



The Binational Fulbright Commission in Egypt

AY2020-2021 Hubert H. Humphrey Fellowship Program Online Application Instructions

Contents

General Information.....	2
Creating Your Online Account	3
Preliminary Questions.....	4
Country Details.....	5
Data Privacy	5
Personal Information	5
Contact Information.....	7
Academic History	8
Language Skills.....	11
English Language Testing	12
Program Plan.....	14
Experience Abroad	17
Additional Information	18
Recommendations.....	18
Signature.....	20
Review and Submit.....	20

General Information

Prior to starting an application, please complete the following steps:

Step 1: Learn the requirements for submitting an application

Before you begin an application, read the program's eligibility criteria listed [here](#). If you need further assistance, please don't hesitate to contact us: hjh@bfce.eun.eg

Step 2: Create an account and record the username and password in a safe place

The online application can be accessed through this link: <https://apply.iie.org/huberthumphrey>

Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely. Review these additional tips:

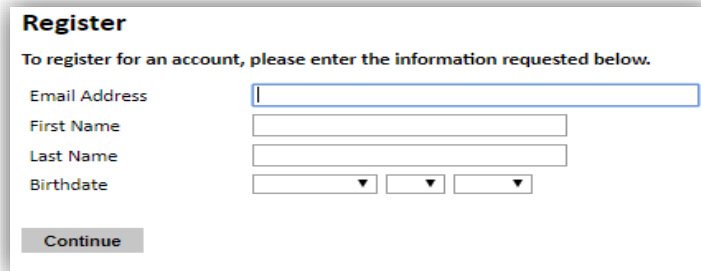
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are "required." They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

Once you have entered all required information, including recommenders and supporting documents, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

- To start, click *Create an account*.
- Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears on your passport.**



Register

To register for an account, please enter the information requested below.

Email Address

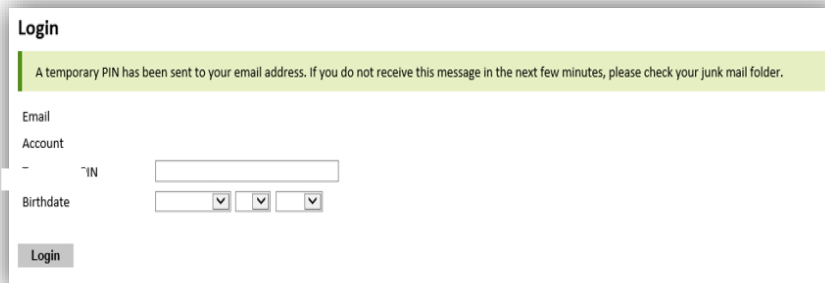
First Name

Last Name

Birthdate

NOTE: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

- Click Continue. You will receive an email from apply@jie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
- You will be prompted to enter your pin and then create a password to complete login.

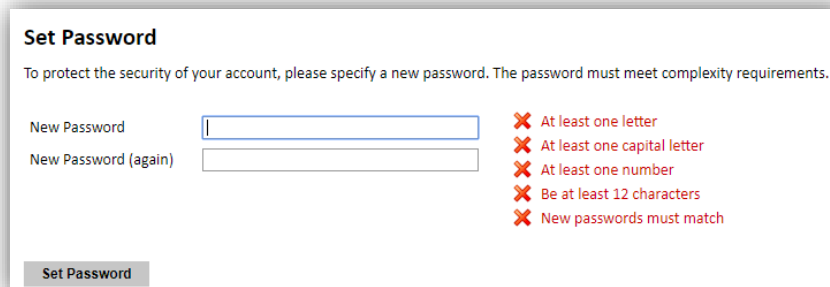


Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Birthdate



Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click “*Forgot your password?*” and follow the instructions.

Preliminary Questions

These questions address essential program eligibility. All questions are **required**.

[Home](#)
[Welcome](#)
Preliminary Questions

Preliminary Questions

What is your country of citizenship?*

If you do not see your country of citizenship in the list above, please consult the U.S. Embassy or Fulbright Commission in your country about other opportunities you may be eligible for.

To which academic year are you applying?*

Do you hold or are you applying for: U.S. citizenship; Dual citizenship with the U.S.; or U.S. permanent residency?

Yes
 No

Have you completed an undergraduate (first university or Bachelor's) degree program?

Yes
 No

Do you have a minimum of five years of full-time, professional experience?

Yes
 No

Continue

- Select the country through which you are applying for the Fulbright grant from the dropdown menu. **(Egypt)**
 - Select the **academic year of 2020-2021** from the dropdown menu.
 - U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select “yes” or “no” to indicate your response.
 - As per the [program’s eligibility criteria](#), applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Hubert H. Humphrey Fellowship Program.
 - Select “yes” or “no” to indicate if you have completed an undergraduate degree.
 - As per the [program’s eligibility criteria](#), applicants have to have attained a Bachelor’s degree in an appropriate field of study.
 - Select “yes” or “no” to indicate if you have five years of full-time professional experience.
 - As per the [program’s eligibility criteria](#), applicants must have a minimum **of five years full-time professional experience (prior to August 2020)**, after completing a university degree.
- ❖ Click *Continue* to save your responses and advance to the next section.

Country Details

- Review all information in this section.
- If you have any further concern/inquiry, please contact us on hhh@bfce.eun.eu
- ❖ Click *Continue* to proceed to the next section.

Data Privacy

- Carefully review the Data Privacy information.
- ❖ Click *Continue* to proceed to the next section.

Personal Information

Enter all **required** biographical information.

Name

- Prefix: Choose your title from the dropdown menu.
- First/Given Name: Enter your first name exactly as it appears on your passport.
- Middle Name: Enter your middle name/s exactly as it appears on your passport.
- Last/Family Name: Enter your last name exactly as it appears on your passport
- Suffix (Optional): Applicants from Egypt are not requested to fill this item.
- Preferred Name (Optional): Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

Example:

Full Name	First Name	Middle Name/s	Last Name
Robert David Smith John Williams	Robert	David Smith John	Williams

Name on Previous Records (Optional)

- If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

Biographical Information

- Select “yes” or “no” to indicate if you are related, including by marriage, to anyone employed by the U.S. Department of State, or any other US Government agency. If your answer is “Yes,” you will be further asked to explain this relationship through a question that will automatically appear when you select “Yes.”
- Birthdate: The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
- City of Birth: Select your city of birth.
- Country of Birth: Select country of birth.
NOTE: As per [program’s eligibility criteria](#), applicants must hold an Egyptian citizenship.
- Sex: Enter your gender as it appears on your passport.
- Preferred gender identity (Optional): Please choose suitable answer from the dropdown menu.

Citizenship Information

- Country of Citizenship: Select your country of citizenship from the dropdown menu.
- Additional Countries in which you hold citizenship: If you hold a citizenship in a country other than Egypt, please choose the country from dropdown menu. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
- Country of Permanent Residence: Select the country in which you are officially residing.

Dependent Information

- Marital Status: Please choose suitable answer from the dropdown menu.
- Number of Dependents: Enter the number of your dependents. Include spouse and children only regardless of whether or not you would like to have them join you in the U.S.
- Enter the number of dependents whom who would like to join you while on your grant in the U.S. Please include *only* the number of dependents that you intend to join you in the U.S.
Note: The Humphrey Fellowship stipend is not sufficient to support anyone in addition to the grantee. Awards do not include an additional allowance for dependents. Candidates are advised of the high cost of living in the U.S. if you are considering whether to have dependents join you on the grant. Dependents may not accompany fellows to English language training. Fellows who wish to have family members join them during all or part of their fellowship year must receive prior approval following a technical review of evidence that they have adequate personal funds to cover living expenses and dependents' health insurance. Health insurance for dependents is required and may cost 200 dollars per month per dependent. Failure to provide adequate dependent health insurance coverage is grounds for terminating the grant award due to non-compliance with J Visa requirements.

❖ Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all **required** biographical information.

Addresses

- Country: Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
- Street: Enter street name of where you live. (Mention the address written on your national ID)
- City: Enter the name of the city where you live.
- Region: Based on your country selection, the subsequent fields will change to match the address format of that country. Choose the governorate where you live.
- Postal Code: Enter the postal code of your area.
- Is your current mailing address the same as your permanent address?
 - Select “yes” or “no” to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above.
 - If you answer “no,” then a second address section will appear where you may enter your current mailing address information.
 - If you answer “yes” to this question, proceed immediately to the next question.

Telephone Numbers

1. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
2. To find the correct country code, click on the blue [‘country code’](#) link.

Email

- Primary Email: The email address used to create your account will appear in the primary email address field and will not be editable.
- Alternate/Secondary Email: It can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address.
NOTE: All system-generated emails will continue to go to your primary email address.

Academic History

This section collects information about your academic background, including your undergraduate and graduate degrees and diplomas. Prepare and upload documents in PDF format as required (*).

Click on “**Add Institution**” and a small window will appear where you can fill the information about one degree or diploma that you attained.

Add Institution

Institution	<input type="text"/>
Country	<input type="text" value="Egypt"/>
City	<input type="text"/>
Region	<input type="text" value="Select Region"/>
Dates Attended	<input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/>
Level of Study	<input type="text" value="Undergraduate"/>
Degree	<input type="text" value="BA"/>
Date Conferred or Expected	<input type="text"/> <input type="text"/>
Major	<input type="text"/>

Submit Transcript

Scans of official transcripts (showing courses taken and grades received), including proof of degree completion, are required for each degree received starting with Bachelor's/undergraduate degree (or the equivalent). If transcripts are not in English, an English translation must also be uploaded. You are not required to upload professional certifications.

You may upload these documents as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

PDF or Scanned Pages No file chosen

- **Institution:** Write the name of the academic institution where you studied your degree.
- **Country:** Write the name of the country where the academic institution is located.
- **City:** Write the name of the city where the academic institution is located.
- **Region:** Write the name of the governorate where the academic institution is located.
- **Dates Attended:** Indicate the start date and end date of your enrollment for the degree at said academic institution.
- **Level of Study:** Select the type of degree attained whether High School (*Thanaweya Amma* and

its equivalents), Undergraduate (Bachelor's), and Graduate (Master's, Doctorate, post-graduate diplomas).

- Note: After indicating the level of study, further questions appear.
- Degree: Indicate the type of the degree attained from the drop-down menu.
- Date Conferred or Expected: Choose the date in which you attained your degree or in which you expect to receive it.
- Major: Write the academic discipline of your degree.
- Submit Transcript: Having prepared your certificates and transcripts of this particular degree, upload the files to the online application:
 - Click Choose File
 - Locate and select the file that you previously saved to your computer
 - Click Open
 - Click Upload to complete the file upload
- Note: As per the [program's eligibility criteria](#), you are required to submit the certificate and transcript of each degree attained in English (or include an authorized English translation along with the original Arabic document). You may create and upload one pdf file that includes all these documents or upload each singular document alone. Each time you use this field to upload a file, a new upload field appears where you can upload another file.
- Click "Save."

After you save this entry, you are directed back to the Academic History section. You can start another entry by repeating the previous steps, by clicking "**Add Institution.**"

Important Note: You **MUST** include academic institutions you are currently attending (even if you haven't yet completed your program) and estimated date of graduation/completion.

Employment History

This section collects information about your professional background and experience. Start by listing your current employment and then the rest of your affiliations by the order of the most recent. **Click on “Add Employer”** and a small window will appear where you can fill the information about your employment experiences.

The screenshot shows a window titled "Add Employer" with the following fields:

- Organization Name: Text input field.
- Country: Dropdown menu with "Egypt" selected.
- City: Text input field.
- Region: Dropdown menu with "Select Region" selected.
- Telephone: Text input field.
- Dates of Employment: Two dropdown menus for start and end dates, with "Present" selected in the second dropdown.
- Starting Position: Text input field.
- Ending Position: Text input field.
- Description: Large text area for a detailed description.

At the bottom of the window are two buttons: "Save" and "Cancel".

- Organization Name: Write the name of your employer organization.
- Country: Write the country of your employment.
- City: Write the name of the city where you were employed.
- Region: Select the governorate where you were employed.
- Telephone: Write the telephone number of your organization.
- Dates of Employment: Indicate the start date and end date of your employment at said organization. If it is your current employer, indicate your end date as present.
- Starting Position: Write the title of your starting position at the organization.
- Ending Position: Write the title of your ending position at the organization.
- Description: Give a clear description of your role and responsibilities.
- Click “Save”.

After you save this entry, you are directed back to the Employment History section. You can start another entry by repeating the previous steps, by clicking “Add Employer.”

Professional Details

Computer Proficiency Level

This section requires you to indicate your computer skills and proficiency by choosing between “Good,” “Basic,” and “Need Help” to rate your command of 10 different functions.

Awards and Recognitions

Enter a list of the following items into the text boxes provided (all text boxes have a 150-word limit). **If you do not have anything to add, leave text boxes blank:**

- Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration) – **150 words maximum.**
 - Academic honors and prizes you have received in the text box (include any titles and/or dates) – **150 words maximum.**
 - Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication) – **150 words maximum**
- ❖ Click *Continue* to save your responses and advance to the next section.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

- Select your native language (Arabic) from the dropdown menu provided.

English Language Proficiency

- A Section collecting your English language proficiency will appear.
- Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

History of Formal Study of English

This section collects information on your formal study of the English **language** (vocabulary, grammar, writing, reading, etc.). It is not to be confused with the subjects that you studied in English. If you studied Science in English, this does not count as part of your formal study of the English language. Please list only the years, months, and hours per week in which you have studied the English language.

- **Secondary School:** Indicate the number of years, number of months per year, and number of hours per week in which you have studied the English language at your Secondary School.
- **University:** Indicate the number of years, number of months per year, and number of hours per week in which you have studied the English language at your university.

- **Private Study:** Indicate the number of years, number of months per year, and number of hours per week in which you have studied the English language through private study sessions.
- ❖ Click *Continue* to save your responses and advance to the next section.

English Language Testing

Please note that as per the [program's eligibility criteria](#), applicants are required to submit a TOEFL score of at least 450 (ITP from AMIDEAST), 45 (iBT) or 5 (IELTS). **You are required to upload TOEFL Test Score to the online application before the deadline and before the submission of the application.** Applicants are **NOT** required to send their TOEFL score reports directly to IIE using code 9616 at this time.

English Language Testing

IMPORTANT

1. An official, valid TOEFL score (no more than two years old) is required for all countries except the English-speaking Caribbean. (Applicants from the English-speaking Caribbean should confirm with their U.S. Embassy regarding whether English testing is required for them.)
2. You must indicate that you want your TOEFL score report 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.
3. As soon as you receive your TOEFL score, report it to the Fulbright Commission or U.S. Embassy.

If required, will you be able to arrive for English language training as early as April?*

- Yes
 No

Will you be able to obtain a leave of absence from your current position for a period of 10 months, or up to 15 months if you require English training?*

- Yes
 No

Have you taken in the past two years, or are you registered to take, the official TOEFL?*

- Yes
 No

- Select “Yes” or “No” to indicate if you will be able to travel to the U.S. for an English Language training in April if required before the start of the official Humphrey Program.
- Select “Yes” or “No” to indicate if you will be able to take a leave of absence from your current position to participate in the Humphrey Program in addition to any required English training for a duration of 10-15 months.
- Select “Yes” or “No” to indicate if you have taken the TOEFL Test in the last two years.
- If you select “Yes,” a new section will automatically appear, as shown in the figure below, asking you to indicate the date you took the test and the score that you received.

- Note: You need not send your TOEFL test report to IIE. You only need to upload it to the online application. Again, please refer to the Fulbright Commission regarding all TOEFL matters.

Have you taken in the past two years, or are you registered to take, the official TOEFL?*

Yes
 No

Please indicate the date on which you took, or are registered to take, the official TOEFL:

Date

Please indicate the score received:

TOEFL Score Report: You must send an official TOEFL score report to IIE as well as report your score to the Fulbright Commission or U.S. Embassy, as instructed above. If available, please also upload an official, valid TOEFL score report (taken within the past two years) here.

No file chosen

- To upload your TOEFL test report:
 - Click “Choose File”
 - Locate and select the file that you previously saved to your computer
 - Click Open
 - Click Upload to complete the file upload
- ❖ Click *Continue* to save your responses and advance to the next section.

Program Plan

This section is the most important part of the application. Take your time to answer each question carefully and sufficiently, bearing in mind that all questions have a word limit of 250 or 500 words. Read the questions well and take your time to think about them. Review your answers for any spelling or grammatical mistakes. Avoid repeating the same answer in different questions. Proof read your answers and maybe have someone you trust look over them and give you feedback. You are advised to copy the questions in a word document and work on your answers offline as the application may time out or crash, possibly threatening the loss of your work and progress. After you have reviewed and finalized your answers, copy and paste them inside the text boxes.

Responses should be drafted and completed by the applicant. Responses should provide detailed information about the candidate's plans for professional development and how they relate to the candidate's goals and Egypt's needs. Independent review panelists rely heavily on the proposed program plan in evaluating the candidate's communication skills, his/her understanding of the Humphrey program, and the candidate's need for it. Whether a Humphrey applicant works in the public sector or the private sector, the panelists also look for clear articulation of a commitment to public service.

Important: The Hubert H. Humphrey Fellowship Program seeks applicants that have developed a sense of personal integrity and are original thinkers. Copying someone else's writing, whether from the Internet, from a book or from a friend is considered **plagiarism**. Any quoted words or sentences should include a citation. An applicant who is found to have plagiarized in any form (including unintentional or accidental plagiarism) in his or her application will be disqualified. For further information about plagiarism and citation, please click on the following link: <https://fulbright-egypt.org/resources/>

Program Plan

The application will automatically time out after 60 minutes of inactivity. To avoid losing work, it is recommended to type your answers into a separate document and paste into the text boxes below.

Please select the most appropriate major academic discipline and primary specialization.

What is your major field of study?*

The Humphrey Program fields are clustered under four main major areas of study: sustainable development; democratic institution building; education; and public health. Below is a list of the sub-fields eligible for Egypt and where they fall within the Humphrey Program's major fields. For the question regarding your major field of study, please select one out of the four major Humphrey areas listed below according to where your specialization falls. For example, if your specialization or sub-field is economic development, then your Humphrey field of study would be sustainable development, and so forth.

List of Humphrey fields and specializations eligible for Egypt:

Sustainable Development:

- Agriculture and Rural Development
- Economic Development
- Finance and Banking
- Natural Resources, Environmental Policy, and Climate Change
- Urban and Regional Planning

Democratic Institution Building

- Communications/Journalism
- Law and Human Rights
- Public Policy Analysis and Public Administration
- Technology Policy and Management
- Human Resource Management

Education

- Education Administration, Planning and Policy
- Higher Education Administration
- Teaching English as a Foreign Language

Public Health

- Public Health Policy and Management
- Substance Abuse Education, Treatment and Prevention

After selecting your major field of study, you will be prompted to select your specialization from a drop-down menu. Please note that only the above major fields of study and sub-fields are eligible for Egypt.

Program Plan

The application will automatically time out after 60 minutes of inactivity. To avoid losing work, it is recommended to type your answers into a separate document and paste into the text boxes below.

Please select the most appropriate major academic discipline and primary specialization.

What is your major field of study?*

Sustainable Development ▼

What is your specialization/sub-field of study?*

- Agriculture and Rural Development
- Economic Development
- Finance and Banking
- Natural Resources, Environmental Policy, and Climate Change
- Urban and Regional Planning

country. Describe how the knowledge and skills you will gain will
mit your response to 250 words or less.*

Substance Abuse Field of Study

In the case that your chosen field of application is Substance Abuse Education, Treatment, and Prevention, the “Program Statement Part 2” will be replaced by the “Substance Abuse Field of Study” which will ask three questions specific to the field of substance abuse treatment and research in Egypt as shown in the figure below.

Substance Abuse Field of Study

Briefly describe what you know about current substance abuse problems in your country. Please limit your response to 250 words or less.*

250 words remaining

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. Please limit your response to 250 words or less.*

250 words remaining

Briefly describe an area of substance abuse research that you would like to pursue based on the needs in your country. Please limit your response to 250 words or less.*

250 words remaining

Authorization of Release

- Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.

Experience Abroad

List any travel, study or residency you have had abroad (in any country other than your own). This can include time overseas for education, research, business, vacation, etc.

Experience Abroad 1

Experience Abroad Country 1

Experience Abroad Purpose 1

Experience Abroad Start Date 1

Experience Abroad End Date 1

If your travel history exceeds the space provided in the application, please attach an additional sheet with your travel information.

No file chosen

- Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided.
- Enter the purpose of your travel abroad.
- Select the start and end dates (Month-Year format) of you travel/residency.

This section allows you a maximum of 4 entries. The rest of your travel history can be uploaded in a compiled pdf document along with any additional documents that you wish to include in your application.

The upload field in the Experience Abroad section is where you can upload any supporting documents that do not have designated spaces. Compile all your documents in one pdf file and upload here.

- ❖ Click *Continue* to save your responses and advance to the next section.

Additional Information

- Complete the Outreach Survey.
- ❖ Click *Continue* to save your responses and advance to the next section.

Recommendations

Applicants are **required** to submit **two recommendation letters** to have a complete application. **One recommendation must be from their Current Employer and the other from any professional/academic contact of their choosing.**

Recommendation Letters can be submitted through one of the following submission methods:

1. **Online Registration** (Applicants are encouraged to use this method)

Use the ‘Recommendations’ section to register your two recommenders. Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system.

Click “**Add Recommender**” and a small window will appear on the screen:

Add Recommender

Type	<input checked="" type="radio"/> Letter of Recommendation from Current Employer <input type="radio"/> Other Letter of Recommendation
Prefix	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Organization	<input type="text"/>
Position/Title	<input type="text"/>
Relationship	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.	
Personal message to recommender	<input type="text"/>

- Indicate if the recommender you are about to invite is your current employer or your chosen contact.

- Prefix: Write the title of your recommender.
- First Name.
- Last Name.
- Organization: Write the name of the employment organization of your recommender.
- Position/Title: Write the position of your recommender.
- Relationship: Indicate your relationship to the recommender (supervisor, professor, mentor, etc.)
- Telephone: Write the recommender's telephone number.
- Email: Write the email on which the recommender will receive the recommendation message and form.
- Personal Message: Include in the body of the system generated email message a personal note to your recommender.
- Recommendation Waiver: Choose to waive your right to access the recommendation report.
- Type your full name as a signature.
- Click "**Send to Recommender**" and the system will automatically email your recommender a link to the online recommendation form.

2. Hard Copies (Must be submitted in required form)

Although online registration is highly encouraged, recommendation letters can be submitted as hard copies using the below guidelines.

NOTE: Applicants are no longer able to upload recommendation letters as attachments to their online applications on behalf of their referees.

- a. The Recommendation Forms are available for download on the program page [here](#).
- b. Ask your recommender to fill the two-pages form.
 - The letter can be typed or clearly handwritten.
 - It is preferred that recommenders fill the second page on the letter head of their affiliated institutions.
- c. Ask your recommender to sign the letter.
 - Signature must include the recommender's title, affiliation and contact information. It is highly important to include this information in the recommendation letter form.
- d. Applicants must submit hard copies of the recommendation letters in **sealed envelopes** to 21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt **in person** before the program's deadline.
 - The name of the applicant and the program (Hubert H. Humphrey Fellowship Program) must be clearly labeled on the envelope.
 - Send an email to hhh@bfce.eun.eg for any inquiries on submitting the hard copy recommendations.

IMPORTANT NOTES:

- **All applicants must register their recommenders in order to submit their online applications successfully. (This also applies to applicants submitting recommendation letters in hard copies)**
 - **It is the applicant's responsibility to follow-up with their recommenders and make sure recommendation letters are submitted by the program's deadline.**
- ❖ Click *Continue* to save your responses and advance to the next section.

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

- ❖ Click *Confirm* to continue to the next page.

Review and Submit

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.
- Carefully revise your application and reread all sections before submission. After submission, you will not be able to make any edits to your application.

REVIEW ALL RESPONSES. CLICK SUBMIT.

Useful Links:

- We wish to inform qualified and interested candidates that the Humphrey Fellowship Program has launched a new website at: <http://www.humphreyfellowship.org>
- They have also launched a new Facebook page at: <https://www.facebook.com/pages/The-Hubert-H-Humphrey-Fellowship-Program/180951338623322?ref=ts>