WHAT IS PRINCETON IN ASIA?

Princeton in Asia (PiA) is an independent, non-profit organization located at Princeton University. Founded by students in 1898, the program has long been driven by a mission to foster mutual appreciation and cultural understanding by connecting service-minded graduates and partner organizations in Asia through immersive work experiences that transform perspectives, cultivate long-lasting relationships and benefit local and global communities. It is PiA’s vision that through extended exposure to Asian workplaces and cultures, Fellows will develop a life-long appreciation for and engagement in this part of the world, as well as a commitment to contributing to the communities they find themselves a part of after PiA. We like to think of PiA as “a change in perspective, a job that matters, a community for life.”

For the 2018-2019 academic year, PiA expects to offer approximately 135 full-year fellowships in the following locations: Cambodia, China, Hong Kong SAR, Indonesia, Japan, Kazakhstan, Kyrgyzstan, Laos, Macau SAR, Malaysia, Mongolia, Myanmar, Nepal, The Philippines, Singapore, South Korea, Sri Lanka, Taiwan, Thailand, Timor-Leste and Vietnam. New positions in other countries are always in development and may also be available. PiA offers service-oriented positions that focus on six issues: access to information, education, environmental sustainability, public health, social justice, and economic development. Our Fellows teach in kindergartens, secondary schools, polytechnics and universities; they help run international and local nonprofits as well as some of Asia’s most innovative businesses and social enterprises; they write for newspapers and create content for news platforms with an international reach. Due to the size and diversity of the positions available, we encourage applicants of all disciplines and backgrounds to apply.

PREREQUISITES

PiA applicants are college seniors or recent college graduates. Please remember that this is a fellowship program, and that the emphasis of a PiA fellowship is contributing to your community and cultural immersion. Though a local stipend will be provided, a position with PiA is generally not a moneymaking venture. Working hours and vacation time vary greatly among the diverse PiA offerings. Some teaching fellowships require fewer teaching hours and provide longer vacations, allowing Fellows the opportunity to pursue intensive language study or other personal projects. Workplace fellowships, however, provide less vacation time and generally require longer hours.

The basic prerequisite for placement is a bachelor’s degree. In addition:

- English teaching positions require native English speaking ability. PiA recognizes that citizens of any country may have that ability, but occasionally we have had problems convincing partner organizations of that fact.
- Asian language ability is not a prerequisite for most positions. Non-teaching positions typically require some language skills or specific academic or work experience.
• All applicants MUST be able to attend one of our interview sessions in January. Interviews will be located at Princeton University as well as in select cities in the U.S. Applicants who are based outside of the continental U.S. are eligible for interviews via Skype.

• All applicants who receive placement in a teaching position MUST attend the TEFL (Teaching English as a Foreign Language) certification course held April 20-22, 2018 at Princeton University. While attendance at TEFL is mandatory for all Fellows in teaching positions, you are not required to have this level of TEFL training/experience prior to applying to PiA.

• All applicants who receive placement MUST attend PiA’s Orientation held May 18-21, 2018 at Princeton University.

COSTS

1) Application fee: $60. We can only accept payment by check or online through credit card, debit card, or Paypal.

2) Transportation and housing expenses for trips to interviews in January.

3) Transportation expenses to Princeton, NJ in mid-April for TEFL and mid-May for orientation. Housing and most meals will be arranged for you during these weekends.

4) Fellow contribution: $550. Paid via check or money order upon acceptance of a PiA fellowship. This contribution represents only a small fraction of the total costs of arranging a fellowship. Payment is mandatory upon acceptance for all Fellows.

5) Vaccination and pre-departure health expenses.

6) Visa application fees.

7) Round-trip transportation to Asia for most positions.

PiA is dedicated to offering these experiences to as diverse and talented an applicant pool as possible. Though PiA has limited resources, financial aid is offered on a case-by-case basis. We will work with each applicant to ensure that financial considerations do not preclude anyone from applying for or participating in these opportunities.

CALENDAR FOR THE 2018-2019 FELLOWSHIP CYCLE

November 9: Deadline for submission of application materials. You must submit your online application, hard-copy application materials (official transcript and letter of recommendation), and application fee by this date. The online application must be submitted by 11:59pm EST on Nov. 9; hard-copy materials must be postmarked by Nov. 9 and mailed to the PiA office. Please note that U.S. Postal Services offices will be closed on Nov. 10 in observance of Veterans Day.

Applicants may hand-deliver their hard-copy application materials to the PiA office in lieu of mailing (by 5pm on Nov. 9). Whenever possible, please plan ahead and include all hard-copy materials together in a single submission. Materials sent by email will not be accepted unless prior permission is granted.
December 1: All applicants are notified that we have received their application materials. Please do not contact the PiA office before this date to check on the status of your application.

December 11: Selected applicants are notified of interview date and time.

January 5-8: Interviews for selected applicants held in Chicago, San Francisco and Los Angeles.

January 12-14, 19-21: Interviews for selected applicants held at Princeton University

January 26-28: Interviews for selected applicants held in Boston and Washington, D.C.

Mid-March: PiA notifies applicants of first-round selection results.

March-April: Finalization of positions. Upon receipt of an official fellowship offer, candidates must make a commitment within 5 calendar days to accept the position and to follow through on related commitments if accepted by the host. PiA partner organizations make final selections, not PiA. Teaching Fellows begin distance learning portion of TEFL training.

April 20-22: TEFL certification course at Princeton University. TEFL training starts on Friday evening and ends on Sunday evening. All Fellows in teaching positions must attend TEFL.

May 18-21: Orientation at Princeton University. Attendance at orientation is mandatory for all accepted Fellows. Orientation lasts four days, starting Friday afternoon and ending Monday evening.

Late May-September: New Fellows leave for Asia. Date of departure depends upon the country and employing PiA partner organization. For departure dates for specific positions, please refer to the “Our Fellowships” section of our website.

GENERAL INFORMATION AND ADVICE

As part of a PiA fellowship, PiA Fellows receive:

1) A local stipend, paid directly by the host organization.

2) An orientation program including travel, health, visa, and packing information as well as cultural and current affairs background on fellowship locations.

3) Travel medical and emergency evacuation insurance for all Fellows in need of coverage and who qualify for PiA’s international travel plan.

4) Language grants (awarded selectively).

5) Assistance in student loan deferments in the form of letters issued to student loan agencies.

6) Note: airfare and other travel expenses are generally the responsibility of the Fellow. Travel grants are awarded on a need basis. Some PiA partner organizations provide reimbursement for airfare at the completion of the fellowship.

Applicants will designate their country/countries of preference on the application. If you are interested in a specific issue or sector, you will be given an opportunity to indicate that as well. Keep in mind, however, that maintaining a degree of flexibility increases your chances of placement.

Look through some general resources on your countries of interest prior to making your country selections and attending your interview. We strongly encourage applicants to read past Fellows’ reports on our website, as well as seek advice from fellowships advisors, professors, international students, or friends in your
network. Please do not contact any PiA host organization directly; we will put finalist applicants in direct touch with their potential host organization at the placement stage of the process. Any applicant who circumvents PiA's selection process by contacting a PiA host organization directly will be automatically disqualified from consideration for a PiA fellowship.

All applicants are invited to attend one of our online Information Sessions throughout the late summer and early fall (Aug. 25, Sep. 19, Oct. 25). Princeton University students or applicants who live in the Princeton area may attend our in-person information session on October 4th (details posted on our website) or come by the PiA office during posted office hours to talk to the staff. Additional information sessions, hosted by PiA alumni, will be held at colleges and universities around the U.S. in September and October (details posted on our website). All applicants should read Fellow reports filed by previous Fellows about their positions, which are available on our website in the “For Applicants” section. Please email piaapps@princeton.edu to obtain the login information to access the Fellow reports. This is one of the best ways to learn about our posts and what it is like to be a PiA Fellow in each post.

The PiA application and selection processes are rigorous and multifaceted. All selected applicants based in the continental United States must attend an interview session in person (applicants outside of the continental United States are eligible for a Skype interview), as well as travel to Princeton for TEFL and orientation. We attempt to offer interviews only to those applicants who stand a reasonable chance of being placed; however, being granted an interview does not guarantee placement. Applicants who are not prepared to commit to the process in full may want to consider other programs.
CHECKLIST

For your application to be deemed complete, you must submit the online application materials and mail in the required hard-copy materials to the PiA offices by the application deadline on Nov. 9. Please see below for a full list of required materials. We recommend printing the list and checking it as you complete each requirement.

ONLINE APPLICATION MATERIALS: Please review the checklist below and gather the electronic copies of these files for their submission to our online application portal.

- **One** completed online application form found on our online application portal, linked from our website at http://piaweb.princeton.edu/apply-to-pia. All of the following materials will be submitted through the online form.
- **Four** completed essays in PDF format. Please include your name and the essay prompt at the top of each document and title the document in the proper format. See page 7 for essay prompts.
- **One** short video (see page 8 for video prompt and submission information). Submissions must be under 50MB in size and between 30-60 seconds in length. Remember to save your video in the proper format before submitting it.
- **One** copy of your most up-to-date resume in PDF format, including your current and permanent addresses and phone numbers. Tailor your resume for PiA purposes, highlighting previous teaching, travel, Asian language proficiency, and cross-cultural experience. Applicants who are interested in workplace and technical teaching positions should detail their coursework and work experience as appropriate.
- **One** high quality scan of your currently valid passport information page (which includes passport number, period of validity, etc.). If your passport is due to expire within 18 months, **begin the renewal process now**. All applicants must have a valid passport by interviews in January.
- **Contact information** for one reference (this is in addition to your recommendation writer).
- **One** passport-sized, headshot photo on a white background in JPEG format.
- Payment for application fee (see next page for instructions).

HARD COPY APPLICATION MATERIALS: In order to verify the authenticity of certain documents, PiA asks that you mail in the hard-copy original versions of the following items to our office address below:

Princeton in Asia
Louis A. Simpson International Building
Princeton University
Princeton, NJ 08544

Please mail the items together in a large envelope with your name marked clearly on the top left corner. Place make sure your full name is written clearly on each of the following documents, or on the envelope containing them.
One official transcript (as recent as possible) from each of your academic institutions (college/university/masters, if applicable). Transcripts from study abroad are not required. One letter of reference, ideally from someone who has supervised you in a relevant professional or academic environment. The letter must be signed and sealed by the writer, and should include the writer’s email address and telephone number. In certain cases where the writer finds it difficult to mail the letter or deliver it to the applicant, PiA may make an allowance for her/him/them to submit the letter via email. Please write to us at piaapps@princeton.edu if that is the case.

**Application Fee** if paying by check (see note below for instructions).

**APPLICATION FEE:** The application fee is **$60.00**. Payment may be made by check, credit card, debit card, or PayPal. Online payments by credit card, debit card, or PayPal can be made through our Online Application Portal. Checks should be made out to “Princeton in Asia” and sent in with your hard copy materials. Please write “Application Fee for (Your Name)” in the memo line of the check.

**ESSAY PROMPTS**

Please include your name and the essay prompt at the top of each document and title the document in the proper format (LastName_FirstName_EssayNumber.PDF, e.g. Doe_Jane_Essay1.PDF). For all of the following essays, please keep the word count between 350-500 words.

**ESSAY #1: Why Asia?**

Being as specific and personal as possible, please discuss why you want to go to Asia through PiA next year.

**ESSAY #2: A Change in Perspective**

“One’s destination is never a place, but rather a new way of seeing.” –Henry Miller

Drawing on your personal experiences, reflect on an event, a situation, or a time in your life that fundamentally challenged one of your previously held views or understandings.

**ESSAY #3: A Job that Matters**

Without writing us a cover letter, what do you expect to contribute to a PiA partner organization and the local community? Feel free to discuss in reference to a specific PiA fellowship position, or, more generally, in reference to a type of position or organization.

**ESSAY #4: A Community for Life**

What is the best community you have ever been a part of?
VIDEO SUBMISSION

Your video should briefly address the following prompt:

SHOW AND TELL: Show or tell us something you think we should know about you that we wouldn’t already know from your application.

Please keep videos to between 30-60 seconds in length, do not exceed the 50 MB size limit, and feel free to be creative! There are no right or wrong answers, so please do your best without further guidance about what we are looking for.

Be sure to label your video in the following format: "LastName_FirstName" (eg. Smith_John.mov). To submit your video, visit http://www.princetoninasia.org/appvid and follow the online instructions using the following login information:

**Video Upload Page:** http://www.princetoninasia.org/appvid

**Username:** pia

**Password:** pacificbridges17

The following file types are accepted: .mpeg, .mpg, .mp4, .m4v, .flv, .mov, .wmv, & .avi
FREQUENTLY ASKED QUESTIONS

Do I need to be a Princeton University graduate to apply to PiA?
No. PiA is based on campus at Princeton University, but it is open to graduates of all universities. Though a large proportion of our applicants are Princeton University students, for any specific fellowship opening, we are looking for the best possible candidate regardless of one's undergraduate institution.

Do I need to be an American citizen to apply to PiA?
No. PiA is open to anyone of any nationality who has earned a bachelor's degree.

Can I apply to PiA if I graduated from college several years ago?
Yes. Approximately 40% of PiA Fellows have been out of college for at least one year before applying.

Can I apply to PiA if I am currently studying or working outside of the U.S.?
Yes. We receive a number of applications from overseas candidates each year. If you are selected for an interview, we will give you the option to conduct the interview via Skype. However, if you are selected for a PiA fellowship, you will be required to attend the in-person orientation at Princeton University from May 18-21, 2018 at your own expense.

What kind of degree do I need?
You must have your bachelor's degree by the summer of 2018. We occasionally accept candidates with master's degrees (no professional degrees). However, PiA fellowships are geared toward recent college graduates. People with many years of teaching or other experience should consider other programs.

What are my chances of placement?
Applicant numbers vary from year to year, but there have consistently been four or more strong applicants per opening. Candidates who have clearly defined goals yet demonstrate flexibility regarding placement have better chances.

Is it an advantage to have been to Asia before?
No. There are a handful of positions that require some previous experience and/or Asian language skills (see fellowship descriptions on the PiA website for more information), but for most positions we are looking for an interest in and a desire to learn about Asia, rather than in-depth knowledge. As a key goal of PiA is to serve as a launching pad to Asia and to put people outside of their comfort zones, we aim to identify the post where a Fellow will be challenged and will have the opportunity to learn something new. As such, it is unlikely that an applicant who has spent a meaningful amount of time in a particular country will be placed in that same country as a Fellow. Likewise, applicants with a significant amount of work experience in Asia should consider other programs.

Should I specify a particular country, issue or fellowship on my application?
You will indicate your country/countries and issues of preference on the application. If you are interested in a specific fellowship placement, you may indicate that as well. These preferences are important information for us as we consider your application. Please keep in mind, however, that a certain degree of flexibility may increase your chances of placement.

Is PiA only about English teaching?
No. While more than half our Fellows are employed as English teachers at universities, colleges, and high schools, there are also specialized positions with organizations that contribute to the following global issues: access to information, environmental sustainability, public health, economic development and social justice.
How do I learn more about specific positions?
All applicants should read reports filed by previous Fellows about their positions, which are available on our website. Please email piaapps@princeton.edu to obtain the login information to access the Fellow reports. Princeton students or applicants who live in the area may come by the PiA office to talk to the staff during assigned office hours.

Can you put me in touch with current PiA Fellows or alumni? Can you put me in touch with any host organizations?
Not yet. Applicants who reach the finalist stage of the selection process may be put in touch with current Fellows/alumni from the post for which they are being considered. Until that stage of the process, you may learn more about specific posts and countries by reading Fellow reports and conducting your own research. Please do not contact any PiA host organization directly until PiA has officially introduced you. Any applicant who circumvents PiA's selection process by contacting a PiA host organization directly will be automatically disqualified from consideration for a PiA fellowship.

Will you be adding any new positions to the ones listed on your website?
Yes. Every year, PiA typically adds new positions and eliminates others, with details not finalized until January. In addition, a certain position may not be available if a current Fellow receives an offer to stay for a second year fellowship.

How do I decide where I want to go and what I want to do?
Here are some questions we ask candidates to help discover what post might best suit them: What is your college major/area of interest, and how might you apply that to working in Asia? What kind of climate do you like? Do you like living in big cities or small towns? What do you want to do in your free time? What kind of work environment do you want? Do you want to live in a more developed or less developed area? Do you want to live in a city with a group of PiA Fellows, or a city with just one co-Fellow? Do you like spicy food? (We hope so!)

Can I accept a PiA fellowship and stay on the waiting list for other opportunities?
No. Once you have been offered a PiA fellowship and have accepted, you are required to withdraw all applications you have submitted for other jobs and fellowship programs.

What if my college graduation falls on the same weekend as PiA orientation?
First of all, don’t panic – you can still apply to PiA. Orientation IS mandatory, but your program director will work with you closely and on an individual basis to ensure that you can attend both your graduation ceremony and as much of PiA orientation as possible. Keep in mind that this may require missing other Commencement activities that weekend and/or traveling a great distance for a short amount of time. For example, in the past we have had PiA Fellows fly from the West Coast for Friday night and Saturday of orientation, and then fly back overnight on Saturday for a graduation ceremony on Sunday. If you have further questions on this topic, please save them for the interview stage of the process. Orientation will be held in Princeton, NJ on May 18-21, 2018.