Hubert H. Humphrey Fellowship Program

A Fulbright Program

Program Guidelines for U.S. Embassies and Binational Commissions/Foundations
2016-2017

With primary funding from the U.S. Department of State

Administered by the Institute of International Education
Guidelines for Administration of the
Hubert H. Humphrey Fellowship Program

2016-2017

For
U.S. Embassies and
Binational Commissions/Foundations

Bureau of Educational & Cultural Affairs (ECA)
Office of Global Educational Programs
Humphrey Fellowships and Institutional Linkages Branch (ECA/A/S/U)
SA-5, 4th Floor
Washington, DC 20522-0504
www.exchanges.state.gov/non-us/program/hubert-h-humphrey-fellowship-program

Institute of International Education
Global Professional Exchanges Division
Hubert H. Humphrey Fellowship Program
1400 K Street, NW, Suite 700
Washington, DC 20005
www.humphreyfellowship.org
humphreyfellowship.org/embassies-and-commissions

April 2015
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1. Introduction

Communication with IIE

We recommend that Embassies/Commissions use email for all routine and time-sensitive communications. U.S. Embassies and Commissions may communicate with IIE as follows:

Judith S. Gibson, Director
jgibson@iie.org Tel: (+1-202) 686-8655

IIE Post & Commissions Team
posts@iie.org Tel: (+1-202) 686-8664

Caroline Dolive, Senior Program Officer (Team Lead, Main Contact: AF & SCA regions)
Morgan Dean, Program Coordinator (Main Contact: EAP & NEA regions)
Kristina Jenkins, Senior Program Officer (Main Contact: WHA region)
Emily Heddon, Program Coordinator (Main Contact: EUR region)

Main Humphrey Program Office
Telephone: (+1-202) 686-8664 Fax: (+1-202) 326-7754

Institute of International Education
Global Professional Exchanges Division
Hubert H. Humphrey Fellowship Program
1400 K Street, NW, Suite 700
Washington, DC 20005

Communication with ECA

For official or policy-oriented messages or questions regarding the program, Embassies and Commissions may contact:

NEA:
John Sedlins, Chief
Humphrey Fellowships and Institutional Linkages
Office of Global Educational Programs – ECA/A/S/U
sedlinsjz@state.gov Tel: (+1-202) 632-6328

AF & EAP:
Paul Schelp, Program Officer
pschelp@state.gov Tel: (+1-202) 632-6331

EUR:
LaRita Hagar, Program Officer
hagarl@state.gov Tel: (+1-202) 632-9458

SCA:
Eythan Schiller, Program Officer
schillere@state.gov Tel: (+1-202) 632-9458

SCA:
Emily Spencer, Program Officer
spencere@state.gov Tel: (+1-202) 632-6329

WHA:
LaRita Hagar, Program Officer
hagarl@state.gov Tel: (+1-202) 632-9458

Main ECA
Telephone: (+1-202) 632-6342 Fax: (+1-202) 632-9479
# Website Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Public Humphrey Program website</strong></td>
<td>Information on applying to the program, eligible countries, etc.</td>
</tr>
<tr>
<td><a href="https://humphreyfellowship.org/">https://humphreyfellowship.org/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Humphrey Program information for U.S. Posts and Fulbright Commissions</strong></td>
<td>Information on recruitment and application, program guidelines and forms, Embark instructions, access to alumni database, FAQs, etc.</td>
</tr>
<tr>
<td><a href="https://humphreyfellowship.org/embassies-and-commissions">https://humphreyfellowship.org/embassies-and-commissions</a></td>
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<tr>
<td><strong>Online Application for Humphrey Program Applicants</strong></td>
<td></td>
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<tr>
<td><strong>Website for Embassies/Commissions to manage Humphrey online applications</strong></td>
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<tr>
<td><a href="https://admissions.embark.com/">https://admissions.embark.com/</a></td>
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<tr>
<td><strong>ECA International Exchange Websites</strong></td>
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<tr>
<td><strong>Main IIE website</strong></td>
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<tr>
<td><strong>Information about the TOEFL</strong></td>
<td>Testing dates, registration, preparation materials</td>
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<tr>
<td><a href="http://www.ets.org/toefl">http://www.ets.org/toefl</a></td>
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<tr>
<td><strong>Application to become an approved institutional TOEFL test center</strong></td>
<td>To administer unofficial tests to use for screening and practice</td>
</tr>
<tr>
<td><strong>Information about IELTS (International English Language Testing System)</strong></td>
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<tr>
<td><strong>Humphrey Program Facebook page</strong></td>
<td>Includes interviews with program alumni</td>
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<tr>
<td><a href="https://www.facebook.com/HumphreyFellowship">https://www.facebook.com/HumphreyFellowship</a></td>
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<td><strong>Humphrey Program YouTube page</strong></td>
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<td><a href="http://www.youtube.com/user/HumphreyFellowship">http://www.youtube.com/user/HumphreyFellowship</a></td>
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<tr>
<td><strong>Humphrey Program LinkedIn page</strong></td>
<td>Offers field-specific groups for participants to share professional development experiences and resources with each other</td>
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Additional Resources for Embassies and Commissions

The success of the Humphrey Program is in large part due to the fine job colleagues all over the world do in recruiting a wide range of applicants. The following is a list of resources that can be used for a variety of activities from recruitment through pre-departure orientation. Please contact IIE for additional information.

- **Post/Commission Emails**: The Humphrey Program at IIE provides information on critical recruitment, nomination, and selection procedures, and on alumni opportunities once or twice a month via targeted emails. We welcome your responses and encourage you to share ideas with us via email or with other Public Affairs Sections and Fulbright Commissions via our website. If you or other staff members in your office are not receiving messages, please contact IIE at posts@iie.org.

- **Humphrey Fellow Guidelines**: All Fellows receive guidelines booklets in their award packets. The guidelines can also be found online at [https://www.humphreyfellowship.org/award-process](https://www.humphreyfellowship.org/award-process).

- **Humphrey Alumni**: Past Humphrey Fellows are great resources. We encourage Embassies and Commissions to involve Humphrey alumni in publicity, recruitment, screening, interviews, and pre-departure orientation programs. IIE maintains an extensive database of alumni that can also be accessed from the Post/Commission section of the website ([https://humphreyfellowship.org/embassies-and-commissions](https://humphreyfellowship.org/embassies-and-commissions)). Please inform IIE of alumni accomplishments and changes in contact information, or if you need a list of alumni.

- **The Humphrey Program Facebook and YouTube pages** are available as tools for recruitment purposes as well as to connect with alumni. Facebook: [https://www.facebook.com/HumphreyFellowship](https://www.facebook.com/HumphreyFellowship) YouTube: [http://www.youtube.com/user/HumphreyFellowship](http://www.youtube.com/user/HumphreyFellowship)
Program Timeline for 2016-2017 Class of Humphrey Fellows

* Please note: Nomination deadline is **October 1, 2015**.

<table>
<thead>
<tr>
<th>Action By</th>
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<tbody>
<tr>
<td>ECA</td>
<td>IIE</td>
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<tr>
<td>IIE</td>
<td>ECA</td>
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<tr>
<th>April 2015</th>
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<tbody>
<tr>
<td>Official ECA announcement via cable of invitation to recruit</td>
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<tr>
<td>Recruitment materials posted online</td>
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<tr>
<td>at <a href="https://humphreyfellowship.org/recruitment">https://humphreyfellowship.org/recruitment</a></td>
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<tr>
<td>TOEFL vouchers and recruitment information emailed</td>
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<tr>
<th>April-September 2015</th>
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<tr>
<td>Recruitment, screening, testing, and nomination by Embassies/Commissions</td>
<td>PAS/FC</td>
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<tr>
<th>October 1, 2015</th>
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<tbody>
<tr>
<td>Deadline for submission of nominations from Embassies/Commissions to IIE via the online application system</td>
<td>PAS/FC</td>
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<tr>
<th>October – November 2015</th>
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<tr>
<td>Technical review of nominations; distributions to review committees</td>
<td>IIE</td>
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<tr>
<td>Nominated candidates sit for the TOEFL or IELTS</td>
<td>PAS/FC</td>
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<tr>
<th>December 2015 – January 2016</th>
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<tr>
<td>Candidate Review Committee meetings in Washington, D.C.</td>
<td>IIE ECA</td>
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<tr>
<th>January – February 2016</th>
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<tr>
<td>Selections made by FulbrightForeign Scholarship Board; notification of Fellowship/alternate selection cabled to Embassies</td>
<td>IIE ECA</td>
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<td>Advanced processing of long-term English training participants</td>
<td>IIE</td>
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<tr>
<th>February – March 2016</th>
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<tr>
<td>IIE matches candidates with U.S. host institutions</td>
<td>PAS/FC</td>
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<tr>
<td>Principal candidates accept or decline Fellowship award; notification to IIE</td>
<td>IIE</td>
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<tr>
<th>February – June 2016</th>
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<tr>
<td>IIE ships award packets to Fellows c/o Embassies/Commissions</td>
<td>PAS/FC</td>
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<tr>
<td>Confirmation of English training/university placement</td>
<td>IIE</td>
</tr>
<tr>
<td>Embassies/Commissions email signed employer's letter of leave of absence, medical examination form, and acceptance of award for each grantee</td>
<td>PAS/FC</td>
</tr>
<tr>
<td>Embassies/Commissions arrange Fellow’s travel to host campus</td>
<td>IIE</td>
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<tr>
<th>March – August 2016</th>
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<tr>
<td>Fellows begin long-term and pre-academic English language training as required</td>
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<tr>
<th>April – July 2016</th>
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<tbody>
<tr>
<td>Alternate candidates offered grants as principals withdraw</td>
<td>IIE ECA</td>
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<tr>
<th>August – September 2016</th>
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<tr>
<td>Fellows report to university campuses for Humphrey Program orientation</td>
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<tr>
<th>June 9, 2017</th>
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<tr>
<td>End of 2016-2017 Fellowship year</td>
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Important Highlights for 2016-2017

► The Humphrey Fellowship Program website is accessible at https://humphreyfellowship.org/. The website provides the public with comprehensive information about the program. Post and Commission contacts can access specific resources at https://humphreyfellowship.org/embassies-and-commissions. Your username is your first and last name.

► To manage the U.S. review of candidates effectively and to increase the changes that highly qualified candidates can be accommodated with limited resources, for most countries the nomination limit has been set at 3 nominees, plus an additional 3 nominees for the Long-Term English Program. Please see the nomination allotments on page 13.

► The number of Humphrey nominations from the following countries is limited to one (1) nominee, including LTE candidates: Bahrain, Barbados, Croatia, Estonia, Hungary, Israel, Oman, Saudi Arabia, Slovakia, Trinidad and Tobago, and the United Arab Emirates. Candidates nominated by these countries should be recruited from underserved sectors and communities, and their proposed programs should focus on issues related to social and democratic development (for example, judicial reform, media freedom, gender equity, or minority rights).

► The Humphrey Program Facebook (www.facebook.com/humphreyfellowship) and YouTube (http://www.youtube.com/user/HumphreyFellowship) pages are available as tools for recruitment purposes as well as resources to connect with alumni. U.S. Embassies and Commissions that have a presence on Facebook may link with the page by “liking” it. Links to both sites may also be used in recruitment materials.

► The Humphrey Fellowship Program will continue to use the Embark online application system. Applicants from any eligible country can submit an application by going to http://apply.embark.com/student/humphrey/fellowship/. Embassies/Commissions can review submitted applications by logging into the system at https://admissions.embark.com. Information on how to log into the system and utilize the application manager is posted on the Humphrey website for Posts and Commissions: https://humphreyfellowship.org/embassies-and-commissions. Embassies and Commissions can choose to accept paper applications for their initial review; however, all nominations must be submitted electronically through the online application system by October 1, 2015.

► Deadline for receipt of nominations by IIE is October 1st, 2015. Applications for all nominees must be submitted electronically through the online application system. For those countries observing Ramadan during the recruitment cycle, please consider planning in such a way as to enable you to complete the screening process in time. You may submit your nominations at any time before the deadline.

► A well-drafted Nomination Committee Report (P-1) is a critical part of the review process. Review panelists in Washington, D.C. need to learn the rationale behind your rank order and insights gained from the interview process. They do not have the benefit of meeting the candidate in person, so they rely heavily on the Nomination Committee Report in making their assessments. A summary of the candidate’s application and background is not helpful as it is already included in the
application. Please address candidates’ potential to benefit from an award and their potential to have an impact upon returning home. Include in your statement what you have learned in the interview that a panelist would not be able to learn just by reading the application.

► An English Language Assessment form and English language test score (TOEFL or IELTS) must be submitted with each application. After completing an oral interview with the candidate, you or someone at a language center of your choice must fill out the English Language Assessment (ELA) form. Please note: this form is not the same as the language assessment completed by the applicant. Please see page 49 for a sample of the ELA form.

► Candidates not possessing a TOEFL score dating from the past two years or less must take the TOEFL test no later than the end of November 2015. Failure to take the TOEFL test by this date may jeopardize a candidate’s chances of receiving an award.

► Posts may again nominate meritorious candidates who score between 440 PBT or iBT 42 and 500 PBT or iBT 61 on the TOEFL for the Long-Term English (LTE) training program. Candidates needing a shorter program of pre-academic English language training do not need to be nominated for the LTE program unless they scored between 440 and 500 PBT (42-61 iBT) on the TOEFL. Spaces in both the LTE and pre-academic programs are limited.

► For candidates being nominated for the intensive, Long-Term English program, you must include a completed Long-Term English Program Nomination Form (P-1A) as part of their application. The LTE candidate should be nominated and ranked with all other candidates that are submitted. As with other candidates, you will need to complete and include the Nomination Committee Report (P-1), and Recruitment Report (P-2) on the online application system.
2. Overview of the Humphrey Fellowship Program

Background

These guidelines elaborate on the official cable notifying Embassies and Commissions of their eligibility to nominate candidates for the 2016-2017 Hubert H. Humphrey Fellowship Program. The cable was sent to Posts between April 2, 2015 and April 7, 2015 as STATE 37828 (AF), STATE 36500 (EAP), STATE 37840 (EUR), STATE 38370 (NEA), STATE 38520 (SCA) and STATE 37848 (WHA).

The Hubert H. Humphrey Fellowship Program, initiated in 1978, is a United States Government-funded program, sponsored by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA). At ECA, the Humphrey Program is coordinated by the Humphrey Fellowships and Institutional Linkages Branch (ECA/A/S/U) of the Office of Global Educational Programs. It is administered by the Institute of International Education (IIE) under a cooperative agreement with ECA. As the Humphrey Fellowship Program belongs to the family of Fulbright Exchange Programs, the J. William Fulbright Foreign Scholarship Board (FSB) has overall responsibility for the program and for the approval of candidates. The chapter on the Humphrey Program can be found in Section 340 of the Board’s Policy Statements: http://eca.state.gov/files/bureau/chapter300.pdf.

Over 5,200 Fellows representing 158 countries have participated in the program since its inception. Approximately 170 Humphrey Fellowships are being awarded for program year 2015-2016.

Program Goals

The Hubert H. Humphrey Fellowship Program brings accomplished professionals from designated countries around the world to the United States at a mid-point in their careers for a year of practical, professional development experiences and non-degree academic study.

The Humphrey Program was initiated to honor the memory and accomplishments of the late Senator and Vice-President, Hubert H. Humphrey. Fellows are selected through a competitive process based on their potential for leadership and commitment to public service in the public or private sector.

By providing future leaders with a shared experience of U.S. society and culture and of current approaches to the fields in which they work, the program aims to:

- Establish and enhance long-lasting productive partnerships and relationships between U.S. citizens and individuals from other parts of the world;
- Develop leaders whose knowledge and skills have been informed by exposure to American values, models and ideas – leaders who will have a multiplier effect on their societies;
- Expand and improve the range of international exchange and training programs; and
- Increase U.S. citizens’ knowledge and understanding of international issues and of other cultures and societies.
How Many Candidates Can Each County Nominate?

All eligible Embassies/Commissions may nominate up to three (3) candidates, with the following exceptions:

May nominate one (1) candidate, including LTE candidates:
- Bahrain
- Barbados
- Croatia
- Estonia
- Hungary
- Israel
- Oman
- Saudi Arabia
- Slovakia
- Trinidad and Tobago
- United Arab Emirates

May nominate up to seven (7) candidates:
- Afghanistan
- Algeria
- Bangladesh
- Brazil
- Burma (Myanmar)
- Egypt
- Indonesia
- Iraq
- Jordan
- Libya
- Morocco
- Nigeria
- Philippines
- Russia
- South Africa
- Tunisia
- Turkey
- Vietnam
- Yemen

May nominate up to twelve (12) candidates:
- China
- India

May nominate up to two times the number of grants for which non-ECA funding and ECA funding is anticipated:
- Pakistan
- Other countries for which cost-sharing is anticipated

Post may nominate three additional candidates for the Long-Term English (LTE) training program, in addition to the full slate of regular candidates permitted by the country allocations described above, with the exception of the 11 countries listed above that are limited to one total nomination. See pages 28 and 36 for more information on the LTE program.

Posts who wish to nominate more than three LTE candidates are welcome to do so, but must use a regular nomination slot for each additional LTE candidate beyond the first three. (For example, a country with a nomination limit of three candidates may nominate three regular candidates plus three LTE candidates, or two regular candidates plus four LTE candidates, or even six LTE candidates if Post feels that their LTE candidates are the most competitive applicants.)
Professional Areas of Humphrey Fellows

What kinds of people should you be nominating and from which professional areas?

In nominating candidates, please remember that the Humphrey Fellowship Program is designed to strengthen the leadership skills of men and women who will make contributions to their communities as well as their professional fields.

Humphrey Fellowship nominees should be individuals working in either the public or private sector with demonstrated leadership ability and a commitment to public service. Nominees should be at a point in their careers to fully benefit from this professional development program.

Candidates should understand that the program is non-degree in nature. Fellows are placed at designated host universities to take advantage of academic, professional, and leadership enhancement activities offered by the campus setting. Since the Humphrey Program is classified as a non-degree program in SEVIS (Student and Exchange Visitor Information System), Humphrey Fellows cannot transfer from the Humphrey Program to degree status in any program. Applicants should be aware that they will not be able to become degree candidates after they arrive in the U.S. Posts/Commissions should direct degree-seeking candidates to other opportunities. Candidates should realize that they have a commitment to return home after their Fellowship for at least two years to use the skills and knowledge they have acquired to assist their communities and their country.

Candidates may be drawn from the following professional areas or in accordance with priorities articulated in the Embassy mission plan.

Field of Study Descriptions

Sustainable Development

- Agricultural and Rural Development
  Suitable candidates include individuals from the public sector, non-governmental organizations, and business focused on agricultural and food system development and/or rural development. The field includes, but is not limited to, the following areas of specialization: food security, sustainable farming systems, agricultural research, extension management, agricultural marketing and value-chain management, post-harvest technology and food safety, trade and food policy, and rural livelihood enhancement.

- Economic Development
  This field may be interpreted very broadly. Suitable candidates include policy makers and administrative managers focusing on contemporary development issues including population growth, agriculture and industrial development, poverty and income distribution, labor markets, and foreign trade. Individuals who are working in the fields of sustainable development and micro-finance in the public or private sector are also appropriate.
• **Finance and Banking**
Suitable candidates include individuals who are involved in the management of financial institutions, the regulation of depository institutions and securities, transnational lending and trade financing, or public-private partnerships. Corporate financial managers and analysts are appropriate if they are interested in and able to convey how their work will impact the development of the country. Individuals in this field are not suitable for the Humphrey Fellowship Program if they are primarily concerned with expanding a corporate entity’s market share.

• **Natural Resources, Environmental Policy, and Climate Change**
Natural resource and environmental managers are appropriate candidates for this field. Policymakers working on the protection of natural resources, water quality, pollution control, land use, conservation, and environmental impact assessment also are suitable. Climate change is a critical emerging field open to professionals working in a range of disciplines, including policy development, clean technologies, carbon management, and response planning or adaptation to new climate patterns.

• **Urban and Regional Planning**
Appropriate candidates for this field include architects, engineers, planners, urban designers, urban economists and sociologists, and historic preservation specialists. The field of Urban and Regional Planning should be broadly interpreted to include the following: urban infrastructure, transportation policy and planning, water and sanitation, town and rural planning, land use and urban design, housing and real estate development, international and comparative planning, environmental protection and planning, ecological land development, public policy, social policy, urban redevelopment policy, economic development and planning, regional economic integration, economic conversion, urban finance management, and urban spatial analysis using geographic information systems.

**Democratic Institution Building**

• **Communications/Journalism**
Appropriate candidates include those using media in all its current forms to facilitate global development for their country. Journalists in this field could work for private media outlets or state-run public broadcasters with a focus on independent reporting and transparency. Journalists can work in any platform (print, broadcast, online) using digital and social media tools to cover a wide variety of subject beats, including, but not limited to public affairs, arts and features, social issues, business news and investigative topics. Other individuals might manage the public or internal communications for non-governmental organizations, for state-run media, governmental agencies and private business enterprises.

• **Law and Human Rights**
Attorneys, judges, and human rights activists are the most suitable candidates in this field. The range of law specializations is far reaching; some of the more common include: constitutional, criminal, business, civil rights, family/child, alternative dispute resolution, international humanitarian, international trade, international business, intellectual property, and telecommunications law. Individuals engaged in legal and judicial reform and the administration of justice also are appropriate candidates.
• Public Policy Analysis and Public Administration
This field may be interpreted very broadly. Policy issues that past Fellows addressed have included:
regional economic and workforce development planning, public management and leadership,
financial management in public and non-profit organizations, poverty and inequality, gender, public
finance and revenue administration, domestic and foreign development policies, political transition
to market-based democracy, planning and the global knowledge economy and private sector
development.

• Trafficking in Persons Policy and Prevention
Candidates include foreign government officials, NGO activists, and media specialists who are
focused on anti-trafficking issues. Humphrey Fellows can focus in areas of public administration,
NGO administration, law and human rights, social work, communications and journalism, and
public health as applied to anti-trafficking program management and policy-making.

• Technology Policy and Management
Network administrators, engineers, and urban planners involved in formulating technology policy
and planning and managing technological change and systems are suitable candidates in this field.
Officials in the Ministry of Education and educators who teach technology and science in higher
education institutions and can demonstrate leadership in curriculum development or administration
in this field are also appropriate candidates.

• Human Resource Management
The most suitable candidates in this field are those individuals dealing with institutional change and
setting personnel policies and procedures. These might be human resource managers or individuals
from various fields who have been charged with re-organizing a department or ministry, for
example.

Education
• Educational Administration, Planning and Policy
Individuals who are contributing to national or regional education planning, policy development and
implementation make good candidates. University professors with an exclusively academic focus are
not suitable; however, university professors in administrative or policy-making positions are eligible.
Candidate profiles also include those focused in the more technical areas of education: curriculum
development, instruction and learning assessment techniques, program design and adult learning,
teacher training, and the use of technology in higher education. These individuals may be teachers if
they also have additional responsibilities in the areas above.

• Higher Education Administration
This field of study is intended for individuals who devote a significant portion of their professional
life to policy formation, strategic decision-making, planning and management in higher education.
Individuals holding administrative or policy-making positions at institutions of higher education,
non-profit organizations or government ministries are eligible. Suitable candidates also include those
focused on functional areas of higher education, such as curriculum design, techniques for
instruction and learning assessment, vocational and life-long learning programs, and areas of higher
education administration such as financial management, student affairs, academic affairs, business
affairs, recruitment and admissions, development and alumni relations, and the use of technology in
higher education. These individuals can be faculty at institutions of higher education if they also have significant additional responsibilities in the areas listed above.

- **Teaching of English as a Foreign Language**
  Appropriate candidates include teacher trainers and master teachers in the field of Teaching of English as a Foreign Language if they are interested in teacher training, curriculum development, and methodology.

**Public Health**

- **Public Health Policy and Management**
  Physicians, clinicians with management responsibilities, health educators, and other practitioners with policymaking responsibilities in this field are suitable candidates. Past Fellows’ interests have included: management of public health care organizations; health care delivery through community-based organizations; reproductive, adolescent and child health; and epidemiology in public health practice. Candidates who are primarily practitioners in their field are not appropriate. For example, dentists whose program goals are to be more effective dentists in a clinical setting are not appropriate candidates for the program. Instead, dentists or other practitioners who are interested in acquiring skills and knowledge to become better administrators of public health programs, which might, for example, promote health education in their community or country, would be a better fit for the program.

- **HIV/AIDS Policy and Prevention**
  Physicians, health educators, communication specialists, and policy analysts who are interested in HIV/AIDS policy, treatment and prevention are appropriate candidates for this field. Candidates with a primary focus on clinical treatment are not appropriate.

- **Substance Abuse Education, Treatment and Prevention**
  Candidates in this field may be focused on problems of alcohol, drug and tobacco abuse as well as broader areas of public health that relate to substance abuse, such as HIV/AIDS, mental health, medicine, psychology, social work and counseling. Previous Fellows in the substance abuse field have come from schools and universities, community-based treatment and prevention programs, hospitals, criminal justice settings and local or national policy agencies. Fellows in this field will have access to strong university-based research programs as well as contacts with community, state and national professionals and provider groups working in substance abuse.

Humphrey Fellows who have a background and interest in research are also eligible to link more closely with the National Institute on Drug Abuse (NIDA), one of 27 research institutes and centers of the National Institutes of Health (NIH). Candidates for Humphrey Fellowships that may be selected for special funding by NIDA must meet all the regular selection criteria, including demonstrated potential for leadership and public service, but in addition show a strong commitment to research and the development of scientific links that will lead to on-going international collaborations with NIDA in the field of drug abuse prevention and treatment. All of the Fellows in the Substance Abuse field will be part of the joint programming offered by NIDA, even if they are not directly supported by this agency.
Key Program Fields Checklist

Number of nominations allowed: ________ (in ECA recruitment cable)

Professional areas (based on Mission Program Plan priorities:

**Sustainable Development**
- Agricultural and Rural Development
- Economic Development
- Finance and Banking
- Natural Resources, Environmental Policy, and Climate Change
- Urban and Regional Planning

**Democratic Institution Building**
- Communications/Journalism
- Law and Human Rights
- Public Policy Analysis and Public Administration
- Trafficking in Persons Policy and Prevention
- Technology Policy and Management
- Human Resource Management

**Education**
- Educational Administration, Planning and Policy
- Higher Education Administration
- Teaching of English as a Foreign Language

**Public Health**
- Public Health Policy and Management
- HIV/AIDS Policy and Prevention
- Substance Abuse Education, Treatment, and Prevention
3. Pre-Nomination

Recruiting Applicants and Advertising the Program

Broad publicity should be given to the Humphrey Fellowship Program by bringing it to the attention of both Americans and host country nationals (including alumni) in senior positions who may identify qualified candidates.

Whenever possible, the program should be promoted on an ongoing basis, mentioned along with other Embassy-funded opportunities to relevant audiences and individual contacts.

Please encourage women, minorities, those with disabilities, or otherwise disadvantaged candidates to apply. The program achieved gender parity in 2001-2002 for the first time. Since then, women have typically comprised 40-50 percent of the Humphrey class. We would like to approach gender parity again in 2016-2017 and look forward to your help in recruiting women.

Posts and Commissions are encouraged to undertake targeted recruitment within less developed regions or socio-economic sectors. In order to facilitate recruitment from non-elite populations and those with less developed language skills, a long-term pre-academic intensive English language training option is available. Please see page 28 (“Language Proficiency”) for more details, as well as the sample LTE nomination report on page 48.

U.S. Embassies/Commissions may wish to place announcements or advertisements with nationally distributed newspapers, and on radio and television stations. Sample announcements can be found in the Appendix. Website announcements that refer to IIE and ECA websites are also recommended. As is already done in many countries, Humphrey Program alumni should be asked to assist with publicity, recruitment, and interviewing and screening of candidates.

To assist in recruitment of qualified candidates, program literature is available from IIE in the form of Humphrey Program brochures. A supply is shipped to each participating country upon request. The program brochures are also available for downloading at the Humphrey Program website at https://humphreyfellowship.org/recruitment.

Logos are also available for downloading at the new Humphrey Program website: https://www.humphreyfellowship.org/logos.

The Humphrey Program Facebook (www.facebook.com/humphreyfellowship) and YouTube (http://www.youtube.com/user/HumphreyFellowship) pages may also be used as recruitment tools. U.S. Embassies and Commissions that have a presence on Facebook may link with the page by “liking” it. The YouTube page features video interviews with program alumni. On the Facebook page, individuals interested in the program can interact with current Fellows and alumni, and will learn more about the Fellowship through semi-weekly posts.
Pre-Screening Techniques

Before nominating Fellows from your country to compete in the world-wide pool of applicants, there are a number of pre-screening tools that we recommend.

- Applicants might initially be asked to complete a paper copy of the first five sections of the application (Bio-Sheet A, Bio-Sheet B, Program Plan, Personal Statement A, and Personal Statement B) for use as a screening tool. (Applicants selected to continue on in the selection process must complete the full application online.)

- English language pre-screening: Some Embassies/Commissions administer an Institutional TOEFL (ITP) to all candidates in order to screen out applicants whose level of English is too low to participate in the program. Please see “Screening Tests” on page 24 for more information on the ITP.

Composition of the Selection Committees

Past Humphrey Fellows are great resources, and Embassies and Commissions are encouraged to involve Humphrey alumni whose judgment you trust in matters of publicity, recruitment, screening, interviews, and pre-departure orientation programs. Humphrey selection committees ideally should be composed of a diverse mix of officials from the U.S. Embassy and Commission, Humphrey alumni, NGO representatives, academics, and other local contacts to ensure that each selection committee reflects a balance of binational interests. The selection committee is critical to ensuring that every Humphrey Fellow meets the basic eligibility requirements of the program, has the capacity to benefit from the program, and has a need for the Humphrey experience that he or she cannot obtain anywhere else.
**Application Materials**

Applications for all nominated candidates for the 2016-2017 Humphrey Fellowship Program must be submitted to IIE using the online application system no later than **October 1, 2015**.

- The online application is available at [http://apply.embark.com/student/humphrey/fellowship/](http://apply.embark.com/student/humphrey/fellowship/). The online system is user-friendly for the applicant and makes it easier and less time consuming for U.S. Embassies and Fulbright Commissions to track their candidates and submit their nominations. Information on accessing and using the online application system is available on the Humphrey website at [https://www.humphreyfellowship.org/embark-frequently-asked-questions](https://www.humphreyfellowship.org/embark-frequently-asked-questions).

Before submitting nominations to IIE, Posts and Commissions must have all documents available. The following sections must be completed by Posts/Commissions in the online application system.

- Long-Term English Nomination form (only for candidates being nominated for the Long-Term English Program) – see page 48 for an example.
- Nomination Committee Report
- Recruitment Report (only necessary for top-ranked candidate)

The following materials must be uploaded by Posts/Commissions to the online application. (These items will not be accepted if uploaded by the applicant.)

- Transcripts and diplomas (including course listings and grades received) for each higher education degree received
- Recommendation form and letters (if not submitted electronically by the recommender)
- English Language Assessment form – see page 49 for an example.

Instructions on filing out and uploading documents to the online application system are available on the website: [https://www.humphreyfellowship.org/embark-instructions](https://www.humphreyfellowship.org/embark-instructions).

If you have questions about submitting applications online, please contact IIE.
Application Materials Checklist

☐ Long-Term English Training Program [P-1A Form]  
(ONLY for candidates being nominated for the Long-Term English Training Program)
☐ Statement describes candidate’s listening and speaking skills and rationale for nomination for Long-Term English Training

☐ Nomination Committee Report [P-1 Form]
☐ Statements include rationale for rank order, address candidate’s potential to benefit from an award, and potential for impact upon returning home
☐ All signature lines are completed

☐ Recommendation Letters (two letters only)
☐ One of the letters is from the candidate’s current employer
*If recommendation letters are submitted electronically by the recommender, it is not necessary to upload them to the application.*

☐ Transcripts and Diplomas
☐ Course listings and grades/scores for each higher education degree received
☐ English translation if transcripts are in another language
*If transcripts are not available, please upload a letter signed by the PAO/CAO stating the reasons why the transcript cannot be obtained.*

☐ TOEFL scores (IELTS also accepted)
☐ Score report submitted to IIE using institutional code 9616

☐ Recruitment Report

☐ English language assessment form
☐ Form describes method of evaluation, English language ability, and whether the candidate needs extra training.
English Language Testing

Official TOEFL

All candidates (except those from English-speaking Caribbean islands) must submit a recognized English language test score. U.S. Embassies and Fulbright Commissions should check the ETS website at http://www.ets.org/Media/Tests/TOEFL/tclists/BOTH_a.html to obtain the appropriate information for TOEFL testing in their country. TOEFL scores are not used in isolation, but are assessed along with the qualitative analysis provided on the English Language Assessment form to make a determination of, if necessary, the length of time a nominee should spend in Long-Term English or Pre-Academic training. TOEFL scores are not used as part of the external candidate review process.

Pre-paid TOEFL vouchers for the Internet-based test (iBT) will be emailed to the Embassies/Commissions by IIE at the end of March. The supply of vouchers is limited and should therefore be used only for finalists. Vouchers provided by IIE should not be used for anyone other than Humphrey Program nominees. Due to the high cost of the test, the Humphrey Program is unable to sponsor a candidate to take the test more than once. We therefore encourage test takers to practice using free tutorials available from ETS.

Please note that IIE cannot reimburse candidates for test fees already paid. All final Humphrey candidates' test fees should be paid using the TOEFL fee vouchers.

Please ensure that candidates indicate the Humphrey Program’s institutional code (9616) when registering for the TOEFL. If candidates do not submit our code on their registration forms, we will not receive their official score reports in the mail.

• Using vouchers to register for the Internet-Based TOEFL (iBT)
The iBT (Internet-based) TOEFL test is now used in most countries. IIE will email Posts/Commissions iBT test fee voucher numbers which you can assign to Humphrey nominees for their immediate use to register for the TOEFL online.

Candidates intending to register with their appropriate iBT fee voucher number should do so online. Each candidate must create a personal profile on ETS’s website and register for the test online: https://toefl-registration.ets.org/TOEFLWeb/extISER1ogonPrompt.do. When registering, a candidate need only to note the iBT fee voucher number as payment where a prompt asks for this.

• Registering for the Paper-Based TOEFL (PBT)
ETS is phasing out the paper-based TOEFL test, but it is still available in some countries. Physical paper-vouchers are no longer available, but IIE will work with you and ETS to register Humphrey nominees to take the paper-based TOEFL.

Important: Please make sure that all Humphrey nominees take the TOEFL as soon as possible and no later than November 2015. Failure to take an English language test by this date may jeopardize a nominee’s chances of receiving an award. U.S. Embassies and Fulbright Commissions must advise candidates to indicate the Humphrey Program Institution Code (9616) on their registration forms to
ensure that IIE’s Humphrey Program office receives the score reports. In countries in which the PBT is offered, earlier test dates are preferable (August and October). In countries in which the iBT tests are offered year-round, a test date before October is preferable so that TOEFL scores can be submitted to IIE with the candidate’s application.

Official test results for the iBT are generally available three weeks after the test, while the PBT scores take about six weeks.

• **TOEFL score validity**
Please note that ETS cannot verify or report TOEFL scores that are more than two years old. If your candidates have already taken the TOEFL, please make sure their scores are valid until April 2016, which is when the university placements take place. If the TOEFL scores have expired, have the candidate re-take the test before submitting his or her application.

• **TOEFL Takers with Disabilities**
Test takers with disabilities or health-related needs may apply to receive special accommodations for the TOEFL. Individuals requesting accommodations must contact the ETS Disability Services office prior to registering for the test. It can take up to six weeks to process an accommodation request, so please plan accordingly when registering a nominee.
Visit [http://www.ets.org/toefl/ibt/register/disabilities](http://www.ets.org/toefl/ibt/register/disabilities) to view available accommodations, and instructions on requesting them, for the TOEFL iBT. A similar list can be found for the TOEFL PBT at [http://www.ets.org/toefl/pbt/register/disabilities/](http://www.ets.org/toefl/pbt/register/disabilities/).

• **Using the International English Language Testing System (IELTS)**
Some Posts/Commissions have reported problems with the registration and administration of TOEFL tests in their countries. Recently, increasing numbers of universities have started to accept the International English Language Testing System (IELTS), generally requiring scores in the 6.0-7.0 range. If your candidates experience excessive difficulty in signing up for the TOEFL exam, please contact IIE to discuss whether the IELTS might be a viable alternative in this case.

IELTS Program information is available at the following link: [http://www.ielts.org](http://www.ielts.org).

**Screening Tests**

• **Institutional Testing Program (ITP)**
The TOEFL Institutional Testing Program (ITP) may be used as a screening tool for potential Humphrey nominees. All applicants submitted for consideration to IIE must have either an ITP or a TOEFL score included with their applications. In addition, all candidates whose applications were submitted with just an ITP must register and take the TOEFL no later than November 2015.

ITP materials are available from Educational Testing Service (ETS) through the Institutional Testing Program (ITP). The ITP gives Embassies and Commissions the opportunity to administer a retired version of the paper-based TOEFL to candidates in Embassy facilities with Embassy staff. For each scheduled administration, ETS will provide test books, answer sheets, two or more listening CDs, an administration manual and copies of the “Examinee Handbook.” The administration manual
includes general information about test materials and detailed instructions on administering the test and returning test materials to ETS.

Scores obtained at ITP administrations are reported by ETS only to the administering institutions. This means that the Embassy/Commission will need to send copies of score reports to IIE along with the candidate’s application. Test administrators can expect to receive score results approximately two weeks from the receipt of the answer sheets by ETS.

Email: itp@ets.org  Telephone:   1-609-771-7550  Website:  http://www.ets.org/itp/

**Pre-Screening Checklist**

Pre-Screen applicants for eligibility. Applicants must:

- Possess a first university/undergraduate degree
- Have a minimum of 5 years full-time professional experience beyond attainment of an undergraduate/first university degree prior to August 2016
- Not be teachers/scientists/researchers with no management or policy responsibilities (except teachers of English as a second language and specialists in substance abuse prevention and treatment)
- Not have attended a graduate school in the United States for one academic year or more during the seven years prior to August 2016
- Not have recent U.S. experience of over six months during the five years prior to August 2016
- Not have dual U.S. citizenship or U.S. permanent resident status
- Not be U.S. Department of State employees or their immediate family members
4. Nominating Applicants

Eligibility Requirements

Candidates meeting any of the following descriptions will be rendered technically ineligible to participate in the Humphrey Program.

- Individuals without a first university degree
- Individuals with less than five years of full-time professional experience beyond attainment of a first university/undergraduate degree prior to August 2016
- University teachers with no management or policy responsibilities, except for teachers of English as a foreign language and specialists in substance abuse prevention and treatment
- Individuals who have attended a graduate school in the United States for one academic year or more during the seven years prior to August 2016
- Individuals who have had more than six months of U.S. experience during the five years prior to August 2016
- Individuals with dual U.S. citizenship or U.S. permanent resident status

Per the Fulbright Foreign Scholarship Board regulations, local employees of U.S. Missions abroad who work for the Department of State, and members of their immediate families, are ineligible for grants during the period of their employment and for one year following the termination of employment. The term “immediate family” includes spouses and dependent children.

USAID employees, contractors or USG employees from all branches of government other than the Department of State are eligible, but could be considered as lower priority candidates by the Washington, D.C.-based review panels due to their exposure to U.S. perspectives and opportunities through the workplace.

If you have a borderline candidate you feel is strong but may not meet each of the eligibility criteria, please contact your ECA regional program officer to discuss.
Primary Review Criteria

As you review the applications, keep in mind that only candidates who possess the following qualifications should be nominated.

• Leadership Ability
Successful candidates should have achieved positions of significant responsibility at the national, regional, or local level and show clear promise to assume greater future leadership roles.

• Commitment to Public Service
Candidates’ careers must reflect a present and future commitment to public service, broadly defined, in the public, NGO, or private sector of their home country.

• Candidate’s Objectives and Program Plan
The candidate’s stated objectives (questions 20-22 on the application) should be consistent with the overarching goals of the Humphrey Program. This program is not designed for applicants wishing to complete a degree or pursue research within traditional academic disciplines. Look for evidence of the candidate’s seriousness of purpose and commitment to broaden, deepen, and enhance his or her ability to contribute professionally to the development of his or her country. A candidate whose statements focus primarily on how the program will benefit his or her individual career is less likely to be selected by the DC-based review panels.

The candidate’s program plan, career goals, and personal statements must be clear, explicit, and well thought through. The professional component of the Humphrey Program differentiates it from other exchange programs. Early in the academic year each Fellow, with the university’s and IIE’s assistance, develops a plan carefully geared to his or her training needs, including both academic work and professional experiences. Ideal candidates should be interested in and willing to devote time to professional activities, including a professional affiliation (a work attachment lasting a minimum of six weeks) with a relevant U.S.-based organization.

Another important aspect of the Humphrey Program is the Fellow’s role as a resource at the university and in the community in increasing international understanding. Interest in a broad range of activities both on-campus and off makes the most rewarding year for Fellows.

• Professional Qualifications
The nature and quality of the candidate’s professional experience should be commensurate with the type of training and study experience he or she seeks. Candidates should be policy makers, managers, and/or administrators, not technicians or (with the exception of substance abuse candidates) researchers.

Candidates should be currently employed and have the backing of their employers; they should discuss their training plans with their supervisors in order to make sure they will be able to obtain a leave of absence for a period of 10-14 months. Once you receive notification of selection, you may wish to encourage your candidates to develop, in conjunction with the home government or employer, projects consistent with the candidates’ program plans and goals in order to secure support from the Fellows’ employers for leaves of absence with pay.
The Humphrey Program was originally designed with an assumption that the Fellows’ salaries would be maintained while they are in the U.S. Continuation of salary support is particularly important for Fellows who must support dependents whether at home or in the U.S. In addition, continued salary support or approval of unpaid leave is often an indicator of future success in applying the benefits of a Humphrey Fellowship to the home country. If a candidate must resign from a position in order to accept the award, the ramifications should be seriously discussed with the candidate and his or her employer. If an employer cannot or will not guarantee a job until the Fellow returns, the Embassy/Commission should send a statement in lieu of the employer’s leave of absence to explain these circumstances and to confirm its understanding of the Fellow’s commitment to return home after completing the Humphrey year in the U.S.

- **Capacity to Benefit from the Program**
  Candidates must have a minimum of five years of full-time professional experience beyond the university degree prior to August 2016 and a record of superior performance. Candidates should have taken advantage of training and professional development available in their home countries and should be at a point where they will derive maximum benefit from a year of non-degree study and professional enrichment in the U.S.

- **Need for the Program**
  Candidates should indicate how they can benefit from the program in ways that they have not already experienced. Information about the candidate’s need for the program in the context of local issues may be provided in the nomination committee’s report (Form P-1).

- **Personal Qualifications**
  During their Humphrey year, Fellows are expected to be resourceful, display initiative, and be able to network with U.S. organizations and professionals. Outgoing, self-directed and confident individuals can take best advantage of the program. Persons needing substantial guidance and assistance will not fare well. Fellows will be placed in an environment where they must accept responsibility for the design and implementation of their own programs.

  U.S. Embassies should also attempt to assess the candidate’s emotional maturity and stability to make sure that family, professional, and other circumstances will not prevent the Fellow from taking full advantage of the year in the U.S.

- **Academic Qualifications**
  Candidates should have at least a first university degree (equivalent of a Bachelor’s or undergraduate degree). There should be evidence that the candidate’s academic background is sufficiently strong to undertake graduate-level study at a major U.S. university.

- **Language Proficiency**
  Candidates are expected to be proficient in English as measured by the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Candidates with insufficient TOEFL or IELTS scores may be brought to the U.S. for English language training prior to beginning the program at their host university.
The Humphrey Program offers a Long Term English (LTE) language training opportunity to facilitate the participation of candidates from non-elite populations, rural areas, minority groups and others who may be excellent “Humphrey material” but are lacking the necessary language skills. LTE participants will be brought to the U.S. for an intensive 20-25 week pre-academic program to improve their language skills.

Posts/Commissions may nominate three candidates for the LTE program in addition to their regular nomination quota. LTE candidates should meet all Humphrey Program requirements, including leadership ability and commitment to public service, but may have lower language proficiency than would normally be required. The LTE training option is available in addition to existing pre-academic training options of 8-12 weeks in duration. Candidates only needing 8-12 weeks of pre-academic training should not be nominated for LTE.

Posts who wish to nominate more than three LTE candidates are welcome to do so, but must use a regular nomination slot for each additional LTE candidate beyond the first three. (For example, a country with a nomination limit of three candidates may nominate three regular candidates plus three LTE candidates, or two regular candidates plus four LTE candidates, or even six LTE candidates if Post feels that their LTE candidates are the most competitive applicants.)

Please see pages 48-49 for examples of a completed LTE Nomination Form and an English Language Assessment form.

Additional Review Criteria

- **Gender**
The Humphrey Program aims to achieve a balance between the number of qualified female and male participants. Recruitment of qualified women should be a priority, especially in countries with an acute need to promote new roles for women professionals. The program may be promoted in women’s publications and organizations, and through alumni.

- **Age**
There is no age limit for the program; however, candidates who are under 30 need to clearly demonstrate the maturity and discipline needed to carry out a flexible, self-directed program. For candidates over 50, their potential to contribute in a substantial way to their profession upon return to their home country should be assessed and addressed in the Nomination Committee Report. Persons whose careers have been interrupted for family or political reasons may also deserve special consideration.

- **Cost Sharing Initiatives**
ECA and IIE have joined in partnerships with U.S. Embassies, Commissions/Foundations, governments and the private sector to encourage innovative cost-sharing alternatives in order to meet grantees’ expenses. The average program cost of a Humphrey grant in 2015-2016 was $59,000. Embassies/Commissions are encouraged to seek outside funding from governments, employers, airlines, alumni associations, foundations, and other organizations with a potential to benefit from the Humphrey Fellows’ skills and contacts after returning home.
Several funding models have already been established and we are open to discussing new arrangements which might be more relevant to the context. In the past, the Humphrey Alumni Association in South Korea worked with a Government Ministry to fund the program costs for five Fellowships. Co-funding agreements have also included the donation of international travel and professional development funds by employers, as well as 50 percent co-funding by a corporate employer. If a candidate is co-funded, the screening process is the same as that used to select fully-funded ECA grantees.

In-Country Review Checklist

Before the interview:
- Choose your nomination committee.
- Schedule interviews for outstanding applicants.
- Send nomination committee members copies of eligibility and review criteria (pages 26-29) and copies of applications for review before interview date.

Day of the Interview:
- After the interviews, gather the selection committee’s notes on the candidates interviewed.
- (Optional) Have a member of the Embassy staff assess the English language abilities of candidates

After the Interview:
- Inform candidates of nomination status recommended by the local selection committee.
- Register selected candidates for the TOEFL.
- Complete the Nomination Committee Report form and upload applicant documents.
- Check nominated candidate’s applications before submission to IIE for:
  - Complete answers to all questions and essays
  - Two letters of reference (one of the two should be from the applicant’s current employer)
  - Certified official records (transcripts and diplomas): please include all transcripts (including grades for each year of study) and diplomas to support listing in question #10 on the application.
5. After Nomination

Review Process in DC

Once you have completed your final screening process, applications of nominated candidates should be submitted to IIE using the Embark online application system no later than October 1, 2015. Upon receipt, IIE will divide applications into sub-regional geographic areas to be reviewed by external review committees composed of individuals from NGOs, international organizations, academia, and the public and private sectors. Committees meet in December and early January to evaluate and rate candidates according to the review criteria outlined in Section 4 (Nominating Applicants).

Review committees give considerable weight to the Nomination Committee Report (P-1). Committee members are instructed to give special consideration to the Embassy’s/Commission’s first-ranked candidate, provided the candidate fully meets program qualifications. As panelists may reconsider the ranking, however, it is important to explain your reasoning in the Ranking Justification section on the P-1 form.

Humphrey Fellowship awards are competitive. There are no regional or country quotas. We attempt to award at least one Fellowship to each nominating country provided you have a competitive candidate. We also attempt to maintain an overall geographic balance.

The review committees rank the candidates and determine which candidates are recommended for Fellowships. All recommended candidates are sent to the Fulbright Foreign Scholarship Board (FSB) for review and approval for final selection.

Awarding of Fellowships

After approval from the FSB is received, ECA will notify Embassies/Commissions of awards by cable in February and March 2016. Principal candidates are offered Fellowships, while alternate candidates represent the “wait-list.” Please note that when a principal from one country withdraws, it is unlikely that he or she will be replaced by an alternate from the same country because of the need to match the field of study of the withdrawn candidate and because of other factors, such as the merit rankings of the available alternates.

Please notify your candidates as indicated in the cable. For those in principal status:

- Notify ECA by cable and IIE by e-mail of the individual’s acceptance or withdrawal as soon as possible.
- Please complete the passport verification form provided in the Appendix or on the website (https://www.humphreyfellowship.org/award-process) and email it to IIE with a clear copy of the face page of the principal’s passport for prompt preparation of the DS-2019. (Visa processing can take up to four months for some countries.) The passports should be valid for at least six months after the program end date of June 9, 2017 or until December 9, 2017. The issuance of the DS-2019 could be delayed if the scanned passport face pages are not legible;
therefore, please send a clear copy to IIE. It is important that the name be spelled consistently on both the passport verification form and the passport. If information on the DS-2019 is incorrect, IIE cannot issue a new form until the incorrect form is returned to IIE.

- Written leave of absence approval should be obtained from the employer and emailed to IIE. (Please see pages 27-28, “Professional Qualifications,” if written leave of absence is not available.)
- Email IIE the candidate’s completed Medical History and Examination Form. The forms are also available in downloadable PDF format at https://www.humphreyfellowship.org/award-process. The form must be completed by the candidate and a qualified, licensed medical doctor in the candidate’s home country. Forms should be reviewed by Post/Commission staff and then forwarded to IIE. Awards are subject to deferral or cancellation if the results of the medical examination raise questions about the candidate’s ability to fully participate in the program.
- Email IIE the signed Details of Award document.
- Send any missing application documents to IIE as well as updates on the applicant’s status and availability.
- If there is a change in the candidate’s medical/health status during the nomination/pre-departure process (e.g. pregnancy or illness), please notify IIE and ECA immediately.

For those candidates in alternate status:

- Explain that alternate status does not guarantee that a Fellowship will be offered, but candidates should keep in touch and update you about any change in availability.
- Provide a Medical History and Examination Form in case a space opens so that the candidate can proceed quickly if advanced to principal status.

If a slot opens up and the alternate candidate accepts, a copy of the passport face page and completed passport verification form must be emailed to IIE before the Fellowship can be finalized and a DS-2019 issued.

Once all completed documents are received, IIE will send you a full award packet and DS-2019 by express mail for you to give to the grantee. The packet contains official letters of award with the provisions of the Fellowship, Humphrey Program Guidelines for Fellows, and Accident and Sickness Insurance Coverage information. The signed Details of Award form must be scanned and emailed to IIE before the DS-2019 form will be issued.
**Fellow’s Travel to the U.S.**

Fellowship start dates will vary depending on the host university where the Fellow is placed and whether or not the Fellow is required to attend an English language training program before the start of the Fellowship year. Specifics will be included in each Fellow’s award packet and via email correspondence from IIE.

IIE will inform you of the date on which the Fellow needs to arrive in the U.S. Please book a one-way ticket for the Fellow on a U.S. or U.S. code share carrier to comply with the Fly America Act. IIE will provide the Fellow with a return ticket.

As soon as the campus report dates are known, you will be responsible for:
- booking the Fellow’s travel using fiscal data cabled by ECA/A/S/U; and
- issuing a $250 cash travel allowance.

**Things to do after candidates are selected**

<table>
<thead>
<tr>
<th>Selection Announcement:</th>
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<tbody>
<tr>
<td>☐ Inform selected candidate(s) of acceptance. Verify acceptance or declination of award by the deadline given in the selection cable.</td>
</tr>
<tr>
<td>☐ Inform alternate and not recommended candidates of their status.</td>
</tr>
<tr>
<td>☐ Inform ECA and IIE of candidates’ decisions by the deadline given in the selection cable.</td>
</tr>
<tr>
<td>☐ Obtain from candidate(s) a clear copy of passport face page and expiration date page.</td>
</tr>
<tr>
<td>☐ Complete passport verification form.</td>
</tr>
<tr>
<td>☐ Email passport copies and verification forms to IIE.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acceptances:</th>
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</thead>
<tbody>
<tr>
<td>☐ Inform candidate(s) of pre-academic language training reporting dates and host campus placement and reporting dates.</td>
</tr>
<tr>
<td>☐ Obtain from candidate(s):</td>
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6. Pre-Departure: Preparing Fellows for the Humphrey Year

The more candidates know about the Humphrey year as they are making their decisions about whether to accept the award and before they actually arrive in the U.S., the better. Once candidates are notified of the award, we suggest putting them in touch with recent program alumni. In addition, you should arrange for an orientation to discuss the special features of the Humphrey Program, life in the United States, the U.S. university system and any other topics that might help Fellows adjust more readily. A Humphrey Program-specific presentation is available on the Humphrey Program website: https://humphreyfellowship.org/pre-departure-orientation. Another resource to have on hand is the Fellows’ Guidelines available at https://www.humphreyfellowship.org/award-process. Please contact IIE if you have any questions.

Useful information is available on the Education USA website at http://educationusa.state.gov/. Fellows are also encouraged to inquire if their local Education USA advising center (http://www.educationusa.info/students-orientations.php) offers a general orientation for students accepted into U.S. universities.

We recommend that the pre-departure orientation include an explanation of the respective roles of the following: a) Post/Commission oversight responsibility (recruitment and nomination); b) ECA/A/S/U sponsorship and general program oversight; and c) IIE’s role in assisting ECA with program administration. In the pre-departure orientation, Posts/Commissions should re-emphasize that the Humphrey Program is designed to be a non-degree program to enable the Fellows to focus on professional development without the constraints of degree requirements.

At the pre-departure orientation, Posts and Commissions should also emphasize that the Humphrey Fellowship is both an individual and a group experience. Fellows are placed in cohorts on their host campuses and work with their Humphrey colleagues on developing their leadership skills by attending a weekly Humphrey Seminar in which Fellows present their work, participate in group field trips, and share their experiences of professional networking. The professional relationships and friendships Fellows form with each other during these group activities prepare them to become global leaders in the 21st century. Alumni are excellent resources for conveying this kind of information during orientation.

**Dependents**

Bringing dependents is an area of perennial concern among the Humphrey Fellows as they commence their program year. If local considerations lead a Public Affairs Section to prohibit their Fellows from bringing dependents, it is absolutely vital that your Humphrey applicants be informed of such a policy early in the application process.

Fellows should think very carefully before requesting to bring dependents. The Humphrey Program does not currently provide an allowance for dependents. The stipend provided by the Fellowship grant is not sufficient to support other family members, and there is no guarantee that spouses who come on J-2 visas will be granted permission to work by the United States Citizenship and Immigration Services (USCIS).
In addition to the financial burden of dependents, there are a number of activities that will require the Fellow to be away from the host university, and dependents will not be able to join in these activities. Even if the Fellow’s dependents join him or her in the U.S., the Fellow should be prepared to spend approximately two months away from them during the Fellowship period. This makes it impossible for a Fellow to bring small children without the help of a spouse or other childcare provider.

Fellows who do decide to bring their families will not be able to have them arrive until they are settled at their host university and have completed orientation activities. Fellows are required to fill out the dependent’s request forms (available on the “Current Fellows” section of the website) and forward them to IIE through their university coordinator. Fellows will need to show adequate personal funds to cover living expenses as well as documentation of health insurance for family members. Health insurance for dependents can cost as much as $200 a month and failure to provide adequate health insurance for dependents may result in termination of the Fellow’s grant due to SEVIS (Students and Exchange Visitor Information System) regulations.

The medical coverage for dependents must meet J-visa minimum requirements:

• $100,000 per person per accident or illness;
• repatriation of remains in the amount of $25,000;
• medical evacuation benefits of at least $50,000; and
• a deductible of no more than $500 per accident or illness.

Once IIE receives the necessary documentation for the dependent request, IIE will seek concurrence from the Post/Commission before processing and sending DS-2019 forms to the Embassy/Commission for each dependent to use in applying for the visa.

Dependents are advised to show proof of round-trip air tickets when applying for visas. Fellows should understand that their travel will be booked to and from the U.S. on U.S. carriers and that they will not be able to accompany dependents who travel on non-U.S. carriers.

**Extension of Stay**

The Fellowship is granted for a period of 10 months, plus a period of English training if necessary, and is non-renewable. All Fellows are expected to return to their home countries at the end of the program.

The only case in which program extensions are considered is for Fellows who wish to remain for additional professional training related to their Fellowship (for a period of up to six months only, i.e. through December 2017). The lengthy process of applying for an extension is outlined fully in the Fellows’ Guidelines.

IIE will secure Post concurrence before approving extensions lasting beyond July 2017.
Fellowship Provisions

The Humphrey Fellowship consists of the following components.

• **University placement and payment of tuition and fees**
  Fellows are assigned in geographically-diverse groups of 6-15 to the most appropriate host institution based on his or her area of interest and field. The Fellowship pays for the university program. As the program is focused on professional development, Fellows are encouraged to audit academic courses. Since the program is non-degree in nature, host institutions may put a cap on the number of courses taken for credit allowed.

The Humphrey Program is hosted by an academic unit based in the predominant field, but Fellows still have access to a broad spectrum of resources throughout the university. Each host institution has a Humphrey Coordinator, a faculty member or senior administrator, who is responsible for the Fellows on that campus.

U.S. host universities are selected through a competitive bidding process. Selection is based on the institution’s ability to develop specialized non-degree programs for a group of Fellows in one or more of the program’s professional fields. The number of host universities varies between 10-18 each year, as determined by the competitive bidding process and depending on placement needs. Placement of candidates at institutions other than the designated host institutions is not possible. (Please see the appendices for a list of the 2015-2016 participating universities.)

• **Summer Pre-academic English training**
  Fellows with insufficient TOEFL scores are required to attend pre-academic English language training before the start of their university programs. This training is not optional and the award of a Fellowship is contingent upon the Fellow’s participation. Some Fellows may have to arrive as early as May or June to begin this training. Depending on scores attained on the TOEFL or other English language test, Fellows may receive eight to twelve weeks of training.

• **Intensive, Long-Term English training**
  Up to four months of English training may be offered and required for candidates with a need for more intensive training. Outstanding candidates with TOEFL scores below 500 PBT (iBT 61), but generally not lower than 440 PBT (iBT 42), may be considered for this Long-Term English training.

Placement in English programs will be made according to the type and length of training needed by each candidate. Fellows are placed in groups of 5 to 20 at institutions that will provide specialized English and orientation programs.

Unlike placement at host universities, pre-academic English language placements are not determined by the participant’s field, but by language level and host university start-dates. We attempt to place Fellows in pre-academic programs that end as close as possible to the Fellows’ host institution report date.
• **Maintenance stipend**
Fellows will receive a maintenance stipend in the form of a check issued quarterly. The stipend amount varies by U.S. location. Please stress that this allowance is modest and may not match the standards of living at home.

• **Accident and sickness coverage**
Fellows will receive accident and sickness coverage limited to $100,000 maximum reimbursement per accident or illness after a $25 co-pay per office visit. Fellows should be aware of the limited coverage of their insurance and the high cost of medical care in the U.S.

The coverage does not provide treatment for pre-existing conditions, dental work, eye care or cosmetic treatments except in cases of emergency. Fellows should obtain routine and remedial dental and eye care before coming to the U.S. Fellows are urged to retain or obtain their own health insurance to cover ongoing or potential requirements relating to pre-existing conditions. Please advise Fellows to bring a supply of any long-term prescriptions or medical supplies with them, as they are probably less costly at home and may not be available in the U.S.

• **Settling-in allowance**
Fellows receive an $800 one-time settling-in allowance at the beginning of their Fellowship to cover costs such as rental deposits and initial household expenses.

• **Book allowance**
Fellows receive a $650 book allowance for the Fellowship period.

• **Computer Subsidy**
Fellows receive a $300 subsidy to put toward the cost of a computer.

• **Air travel**
The Fellowship includes round-trip international airfare and domestic travel to required Humphrey workshops and seminar events.

• **Professional Development Allowance**
Fellows will receive a $1,900 or $2,400 allowance (depending on host university location) for professional activities such as field trips, professional visits and conferences. A supplementary allowance for expenses in connection with the professional affiliation component of the Fellowship is also provided, if needed.
## Summary of Fellowship Allowances

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance stipend (depends on U.S. location)</td>
<td>$1,700-$2,600 per month</td>
</tr>
<tr>
<td>Settling-in</td>
<td>$800</td>
</tr>
<tr>
<td>Books</td>
<td>$650</td>
</tr>
<tr>
<td>Computer Subsidy</td>
<td>$300</td>
</tr>
<tr>
<td>In-bound Travel Allowance (issued by Post)</td>
<td>$250</td>
</tr>
<tr>
<td>Return Travel Allowance</td>
<td>$400</td>
</tr>
<tr>
<td>Professional Development (depends on U.S. location)</td>
<td>$1,900 or $2,400</td>
</tr>
</tbody>
</table>

### Pre-Departure Orientation Checklist

**Pre-Departure:**
Organize a pre-departure orientation before Fellows depart for the U.S. To have the most effective orientation, we encourage Embassies and Commissions to involve Humphrey Program alumni in pre-departure orientation programs. Here are some suggested pre-departure orientation resources and tools.

- **Humphrey alumni**
- **Humphrey Program Pre-Departure Presentation:** [https://www.humphreyfellowship.org/pre-departure-orientation](https://www.humphreyfellowship.org/pre-departure-orientation)
- **Humphrey Fellow Guidelines Booklet** (available in award packet and on website: [https://www.humphreyfellowship.org/award-process](https://www.humphreyfellowship.org/award-process))
- **Humphrey Facebook, YouTube, and LinkedIn pages**
- **Education USA website:** [http://educationusa.state.gov/](http://educationusa.state.gov/)

Include explanation on the following:
- Post/Commission recruitment and nomination process
- ECA sponsorship, funding and general policy oversight
- IIE’s role in assisting ECA with program administration
- Re-emphasize that the Humphrey Program is a non-degree program
- Discuss Post/Commission’s dependent policy
- Review documents to have ready at U.S. Port of Entry
7. Appendix

Sample Language for Media Announcements
Sample Advertisement Language for Websites
Example Nomination Committee Report (P-1)
Example Long-Term English Nomination Report (P-1A)
Example English Language Assessment Form
Example Recruitment Report (P-2)
Example Program Plan
Example Personal Statement B
List of 2015-2016 Participating Universities
Humphrey Fellows’ Passport Information Verification Form
Recruitment Cable
Sample Language for Media Announcements

(PRESS RELEASE VERSION TO BE ADAPTED LOCALLY)

The Program:
(The United States Embassy/Fulbright Commission) in (country) is pleased to announce the annual competition for the Hubert H. Humphrey Fellowship Program. This one-year Fellowship program is offered to young and mid-career professionals who have a proven track record of leadership, a public service commitment, and the capacity to take full advantage of a self-defined program of independent non-degree study at a leading U.S. university. The program awards a certificate from the U.S. Government; it is not designed to deliver an advanced degree.

The Hubert H. Humphrey Fellowship Program brings accomplished professionals from designated countries around the world to the United States at a midpoint in their careers for a year of graduate-level academic course work and professional development activities. 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 on their potential for leadership and commitment to public service.

The program provides a basis for establishing lasting ties between citizens of the United States and their professional counterparts in other countries, fostering an exchange of knowledge and mutual understanding throughout the world.

Fellowships are granted competitively to professional candidates with a commitment to public service in either the public or private sector.

Eligible Fields/Sectors:
Below is a list of eligible fields from which Embassies/Commissions may choose to target in order to match country priorities.

Sustainable Development
- Agricultural and rural development
- Economic development
- Finance and banking
- Natural resources, environmental policy, and climate change
- Urban and regional planning

Democratic Institution Building
- Communications/journalism
- Law and human rights
- Public policy analysis and public administration
- Trafficking in persons policy and prevention
- Technology policy and management
- Human resource management
Education
- Educational administration, planning and policy
- Higher education administration
- Teaching of English as a foreign language

Public Health
- Public health policy and management
- HIV/AIDS policy and prevention
- Substance abuse education, treatment and prevention

Application Process:
Interested applicants must apply to the U.S. Embassy/Fulbright Commission. After national selection, final nominations are reviewed in the United States by independent review committees. These review committees make recommendations to the J. William Fulbright Foreign Scholarship Board. Awards will be announced in March 2016 for Fellowships during the 2016-2017 academic year. Awards for Fellows going to the Long-Term English program will be announced in January 2016.

To be eligible for a Humphrey Fellowship, applicants must have:
- A first university degree
- Five years of full-time professional experience
- Demonstrated leadership qualities and a record of public service
- Demonstrated English language ability
- Limited prior experience in the U.S.

Terms and Conditions:
The Humphrey Fellowship provides: international travel, tuition and university fees, accident/sickness coverage, monthly maintenance allowance and funding for books and professional activities. The Humphrey Program does not provide financial support for accompanying dependents.
Sample Advertisement Language for Websites

**Humphrey Fellowship Program**

The Humphrey Fellowship Program provides young and mid-career professionals from designated countries in Africa, Asia, Latin America, the Caribbean, the Middle East, Europe and Eurasia with an opportunity to enhance their professional capacities 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 launched in 1978 to honor the memory and accomplishments of the late U.S. Senator and Vice President, Hubert H. Humphrey.

**Program Objective**

During their year-long stay at a host American university, Humphrey Fellows are invited to take graduate courses relevant to their professional interests. However, as the Humphrey Fellowship is not a degree program, participants spend a considerable portion of their time engaged in professional development activities including: consultations and affiliations with U.S. faculty and experts, field trips, workshops, research projects and the development of practical useful strategies that could be applied in the Fellows' home countries.

**General Information**

**Fields of Study**

The Public Affairs Office of the U.S. Embassy offers to qualified candidates Humphrey Fellowship opportunities in the following fields.

- Sustainable Development
  - Agricultural and Rural Development
  - Economic Development
  - Banking and Finance
  - Natural Resources, Environmental Policy, and Climate Change
  - Urban and Regional Planning
Democratic Institution Building
- Communications/Journalism
- Law and Human Rights
- Public Policy Analysis and Public Administration
- Trafficking in Persons Policy and Prevention
- Technology Policy and Management
- Human Resource Management

Education
- Educational Administration, Planning and Policy
- Higher Education Administration
- Teaching of English as a Foreign Language

Public Health
- Public Health Policy and Management
- HIV/AIDS Policy and Prevention
- Substance Abuse Education, Prevention, and Treatment

General Fellowship Requirements
- Candidates must hold at least a first-level university degree (equivalent to a B.A. or B.S.) to enable them to undertake graduate level study in the U.S.
- Candidates must be proficient in English as measured by the Test of English as a Foreign Language (TOEFL), with a minimum score of 525 in the PBT version or 195 in the CBT version of the test
- Humphrey Fellows are expected to be resourceful and display initiative. Their applications should indicate how they and their home institutions and countries could benefit from experiences to be acquired under the program

Specific Eligibility Requirements
Prospective applicants must:
- be residents and citizens
- be a graduate of an accredited university or college and hold a Bachelor's degree or its equivalent
- have five years of substantial professional experience
- show leadership ability and broadly defined commitment to public service
- be proficient in English
- be committed to returning to home country after completing the program

Those Ineligible for Consideration Include:
- recent university graduates (even if they hold significant positions)
- university teachers with no management or policy responsibilities, except for teachers of English as a Foreign Language and specialists in drug abuse prevention and treatment
- individuals who have attended a graduate school in the U.S. for one academic year or more during the seven years prior to the date of application
individuals with recent U.S. educational or work experience (more than six months during the five years prior to the date of application)

**Process and Selection Criteria**
Humphrey Fellowships are highly competitive, and applicants must fulfill the eligibility criteria outlined above. After a pre-selection process by the Selection Committee, which is composed of Embassy Officials and former awardees who have completed their studies and are now engaged in various endeavors in their country. The names of selected applicants are then sent to the J. William Fulbright Foreign Scholarship Board (FSB) in Washington, D.C for final approval. Candidates who meet the above criteria are encouraged to download and fill out the application form.

**Note:** Once completed the application should be sent to the U.S. Embassy with the following documents:
- scanned copy of Diploma
- scanned copy of Global Grade Certificate, in which the Grade Point Average and the grade of the thesis and/or Graduation Exam appear
- all documents must be e-mailed to the U.S. Embassy

After evaluation of the application and associated documents, qualified candidates will be invited to take the Test of English Language Proficiency (TELP). Those candidates that score high enough in this exam will be interviewed by the Embassy Selection Committee for final recommendation.

**Program Calendar**
The dates given here are approximate. Please refer to our website periodically for exact dates.
- Announcement of the Program - November – March
- Deadline for Application - March (the last working day of the month)
- English Proficiency Test – April
- Pre-selected candidates are interviewed by the Selection Committee and interviewees are notified of the results - May
- Registration for the Test of English as a Foreign Language (TOEFL) - June
- Candidates submit written essays - June
- Approval of candidates by J. William Fulbright Foreign Scholarship Board - February – May
- Announcement of awards of Fellowships - July
- Pre-departure orientation for grantees -July - August
- Fellowships begin - August – September

**Benefits**
The Humphrey Fellowship program is sponsored by the U.S. Department of State and coordinated by the Institute of International Education (IIE).
The Humphrey Fellowship Program provides the following benefits:
- Costs of standardized tests required for admission at those universities
- Pre-departure Orientation
- Assistance in obtaining the J-1 visa (Exchange Program Visa)
- Economy class round-trip airline ticket
- Medical Insurance provided by the Government of the United States, which fulfills the minimum requirements established by the J-1 visa and by the Fulbright Program
- Living expenses, which vary depending on city of destination. The Fellowship does not cover the expenses of the grantee’s accompanying family members.
- Pre-academic orientation program in the U.S.

Visas
In order to make sure that the country continues to receive the benefits of this exchange program and meet U.S. visa requirements, visitors under an exchange program return to and remain in the CITIZENSHIP COUNTRY FOR A MINIMUM PERIOD OF TWO YEARS AFTER COMPLETION OF THEIR PROGRAMS. The Commission will assist grantees in obtaining visas for their spouses and minor children, though the grantees are responsible for their living expenses.

Additional Information
For any additional information please contact the Public Affairs Office of the United States Embassy or visit www.humphreyfellowship.org.
Nomination Committee Report P-1

HUMPHREY FELLOWSHIP PROGRAM
NOMINATION COMMITTEE EVALUATION AND TRANSMITTAL FORM

To be completed by authorized representatives of the Binational Education Commission/Foundation or U.S. Embassy for candidates selected to be nominated for the Fellowship program. The form should reflect additional information gained from the interview with the candidate that is not reflected in the written application.

CANDIDATE          HOME COUNTRY

CANDIDATE RANKING

Indicate the committee’s ranking of the candidate 02 Total number of candidates submitted to IIE 04

RANKING JUSTIFICATION

Please give specific reasons why this candidate was ranked higher or lower than other candidates from your country.

Mr. X is the consulate’s second choice for the Humphrey Fellowship. While he has in common with Ms. Y the passion, energy, and vision for his work, he has less experience and is not at this time established at a leading and expanding provincial institution as is Ms. Y. But he won his spot as clear second choice because he has better English, a stronger sense of purpose, and more public service spirit than other candidates interviewed.

COMMITTEE REPORT

1. What impressed you most about this candidate in the interview?

Most impressive about Mr. X is his commitment to community development and poverty alleviation. Mr. X already has nine years of work experience in rural development, the last three with CARE International in [country] where he was promoted from projects to management officer. His job centers on helping the poor in five districts, and requires spending half his time working with provincial farmers. Despite a demanding schedule, Mr. X exudes enthusiasm and dedication to community development. He promotes strategies to enable poor farmers to diversify agricultural products and market them in order to strengthen the economic livelihood of rural communities. Also impressive is Mr. X’s vision for how he will be a force multiplier upon return from the fellowship.

2. How do the candidate’s professional qualifications and program plan fit within the context of the Mission’s plan and objectives and the goals of the Humphrey Fellowship Program?

Mr. X’s professional background and program plan fit tightly with the number one goal of the Mission Performance Plan: Economic Growth and Development. While a lot of attention is paid to [country]’s rapid urbanization and economic global integration, issues of rural and community development also call for attention and cooperation to find solutions. One of the tactics under MPP goal 1 is to monitor and promote efforts "to create opportunities for the poor to escape poverty," for example. Mr. X understands that [country]’s entry into the World Trade Organization invites new competition for these products and farmers should not be left to "compete with nothing." Mr. X would like to see successful projects repeated widely, such as a farming community that diversified into cucumbers, pineapples, and high-quality rice seeds, and effectively marketed these products to a local supermarket. Rural community development is considered a "new" field in [country]. Mr. X wishes to build on wide experience to foster more “bottom-up” input and experience to help meet the needs of poor people.
3. What is the relevance of the candidate's position and organization within the context of his/her country and its development plans?
As he told his current employers, Mr. X plans to use what he learns in the fellowship to become a professor in social sciences and humanities faculty where he would both teach new generations about community development, and conduct fieldwork and research aimed at influencing agricultural policy at all levels. Local governments, for example, "chase" after meeting production quotas; he wants to be a part of the movement to reform agriculture so that it reflects "bottom-up" input of the farmers, and stresses product quality over quantity. The ground-breaking community development work Mr. X will undertake can play a major role not only in reducing rural poverty, but stemming the flood of people fleeing poverty to [country]'s already choked cities.

4. Please list other kinds of academic and professional experiences not already detailed in the application that would be most useful for the candidate's future work.
Mr. X will benefit from coursework, seminars, and internships that provide a combination of theoretical and practical experience in rural and community development. He wants to be exposed to U.S. examples of successful agricultural diversification, effective marketing strategies for farmers, as well as advocacy and leadership training to help motivate farmers and communities to be open to new products and strategies to improve their farm incomes. In addition to the courses and workshops aimed at the above, the "farmer’s market" explosion in the U.S. would be an interesting phenomenon for Mr. X to learn about. Seeing how USDA extension programs operate might also be helpful.

5. Discuss the impact that the candidate may have on his or her home country as a result of this fellowship. Please also describe the nature and impact of any previous USG grants the candidate may have received.
Mr. X is a man on a mission. He has spent years living among the rural poor and is determined to find ways to improve the lives of farmers and rural communities. At a time of breakneck economic growth, many of his compatriots are chasing after personal gain and material comforts that might have seemed impossible just a decade ago. One wonders, at the same time, how many people are like Mr. X who keeps his focus on helping the rural poor. As a teacher and researcher, Mr. X can have a pioneering role in improving the quality of teaching and understanding of community development, and thereby contribute to alleviating rural poverty.
Example Long Term English Nomination Form (P-1A)

Long Term English Program  P-1A

LTE NOMINATION FORM

NOTE: THIS PAGE SHOULD BE FILLED OUT ONLY FOR THOSE APPLICANTS WHO YOU ARE NOMINATING TO PARTICIPATE IN THE
LONG-TERM INTENSIVE ENGLISH TRAINING PROGRAM.

CANDIDATE | HOME COUNTRY
--- | ---
If approved by the Candidate Review Committee panel, Long Term English candidates may be required to attend an intensive 20-25 week pre-academic program to improve their language skills.

Please note: the Long-Term English program is offered in addition to the regular pre-academic English programs. Candidates being nominated for Long-Term English should have sufficiently poor English skills as to make it necessary for them to receive this intensive 20-25 week training prior to the beginning of the program. Candidates who require the Long-Term English Program typically score between 440 PBT/IBT 42 and 500 PBT/IBT 61 on the TOEFL.

1. Please describe the candidate’s English language abilities (particularly listening and speaking skills), based on your formal and informal interactions with him or her.

XXX’s listening and speaking skills in English are at an intermediate or advanced intermediate level. She is able to converse in English about herself and her plans and interact with a native speaker, but the committee had to at times rephrase a question or repeat a question for her understanding. As reflected in her application, her writing skills are at a higher level than her speaking or listening comprehension skills. She would benefit greatly from further English language study and expanding her vocabulary to include the technical terminology she will need in her research.

2. Please state briefly why this candidate should participate in the Long-Term English program. Are there particular language skills that need to be addressed?

We are recommending XXX for long-term English training to improve her speaking and listening skills. XXX has expressed a strong interest in improving her English language skills so that she can make the most of the Humphrey Fellowship Program. We strongly believe that XXX's English will rapidly improve with some further study and exposure to native English speakers. XXX has not had as much exposure to English as some of her counterparts, as she has not had the opportunity to study or spend a significant amount of time in an English-speaking country. She lives outside of the capital city where there are fewer opportunities to learn English and interact with native English speakers.

HUMPHREY FELLOWSHIP PROGRAM APPLICATION
HUMPHREY FELLOWSHIP PROGRAM APPLICATION

English Language

PRIVATE AND CONFIDENTIAL: Please return to the Selection Committee in the applicant's country. Under no circumstances should the completed form be returned to the applicant.

C. THIS SECTION TO BE COMPLETED BY ONE OF THE FOLLOWING (Click on one and type "X"):

☐ A director of courses in English of a University Center

☒ An official of the U.S. Embassy who speaks English as his/her native language

☐ A professor of English at a Foreign Language who speaks English as his/her native language

PURPOSE OF THIS REPORT: The person named is applying for a grant to enable him/her to study at an advanced level in his/her field at a university in the United States. Consideration must be given to the applicant's ability in English. This report form seeks a reliable evaluation of the applicant's present command of English, including comments as to additional language training which appears to be necessary.

METHOD: Please indicate briefly how the evaluation was conducted. (Format, topics, length)

Candidate's core English skills were assessed through a written test adapted from the TOEFL ITP and a 30 minute interview on professional and personal topics such as education, work responsibilities, and the current financial crisis. We also discussed why the candidate is applying to the Humphrey program and how he could benefit his country in the future.

I. ADDITIVITY: Check the appropriate boxes to indicate your opinion of the applicant's present ability in English from the standpoint of the language proficiency usually needed for effective pursuit of studies at a university in the United States.

A. Speaks English (Click on one and type "X"):

☐ Fluently and colloquially

☒ With ease but with occasional errors

☐ Haltingly with frequent errors

☒ No ability

B. Understands spoken English (Click on one and type "X"):

☐ With good comprehension

☒ With some hesitation

☐ Simple vocabulary only

☐ Not at all

C. Understands written English (Click on one and type "X", specify text used):

☒ Comprehends advanced level material

☐ Comprehends intermediate level material

☐ Comprehends elementary level material

☒ No ability

D. Expresses thoughts in written English (Click on one and type "X"):

☐ With fluency and ability

☒ With ease but ungrammatically

☐ On an elementary level only

☒ No ability

II. ADDITIONAL TRAINING:

A. In your opinion, how much additional English training does this candidate require to undertake graduate-level study in U.S. institutions of higher learning? (Give a number of weeks/months)

6 weeks, to focus on real language practice to develop his skills, especially speaking and writing.

B. What English language study is the candidate planning to take before coming to the U.S.?

Candidate is registered at U.S. Embassy's American Corner to attend English language programs that include speaking skills development as well as writing.

EVALUATION AND REPORT PREPARED BY:

Name:

Address:

Signature (in INK) Date:

Title:
# Recruitment Report

HUMPHREY FELLOWSHIP PROGRAM
RECRUITMENT AND NOMINATION REPORT
2016-2017 Program Year

Please fill out one recruitment report in the application of your top-ranked nominee.

<table>
<thead>
<tr>
<th>CANDIDATE</th>
<th>HOME COUNTRY</th>
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1. Total number of initial inquiries: **220**
2. Total number of applications received: **90**
3. Number of candidates interviewed: **20**

4. Composition of nomination committee (please list name and affiliation for each):
   - Public Affairs Officer, U.S. Embassy
   - Public Diplomacy Officer, U.S. Embassy
   - Cultural Affairs Specialist, U.S. Embassy
   - Humphrey Alumna 1
   - Humphrey Alumnus 2

5. How was this program advertised?
   - [Country] uses announcements describing the Humphrey Program and eligibility criteria to solicit Humphrey Fellowship applications:
     - An advertisement was put in the newspaper over a period of two months
     - Diplomatic notes were sent to various government ministries
     - Letters to all accredited universities
     - School Speaker Program (visits to schools and universities)
     - Locally produced magazines
     - Educational advising sessions
     - Word of mouth
6. Please describe the interview process (e.g. sample questions, length of interview, and list of interviewers if different from #4 above).

Each candidate was interviewed by the selection committee for approximately twenty to thirty minutes. Questions were asked to determine a candidate's leadership ability, public service commitment and goals for the future. A scoring system was used to rank order candidates, and after all candidates were interviewed the committee members met briefly to come to a consensus on the final selection and ranking of candidates.

7. Additional information regarding the recruitment and nomination process:

Applications were pre-screened for eligibility and if their fields of study were in Post's Mission Program Plan. The TELP test was administered and those candidates whose English was not sufficient were removed from consideration. The remaining candidates were interviewed.
20. Please describe your major area of interest and explain how this area addresses the specific development needs of your country.

The Human Poverty Index of 2003 places [certain provinces of the country] as among the provinces with the highest incidence of Poverty and Human "Insecurity" (PHDR, 2005). These provinces are also among those with highest dependence on their natural resources as primary sources of food and livelihood. However, despite the numerous programs, projects and foreign-assistance poured in these areas, studies reveal that there is very little positive change in its governance systems and access to basic social services. Natural resources, on the other hand, are still fast degrading while the incidence of poverty remain high.

One of the most strategic approaches government and non-government sectors consider to be able to address these problems is sustainable natural resources use that will ensure food and water security through a social technology inclusive of all sectors strategic to peace and development. Being strategically based on this region, I would like to undertake a natural resources and environmental management program that will strengthen and enhance my capacity to provide more appropriate technical assistance and address more sustainable the province's peace and development agenda, broaden linkages with organizations and professionals in the field of environmental management and sustainable development, and better prepare me to engage all sectors of society, including local government units, indigenous peoples communities, civil society groups and other agencies to take active roles in ensuring food security and sustainable use of natural resources.
21. Describe the type of Humphrey program you would like to design. Indicate the kinds of academic and professional experiences you would like to pursue.

I plan to pursue a program that will provide extensive academic training, exposure and internship on sustainable upload, low land and coastal environmental resources development. This includes academic courses on: (1) development strategies and problem solving approaches, (2) policy-making, planning and program implementation for sustainable resource use, (3) Environmental Economics: Audit and Impact Assessment, and (4) ecological rehabilitation, nature conservation and eco-tourism.

It is also essential to undergo benchmarking visits to different communities and other professionals to gain insights on best practices and solutions to ecological problems, including technologies and approaches, ecological rehabilitation and nature conservation. I would like to specifically look into experiences of cities and municipalities on mining, community-based forest resource management, urban environmental management and pollution control and community-based coastal resources management and eco-tourism. I also envision the program to be focused on professional training and practice on actual coaching on the use of different problem-solving techniques and the formulation of appropriate and localized mechanism that is not only responsive to conflicting and unsustainable natural resources use but also to systemic peace and development issues of a specific region or province.
22. Describe how the knowledge and skills you will gain will help you address your country's development needs.

As a teacher, the newly-acquired knowledge, skills and linkages will enhance my capability to provide holistic and integrated education geared towards development of the total person, persons who are part of a diverse, multi-cultural, depressed and conflict prone region of the country. It will also help me mentor other teachers and colleagues and provide leadership in the formulation of more responsive curricular offerings and extra and co-curricular programs and activities that will also bring about development in the community.

As a social development worker, the acquisition of new knowledge, skills and linkages will help the university offer and initiate more pro-active and sustainable extension programs that will address the peace and development needs of its neighboring provinces and municipalities.

As a local government uniter and indigenous peoples community natural resources management coach, the training will prepare me to make more available more appropriate strategies and approaches to sustainable natural resources management that will ensure food, water and livelihood security. Having a more extensive exposure, experience and practice on community problem solving and capacity-building will help me organize and engage all sectors of the community to take a more active role in the formulation of localized programs and solutions to their chronic peace and development issues and allow communities to explore other sustainable alternative livelihood options.
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.

As a practitioner I work in the area of development for almost 10 years. For this period of time I had various achievements to be proud for and failure to work on. I have very valued achievements in the field of gender equality promotion, democratic society building, HIV/AIDS prevention and others but amongst all of them I would like to stress the one that was a really challenging task for me. It is the most value added exercise I had, providing no governmental support and legislation base I had so far to tackle this problem.

 Trafficking in persons our organization found as the most crucial and effort needed issue since in [country] only few non governmental organizations work over this problem and [my] international organization relies only on the findings and practice of civil organizations. As a project coordinator I was involved in practical and decision making processes to combat trafficking in persons and I became really concerned with trafficking as soon as I started my practice working with trafficking victims. Since exactly that time I understood how painfully and harmfully human dignity is "raped."

I received and communicated with several trafficking victims (girls) who were in sexual exploitation. And I found out these girls suffered from abuse and psychological pressure as they were deported back home. They did not know where to go and how to apply for any help and assistance and how to get integrated to the society. Customs and traditional law that is in most cases discriminatory, society and the level of its development, culture and ethics contributes negatively to trafficking victims and girl and women have double burden of suffering and discrimination in my country. It is unbelievable and work to study the perception by the community of a trafficking victim. The cases when girl or woman is cured publicly and boycotted socially influenced me deeply and I decided to help these victims by providing them first aid and social inclusive programs. I developed a project "Stop traffic hot line." I called the students and volunteers to help the victims get integrated to the society through more than 1250 calls and succeeded in social integration of trafficking victims through employment and entrepreneurship development. Currently we transferred this service to specialized cases center for further operation. However I still remain a focal point for international anti-trafficking networking that include various organizations from Europe and Asia. This case let me think globally and I understood that it was only first step to stop the traffic. I and my colleagues realized that we should have series of activities to make the problem visible.

Since were are to work on a grass root level we very seldom tried to make policy intervention however currently we accepted the policy formulation as a key factor to make changes. That's why I am deeply concerned with networking and leadership trainings for policy makers and decision formers. However I find it not enough to get our mission and purposes thus along with capacity development of the authorized institutions I elaborated a subproject aimed at social integration and rehabilitation of victims (trafficking in persons issue is cross cutting activity in our organization) through behavior change programs. In this regard I had elaborated series of documentary to be distributed amongst crises centers and first aid points, customs and police, educational institutions and agencies working over migrations issues to refer the problems of trafficking in persons as a personal concern. This documentary is used as a case study for victims and potential service buyers as well as students and law enforcement people.
List of 2015-2016 Participating Universities

IIE’s Humphrey Fellowship Division is working in partnership with fifteen major U.S. universities to host the Fellows by professional field in 2015-2016. These centers of academic excellence are strategically situated to ensure the Fellows access to the cutting edge in research and practice in their specialties. The universities are selected competitively to host the Fellows.

Host campuses for 2015-2016 and their fields of study are listed by state below.

ARIZONA
Arizona State University, Walter Cronkite School of Journalism and Mass Communication – journalism, broadcast journalism, digital journalism, media management, media policy
Dr. Bill Silcock, Coordinator

CALIFORNIA
The University of California at Davis, University Outreach and International Programs - agricultural and environmental sciences, engineering, biological sciences, agricultural and resource economics, management, law, medicine and public health, veterinary medicine, water resource management, environmental management, and technology transfer
Dr. Karen Beardsley, Coordinator

DISTRICT OF COLUMBIA
The American University, Washington College of Law - International business law, international protection of human rights, international environmental law, international organizations, gender and the law
Ms. Padideh Ala’i, Coordinator

GEORGIA
Emory University, Rollins School of Public Health – Behavioral science and health education, biostatistics, environmental and occupational health, epidemiology, health policy and management, infectious and chronic diseases, international health, maternal and child health, mental health, preventive medicine, nursing and nutrition
Dr. Philip Brachman, Coordinator

MARYLAND
University of Maryland at College Park, College of Journalism - Print and broadcast journalism, mass communication research, advertising, public relations and international communication, public administration
Dr. Serap Rada, Coordinator
MASSACHUSETTS
Boston University - Banking and management, finance, education, international trade, economic development, academic planning, special education, economics, technology, development, insurance and risk management, financial planning, and international management
Dr. Ksenya Khinchuk, Coordinator

Massachusetts Institute of Technology, Special Program for Urban and Regional Studies of Developing Areas (SPURS) – Regional economic integration, international and comparative planning, environmental policy and planning, city design and development, housing, community and economic development
Professor Bish Sanyal, Coordinator

MICHIGAN
Michigan State University, International Studies Program – International finance and trade, international and development economics, macroeconomics, microenterprise development, environmental economics, financing in rural and urban settings
Dr. Robert Glew, Coordinator

MINNESOTA
University of Minnesota, Twin Cities, Hubert H. Humphrey Institute of Public Affairs - Public policy, management and leadership, education, economic development, community development and democratization, international governance, human resources, and environment
Dr. Sherry Gray, Coordinator

University of Minnesota, Twin Cities, The Human Rights Center and the University of Minnesota Law School - Human rights, law, law enforcement and human trafficking
Dr. David Weissbrodt, Co-Coordinator, Ms. Kristi Rudelius-Palmer, Co-Coordinator

NEW YORK
Cornell University, College of Agriculture and Life Sciences - Agriculture, agronomy, industrial relations, tourism, wildlife management, environmental management, natural resource management, rural development, export promotion and foreign trade, regional development, and nutrition
Dr. Peter Gregory, Coordinator

Syracuse University, Maxwell School of Citizenship and Public Affairs – Public and international affairs, public policy, management and leadership, anti-corruption/transparency, public-private partnerships, and conflict resolution
Ms. Margaret Lane, Coordinator

TENNESEE
Vanderbilt University, Peabody College of Education and Human Development – Educational administration, planning and policy
Ms. Nancy Dickson, Coordinator
PENNSYLVANIA
Penn State University, College of Education - Educational planning and administration, public policy, administration, management, and technology transfer.
Dr. Leila Bradaschia, Coordinator

VIRGINIA
Virginia Commonwealth University, Institute of Drug and Alcohol Studies – Substance Abuse and Education
Dr. Bob Balster, Coordinator
Humphrey Fellows’ Passport Information Verification Form for DS-2019 Issuance

HUMPHREY FELLOW’S PASSPORT INFORMATION VERIFICATION FOR DS-2019 ISSUANCE

This form is to be completed by a member of U.S Embassy or Fulbright Commission staff.

TO:          Humphrey Program Division, IIE
             Email: posts@iie.org     Fax: (202) 326-7841

FROM:        [enter country]

Name/Title of officer completing this form:  [enter name], [enter title]

Commission/Post:  [enter post]

Date:           /  /  
                mmm/dd/yyyy

SEVIS regulations require that the bio-data on the DS-2019 Form appear exactly as it does on the passport. Names should be typed in as they appear on the passport. This information is in support of and verification of the passport face page copy.

Name:    First name:  [enter first name]
         Middle name:  [enter middle name]
         Last name:   [enter last name]

Gender:          [ ] Male         [ ] Female

Date of Birth:  /  /  
                 mmm/dd/yyyy

City of Birth:    [enter name of the city]

Country of Birth:     [enter name of the country]

Country of Citizenship:  [enter name of the country]

Country of Legal Permanent Residence:  [enter name of the country]

Passport Number:     [enter number]

Expiration Date:     [enter date]

Fellow’s current valid email address:   [enter email]

Other comments or information:
Recruitment Cable

Please find below the text of the Humphrey Fellowship Program Recruitment Cable for 2016-2017. Identical information was sent as separate cables under the following numbers:

AF: STATE 37828
EAP: STATE 36500
EUR: STATE 37840
NEA: STATE 38370
SCA: STATE 38520
WHA: STATE 37848

1. Summary:
This cable invites addressee posts and commissions to nominate candidates for the AY 2016-2017 Hubert H. Humphrey Fellowship Program. The deadline for receipt of nominations is October 1, 2015. Posts are reminded that in addition to the traditional pre-academic English language training component, the Humphrey Program also offers Long-Term English (LTE) training, to allow broader recruitment of non-elite participants. The LTE training is described in 2g below.

2. Highlights:
   a. Please check paragraph 8 to see the maximum number of nominations allowed from each country.

   b. The Institute of International Education (IIE) utilizes Embark as its online application system. Information on using the system is available from the IIE website https://humphreyfellowship.org/embassies-and-commissions. Please contact IIE at posts@iie.org if you have any questions regarding the Embark system.

   c. IIE will accept only on-line nominations through Embark. If an applicant is unable to complete an on-line application, we ask post to either provide computer resources or in exceptional circumstances to key in the applicant’s information.

   d. Recruitment materials and other helpful resources for posts and commissions can be found on the Humphrey Fellowship Program’s website under the password protected section: https://humphreyfellowship.org/embassies-and-commissions. The usernames for this site are the designated post or commission contact's first and last name. Passwords can be reset on the login screen by entering the email address. If you need to have your password reset or need access to the website, please contact IIE at posts@iie.org.

   e. We strongly encourage the recruitment and nomination of qualified women.

   f. Posts and commissions are strongly encouraged to nominate minority or other candidates from under-represented groups. Relatively developed countries in particular are encouraged to undertake targeted recruitment within less developed regions or socio-economic sectors. For example, countries with relatively modern financial and banking systems are encouraged not to nominate Humphrey candidates in those fields, but rather in disciplines that focus on more pressing social or development needs.

   g. In addition to the pre-academic language training traditionally available, the Humphrey Program offers a Long-Term English (LTE) language training opportunity to facilitate the participation of candidates from non-elite populations, rural areas, minority groups, and others who may be excellent candidates but are lacking the necessary language skills. LTE participants will be brought to the United States for an intensive 20-25 week pre-academic program to improve their language skills before transitioning to their academic-year Humphrey campuses. All posts, except the higher-income countries listed in 8b, may make up to three LTE nominations in addition to their regular nomination quota. (See paragraph 8 for complete details.) Posts who wish to nominate more than 3 LTE candidates are welcome to do so but must use a regular nomination slot for each additional LTE candidate beyond the first 3. LTE candidates should have strong leadership potential and commitment to public service and clear objectives for their Humphrey year. If an LTE candidate’s Humphrey program objectives are not
clear in the initial application, posts are asked to return the application for revision with guidance on areas needing clarification. These areas might include professional goals, professional organizations to contact in the United States, academic coursework desired, and relevance of program objectives to home country needs. Candidates for LTE typically have TOEFL scores in the 440-500 range (paper-based test) or 42-61 (internet-based test).

h. Large missions with constituent posts or multiple binational commission offices are asked to integrate nominations into a single country-wide list of candidates ranked in country-wide priority order.

3. Program Description:
The Hubert H. Humphrey Fellowship Program is a Fulbright program that brings accomplished young and mid-career professionals with demonstrated leadership potential to the United States for a year of non-degree graduate-level study, leadership development, and substantive professional collaboration with U.S. counterparts. By providing future leaders and policy makers with experience in U.S. society, culture, and professional fields, the program provides a basis for lasting, productive ties between Americans and their professional counterparts overseas. Fellows are nominated by embassies (through public affairs sections) or Fulbright commissions based on potential for leadership and commitment to public service. According to the Policy Statements (Section 340) of the J. William Fulbright Foreign Scholarship Board (FFSB), independent panels with appropriate regional and thematic expertise review nominations in comparison with others from the same world region. Representatives of ECA and of the public diplomacy offices of the Department’s regional bureaus attend the independent panel meetings to provide background information on behalf of commissions, embassies, and the Department. The FFSB reviews all recommended candidates for final approval. Primary funding for the Humphrey program is provided by the Department’s Bureau of Educational and Cultural Affairs (ECA) from its Congressional appropriation for exchanges.

4. Program Components:
a. Academic: the Humphrey program is classified as a non-degree program by the Student and Exchange Visitor Information System (SEVIS). Humphrey Fellows cannot transfer from non-degree status to degree status under any circumstances. Posts and commissions should direct degree-seeking candidates to other opportunities. Humphrey Fellows pursue tailored study programs at participating host institutions, where the freedom from the requirements of a degree program gives each Fellow the flexibility to pursue a self-directed, individualized program. There is no provision for Fellows to request placement at any particular university. Approximately 15 campuses have been selected through a competitive process to host Fellows in groups with thematic and subject affinities. Each university is chosen based on institutional resources and the level of support and guidance it offers to the participants. Each campus has a designated faculty coordinator for academic and administrative support. In addition, faculty advisors also assist Fellows in pursuing balanced academic and professional programs.

b. Professional: professional enrichment activities include professional visits, conferences, training programs, and a professional affiliation (work attachment). The professional affiliation provides first-hand exposure to an American work environment on a full-time basis for a minimum period of 6 weeks. Early in the academic year, each Fellow develops, with assistance from the local campus coordinator and faculty advisors, a detailed plan of practical professional activities geared to the Fellow’s Humphrey program objectives.

5. Fields of Study:
The 2016-2017 Recruitment Guidelines, which may be downloaded from https://humphreyfellowship.org/embassies-and-commissions, contain additional guidance regarding appropriate candidates in the following eligible fields:

Sustainable Development
a. Agricultural and Rural Development
b. Economic Development/Finance and Banking
c. Natural Resources, Environmental Policy, and Climate Change
d. Urban and Regional Planning

Democratic Institution Building
a. Communications/Journalism
b. Law and Human Rights
c. Public Policy Analysis and Public Administration
d. Trafficking in Persons Policy and Prevention
e. Technology Policy and Management
f. Human Resource Management

Education
a. Educational Administration, Planning and Policy
b. Higher Education Administration
c. Teaching of English as a Foreign Language

Public Health
a. Public Health Policy and Management
b. HIV/AIDS Policy and Prevention
c. Substance Abuse Education, Prevention, and Treatment

NOTE: ECA cooperates with the National Institute on Drug Abuse, which provides co-funding, to work with Humphrey Fellows in this field of study. Candidates must have either a research background in the field or demonstrated ability to learn the results and policy implications of current research. The candidates should be recruited and ranked together with candidates in other fields, and must complete the supplementary field-specific page of the Humphrey application for this topic area.

6. Recruitment and Selection:
a. Approximately 125 embassies and commissions worldwide are eligible to nominate candidates.

b. Posts and commissions should target professional fields that match mission priorities and country needs.

c. Selection: Appropriate candidates are young and mid-career professionals in leadership positions who have a commitment to public service and the potential for professional advancement. Prospective Fellows should have a minimum of five years full-time professional experience (prior to August 2016) in the relevant field, after completing a university degree, and should be interested in the policy aspects of their field of specialization. Please note that candidates must have completed a university degree program requiring at least four years of full-time study to qualify for participation in U.S. graduate study programs. Candidates should be proficient in both written and spoken English and should normally have a minimum TOEFL score of 525 (paper based) or 71 (internet-based), although exceptionally promising candidates with lower scores may be nominated for the Long-Term English (LTE) training. Candidates should have both the need to participate in the program and the potential to benefit from it. Accordingly, they should demonstrate the required experience, skills, and commitment while also indicating how they can benefit from this program in ways that they have not experienced previously and are not likely to experience without the Humphrey Program. Applicants with distinguished records but who do not have a compelling need for the Humphrey experience are not appropriate candidates.

d. A candidate may be removed from consideration if he or she does not meet all of the technical eligibility requirements. If you believe your candidate deserves exceptional consideration despite an inability to meet an eligibility requirement, please explain why in your nomination committee report. Ineligible candidates include recent university graduates (even if they have significant positions); university teachers or academic researchers with no management responsibilities (except in the fields of Substance Abuse Education, Prevention, and Treatment and Teaching of English as a Foreign Language); individuals who have attended a graduate school in the United States for one academic year or more during the seven years prior to August 2016; and individuals with U.S. in-country experience of any kind lasting more than six months during the
five years prior to August 2016. A candidate with recent third-country experience, especially in developed
countries, may have a less compelling need for the Humphrey Program than a candidate who has never had a
significant professional opportunity abroad. If a candidate has had a recent professional or study experience in a
highly developed country, the nomination committee report should explain why this experience has not already
addressed the need of the candidate for professional training and leadership development. According to the
policies of the J. William Fulbright Foreign Scholarship Board, local employees of U.S. Missions abroad who work
for the U.S. Department of State and members of their families are ineligible for grants during the period of their
employment and for one year following the termination of employment. Individuals with dual U.S. citizenship or
U.S. permanent resident status may not apply to the program, since they are ineligible for a J visa.

e. Links to recruitment materials, including the Program Guidelines for Posts and Commissions, will be emailed by
IIE by April 15.

7. Application Forms:
As noted above, IIE will accept only electronic submissions of applications through the Embark system. Paper-
based applications may be used in-country for pre-screening purposes. The application file is available on the
website https://humphreyfellowship.org/embassies-and-commissions. Posts and commissions may use prior year
applications for pre-screening if they wish. The applications of previously nominated candidates must include up-
to-date nomination committee reports and ranking, letters of recommendation, TOEFL scores, academic
transcripts, and English-language translations where needed.

PLEASE REVIEW THE FOLLOWING GUIDANCE BEFORE SUBMITTING YOUR HUMPHREY NOMINATIONS:

a. Nomination Committee Report (NCR): U.S.-based independent review panels conduct a rigorous and highly
competitive final review of the nominees and focus carefully on the NCR. There are no pre-set country allocations
for finalist slots in the Humphrey Program. Rather, finalists are selected by means of a global, merit-based
competition according to the scores they receive during the final review in Washington. Country representation
and regional balance are considered, but they are secondary factors in the selection process. Posts and
commissions should articulate a rationale in the NCR for each nomination. Please do not merely summarize or
repeat information available in the application, but rather explain the context in which the candidate operates,
why his or her goals are compelling, and how the candidate's Humphrey experience will contribute to mission
goals. An NCR that fails to do so may undermine the chances for a favorable review. It is important to comment on
the candidate's character, motivation, inter-personal skills, resourcefulness, and adaptability to new or challenging
environments. Emphasize insights gained by the committee during the interview that may not be apparent in the
written application. Explain what you have learned about the candidate's leadership potential and public service
commitment together with the significance of his or her professional goals with respect to current issues in the
country. Please be candid when explaining in the NCR the ranking of each candidate in relation to your other
nominees. If the embassy or commission feels strongly that one candidate represents a higher priority or lower
priority than another, explain why. It is vital that the U.S.-based independent panels understand the rankings you
provide in the NCR. Since there is no guarantee of selection, posts and commissions should not discuss rankings
with candidates. The Nomination Committee Report should also describe the candidate's need for the program. An
emerging young or mid-career professional with a clear need to develop additional skills may be a more successful
grantee and a more compelling candidate than a highly accomplished candidate who already has reached or
passed the peak of a career.

b. Application Questions: Responses should be drafted and completed by the applicant, although post/commission
may provide editorial suggestions to strengthen the candidate's final submission. Responses should provide
detailed information about the candidate's plans for professional development and how they relate to the
candidate's goals and the country's needs. Independent review panelists rely heavily on the proposed program
plan in evaluating the candidate's communication skills, his/her understanding of the Humphrey program, and the
candidate's need for it. Whether the candidate works in the public, private, or NGO sector, the panelists look for
evidence of a strong commitment to public service, broadly defined.
c. Substance Abuse Supplementary Application Page: Only candidates applying in the Substance Abuse field of study should submit this supplementary field-specific application page. Candidates in other fields of study should disregard this page of the application.

d. English Language Testing: U.S. universities require current English language test scores for Humphrey candidates from all countries outside the English-speaking Caribbean. Applicants with TOEFL scores lower than 525 on the paper-based test (PBT) or 71 on the internet-based test (iBT) are not technically eligible for the regular Humphrey competition but may be eligible for the Long-Term English program. All nominees should take their language test between July and September 2015 so that you may include their scores with other nomination materials by the October 1 deadline. Later testing may disadvantage your candidate and will reduce the feasibility of placement. Posts and commissions should obtain the most recent TOEFL bulletin for testing from ETS to determine when testing will be available in their countries. Scores from the PBT are available in six weeks. Information regarding TOEFL fee vouchers will be sent in the recruitment email from IIE by April 15. The vouchers should be provided only to Humphrey candidates whom posts and commissions intend to nominate. Note that vouchers expire in January 2016. If your country has transitioned to the internet-based TOEFL you may request iBT voucher numbers from IIE by e-mailing posts@iie.org. Please refer to the program guidelines for more details on English testing and training.

e. IELTS: Some posts and commissions have reported problems with the registration and administration of TOEFL tests in their countries. Increasing numbers of U.S. universities are accepting the International English Language Testing System (IELTS), generally requiring scores in the 6.0-7.0 range. If your candidates experience excessive difficulty in signing up for the TOEFL exam, please contact your Bureau regional program officer for Humphrey (see paragraph 12) to discuss whether the IELTS might be a viable alternative in this case.

8. Nomination Limits:

a. THREE (3) REGULAR CANDIDATES PLUS THREE (3) LONG-TERM ENGLISH CANDIDATES – ALL COUNTRIES except those listed in b, c, d, or e below.

b. ONE (1) CANDIDATE TOTAL (including any LTE candidate) – BAHRAIN, BARBADOS, CROATIA, ESTONIA, HUNGARY, ISRAEL, OMAN, SAUDI ARABIA, SLOVAKIA, TRINIDAD AND TOBAGO, and UNITED ARAB EMIRATES. Candidates nominated from these higher-income countries should be recruited from underserved sectors and communities, and their proposed programs should focus on issues related to social and democratic development (for example, judicial reform, media freedom, gender equity, or minority rights).

c. SEVEN (7) REGULAR CANDIDATES PLUS THREE (3) LONG-TERM ENGLISH CANDIDATES – AFGHANISTAN, ALGERIA, BANGLADESH, BRAZIL, BURMA, EGYPT, IRAQ, INDONESIA, JORDAN, LIBYA, MOROCCO, NIGERIA, PHILIPPINES, RUSSIA, SOUTH AFRICA, TUNISIA, TURKEY, VIETNAM, and YEMEN.

d. TWELVE (12) REGULAR CANDIDATES PLUS THREE (3) LONG-TERM ENGLISH CANDIDATES – CHINA and INDIA. PAS New Delhi may also nominate up to 3 regular candidates and an additional 3 LTE candidates from BHUTAN.

e. PAKISTAN and any other post or commission for which cost-sharing is anticipated may nominate up to two times the number of grants for which funding is anticipated. ECA/A/S/U will consult with post and commission in Pakistan, and with any other posts or commissions offering cost-sharing, to confirm the number of candidates that should be nominated.

9. Visas and travel:

Form DS-2019 will be issued through June 9, 2017, for a J-1 visa under program number G-1-00372. The selection cables announcing principal candidates (see paragraph 14) will include fiscal data to cover cost of airline tickets.
and modest travel allowances. We will request posts to make reservations for one-way travel from home country to host university and, where appropriate, to the LTE or pre-academic English language training site.

10. Dependents:
Humphrey Fellows may bring dependents on J-2 visas to accompany them while in the United States if they meet all criteria described in this paragraph. All expenses for J-2 dependents must be covered by the grantee. The Humphrey Fellowship stipend is not sufficient to support anyone in addition to the grantee. Awards do not include an additional allowance for dependents. Candidates should be advised of the high cost of living in the United States if they are considering whether to have dependents join them. Dependents may not accompany fellows to English language training under any circumstances. Fellows who wish to have family members join them during all or part of their fellowship year must receive prior approval following a technical review of evidence that they have adequate personal funds to cover living expenses and dependents' health insurance and child care. Health insurance for dependents is required and may cost USD 200 per month per dependent. Failure to provide adequate dependent health insurance coverage is grounds for terminating the grant award due to non-compliance with J visa requirements. ECA will seek concurrence of the nominating post or commission before processing any dependent requests. Posts and commissions that do not intend to concur with dependent requests even when the grantees have demonstrated the means of supporting their dependents should discuss this intention clearly with applicants early in the recruitment process to ensure that they do not falsely assume that their dependents will be able to join them in the United States.

11. Medical Forms:
Medical exams are not required as part of the initial application process. It is not necessary to complete medical evaluation forms until a candidate is advanced to principal status following approval by the FFSB.

12. ECA Contact Information:
ECA/A/S/U is responsible for overall program and policy guidelines of the Humphrey Program in consultation with the FFSB. The ECA/A/S/U Branch Chief is John Sedlins (sedlinsjz@state.gov; 202-632-6328). John is also the liaison for the NEA region. Paul Schelp (pschelp@state.gov; 202-632-6331) is the liaison for AF and EAP. LaRita Hagar (hagarl@state.gov; 202-632-9458) is the liaison for EUR. Eythan Schiller (schillere@state.gov; 202-632-9483) is the liaison for SCA. Emily Spencer (spencerew@state.gov; 202-632-6329) is the liaison for WHA.

13. IIE Contact Information:
Your IIE contact point is the email address posts@iie.org. All follow-up on this message may be directed to that email address. Hard-copy documents may be scanned and emailed to posts@iie.org or faxed to IIE at 202-326-7841. The director of the IIE Humphrey office is Judith Gibson (jgibson@iie.org; 202-686-8655), and the assistant director is Amy Nemith (anemith@iie.org; 202-686-8659). The principal liaison with posts and commissions at IIE is Caroline Dolive (cdolive@iie.org; 202-686-8654). IIE regularly emails program updates to its distribution list of program contacts at posts and commissions worldwide. If you are not currently receiving emails or are not subscribed to the website, please send an email to posts@iie.org.

14. Selection Cables:
ECA will report selection results for the LTE candidates to posts and commissions in January 2016 and will report selection results for all remaining candidates in February or March 2016. We thank embassies and commissions in advance for their participation in the 2016-2017 Humphrey recruitment effort. Feel free to contact ECA or IIE with questions or comments.

15. Minimize considered.

Thanks and regards (ECA/A/S/U).