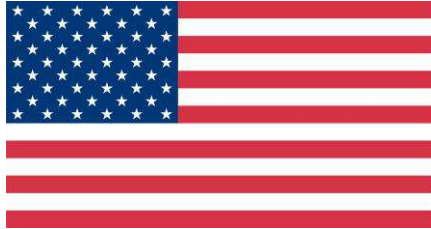# Thomas Jefferson Scholarship Program's
2014-2015 Tunisia Community College Scholarship Program (TCCSP)

APPLICATION INSTRUCTIONS

PROGRAM OVERVIEW

ACADEMIC PROGRAM

As a part of the **Thomas Jefferson Scholarship Program, the 2014-2015 Tunisia Community College Scholarship Program**, a program sponsored by the Bureau of Educational and Cultural Affairs of the United States Department of State, supported by the people of the United States, and implemented by IREX, provides opportunities for young students from Tunisia studying at ISET (Institut Supérieur des Études Technologiques), IHET (Institut des Haute Études Touristiques), and ISSAT (Institut Supérieur des Sciences Appliquées et de Technologie) who wish to improve their vocational skills by spending one academic year studying at accredited U.S. community colleges with the goal of earning a professional certificate in eligible fields of study from their U.S. institution. Participants may submit U.S. transcripts to the Tunisian Ministry of Higher Education and Scientific Research for review upon completion of the program to determine if the credits are transferrable to the local Tunisian educational institutions. Participants will attend accredited community colleges and will live in on-campus housing (dormitories) or in off-campus housing. **Participants may not choose their U.S. host institution.**

For the 2014-2015 Academic Year the following fields of study are eligible:

- **Business Administration and Management**
- **Information Technology**
- **Tourism and Hospitality Management**

Fields of Study Definitions and Sample Certificate Programs: The following defines each broad field of study and provides a *sample* list of certificate programs. Certificate program availability varies by individual community college.

Business: This field of study teaches students how to effectively operate and/or manage a business. Sample certificate programs include: *Accounting, Business Administration,*

Entrepreneurship, Management Supervision, Marketing, Office Administration, and Small Business Management.

Information Technology: this field of study teaches students to become experts in the business and communications applications of various telecommunications tools. Sample certificate programs include: *Computer Engineering Technology Cisco (CCNA), Computer Forensics/Network Security, Computer and Network Support, Computer Programming, Information Technology Management, Network Communications (LAN), Network Communications (WAN), 3-D Animation, Web Development and Wireless Communications.*

Tourism and Hospitality: This field of study teaches students to become experts in the preparation, planning, and management of tourism and hospitality services. Sample certificate programs include: *Hospitality and Tourism Management, Culinary Arts, Lodging Management, Travel Management, Event Planning, Sales and Marketing, and Hotel Operations.*

PROFESSIONAL TRAINING

Service Learning: To expose participants to the principles of community service and social responsibility in the United States, participants will be required to attend 3-4 Service Learning Days throughout their academic program.

Part-Time Internship: Internships provide an essential opportunity for participants to gain professional experience and skills that can be applied in their future careers in their home countries. Program participants will be required to intern up to 40 hours per month during their second semester. Each participant's internship must be related to their field of study.

TECHNICAL ELIGIBILITY REQUIREMENTS

Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are strongly encouraged to apply. Competition for the Tunisia Community College Scholarship Program is merit-based and open to anyone who:

- Is a citizen, national or permanent resident qualified to hold a valid passport issued by the country of Tunisia;
- Is currently residing in Tunisia;
- Is currently studying at ISET (Institut Supérieur des Etudes Technologiques), IHET- (Institut Supérieur des Etudes Touristiques), or ISSAT (Institut Supérieur des Sciences Appliquées et de Technologie) Is able to receive and maintain a U.S. J-1 visa;
- Is committed to returning to Tunisia after completion of the program;
- Is able to achieve a TOEFL score of at least 400 or likely to achieve this score after short-term pre-academic English training in the United States prior to the start of the academic year.
- Is at least 18 years old by July 1, 2014.

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Individuals in the following circumstances are NOT eligible for TCCSP:

- U.S. citizens and permanent residents of the United States;
- Individuals currently participating in academic, training or research programs in the United States;
- Individuals who are married to a U.S. citizen;
- Individuals currently residing or working outside of Tunisia;
- Individuals who have applied for U.S. permanent residency in the past three years;
- Employees and their families of non-profit organizations who administer TCCSP on behalf of the U.S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Local employed staff of the U.S. Embassy in Tunisia who work for the U.S. Department of State or U.S. government agency are ineligible for grants during the period of their employment and for one year following the termination of employment;
- Immediate family members (i.e. spouses and dependent children) of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Persons arrested for, charged with, or convicted of a crime as further detailed by the Bureau.

The U.S. Department of State and IREX reserve the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

Under the terms of this program, participants must return to their home country **immediately** upon completion of the program for a period of at least two years. Participants are not eligible for visa extensions under any circumstances. No exceptions will be made.

Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee.
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FINANCIAL PROVISIONS OF THE GRANT

- J-1 visa support;
- Round-trip travel from fellow's home city to host institution in the United States;
- Accident and sickness coverage;
- Tuition and mandatory university fees;
- Room and board (housing and meals);
- Small incidentals allowance;
- Limited allowance for books;
- A wide variety of alumni networking and training opportunities.

SELECTION PROCESS AND CRITERIA
TCCSP is conducted as an open, merit-based competition. After the deadline, all eligible applications will be reviewed by a panel of academic specialists. Chosen semi-finalists will be interviewed in Tunisia by a bi-national committee of U.S. specialists, USG program alumni,

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and/or U.S. Embassy representatives, and must take the Test of English as a Foreign Language (TOEFL) in early 2014. All applicants will be notified of their status by April 2014.

Selection panels will use the following criteria to evaluate applications (not in order of importance):

- Demonstrated academic and/or technical experience in one of the identified fields of study;
- Quality of academic marks and academic standing;
- Cross-cultural interest;
- Demonstrated leadership potential;
- Proficiency in written and spoken English;
- Expressed commitment to contribute to Tunisia's economic development;
- Preference will be given to applicants with less than three years of experience in their selected field of study.

Women, minorities, and applicants from all governorates in Tunisia are strongly encouraged to apply.

GENERAL APPLICATION INSTRUCTIONS
- Please answer **ALL** questions on the application in English;
- Include your full, legal name, family name (surname) first as spelled on your international passport (if available). Do not translate name spellings;
- Include complete contact information (including postal codes for all addresses and city/country codes for all phone and fax numbers). Do not translate street or city names into English, only into the English alphabet;
- Do NOT leave a space blank. If a question does not apply to you, enter N/A (not applicable);
- Applicants are encouraged to complete the application online at www.irex.org
- If submitting a paper application:
    - All forms and supporting materials should be completed typewritten (if possible) and submitted with the completed application. Handwritten applications must be neatly printed in black ink;
    - Write your full name, home city, and date of birth in the top right corner of each page;

A completed application includes:
- **Application Questions:** Applicants must provide complete information for all questions.
- **Short Answers (1–7):** Applicants must answer each question and use no more than 250 words per response. Answers must be the applicant's own work.
- **IREX Privacy Statement and Application Certification:** Applicants must read and sign this form in order to verify that they understand IREX's privacy policy and that they have completed their applications truthfully.
- **Two Recommendation Forms**: Applicants must have a recommendation completed by two different people for a total of two recommendations. If the recommendation form is completed in a language other than English, there must be an accurate translation, which may be done by the applicant.

- **Course Listings Form**. This form is a continuation of the application, providing space for the applicants to further detail higher education course history. Applicants must list the academic year the course was taken, the course title, and the grade received for the course in order for the form to be completed. If there was no grade for a course, please indicate either "pass" or "fail". Participants must list courses from your most recent year of study, either secondary school or higher education in order for the form to be completed.

IF SELECTED TO THE SEMIFINALIST ROUND, APPLICANTS MUST PROVIDE THE FOLLOWING DOCUMENTATION AT THE TIME OF THEIR INTERVIEW:

- A copy of applicant's high school diploma with an accurate English translation, which may be done by applicant;
- A copy of applicant's transcript (or academic grade book) for most recent year of study completed (high school or undergraduate). Transcript may be in the language of instruction, with an English translation, which may be done by applicant;
- Internal identification (if applicable);
- A copy of applicant's international passport (if available) or government-issued identification. *It is highly recommended to apply for an international passport in anticipation of being selected, as it may take a significant amount of time to receive your international passport.*

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SUBMISSION GUIDELINES

The deadline for applications for TCCSP is December 16, 2013, 5:00pm Tunis time.

Applications may be submitted to IREX in one of two ways: Online *or* by paper.

Online Applications:
Applicants are encouraged to complete the application online.

1) Online Application can be found on the IREX website at www.irex.org.
2) Please read the instructions and Frequently Asked Questions (FAQ) carefully prior to beginning the application.

Paper Applications:

1) Paper applications may be submitted to the following address:

CEMAT	http://www.cematmaghrib.org/
Impasse Menabrea	phone: +216.71.326.219
19 bis, rue d'Angleterre	fax: +216.71.328.378
1000 Tunis - TUNISIA	

Late applications will not be accepted.

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Do not send applications to the IREX office in Washington, DC. Faxed or emailed applications will not be accepted. No application will be returned to the applicant after the end of the competition.

Applications must be clear and readable. Unclear or unreadable copies will not be accepted. Applicants should also keep a copy for their own records. Each complete paper application should be stapled. No other form of binding is permitted.

If submitting an online application, it is NOT necessary to send a paper copy.

Only complete applications received by the deadline will be considered.

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Tunisia Community College Scholarship Program Timeline

December 16, 2013: 5:00 pm Tunis time	TCCSP application deadline
Feb. – Mar. 2014:	Interview committees conduct semifinalist interviews and semifinalists take the TOEFL exam
April 2014:	Finalists and alternates notified
May-June 2014:	General pre-departure orientations
July 2014:	All participants depart for their Program Orientation