

# 2015-2016 Hubert H. Humphrey Fellowship Program - Iraq Application Guidelines & Instructions

## STEP 1: Review requirements for submitting an application

### Eligibility

#### Applicants must:

- Be in possession of an undergraduate degree;
- Have at least five years of substantial professional and management experience;
- Demonstrate leadership qualities and a record of public service;
- Have limited or no prior experience in the U.S.;
- Have a desire to focus on public policy rather than research or technical fields;
- Have proficiency in both written and spoken English (TOEFL scores are not required at the time of application, but successful candidates will be required to take the TOEFL exam); and
- Be Iraqi citizens resident in Iraq throughout the application and selection process (Individuals with dual U.S. citizenship or U.S. permanent resident status is ineligible).

**The deadline for submitting a complete application is July 18, 2013. Applications submitted after this date or that are incomplete will not be accepted.**

#### Complete applications include:

- The online application form [must include a personal statement]
- Two letters of reference
- English Language Assessment Form
- Copies of official graduate certificates and transcripts
- Copy of TOEFL or ITP score, if available
- Copy of G or A passport

## STEP 2: Create an account for online application

Create a secure account for you online application at: <https://apply.embark.com/student/humphrey/fellowship/97/>



The Hubert H. Humphrey Fellowship Program  
A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

Hubert H. Humphrey Fellowship Program 2014-15

Welcome to the official online application for Hubert H. Humphrey Fellowship Program 2014-15.

**New User?**

To begin working on this application, first create a free account.

[Create an Account](#)

[Help Center](#) [Privacy Policy](#)

**Returning Embark User?**

**Login Below**

Email Address:

Password:

[Login](#)

Forgot your [password](#) ?

**Supported Browsers**

- Internet Explorer 7.0 and above
- Firefox 2.0 and above
- Chrome 20 and above

Once you click on the “Create an Account” button shown on the above screen, the “Registration” screen below will pop-up. Enter the requested information and don’t forget to check the two check-boxes at the bottom, click “Continue”

**The Hubert H. Humphrey Fellowship Program**  
A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

### Registration

Creating an account is fast, free and easy! Required fields are marked with an asterisk (\*)

Create Your Sign in Information

\*Email Address:

\*Confirm Email Address:

\*Password:

\*Confirm Password:

\*First Name:

\*Last/Family Name:

\*Address 1:

Address 2:

\*City:

\*State/Province: Please Select One

\*Zip/Postal Code:

\*Country: Please Select One

If you are outside the U.S., Canada or Puerto Rico, please select "Non-US/Non-Canadian" for your state.

I have read and agree to the [terms and conditions](#) of Embark's Apply Online service.

I want to create an Embark.com Profile and save my data to my Profile. [What is this?](#)  
By creating an Embark.com Profile, you agree to the [terms and conditions](#) of Embark.com. (Optional - Not required to complete registration)

  
powered by VeriSign  
ABOUT SSL CERTIFICATES

The next Screen that shows-up is the “Preliminary Questions” screen

For question 1, Country of present citizenship, enter Iraq

For question 2, choose your field of study

Note: This is the only time when you will be offered to choose your field, so please read the “Broad description of fields of study” file before making your final selection. The file can be accessed at the Program announcement web-page [here](#)

[Update Account](#) | [Help](#) | [Logout](#)

**The Hubert H. Humphrey Fellowship Program**  
A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

### Preliminary Questions

1. Country of present citizenship:

2. Which field of study are you applying for?

Copyright Notice

Click – “Save and Continue”

Once your account is created, you will be able to begin your online application.

Your email address is your user ID. When you create your account for this on-line application you also create a password. An e-mail will be sent to you indicating your User ID and Password. **Keep this information in a safe place.** You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “Update My Account” at the top of the Home page of this application.

### STEP 3: Begin Application form

Once you created an account you will be directed to the “Home” screen below where you will be able to start the application process.

The screenshot shows the 'Home' page of the Hubert H. Humphrey Fellowship Program application portal. The page features a navigation menu on the left with options: Home, Instructions, Application Form, Documents / Essays, Supplemental Forms, Recommendations, Application Inspector, and Submit Application. The main content area displays a 'To Do List' with seven steps: 1. Instructions, 2. Application Form, 3. Documents/Essays, 4. Supplemental Forms, 5. Recommendations, 6. Application Inspector, and 7. Submit Application. A 'Continue to Instructions' button is visible at the bottom right of the main content area.

Click “Continue to Instructions”

The screenshot shows the 'Step 1: Instructions' page of the Hubert H. Humphrey Fellowship Program application portal. The page features a navigation menu on the left with options: Home, Instructions, Application Form, Documents / Essays, Supplemental Forms, Recommendations, Application Inspector, and Submit Application. The main content area displays the application instructions for the Hubert H. Humphrey Fellowship Program. A 'Continue to Application Form' button is highlighted with a red oval at the bottom right of the main content area.

**Do not click on the “Information and Application Instructions” button as that will take you to the general instructions guidelines which do not include Iraq Specific Information, click on “Continue to Application Form”.**

Fill out the information as requested on page 1 “Bio-Sheet A”.

The screenshot shows the application form interface for the Hubert H. Humphrey Fellowship Program. The top navigation bar includes links for 'Home', 'Instructions', 'Application Form', 'Documents / Essays', 'Supplemental Forms', 'Recommendations', 'Application Inspector', and 'Submit Application'. The current page is 'Page: 1' of 8. The form title is 'Bio-Sheet A' and it instructs the user to 'Type in English only'. The first section, '1. NAME OF APPLICANT', includes a dropdown for 'Prefix', a text field for 'Maiden Name', a text field for 'Last/Family Name', a text field for 'Surname', a text field for 'First Name', and a text field for 'Middle Name'. The second section, '2. PERMANENT ADDRESS OF APPLICANT', includes text fields for 'Street', 'City', 'State/Province', 'Zip code', and a dropdown for 'Country'. A 'Telephone Number' field is also present with the instruction 'Please enter numbers only'.

Once you fill out all the required fields click “Save” and then click “Continue”.

The screenshot shows the second page of the application form, 'Bio-Sheet B', which is 'Page 2 of 8'. The form title is 'Bio-Sheet B' and it instructs the user to 'Type in English only'. Section '16. PREVIOUS POSITIONS HELD (Begin with most recent)' contains two entries. Each entry includes a text field for '(1) Name of Employer', a text field for 'Employer Address', a text field for 'Street', a text field for 'City', a text field for 'State/Province', a dropdown for 'Country', a text field for 'Job Title', and a 'Dates of Employment (in years)' section with 'From' and 'To' dropdowns.

Continue entering information on the Page 2 of the application form. This screen is called “Bio-Sheet B”.

At the end of Bio-sheet B you will be asked to certify that all the information entered is accurate and complete, see the below screen.

19. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (IN HOME COUNTRY)	
Name of Contact Person	<input type="text"/>
Address	<input type="text"/> Street
	<input type="text"/> City
	<input type="text"/> State/Province
	<input type="text"/> Zip code
	<input type="text"/> Country
Telephone Number <i>Please enter numbers only.</i>	<input type="text"/> ( <input type="text"/> ) <input type="text"/> Country Code    City Code    Number
<p>I certify that all information given in this application is complete and accurate to the best of my knowledge. 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 <a href="http://eca.state.gov/fulbright/about-fulbright/j-william-fulbright-foreign-scholarship-board-ffsb/ffsb-policies">http://eca.state.gov/fulbright/about-fulbright/j-william-fulbright-foreign-scholarship-board-ffsb/ffsb-policies</a>). I understand that final approval of my application is dependent upon my eligibility for a J Visa in the United States. I also agree to return to my home country upon the expiration of my authorized stay in the United States.</p>	
Electronic Signature of Applicant	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/> Month    Day    Year

Read carefully and enter your full name and a date.

Click “Save” and then click “Continue”.

Continue to the next step of an application form called “Personal Statements A”.

Enter the information as requested. **Please Note that you Personal Statement is one of the most important parts of your application.**

The screenshot shows the application interface for the Hubert H. Humphrey Fellowship Program. At the top, there is a navigation bar with 'Update Account', 'Help', and 'Logout' links. Below this is a header for 'The Hubert H. Humphrey Fellowship Program' with a note that the application has not been submitted and a link to 'Update my answers'. A progress indicator shows 'Page: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8' with '4' highlighted, and 'Preview' and 'Save' buttons. A sidebar on the left contains navigation buttons: 'Home', '1 Instructions', '2 Application Form', '3 Documents / Essays', '4 Supplemental Forms', '5 Recommendations', '6 Application Inspector', and '7 Submit Application'. The main content area is titled 'Step 2: Application Form' and 'Hubert H. Humphrey Fellowship Program: Page 4 of 8'. The section is 'Personal Statements A' with the instruction 'Type in English only'. Question 23 asks: 'Please describe how you have demonstrated a strong commitment to public service. (i.e. community, civic involvement or professional responsibilities, etc.)' and includes a word limit: 'Please limit your response to 200-250 words.' A large text input area is provided for the response.

Click Save and Continue

## Personal Statements – B

Continue answering questions as described.

Home | Instructions | Application Form | Documents / Essays | Supplemental Forms | Recommendations | Application Inspector | Submit Application

The Hubert H. Humphrey Fellowship Program  
A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

This Application has **NOT** been submitted  
[Update my answers](#) to preliminary questions

Page: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Preview Save

### Step 2: Application Form

Hubert H. Humphrey Fellowship Program: Page 5 of 8

## Personal Statements B

Type in English only

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.

Your personal statement should be between 450-500 words.

Click “Save” and “Continue” once finished

The next screen is “Personal Information”.

Please enter the information as requested.

**Note: Family members cannot accompany participants to the U.S.**

Home | Instructions | Application Form | Documents / Essays | Supplemental Forms | Recommendations | Application Inspector | Submit Application

The Hubert H. Humphrey Fellowship Program  
A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

This Application has **NOT** been submitted  
[Update my answers](#) to preliminary questions

Page: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Preview Save

### Step 2: Application Form

Hubert H. Humphrey Fellowship Program: Page 6 of 8

## Personal Information

Type in English only

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

1. Your annual salary

Income per year from other sources

Indicate your local currency

2. Will your salary be continued during your stay in the U.S.?

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

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

(1) Name

Relationship

Age

(2) Name

Relationship

## English Language Program

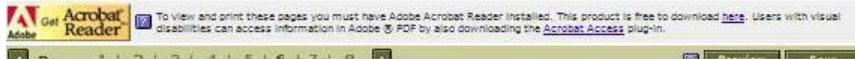
Please let us know if you will be able to attend the additional English Language program if needed. Enter your answers and indicate the date of TOEFL test if you have scheduled if any. If you have not, you may skip this part.

Enter your name and date and then click “Next”.

III. ENGLISH LANGUAGE PROGRAM	
1. If required, will you be able to arrive for English language training as early as April?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. When will you take a standardized test that assessed your English language ability, such as TOEFL?	<input type="text"/> / <input type="text"/> / <input type="text"/> Month Day Year
If you have not scheduled this test before October 1, you must notify the Binational Educational Commission or U.S. Embassy in your home country immediately.	
<b>IMPORTANT</b>	
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 9916. You must be sure to indicate this code (9916) 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.	
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.	
Signature of Applicant	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/> Month Day Year

[Back](#)

[Next](#)



The next screen of application form is “English Language”. Enter all the information related to your English language skills.

The Hubert H. Humphrey Fellowship Program A Program for Mid-Career Professionals Sponsored by the U.S. Department of State		This Application has <b>NOT</b> been submitted <a href="#">Update my answers</a> to preliminary questions	
Page: 1   2   3   4   5   6   7   8			
<a href="#">Preview</a> <a href="#">Save</a>			
<b>Step 2: Application Form</b>			
Hubert H. Humphrey Fellowship Program: Page 7 of 8			
<b>English Language</b>			
Type in English only			
APPLICANT'S NATIVE (HOME) LANGUAGE		<input type="text"/>	
<b>A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH</b>			
Secondary School	<input type="text"/>	Number of years	
	<input type="text"/>	Number of months per year	
	<input type="text"/>	Number of hours per week	
	<input type="text"/>	Native Language of Instructor	
University	<input type="text"/>	Number of years	
	<input type="text"/>		

Click “Save” and click “Continue”

In the next screen called “Additional documents” you are required to provide additional information about your travel. You can either upload a document with the size of no more than 2Mb or click “here” to manually enter the information.

## Additional Documents

Type in English only

---

You may upload any additional travel experience that you were unable to include in the travel section of the application here. **Please do not include any information beyond your relevant travel experience.**

---

To upload a new document, simply click on the “Browse” button to select your document. Then, click on the “Upload” button to complete your upload.

If you would like to save this document for use in other applications, please enter a name for your document before uploading it. Otherwise, feel free to upload your document and leave the name field blank. **To help ensure successful processing, please include a file extension (e.g. essay.doc) and limit the size of uploaded files to 2MB.**

Name:

If you wish to manually enter an essay, click [here](#) to access the text entry field.

— OR —

You currently do not have any saved documents. Click “Manage Documents” to upload and save new documents, or simply upload your new document on this page.

**Quick Tip:** Compose and edit your essays in word processing software. Then upload your document with the Apply Online system. Need to upload a paper document (e.g. transcripts)? Click on the “?” button for more info.

### Additional documents and essays:

Once you upload a document you can preview it by clicking on the “Preview” button in the top right corner of the screen. You can also delete documents by clicking “Delete document” button in the left bottom corner of the screen. Don’t forget to save and continue.

The Hubert H. Humphrey Fellowship Program  
A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

This Application has **NOT** been submitted  
[Update my answers](#) to preliminary questions

Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#)

**You have successfully uploaded your document.**  
Click “Preview” to preview your document in a PDF format.

### Step 3: Documents/Essays

Hubert H. Humphrey Fellowship Program: Page 8 of 8

## Additional Documents

Type in English only

---

You may upload any additional travel experience that you were unable to include in the travel section of the application here. **Please do not include any information beyond your relevant travel experience.**

---

To view your document in PDF format, click the “Preview” button above.  
To re-upload your document, click the “Delete Document” button below.

[Continue to Supplemental Forms](#)



## STEP 4: Supplemental forms

Follow Steps 1 in the screen and download three different forms by the links below, provide these forms to your Current Employer, another Recommender and a Person who can assess your English language skills. Let them know that they can e-mail those forms directly to us at [FulbrightIraq@state.gov](mailto:FulbrightIraq@state.gov) or return it to you for further processing

The screenshot shows the application interface for Step 4: Supplemental Forms. On the left is a navigation menu with buttons for Home, Instructions, Application Form, Documents / Essays, Supplemental Forms, Recommendations, Application Inspector, and Submit Application. The main content area has a blue header with the program name and a status message: "This Application has NOT been submitted. Update my answers to preliminary questions." Below the header, the title "Step 4: Supplemental Forms" is followed by instructions: "The Hubert H. Humphrey Fellowship Program requires you to submit two letters of reference and an English Language Assessment form. You can choose to have your recommenders and English language evaluator submit their recommendations/assessment in paper form or via our online application system." A sub-section titled "To submit your recommendations in paper form:" lists three steps: 1. Download the documents below. 2. Contact the U.S. embassy, post, or commission in your country for instructions on where to mail them. 3. Give the forms and mailing address to your recommender or English language evaluator. Below this, a note says: "If you would like to have your recommendations/English language assessment submitted online, please disregard this page and proceed to the next screen." There are three links: "Report on English Proficiency", "Letter of Reference", and "Letter of Reference from Current Employer". A "Mailing Address" box contains the text: "Please contact your country's U.S. embassy or Fulbright commission for mailing instructions." A "Continue to Recommendations" button is circled in red. At the bottom, there is an Adobe Acrobat Reader notice and a "Copyright Notice" link.

Please Note that you can also send those three forms to us via e-mail if your Recommenders are okay with this, otherwise they should do it directly. Click "Continue to Recommendations"

## STEP 5: Recommendations

The next screen allows you to register the recommender in the database and give him the opportunity to provide a Recommendation letter for you electronically; but we do not suggest you do this as it might be too complicated for you and your recommender.

The screenshot shows the application interface for Step 5: Recommendations. The navigation menu on the left is the same as in Step 4. The main content area has a blue header with the program name and a status message: "This Application has NOT been submitted. Update my answers to preliminary questions." Below the header, the title "Step 5: Recommendations" is followed by the instruction: "Click the button below to register a recommender." There is a "Register Recommender" button and a "Register" button. A "Continue to Application Inspector" button is circled in red. At the bottom, there is a Norton Secured logo and a "Copyright Notice" link.

Click "Continue to Application Inspector"

## STEP 6: Application Inspector

You can preview your application and check for any missing information here; if your application is complete you will see the screen below:

The screenshot shows the application interface for the Hubert H. Humphrey Fellowship Program. The top navigation bar includes links for "Update Account", "Help", and "Logout". The main header displays the program name and a status message: "This Application has NOT been submitted. Update my answers to preliminary questions". The left sidebar contains a menu with options: Home, Instructions, Application Form, Documents / Essays, Supplemental Forms, Recommendations, Application Inspector, and Submit Application. The main content area is titled "Step 6: Application Inspector" and contains the following text: "Your application has passed Application Inspector. You may return to Application Inspector if you want to error-check your application again." and "Click 'Preview Application' to preview your application form one last time before you submit it. Make sure your information is complete and correct." Below this text are two buttons: "Preview Application" and "Continue to Submit Application". At the bottom of the page, there is a footer with the Norton Secured logo and a copyright notice.

Click "Continue to Submit Application"

## STEP 7: Submit Application

Read carefully and then click "Submit my Application now"

**Note:** Once you submit your application you will NOT be able to make any changes in it, you will be able to change the Supplemental forms, Documents and Essays and Recommendations but NOT the application form itself.

The screenshot shows the application interface for the Hubert H. Humphrey Fellowship Program at Step 7: Submit Application. The top navigation bar includes links for "Update Account", "Help", and "Logout". The main header displays the program name and a status message: "This Application has NOT been submitted. Update my answers to preliminary questions". The left sidebar contains a menu with options: Home, Instructions, Application Form, Documents / Essays, Supplemental Forms, Recommendations, Application Inspector, and Submit Application. The main content area is titled "Step 7: Submit Application" and contains the following text: "Your electronic signature has been submitted." and "Click 'Submit my Application Now' to submit your application online to Hubert H. Humphrey Fellowship Program. We will send you an email to confirm that your application form has been sent." Below this text is a paragraph: "Hubert H. Humphrey Fellowship Program will also send you an email to confirm that your application form has been received." and another paragraph: "Once you get the first email, this means that your application form has been successfully submitted. Once you get the second email, this means that your application form has been received by Hubert H. Humphrey Fellowship Program." Below this text is an **Important:** notice: "There may be a time lag between your application being submitted and it being received. This is because the admissions office may take a few days to receive your application after it has been electronically delivered to them." Below this text is a button: "Submit my Application Now". At the bottom of the page, there is a footer with the Norton Secured logo and a copyright notice.

Once you click “Submit My Application” button you will receive a confirmation to your submission

Please save a copy of this screen, just in case.

Click “Logout”

### Confirmation

This confirms that your application form has been submitted to Hubert H. Humphrey Fellowship Program. You may print this page now for your records, or log in anytime in the future to access a copy.

## Confirmation

**You have successfully submitted  
your Web Application**

SUBMITTED

<b>School:</b>	Hubert H. Humphrey Fellowship Program 2014-15
<b>School Address:</b>	Please contact your country's U.S. embassy or Fulbright commission for mailing instructions.
<b>Time and Date Submitted:</b>	5/14/2013 4:43:00 AM (PT)
<b>Name:</b>	Otabek Madaliyev
<b>Payment Type:</b>	NONE
<b>Payment Status:</b>	NONE
<b>Payment Amount:</b>	NONE

Return to [Hubert H. Humphrey Fellowship Program's Web site](#)

[Logout](#)

Note: You can always return to your application afterwards, but you will **NOT** be able to change the application form. Please click on the application form and save it for your records.

[Update Account](#) | [Help](#) | [Logout](#)

- [Home](#)
- [Instructions](#)
- [Application Form](#)
- [Supplemental Forms](#)
- [Recommendations](#)
- [Submit Confirmation](#)

**The Hubert H. Humphrey Fellowship Program**  
A Program for Mid-Career Professionals Sponsored by the U.S. Department of State

This Application has been submitted

### Home

You submitted this application to Hubert H. Humphrey Fellowship Program on 5/14/2013 4:43:00 AM. You can still work on any remaining parts of your application, but the application form itself is no longer available for editing.

#### To Do List

[Instructions](#)  
The instructions will help you to complete your application successfully. Please read them carefully so that you understand the requirements for this application.

---

[Application Form](#)  
Access your submitted application form here.

---

[Supplemental Forms](#)  
These forms are an additional portion of your application. Review the requirements and print the forms out here.

---

[Recommendations](#)  
Although you have submitted your application, you may still register, delete, or change recommenders to submit online recommendations. You may also track the status of your online recommendations.

---

[Submit Confirmation](#)  
This application has been submitted.

[Copyright Notice](#)