

OPERATION MANUAL

For the Administration of the Sylff Fellowship Program

July 2022

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CONTENTS

<i>Sylff Mission and Philosophy</i>	2
Introduction	3
I. Aims	3
II. Structure	4
III. Operations	5
1. Basic Documents	5
(1) Agreement	5
(2) Memorandum of Understanding	5
2. Program Administration	5
(1) Annual Budget and Program Schedule.....	6
(2) Announcement and Screening	7
(3) Orientation and Follow-up	9
(4) Reporting	9
(5) Administrative Expenses	10
(6) Language of Documentation	10
IV. Revision of Agreement	10
Attachments	
1. List of Fellowship Nominees	11
2. Bank Account Information for Disbursement of Fellowship	12
3. Profiles of Nominees	13
4. Annual Program Report	14
5. Memorandum of Understanding	15

MISSION

To identify and nurture leaders
who will initiate action to transcend differences
in nationality, language, ethnicity, religion, and political systems and
who have the integrity, determination, and expertise to
bring about positive social change in
global society and the local community.

PHILOSOPHY

The Ryoichi Sasakawa Young Leaders Fellowship Fund (Sylff) seeks to develop socially engaged leaders committed to contributing to the happiness and well-being of others. Sylff fellows respect viewpoints that differ from their own and dedicate themselves to promoting justice and understanding – helping doors that had been closed open to new opportunities and a better future. Academic excellence is an important criterion for selection, but even more critical is a desire to apply one's research achievements and expertise in addressing pressing social issues.

INTRODUCTION

This document is intended for Sylff institutions that have opted to pursue a new financial scheme (called the “Sylff Fellowship Program”) under which the Tokyo Foundation for Policy Research – rather than the Sylff institution – is responsible for endowment management. It contains practical information and provides guidance for the efficient and effective operation of the Program. Queries should be addressed to the Leadership Development section of the Tokyo Foundation for Policy Research, which is responsible for the overall management of both the “new” Sylff Fellowship Program and the existing Sylff Program (see the contact information on the inside front cover).

I. AIMS

The Sylff Fellowship Program inherits the philosophy of the Ryoichi Sasakawa Young Leaders Fellowship Fund (Sylff), under which endowments have been presented to 69 universities and consortia in 44 countries by The Nippon Foundation since 1987. The endowments have been invested by the Sylff institutions to generate income, out of which fellowships have been provided to postgraduate students conducting research in the humanities and social sciences. These fellowships were aimed at cultivating and nurturing social leaders who will initiate action to transcend differences in nationality, language, ethnicity, religion, and political systems to bring about positive social change in global society and the local community. More than 16,000 students have received fellowships since the program’s launch, and many of these fellowship recipients (called Sylff fellows) have gone on to become leaders in a variety of fields following graduation. Sylff is an outgrowth of the philanthropic activities of the late Ryoichi Sasakawa, founder of The Nippon Foundation.

Under the new financial scheme, each Sylff institution no longer needs to undertake endowment management. Instead, Sylff funds are invested by the Tokyo Foundation for Policy Research to generate income that is provided as Sylff fellowships directly to students. While the Sylff Fellowship Program is independent of the original Sylff Program, it is administered in accordance with the same Sylff values and aims.

Each Sylff institution plays an active role in achieving the Program’s goals, assuming responsibility for identifying students with high potential for leadership in bringing about the positive changes called for by social situation needed by society as Sylff fellows. Sylff institutions and fellows are encouraged both to build networks among

one another and to collaborate with non-Sylff entities in working toward the betterment of society.

II. STRUCTURE

The Sylff Fellowship Program is a collaborative undertaking among the following organizations:

The Nippon Foundation

The Nippon Foundation is the founder of the Sylff Program and donor of the original Sylff endowment. It also provides additional funds to the Tokyo Foundation for Policy Research to be provided as Sylff fellowships under the new financial scheme.

The Tokyo Foundation for Policy Research

The Tokyo Foundation for Policy Research provides Sylff fellowships under the new financial scheme and is responsible for overall program management, including:

- (1) Collaborating with the Steering Committees of Sylff institutions in selecting fellowship recipients and providing Sylff fellowships
- (2) Supporting Sylff fellows' research activities, social initiatives, and network building through additional programs and events
- (3) Serving as the secretariat of the Sylff Association¹

Sylff Institutions (Sylff Steering Committees)

A Sylff institution operates the Sylff Fellowship Program through a Sylff Steering Committee, consisting of a chairperson and committee members. The Steering Committee is responsible for sound program operations at each institution, including:

- (1) Operating the Sylff Fellowship Program (see Section III)
- (2) Reporting to and communicating with the Tokyo Foundation for Policy Research on the status of program operations (see Section III)
- (3) Cooperating and collaborating with the Tokyo Foundation for Policy Research on various Sylff-related programs and activities

¹ The Sylff Association is an iconic and conceptual platform established with the purpose of bringing closer together the many stakeholders in the Sylff community, including current and graduated fellows, steering committee members at the Sylff institutions, and the staff of The Nippon Foundation and the Tokyo Foundation for Policy Research. The Association also helps raise the program's profile both inside and outside the community.

III. OPERATIONS

1. Basic Documents

(The “Foundation” hereinafter refers to the Tokyo Foundation for Policy Research)

There are two basic documents:

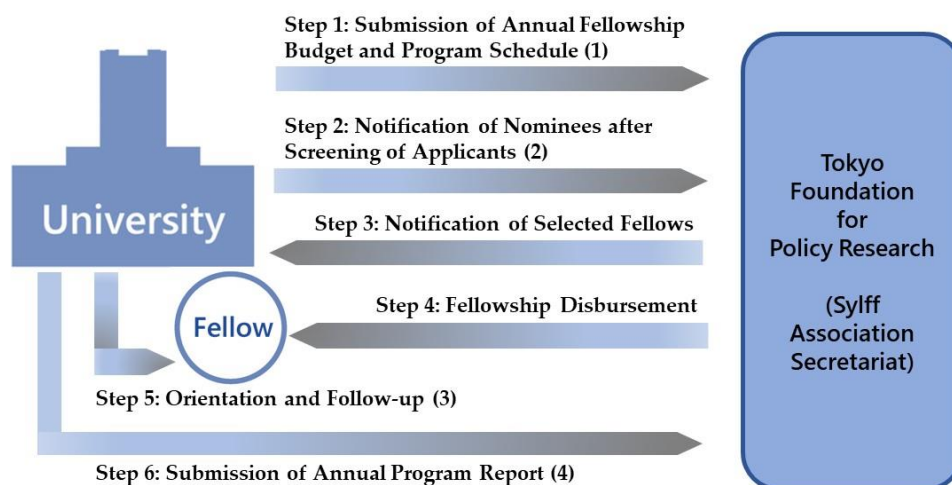
(1) An Agreement between each Sylff institution, the Tokyo Foundation for Policy Research, and The Nippon Foundation, which stipulates the institution-specific scope of the fellowship program and the leadership qualities the institution seeks in a Sylff fellow, as well as the total maximum annual fellowship amount (US\$50,000), administrative fees (US\$2,500), and the Sylff institution’s responsibilities for program administration.

(2) A Memorandum of Understanding (MOU) to be signed by the Foundation and individual fellowship recipients (Attachment 5) before fellowships are disbursed. The MOU stipulates the activities for which the fellowship shall be used, the amount of fellowship, the submission of a fellowship report, and the regulations that fellows must follow during the fellowship period.

2. Program Administration

The Sylff Steering Committee is responsible for (1) submitting an annual budget and program schedule to the Foundation, (2) announcing a call for applications, screening applicants to select fellowship nominees, and sending a list of the nominees to the Foundation, (3) implementing an orientation program for and maintaining communication with fellows, and (4) submitting an annual program report to the Foundation.

Sylff Fellowship Program Administration



(1) Annual Budget and Program Schedule

Before announcing a call for applications, the Steering Committee is asked to submit a budget and program schedule for the coming year to the Foundation early enough so that an agreement can be reached between the Steering Committee and the Foundation.

(a) Annual Budget

The institution is asked to develop an annual budget plan including information on: (1) the amount of fellowship to be awarded per student, (2) total number of fellowships, and (3) anticipated number of new and renewal recipients, respectively, and submit it to the Foundation. Please note that the total fellowship budget should not exceed the maximum annual fellowship amount (US\$50,000). For accounting reasons, **the annual budget for fellowships and administrative fees must be disbursed within the Foundation's fiscal year (April to March)**. Any amount not disbursed or left unused (out of US\$50,000) as of the end of March cannot be carried over to the next fiscal year to increase the fellowship budget.

Fellowship Amount per Student

The amount of fellowship per student shall be determined through consultation between each Sylff institution and the Foundation. Please note that Sylff is a merit-based program, not a need-based one. Sylff fellowships are intended to enable the

best and brightest students to commit themselves fully to their field of study or research. The amount provided should be determined in accordance with this intent. It should also, whenever possible, be competitive with other highly prestigious scholarships and fellowships offered by the institution.

(b) Program Schedule

The program schedule should include dates for: (1) announcement, (2) screening of applicants, (3) nomination of candidates to the Foundation, (4) (preferred date for) notification of the Foundation's decision, (5) (preferred date for) disbursement of fellowships to individual fellows, (6) (preferred date) for the disbursement of Sylff-related administrative fees to the Sylff institution, and (7) submission of an annual program report to the Foundation.

(2) Announcement and Screening

(a) Announcement

The Sylff Steering Committee is requested to announce a call for applications in a way that will attract the best and brightest students and screen applicants in an open and transparent manner. Announcements may be made using posters, fliers, websites, email, and institutional social media accounts, and applicants should be screened on a competitive basis. The name "Sylff" and its objectives should be contained in the announcements.

The Steering Committee is also asked to inform applicants that all official documents, including the Memorandum of Understanding (III-1-(2)) and Sylff Fellowship Report (III-2-(4)), will be in English.

(b) Screening

Applicants should be screened on the basis of academic excellence and leadership potential. Each institution may use its own criteria in selecting nominees according to the eligibility and leadership qualities stipulated in the Agreement.

Besides institution-specific criteria, the following items apply to all Sylff institutions:

Eligibility

Fellowships are awarded to outstanding postgraduate students who are enrolled in degree programs with high potential for leadership at the local, national, regional, and international levels in their private and public lives. The qualities leaders must possess will change as society changes. Therefore, each Sylff institution is asked to review the leadership qualities periodically to meet the changing social environment.

Scope and Research Areas

Applicants must be enrolled in a program that falls within the parameters of the social sciences or humanities, and preference should be given to applicants who intend to pursue research that seeks solutions to social problems or needs. Recognizing the growing tendency toward inter- and multi-disciplinary approaches, however, students from outside the social sciences or humanities may still be eligible for a Sylff fellowship if they pursue multi-disciplinary research from a social science or humanities perspective. If the Sylff Steering Committee wishes to change the scope of the program, it should propose such a change to the Tokyo Foundation for Policy Research in writing **before** implementing the change, as this will necessitate an amendment to the Agreement. Please refer to Section IV. Revision of Agreement below.

Duration of Fellowship

The Steering Committee may nominate candidates to whom fellowships are committed for more than one year (up to three years, unless otherwise agreed upon between the Foundation and the institution). The Steering Committee is requested to report on such fellows' progress each year, using the form for the Profiles of Nominees (Attachment 3). Once the report is approved by the Foundation, an MOU will be signed between the fellow and the Foundation for the renewal of the fellowship (for the second or third year). In other words, an MOU shall be signed for each year when a fellowship is awarded. The Steering Committee is kindly requested to promptly notify the Foundation in case the fellow is no longer able to renew his/her fellowship.

(c) Nomination of Fellowship Candidates

Once the nominees are selected, the Sylff Steering Committee should send a "List

of Fellowship Nominees” (Attachment 1), “Bank Account Information for Disbursement of Fellowship” (Attachment 2), and “Profiles of Nominees” (Attachment 3) to the Foundation. The Foundation will review the documents, make a final selection based on the qualifications and credentials as stipulated in the Agreement, and notify the outcome of its decision to the Steering Committee and individual nominees.

After a Memorandum of Understanding (Attachment 5) is concluded between successful candidates and the Foundation, the fellowships will be disbursed directly to the recipients.

(3) Orientation and Follow-up

Once the new Sylff fellows are selected, they should be fully informed of Sylff’s mission and framework, as well as of the additional support programs available to them. Each institution is also requested to make clear that the fellowship recipients are called Sylff fellows even after the fellowship period ends.

To facilitate their understanding, the Steering Committee should implement an orientation program and carry out follow-up communication activities. Steering Committee members are encouraged to keep abreast of the latest administrative initiatives by visiting the Sylff website at www.sylff.org.

(4) Reporting

Annual reports should be submitted by both the Steering Committee and individual fellows.

Sylff Steering Committee

All Sylff institutions are required to submit an “Annual Program Report” (Attachment 4) within three months of the end of each academic year.

Sylff Fellows

All Sylff fellows are requested to submit a “Sylff Fellowship Report” within 30 days of the completion of the Sylff fellowship period in accordance with Section 3. *Final Report* of the Memorandum of Understanding (Attachment 5).

(5) Administrative Expenses

If administrative expenses are incurred in undertaking responsibilities (1) through (4) cited above, the Foundation will cover such fees. The maximum amount provided by the Foundation is specified in the Agreement.

(6) Language of Documentation

As mentioned in III-2-(2)-(a), all documents exchanged between the fellow and the Foundation will be in English, including the Memorandum of Understanding and the Sylff Fellowship Report. The Steering Committee is kindly requested to provide appropriate assistance in case the English-language skills of a fellow are inadequate to fulfill these documentation requirements.

IV. REVISION OF AGREEMENT

If a Sylff institution wishes to revise the scope of eligibility (master's or PhD, area of research or concentration, etc.) as stipulated in the Agreement, the institution should consult with the Foundation and submit a written proposal **before** taking any action. If the revisions are agreeable to both sides, an "Amendment" shall be signed by the Tokyo Foundation for Policy Research, The Nippon Foundation, and the Sylff institution to execute the revisions.

If the Tokyo Foundation for Policy Research and the Steering Committee agree that the proposed changes do not require an Amendment, the changes may be implemented by way of an exchange of written correspondence (letter or email) between the chairperson of the Sylff Steering Committee and the executive director for leadership development of the Tokyo Foundation for Policy Research.

* * *

For further information and inquiries, please contact:
The Tokyo Foundation for Policy Research
Roppongi Grand Tower, 34th Fl.
3-2-1 Roppongi, Minato-ku, Tokyo 106-6234, Japan
Phone: +81-3-5797-8402 / Fax: +81-3-5570-6032
e-mail: sylff@tkfd.or.jp

Attachment 1: List of Fellowship Nominees														
(1) Basic Information														
#	Nominees' name		Student's postal address		Country of Syff institution	Email address		Fellowship period				Doctoral or master's degree	Current year of year doctoral or master's program	Type of fellowship
Institution Name	Family name	Given and middle name	Title	Student's postal address	Postal/zip code, country	Country of Syff institution	Primary use	Secondary use, if any	Starting month	Starting year	Ending month	Ending year	Doctoral or master's degree	Current year of year doctoral or master's program
Sampile	Brown	Erika Anne	Ms.	123 W. 321 St., Apt. E, New York, NY	456, USA	USA	E232@ABC.edu	erikabrown@gmail.com	Sept	2022	Jun	2023	doctoral	1st
1														
2														
3														
4														
5														
total													US\$0	

Attachment 2: Bank Account Information for Disbursement of Fellowship

Please confirm that your bank is able to receive international money transfers. If not, please provide information regarding an intermediary bank. Do NOT use accent marks or other special characters, such as umlaut (Ü), when completing this sheet.

#	Account holder's name/address	Bank name/bank branch name/bank branch address	Country of bank (ISO alpha 2 country code)	Use IBAN code? Yes:1 No:2	Bank account code or IBAN code	SWIFT code	Intermediary bank information, if necessary for transaction (see note)	Item	Currency	Fellowship amount
1								Sylff fellowship	USD	
2								Sylff fellowship	USD	
3								Sylff fellowship	USD	
4								Sylff fellowship	USD	
5								Sylff fellowship	USD	

Note: If your bank cannot receive funds directly from MUFG Bank (SWIFT code: BOTKJPJT), provide information on an intermediary bank, including name, address, and SWIFT code.

Profiles of Nominees

1. Basic Information

Name	(Family name)	(Given name)	Mr. / Ms. / other
Sylff institution			
Department/faculty			
Master's/PhD	Enrolled as 1st / 2nd /3rd (choose one) year master's / doctoral (choose one) student Degree expected in: (mm/yyyy)		

2. Fellowship Information

No. of times applied	Applying for Sylff fellowship for 1st / 2nd / 3rd time (choose one)
Fellowship type	Scholarship (tuition, living expenses, etc.) / travel grant (choose one)
Fellowship period	From (mm/yyyy) to (mm/yyyy)

3. About the Nominee

Please provide below or on a separate page a brief description of the nominee, including:

- (1) Why the nominee should receive a Sylff fellowship.
- (2) The academic activities the nominee proposes to undertake during the fellowship period.
- (3) Examples of past leadership activities or indications of future leadership potential.

OR, if the fellow is applying to renew a Sylff fellowship for the 2nd or 3rd year, please provide the following information:

- (1) Progress and evaluation of the fellow's research/study in the light of his/her original plan.
- (2) The academic activities the fellow proposes to undertake during the next Sylff fellowship period.

*Answer to each question should be under 200 words.

I hereby certify that all the information given above is correct to the best of my knowledge.

Signature

(Sylff Steering Committee chair or member)

Date

Annual Program Report

This report should be completed, signed, and submitted by a Sylff Steering Committee member within three months following the end of each academic year.

Name of Institution: _____

Academic Year: From (month) _____ (year) _____ through (month) _____ (year) _____

Program Information

1. Overall assessment of the immediate past academic year's Sylff program and activities (e.g., number of applicants, selection procedures, positive outcomes, difficulties, and areas of improvement)
2. Changes in the competitiveness and prestige of the Sylff fellowship, compared with other major fellowships/scholarships available at your institution
3. Average annual tuition and monthly living expenses for graduate students, and the amount or range (from low to high) of Sylff fellowship awarded per student
4. Events or activities carried out for the Sylff program at your institution (e.g., an award ceremony for new Sylff fellows, discussion meetings organized by fellows)
5. Promotion of Sylff support programs to the fellows
6. Notable accomplishments by fellows (past and present) or fellows associations
7. List of the members of the Sylff Steering Committee and their respective titles and email addresses.* Note if there have been any changes.
(*Email addresses will be used to notify Steering Committee members of any updates on administrative matters or support programs from the Sylff Association secretariat.)
8. URL related to the Sylff program at your institution

This report completed by:

Name:

Title:

Date

Signature

Memorandum of Understanding

Sylff Fellowship Program

This Memorandum of Understanding (MOU) on the Sylff Fellowship Program (the "Program") is entered into by and between the Tokyo Foundation for Policy Research (the "Foundation") and ***** (the "Fellow"), a student currently enrolled in a master's/doctoral program at the University of *****, WHEREAS:

- (A) The Foundation administers the Program whereby graduate students at Sylff institutions receive fellowships to pursue an academic degree/conduct research for his/her master's thesis/doctoral dissertation.
- (B) The Fellow has applied to the Program through the University of ***** and been selected by the Foundation as a Fellow under the Program.
- (C) The Foundation agrees to provide a fellowship to the Fellow in accordance with the terms and conditions set forth as follows:

1. Purpose of the Fellowship: The Fellow shall use the fellowship in accordance with the Information on Fellow's Studies/Research (hereinafter called the "Information") attached to this Memorandum of Understanding.

2. Amount and Disbursement of the Award: The amount of the award US\$***** is not negotiable, and the Fellow may not request additional funding from the Foundation. The fellowship will be transferred to the bank account that the fellow has submitted to the Sylff institution.

3. Final Report: The Fellow shall submit a narrative report to the Foundation within 30 days after the fellowship period is completed, as stated in the Information of this MOU. The report shall be in the format and according to the instructions provided in the Sylff Fellowship Report (hereinafter called the "Report") attached to this MOU.

4. Alterations: If the Fellow wishes to make any changes to his/her studies or research activities, as stated in the Information, the Fellow shall consult with and obtain prior approval from the Foundation.

5. Refund: If the Fellow is found to have used all or part of the fellowship received from the Foundation for any purpose other than to pursue activities as stated in the Information of the MOU, or if the Fellow is no longer capable of carrying out the activities as contemplated in this MOU, the Fellow shall promptly, upon the Foundation's request, repay all funds not expended or committed for the purpose of the Program.

6. Academic Misconduct: The Sylff institution shall promptly notify the Foundation should it learn of any academic misconduct (and any penalties incurred) by the Fellow. The

Foundation may subsequently void the status of the Fellow as a fellowship recipient under the Program and request, at its sole discretion, a refund of the fellowship in full or in accordance with Article 5 of this MOU.

7. Public Relations: The Fellow agrees to the inclusion of his/her name as a fellowship recipient in the Foundation’s annual report. The Foundation may also, with the Fellow’s permission, post part or all of the Report on the Foundation-managed Sylff website and/or in printed publicity materials.

IN WITNESS WHEREOF, the parties hereto execute this MOU in the form of an electronic document with electronic signatures on the day and year set forth below.

THE TOKYO FOUNDATION FOR POLICY RESEARCH
Roppongi Grand Tower, 34th Fl.
3-2-1 Roppongi, Minato-ku, Tokyo 106-6234
Japan

By _____ Date _____

President

By _____ Date _____

Information on Fellow's Studies/Research

The fellowship will be used by the Fellow for the following:

Period of Fellowship

From Month Year to Month Year

Degree Status

*** year of program

Program of Study/Title of Research

Description of Study/Research

Sylff Fellowship Report

Please use this form as the cover page of your program report. The report should be signed and submitted via email within 30 days of the completion of your Sylff fellowship period.

About Yourself

Name: ☐Mr. ☐Ms. _____
Given name(s) Family name

Institution attended while receiving the fellowship: _____

Faculty/department: _____

Title of master's thesis/doctoral dissertation (if applicable): _____

Anticipated date of:

- Submission of master's thesis/doctoral dissertation (if applicable): _____ / _____
(month/year)
- Graduation: _____ / _____ (month/year)

Profile

Please provide a brief profile of yourself in 100-200 words

About Your Study/Research

Amount of Sylff fellowship received: _____ (indicate currency)

If you received additional support from other sources, please indicate source and amount, including tuition/fee waivers:

Source: _____ Amount: _____ (indicate currency)

Study/Research Highlights

Please write either of the following (whichever is more appropriate) in 300-500 words

- 1) Provide the highlights of your research (for a master's thesis or doctoral dissertation). Depending on your state of progress, identify your research objectives; works studied; theories, models, or hypotheses applied; findings made and their implications; or your plans for future research.
- 2) Provide information about your study, such as field of specialization, focus of interest related to your study, purpose of your study, and progress made to date.

Career Objectives

Please write a short essay (300-500 words) about your career objectives and the reasons why you chose those objectives.

Your signature _____

Date of submission _____

List of Sylff Institutions

Parentheses indicate the year Sylff endowment was established.

Australia

- UNSW Business School (1991)

Austria

- University of Music and Performing Arts Vienna** (1996)

Brazil

- University of São Paulo (1988)

Bulgaria

- Sofia University "St. Kliment Ohridski" (1992)

Canada

- York University (1989)

Chile

- University of Chile** (2002)

China

- Chongqing University (1994)
- Fudan University (1992)
- Inner Mongolia University (1994)
- Jilin University (1992)
- Lanzhou University (1992)
- Nanjing University (1992)
- Peking University (1992)
- Sun Yat-sen University (1994)
- Xinjiang University (1994)
- Yunnan University (1994)

Czech Republic

- Charles University** (1995)

Denmark

- University of Copenhagen (1991)

Egypt

- The American University in Cairo (1992)

Fiji

- The University of the South Pacific (1988)

Finland

- University of Helsinki (1991)

France

- Conservatoire national supérieur de musique et de danse de Paris** (1988)
- INSEAD (1988)

Germany

- Ruhr University Bochum** (1996)
- University of Leipzig** (1992)

Greece

- National and Kapodistrian University of Athens** (1993)

Hungary

- Hungarian Academy of Sciences* (1989)
Corvinus University of Budapest
Debrecen University
Eötvös Loránd University
Szeged University
University of Pecs

India

- Jadavpur University (2003)
- Jawaharlal Nehru University (2003)

Indonesia

- Gadjah Mada University** (2004)
- University of Indonesia (1990)

Israel

- Ben-Gurion University of the Negev (1989)

Italy

- Institute of Political Education "Pedro Arrupe"*** (1992)

Japan

- Keio University (2000)
- Ritsumeikan Asian Pacific University (2009)
- Waseda University (2001)

Jordan

- University of Jordan (2003)

Kenya

- University of Nairobi** (1989)

Latvia

- University of Latvia** (2002)

Malaysia

- Universiti Malaya** (1990)

Mexico

- El Colegio de México (1992)

Mongolia

- National Academy of Governance** (1992)

The Netherlands

- Utrecht University** (1994)

New Zealand

- Massey University* (1991)
Auckland University of Technology
Lincoln University
University of Auckland
University of Canterbury
University of Otago
University of Waikato
Victoria University of Wellington

Norway

- University of Oslo (1989)

The Philippines

- Ateneo de Manila University (2002)

Poland

- Jagiellonian University (1992)

Portugal

- University of Coimbra** (1993)

Serbia

- University of Belgrade** (1988)

Slovakia

- Comenius University in Bratislava** (1995)

South Africa

- University of the Western Cape** (1995)

Spain

- University of Deusto** (1992)

Sweden

- Uppsala University (1988)

Switzerland

- The Graduate Institute of International and Development Studies** (1989)

Thailand

- Chiang Mai University (1990)

Turkey

- Ankara University (1988)

United Kingdom

- University of Sussex (1988)

USA

- Columbia University (1991)
- Howard University (1991)
- University of Oregon* (1991)
Oregon State University
Portland State University
- Princeton University (1989)
- The Juilliard School (1998)
- The University of Texas at Austin (1991)
- The Fletcher School of Law and Diplomacy, Tufts University (1987)
- University of California, Berkeley (1991)
- University of California, San Diego (1991)
- University of Michigan (1991)
- Yale University (1989)

Vietnam

- Vietnam National University, Hanoi* (1999)
Viet Nam National University Ho Chi Minh City

*This institution administers the Sylff endowment on behalf of the university(ies) listed below.

**This institution operates the Sylff program under the new financial scheme.

