

**APPLICATION FOR ADMISSION TO THE
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM - 2011-2012
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES
PRELIMINARY APPLICATION**

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, nondegree 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 United States 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. The Humphrey program is now offering 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 U.S. for an intensive 20-25 week preacademic program to improve their language skills.

NONDEGREE 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 available 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. **Humphrey Fellowships do not include funds for dependents (family members).** Humphrey Fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that English and orientation centers cannot accommodate dependents. Therefore, dependents should not arrive in the United States until the Fellows are settled in their academic year programs and have secured housing (at least 30 days after the Fellow's arrival) at the host campus.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the following fields: agricultural development/agricultural economics; communications/journalism; substance abuse education, treatment and prevention; economic development/finance and banking; educational administration, planning and policy; HIV/AIDS policy and prevention; human resource management; law and human rights; natural resources, environmental policy, and climate change; public health policy and management; public policy analysis and public administration; teaching of English as a foreign language (teacher training and curriculum development); technology policy and management; trafficking in persons, policy and prevention; urban and regional planning. **The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to the broad policy-making and problem-solving issues.**

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.**

ELIGIBILITY REQUIREMENTS: The following factors will render the candidates ineligible to participate in the Humphrey program:

- **Individuals without a university degree;**
- **Individuals with less than 5 years of professional experience beyond attainment of an undergraduate degree prior to August 2011;**
- **Recent university graduates;**
- **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 August 2011;**
- **Individuals who have had more than 6 months of U.S. experience during the 5 years prior to August 2010;**
- **Individuals with dual U.S. citizenship or U.S. permanent resident status.**

The 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. Successful candidates should have achieved positions of significant responsibility at the national, regional or local level and show clear promise to assume great future leadership roles. The candidate's program plan, career goals and personal statements must be clear, explicit and well thought through.

The nature and quality of the candidate's professional should be commensurate with the type of training and study experience he or she seeks. Candidates should be policy-makers, managers, or administrators, not technicians or researchers. Candidates should indicate how they can benefit from the program in ways that they have not already experienced.

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, they need to demonstrate their potential to contribute in a substantial way to their profession upon return to their home country.

APPLICATION INSTRUCTIONS:

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. **All forms must be completed in English and typewritten or computer-generated.** Please answer every question as completely as possible (except for the Drug Abuse form, page 5A of the application, which should only be completed by candidates in the field of drug abuse).
2. **Please take special notice of #13, "Give a 50-word summary of your proposed program plan." This section is very important as members of the J. William Fulbright Scholarship Board read this summary and determine whether to approve Humphrey nominations. Please be sure to provide a succinct but substantive summary statement.**
3. The completed application must be returned to the Embassy of the United States-Panama, Calle Demetrio B. Lakas, Building 783, Clayton, by **June 30, 2010.**



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

4. 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. **(Do NOT attach to preliminary application. These documents will be requested at a later date.)**

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.

5. 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. (Do NOT attach to preliminary application. The letters of reference will be requested at a later date.)**

6. **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.** After passing a preliminary English test, **you must register for TOEFL immediately and take it as early as possible and no later than November 2010.** For information and/or test registration forms, contact the Binational Education/Fulbright Commission or U.S. Embassy in your home country. 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 may be obtained from the U.S. Embassy. As soon as you receive your TOEFL score, please present it to the U.S. Embassy.

7. As part of your application, you also must have a formal English language interview and submit the enclosed **English Language Report Form (page 7 of the application).**



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

PRELIMINARY APPLICATION

Deadline for receipt of applications: June 30, 2010
At: Embajada de los EE.UU., Calle Demetrio B. Lakas, Edif. 783, Clayton
8 a.m. - 4 p.m. Monday – Thursday / Friday: 8 a.m. - 11 a.m.

Bio-Sheet A

1. NAME OF APPLICANT (EXACTLY AS ON YOUR PASSPORT/TRAVEL DOCUMENTS):

- a. Family name _____
- b. First name _____
- c. Middle name _____
- d. Prefix (Mr./Ms./Mrs./Dr.) _____
- e. Cedula No. _____

2. PERMANENT ADDRESS OF APPLICANT:

- a. Street and Apt. No. _____
- b. City, Postal Code, Country _____
- c. Home Telephone number (include country & city codes) _____
- d. Work Telephone number (include country & city codes) _____
- e. Fax (include country & city codes) _____
- f. Cell Telephone number _____
- g. E-mail address (if none, write "none") _____

3. POSTAL ADDRESS OF APPLICANT: (if same as above, write 'same')

- a. Post Office Number _____
- b. City, Postal Code, Country _____

4. SEX (male/female): _____

(Questions 5-8 should be entered exactly as on your passport/travel documents)

5. PLACE OF BIRTH (city or town, country): _____

6. DATE OF BIRTH (mm/dd/yyyy): _____

7. COUNTRY OF PRESENT CITIZENSHIP: _____

8. COUNTRY OF PRESENT RESIDENCE: _____

9. INDICATE YEAR & COUNTRY OF ANY PREVIOUS FULBRIGHT GRANTS:

(Include year[s]. If none, write "none") _____



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

10. EDUCATION: List all **post-secondary** educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Copies of diplomas, academic transcripts, certificates, and English translations should be attached. (To add more information, copy table onto an additional sheet.)

Name of institution, university or professional school, and location	Major field(s) of study	Dates attended (month and year)		Actual name of diploma or degree (do not translate)	Date received or expected
		From	To		

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

12. CURRENT OCCUPATION:

a. Your job title: _____

b. Dates of employment (month & year): _____

c. Name and address of your place of employment: _____

d. Describe your current job responsibilities (**Candidates are mid-career professionals in leadership positions who have a commitment to public service and the potential for professional advancement.**):

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).



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

Bio-Sheet B

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

Name and address of Employer	Job Title	Dates of Employment From (in years) To	

15. Please indicate your computer proficiency and level of skill in word processing, spreadsheets, electronic mail, etc. Please be specific.

16. Please indicate countries outside your own, including the United States, in which you have lived, traveled, 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.)	

17. Persons to be notified in case of emergency:

<p>In your home country (Panama):</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Relationship: _____</p>	<p>In the United States:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Relationship: _____</p>
---	--

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 supersede 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.

Signature: _____ Date: _____

(You must sign here in INK)



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

Program Plan

Name of Applicant: _____ Country: _____

18. (1) Please describe your major area of interest and explain how this area addresses the specific development needs of your country.

(2) Describe the type of Humphrey program you would like to undertake 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.

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



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

Personal Statements A

Name of Applicant: _____ Country: _____

Write a paragraph answering each of the following three questions. Please use **only** the space provided.

19. Please describe how you have demonstrated a strong commitment to public service in your professional/personal life.

(i.e. professional responsibilities, community or civic involvement, etc.)

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



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

Personal Statements B

Name of Applicant: _____ Country: _____

- 21.** Describe a problem or challenging situation that you have 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.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

Personal Information

Name of Applicant: _____ Country: _____

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

1. Your annual salary _____

Income per year from other sources _____

2. Will your salary be continued during your stay in the U.S.? Yes No (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).

1. Marital Status: (married/single/widowed/divorced) _____

2. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

1. _____ 2. _____ 3. _____

3. Will any dependents accompany you to the U.S.? Yes No (If yes, give name(s) as shown on passport(s), gender, relationship(s), date(s) of birth, city/country of birth and citizenship for each dependent. Please also state how you intend to provide for them during your year of study in the U.S.)

III. ACADEMIC PROGRAM

1. If required, will you be able to arrive for English language training as early as April, May, June or July? Yes No

2. 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?

Yes No

3. When will you take a standardized test that assessed your English language ability, such as TOEFL? _____

(If you have not scheduled or miss this test before October. 1, 2010, you must notify the Binational Educational Commission or U.S. Embassy in your home country **immediately.**)

IMPORTANT

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 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.

Date: _____

Signature of Applicant (in INK): _____



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

English Language

THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant's name: _____

Country of residence: _____

Native (Home) language: _____

A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

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

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

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:	
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 (IPT):	Date:	Score:
----------------------------	-------	--------

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

Pre-selected candidates will take the TELP (Test of English Language Proficiency), administered by the Public Affairs Section, U.S. Embassy. The finalists will take the International TOEFL test in October or November 2010.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION- 2011-2012

TO BE COMPLETED IN ENGLISH

Name of Applicant: _____

Country: _____

Indicate if you have applied for a U.S. visa as follows:	YES	NO	Date(s) Granted	Date(s) Rejected
Non-immigrant visa (Tourism)	<input type="checkbox"/>	<input type="checkbox"/>		
Immigrant visa (for U.S. Residency)	<input type="checkbox"/>	<input type="checkbox"/>		
Are you currently processing a visa for U.S. Residency?	<input type="checkbox"/>	<input type="checkbox"/>		
Are you planning to request/process a visa for U.S. residency in the near future?	<input type="checkbox"/>	<input type="checkbox"/>		
Are you currently processing a visa at the U.S. Consulate? Please indicate which one:	<input type="checkbox"/>	<input type="checkbox"/>		