



## APPLICATION INSTRUCTIONS

### GLOBAL UNDERGRADUATE EXCHANGE PROGRAM 2015-2016

THE GLOBAL UGRAD PROGRAM IS SPONSORED BY THE U.S. DEPARTMENT OF STATE'S BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS AND SUPPORTED BY THE PEOPLE OF THE UNITED STATES

THE GLOBAL UGRAD PROGRAM SUPPORTS ONE SEMESTER OF NON-DEGREE UNIVERSITY STUDY IN THE UNITED STATES. IN ADDITION TO ACADEMIC COURSEWORK, STUDENTS PARTICIPATE IN COMMUNITY SERVICE

SEE FULL ELIGIBILITY CRITERIA INSIDE

**APPLICATION DEADLINE: 5:00 PM, February 3, 2015**

## GLOBAL UNDERGRADUATE EXCHANGE PROGRAM 2015-2016

The Global Undergraduate Exchange Program (Global UGRAD), sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is supported by the people of the United States. This international educational and cultural exchange program brings future leaders to the United States to experience the U.S. educational system, enhance their knowledge and skills, and explore U.S. culture and values. It also affords students the opportunity to educate Americans about other cultures and traditions. The Global Undergraduate Exchange Program is administered through the joint efforts of the U.S. Department of State's Bureau of Educational and Cultural Affairs, U.S. Embassies abroad, and World Learning.

The Bureau of Educational and Cultural Affairs strives to ensure that its efforts reflect the diversity of U.S. society and societies abroad. The Bureau seeks and encourages the involvement of people from traditionally underrepresented audiences in all its grants, programs, and other activities and in its workforce and workplace. Opportunities are open to people regardless of their race, color, national origin, sex, age, religion, geographic location, socioeconomic status, disability, sexual orientation or gender identity. The Bureau is committed to fairness, equity and inclusion.

### I. PROGRAM DESCRIPTION

The U.S. Department of State and World Learning are pleased to announce the open competition for the **Global UGRAD Program** for undergraduates for the 2015-2016 program. Participants will be selected for academic excellence, leadership potential, proficiency in written and spoken English, and flexibility to be an exchange student.

The Global UGRAD scholarship provides one academic semester of undergraduate, non-degree study in the United States in all fields except medicine, law, or other faculties only offered at the graduate level in the U.S. If you have a question about your faculty, please contact World Learning.

In addition to coursework in their fields of study, U.S. studies, and electives, **Global UGRAD** students engage in several non-academic activities including:

- **Pre-Departure Orientation:** **Global UGRAD** students must attend a pre-departure orientation (PDO) prior to departing for the United States. All parts of the PDO must be attended in their entirety.
- **Community Service:** **Global UGRAD** students engage with their U.S. communities through the completion of required community service.
- **Re-entry Workshop:** During the program, Global UGRAD students will attend a leadership and career development workshop in Washington, DC.

### II. FINANCIAL SUPPORT

The **Global UGRAD Program** provides for students' travel to/from the U.S., university tuition, room and board, health insurance, required books, and monthly stipend for incidental expenses.

### III. ELIGIBILITY REQUIREMENTS

Global UGRAD applicants will be considered without respect to race, color, religion, ethnicity, or gender. Persons with disabilities are strongly encouraged to apply.

The **Global UGRAD Program** is merit-based and is open to anyone who is:

- a citizen of one of the participating countries, that is currently residing and studying in that country;
- enrolled as an undergraduate in good standing at any university, public or private;
- not enrolled in his/her final year of studies at the time of application;
- has a solid command of written and spoken English (English language training for finalists possible);
- able to begin studies in the United States in January 2016 or August 2015 for English Language Training (selected participants may not defer to a later date);

- eligible to receive and maintain the US student exchange visa (J-1) required for the program;
- cleared by a physician to participate in the program;
- committed to returning to home country after the completion of the program in May 2016.

Individuals in the following circumstances are **not** eligible for the Global UGRAD Program:

- U.S. citizens and permanent residents of the United States;
- Individuals currently studying, residing, or working outside of a participating country;
- Local employees of the U.S. missions abroad who work for the U.S. Department of State and/or the U.S. Agency for International Development (USAID); employees are also ineligible for one year following the termination of employment;
- Immediate family members (i.e. spouses and children) of U.S. Department of State and USAID employees; family members are also ineligible for one year following the termination of employment;
- Current World Learning employees and their immediate family members.

#### IV. STUDENT RESPONSIBILITY

Individuals participating in the **Global UGRAD Program** are required to uphold the academic standards of the host institution and abide by all program terms and conditions. Failure to maintain academic standards or meet the goals of the program may result in the participants' dismissal from the program.

Students will be placed at colleges and universities throughout the United States. Students **will not** be able to select their own placement. Students will take courses in their fields of study as well as U.S. studies courses. The standard number of US academic credits per semester is 12. Additional credits are contingent upon US host institution and are subject to World Learning's approval. Students will live in university housing/dormitories.

Students are required to perform 20 hours of volunteer community service during their semester on the UGRAD program.

Students are expected to take one academic course related to US studies. The number of credits earned during these courses is included in the obligatory 12 credits per semester.

Students will not be eligible to transfer into degree programs in the US. All participants must return to their home country immediately after completing their program.

#### V. APPLICATION INSTRUCTIONS

The **Global UGRAD Program** application is available online at [http://exchangeprograms.worldlearning.org/index.cfm?FuseAction=Abroad.ViewDocument&File\\_ID=52945](http://exchangeprograms.worldlearning.org/index.cfm?FuseAction=Abroad.ViewDocument&File_ID=52945) Please read all instructions and information carefully before completing the application, and review all fields before making any submission online. The application can be saved and submitted at a later time. All forms in this application are to be completed in English.

To be considered for evaluation, applicants **must**:

- answer every question completely and carefully
- respond to essay questions as instructed, adhering to indicated word limits;
- upload two letters of recommendation with certified translations, if necessary.
  - One recommendation **must** be completed by an instructor or advisor from the student's university
  - The second recommendation can be from another instructor, an employer, coach, former exchange program coordinator or host family. **Family members and personal friends may not provide letters of recommendation;**
- upload official undergraduate transcripts with certified English translations. Grades must be printed on official university stationery, signed by a dean or equivalent official, and certified with official university seal if possible;
- upload official confirmation of the current academic year enrollment (if not included in transcript). This document does not need official translation to English;
- first-year students should enclose their certificate proving they finished the final year of their secondary education with certified English translation in place of the official university transcript. If selected as semi-finalists, students must bring transcripts to the interview;
- upload English language test score report (if taken previously). This document is not obligatory;

- upload a copy of his/her ID and passport face page or other proof of citizenship.
- **Once your application is complete and supporting documents are uploaded, hit "Submit" to officially apply. Once submitted, you will not be able to change the information on the forms.**

The contents of transcripts and recommendations will be verified with the appropriate institutions and instructors.

***Applications are expected to represent the original thought and individual work of the applicant. Plagiarism, representing another author's language thoughts ideas or expressions as your original work without proper acknowledgment, is unacceptable. Any instance of plagiarism in a student application or essay is grounds for immediate disqualification from consideration for the program.***

## VI. APPLICATION DEADLINE

**Late or incomplete applications will not be considered.** Be sure to request all transcripts and academic recommendations in sufficient time to receive them before the application deadline.

Applications must be submitted online by **5:00 pm on February 3, 2015.**

## VII. SELECTION PROCESS

Competition for the **Global UGRAD Program** is open and merit-based. Selection committees will review all eligible applications and invite semi-finalists for interviews.

Students may be required to complete preliminary English language proficiency testing in the absence of an existing TOEFL score report. Upon receipt of applications, test scores, and interview reports, final selection will be made by the US Department of State's Bureau of Educational and Cultural Affairs in Washington, D.C.

Finalists and alternates who do not have a valid TOEFL score will be required to take the Test of English as a Foreign Language (TOEFL). A limited number of finalists will be eligible for intensive English language training before beginning their academic programs in the US.

All finalists must also complete a medical exam and receive required immunizations prior to beginning the program. Participation in this program is contingent upon the availability of funding.

## VIII. APPLICATION CHECKLIST

Please check that you have included all of the following (where applicable\*) with your application:

- \_\_\_\_\_ Complete online application (all applicable questions must be answered)
- \_\_\_\_\_ Electronic Signature on application
- \_\_\_\_\_ *Save and Submit* your application online
- \_\_\_\_\_ Required essays
- \_\_\_\_\_ Two recommendations
- \_\_\_\_\_ Official translations of any recommendations not written in English originally\*
- \_\_\_\_\_ Official transcripts with university/faculty seal of passed exams
- \_\_\_\_\_ Official translations of the official transcripts if not issued in English\*

- \_\_\_\_\_ Official confirmation of the current academic year enrollment\* (if not included in transcript). This document does not need official translation to English;
- \_\_\_\_\_ Certificate of completion of secondary education with certified English translation in place of the official academic transcript\* (for first-year students only)
- \_\_\_\_\_ Photocopy of the face page of your passport and ID card