

## AJF 2026 INSTRUCTION CHECKLIST

### What you need to know before you submit your application

Thank you for your interest in the Asian Journalism Fellowship. Please read this checklist carefully and make sure your submission is complete with all the relevant information and material. Incomplete applications will not be reviewed.

All documents must be submitted in **English**.

If your published work is not in English, you may submit it, but please include a short English synopsis for each piece (details below).

### (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 both spoken and written English, the working language of the programme. We welcome journalists working in non-English media, but you may be asked to demonstrate your proficiency in English.
<input type="checkbox"/>	<p>If you are employed, provide an employer's letter of support confirming you can participate for the full eight weeks, including:</p> <ul style="list-style-type: none"> <li>• <b>4 weeks online</b>, with sessions at least twice a week on weekdays, up to 3 hours per session</li> <li>• <b>4 weeks in Singapore</b></li> </ul> <p><i>Freelancers do not need this letter</i></p>

Note: if you are selected as a Fellow, you must:

<input type="checkbox"/>	<p>Stay at the assigned accommodation in Singapore for the <b>full four-week</b> in-country segment. Fellows will have their own rooms in shared serviced apartments.</p> <p>Please note we <b>do not allow</b> live-in visitors.</p>
<input type="checkbox"/>	<p>Purchase <b>travel insurance</b> covering your full stay in Singapore.</p> <p>We will request a copy before you travel.</p>

<input type="checkbox"/>	Possess a passport that is <b>valid for at least 6 months</b> from the date of entry into Singapore.
<input type="checkbox"/>	Obtain the relevant visa to travel to Singapore (if required).

### (B) Personal statement (500 words)

In your personal statement, we want to understand you better. Please include:

- who you are and the kind of journalism you do
- what you value in your work
- evidence of commitment and achievement in journalism
- how AJF will benefit you, and what you hope to contribute to the AJF community.

### (C) Video clip introduction

In your video, please share:

- the role journalism has played in your community, and
- one issue where you think journalism can play a bigger role in making a positive impact

If your video file is larger than **50MB**, or not in mov, mp4 format, please upload it to a shared link and send us the link.

### (D) Your referees (3 Letters)

Strong references are very important to your application, so please choose referees who know your work well and can write about you independently. 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 or journalist** who knows your work closely.
- At least **one referee may be a non-journalist** who knows your work and professional contribution.

Please download "Instructions for Referees" [here](#) or from our website and share it with your referees.

Letters may be:

- submitted together with your application materials, or
- emailed to us directly by your referees, by the submission deadline.

Please ensure the referees listed on your application form match the names on the letters submitted.

### (E) Samples of your work (3 to 5 pieces)

Please submit **three to five** samples of your published or aired work that show the range and quality of your journalism.

If your work is not in English, please add a cover page with a **one-paragraph English synopsis** for each piece

If your files are larger than **50MB**, please upload them to a shared link and send us the link.

#### **(F) 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.

#### **(G) Final check before you submit**

Your application is complete **only** when we receive all of the following:

- Completed Application Form (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
- Video Clip Introduction (1-3 mins)
- Copies of your highest educational certificate(s)

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

#### **(H) How to submit**

Submit your application and materials via: <https://bit.ly/AJF2026apply>

If you include shared links for large files, please ensure:

- access permissions are enabled for viewing and download
- the links remain active until after the selection period

#### **(I) Deadline: Wednesday, 20 May 2026**

All application materials, including recommendation letters, must be received by the deadline.

#### **(J) Results**

Successful applicants can expect to hear from us mid-Jun 2026.