



12. Field of Study

13. GIVE A 50-WORD SUMMARY OF YOUR PROPOSED PROGRAM PLAN (more complete plan to be outlined on page 3; be sure this summary captures the essence of your program plan).

14. CURRENT OCCUPATION

Organization

Your job title

Dates of Employment (month & year) / - /

Name and address of your place of employment

15. Describe your current job responsibilities:



# Bio-Sheet B

# 2

16. Previous positions held (begin with most recent):

Name & address of place of employment	Job Title	Dates of Employment	
		From (in years)	To

17. On a scale from 1-5, please select your computer proficiency level in the following areas:

- Word Processing
- Spreadsheets
- Email

18. Please indicate countries outside your own, including the United States, in which you have lived, travelled, or studied. Please list dates (months/years) and reasons for each visit. Please attach an additional sheet if necessary.

Country visited	Reason for visit (e.g. study, work, tourism, conference)	Dates of Visit	
		From (mo./yr.)	To (mo./yr.)
		/	/
		/	/
		/	/
		/	/

19. Person to be notified in case of emergency (in home country):

- Name of Contact Person
- Address - Street
- City
- State/Province
- Country
- Zip code

Telephone: ( )

I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the Information and Application Instructions and I agree to comply with all regulations described there. I agree to abide by the Policies governing the selection of Fulbright/Humphrey grantees, as established by the J. William Fulbright Foreign Scholarship Board (FSB) (complete policies available at <http://exchanges.state.gov/education/fulbright/ffsb/policies/2004/>) which supercede all other documents relating to my application for a Humphrey Fellowship. I also agree to return to my home country upon the expiration of my program in the United States of America.

Date / /	Electronic Signature of Applicant
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# Program Plan

3

Name of Applicant

Country

20. Please describe your major area of interest and explain how this area addresses the specific development needs of your country.

21. Describe the type of Humphrey program you would like to design in order to meet these challenges. Indicate the kinds of academic course work, internship experiences, and/or professional training experiences you would like to undertake.

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



# Personal Statements A

4

Name of Applicant

Country

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

24. Please state your professional goals for the next five years and indicate how the training received under the Humphrey Program will contribute to you managerial skills, leadership ability, and commitment to public service.



# Personal Statements B

# 5

Name of Applicant

Country

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.





# Substance Abuse Field of Study 5A

**NOTE: THIS PAGE SHOULD BE FILLED OUT ONLY BY THOSE APPLICANTS WHOSE PROPOSED FIELD OF STUDY IS SUBSTANCE ABUSE**

Please contact the U.S. Embassy or the Binational Educational Commission in your country before completing the following.

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

2. 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.

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



# Personal Information

# 6

## I. PERSONAL FINANCIAL INFORMATION *(Indicate all funds in your local currency.)*

- 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.? \_\_\_\_\_  
(If yes, what percentage?) \_\_\_\_\_

**II. DEPENDENTS: The Hubert H. Humphrey Fellowship Program does not provide allowances for dependents.** If your dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. **English/Orientation Centers cannot accommodate dependents.** Dependents may not arrive until you are settled in your academic program and have found housing (at least 30 days after your arrival at academic placement).

- Marital Status \_\_\_\_\_
- List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

Name	Relationship	Age
1. _____		
2. _____		
3. _____		
4. _____		

- Will any dependents be with you in the U.S.? \_\_\_\_\_  
(If yes, give name(s), relationship(s), date(s) of birth, and state how you intend to provide for them during your year of study in the U.S.)

Dependent Name	Relationship	Date of Birth
1. _____		/ /
2. _____		/ /
3. _____		/ /
4. _____		/ /

## III. 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 assessed your English language ability, such as TOEFL?  
\_\_\_\_\_ / /

(If you have not scheduled this test before October 1, 2009, you must notify the Binational Educational Commission or U.S. Embassy in your home country **immediately.**)

### IMPORTANT

- An official TOEFL score (no more than two years old) is required for all countries except the English-speaking Caribbean.
- 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.
- As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy.
- 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.

Date / /

Signature of Applicant



# English Language

# 7

NAME OF APPLICANT

COUNTRY OF RESIDENCE

## A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

APPLICANT'S NATIVE (HOME) LANGUAGE

LEVEL	NUMBER OF YEARS	NUMBER OF MONTHS PER YEAR	NUMBER OF HOURS PER WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL				
UNIVERSITY				
PRIVATE STUDY				

## B. ENGLISH LANGUAGE TESTS

Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL):

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

Indicate the TOEFL score earned: \_\_\_\_\_

In addition, if you have recently taken or are planning to take one of the following English language proficiency tests, please indicate the test date and the score (with TOEFL conversion):

Institutional TOEFL (ITP):            date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_            score: \_\_\_\_\_

Please note: The ALIGU and Michigan Tests are not acceptable as pre-screening tools. The ITOEFL is the only acceptable for initial screening-, you still must provide an official TOEFL score report.



# English Language

# 7

NAME OF APPLICANT \_\_\_\_\_

COUNTRY OF RESIDENCE \_\_\_\_\_

## A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

APPLICANT'S NATIVE (HOME) LANGUAGE \_\_\_\_\_

LEVEL	NUMBER OF YEARS	NUMBER OF MONTHS PER YEAR	NUMBER OF HOURS PER WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL	_____	_____	_____	_____
UNIVERSITY	_____	_____	_____	_____
PRIVATE STUDY	_____	_____	_____	_____

## B. ENGLISH LANGUAGE TESTS

Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL):

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

Indicate the TOEFL score earned: \_\_\_\_\_

In addition, if you have recently taken or are planning to take one of the following English language proficiency tests, please indicate the test date and the score (with TOEFL conversion):

Institutional TOEFL (ITP): date: \_\_\_\_/\_\_\_\_/\_\_\_\_ score: \_\_\_\_\_

Please note: The ALIGU and Michigan Tests are not acceptable as pre-screening tools. The ITOEFL is the only acceptable for initial screening; you still must provide an official TOEFL score report.

## C. THIS SECTION TO BE COMPLETED BY ONE OF THE FOLLOWING:

(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)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I. ABILITY:** Check the appropriate options 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 graduate studies at a university in the United States.**

**A. Speak English**

**C. Understands written English**

**B. Understands spoken English**

**D. Expresses thoughts in written English**

## 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?  None  Number of weeks \_\_\_\_\_  Number of months \_\_\_\_\_

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

## EVALUATION AND REPORT PREPARED BY:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ ( ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**APPLICATION FOR ADMISSION TO THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL DEVELOPMENT IN THE UNITED STATES**

**8**

**CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER**

**This letter of reference must be written by the applicant's current supervisor in his/her professional position. If this letter is not written in English, an accurate translation must be attached.**

Name of Applicant \_\_\_\_\_

Country of Residence \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Title of Evaluator \_\_\_\_\_

Organization or Employer \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PROGRAM DESCRIPTION**

The Humphrey Fellowship Program provides mid-career professionals from designated countries around the world 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.

I. Please evaluate the applicant in comparison with other professionals whom you have known during your career.

<b>Knowledge of Field</b> - (has substantial educational background and or relevant experience that applicant can build upon during Fellowship.)	
<b>Work Habits</b> - (takes initiative, is self-motivated, defines goals demonstrates achievement.)	
<b>Seriousness of Purpose</b> - (is committed to making a difference/ impact in his/her professional field.)	
<b>Commitment to National Development</b> - (is dedicated to addressing the development needs of his/her country.)	
<b>Resourcefulness and Initiative</b> - (is able to identify needs and seek out resources in order to address those needs.)	
<b>Emotional Maturity</b> - (functions in a sensible manner. Takes responsibility for actions.)	
<b>Adaptability to New Situations</b> - (demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings.)	
<b>Leadership Qualities</b> - (demonstrates potential in providing direction and guidance to others in order to achieve goals.)	



**APPLICATION FOR ADMISSION TO THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL DEVELOPMENT IN THE UNITED STATES**

**9**

**CONFIDENTIAL LETTER OF REFERENCE**

**This letter of reference must be written by a professional mentor, professor, 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 of Residence \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Title of Evaluator \_\_\_\_\_

Organization or Employer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In what capacity have you known the applicant?  
\_\_\_\_\_ If Other, please specify \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

**PROGRAM DESCRIPTION**

The Humphrey Fellowship Program provides mid-career professionals from designated countries around the world 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.

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I. Please evaluate the applicant in comparison with other professionals whom you have known during your career.

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**Commitment to National Development** - (is dedicated to addressing the development needs of his/her country.)

**Resourcefulness and Initiative** - (is able to identify needs and seek out resources in order to address those needs.)

**Emotional Maturity** - (functions in a sensible manner. Takes responsibility for actions.)

**Adaptability to New Situations** - (demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings.)

**Leadership Qualities** - (demonstrates potential in providing direction and guidance to others in order to achieve goals.)



# Long Term English Program P-1A

LTE NOMINATION FORM  
2009-2010 Program Year

NOTE: THIS PAGE SHOULD BE FILLED OUT ONLY FOR THOSE APPLICANTS WHOM 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.

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.

2. Please state briefly why you are recommending this candidate for the Long Term English program.

Please also complete the Nomination Committee Report P-1, Recruitment Report P-2, and the Application Checklist P-3 as well for this candidate. Please rank this candidate among the total candidates submitted.





# Nomination Committee Report P-1

4. What is the relevance of the candidate's position and organization within the context of his/her country and its development plans?

5. What kind of academic and professional experience would be most useful for the candidate's future work?

6. Discuss the candidate's leadership potential and commitment to public service, and the impact he/she may have on his/her home country as a result of this fellowship.

Indicate the committee's ranking of the candidate \_\_\_\_\_

Total number of candidates submitted to IIE \_\_\_\_\_

Name of Nominating Officer \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Application Checklist

# P-3

This form is to be completed by the US Embassy or the Fulbright Commission, not by the candidate.

COUNTRY	TOTAL # OF NOMINATIONS
---------	------------------------

CANDIDATE'S NAME

GENDER	DATE OF BIRTH (month/day/year)
--------	--------------------------------

CURRENT POSITION

NAME OF ORGANIZATION/EMPLOYER

SUBFIELD WITHIN THE MAJOR FIELD ABOVE (FOCUS OF CANDIDATE'S PROGRAM PLAN) :

HIGHEST U.S. DEGREE EQUIVALENT: <input type="checkbox"/> No degree <input type="checkbox"/> MA/MS <input type="checkbox"/> A A <input type="checkbox"/> PhD/MD <input type="checkbox"/> BA/BS <input type="checkbox"/> Other (name) _____	HOW DOES EMBASSY/COMMISSION RANK THIS CANDIDATE? (1ST, 2ND, ETC.) _____
--	--

STATUS OF APPLICATION (Please check appropriate status)	ATTACHED	FORTHCOMING
• <b>Nomination Committee Report Form (P1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Recruitment Report (P2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Application (Pages 1, 2, 3, 4, 5, 6)</b>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Drug Abuse Page (5A) (for candidates in the field of drug abuse only)</b>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Completed English Proficiency Form (Page 7)</b>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Preliminary English Test</b> <input type="checkbox"/> Institutional TOEFL Score: _____ Date taken: _____	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Official TOEFL or IELTS (please circle one)</b> Score: _____ Date taken: _____	<input type="checkbox"/>	<input type="checkbox"/>
• <b>1st Letter of Reference (employer) (Pages 8 &amp; 8A)</b> Translation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
• <b>2nd Letter of Reference (academic/other) (Pages 9 &amp; 9A)</b> Translation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
• <b>Transcripts and Diplomas</b>	<input type="checkbox"/>	<input type="checkbox"/>
1st Degree	<input type="checkbox"/>	<input type="checkbox"/>
Translation	<input type="checkbox"/>	<input type="checkbox"/>
2nd degree (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Translation	<input type="checkbox"/>	<input type="checkbox"/>
3rd degree (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Translation	<input type="checkbox"/>	<input type="checkbox"/>