



HUMPHREY FELLOWSHIP PROGRAM APPLICATION – 2019-2020



INFORMATION AND APPLICATION INSTRUCTIONS

PROGRAM DESCRIPTION: The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, Europe and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized, 10-month, non degree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. The Humphrey Program was initiated in 1978 to honor the memory and accomplishments of the late Senator and Vice President, Hubert H. Humphrey. Fellows are selected based on their potential for national leadership and commitment to public service, in either the public or private sector. The program provides a basis for establishing long-lasting productive partnerships and relationships between citizens of the United States and their professional counterparts in other countries, fostering an exchange of knowledge and mutual understanding throughout the world.

Funding for the Humphrey Program is provided by the U.S. government through the U.S. Department of State and other co-sponsors. The Institute of International Education (IIE) collaborates with the State Department's Bureau of Educational and Cultural Affairs in administering the program. The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related or aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and special seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

DURATION OF GRANT: The program arranged for Humphrey Fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as April for intensive English language study before beginning their regular university program. Candidates must be able to participate in the full period of the English and/or university programs.

NON DEGREE STATUS: The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, the Humphrey Program is not appropriate for those who wish to concentrate on academic work required for a U.S. degree. Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields. Fellows who successfully complete the program are awarded a Certificate of Participation.

FINANCIAL PROVISIONS: The Humphrey Fellowship provides a monthly maintenance allowance, a book and supplies allowance, tuition and fees when applicable, round-trip international travel to the host institution (and to the Fellow's English-language training program when applicable) and domestic travel to Washington, D.C. for a special seminar. Supplementary funds are provided for professional activities such as field trips or attendance at conferences. Humphrey Fellowships are not renewable. **Humphrey Fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant.**

PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the following fields: agricultural and rural development; economic development; finance and banking; natural resources, environment policy and climate change; urban and regional planning; communications/journalism; law and human rights; public policy analysis and public administration, trafficking in persons policy and preventions; technology policy and management; human resource management; education administration, planning and policy; higher education administration; teaching English as a foreign language; public health policy and management; HIV/AIDS policy and prevention, substance abuse education, treatment and prevention. The university programs do not focus on the technical aspects of these fields, but rather to broad policy-making and problem-solving.

PLACEMENT IN UNIVERSITY PROGRAMS: Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities specially designated to host a group of Humphrey Fellows. IIE, therefore, is not able to make placements at specific universities requested by candidates, or to award fellowships enabling candidates to attend a U.S. university on the basis that they have already been admitted. Candidates should not apply directly to U.S. institutions.

APPLICATION INSTRUCTIONS:

1. **Each page of the enclosed application carries its own instructions and should be read carefully before proceeding.** All forms must be typed and completed in English. Please answer every question as completely as possible (except for the Substance Abuse form, which should only be completed by candidates in the field of substance abuse).
2. The completed application must be returned to the U.S. Embassy according to the instructions provided in the website announcement and should reach the U.S. Embassy by 11:59 pm (23:59) Kabul time on July 14, 2018.
3. **You must attach complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees. Documents must be accompanied by complete English translations.** Your academic documents must consist of:
 - A certified official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. **Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma.**
 - Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you.
 - To be considered official, each academic document **must bear the seal of the issuing institution** as well as the signature of its officials. Copies of original documents will be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by the issuing institution, by your selection committee, or by a U.S. consular official.
4. You are required to submit two letters of reference, **one of which must be from your immediate supervisor in your current position. The letters of reference should be written in English or should include an English translation.**
5. **Important information about TOEFL:** The Test of English as a Foreign Language (TOEFL) is required by all U.S. universities. Absence of TOEFL scores could jeopardize your chance of obtaining a Fellowship. You must register for TOEFL **immediately** and take it as early as possible -- no later than **September 2, 2017**. For information and/or test registration forms, contact the U.S. Embassy in your home country. When taking the test, you must indicate that you want your score reports sent to Institute of International Education (Hubert H. Humphrey Fellowship Program) **Code Number 9616**. You must be sure to indicate this code (**9616**) on the registration forms or on the answer sheets provided at the time you take the examination. TOEFL vouchers will be given to finalists by the U.S. Embassy. As soon as you receive your TOEFL score, please present it to the U.S. Embassy.
6. For application purposes, a certificate of formal English study or English proficiency test must be submitted in the absence of TOEFL or the International English Language Testing System (IELTS) scores. This does not substitute the taking of the TOEFL test which should be done no later than September 2, 2017.
7. The Application packet should be sent as one email attachment; and as a .pdf file

Preliminary Questions

Preliminary Questions	
Country of present citizenship	
Do you have dual citizenship?	
What is your second country of citizenship?	
Which field of study are you applying for?	

Bio Sheet A

General Information	
Prefix	
Last/Family Name	
First Name	
Middle Name	
Email Address	
Street/Address Line 1	
City	
State/Province	
Zip Code	
Country	
Telephone Number (country code- area/city code-Telephone number)	
Gender:	
Date of Birth	
Country of present residence	
Have you had a Fulbright grant in the past?	
Please Indicate Year	

Are you related, including by marriage, to anyone employed by the U.S. Department of State, or any other US Government agency?	
Please explain your relationship to the U.S. Department of State or other U.S. Government agency employee.	

Education (beginning with the most recent)

Name of Institution, University or Professional School	
Location	
Degree was completed online or through distance education	
Major field of study	
Dates attended - From	
Dates attended - To	
Actual name of degree or diploma	
Date received or expected	
Name of Institution, University or Professional School	
Location	
Degree was completed online or through distance education	
Major field of study	
Dates attended - From	
Dates attended - To	
Actual name of degree or diploma	
Date received or expected	
Name of Institution, University or Professional School	
Location	
Degree was completed online or through distance education	
Major field of study	
Dates attended - From	

Dates attended - To	
Actual name of degree or diploma	
Date received or expected	
Name of Institution, University or Professional School	
Location	
Degree was completed online or through distance education	
Major field of study	
Dates attended - From	
Dates attended - To	
Actual name of degree or diploma	
Date received or expected	
Name your most significant publications/honors/awards/ projects/other accomplishments	
Name your most significant publications/honors/awards/ projects/other accomplishments	
Name your most significant publications/honors/awards/ projects/other accomplishments	
Current Occupation	
Organization	
Your job title	
Date employed from	
Date employed to	
Current position?	
Street/Address line 1	
City	
State/Province	
Country	

Describe Your Current Job Responsibilities.

Empty box for describing current job responsibilities.

Bio Sheet B

Previous Positions Held (beginning with the most recent)	
Organization	
Your job title	
Date employed from	
Date employed to	
Street/Address line 1	
City	
State/Province	
Country	
Organization	
Your job title	
Date employed from	
Date employed to	
Street/Address line 1	
City	
State/Province	
Country	

Organization	
Your job title	
Date employed from	
Date employed to	
Street/Address line 1	
City	
State/Province	
Country	
Organization	
Your job title	
Date employed from	
Date employed to	
Street/Address line 1	
City	
State/Province	
Country	
Organization	
Your job title	
Date employed from	
Date employed to	
Street/Address line 1	
City	
State/Province	
Country	

Computer Proficiency Level (1=need help, 2=basic, 3=good)	
Sending and receiving email	
Typing (keyboarding) in English	
Using Web search engines	
Using specialized databases to conduct research in your field	
Using Microsoft Word	
Using Microsoft Excel to create spreadsheets and charts	

Using Microsoft PowerPoint or Prezi to create a presentation	
Scanning, uploading, and downloading photographs	
Making online airline, train and hotel reservations	
Using social media (Facebook, Twitter, etc.)	

PLEASE INDICATE COUNTRIES OUTSIDE YOUR OWN, INCLUDING THE UNITED STATES, IN WHICH YOU HAVE LIVED, TRAVELED, OR STUDIED.

Country Visited	
Reason For Visit	
Date of Visit - From	
Date of Visit - To	
Country Visited	
Reason For Visit	
Date of Visit - From	
Date of Visit - To	
Country Visited	
Reason For Visit	
Date of Visit - From	
Date of Visit - To	
Country Visited	
Reason For Visit	
Date of Visit - From	
Date of Visit - To	
Country Visited	
Reason For Visit	
Date of Visit - From	
Date of Visit - To	

Person To Be Notified in Case of Emergency (In Home Country)

Name of Contact Person	
Relationship	
Street/Address Line 1	
City	
State/Province	
Zip code	
Country	
E-mail Address	
Telephone Number (country code- area/city code-telephone number)	
Certification	
Signature of Applicant	
Date	

Bio Sheet C

Do you have any relatives in the United States or Canada? (Yes or No)	
If you answered yes to the question above:	
<ul style="list-style-type: none"> • provide the name of the person 	
<ul style="list-style-type: none"> • type of relationship with the person 	
<ul style="list-style-type: none"> • and country/city of residence for the person 	
<ul style="list-style-type: none"> • provide the name of the person 	
<ul style="list-style-type: none"> • type of relationship with the person 	
<ul style="list-style-type: none"> • and country/city of residence for the person 	
Have you ever applied for the diversity visa lottery? If so, please list the year(s) you applied. If someone else has applied on your behalf, or if your spouse or child has applied, please also include that information	
Has anyone ever filed an immigrant visa petition on your behalf or on behalf of your spouse or child? If so, list their name, relationship to you and when they filed the petition.	

Have you, your spouse, or child ever applied for a Special Immigrant Visa? If so, please specify who, when, and what is the current status	
Have you ever applied for any other type of U.S. visa? If so, please list when and what was the result.	
Do you have a pending employment application with a U.S. government agency? (Yes or No)	
Do you plan to apply for employment with a U.S. government agency in the next 24 months? (Yes or No)	

Statement of Purpose

In 50 words, give a summary of your statement of purpose

Program Plan

Program Plan

Please describe how your work addresses the needs of your country. Describe how the knowledge and skills you will gain will help you address your country's development needs.

Describe the type of Humphrey program you would like to design. Indicate the kinds of academic and professional experiences you would like to pursue.

Program Statement A

Personal Statements A

Please describe how you have demonstrated a strong commitment to public service (i.e. community, civic involvement or professional responsibilities, etc.).

Please state your professional goals for the next five years. How will the Humphrey Program help you reach these goals?

Personal Statements B

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, and/or commitment to public service.

ONLY for Substance Abuse Field of Study Applicants

Note: this page should be filled out only by those applicants whose proposed field of study is substance abuse education, treatment and prevention

Substance Abuse Field of Study

Briefly describe what you know about current substance abuse problems in your country.

Briefly describe recent substance abuse research project(s) in which you have been engaged, the extent of your role in these project(s), and list any publications in connection with research work that you have done.

Briefly describe an area of substance abuse research that you would like to pursue based on the needs in your country.

Personal Information

PERSONAL FINANCIAL INFORMATION	
Your annual salary	
Income per year from other sources	
Indicate your local currency	
Will your salary be continued during your stay in the U.S.?	
What percentage?	
DEPENDENTS	
Your Marital Status	
Name	
Relationship	
Age	
Name	
Relationship	
Age	
Name	
Relationship	
Age	
Name	
Relationship	
Age	
ENGLISH LANGUAGE PROGRAM	
If required, will you be able to arrive for English language training as early as April?	
Will you be able to obtain a leave of absence from your current position for a period of 11 months, or up to 14 months if you require English training?	
When will you take a standardized test that assesses your English language ability, such as TOEFL?	
Signature of Applicant	
Date	

English Language

English Language	
Applicant's Native (Home) Language	
HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH	
Number of years	
Number of months per year	
Number of hours per week	
Native Language of Instructor	
Number of years	
Number of months per year	
Number of hours per week	
Native Language of Instructor	
Number of years	
Number of months per year	
Number of hours per week	
Native Language of Instructor	
ENGLISH LANGUAGE TESTS	
Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL)	
Indicate the TOEFL score earned	
Institutional TOEFL (ITP) Date	
Institutional TOEFL (ITP) Score Earned	
IMPORTANT	
<ol style="list-style-type: none"> 1. An official TOEFL score (no more than two years old) is required for all countries except the English speaking Caribbean. 2. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (Hubert Humphrey Fellowship Program) Code Number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination. 3. As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy. 4. Please sign below as authorization for IIE to receive your TOEFL score. 	
I hereby authorize the Institute of International Education to receive my TOEFL score report.	
Signature of applicant and date	

Additional Documents

Additional Documents	
Additional Documents	
Additional Documents	
Additional Documents	



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2015-2016

Letter of reference from current employer

This letter of reference must be written by the applicant's current supervisor in his/her professional position.

If this letter is not written in English, an accurate translation must be attached

Name of Applicant:

Country:

Name and Title of Evaluator:

Organization or Employer:

How long have you known the applicant?

Signature (in ink): _____

Date:

PROGRAM DESCRIPTION

The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness of Purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to National Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness and Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Leadership Qualities				
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Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service.

(Your comments should be continued on a separate sheet if more space is needed.)



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2015-2016

Letter of reference

This letter of reference must be written by a professor, professional mentor, or other associate outside the candidate's current work setting. Personal friends or family members are NOT acceptable references. If this letter is not written in English, an accurate translation must be attached.

Name of Applicant:

Country:

Name and Title of Evaluator:

Organization or Employer:

How long have you known the applicant?

In what capacity have you known the applicant?

Teacher or Professor:

Other (Please specify):

Signature (in ink): _____

Date:

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In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness of Purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to National Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness and Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service.

(Your comments should be continued on a separate sheet if more space is needed.)

Application Materials Checklist

PLEASE COMPLETE THIS CHECKLIST AND INCLUDE WITH YOUR APPLICATION PACKAGE. YOU MUST ALSO READ AND SIGN THE BOTTOM OF THIS PAGE FOR YOUR APPLICATION TO BE CONSIDERED AS COMPLETE.

Application Form

Long-Term English Training Program

(ONLY for candidates being nominated for the Long-Term English Training Program)

Recommendation Letters (two letters only)

One of the letters is from the candidate's current employer

Transcripts and Diplomas

Course listings and grades/scores for each higher education degree received

English translation if transcripts are in another language

TOEFL scores (IELTS also accepted)

English test score report submitted to IIE using institutional code 9616

Current CV or resume

I certify that all information given in this application is complete and accurate to the best of my knowledge. I agree to abide by the Policies governing the selection of Fulbright/Humphrey grantees, as established by the J. William Fulbright Foreign Scholarship Board at <http://eca.state.gov/fulbright/about-fulbright/j-william-fulbright-foreign-scholarship-board-ffsb/ffsb-policies>. I also agree to return to my home country upon the expiration of my authorized stay in the United States of America.

Signature: _____

Date: _____