APPLICATION FOR ADMISSION TO THE
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM- 2013-2014
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES

Information and Application Instructions

PROGRAM DESCRIPTION: The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, Europe and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized, 10-month, non-degree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. The Humphrey Program was initiated in 1978 to honor the memory and accomplishments of the late Senator and Vice President, Hubert H. Humphrey. Fellows are selected based on their potential for national leadership and commitment to public service, in either the public or private sector. The Program provides a basis for establishing long-lasting productive partnerships and relationships between citizens of the United States and their professional counterparts in other countries, fostering an exchange of knowledge and mutual understanding throughout the world.

Funding for the Humphrey Program is provided by the U.S. government through the United States Department of State and other co-sponsors. The Institute of International Education (IIE) collaborates with the State Department's Bureau of Educational and Cultural Affairs in administering the Program. 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 or 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 special seminars. Under the guidance of a designated faculty advisor or “coordinator,” Fellows plan programs that best suit their individual career development needs.

DURATION OF GRANT: The program arranged for Humphrey Fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as late May for intensive language study before beginning their regular university program. Candidates must be able to participate in the full period of the English and/or university programs.

NONDEGREE STATUS: The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, **the Humphrey Program is not appropriate for those who wish to concentrate on academic work required for a U.S. degree.** Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields. Fellows who successfully complete the program are awarded a Certificate of Participation.

FINANCIAL PROVISIONS: The Humphrey Fellowship provides a monthly maintenance allowance, a book and supplies allowance, tuition and fees when applicable, round-trip international travel to the host institution (and to the Fellow’s English-language training program when applicable) and domestic travel to Washington, D.C. for a special seminar. Supplementary funds are available for professional activities such as field trips or attendance at conferences. **Humphrey Fellowships are not renewable.**

Humphrey Fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant. **Humphrey Fellowships do not include funds for dependents (family members).** Humphrey Fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that English and orientation centers cannot accommodate dependents. Therefore, dependents should not arrive in the United States until the Fellows are settled in their academic year programs and have secured housing (at least 30 days after the Fellow’s arrival) at the host campus.

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PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the following fields: agricultural development/agricultural economics; communications/journalism; drug abuse education, treatment and prevention; economic development; education, including educational planning, educational administration, curriculum development; finance and banking; HIV/AIDS policy and prevention; human resource management; law and human rights; natural resources and environmental management; nonproliferation; public health policy and management; public policy analysis and public administration; teaching of English as a foreign language; technology policy and management; trafficking of persons; urban and regional planning. The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to the broad policy-making and problem-solving issues.

PLACEMENT IN UNIVERSITY PROGRAMS: Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities specially designated to host a group of Humphrey Fellows. IIE, therefore, is not able to make placements at specific universities requested by candidates, nor to award fellowships enabling candidates to attend a U.S. university on the basis that they have already been admitted. **Candidates should not apply directly to U.S. institutions.**

APPLICATION INSTRUCTIONS:

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. **All forms must be completed in English and typewritten or computer-generated.** Please answer every question as completely as possible (except for the Drug Abuse form, page 5A of the application, which should only be completed by candidates in the field of drug abuse). Please note: the application may be downloaded from the IIE Humphrey Program website at: www.iie.org/pgms/hhh, and completed by computer.
2. **Please take special notice of #13, "Give a 50-word summary of your proposed program plan."** This section is very important as members of the J. William Fulbright Scholarship Board read this summary and determine whether to approve Humphrey nominations. Please be sure to provide a succinct but substantive summary statement.
3. The completed application must be returned to the office or nomination committee in your home country **according to the instructions provided by them. (Do not submit the application to IIE.)**
4. **You must attach complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees. Documents must be accompanied by complete English translations.**
   Your academic documents must consist of:
   - A certified official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma.
   - Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you.

   To be considered official, each academic document **must bear the seal of the issuing institution** as well as the signature of its officials. Copies of original documents will be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by the issuing institution, by your selection committee, or by a U.S. consular official.
5. You are required to submit two letters of reference, **one of which must be from your immediate supervisor in your current position. The letters of reference should be written in English or should include an English translation.**
6. **Important information about TOEFL:** The Test of English as a Foreign Language (TOEFL) is required by all U.S. universities. **Absence of TOEFL scores could jeopardize your chance of obtaining a Fellowship.** After passing a preliminary English test, you must register for TOEFL **immediately** and take it as early as possible and **no later than January 2008**. For information and/or test registration forms, contact the Bi-national Education/Fulbright Commission or U.S. Embassy in your home country. You must indicate that you want your score reports sent to Institute of International Education (Hubert H. 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. TOEFL vouchers may be obtained from the Bi-national Commission or U.S. Embassy.
   As soon as you receive your TOEFL score, please present it to the Bi-national Commission or U.S. Embassy, which will send it to IIE.
7. As part of your application, you also must have a formal English language interview and submit the enclosed **English Language Report Form (page 7 of the application).**

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Bio-Sheet A

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

a. Family name [Click **here** and type the requested information]

b. First name [Click **here** and type the requested information]

c. Middle name [Click **here** and type the requested information]

d. Prefix (Mr./Ms./Mrs./Dr.) [Click **here** and type the requested information]

2. PERMANENT ADDRESS OF APPLICANT:

a. Street and Apt. no.: [Click **here** and type the requested information]

b. City, Postal Code, Country: [Click **here** and type the requested information]

c. Home Telephone number: (include country & city codes)[Click **here** and type the requested information]

d. Work Telephone number: (include country & city codes) [Click **here** and type the requested information]

e. Fax: (include country & city codes) [Click **here** and type the requested information]

f. E-mail address: (if none, write "none") [Click **here** and type the requested information]

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

a. Street #, Apt. #: [Click **here** and type the requested information]

b. City, Postal Code, Country: [Click **here** and type the requested information]

4. SEX: (male/female) [Click **here** and type the requested information]

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

5. PLACE OF BIRTH :(city or town and country) [Click **here** and type the requested information]

6. DATE OF BIRTH: (DAY/MONTH/YEAR): [Click **here** and type the requested information]

7. COUNTRY OF PRESENT CITIZENSHIP: [Click **here** and type the requested information]

8. COUNTRY OF PRESENT RESIDENCE: [Click **here** and type the requested information]

9. INDICATE YEAR & COUNTRY OF ANY PREVIOUS FULBRIGHT GRANTS

(Include year[s]. If none, write "none") [Click **here** and type the requested information]

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

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

a. Name & address of employer [Click **here** and type the requested information]

b. Job title [Click **here** and type the requested information]

c. Dates of employment [Click **here** and type the requested information]

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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FOR IIE USE ONLY:
STATUS OF CANDIDATE: PRINCIPAL _____ ALTERNATE _____ RANKING _____ PLACEMENT_____
FOR FSB USE ONLY: APPROVE _____ DISAPPROVE _____ ABSTAIN _____

FSB NAME (print) _____ SIGNATURE _____ DATE _____

Bio-Sheet B

14. Describe your current job responsibilities:

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

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

16. Please indicate your computer proficiency and level of skill in word processing, spreadsheets, electronic mail, etc. Please be specific.

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

17. Please indicate countries outside your own, including the United States, in which you have lived, traveled, 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.)

18. Persons to be notified in case of emergency:

In your **home country**: Name, address: [Click **here** and type the requested information]

Telephone number and relationship: [Click **here** and type the requested information]

In the **United States**: Name, address: [Click **here** and type the requested information]

Telephone number and relationship: [Click **here** and type the requested information]

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.

Signature: _____ Date: _____

(You must sign here in INK)

HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2013-2014

Program Plan

Name of Applicant:[Click **here** and type the requested information] Country:[Click **here** and type the requested information]

19. (1) Please describe your major area of interest and explain how this area addresses the specific development needs of your country.

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

(2) 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.

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

(3) Describe how the acquisition of new knowledge and skills will assist you in helping your country to achieve its development goals.

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

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Personal Statements A

Write a paragraph answering each of the following three questions. Please use **only** the space provided.

20. Please describe how you have demonstrated a strong commitment to public service in your professional/personal life.

(i.e. professional responsibilities, community or civic involvement, etc…)

21. 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

22. Describe a situation/problem (personal or professional) that required resourcefulness on your part to solve.

What did you do? What was the outcome?

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Drug Abuse

DRUG ABUSE CANDIDATES

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.

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

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.

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

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

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

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Personal Information

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

1. Your annual salary [Click **here** and type the requested information]

Income per year from other sources [Click **here** and type the requested information]

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

(If yes what percentage?) [Click **here** and type the requested information]

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

2. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.
[Click **here** and type the requested information]

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.)

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

III. ACADEMIC PROGRAM

1. You should not apply for admission by direct application or correspondence with a U.S. university. If, however, you have previously been in contact with U.S. academic institutions concerning graduate study or in your professional context, please give the names of these universities and the persons contacted.

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

2. If required, will you be able to arrive for English language training in June or July? 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 the Test of English as a Foreign language (TOEFL)?

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

(If you have not scheduled or miss this test before Nov. 1, 2010, 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: [Click **here** and type the requested information]

COUNTRY OF RESIDENCE: [Click **here** and type the requested information]

A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

Applicant's Native (Home) Language: [Click **here** and type the requested information.]

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):

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

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

Indicate the TOEFL score earned: [Click **here** and type the requested information.]

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

Score: [Click **here** and type the requested information.]

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.

HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2013-2014

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

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

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

Name and Title of Evaluator: [Click **here** and type the requested information]

Organization or Employer: [Click **here** and type the requested information]

How long have you known the applicant? [Click **here** and type the requested information]

Your Signature (in INK): _____ Date:_____

PROGRAM DESCRIPTION

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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				

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

Name and Title of Evaluator: [Click **here** and type the requested information]

Organization or Employer: [Click **here** and type the requested information]

In what capacity have you known the applicant? [Click **here** and type the requested information]

How long have you known the applicant? [Click **here** and type the requested information]

Signature (in INK): _____ Date:_____

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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
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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 (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.

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