

U.S. Embassy Kyiv

**2012-13 Hubert H. Humphrey Fellowship Program
for Mid-Career Professionals**

Application Timeline and Procedures

Assistance/Consultations for Program Applicants. Applicants to the Hubert H. Humphrey Program will have an opportunity to attend group consultations on filling out the application and essay-writing at the Public Affairs Section (PAS) of the U.S. Embassy, or via web conference on the internet, as scheduled by the Program Coordinator, from April to June 2011. Check the U.S. Embassy's main Humphrey website for details at <http://ukraine.usembassy.gov/humphrey-description.html>.

Round One: Filling out the Application. For the 2012-2013 Humphrey Fellowship Program, only electronic applications will be accepted. Applicants are able to log on to the site at apply.embark.com/student/humphrey/fellowship/95

to gain access to the user-friendly online Embark application system. Applicants will complete their entire application online, as well as send online requests for letters of recommendation and English language assessments.

U.S. Embassy staff has administrative access to the Embark system and will be able to answer questions on applications that are "in process." The Embassy will use your Embark application to submit nominations to the Institute of International Education (IIE) in Washington, DC, for final selection. (IIE manages the Humphrey Program in the U.S.)

The submission deadline for Ukrainian applicants is June 17, 2011. We recommend that candidates allow themselves sufficient lead-time to complete the application form which requires very detailed information and seven short essays, as well as two letters of reference.

Before you begin this whole process, please examine the program description and Field Descriptions carefully and make sure you are, indeed, a suitable candidate in a particular area. Otherwise, it will not make sense for you to complete the application process, request letters of recommendation, etc.

Round Two: Testing, Interview, and Selection of Embassy Kyiv's Nominees. After the applications are received, they will be forwarded to U.S. and Ukrainian experts who will review and evaluate the submissions. Strong applicants will be selected as semi-finalists and invited for an interview and testing. All applicants will be informed of their status via e-mail.

Usually, interviews and Teaching of English as a Foreign Language (TOEFL) testing of semi-finalists take place on the same day. This year the interviews and testing will likely be scheduled around July 8-9, though those dates are subject to change.

The Selection Panel is composed of one or more U.S. Embassy representatives, and at least one Hubert H. Humphrey Program alumnus/a who will be a specialist in one of program fields. The Panel will interview each semi-finalist.

All semi-finalists will also be required to take an **Institutional (paper-and-pencil) TOEFL exam** on the day of the interview. The test will be administered at one time for all applicants, so semi-finalists cannot schedule the test for a different date or time. Note: Semi-finalists who have satisfactorily passed an official TOEFL exam since June 1, 2010 and have a TOEFL Score Report on record are not required to take the TOEFL exam again.

Note: TOEFL preparation guides, as well as handbooks on interview skills and essay-writing, are available at the EducationUSA Educational Advising Centers (EACs). The contact info for the EACs, located in Kyiv, Lviv, Kharkiv and Dnipropetrovsk, can be found at <http://www.educationusa.info/Ukraine>. You might also find materials at one of our Window on American (WOA) Centers. (See a list of WOA locations at <http://ukraine.usembassy.gov/woacenters.html>.)

Up to five Ukrainians will be selected for nomination to take part in the global competition for Humphrey slots. Applicants will be informed whether the committee has selected them as Embassy nominees via Embark within two weeks following the interview.

Round Three: Completion of Paperwork/Submission of Nominations to Washington. The Program Coordinator from Embassy Kyiv's Public Affairs Section will provide further instructions to applicants selected as the Embassy's nominees once they have notified the Embassy that they accept the nomination and will agree to continue with the rest of the application process.

Each electronic application will be reviewed for completeness, and the Project Coordinator will work individually with each nominee to finish the necessary paperwork. The Embassy will forward complete nomination packages to IIE in Washington, D.C., by September 20, 2011.

Nominees themselves will register to take an official Internet-based TOEFL offered by ETS. ETS will send score reports directly to both IIE and test-takers.

Round Four: Final Selection of Humphrey Fellow Finalists by the U.S. State Department. Applications and justifications submitted to IIE by U.S. Embassies around the world will be reviewed in Washington, D.C. in early 2012. Finalists will be selected by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA).

ECA will send a list of approved finalists to U.S. Embassies worldwide sometime between February and April 2012. The US Embassy will then inform Ukrainian nominees about their selection as finalists. Finalists will have a specified period of time during which to accept or decline the award of the fellowship, and provide additional information to IIE in Washington, DC. IIE will communicate with finalists through the Program Coordinator.

Last Phase: Post-Selection Preparations for Humphrey Fellow Finalists. Participants of the Program will receive final information about their U.S. placement in May 2012. The official documents related to Program terms and conditions as well as legal paperwork for visa receipt will be sent to individual finalists from IIE via the U.S. Embassy. Pre-departure orientation will be conducted sometime between late May and mid-June, with departure to the U.S. scheduled for sometime between late June and early August, depending on the terms and conditions of the participant's specific award.

Contact Information. If you have further questions regarding timelines or procedures, please contact the Program Coordinator at kyivhumphrey@state.gov.