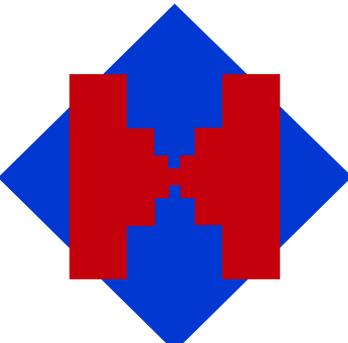


# Hubert H. Humphrey Fellowship Program

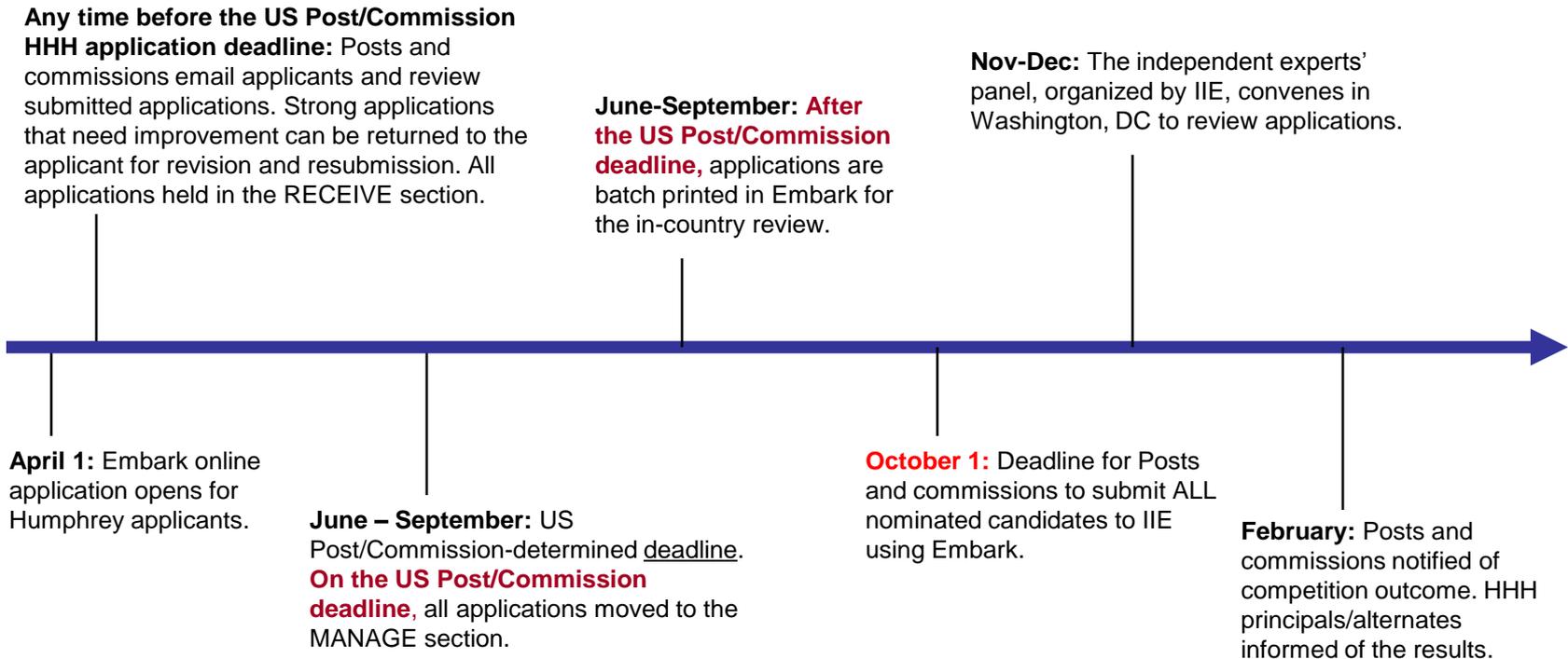
## Instructions for using the Embark Online Application System

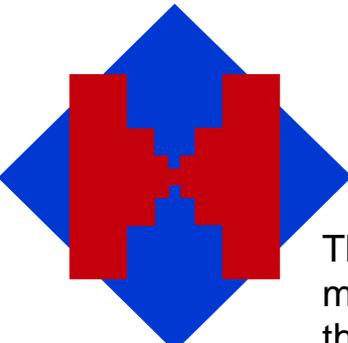
### Table of Contents



# Hubert H. Humphrey Fellowship Program

## Timeline of the HHH online application cycle using Embark



The logo features a blue diamond shape with a red 'H' inside, which is composed of several smaller red squares.

# Hubert H. Humphrey Fellowship Program

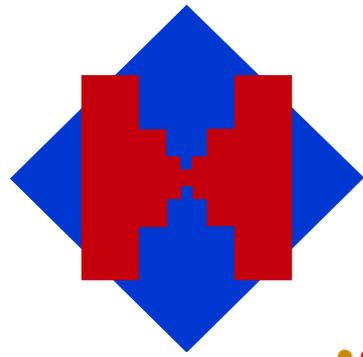
## Capabilities of the Embark online application system

The Embark online application system offers extensive application management capabilities. Using Embark, post and commission staff can do the following:

- Review submitted applications and return promising applications to the applicant for modification and resubmission.
- Communicate with applicants while they are working on their applications through system messages or email.
- Batch print all submitted applications.
- Attach all applicants' transcripts, paper letters of recommendation, and English language assessments.
- Attach ITP or TOEFL score reports.
- Assign the applicant a nomination category. The categories are: Nominate, LTE-Nominate, and Not Nominate. [\*Note: LTE stands for Long Term English.]
- Assign the applicant a ranking: this is the applicant's relative standing to the other nominated applicants, such as 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>. The total number of nominees is also indicated in this section.
- Fill out all supplementary application forms (the P-1, P-1A, P2, and P-3) online.

# Hubert H. Humphrey Fellowship Program

## Logging on to Embark



*sign-in*  
Admissions Center

Member Institutions please login below:

User ID:	<input type="text"/>
Password:	<input type="password"/>

[Sign In](#)

Technical questions or issues? Please visit our client support site at <http://clientsupport.embark.com>

Want to learn more about Embark products? Please email us at [sales@embark.com](mailto:sales@embark.com)

Or visit our website for more information: <http://www.embark.com/>



ABOUT SSL CERTIFICATES

[Contact Us](#)

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### Bookmark:

<https://admissions.embark.com>

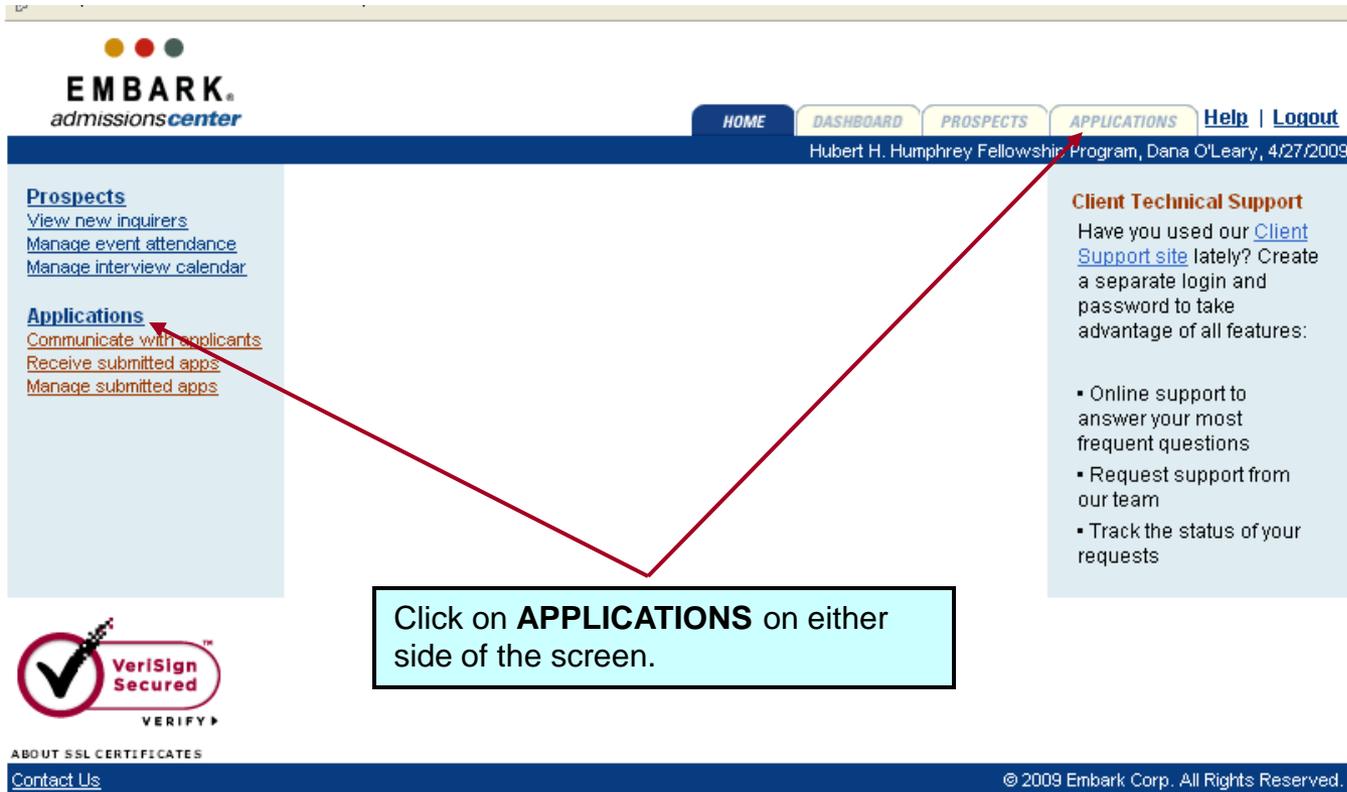
**User ID:** Sent by IIE (hhh\_countryname)

**Password:** Sent by IIE

**Contact info:** If you have forgotten your login information, please send an email to [posts@iie.org](mailto:posts@iie.org) to request your user ID and password.

# Hubert H. Humphrey Fellowship Program

## Getting to the applications in Embark



The screenshot shows the Embark admissions center interface. At the top left is the Embark logo with three colored dots (yellow, red, green) above the text "EMBARK. admissionscenter". To the right of the logo are navigation tabs: "HOME", "DASHBOARD", "PROSPECTS", "APPLICATIONS", "Help", and "Logout". Below the tabs is a breadcrumb trail: "Hubert H. Humphrey Fellowship Program, Dana O'Leary, 4/27/2009".

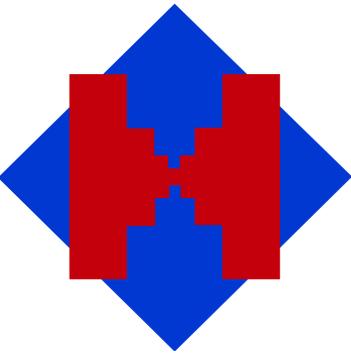
The main content area is divided into two columns. The left column has two sections: "Prospects" with links for "View new inquirers", "Manage event attendance", and "Manage interview calendar"; and "Applications" with links for "Communicate with applicants", "Receive submitted apps", and "Manage submitted apps". The right column is titled "Client Technical Support" and contains a paragraph about the Client Support site and a bulleted list of features: "Online support to answer your most frequent questions", "Request support from our team", and "Track the status of your requests".

At the bottom left is a VeriSign Secured logo with a checkmark and the word "VERIFY" below it. Below that is a link for "ABOUT SSL CERTIFICATES" and "Contact Us". At the bottom right is the copyright notice: "© 2009 Embark Corp. All Rights Reserved.".

A red arrow points from the "APPLICATIONS" tab to the "Applications" section on the left. Another red arrow points from the "APPLICATIONS" tab to the "Client Technical Support" section on the right. A light blue box with a black border contains the text: "Click on **APPLICATIONS** on either side of the screen."

# Hubert H. Humphrey Fellowship Program

Three main components to Embark: IN PROGRESS, RECEIVE, MANAGE.



**EMBARK.**  
admissionscenter

HOME DASHBOARD PROSPECTS APPLICATIONS Help | Logout  
Hubert H. Humphrey Fellowship Program, Dana O'Leary, 4/27/2009

Home In Progress Receive Manage Archive Settings

**Hubert H. Humphrey Fellowship Program : Dana O'Leary**  
Total Application Summaries have been removed from this page to improve performance. You may still find Application Summaries within each view.

Select an option below or click on the navigation bar above to manage your current applicant pool.

<b>In Progress</b>	View and communicate with applicants currently working on applications.
<b>Receive</b>	Review newly-submitted applications and communicate with applicants who have submitted applications.
<b>Manage</b>	View and print applications, get download data, and communicate with applicants.
<b>Archive</b>	Move applications you have already processed into an archive pool.
<b>Settings</b>	Set default system settings for adding display columns, sorting, filtering and other preferences.

Saved Views: Home - DEFAULT select view

Basic Filter: Last Name = search

Search Baseline View search

**RECEIVE:** View all completed applications here. Print applications INDIVIDUALLY in this section.

**IN PROGRESS:** View all applications IN PROGRESS here. You can communicate by sending system messages and emails to applicants at this stage.

**MANAGE:** Move over all completed applications on your post/commission deadline from RECEIVE to MANAGE. Here, you can print all applications at once, assign them a post rank, fill out the nomination reports, and upload transcripts, paper letters of recommendation, and English language assessments.

# Hubert H. Humphrey Fellowship Program

**IN PROGRESS:** Views and filters (also applies to RECEIVE and MANAGE sections).

**BASIC FILTER:** You can search for applicants by using this tool. Use the drop-down list on the left to select the application field you would like to search. On the right, enter in the specific criteria you want to search. For example, you could select "Last Name" on the left and then type in "Smith" on the right. This will return all applicants with the last name "Smith."

**SAVED VIEWS:** Views determine how the information displays in the columns below. Select from the pre-programmed views to display your applicant information here.

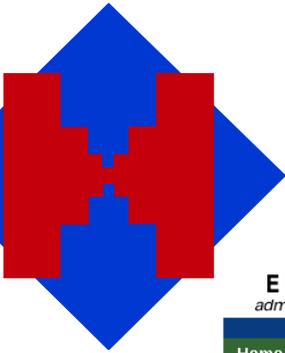
The screenshot shows the EMBARK admissions center interface. At the top, there are navigation tabs: Home, In Progress, Receive, and Manage. The 'In Progress' tab is active, showing a sub-section for 'Contact info and FOS'. Below this, there is a 'Saved Views' section with a dropdown menu set to 'Contact info and FOS' and a 'select view' button. To the right, there is a 'Basic Filter' section with a dropdown menu set to 'Last Name' and a search input field. Below these sections, there is a table of applicants with columns for First Name, Last Name, Date App Started, Field of Study, and Phone Area Code. The table contains 10 rows of applicant data. At the bottom right, there is a 'Search Baseline View' section with a magnifying glass icon and a 'search' button.

	First Name	Last Name	Date App Started	Field of Study	Phone Area Co
1.	Olga	Pronina	4/1/2009 10:30:00 PM	Teaching English as a Foreign Language	22
2.	Andrey	Generalov	4/3/2009 1:07:00 AM	Law and Human Rights	915
3.	Galina	Vasilyeva	4/5/2009 11:19:00 PM	Teaching English as a Foreign Language	
4.	Irina	Vasilieva	4/6/2009 11:43:00 PM	Education	
5.	Marina	Masinova	4/8/2009 8:36:00 AM	Communications/Journalism	
6.	Dmitri	Zharov	4/16/2009 12:38:00 AM	Economic Development/Finance and Banking	926
7.	Natali	Lyskova	4/18/2009 10:14:00 AM		
8.	Alan	Uadati	4/22/2009 2:14:00 AM	Education	8672
9.	Zakharenkov	Evgeny	4/24/2009 12:24:00 AM	Public Policy Analysis and Public Administration	920
10.	Timur	Temishev	4/29/2009 1:24:00 PM		

**IMPORTANT:** If you are searching for something the applicant entered using a drop-down list, you will need to first enter the field you're searching for on the right, and then use the **magnifying glass** to look up the value. For example, if you select "Field of Study" on the left-hand side, you will need click on the magnifying glass to select the exact name of the field of study as it is listed in the application, otherwise, your search will not produce results.

# Hubert H. Humphrey Fellowship Program

## IN PROGRESS: Communicating with applicants



**EMBARC.**  
admissionscenter

Home **In Progress** Receive Manage

All In Progress > Contact info and FOS

**IN PROGRESS** View and communicate with applicants currently working on applications.

Saved Views: Contact info and FOS

Change the applicants you view by selecting from the Saved View droplist, or apply a basic filter by entering a criterion, comparator, and value. Use the Search Baseline View / Search Current View droplist to either search by the baseline filter criteria or search by the criteria in the current view. You may save the resulting view by entering a name and clicking "save view".

Contact info and FOS

You are now viewing applicants who match the following criteria:  
( ( App Status='WIP' ) and ( Archive Status=0 ) ) and ( ( Citizenship Country='Russia' ) )

Applications in View: 32

email all  publish message to all  view statistics  message history

32 Total Application(s)

You are on page 1 of 1

Change Page Size:

10 - 25 - 50 - 75 - 100 - 200

select all	First Name	Last Name	Date App Started	Field of Study	Phone Area Code	Phone Number	Email	Perm. Addr
<input type="checkbox"/>	Olga	Pronina	4/1/2009 10:30:00 PM	Teaching English as a Foreign Language	22	75-08-53	Pro-77@mail.ru	63-32 Novo
<input type="checkbox"/>	Andrey	Generalov	4/3/2009 1:07:00 AM	Law and Human Rights	915	3452481	andrey.generalov@gmail.com	prospect 50
<input type="checkbox"/>	Galina	Vasilyeva	4/5/2009 11:19:00 PM	Teaching English as a Foreign Language			galina.vassilyeva@yahoo.com	
<input type="checkbox"/>	Irina	Vasilieva	4/6/2009 11:43:00 PM	Education			irinaphone@gmail.com	
<input checked="" type="checkbox"/>	Marina	Masinova	4/8/2009 8:36:00 AM	Communications/Journalism			marina_masinova@mail.ru	Slavanski
<input checked="" type="checkbox"/>	Dmitri	Zharov	4/16/2009 12:38:00 AM	Economic Development/Finance and Banking	926	3779395	dzharov@gmail.com	52 S.Perov
<input type="checkbox"/>	Natali	Lyskova	4/18/2009 10:14:00 AM				naughtyduckling@gmail.com	
<input type="checkbox"/>	Alan	Uadati	4/22/2009 2:14:00 AM	Education	8672	53-21-46	alan_uadati@mail.ru	121 a Komii
<input type="checkbox"/>	Zakharenkov	Evgeny	4/24/2009 12:24:00 AM	Public Policy Analysis and Public Administration	920	6635480	rassvet-smol@narod.ru	Przhevalsk
<input type="checkbox"/>	Timur	Temishev	4/29/2009 1:24:00 PM				holland07@mail.ru	

### GREEN BUTTONS:

Select the EMAIL ALL to send a message to **all** of your applicants. Select PUBLISH MESSAGE TO ALL to send a system message in Embark to all of your applicants.

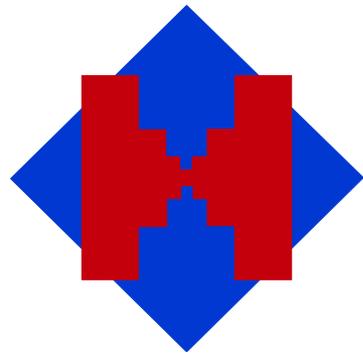
**IMPORTANT:** The "email" buttons allow you to send a message to the email address specified in the application. The "publish message" buttons will post a message in the applicant's Embark account. The applicants will **only** see the "published" messages when they sign on to Embark to work on their applications.

### GRAY BUTTONS:

Publish system messages or send emails to **individual users** by putting a check mark next to the applicants with whom you would like to communicate.

# Hubert H. Humphrey Fellowship Program

## IN PROGRESS: Communicating with applicants by publishing messages



Published messages appear in the application when the applicant logs in, so you can only use this feature in IN PROGRESS. All fields marked with an asterisk (\*) are required. Start by entering in a message name, then a subject. You can select from the drop-down list what type of greeting you would like. Then, enter in your message to the applicants. You can also specify how long you want the message to be posted in your applicants' accounts. When you're finished, select "save and publish" to send your message.

### PUBLISH MESSAGE

#### To Create a NEW message:

- Complete all required fields on the form ("\*" denotes required fields)
- Click "save & publish" to save and publish message or "save - do not publish" to save but not publish

#### To Retrieve a SAVED message:

- Select your message from the "Select Message" droplist and click retrieve
- Complete/Edit all required fields on the form
- Click "save & publish" to save and publish message or "save - do not publish" to save but not publish

#### Tip: To personalize your message, use any of the following placeholders:

- [First Name] - The user's first name (e.g. "John")
- [Last Name] - The user's last name (e.g. "Smith")
- [Email] - The user's email address (e.g. "JohnSmith@pd.edu")
- [Greeting] - Uses the greeting selected in the section "Personalized Greeting"
- [App URL] - Inserts the URL users can use to log in to the application
- [User ID] - The user's User ID (e.g. "115824")

Message Name: (There are no saved messages yet, enter a new name here to save a message.)

Recipients: This message will be published to 1442 user(s) in the In Progress section.

\* Subject of Message:

\* Personalized Greeting: Dear [First Name] [Last Name]. If other, please specify:

\* Message Text:

Merge Fields: Last Name [insert]

Message Duration: \* Start Date: April 29, 2009 12:34 PM (PT) \* End Date: 12 (PT)

Eliminate Applicants:  Eliminate applicants who have been previously contacted in the In Progress section by your institution  Eliminate applicants who have received this message in the past

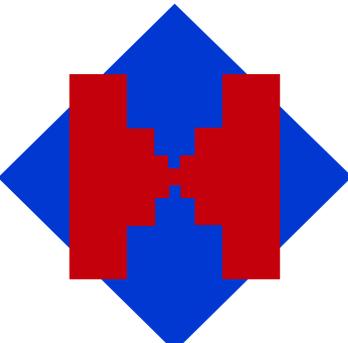
Buttons: preview, save - do not publish, save & publish, clear, cancel and return

**IMPORTANT:** Every administrator with an account to Embark – this includes every staff member at eligible posts and commissions – will have access to the messages you create and send to your applicants. To avoid confusion, your message name **must** start with the name of your country. For example, messages published by China will read "China\_MESSAGENAME"

**IMPORTANT:** You **must** uncheck this box! If you do not, your message **will not publish.**

# Hubert H. Humphrey Fellowship Program

## IN PROGRESS and RECEIVE: Communicating with applicants through email



**IMPORTANT:** Be sure to use the naming convention "COUNTRYNAME\_MESSAGENAME" when titling your email messages.

**Emailing applicants:** You can email applicants in IN PROGRESS, RECEIVE, and MANAGE, though you will probably only want to do it while applications are in the IN PROGRESS and RECEIVE sections. Follow the steps in the previous slide to do this.

Home | In Progress | Receive | Manage

All In Progress > Contact info and FOS

**IN PROGRESS** View and communicate with applicants currently working on applications.

Saved Views: Contact info and FOS [select view]

Basic Filter: Last Name [dropdown] = [dropdown] [Search Baseline View]

Change the applicants you view by selecting from the Saved View droplist, or apply a basic filter by entering a criterion, comparator, and value. Use the Search Baseline View / Search Current View droplist to either search by the baseline filter criteria or search criteria in the current view. You may save the resulting view by entering a name and clicking "save view".

**Contact info and FOS**  
 You are now viewing applicants who match the following criteria:  
 (( App Status='WIP' ) and ( Archive Status=0 )) and ( ( Citizenship Country='Russia' ) )

Applications in view: 32 [HIDE APPLICATIONS]

[email all] [publish message to all] [view statistics] [message history] [app start email] [app submit email] [recommender registration email] [export to excel] [group update]

32 Total Application(s)  
 You are on page 1 of 1

[message history] [email individuals] [publish message to individuals] [update status] [remove applications] [edit user data] [waive fee] [edit filters] [edit color]

select all	First Name	Last Name	Date App Started	Field of Study	Phone Area Code	Phone Number	Email	Perm
<input type="checkbox"/>	Olga	Pronina	4/1/2009 10:30:00 PM	Teaching English as a Foreign Language	22	75-08-53	Pro-77@mail.ru	63-32
<input type="checkbox"/>	Andrey	Generalov	4/3/2009 1:07:00 AM	Law and Human Rights	915	3452481	andrey.generalov@gmail.com	prosp
<input type="checkbox"/>	Galina	Vasilyeva	4/5/2009 11:19:00 PM	Teaching English as a Foreign Language			galina.vassilyeva@yahoo.com	
<input type="checkbox"/>	Irina	Vasilieva	4/6/2009 11:43:00 PM	Education			irinaphone@gmail.com	
<input type="checkbox"/>	Marina	Masinova	4/8/2009 8:36:00 AM	Communications/Journalism			marina_masinova@mail.ru	Slavys
<input type="checkbox"/>	Dmitri	Zharov	4/16/2009 12:38:00 AM	Economic Development/Finance and Banking	926	3779395	dzharov@gmail.com	52 S.f
<input type="checkbox"/>	Natali	Lyskova	4/18/2009 10:14:00 AM				naughtyducking@gmail.com	
<input type="checkbox"/>	Alan	Uadati	4/22/2009 2:14:00 AM	Education	8672	53-21-46	alan_uadati@mail.ru	121 a
<input type="checkbox"/>	Zakharenkov	Evgeny	4/24/2009 12:24:00 AM	Public Policy Analysis and Public Administration	920	6635480	rassvet-smol@narod.ru	Przhe
<input type="checkbox"/>	Timur	Temishev	4/29/2009 1:24:00 PM				holland07@mail.ru	

# Hubert H. Humphrey Fellowship Program

## RECEIVE: Working with completed applications

**All Receive - DEFAULT:** Select this view here to have your columns display in the order below. As with the IN PROGRESS view, you can send messages and email both individual and groups of applicants.

**Printing INDIVIDUAL applications:** You can select the print icon, which is visible in the processing view, to print a single application.

EMBARK. admissionscenter

HOME DASHBOARD PRO

Hubert H. Humphrey

Home In Progress **Receive** Manage Archive

All Receive

**RECEIVE** Review newly submitted applications and communicate with applicants who have submitted applications.

Selected Views: All Receive - DEFAULT select view

Basic Filter: Last Name

Applications in View: 2 **HIDE APPLICATIONS**

Receive

You are now viewing applicants who match the following criteria:  
(App Status='SENT') and ((Citizenship Country='Russia'))

email all publish message to all message history view statistics edit confirmation receive all applications receive all remaining applications export to excel group update

Start new application

Total Application(s)  
You are on page 1 of 1

Change Page Size: 10 - 25 - 50 - 75 - 100 - 200

select all	Citizenship Country	Last Name	First Name	Gender	Field of Study	Date App Submitted	App & R	Recs Sub
1. <input type="checkbox"/>	Russia	Hawezi	Retwar	Male	Technology Policy/Management	9/9/2009 6:33:00 AM		0
2. <input type="checkbox"/>	Russia	Chovancova	Cicak	Female	Education	9/8/2009 3:19:00 AM		0

2 Total Application(s)  
You are on page 1 of 1

Change Page Size: 10 - 25 - 50 - 75 - 100 - 200

message history email individuals publish message to individuals update status receive applications edit user data edit columns



ABOUT SSL CERTIFICATES

# Hubert H. Humphrey Fellowship Program

## RECEIVE: Unsubmitting applications

**Unsubmitting applications:** In the RECEIVE section, you can un-submit promising applications so that applicants can modify their answers and be more competitive for the review that occurs in Washington. To do this, select the application(s) you would like to un-submit by checking here, and then click on the gray button labeled "unsubmit applications."

**IMPORTANT:** You MUST unsubmit applications **BEFORE** your in-country deadline. Likewise, applicants must complete their modifications before the deadline.

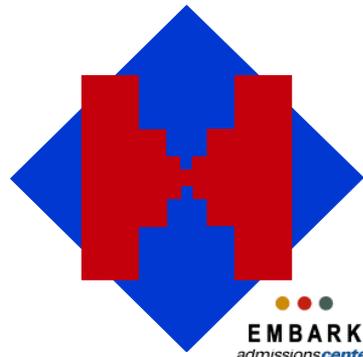
The screenshot shows the EMBARK admissions center interface. At the top, there are navigation tabs: Home, In Progress, Receive, Manage, and Archive. The 'RECEIVE' section is active, displaying a list of applications. A table with columns for Citizenship Country, Last Name, First Name, Gender, Field of Study, Date App Submitted, App & R, and Recs St is shown. Two applications are listed, both from Russia. The 'unsubmit applications' button is highlighted with a red circle. A 'select all' checkbox is also visible next to the first application.

Citizenship Country	Last Name	First Name	Gender	Field of Study	Date App Submitted	App & R	Recs St
<input checked="" type="checkbox"/> Russia	Hawezi	Rebwar	Male	Technology Policy/Management	9/9/2009 6:33:00 AM		<a href="#">0</a>
<input type="checkbox"/> Russia	Chovancova	Cicak	Female	Education	9/8/2009 3:19:00 AM		<a href="#">0</a>



# Hubert H. Humphrey Fellowship Program

**RECEIVE:** Entering in a paper application for an applicant



**EMBAK.**  
admissionscenter

Home | In Progress | **Receive** | Manage | Archive

All Receive

**RECEIVE** Review newly-submitted applications and communicate with applicants who have submitted applications.

Saved Views: All Receive - DEFAULT | select view

Basic Filter: Last Name

Change the applicants you view by selecting from the Saved View droplist, or apply a basic filter by entering a criterion, comparator, and value. Use the Search Baseline View / Search Current View criteria in the current view. You may save the resulting view by entering a name and clicking "save view".

All Receive

You are now viewing applicants who match the following criteria:  
(( App Status='SENT' )) and (( Citizenship Country='Russia' ))

email all | publish message to all | message history | view statistics | edit confirmation | receive all applications | receive all remaining applications | export to excel | group update

**start new application**

2 Total Application(s)  
You are on page 1 of 1

message history | email individuals | publish message to individuals | update status | receive applications | edit user data | edit columns

<input type="checkbox"/>	Citizenship Country	Last Name	First Name	Gender	Field of Study	Date App Submitted	App & R	Recs Sub
<input type="checkbox"/>	Russia	Hawezi	Retwar	Male	Technology Policy/Management	9/9/2009 6:33:00 AM		0
<input type="checkbox"/>	Russia	Chovancova	Cicak	Female	Education	9/8/2009 3:19:00 AM		0

2 Total Application(s)  
You are on page 1 of 1

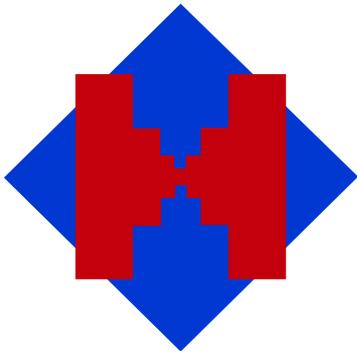
message history | email individuals | publish message to individuals | update status | receive applications | edit user data | edit columns

**START NEW APPLICATION:** Click on this button to manually enter in a paper application. You can also have the applicant enter in his application using the Embark application site at: <http://apply.embark.com/student/humphrey/fellowship/>



# Hubert H. Humphrey Fellowship Program

## RECEIVE: Moving applications over to MANAGE



**IMPORTANT:**  
Applications cannot be moved out of the MANAGE section.

**Moving applications to MANAGE:** Within five days of your country's HHH deadline, move your applications from RECEIVE to MANAGE. In MANAGE, you will only have access to applications that you have manually moved over. That way, applicants who submit their applications AFTER your HHH deadline will not be considered in the review.

**EMBARK.**  
admissionscenter

Home | In Progress | **Receive** | Manage | Archive

All Receive

**RECEIVE** Review newly-submitted applications and communicate with applicants who have submitted applications.

Saved Views: All Receive - DEFAULT [select view]

Basic Filter: Last Name [dropdown] [dropdown] [dropdown] [search]

Change the applicants you view by selecting from the Saved View droplist, or apply a basic filter by entering a criterion, comparator, and value. Use the Search Baseline View / Search Current View droplist to either search by the baseline filter criteria or search by the criteria in the current view. You may save the resulting view by entering a name and clicking "save view".

All Receive

You are now viewing applicants who match the following criteria:  
( ( App Status="SENT" ) )

Applications in View: 34  
[HIDE APPLICATIONS](#)

[email all] [publish message to all] [message history] [view statistics] [edit confirmation] **receive all applications** [receive all remaining applications] [export to excel]

[group update] [start new application]

34 Total Application(s)  
You are on page 1 of 1

Change Page Size: 10 - 25 - 50 - 75 - 100 - 200

[message history] [email individuals] [publish message to individuals] [unsubmit applications] [update status] [receive applications] [edit user data] [edit columns]

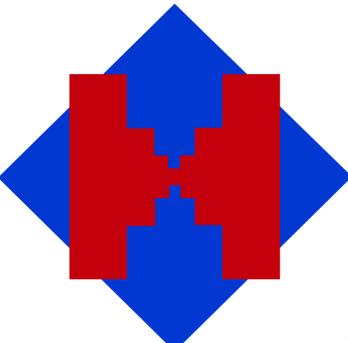
<input type="checkbox"/>	Citizenship	Country	Last Name	First Name	Post Rank	Gender	Field of Study
<input type="checkbox"/>	China		Ni	Jun	none	Male	Communications/Journalism
<input type="checkbox"/>	Uganda		Muhumuza	Richard	none	Male	Public Policy Analysis and Public Administration
<input type="checkbox"/>	Saudi Arabia		adra	abla	none	Female	Human Resource Management
<input type="checkbox"/>	Afghanistan		Walikhail	Mohammadullah	none	Male	Public Policy Analysis and Public Administration
<input type="checkbox"/>	Niger		BOUBACAR	Soumana	none	Male	Technology Policy/Management
<input type="checkbox"/>	Palestinian National Authority (West Bank)		Eishoubaki	Eyad	none	Male	Human Resource Management
<input type="checkbox"/>	Papua New Guinea		Vagi	Rapsey	none	Male	Education
<input type="checkbox"/>	Papua New Guinea		Semel	Raphael	none	Male	Public Policy Analysis and Public Administration
<input type="checkbox"/>	Tajikistan		Safarov	Qosim	none	Male	Public Health Policy and Management
<input type="checkbox"/>	Afghanistan		ullah	Rizwan	none	Male	Public Health Policy and Management
<input type="checkbox"/>	China		Liu	Keyan	none	Male	Communications/Journalism

Done

admissions.embark.com

# Hubert H. Humphrey Fellowship Program

**MANAGE:** Entering in paper letters of recommendation and English language assessments



**EMBARK.**  
admissionscenter

HOME | DASHBOARD | PROSPECTS | APPLICATIONS | Help | Logout  
Hubert H. Humphrey Fellowship Program, Dana O'Leary, 4/14/2010

Home | In Progress | Receive | **Manage** | Archive | Settings

All Manage > Nomination Category

**MANAGE** View and print applications, get download data, and communicate with applicants.

Selected Views: Nomination Category - DEFAULT [select view]

Basic Filter: Last Name

Applications in view: 1 [HIDE APPLICATIONS]

email all | publish message to all | view statistics | message history | batch print | download | individual batch files | export to excel | archive all | group update

1 Total Application(s)  
You are on page 1 of 1  
Change Page Size: 10 - 25 - 50 - 75 - 100 - 200

message history | email individuals | publish message to individuals | update status | archive apps | create batch | **edit user data** | edit filters | edit columns

	select all	First Name	Last Name	Nomination Category	Ranking	Out of Total Nominees	Highest U.S. Degree Equivalent	Field of Study	Citizenship Co
1.	<input type="checkbox"/>	Dana	O'Leary	Nominate	1	4	BA/BS	Communications/Journalism	Russia

1 Total Application(s)  
You are on page 1 of 1  
Change Page Size: 10 - 25 - 50 - 75 - 100 - 200

message history | email individuals | publish message to individuals | update status | archive apps | create batch | edit user data | edit filters | edit columns

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Done | admissions.embark.com

**Step 1:** Select the applicant for whom you are adding letters and assessments by checking this box.

**Step 2:** Click on the "edit user data" gray button. This will bring you to a new screen.

# Hubert H. Humphrey Fellowship Program

**MANAGE:** Entering in paper letters of recommendation and English language assessments.

EMBARK PRM Application Data Entry

Status: RECEIVED Applicant: O'Leary, Dana

Page: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Submit Application Save

### Essays

Hubert H. Humphrey Fellowship Program: Page 4 of 11

## Employer Recommendation

Type in English only

Applicants to the Humphrey Fellowship Program have two options for obtaining letters of recommendation:

**Option 1:** They can have the online application system, Embark, send an email request to their recommender with a username and password to Embark's online recommendation system. The recommender can then complete the letter of recommendation online. If the applicant chooses this option, posts and commissions will not receive a paper copy of the letter.

**Option 2:** If, for any reason, applicants cannot have their recommender(s) complete the recommendation online, they will give a paper copy of the letter of recommendation and the rating sheet to their recommender(s). The recommender will then submit the original documents to the post or commission.

If you have received a paper copy of a letter of recommendation and corresponding rating sheet, please attach it to this page and then indicate that you have received the letter and rating sheet on the [applicant information screen](#). You will not need to email a copy to your IIE representative.

To upload a new document, simply click on the "Browse" button to select your document. Then, click on the "Upload" button to complete your upload.

UPLOAD Browse...

If you wish to manually enter an essay, click [here](#) to access the text entry field.

**Quick Tip:** Compose and edit your essays in word processing software. Then upload your document with the Apply Online system. Need to upload a paper document (e.g. transcripts)? Click on the "?" button.

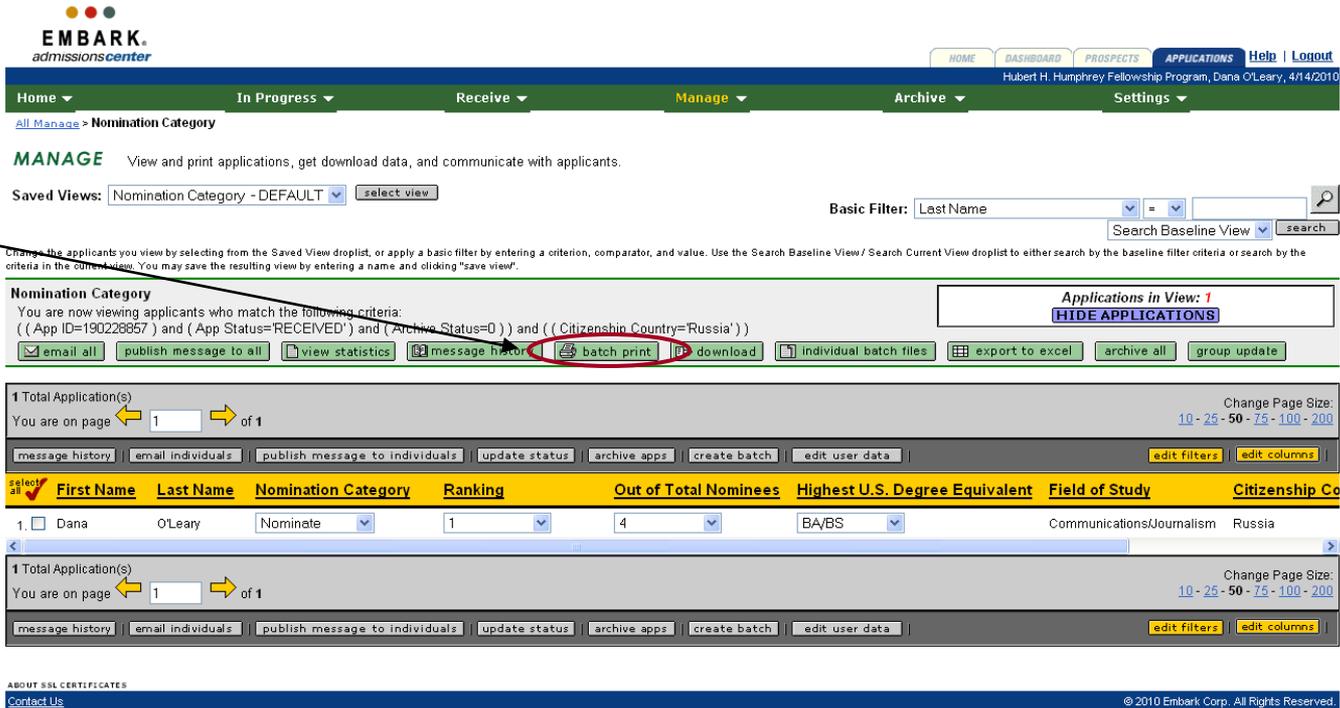
**Step 3:** Click on **page 4** to upload the first letter of recommendation, and page 5 for the second. Click on **page 11** to enter in a paper English language assessment (ELA). You will be able to preview the PDF documents once you have uploaded the necessary forms. Be sure to click **save** after each entry! Once you've uploaded documents, click **submit application**.

**NOTE:** You will need to scan paper letters of recommendation and ELAs before you can upload them in Embark.

**IMPORTANT:** Applicants can use Embark to send recommendation forms and English language assessments to their evaluators. If their evaluators do not have access to the Internet, then they must fill out the forms by hand and then mail them to the post or commission. Instructions for this have been specified in the application.

# Hubert H. Humphrey Fellowship Program

**MANAGE:** Printing all of your applications for your in-country review.



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admissionscenter

HOME DASHBOARD PROSPECTS APPLICATIONS Help | Logout  
Hubert H. Humphrey Fellowship Program, Dana O'Leary, 4/14/2010

Home In Progress Receive Manage Archive Settings

All Manage > Nomination Category

**MANAGE** View and print applications, get download data, and communicate with applicants.

Saved Views: Nomination Category - DEFAULT

Basic Filter: Last Name

Display the applicants you view by selecting from the Saved View droplist, or apply a basic filter by entering a criterion, comparator, and value. Use the Search Baseline View / Search Current View droplist to either search by the baseline filter criteria or search by the criteria in the Current View. You may save the resulting view by entering a name and clicking "save view".

**Nomination Category**  
You are now viewing applicants who match the following criteria:  
(( App ID=190228857 ) and ( App Status=RECEIVED' ) and ( Archive Status=0 )) and (( Citizenship Country='Russia' ))

Applications in View: 1

1 Total Application(s)  
You are on page 1 of 1  
Change Page Size: 10 - 25 - 50 - 75 - 100 - 200

<input type="checkbox"/>	First Name	Last Name	Nomination Category	Ranking	Out of Total Nominees	Highest U.S. Degree Equivalent	Field of Study	Citizenship Co
<input type="checkbox"/>	Dana	O'Leary	Nominate	1	4	BA/BS	Communications/Journalism	Russia

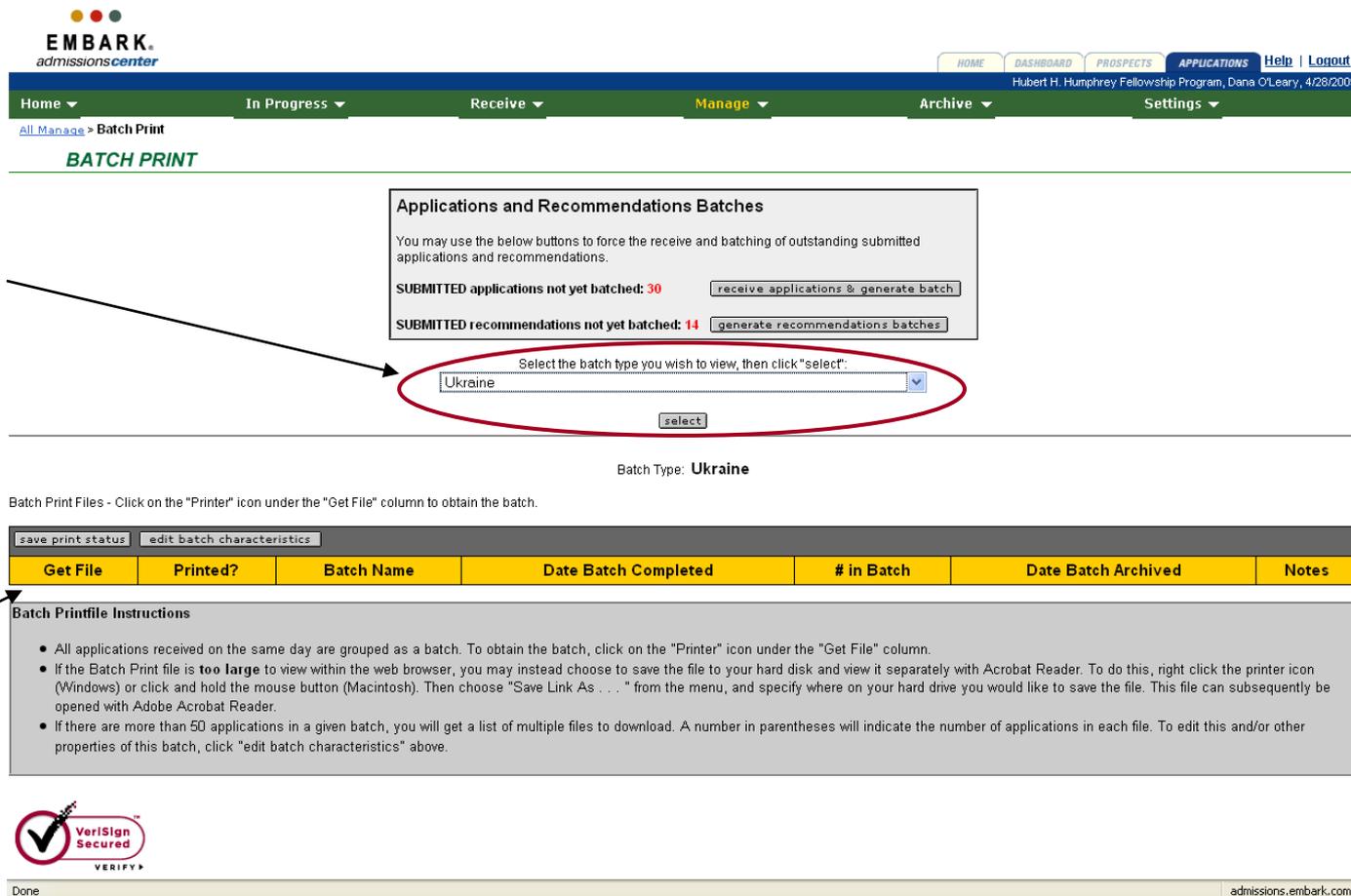
1 Total Application(s)  
You are on page 1 of 1  
Change Page Size: 10 - 25 - 50 - 75 - 100 - 200

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**Batch printing, Step 1:** In the MANAGE section, click on the "batch print" button. This will allow you to print ALL of your country's submitted applications at once.

# Hubert H. Humphrey Fellowship Program

**MANAGE:** Printing **all** of your applications for your in-country review.



**EMBARK.**  
admissionscenter

HOME DASHBOARD PROSPECTS APPLICATIONS Help | Logout  
Hubert H. Humphrey Fellowship Program, Dana O'Leary, 4/28/2009

Home In Progress Receive Manage Archive Settings

All Manage > Batch Print

### BATCH PRINT

**Applications and Recommendations Batches**

You may use the below buttons to force the receive and batching of outstanding submitted applications and recommendations.

SUBMITTED applications not yet batched: 30

SUBMITTED recommendations not yet batched: 14

Select the batch type you wish to view, then click "select":  
Ukraine

Batch Type: **Ukraine**

Batch Print Files - Click on the "Printer" icon under the "Get File" column to obtain the batch.

Get File	Printed?	Batch Name	Date Batch Completed	# in Batch	Date Batch Archived	Notes
<b>Batch Printfile Instructions</b>						
<ul style="list-style-type: none"><li>All applications received on the same day are grouped as a batch. To obtain the batch, click on the "Printer" icon under the "Get File" column.</li><li>If the Batch Print file is <b>too large</b> to view within the web browser, you may instead choose to save the file to your hard disk and view it separately with Acrobat Reader. To do this, right click the printer icon (Windows) or click and hold the mouse button (Macintosh). Then choose "Save Link As..." from the menu, and specify where on your hard drive you would like to save the file. This file can subsequently be opened with Adobe Acrobat Reader.</li><li>If there are more than 50 applications in a given batch, you will get a list of multiple files to download. A number in parentheses will indicate the number of applications in each file. To edit this and/or other properties of this batch, click "edit batch characteristics" above.</li></ul>						

VeriSign Secured  
VERIFY

Done admissions.embark.com

**Batch printing, Step 2:** On the batch print screen, select your COUNTRY NAME from the drop-down list and then click on the 'select' button. This will send your batch to Embark. Embark generates these reports Sunday-Thursday. If you make your request on one of these days, you will be able to print your batch within 24 hours.

Your batch print will be available 24 hours later here. Simply click on the batch, open the file, and then print!

# Hubert H. Humphrey Fellowship Program

**MANAGE:** After the in-country review – assigning nomination category, ranking, total number of nominees, and Highest U.S. Degree Equivalent.

**Nomination category and ranking:** Once you have completed the in-country review and are ready to rank your candidates, go to the MANAGE screen and select the view “Nomination Category - Default”. Then, enter in each candidate’s nomination category (Nominate, LTE-Nominate, Not Nominate), ranking, the total amount of nominees you are submitting to IIE, and the highest U.S. degree equivalent.

**2010 Update:** You will now only need to enter in applicant information in these four dropdowns (nomination category, ranking, out of total nominees, and highest U.S. degree equivalent). Click the gray **update status** button to save your work.

**IMPORTANT:** Please note that LTE candidates should be ranked with all other candidates. For example, your top-ranked candidate might be LTE-Nominate, and your #2 might be a regular nominee. **DO NOT RANK LTE CANDIDATES SEPARATELY.**

**NOTE:** The number of nominations your country can make is determined by ECA in the recruitment cable.

# Hubert H. Humphrey Fellowship Program

**MANAGE:** After the in-country review - filling out supplementary forms and attaching applicant documents

**IMPORTANT:** You will not need to email your IIE representative with applicants' transcripts and supplementary materials!

**Supplementary forms and applicant documents:** All of the Post/Commission reports (the P-1, P-1a, P-2, and P-3) must be completed in Embark. Also, copies of all applicant data (transcripts, letters of recommendation, received TOEFL scores) will need to be uploaded to the applicant's record in Embark.

**Step 2:** Once you have checked the applicant, click on the "edit user data" gray button.

EMBARK admissionscenter

HOME DASHBOARD PROS Hubert H. Humphrey F

Home In Progress Receive Manage Archive

All Manage > Nomination Category

**MANAGE** View and print applications, get download data, and communicate with applicants.

Saved Views: Nomination Category - DEFAULT select view

Basic Filter: LastName

Change the applicants you view by selecting from the Saved View droplist, or apply a basic filter by entering a criterion, comparator, and value. Use the Search Baseline View / Search Current View droplist to either search by the criteria in the current view. You may save the resulting view by entering a name and clicking "save view".

**Nomination Category**  
You are now viewing applicants who match the following criteria:  
(( App ID=190226857 ) and ( App Status=RECEIVED' ) and ( Archive Status=0 )) and (( Citizenship Country='Russia' ))

email all publish message to all view statistics message history batch print download individual batch files export to excel

1 Total Application(s)  
You are on page 1 of 1

message history email individuals publish message to individuals update status archive apps create batch edit user data edit filters edit columns

select all	First Name	Last Name	Nomination Category	Ranking	Out of Total Nominees	Highest U.S. Degree Equivalent	Field of Study	Citizenship Co
1 <input type="checkbox"/>	Dana	O'Leary	Nominate	1	4	BA/BS	Communications/Journalism	Russia

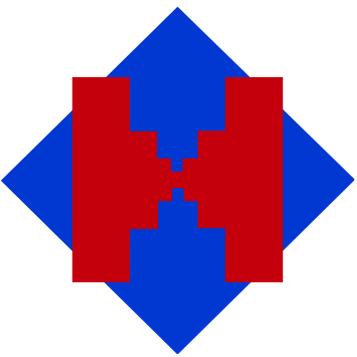
1 Total Application(s)  
You are on page 1 of 1

message history email individuals publish message to individuals update status archive apps create batch edit user data

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**Step 1:** In **MANAGE**, select any view and then check the box next on the applicant's record where you will be adding information.

**NOTE:** This is the same process used for uploading paper letters of recommendation and English language assessments.



# Hubert H. Humphrey Fellowship Program

**MANAGE:** After the in-country review – completing post and commission forms (P-1, P-2, etc.), and uploading documents.

## Embassy reports and applicant documents:

Go through each of the pages and fill out all reports for each of your **NOMINATED** candidates. You can also upload applicant documents in this section. Be sure to save after each page. Once you're finished, be sure to click on **submit application** to save all changes.

**2010 Update:** We have added additional pages for you to upload transcripts and letters of recommendation. Please now upload transcripts from each institution of higher education separately.

EMBARK PRM Application Data Entry

Status: **RECEIVED** Applicant: O'Leary

Page: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

**Application Form**

Hubert H. Humphrey Fellowship Program: Page 1 of 11

### Long Term English Program

Type in English only

LTE NOMINATION FORM

NOTE: THIS PAGE SHOULD BE FILLED OUT ONLY FOR THOSE APPLICANTS WHOM YOU ARE NOMINATING TO PARTICIPATE IN THE LONG-TERM INTENSIVE ENGLISH TRAINING PROGRAM.

CANDIDATE LAST NAME	O'Leary
CANDIDATE FIRST NAME	Dana
COUNTRY OF PRESENT CITIZENSHIP	Russia

If approved by the Candidate Review Committee panel, Long Term English candidates may be required to attend an intensive 20-25 week pre-academic program to improve their language skills.

Please note: the Long-Term English program is offered in addition to the regular pre-academic English programs. Candidates being nominated for Long-Term English should have sufficiently poor English skills as to make it necessary for them to receive this intensive 20-25 week training prior to the beginning of the program.

**1. Please describe the candidate's English language abilities (particularly listening and speaking skills), based on your formal and informal interactions with him or her.**

**IMPORTANT:** Only fill out **ONE** recruitment report (page 10) for your country. Please fill it out in your **top-ranked candidate's** application.

# Hubert H. Humphrey Fellowship Program

## MANAGE: Exporting your data to EXCEL.



HOME DASHBOARD PROSPECTS APPLICATIONS Help | Hubert H. Humphrey Fellowship Program, Dana O'Leary

Home In Progress Receive Manage Archive Settings

All Manage > Export to EXCEL

**MANAGE** View and print applications, get download data, and communicate with applicants.

Saved Views: Export to EXCEL select view Basic Filter: Last Name = Search Baseline View

Change the applicants you view by selecting from the Saved View droplist, or apply a basic filter by entering a criterion, comparator, and value. Use the Search Baseline View / Search Current View droplist to either search by the baseline filter criteria or search by criteria in the current view. You may save the resulting view by entering a name and clicking "save view".

**Export to EXCEL**  
You are now viewing applicants who match the following criteria:  
(( App ID=190228857 ) and ( App Status='RECEIVED' ) and ( Archive Status=0 ) ) and ( ( Citizenship Country='Russia' ) )

email all publish message to all view statistics message history batch print download individual batch files export to excel archive all group update

Applications in View: 1 HIDE APPLICATIONS

1 Total Application(s)  
You are on page 1 of 1

message history email individuals publish message to individuals update status archive apps create batch edit user data edit filters edit col

select all	Prefix	First Name	Middle Name	Last Name	Perm Address	Country	Perm. Address Zip	Gender	Birth Country	Birth City or Town	Birth Date Month	Birth
<input type="checkbox"/>	Ms.	Dana		O'Leary	Russia		20008	Female	Russia	America	06	1

1 Total Application(s)  
You are on page 1 of 1

message history email individuals publish message to individuals update status archive apps create batch edit user data edit filters edit col

VeriSign Secured

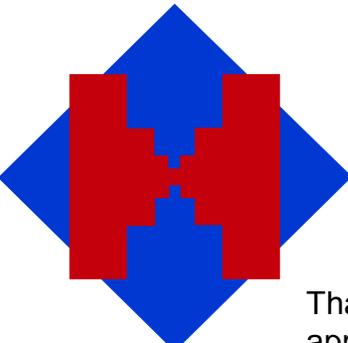
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### Exporting to Excel:

You can export all of your data for your internal records by going to MANAGE, selecting the view "Export to EXCEL" and then clicking on the green "export to Excel" button.





# Hubert H. Humphrey Fellowship Program

## Finishing up with Embark

That's it! Using Embark, you will be able to communicate with your applicants, print their applications for your in-country review, attach all of their supplementary documents, and rank them for the review in Washington, D.C. When using the system, be sure to do the following:

### **Before your country's HHH deadline:**

- Unsubmit any applications that still need work so that the applicant can make modifications.
- Post messages informing the applicants of your country's HHH deadline.
- Enter in paper applications for applicants that were unable to submit online.
- Attach paper letters of recommendation and English language assessments to applications.

### **On your country's HHH deadline:**

- Move all applications over from RECEIVE to MANAGE.
- Do a batch print of all applications for your in-country review.

### **After your country's HHH deadline:**

- Enter in all supplementary documents (transcripts, TOEFL scores).
- Fill out all supplementary forms (P-1, P-1A, P-2, P-3).
- Fill out each applicant's nomination category, ranking, the total amount of nominees you are submitting to IIE, and each candidate's highest U.S. degree equivalent.