NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

2012 EDMUND S. MUSKIE GRADUATE FELLOWSHIP PROGRAM
Supplementary Questions and Forms

23. Please check the statement that applies to you:

I have lived in the US for:

_____ Never, or no longer than three months.

_____ longer than three months, but it was over five (5) years ago.

_____ longer than three months within the past five (5) years.

24. Please check the statement that applies to you:

_____ I work and/or study full time in the capital city. (For Russia: St. Petersburg/Moscow; for Kazakhstan: Astana/Almaty).

_____ I work and/or study full time outside of the capital city.

THE FOLLOWING TWO QUESTIONS ARE FOR INFORMATIONAL AND STATISTICAL PURPOSES ONLY.

25. Please check the statement that applies to you.

I am employed in the following sector:

_____ Government (national/regional/local)

_____ Private sector, international company

_____ Private sector, local company

_____ International organization or donor

_____ Academic Institution or Hospital

_____ NGO (local)

_____ I am a full-time student.

_____ I am not employed nor a student.

26. Please check the statement that applies to you.

_____ One or both of my parents have studied for more than three months in the U.S.

_____ Neither of my parents has studied for more than three months in the U.S.

27. STATEMENT OF PURPOSE: Please write a detailed essay describing your future career plans, why you want and need to study in the US at the graduate level, and how you hope to contribute to your country's democratic and economic development. Essays should be typewritten and cannot exceed 1000 words.

28. PROGRAM OF STUDY ESSAY: **Please write a detailed essay describing your intended program of study in the US, including specific areas of interest, potential coursework, and/or research topics.** Essays should be typewritten and cannot exceed 500 words.

29. REFERENCE FORMS: Attach two completed Reference Forms (with an accurate English translation if necessary, which may be done by the applicant). The forms can be found later in this document. *NOTE: The form is mandatory. A reference letter may not be substituted for the form.*

30. LIST OF COURSES AND GRADES: Attach the courses and grades form if you need extra space to reply to Question #14. This form can be found later in this document.

31. RESUME OR CURRICULUM VITAE (C.V.): Attach a copy of your current resume or Curriculum Vitae (C.V.) This should not exceed two pages. A sample resume is included in the application instructions.

32. SCORE REPORTS: If you have taken the TOEFL, IELTS, GRE and/or GMAT exams, please scan and send a copy of the score report per the request in Question #13.

33. COPY OF INTERNATIONAL PASSPORT: Please scan and include a copy of the first and second pages of your International Passport where your name, photograph and signature appear.

_____

Applications are free of charge and may be duplicated.

Application deadline: 5:00pm, Wednesday, November 2, 2011

NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

Privacy Policy Statement and Application Certification

Your privacy is important to the program administrator. That is why we request that all applicants read the following privacy policy statement carefully.

1. Applicant and Participant Information Content and Storage

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. The program administrator stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2. Use of Information
Information, which is described above, may be:

A. Used by selection committees and interviewers to review applicants;
B. Supplied to the program's funding organization;
C. Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities;
D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by the program administrator and the Bureau of Educational and Cultural Affairs;
E. Used for notifying program participants/alumni of upcoming events and programs;
F. Provided to participants/alumni of this and other US government–sponsored programs for the purpose of fostering alumni networking;
G. Provided to non-commercial, nongovernmental organizations for the purposes of promoting professional development among program participants/alumni; and
H. Used by the program administrator for general promotional purposes in written or electronic form, including program directories, newsletters, web sites and other promotional materials.

If the applicant or current/past participant does not want to be included in points G and H, it is their responsibility to notify the program administrator.

The program administrator does not sell applicant, or current/past participant information.

The principles stated herein are binding only to the program administrator; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

I certify that I completed this application myself, without assistance, that the information given in this application is complete and accurate and that I further certify that I fulfill all of the eligibility requirements as stated in the application instructions. I have carefully read and understand all notes and disclaimers provided therein.

I understand that the program administrator reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the Edmund S. Muskie Graduate Fellowship Program.

Signature of applicant Date

_____

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Application deadline: 5:00pm, Wednesday, November 2, 2011

NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

2012 Edmund S. Muskie Graduate Fellowship Program
Reference Form #1

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ Country: _____

Name of Evaluator: _____ Title of Evaluator: _____

Work Institution of Evaluator: _____

Work Address of Evaluator: _____

Work Telephone of Evaluator: _____ E-mail: _____

Mobile Phone Number of Evaluator _____

This reference form may be completed by a supervisor at work, a professor/academic advisor/dean, or a community leader who knows the applicant well and is familiar with the applicant's academic and/or professional work. **Relatives and friends of the applicant may not complete this recommendation form.** This form should be typewritten in English, if possible. If not in English, an accurate translation (which may be done by the applicant) must be attached. All recommendations must be signed at the bottom. **Please return the completed reference form to the applicant** to be submitted with the completed application. Please **DO NOT** send reference forms directly to the program administrator.

TO BE COMPLETED BY THE EVALUATOR:

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? Please check all that apply.

☐ Teacher/Professor ☐ Employer or Job Supervisor ☐ Research Advisor
☐ Other (please specify) _____

3. Please compare the applicant with others you have known in your professional field in terms of the characteristics below:

	Excellent	Good	Fair	Poor	Unable to Judge
• Knowledge of field of study	☐	☐	☐	☐	☐
• Initiative	☐	☐	☐	☐	☐
• Creative and independent thinking	☐	☐	☐	☐	☐
• Adaptability	☐	☐	☐	☐	☐
• Analytical ability	☐	☐	☐	☐	☐
• Interpersonal skills	☐	☐	☐	☐	☐
• Leadership Potential	☐	☐	☐	☐	☐

4. Please choose one of the following:

☐ Recommend with confidence
☐ Recommend with reservation
☐ Do not recommend

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Application deadline: 5:00pm, Wednesday, November 2, 2011

NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

5. EVALUATOR STATEMENTS

Please submit short statements giving a candid evaluation of the applicant's past academic and professional experiences. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible. Please answer the following questions in the space provided or on a separate sheet.

1. Applicant's ability to express his/her ideas clearly both in writing and verbally.

2. Applicant's ability to interact well with other students and professors or with colleagues in a professional setting.

3. Applicant's outstanding or distinguishing talents and characteristics.

4. Applicant's preparedness to complete graduate level study in the United States.

5. Applicant's creativity and problem-solving abilities.

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

_____

Signature of Evaluator Date

Applications are free of charge and may be duplicated.

Application deadline: 5:00pm, Wednesday, November 2, 2011

NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

2012 Edmund S. Muskie Graduate Fellowship Program
Reference Form #2

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ Country: _____

Name of Evaluator: _____ Title of Evaluator: _____

Work Institution of Evaluator: _____

Work Address of Evaluator: _____

Work Telephone of Evaluator: _____ E-mail: _____

Mobile Phone Number of Evaluator _____

This reference form may be completed by a supervisor at work, a professor/academic advisor/dean, or a community leader who knows the applicant well and is familiar with the applicant's academic and/or professional work. **Relatives and friends of the applicant may not complete this recommendation form.** This form should be typewritten in English, if possible. If not in English, an accurate translation (which may be done by the applicant) must be attached. All recommendations must be signed at the bottom. **Please return the completed reference form to the applicant** to be submitted with the completed application. Please **DO NOT** send reference forms directly to the program administrator.

TO BE COMPLETED BY THE EVALUATOR:

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? Please check all that apply.

☐ Teacher/Professor ☐ Employer or Job Supervisor ☐ Research Advisor
☐ Other (please specify) _____

3. Please compare the applicant with others you have known in your professional field in terms of the characteristics below:

	Excellent	Good	Fair	Poor	Unable to Judge
• Knowledge of field of study	☐	☐	☐	☐	☐
• Initiative	☐	☐	☐	☐	☐
• Creative and independent thinking	☐	☐	☐	☐	☐
• Adaptability	☐	☐	☐	☐	☐
• Analytical ability	☐	☐	☐	☐	☐
• Interpersonal skills	☐	☐	☐	☐	☐
• Leadership Potential	☐	☐	☐	☐	☐

4. Please choose one of the following:

☐ Recommend with confidence
☐ Recommend with reservation
☐ Do not recommend

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Application deadline: 5:00pm, Wednesday, November 2, 2011

NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

5. EVALUATOR STATEMENTS

Please submit short statements giving a candid evaluation of the applicant's past academic and professional experiences. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible. Please answer the following questions in the space provided or on a separate sheet.

1. Applicant's ability to express his/her ideas clearly both in writing and verbally.

2. Applicant's ability to interact well with other students and professors or with colleagues in a professional setting.

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4. Applicant's preparedness to complete graduate level study in the United States.

5. Applicant's creativity and problem-solving abilities.

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

_____

Signature of Evaluator Date

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2012 Edmund S. Muskie Graduate Fellowship Program

NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

Please use this form as a supplement for Question #14.

List below in English all university courses (subjects) you have taken and the grades you received. These courses are the courses listed in the attachment to your diploma. You must indicate all courses completed for all of the degrees received. Failure to accurately and thoroughly submit all courses could result in your application being disqualified. (List the most recent courses first. Attach additional pages as necessary.)

Describe grading system used (example: "5" excellent to "1" failing, "A" excellent to "F" failing): _____

_____

ACADEMIC YEAR (for example 2004-2005)	SUBJECT / COURSE (class title)	GRADE

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Application deadline: 5:00pm, Wednesday, November 2, 2011

2012 Edmund S. Muskie Graduate Fellowship Program

NAME: _____

COUNTRY OF CITIZENSHIP: _____

FIELD OF STUDY: _____

(This is a Sample Resume Only—Please Do Not Include Sample in Submitted Application)

Applicant Name
Applicant Address
City, Index
Country
(367) 22-65-98
e-mail

PROFESSIONAL EXPERIENCE

Uralskiy Vestnik – Yekaterinburg, Russia
Journalist (10/2002-present)

- Conduct interviews of leading business persons
- Report on regional politics and business development
- Act as member of weekly editorial team

Center for Journalism in Extreme Situations – Yekaterinburg, Russia
Program Manager (01/2000-10/2002)

- Assist Ural regional expert with research and client case management
- Draft weekly reports to international funding groups
- Develop and oversee center budget

British Council Small Grant Program Recipient
Conference Organizer (01/2003-12/2003)

- Developed and managed a conference on independent media resources and the Internet for journalists and journalism students at Ural State University
- Drafted concept paper for funding of conference

US Peace Corps – Yekaterinburg, Russia
Business Education and Community Development /BECD Project Manager (10/1999-9/2002)

- Assessed business education needs at Institutions of Higher Education
- Developed and implemented project plans to address these needs within the Peace Corps mission

EDUCATION

Ural State University – Yekaterinburg, Russia
diplom (09/1994-07/1999)
Department of Journalism

PROFESSIONAL DEVELOPMENT

Best Student Journalist, Uralskiy Vestnik and Ural Business Forum Sponsored Competition
Winner for *Marketing Optimism and Entrepreneurial Spirit in the Urals*, published August 1999

Journalists and the Internet Workshop – Moscow, Russia 1998
Participant in workshop on internet resources and online ethics for students of journalism

Teacher of Journalism, Advisor for Student Newspaper – Yekaterinburg, Russia
Volunteer at alma mater, School Number 5, 1994-1998

COMPUTER SKILLS

Microsoft Word, Explorer, Excel, PowerPoint, Outlook, Adobe PhotoShop, PageMaker

LANGUAGES

Russian (fluent), English (excellent), French (basic).