



Community College Administrator Program

Application Guidelines

General Application Instructions

- Submit a completed original application with signature on the last page.
- Please answer ALL application questions in English. Do not leave a space blank. If a question does not apply to you, enter N/A (not applicable).
- Your name in the application should exactly match how it is written in your passport.
- Include complete contact information, including all addresses and city/country codes for all phone numbers.
- All 4 essay questions on page #3 in the application must be answered.

A complete application must include the following documents:

1. Completed and typed application form in English. (All questions included in the application form must be answered).
2. Resume (your resume can include your work history, post-secondary education, any memberships in educational, professional, or civic organizations and if there are any awards, publications or honors that you have received). Resume should be written in English.
3. Copy of the picture/date page of your passport.
4. Separate digital personal photo.
5. Brief biographical personal statement that will be printed in the program booklet should you be selected for the program. Your personal statement may include current position and responsibilities, your professional interests, and any other information you would like to share. (Personal statement should be written in English).

Important Instructions for Submitting Your Application

- Submit your application with ALL required documents (as listed above) to the Fulbright Commission in Egypt by email to ccap@bfce.eun.eg by no later than **August 14, 2021**.
- All required documents must be clearly labelled and attached in **one** email with your application.
- The subject line for the email must be written in English and include program name, your first and last name, For Example "CCAP Application: Mohamed Mohsen".
- In the body of your email, you must list all the documents that are attached to your email.

Important Notes

- **Emergency Contact.** Include complete emergency contact information, including address, and telephone numbers of individuals.
- Ensure that all questions in the application form are answered completely and submitting all required documents by no later than the program deadline listed above is the sole responsibility of the applicant.
- Copying someone else's writing, whether from the internet, from a book or from an article without including a reference or citation is considered plagiarism and can lead to disqualification at any time during the review process. 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/>. All content in applications must be the applicant's original contribution and his/her own intellectual property. Having someone else write or contribute to the writing of an individual's application, either fully or partially, does not uphold the standards of integrity expected of grantees and may result in the ineligibility of your application.