



The Binational Fulbright Commission in Egypt

AY2020-2021 HUBERT H. HUMPHREY FELLOWSHIP PROGRAM FOR YOUNG & MID-CAREER PROFESSIONAL DEVELOPMENT IN THE UNITED STATES

Guidelines for Application

Binational Fulbright Commission in Egypt
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Read all instructions carefully before completing the application.

STEP 1: Learn about the Hubert H. Humphrey Fellowship 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.

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 to one of the following sub-specializations:**

Democratic Institution Building:

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

Education:

- Educational 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

Sustainable Development:

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

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 from the application process and throughout the selection, placement and pre-departure processes.
- **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 2020)**, 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 23, 2019 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:

Test Type	Test Center Name	Location of Test Center
TOEFL ITP	AMIDEAST	Cairo – Alexandria
	Tamkeen New Era	Mansoura
	The Scientific Center for Consultations and Development	Beni-Suef
	Skills Castle	Benha – Tanta
	American Center for Continuing Education	Assiut
	The American Language Center	Damietta
	El Manara International Academy	Minya
	Suez Language and Computer Center	Suez
	The American Canadian Center	Menoufia
TOEFL iBT	Please check available test centers at: https://www.ets.org/toefl/ibt/register	Various governorates across Egypt
Academic/General Training IELTS	British Council	Cairo – Alexandria
	IDP Center	Cairo – Alexandria

- **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 2020; and individuals with other recent U.S. experience of any kind (more than six months during the five years prior to August 2020). 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://apply.iie.org/hubertthumphrey>

Your e-mail address is your user ID. When you created an account for this online application, you created a password. While you cannot change your user ID, if necessary, you can change your password by clicking on "Forgot Your 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. Questions 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 pay special attention when completing all narrative questions in the Program Plan section of the application.**

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

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/>

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. Please reference the application instructions available for download on the program page [here](#) for details on the methods of submitting the recommendation letters.

STEP 5: Upload Supporting Documents

For your application to be considered complete, you must scan and upload the following documents in their designated fields in the online application:

1. Valid minimum institutional (local) TOEFL score of 525 Paper-Based (PBT) from AMIDEAST, or 71 Internet-based (iBT) or IELTS 6. It must be uploaded to the “English Language Testing” section of the application.
2. For Long-term English candidates, valid minimum institutional (local) TOEFL score of 450 is required or 45 Internet-based (iBT) or IELTS 5. It must be uploaded to the “English Language Testing” section of the application.

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

As you create a new entry in the “Academic History” section for each of your degrees or diplomas, there will be fields to upload all the documents related to this degree, including certificates, transcripts and translations.

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 do so by going back to the “Preliminary Questions” section and choosing the correct country of citizenship.

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.

Please reference the application instructions, available [here](#) for download, for a step-by-step companion to the online 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 2019
Deadline for submitting applications:	July 23, 2019
Technical review of applications:	August 2019
Personal Interviews:	September 2019
Nomination:	October 2019
Announcement of final selection by IIE:	March 2020

IN-HOUSE INFORMATION SESSIONS:

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

- **Sunday, May 12, 2019 from 11:00 am – 1:00 pm**
- **Sunday, May 26, 2019 from 11:00 am – 1:00 pm**
- **Wednesday, June 12, 2019 from 3:00 pm – 5:00 pm**
- **Wednesday, June 26, 2019 from 3:00 pm – 5:00 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

Substance Abuse Field of Study section completed – only if applicable	
Valid Local TOEFL above 450 or equivalent IELTS	
Copies of official certificates and diplomas with translations if necessary	
Copies of official transcripts with translations if necessary	
First Letter of Recommendation (from Current Employer)	
Second Letter of Recommendation	
Confirmation of Submission Form (to be forwarded to hhh@bfce.eun.eg with all supporting documents attached in ONE email)	