



# Bio-Sheet A

# 1

1. NAME OF APPLICANT (example: FAMILY NAME, First Name, Middle Name) PREFIX LAST/FAMILY NAME FIRST NAME MIDDLE NAME	4. GENDER		
	5. PLACE OF BIRTH (city or town, country)		
2. PERMANENT ADDRESS OF APPLICANT  Telephone number: _____ Fax _____ (city code) ( number) E-mail address: _____	6. DATE OF BIRTH	Month	Day
	7. COUNTRY OF PRESENT CITIZENSHIP		
	8. COUNTRY OF PRESENT RESIDENCE		
3. POSTAL ADDRESS OF APPLICANT	9. HAVE YOU HAD A FULBRIGHT GRANT IN THE PAST?  IF YES, PLEASE INDICATE YEAR		

10. EDUCATION List all post-secondary educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Academic transcripts, copies of diplomas, and English translations should be submitted to the U.S. Embassy or Fulbright Commission in your country.

Name of institution 1:	Dates Attended: <b>from</b> /	<b>to</b> /
Location: _____ Distance or Online <input type="checkbox"/>	Major field(s) of study:	
Actual name of diploma or degree (do not translate but please use Latin characters)	Date received or expected: /	
Name of institution 2:	Dates Attended: <b>from</b> /	<b>to</b> /
Location: _____ Distance or Online <input type="checkbox"/>	Major field(s) of study:	
Actual name of diploma or degree (do not translate but please use Latin characters)	Date received or expected: /	
Name of institution 3:	Dates Attended: <b>from</b> /	<b>to</b> /
Location: _____ Distance or Online <input type="checkbox"/>	Major field(s) of study:	
Actual name of diploma or degree (do not translate but please use Latin characters)	Date received or expected: /	
Name of institution 4:	Dates Attended: <b>from</b> /	<b>to</b> /
Location: _____ Distance or Online <input type="checkbox"/>	Major field(s) of study:	
Actual name of diploma or degree (do not translate but please use Latin characters)	Date received or expected: /	

11. Name your **most significant** publications/honors/awards/projects/other accomplishments.

12. Field of Study

13. GIVE A 50-WORD SUMMARY OF YOUR PROPOSED PROGRAM PLAN (a more detailed plan to be described in question 21).

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

State/Province

Address - Street

Country

City

Zip code

Telephone: ( )

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 (FSB) (complete policies available at <http://eca.state.gov/fulbright/about-fulbright/j-william-fulbright-foreign-scholarship-board-ffsb/ffsb-policies>). I understand that final approval of my application is dependent upon my eligibility for a J Visa in the United States. I also agree to return to my home country upon the expiration of my authorized stay in the United States.

Date

/ /

Electronic Signature of Applicant



# Program Plan

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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. Indicate the kinds of academic and professional experiences you would like to pursue.

22. Describe how the knowledge and skills you will gain will help you address your country's development needs.



# Personal Statements A

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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. How will the Humphrey Program help you reach these goals?





# 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.





# 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, 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

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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 institutional TOEFL or ITP is only acceptable for initial screening. You must still provide an official TOEFL score report.



# Long Term English Program P-1A

## LTE NOMINATION FORM

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

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

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

### RANKING JUSTIFICATION

Please give specific reasons why this candidate was ranked higher or lower than other candidates from your country. For your reference, the key Humphrey Program review criteria are listed above. (Please limit your response to 150 words.)

### COMMITTEE REPORT

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

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?



# Nomination Committee Report P-1

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

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

5. 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.

Electronic Signature of Nominating Officer \_\_\_\_\_

Title \_\_\_\_\_ 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
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CANDIDATE'S NAME

GENDER	DATE OF BIRTH (month/day/year)
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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.) _____
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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"/>





# Recruitment Report

P-2

**HUMPHREY FELLOWSHIP PROGRAM  
RECRUITMENT AND NOMINATION REPORT  
2014-2015 Program Year**

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

CANDIDATE

HOME COUNTRY

1. Total number of initial inquiries:
2. Total number of applications received:
3. Number of candidates interviewed:
4. Composition of nomination committee (please list name and affiliation for each):

5. How was this program advertised?

6. Please describe the interview process (e.g. sample questions, length of interview, and list of interviewers if different from # 4 above).

7. Additional information regarding the recruitment and nomination process: