

APPLICATION INSTRUCTIONS

2013-2014 NEAR EAST, SOUTH ASIA, & SUB-SAHARAN AFRICA UNDERGRADUATE EXCHANGE PROGRAM

APPLICATION DEADLINE: February 19, 2013

When sending by post or hand delivery, please use the following address:

U.S. Embassy in Cairo, Exchanges/Public Affairs Section, 8, Kamal El Din Salah Street,
Garden City, Cairo, Egypt.

Inquiries should be sent by email to CairoNESA@state.gov or via Facebook group: Study USA-Egypt: <http://www.facebook.com/StudyUSAEgypt>

Program announcement and application instructions are posted here:
<http://egypt.usembassy.gov/pa/xchgs.html>



**A program of the
Bureau of Educational and Cultural Affairs
U.S. Department of State**



2013-2014 NESAs UGRAD Application Instructions

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HOW TO SUBMIT YOUR APPLICATION:

- Applications must be received by **February 19, 2013 by 2:00 pm**. Late applications will not be considered. Applications can only be submitted by post, or in person as explained below.
Applications sent electronically will not be considered.
 - **Postal Submission:** If you would like to submit your application by mail please send by some type of courier service that is dependable and requires signature upon delivery.
 - **Hand Delivered Submission:** Hand delivered applications will be accepted at the U.S. Embassy in Cairo must be HAND delivered in OPEN envelopes to the Power Checkpoint guard at the North Gate of the U.S. Embassy (8, Kamal El Din Salah Street, Garden City), Sunday through Thursday between 9:00 a.m. and 2:00 p.m. (work days only). Write your full name, list the program name and number on the envelope.
 - If sending by post or hand delivery please use the following address:
U.S. Embassy, North Gate, 8, Kamal El Din Salah Street, Garden City, Cairo, Egypt
- All application must be completed in full in English by the applicant. The application must be type-written; hand-written applications will not be accepted. Incomplete applications will not be considered.
- All essays should be type-written in English. Essays must be written in the applicant's own words and not contain text taken from the Internet, books, or other sources. Applications containing even one sentence of plagiarized text will be disqualified automatically. For a definition of plagiarism please visit www.plagiarism.org for guidance on how to avoid plagiarism.

ACADEMIC PROGRAM

The Near East, South Asia, and Sub-Saharan Africa Undergraduate Exchange Program, NESAs UGRAD, is a part of GLOBAL UGRAD, a program of the Bureau of Educational and Cultural Affairs, U.S. Department of State. NESAs UGRAD will award scholarships to outstanding students from countries in the Middle East, North Africa, South Asia, and Sub-Saharan Africa for one semester or one-year of undergraduate, non-degree studies programs in the United States at a diverse network of accredited two- and four-year institutions. Participants will be enrolled full-time and will live on-campus with an American roommate. Participants **will not** select host institutions and placements will not be changed. Possible fields of study include, but are not limited to, the humanities, arts, social sciences, mathematical science, natural and physical sciences, and applied science. Examples of past fields of study can be found on page four.



2013-2014 NESAS UGRAD Application Instructions

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PROFESSIONAL TRAINING

Community Service: To expose participants to the principles of community service and social responsibility in the United States, NESAS UGRAD participants will be required to perform a minimum of 20 hours of community service at local organizations during their first term.

Part-Time Internship: Internships provide an essential opportunity for participants to gain professional experience and skills that can be applied to their future careers in their home countries. NESAS UGRAD participants enrolled for one academic year will be required to intern 8-20 hours per week during their second semester. Each participant's internship must be related to their field of study. Internships will be unpaid and take place in the local community.

ELIGIBILITY REQUIREMENTS

Competition for the NESAS UGRAD program is merit-based. Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are encouraged to apply. The competition is open to anyone who:

- Is a citizen, national or permanent resident qualified to hold a valid passport issued by the country from which applicant is applying;
- Is completing his/her final year of secondary school or enrolled in first-, second-, third-, fourth-year full-time undergraduate study at the time of application at a registered academic institution in his/her country and is in good academic standing.
- Fourth-year students must have an additional term of study to complete at their home institution upon completion of the NESAS UGRAD program;
- Part-time students or correspondence students are not eligible;
- Is between the ages of 18-25;
- Submits a complete application with **all required documents** by the application deadline;
- Is able to begin the academic exchange program in the United States in August 2013;
- Is able to receive and maintain a J-1 visa;
- Is committed to returning to his/her home country after completion of the program; and
- Is proficient in spoken and written English at the time of application; it is recommended that participants have a minimum TOEFL score of 500 for placement purposes.

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

- U.S. citizens and permanent residents of the United States;
- Individuals currently participating in academic, training, or research programs in the United States;
- Individuals currently residing or working outside of their home country;
- Individuals who will complete his or her undergraduate degree prior to August 2013;
- Individuals who are younger than 18 years old or older than 25 years old prior to August 2013;
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application;
- Individuals who have applied for U.S. permanent residency in the past three years;



2013-2014 NESAs UGRAD Application Instructions

A program of the Bureau of Educational and Cultural Affairs, U.S. Department of State

- Local employees of the U.S. missions abroad who work for the U.S. Department of State during the period of their employment and for one year following the termination of employment;
- Immediate family members of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Persons arrested for, charged with, or convicted of a crime (excluding minor traffic violations); and
- Current employees of affiliated cooperating agencies/consultants and their immediate family members (spouses, parents, children, and siblings) for a period of one year following the termination of such employment.

The U.S. Department of State and the cooperating agency reserve the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

Under the terms of the grant and the laws governing the J-1 visa required for participation in the NESAs UGRAD Program, participants must return to their home country immediately upon completion of the program for a period of at least two years. Participants are not eligible for visa extensions under any circumstances. No exceptions will be made.

Applications not meeting the above eligibility requirements will not be forwarded to the selection committee.

PROVISIONS OF THE GRANT

If selected, the NESAs UGRAD Program will cover a participant's:

- J-1 visa support;
- Round-trip coach class travel from participant's home city to host institution in the United States;
- Health benefits;
- Tuition and mandatory university fees (including required books and supplies);
- Room and board (housing and meals);
- Settling in allowance;
- Monthly maintenance allowance; and
- Other special allowances where applicable.



2013-2014 NES A UGRAD Application Instructions
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SELECTION PROCESS AND CRITERIA

The NES A UGRAD Program is conducted as a merit-based open competition. After the deadline, all eligible applications will be reviewed by a panel of academic specialists and/or academic exchange specialists. Chosen semi-finalists will be interviewed in their home country. All applicants will be notified of their status in spring/summer 2013.

Selection panels will use the following criteria to evaluate applications (not in order of importance):

- Academic excellence
- Cross-cultural interest
- Demonstrated leadership potential
- Demonstrated proficiency in written and spoken English
- Flexibility and suitability as an exchange student
- Commitment to returning to their home country after completion of the program
- Preference will be given to students that represent disadvantaged and underrepresented communities with no prior experience outside their countries

APPLICATION INSTRUCTIONS

General Instructions:

- Please answer **ALL** questions on the application in English.
- **Include your full, legal name, family name (surname) as written on official documents.**
- Do **NOT** leave any spaces blank. If a question does not apply to you, enter “N/A” (not applicable).
- Include complete contact information (including index codes for all addresses and city/country codes for all phone and fax numbers).
- Please note that all forms and supporting materials should be typed and submitted with the completed application. If it is not possible to provide typed materials, then handwritten applications must be *neatly* printed in black ink.

SPECIFIC INSTRUCTIONS

PAGE 2

Question 13 – Testing: You **MUST** provide the results of the TOEFL (or ITP TOEFL or IELTS) exam, as well as a copy of the test results with your application for placement purposes. Applicants who do not submit TOEFL (or ITP TOEFL or IELTS) scores will be considered ineligible. U.S. institutions require TOEFL (or ITP TOEFL or IELTS) scores for admission purposes.

Remark: TOEFL-ITP is administered by AMIDEAST-Egypt (Cairo Office Address: 38 Mohie El Din Abou El Ezz Street, Dokki-Giza; Alexandria Office Address: 15 Abdel Hamid El Abbady, Roushdy, Alexandria; Telephone: 19263)

Remember to ask for the special discounted rate for NES A applicants when you register for the TOEFL-ITP at AMIDEAST.



2013-2014 NESAS UGRAD Application Instructions

A program of the Bureau of Educational and Cultural Affairs, U.S. Department of State

The TOEFL ITP is available on Wednesdays only throughout the year at 9:00 A.M. Test takers are requested to register 2 weeks in advance. The TOEFL ITP exam fees for normal applicants are L.E. 420.

PAGE 4

Question 16 – Proposed Field of Study in the U.S.: Please indicate the specialization that most closely matches your current specialization or your future career interests. Below are some of the possible fields of study for the NESAS UGRAD Program. Other fields will also be considered.

- Accounting
- Agriculture
- Anthropology
- Biology
- Business
- Chemistry
- Computer science
- Criminal justice
- Economics
- Education
- Engineering
- Environmental management
- Geology
- Hospitality management
- International relations
- Journalism
- Law
- Mass Communications
- Physics
- Political Science
- Psychology
- Sociology
- Urban planning
- U.S. studies

Note: Applicants cannot change their intended field of study after the application process. Students completing an internship must complete an internship in their proposed field of study in the U.S.

Question 18 – Present Course Year: To determine the appropriate placement at a U.S. host institution, the cooperating agency needs to determine the level of academic study you will have completed as of the start of the program. You need to check the box that lists your present course year.

Fourth-year students must have one or more terms to complete at their home institution after completion of the NESAS UGRAD Program. Students who have completed their undergraduate coursework prior to arriving in the U.S. are not eligible.

Those students who have completed secondary school at the time of the application submission and are enrolled in undergraduate coursework **MUST** include a copy of your high school diploma and final exam results with an English translation. You **MUST** also submit a copy of your university transcript with an English translation.

For those students that have not completed secondary school by the time of the application, please include a copy of high school transcripts with an English translation.

English translations of academic records must be accurate and can be done by the applicant.

Question 20 – Current Specilization/Major in Home Country: Indicate the main subject you are currently (or intend to be) studying at your home university as “Current Specialization/Major Field of Study.” Please refer to the list of possible fields of study above for examples.

Question 22 – Extra-Curricular Activities: List your participation in extracurricular, non-academic activities which can include, but not limited to, jobs or internships, community service, clubs or organizations, sports, or cultural activities. Include your role in the activity. For example:



2013-2014 NESAS UGRAD Application Instructions

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Location/Institution/Contact
Rotary Club

Type of Activity
Membership Chairperson

Date of Participation
Jan. 2006-Dec. 2006

ADDITIONAL FORMS

Forms must be submitted by the applicants to the U.S. Embassy or local Fulbright Commission directly as part of the application.

PAGE 5-8

Supplemental form: The Supplemental form requests additional information about you and your family. As part of the supplemental form, we ask that you complete a personal statement in English that is a minimum of 450 words, but not to exceed 2 typed pages. The personal statement is an essential part of the selection process and of your application for placement at an appropriate institution. Please be sure to include any details that highlight your personality and individuality. Sample questions are provided on the supplemental form to assist you.

PAGE 9-11

Recommendation form: Applicants must include 2 letters of recommendation completed by 2 different people. If the recommendation form is completed in a language other than English, there must be an accurate translation, which may be done by the applicant. The form may be completed by a supervisor, 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 form.

CHECKLIST FOR COMPLETE APPLICATION
Before submitting your application, please be sure you have included the following REQUIRED components:
<input type="checkbox"/> Completed, signed NESAS UGRAD application form (pages 1-4)
<input type="checkbox"/> NESAS UGRAD Supplemental Form (this form) (pages 5-8)
<input type="checkbox"/> Two letters of recommendation (Using the required NESAS UGRAD Recommendation Form) (pages 9-11)
<input type="checkbox"/> Personal statement (in English and no more than 450 words – details on this page)
<input type="checkbox"/> For Current Undergraduate students: Original official transcript(s) with an accurate English Translation(s). Transcripts are the official document from the applicant's university showing the student's scores, grades etc for previous years of study. For final year of secondary school, a copy of official grades of 2 nd Secondary in English is required.
<input type="checkbox"/> Valid TOEFL score report (TOEFL ITP or IELTS may also be accepted)
<input type="checkbox"/> Two passport-size photos (8x4)
<input type="checkbox"/> Copy of National ID and/or passport



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The deadline for applications to be submitted by all participating locales for the NESAs UGRAD Program is February 19, 2013.

No application will be returned to the applicant after the end of the competition.