HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2013-2014

Bio-Sheet A

1. NAME OF APPLICANT (EXACTLY AS ON YOUR PASSPORT/TRAVEL DOCUMENTS) :

a. Family name -

b. First name -

c. Middle name -

d. Prefix (Mr./Ms./Mrs./Dr.) -

2. PERMANENT ADDRESS OF APPLICANT:

a. Street and Apt. no.: -

b. City, Postal Code, Country: -

c. Home Telephone number: (include country & city codes)-

d. Work Telephone number: (include country & city codes) -

e. Fax: (include country & city codes) -

f. E-mail address: (if none, write "none") -

3. POSTAL ADDRESS OF APPLICANT: (if same as above, write 'same')

a. Street #, Apt. #: -

b. City, Postal Code, Country: -

4. SEX: (male/female) -

(Questions 5-8 should be entered exactly as on your passport/travel documents)

5. PLACE OF BIRTH:(city or town and country) **-**

6. DATE OF BIRTH: (DAY/MONTH/YEAR): -

7. COUNTRY OF PRESENT CITIZENSHIP: -

8. COUNTRY OF PRESENT RESIDENCE: -

9. INDICATE YEAR & COUNTRY OF ANY PREVIOUS FULBRIGHT GRANTS

(Include year[s]. If none, write "none") -

10. EDUCATION: List **all post-secondary** educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Copies of diplomas, academic transcripts, certificates, and English translations should be attached. (To add more information, copy table onto an additional sheet.)

Name of institution, university or professional school, and location	Major field(s) of study	Dates attended (month and year)		Actual name of diploma or degree (do not translate)	Date received or expected
		From	To		

11. Name your **most significant** publications/honors/awards/projects/other accomplishments:

12. Field of Study **-**

13. GIVE A **50-WORD** SUMMARY OF YOUR PROPOSED **PROGRAM PLAN** (more complete plan to be outlined on page 3; be sure this summary captures the essence of your program plan).

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Bio-Sheet B

14. CURRENT OCCUPATION: (Name and address of employer; job title; dates of employment)

a. Your job title -

b. Dates of Employment (month & year) -

c. Name and address of your place of employment -

15. Describe your current job responsibilities:

16. Previous positions held (begin with most recent): (To add more information, copy table onto an additional sheet.)

Name and address of place of employment	Job Title	Dates of Employment From (in years) To	

17. On a scale from 1-5, please select your computer proficiency level in the following areas:

Word Processing

Spreadsheets

Email

18. Please indicate countries outside your own, including the United States, in which you have lived, travelled, or studied. Please list dates (months/years) and reasons for each visit. Please attach an additional sheet if necessary.

Country visited	Reason for visit (e.g. study, work, tourism, conference)	Dates of Visit From (mo./yr.)	To (mo./yr.)

19. Persons to be notified in case of emergency:

In your **home country**: Name, address: -

Telephone number and relationship: -

In the **United States**: Name, address: -

Telephone number and relationship: -

I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the *Information and Application Instructions* and I agree to comply with all regulations described there. I agree to abide by the Policies governing the selection of Fulbright/Humphrey grantees, as established by the J. William Fulbright Foreign Scholarship Board (FSB) (complete policies available at http://exchanges.state.gov/education/fulbright/ffsb/policies/2004/) which supercede all other documents relating to my application for a Humphrey Fellowship. I also agree to return to my home country upon the expiration of my program in the United States of America.

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Signature: _____ Date: _____

(You must sign here in INK)

Program Plan

Name of Applicant: -

Country: -

20. Please describe your major area of interest and explain how this area addresses the specific development needs of your country.

21. Describe the type of Humphrey program you would like to undertake in order to meet these challenges. Indicate the kinds of academic course work, internship experiences, and/or professional training experiences you would like to undertake.

22. Describe how the acquisition of new knowledge and skills will assist you in helping your country to achieve its development goals. (Please attach additional sheet if necessary.)

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Personal Statements A

23. Please describe how you have demonstrated a strong commitment to public service in your professional/personal life. (i.e. community, civic involvement or professional responsibilities, etc.)

24. Please state your professional goals for the next five years and indicate how the training received under the Humphrey Program will contribute to your managerial skills, leadership ability, and commitment to public service.

Personal Statements B

25. Describe a problem or challenging situation that you resolved by using your initiative. What was the outcome? Please select this example carefully. It should illustrate something that you want the review panel to know about your problem-solving, leadership abilities, or commitment to public service.

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Substance Abuse Field of Study

Note: This page should be filled out only by those applicants whose proposed field of study is Substance Abuse

Please contact the U.S. Embassy or the Binational Educational Commission in your country before completing the following: (Your comments should be continued on a separate sheet if more space is needed.)

1. Briefly describe what you know about current drug abuse problems in your country.

-

2. Briefly describe recent drug abuse research project(s) in which you have been engaged, the extent of your role in these project(s), and list any publications in connection with research work that you have done.

-

3. Briefly describe an area of drug abuse research that you would like to pursue based on the needs in your country.

-

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Personal Information

I. PERSONAL FINANCIAL INFORMATION *(Indicate all funds in your local currency.)*

1. Your annual salary -

Income per year from other sources -

2. Will your salary be continued during your stay in the U.S.? ☐ Yes ☐ No

(If yes what percentage?) -

II. DEPENDENTS: The Hubert H. Humphrey Fellowship Program does not provide allowances for dependents. If your dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. **English/Orientation Centers cannot accommodate dependents.** Dependents may not arrive until you are settled in your academic program and have found housing (at least 30 days after your arrival at academic placement).

1. Marital Status: (married/single/widowed/divorced) -

2. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

Name	Relationship	Age

3. Will any dependents accompany you to the U.S.? ☐ Yes ☐ No
(if yes, give name(s) as shown on passport(s), gender, relationship(s), date(s) of birth, city/country of birth and citizenship for each dependent. Please also state how you intend to provide for them during your year of study in the U.S.)

Dependent Name	Relationship	Date of Birth

III. ENGLISH LANGUAGE PROGRAM

1. If required, will you be able to arrive for English language training as early as April?

☐ Yes ☐ No

2. Will you be able to obtain a leave of absence from your current position for a period of 11 months, or up to 14 months if you require English training? ☐ Yes ☐ No

3. When will you take a standardized test that assessed your English language ability, such as TOEFL?

-

(If you have not scheduled or miss this test before October 1, 2009, you must notify the Binational Educational Commission or U.S. Embassy in your home country **immediately**.)

IMPORTANT

1. An official TOEFL score (no more than two years old) is required for all countries except the English speaking Caribbean.

2. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (Hubert Humphrey Fellowship Program) Code Number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.

3. As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy, who transmit it to IIE.

4. Please sign below as authorization for IIE to receive your TOEFL score.

I hereby authorize the Institute of International Education to receive my TOEFL score report.

Date:_____ Signature of Applicant (in INK): _____

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English Language

THIS SECTION TO BE COMPLETED BY APPLICANT

APPLICANT'S NAME: -

COUNTRY OF RESIDENCE: -

A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

Applicant's Native (Home) Language: -

LEVEL	NUMBER OF YEARS	NUMBER OF MONTHS PER YEAR	NUMBER OF HOURS PER WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL				
UNIVERSITY				
PRIVATE STUDY				

B. ENGLISH LANGUAGE TESTS

Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL):

-

NOTE: All U.S. Universities require a TOEFL score taken within 2 years or less.

Indicate the TOEFL score earned: -

In addition, if you have recently taken or are planning to take one of the following English language proficiency tests, please indicate the test date and the score (with TOEFL conversion):

☐ Institutional TOEFL (ITP):

Date: -

Score: -

Please note: The ALIGU and Michigan Tests are not acceptable as pre-screening tools. The ITOEFL is the only acceptable test for initial screening; you still must provide an official TOEFL score report.

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English Language (cont.)

PRIVATE AND CONFIDENTIAL: Please return to the Selection Committee in the applicant's country. Under no circumstances should the completed form be returned to the applicant.

C. THIS SECTION TO BE COMPLETED BY ONE OF THE FOLLOWING (Click on one and type "x"):

☐ A director of courses in English of a Binational Center

☐ An official of the U.S. Embassy who speaks English as his/her native language

☐ A professor of English as a Foreign Language who speaks English as his/her native language

PURPOSE OF THIS REPORT: The person named is applying for a grant to enable him/her to study at an advanced level in his/her field at a university in the United States. Consideration must be given to the applicant's ability in English. This report form seeks a reliable evaluation of the applicant's **present** command of English, including comments as to additional language training which appears to be necessary.

METHOD: Please indicate briefly how the evaluation was conducted. (Format, topics, length)

[Click **here** and type the requested information]

I. ABILITY: Check the appropriate boxes to indicate your opinion of the applicant's **present** ability in English from the standpoint of the language proficiency **usually needed for effective pursuit of studies at a university in the United States.**

A. Speaks English (Click on one and type "x"):

☐ Fluently and colloquially

☐ With ease but with occasional errors

☐ Haltingly with frequent errors

☐ No ability

B. Understands spoken English (Click on one and type "x"):

☐ With good comprehension

☐ With some hesitation

☐ Simple vocabulary only

☐ Not at all

C. Understands written English

(Click on one and type "x", specify text used):

☐ Comprehends advanced level material

☐ Comprehends intermediate level material

☐ Comprehends elementary level material

☐ No ability

D. Expresses thoughts in written English

(Click on one and type "x"):

☐ With fluency and facility

☐ With ease but ungrammatically

☐ On an elementary level only

☐ No ability

II. ADDITIONAL TRAINING:

A. In your opinion, how much additional English training does this candidate require to undertake graduate-level study in U.S. institutions of higher learning? ("none" or number of weeks/months)

[Click **here** and type the requested information]

B. What English language study is the candidate planning to take before coming to the U.S.?

[Click **here** and type the requested information]

EVALUATION AND REPORT PREPARED BY:

Name: - **Title:** -

Address: -

Signature (in INK) _____ **Date**_____

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CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER

This letter of reference must be written by the applicant's current supervisor in his/her professional position.

If this letter is not written in English, an accurate translation must be attached.

Name of Applicant: - **Country:** -

Name and Title of Evaluator: -

Organization or Employer: -

How long have you known the applicant? -

Your Signature (in INK): _____ **Date:**_____

PROGRAM DESCRIPTION

The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Seriousness of Purpose				
Commitment to National Development				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				

HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2013-2014

CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER (cont.)

II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service.

(Your comments should be continued on a separate sheet if more space is needed.)

Please return directly to the Selection Committee in the applicant's country or to the Cultural Affairs Officer of the U.S. diplomatic mission in the applicant's country. Under no circumstances should this letter of reference be returned to the applicant.

NOTE: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.

HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2013-2014

CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by a professor, professional mentor, or other associate outside the candidate's current work setting. Personal friends or family members are NOT acceptable references. If this letter is not written in English, an accurate translation must be attached.

Name of Applicant: - Country: -

Name and Title of Evaluator: -

Organization or Employer: -

In what capacity have you known the applicant? -

How long have you known the applicant? -

Signature (in INK): _____ **Date:**_____

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Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				

HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2013-2014

CONFIDENTIAL LETTER OF REFERENCE (cont.)

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Applicant Checklist

PLEASE SAVE THIS FORM AND REFER TO IT
IN SUBMITTING YOUR APPLICATION!

APPLICANT CHECKLIST

FOR SUBMISSION OF APPLICATION

- ☐ Completed Application
- ☐ Official transcripts and diplomas with translations if necessary
- ☐ 1st Letter of Reference (Forms 8 and 8A)
- ☐ 2nd Letter of Reference (Forms 9 and 9A)
- ☐ Drub Abuse form if applicable (Form 5A)