2019-2020 HUBERT H. HUMPHREY FELLOWSHIP PROGRAM
FOR YOUNG & MID-CAREER PROFESSIONAL DEVELOPMENT
IN THE UNITED STATES

Guidelines for Application

Binational Fulbright Commission in Egypt
21 Amer Street, Messaha, Dokki 12311, Giza, Egypt

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Mobile: 01065547399

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Website: www.fulbright-egypt.org

_____________________________________________________________________________________

Read all instructions carefully before completing the application.

STEP 1: Learn about the Hubert H. Humphrey Program and its requirements

PROGRAM DESCRIPTION:

The Humphrey Fellowship Program provides young and mid-career professionals from designated countries around the world 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 leadership and commitment to public service in either the public or private sector.

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.
2019-2020 Hubert H. Humphrey Fellowship Program

PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the below fields. The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to broad policy-making and problem-solving issues. Please note that applicants from Egypt can only apply in one of the following fields:

1. Agricultural and Rural Development
2. Economic Development
3. Finance and Banking
5. Natural Resources, Environmental Policy and Climate Change
6. Urban and Regional Planning
7. Communications/Journalism
8. Law and Human Rights
9. Public Policy Analysis and Public Administration
10. Educational Administration, Planning and Policy
11. Higher Education Administration
12. Public Health Policy and Management
13. Substance Abuse Education, Treatment and Prevention
14. Teaching English as a Foreign Language
15. Technology Policy and Management

ELIGIBILITY CRITERIA: The program is designed to meet the requirements of policy-makers, planners, administrators, and managers who have a public service orientation, are committed to their country’s development and have demonstrated leadership potential.

▪ Egyptian Nationality: holders of a U.S. citizenship or a green card are NOT ELIGIBLE to apply for the program. Applicants must reside in Egypt starting the application process until the travel date (in case of selection).

▪ Bachelor’s degree in an appropriate field of study. There should be evidence that the candidate’s academic background is strong, both in terms of the type of academic preparation and the level of achievement, to enable the person to successfully undertake graduate-level study at a major U.S. University.

▪ Young & Mid-career professionals who show leadership ability and potential for professional advancement.

▪ Candidates must have a minimum of five years full-time professional experience (prior to August 2019), after completing a university degree, and should be interested in the policy aspects of their field of specialization.

▪ Candidates should be proficient in both spoken and written English with a minimum valid Local TOEFL score of 525 Paper-Based (PBT), or 71 Internet-based (IBT) or IELTS 6. Applicants must submit a valid institutional TOEFL or IELTS score by the July 28, 2018 deadline. Absence of a local TOEFL score at the time of application could jeopardize the chance of obtaining a Fellowship. A TOEFL score is valid for two years and exams are held at AMIDEAST or any of the ETS approved centers listed below:

<table>
<thead>
<tr>
<th>Center</th>
<th>Designated Governorates</th>
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<tbody>
<tr>
<td>AMIDEAST-Cairo</td>
<td>Cairo</td>
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<tr>
<td>AMIDEAST-Alexandria</td>
<td>Alexandria</td>
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- **Long-Term English (LTE) language training**: Excellent candidates who meet all Humphrey program requirements, including leadership ability and commitment to public service, but lack the necessary language skills are encouraged to apply. If nominated and selected they will travel to the U.S. for an intensive 20-25 week pre-academic program to improve their language skills. A minimum valid Local TOEFL score of 450 Paper-Based (PBT) or 45 Internet-based (IBT) or IELTS 5 is required.

- **Qualified women** are encouraged to apply.

- Currently employed with an assurance of re-employment after completion of the Humphrey Program.

- Applicants have to successfully complete all the steps of the assessment and selection process and successfully finalize all required procedures.

**Special Eligibility Criteria for Substance Abuse Education, Treatment and Prevention:**

- Mid-career level in a university, non-governmental organization, government ministry, health care profession, or other drug abuse-related occupation

- Demonstrated research experience

**Ineligible candidates** include recent university graduates (even if they have significant positions), university teachers or academic researchers with no management or administrative responsibilities (except in the fields of Substance Abuse Education, Prevention, and Treatment), individuals who have attended a graduate school in the United States for one academic year or more during the seven years prior to August 2019; and individuals with other recent U.S. experience of any kind (more than six months during the five years prior to August 2019). A candidate with recent third-country experience, especially in developed countries, may have a less compelling need for the Humphrey Program than a candidate who has never had a significant professional opportunity abroad.

**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 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.

**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 cannot transfer from non-degree status to degree status under any circumstances. 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.
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.**

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. **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 in 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.

**STEP 2: Record user ID and password in a safe place**

**Application Link:** [https://iie.embark.com/apply/humphreyfellowship2019](https://iie.embark.com/apply/humphreyfellowship2019)

Your e-mail address is your user ID. When you created an account for this on-line application, you created a password. While you cannot change your user ID, if necessary, you can change your password by clicking on “Forgot My Password?” on the Home page of this application.

**STEP 3: Keep in mind these general tips**

- You do not need to complete this application in one sitting. You can re-enter at any time and edit your application. But remember that once you submit your application, you can NO longer make any changes to it.
- Please read the instructions for completing this application carefully before proceeding.
- All forms in this application are to be completed in English. Items must be answered completely and carefully.
- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste all information into text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the space of the box, you must shorten it.
Some questions are “required”. In other words, you will not be able to complete and submit your application until all required items are completed. When you complete the Application Review, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully.

Please take special notice of question 13 within the application form, in which the question reads "Give a 50-word summary of your proposed program plan. This question refers to your proposed program plan during your Humphrey fellowship in the U.S. 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 brief but substantive summary statement.

Please pay special consideration when completing all narrative questions on the application form, including all questions relevant to your Program Plan and Personal Statements A. and B.

Note: Once you have submitted your application you will no longer have access to it or be able to view it.

STEP 4: Register Recommenders

Letter of Reference/Recommendation: You must have 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.

There are 2 ways to submit your recommendation letters:

A. If you would like to submit hard copies of the letters of reference, download and print the PDF template under the “Supplemental Forms” tab on the left-hand side of your application screen. Please print and have your recommenders fill in and sign the hard copy of your recommendation letter. You can submit hard copies of the recommendation letters in English in sealed envelopes to the Fulbright Commission office.
   a. Letter of Reference from Current Employer (employer) – Form 8
   b. Letter of Reference (academic/other) – Form 9

OR,

B. If you would like to have your recommenders send their letters of reference electronically, fill in their information including name, title and email address under the “Register Recommenders” tab on the left-hand side of your application screen. Your recommenders can complete the forms online and submit electronically. Please choose from the drop-down menu under “Type” if your recommender will submit:
   a. Confidential Letter of Reference from Current Employer (employer)
   b. Confidential Letter of Reference (academic/other)
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**STEP 5: Upload Supporting Documents**

For your application to be considered complete, you must **scan and upload** the following documents in **ONE** PDF file to your online application under the tab “Additional Documents”:

1. Valid minimum institutional (local) TOEFL score of 525 Paper-Based (PBT) from AMIDEAST, or 71 Internet-based (iBT) or IELTS 6.
2. For Long-term English candidates, valid minimum institutional (local) TOEFL score of 450 is required or 45 Internet-based (iBT) or IELTS 5.
3. Transcripts and Diplomas. This must include:
   a. 1st degree
   b. Translation
   c. 2nd degree (if applicable)
   d. Translation
   e. 3rd degree (if applicable)
   f. Translation

**Important Notes Regarding Transcripts and Diplomas:** Copies of complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees. Arabic documents must be accompanied by complete English translations. To be considered official, each academic document must bear the seal of the issuing institution as well as the signature of its officials. Your academic documents must consist of:

- An official transcript from each university or other post-secondary 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
- An official certificate, or official evidence of each postsecondary or university degree, diploma, or certificate awarded to you

4. Applicants in the field of Substance Abuse Education, Treatment and Prevention must **complete the section relevant to Substance Abuse Education, Treatment and Prevention on the application form**. Applicants in all other fields should not complete this part of the application form.

**STEP 6: Application Review**

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.
STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit your online application. Please note it is very important that you identified your country of citizenship correctly in the preliminary questions. If you entered the wrong country of citizenship when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct your country of citizenship by clicking on the “update my answers to preliminary questions” link on the upper right-hand corner of the Home page.

Kindly note that after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application.

Tentative dates and time frame for the nomination process: The nomination process consists of a technical and qualitative review. Please note that the Fulbright Commission is the nominating agency; however, final selections for the Humphrey Program will be made in the U.S.

- Announcement of the Program: April 2018
- Deadline for submitting applications: July 28, 2018
- Technical review of applications: August 2018
- Personal Interviews: September 2018
- Nomination: October 2018
- Announcement of final selection by IIE: March 2019

IN-HOUSE INFORMATION SESSIONS:

Information sessions will be held at the Fulbright office located at: 21 Amer Street, Dokki, on the following dates:

- May 7, 2018 from 12:00 noon to 2:00 pm
- May 13, 2018 from 12:00 noon to 2:00 pm
- May 27, 2018 from 11:00 am to 1:00 pm

Important: Attendance is by prior registration only. To register please visit:https://fulbright-egypt.org/program/hhh/
# Applicant Checklist

Please save this form and refer to it for your reference

<table>
<thead>
<tr>
<th>Substance Abuse Field of Study section completed – only if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Local TOEFL above 450 or equivalent IELTS</td>
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<tr>
<td>Copies of official certificates and diplomas with translations if necessary</td>
</tr>
<tr>
<td>Copies of official transcripts with translations if necessary</td>
</tr>
<tr>
<td>First Letter of Reference (from Current Employer)</td>
</tr>
<tr>
<td>Second Letter of Reference</td>
</tr>
<tr>
<td>Confirmation of Submission Form (to be forwarded to <a href="mailto:hhh@bfce.eun.eg">hhh@bfce.eun.eg</a> with all supporting documents attached in ONE email)</td>
</tr>
</tbody>
</table>