has vetted an application, interviewed the candidate, and determined they will not endorse the application, the candidate is not eligible for an alternative pathway to endorsement, nor will The Rotary Foundation consider their application.

Candidates who would like to be considered for an alternative pathway to endorsement should select "I am requesting my application be considered for an alternative pathway to endorsement due to an exceptional circumstance" in the District field. Please allow 7-10 business days after you submit your request for the Rotary Peace Centers staff to contact you with the decision.

## TIMELINE

Applications must be submitted online by 31 May. For each candidate it considers, the district must complete the online endorsement decision form and submit it to The Rotary Foundation by 1 July. The Rotary Peace Centers selection committee will review qualified applications, select fellowship finalists and alternates, and notify all candidates and their districts of the selection results in November. Candidates should wait to apply to a Rotary Peace Center university until after they are notified that they have been selected for a fellowship. A Rotary Peace Centers specialist will contact candidates who are selected for a fellowship to explain the next steps.



## DUE DATES

- **15 May:** Last day to email Rotary Peace Centers staff, at [rotarypeacecenters@rotary.org](mailto:rotarypeacecenters@rotary.org), for help contacting a district. Candidates should first try contacting a district directly using the [District Contact Finder Tool](#).
- **31 May:** Last day for candidates to submit applications online to their Rotary district. This gives districts the month of June to interview and submit endorsement decisions.
- **1 July:** Last day for Rotary districts to submit endorsement decisions, for recommenders to submit recommendations, to submit transcripts and to submit valid TOEFL, IELTS, and GRE results.

## SUBMITTING THE APPLICATION

You can submit your application at <https://rotary.embark.com/apply>.

## APPLICATION CHECKLIST

Use this checklist to make sure your application is complete before submitting it to the Rotary district and The Rotary Foundation.

- Application
- Required recommendations; optional club recommendation

- Master's degree program: one academic and one professional
- Professional development certificate program: two professional; one from a current employer
- Optional: club recommendation

- Résumé or curriculum vitae
- Undergraduate transcripts, required for master's degree program only
- TOEFL or IELTS scores, required for all non-native English speakers for master's degree program only
- GRE scores (required for consideration to UNC; highly recommended for all Duke-UNC Rotary Peace Center Candidates)
- District endorsement
- Candidate's certification, signed and dated