

[http://photos.state.gov/libraries/ukraine/895/pdf/timeline\\_procedures-2014-1.pdf](http://photos.state.gov/libraries/ukraine/895/pdf/timeline_procedures-2014-1.pdf)

## HUBERT H. HUMPHREY PROGRAM TIMELINE AND PROCEDURES

### Round One: Filling out an Application

For the 2015-2016 Humphrey Fellowship Program, only electronic applications will be accepted. Applicants should log on to the site at <https://apply.embark.com/student/humphrey/fellowship/> to gain access to the user-friendly online Embark application system. Applicants will be able to complete their entire application online, as well as send online requests for letters of recommendation and English language assessments. The applications submitted after 5pm on Monday, July 21, 2014, will not be considered.

The complete application includes the following items:

- Personal info – filled out by the applicant in the Embark
- Essays - filled out by the applicant in the Embark
- Transcripts – scanned copies of English and original language documents about post-secondary degree education, including Junior Specialist, Bachelor’s Degree Diploma and Supplement must be attached in the appropriate pages. If available, Master’s Degree and Candidate of Sciences or Ph.D. Diploma, with supplement, should be attached as well. Note that the attachment size should not exceed 2MB.
- Two Letters of Reference – completed by the recommender directly in the Embark. Please make sure that this reference letters are submitted by the deadline.
- English Proficiency Form – completed by the applicant. Note that if the IBT score report has not expired yet, it should be scanned and attached.

U.S. Embassy staff has administrative access to the Embark system and will be able to answer questions on applications that are in process. We will use Embark to submit your nominations to the Institute of International Education (IEE) for final selection.

Applicants can begin their applications in May 2014, by going to the above mentioned Embark website. Please note that the applications will be considered only in the fields specifically eligible for Ukraine. The submission deadline for Ukraine is July 21, 2014.

We recommend that candidates allow themselves sufficient lead-time to complete the application form which requires very detailed information and short essays, as well as two letters of reference.

Before you begin this whole process, please read the Field Descriptions carefully to see if you are, indeed, a suitable candidate in a particular area and that it makes sense for you to complete the application, request letters of recommendation, etc.

### Round Two: Pre-selection

After the applications are received, they will be forwarded to a commission made by 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 or else on consecutive days. This year the interviews and testing will likely be scheduled for some time during the week of August 25, 2014.

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

All semi-finalists will also be required to take the paper-based Institutional TOEFL, or ITOEFL, exam. The test will be administered at one time for all applicants. It is not possible for semi-finalists to schedule a different date/time for administration of this test. ITOEFL score results will be available from the Public Affairs Section a week after the test date.

Note: Semi-finalists who have satisfactorily passed an official TOEFL exam since June 1, 2013 and have a TOEFL Score Report available to us are not required to take the TOEFL exam again at the stage of selection.

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 can be found at <https://www.educationusa.info/Ukraine>.

Based on the written applications, interview results and ITOEFL scores, up to four individuals will be selected for nomination from Ukraine.

#### Round Three: Completion of Paperwork/Submission of Nominations to Washington

The Program Coordinator will provide further instructions to applicants selected as 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 nominee will be asked to provide U.S. Embassy with electronic reference letters, transcripts and other additional documents to complete the electronic application package. The Program Coordinator at the Embassy will forward those completed nomination packages to IIE in Washington, D.C., by September 30, 2014.

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

#### Round Four: Final Selection 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 2015. Finalists will be selected by the U.S. Department of State's Bureau of Educational and Cultural Affairs.

The Department of State will send a list of approved finalists to U.S. Embassies worldwide during March/April 2015. The US Embassy will then inform their 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.

#### Last Phase: Post-selection Activities

Participants of the Program will receive information about their placement in May 2014. Pre-departure orientation will be conducted in late May to 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.

#### Assistance/Consultations for Program Applicants

Applicants to Hubert H. Humphrey Program will be provided with an opportunity to attend group consultations at the Public Affairs Section, U.S. Embassy, and have an individual consultation over the phone or by personal appointment by contacting the Program Coordinator at (044) 521-5273.

Please note that attendance of program consultations is highly recommended. The Application Form requires a lot of information and the program manager provides detailed information to assist with the completion of the form. This year, the program consultations are tentatively scheduled on May 29, June 6 and June 18, 2014 at 16:00 at the Public Affairs Section, 4 Ihor Sikorskyi (former Tankova) Str., Kyiv. Please note, however, that those dates might change. In order to sign up for a group consultation session, interested individuals must register by 17:00 no later than 3 work days before the date of the group consultation by sending an e-mail to the Program Coordinator. Registered individuals will receive confirmation of registration via e-mail. If confirmation is not received, please contact the Program Coordinator.

Contact info for the Program Coordinator:

Phone (044) 521-5273, e-mail [kyivhumphrey@state.gov](mailto:kyivhumphrey@state.gov)