AY2023-2024 Hubert H. Humphrey Fellowship Program

Online Application Instructions

Contents

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: hhh@bfce.eun.eg.

A Complete Application Consists of:
1. Scanned copies of certificates of all post-secondary degrees attained (in English, or translated at a certified translation office)
2. Scanned copies of transcripts of all degrees attained (in English, or translated at a certified translation office)
3. Proof of English Language proficiency from any of the approved test centers below. Applicants must submit a valid score report for only one of the following tests:
   TOEFL (ITP) – minimum score 440
   TOEFL (iBT) – minimum score 42
   IELTS – minimum score 5.0
   Duolingo English Test – minimum score 70
   English Proficiency Test from Egyptian Universities – minimum score 440
   Check the list of approved test centers on the program page here.
4. Two recommendation letters; one has to be from the current employer
5. Scanned copy of the original valid National ID
6. Personal photo
7. Scanned copies of any previous U.S. J1 or J2 visas (if applicable)

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/huberthhumphrey

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.**
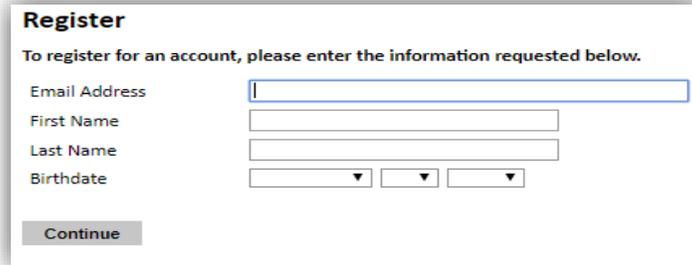
Register

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

Email Address

First Name

Last Name

Birthdate

Continue

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@iie.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.
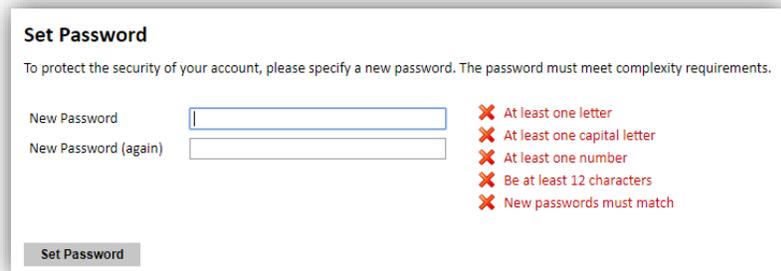- You will be prompted to enter your pin and then create a password to complete login.
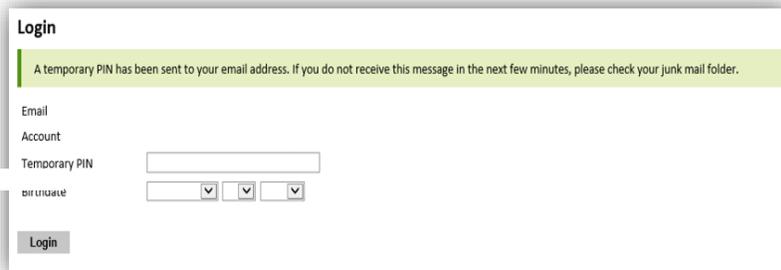
Login

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

Temporary PIN

Birthdate

Login

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

Set Password

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.

Application Management

- Click "Start New Application."
- A small window opens, click on "Create Application" to start an application to the 2023-2024 program cycle.
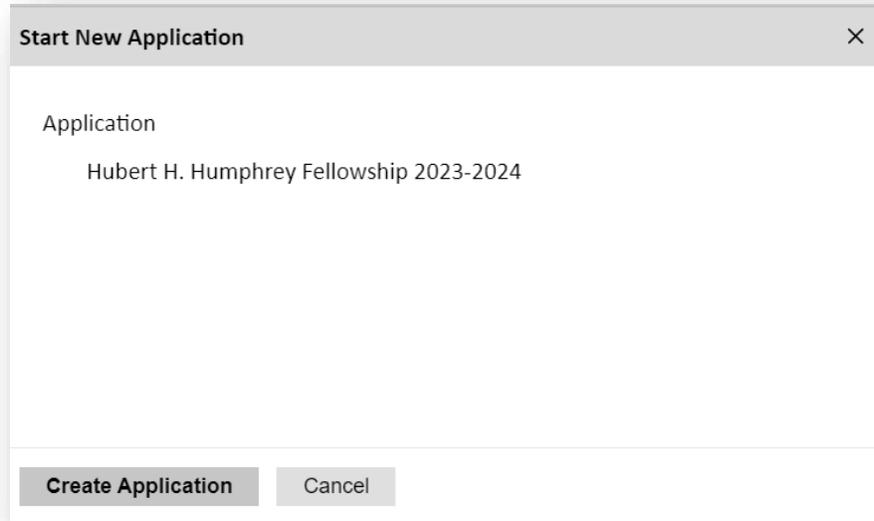
- An application to the 2023-2024 starts and another small window opens, click on "Open Application" to access the start filling your application. Please note that you will receive an automatic email from the application portal confirming that you have started an application to this cycle.

Welcome

- Read the introductory note to the Humphrey Fellowship Program and the online application.
- ❖ Click *Continue* to advance to the next section.

Data Privacy

IIE Data Privacy Consent for Applicants & Participants of IIE-Managed Programs

Home
Welcome
Data Privacy

IIE values your privacy, and we encourage you to read our Program Privacy Statement that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

I have read IIE's Program Privacy Statement and give consent for IIE to process my data.

Continue

- Carefully review the Data Privacy information and read the Institute of International Education's (IIE) Program Privacy Statement.
- From the drop-down menu, choose "Yes" to confirm that you have read the privacy statement.
- ❖ Click *Continue* to advance to the next section.

Preliminary Questions

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

Preliminary Questions

What is your country of permanent residence? *

If you do not see your country 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 2023-2024** 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 2023)**, after completing a university degree.
- ❖ Click *Continue* to save your responses and advance to the next section.

Country Information

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

Personal Information

Enter all **required** biographical information.

Name:
- <u>Prefix:</u> Choose your title from the dropdown menu.
- <u>First/Given Name:</u> Enter your first name exactly as it appears on your passport.
- <u>Middle Name:</u> Enter your middle name/s exactly as it appears on your passport.
- <u>Last/Family Name:</u> Enter your last name exactly as it appears on your passport
- <u>Suffix (Optional):</u> Applicants from Egypt are not requested to fill this item.
- <u>Preferred Name (Optional):</u> 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

Biographical Information:
- 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.
- 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 U.S. 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."
- **Optional:** If you have a condition that would require special accommodation or assistance from the U.S. host institutions in case you were awarded the Fellowship, please identify it from the list available. Please note that the Fulbright Program does not discriminate against applicants on the basis of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by U.S. law.

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 Tax Residence: Select the country in which you are officially residing.

Dependent Information:
- 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.
- If you indicate that you plan to be accompanied by dependents, a new window will open where can enter the information of your dependents.

- ❖ 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.

Emergency Contact in Your Home Country:

Please provide an emergency contact who could be contacted if Fulbright Program Officers cannot reach you via email or phone.
- First Name.
- Last Name.
- Email.
- Primary Phone.
- Your Relationship to this Person.

Telephone Numbers:
- Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered for any errors.
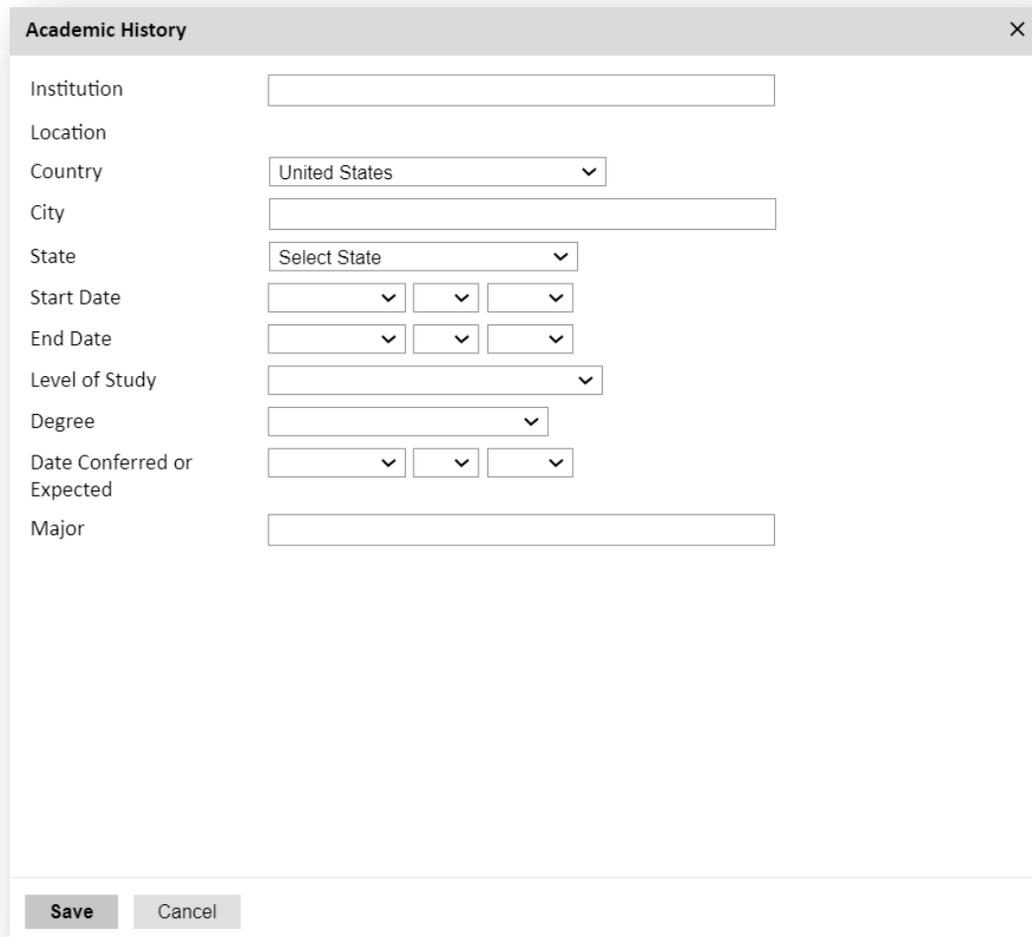- To find the correct country code, click on the blue 'country code' link.

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 (*). Please begin with the most recent degrees/diplomas.

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

Academic History ✕

Institution	
Location	
Country	United States ▾
City	
State	Select State ▾
Start Date	▾ ▾ ▾
End Date	▾ ▾ ▾
Level of Study	▾
Degree	▾
Date Conferred or Expected	▾ ▾ ▾
Major	

Save   Cancel

- Institution: Write the name of the academic institution where you studied your degree.
- Location:
    - Country: Choose the country where the academic institution is located from the drop-down menu.
    - City: Write the name of the city where the academic institution is located.
    - State: Choose the governorate where the academic institution is located from the drop-down menu.
- Start Date: Indicate the start date of your enrollment for the degree at said academic

institution.

- <u>End Date</u>: Indicate the end date of your enrollment for the degree at said academic institution. If you are still working on towards this degree, please leave this field empty.
- <u>Level of Study</u>: Select the type of degree attained whether Undergraduate (Bachelor's), Graduate (Master's, Doctorate), Post-Graduate (diplomas), or Non-Specific/Continued Education (non-degree courses).
- <u>Degree</u>: Indicate the type of the degree attained from the drop-down menu.
- <u>Date Conferred or Expected</u>: Choose the date in which you attained your degree or in which you expect to receive it.
- <u>Major</u>: Write the academic discipline of your degree.
- 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 Record**."

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.

Transcripts:
Having prepared your certificates and transcripts, you are asked here to upload the files to the online application.

- Click Choose File
- Locate and select the file that you previously saved to your computer
- Click Open

NOTES:
1. In order to upload multiple documents, one at a time, click "choose file" and select the file, then click "Continue" to the next section, then return to the "Academic History" and upload the other files. **Make sure to repeat this step for every time you need to upload an additional document in this section**.
2. 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 *Continue* to save your responses and advance to the next section.

Professional Profile

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 Work History"** and a small window will appear where you can fill the information about your employment experiences.

- Organization Name: Write the name of your employer organization.
- Location:
  - Country: Choose the country of your employment from the drop-down menu.
  - City: Write the name of the city where you were employed.
  - State: Choose the governorate where you were employed from the drop-down menu.
- Telephone: Write the telephone number of your organization.
- Starting Position: Write the title of your starting position at the organization.
- Start Date: Indicate the start date of your employment at said organization.
- Ending Position: Write the title of your current position at the organization.
- End Date: Indicate the end date of your employment at said organization. If it is your current employer, leave the end date field empty.
- Description: Give a clear description of your role and responsibilities.
- Click "Save".

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

Awards and Recognitions:

Enter a list of the following items into the text boxes provided (all text boxes have a 500-characters 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) – *500 characters maximum.*
- Academic honors and prizes you have received in the text box (include any titles and/or dates) – *500 characters 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) – *500 characters 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 <u>does not</u> 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.
- <u>Secondary School</u>: 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.
- <u>University</u>: 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.
- <u>Private Study</u>: 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 440 (ITP from AMIDEAST), 42 (iBT), 5 (IELTS), 70 (Duolingo), or 440 (Public Egyptian Universities). **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/Duolingo/IELTS score reports directly to IIE at this time.**

- Mark "I understand" to indicate that 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.
- Mark "I understand" to indicate that 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 (or other approved English Language Test) in the last two years.
- If you select "Yes," a dropdown menu will appear from which you select the test you have taken.
- If you select the test you took, a new section will automatically appear, as shown in the figure below, asking you indicate the date you took the test and the score that you received.
  Note: Since the English Proficiency test from a Public Egyptian university are not listed in the drop-down menu, please choose any test type and make sure to upload the score report to the following section.

Note: You need not send your TOEFL test report to IIE. You only need to upload it to the online

Have you taken in the past two years, or are you registered to take, an official TOEFL test (or other approved English Language Test)? *

◉ Yes
○ No

Which test did you take? *

Duolingo ⌄

Please indicate the date on which you took, or are registered to take, your TOEFL or other English Language Test *

Date

⌄ | ⌄ | ⌄

Please indicate the score received *

English Language Score Report: You must send an official English Language score report (TOEFL iBT, Duolingo, or IELTS) 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 English Language score report (taken within the past two years) here.

Choose File   No file chosen

Continue

- To upload your English Language 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.

Essay Questions

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 around 150 or 340 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. <u>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.</u> 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 Humphry 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/

The Humphrey Program fields are clustered under four main major areas of study: human and institutional capacity; sustainable lands; thriving communities; and rights and freedom. 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:

Human and Institutional Capacity:
- Economic Development
- Finance and Banking
- Human Resource Management
- Public Policy Analysis and Public Administration
- Technology Policy and Management

Sustainable Lands:
- Agricultural and Rural Development
- Natural Resources, Environmental Policy, and Climate Change
- Urban and Regional Planning

Thriving Communities:
- Contagious and Infectious Diseases
- Public Health Policy and Management
- Substance Abuse Education, Treatment and Prevention
- Educational Administration, Planning and Policy
- Higher Education Administration
- Teaching of English as a Foreign Language

Rights and Freedoms:
- Communications/Journalism
- Law and Human Rights

What is your major field of study? *
Human and Institutional Development ⌄

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

Economic Development
Finance and Banking
Human Resource Management
Public Policy Analysis and Public Administration
Technology Policy and Management

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

Essay Questions for All Fields

Leadership
Humphrey Fellows are leaders who make contributions in their fields that advance their communities and countries. Please describe how your work addresses the short and long-term needs of your country. Describe how the knowledge and skills you will gain through the Humphrey Fellowship will help you further address your country's needs. Be as specific as possible. (1200 characters)
Useful Tips:
-Clarify how your work directly impacts the development of your field in Egypt. Provide concrete examples to support your points whenever possible. Focus on the most impactful aspects of your job.
-Highlight some of your experiences that you feel best explain your contribution to the field. Beware that due to character limit, you will not be able to include everything that you do, so use the space wisely.
-Explain how you can benefit from the Humphrey Fellowship and how you will use the new skills and experiences you will learn in the U.S. to further support the development of your field and address its needs.

Goals and Program Plan
Humphrey Fellows are required to take initiative to build a program plan by choosing academic and professional experiences that will help them achieve their professional goals. Please describe your professional goals for the next five years, provide details about the academic and professional experiences that you would choose when designing your Humphrey Fellowship, and explain how these experiences will help you achieve your goals. (2000 characters)
Useful Tips:
-This question focuses on activities, courses, meeting, internships and other professional engagements during the Humphrey Program in the U.S. Based on this, applicants are asked to provide here a program plan that outlines the activities they want to participate in during the Fellowship in terms of academic courses that they want to attend, conferences, workshops, field trips to institutions in the field, meetings with experts, and finally an internship at a U.S. institution.
-If you have already identified coursework that you want to attend or experts that you want to meet with, please note them here.
-Outline your professional goals for the next five years and explain how the Humphrey activities that you have identified will impact your professional goals upon your return.
-Be as specific as possible. For example, identify the sub areas of specialization that you are interested in within your major field and provide examples whenever possible.

Public Service
The Humphrey Fellowship focuses on public service and developing leaders who contribute to the greater good. Please describe how you have demonstrated a strong commitment to public service, for example through community engagement, civic involvement, or professional responsibilities. (1200 characters)

Challenge Statement
Describe a problem or challenging situation that you took initiative to resolve. What steps did you take? What was the outcome? Please select an example that illustrates something that you want the review panel to know about your problem-solving skills, leadership abilities, and/or commitment to public service. (2400 characters)

Essay Questions for Substance Abuse Education, Treatment and Prevention
In the case that your chosen field of application is Substance Abuse Education, Treatment, and Prevention, applicants will need to answer three additional questions specific to the field of substance abuse treatment and research in Egypt.

Substance Abuse Field of Study
• Briefly describe what you know about current substance abuse problems in your country. (1200 characters)

• 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. (1200 characters)

• Briefly describe an area of substance abuse research that you would like to pursue based on the needs in your country. (1200 characters)

Applicants are advised to draft their answers in a word document to avoid losing the content as the application times out after an hour and then they can copy and paste their answers to the text boxes in the online application.

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

The Experience Abroad section is divided into professional and academic, and leisure and tourism.

Professional and Academic
List any professional and academic <u>travel</u>, <u>study</u> or <u>residency</u> you have had abroad (in any country other than your own). This can include time overseas for education, research, business, vacation, etc. This section allows you a maximum of 8 entries.
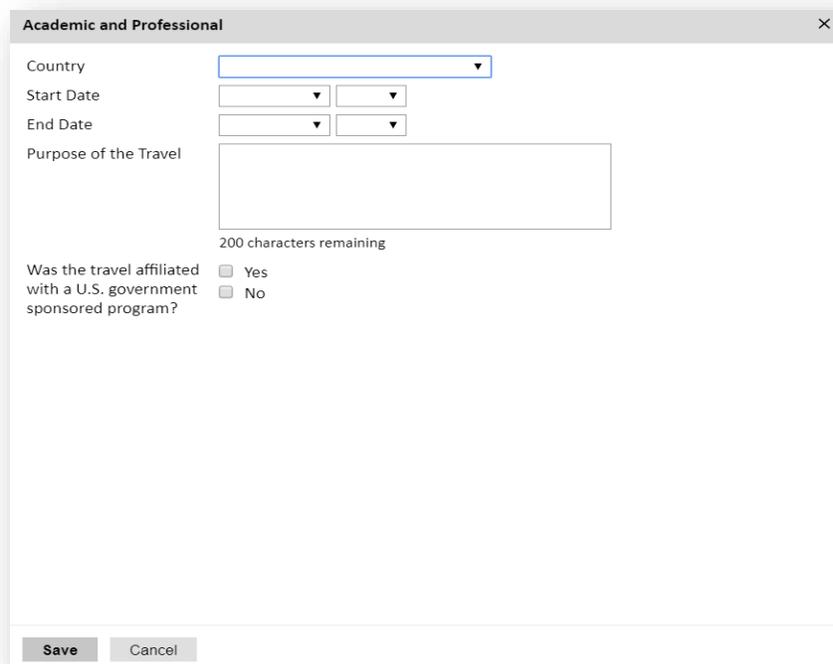
- Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided.
- Select the start and end dates (Month-Year format) of you travel/residency.
- Enter the purpose of your travel abroad.
- Select "Yes" or "No" to indicate if your trip was part of a program sponsored by the U.S. government.
- Click "Save."

Leisure and Other
You can enter up to 4 tourism and leisure travel in this section.

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

Additional Information

Supplemental Materials:
Please use this field to upload:
- A copy of your national ID
- A personal photo
- Any J visas that you have obtained

The upload field under Supplemental Materials is where you can upload any supporting documents that do not have designated spaces.

Note: In order to upload multiple documents, one at a time, click "choose file" and select the file, then click "Continue" to the next section, then return to the "Additional Information" and upload the other files. **Make sure to repeat this step for every time you need to upload an additional document in this section**

U.S. Government Program Participation:
Please mark any U.S. government funded programs that you may have participated in.

Additional Grants:
Please indicate if you are applying to any other grants at the time of your application to the Humphrey Fellowship.

Outreach Survey:
- 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:

- 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.
- Your name will be displayed to recommender as it appears, change if necessary.

- Recommendation Waiver: Select "I waive my right to access this 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 not allowed 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 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 <u>SUBMIT</u>.

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