

APPLICATION FOR ADMISSION TO THE HUBERT H. HUMPHREY FELLOWSHIP PROGRAM 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.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

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.**



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

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. CURRENT OCCUPATION:

- a. Name & address of employer
- b. Job title
- c. Dates of employment

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).



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2016-2017

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.

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:

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.

Signature: _____ Date: _____

(You must sign here in INK)



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

Program Plan

Name of Applicant:

Country:

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

(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.

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



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

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.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

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?



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

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: [\[Click here\]](#) 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):

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

Indicate the TOEFL score earned:



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

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: _____

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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				



HUMPHREY FELLOWSHIP PROGRAM APPLICATION

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

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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