

YOUR INSTRUCTION CHECKLIST

What you need to know before you submit your application

It is important that you send us a complete application. Please read the information below carefully to ensure your application has all the information and relevant material that is needed.

Please note that all documents should be submitted in **English**.

(A) Eligibility

You must:

<input type="checkbox"/>	Have at least five years of professional journalism experience. This does not include student journalism.
<input type="checkbox"/>	Be currently working as a journalist in Asia. Freelancers are eligible if journalism is your main source of income.
<input type="checkbox"/>	Be comfortable in English, the working language of the programme. We welcome journalists working in non-English media, but you may have to demonstrate your proficiency in English through a telephone interview.
<input type="checkbox"/>	Have your employers' agreement in writing for you to participate in the programme for the eight weeks of the Fellowship, with the last four weeks in Singapore. For the first four weeks, Fellows will meet online at least twice a week for up to three hours. (Freelancers do not need to provide this written approval.)

Note: If you are accepted to this programme, you must:

<input type="checkbox"/>	Be able to commit to stay at the assigned accommodation for the duration of the Fellowship for four weeks. Fellows will have their own rooms in shared serviced apartments and are discouraged from having live-in visitors.
<input type="checkbox"/>	Purchase the following travel insurance for the full duration of your stay in Singapore before arriving for the Fellowship: i. Personal travel insurance If you are accepted as a Fellow, we will need to see a copy of your travel insurances before you depart for Singapore.
<input type="checkbox"/>	Possess a passport that is valid for at least 6 months from the date of entry into Singapore.
<input type="checkbox"/>	Ensure that you apply for a valid visa to travel to Singapore.

(B) Personal statement

In your 500-word personal statement, write about yourself, your work and your values in a way that allows us to know you better. We are looking for evidence that you are committed to journalism, that you have already achieved some success in the profession, and that you

have the desire and potential to accomplish even more. Also explain how it will benefit you and other Fellows for you to be part of the AJF community.

(C) Your referees

Referees' recommendation letters are a very important part of your application. A strong reference letter can make the difference in securing a place in the fellowship. So, please pick your referees carefully. They must be people who know you and your work well and will be prepared to explain in detail why you deserve the Fellowship.

Please provide three letters of recommendation. At least one referee should be an editor/journalist who knows you and your work very well. Another referee can be a non-journalist who knows you and your work.

Please download the document "[Instruction for Referees](#)" from our website and pass it to each of your referees. They may pass their letters of recommendation to you to include with the rest of your application materials or e-mail it themselves to us.

The referees you list on the form must match the referees who provide the recommendation letters.

(D) Samples of your work

Please send us three to five samples of your published or aired work, showing the range and quality of your journalism. If your work is not in English, please add a cover page with a one-paragraph synopsis in English for each story.

If your files are more than 2MB in size,

- Upload to the Internet and give us a link to download the stories from.
- E-mail to us at applications@ajf.sg, if the files are less than 2MB in size.
- Send by physical mail to the address below.

(E) Data Privacy form

Please ensure that you have **completed the NUS Personal Data Consent Form**. The consent form is required under Singapore law for the collection of personal data.

(F) Check before you send

Make sure your application is complete, and has all the following:

- ☐ Completed Application Form as a Word document (not scanned)
- ☐ Completed NUS Personal Data Protection Form
- ☐ Employer's letter of support (not required for freelancers)
- ☐ Three letters of recommendation
- ☐ Three to five samples of past work
- ☐ Copies of all relevant educational certificate(s)

[If educational certificates are not in English, please provide us with transcribed certified true copies.]

(G) Where to send your application

Your Application Form must be submitted by e-mail to: applications@ajf.sg. If your e-mail is

received successfully, you will receive an automated e-mail reply from us. Preferably, your other materials should be e-mailed as well. However, if the files are too large or if you don't have them as soft copies, you can send them by post to:

TF-IPS Asia Journalism Fellowship
c/o Ms Jasmine Ng
Institute of Policy Studies
Lee Kuan Yew School of Public Policy
National University of Singapore
1C Cluny Road, House 5
Singapore 259599

(H) Deadline: Tuesday, 16 April 2024

All applications must reach us by the end of Tuesday, 16 April 2024 (GMT+8). All materials including reference letters must be received by then.

(I) Results

Successful applicants can expect to hear from us end-May 2024.

