AY2024-2025 Community College Initiative Program - Online Application Guidelines

Read all instructions carefully before completing the application.
Applicants may submit only one application to the AY2024-2025 Community College Initiative Program cycle

Contents

Program Overview

The Community College Initiative (CCI) Program provides Egyptian young professionals an opportunity to attend one academic year of non-degree study at accredited U.S. community colleges. The CCI Program encourages a well-rounded learning and exchange experience and focuses on five program pillars: academics, cultural exchange, service learning, internships, and leadership and action planning. *All pillars of the CCI Program are of equal importance.* The CCI Program is designed to build participants' technical skills in applied fields, enhance their leadership capabilities, and strengthen their English language proficiency. The program also provides opportunities for professional internships, service learning, and community engagement. Immediately after completing the program, participants are expected to return to Egypt with new skills and expertise to help them contribute to the country's development and economic growth. The CCI Program is a program of the U.S. Department of State.

What are community colleges? In the United States, a community college is a two-year post-secondary institution that offers certificate programs, Associate of Arts degrees, Associate of Sciences degrees, plus many other programs.

Program Start Date: Summer of 2024 (July 2024).

Eligible Fields of Study:

- Agriculture
- Business Management and Administration
- Early Childhood Education
- Engineering
- Information Technology (IT)
- Media and Communications
- Social Services, Health, and Public Safety
- Tourism and Hospitality Management

The programs of study within these fields are limited to the concentration areas listed in the CCI program announcement and application form and vary by individual colleges. All colleges offer introductory classes that would be taken during the first two years of a four-year Bachelor's degree. The CCI Program does not offer advanced field-specific courses. In this application, participants should describe their specific areas of interest in their proposed fields of study and available concentration areas, their related experience, and their long-term goals. Participants should develop their goals broadly within these fields of study and concentration areas. ***In this application, participants should describe their specific areas of interest in their proposed fields of study and concentration areas, their related experience, and their long-term goals.***

Application Review Process and Criteria: The CCI Program is conducted as a merit-based open competition. After the application deadline, all applications will be reviewed for eligibility and assessed by a panel of exchange program specialists. Competitive applicants will be interviewed in Egypt by a nomination committee. Applicants will be notified of their nomination status in March / April 2024.

The nomination committee will use the following criteria to evaluate applications (not in order of importance):

- Demonstrated interest and professional goals in the field of study applicant wishes to pursue.
- Cross-cultural interest.
- Leadership potential.
- Flexibility and suitability as an exchange student.
- Proficiency in written and spoken English.
- Physical ability and willingness to complete the program in its entirety, including activities or travel that may be programmed on any day of the week and during early morning or evening hours.
- Commitment to returning to home country after the program to fulfill a two-year home residency requirement.
- Preference will be given to applicants without prior significant experience in the U.S.

General Application Instructions

1- Each applicant must submit only ONE application form.
2- Each applicant must complete his/her own application form. Your application must be your own work and all the answers should be authentic reflecting your own ideas.
3- Answer ALL questions on the application in English. Do NOT leave a space blank. If a question does not apply to you, enter N/A (not applicable).
4- **Do NOT change** the **device** or the **browser** you are filling the application from in order to submit your application successfully.
5- You do not need to complete your 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.
6- Applications submitted after the deadline will not be considered.

NOTE: Applicants must complete the questions in the application with correct and updated information. Giving false or misleading information in the application will eliminate your application from the competition or cause your dismissal from the Community College Initiative Program.

Personal Information Section

- Include your full legal name as it appears on your passport or National ID.
- Include complete contact information, including postal codes for all addresses and city/country codes for all phone numbers, in addition to the rest of required personal information.
- <u>Contact information</u>: you MUST include valid mobile phone number and email address, which are required for communication with the applicant. Don't list an email address or a phone number of a friend or a relative.
- Indicate if you have participated in any U.S. Government Exchange Program before.
- If you have participated in a U.S. government exchange program, indicate the name, the duration of the program and the year of your participation.
- If you are currently a high school, undergraduate (bachelor's degree), or a graduate student at any educational institution, make sure to answer the following question "Are you currently a student?" with "**Yes**"
  - o Choose the level of your study (high school, undergraduate (bachelor's degree), or a graduate level (MA, Diploma, or PhD)
  - o Write the name of the institution you are studying at
  - o Indicate if you are studying on a full time or part time basis
  - o Indicate whether it is a degree or a non-degree offering program
- Choose the highest educational degree you have completed. Select one of the following options:
  - o Secondary School/High School
  - o Postsecondary Study
  - o Other

Proposed Field of Study during the Community College Initiative Program

- Applicants must apply **in only 1 field of study**. Select your preferred field of study from the options below.
- Then, select **3 concentration areas in that same field of study** and note the order of your preference.
- You must **select 3 options within the same field of study** – subfield concentration areas are not guaranteed and are contingent upon the availability at the host college.

Eligible Fields of Study

Agriculture (within the following concentration areas):
  - o Agribusiness
  - o Agricultural Geospatial Technology
  - o Agricultural Production Management
  - o Animal Science
  - o Environmental Horticulture and Conservation
  - o Sustainable Agriculture

Business Management and Administration (within the following concentration areas):
- Banking and Finance:
  - Accounting
  - Bookkeeping
- Entrepreneurship:
  - Business Planning
  - Entrepreneurship
  - Small Business Management
- Marketing and Public Relations:
  - Customer Service
  - Marketing
  - Promotions and Public Relations
  - Social Media Marketing
- Management and Administration:
  - Administrative Professional
  - Business Management
  - Business Operations Support Services
  - Human Resources
  - International/Global Business
  - Leadership Development
  - Organizational Leadership
  - Project Management

Early Childhood Education (within the following concentration areas):
- Administration of an Early Childhood Education (ECE) Center
- Early and School-Age Care Specialist
- Early Childhood Education and Development
- Special Education

Engineering (within the following concentration areas):
- Architecture
- Automated Industrial Technology (with Semiconductor Technology training course offering)
- Automotive Technology or Service Management
- Computer Aided Design
- Construction Management
- Electricity, Electromechanical and Electronics Technology
- Heating Ventilation and Air Conditioning
- Machine Repair: Automated Systems
- Manufacturing Technology
- Mechatronics
- Renewable Energy Technology
- Robotics
- Welding

Information Technology (within the following concentration areas):
- Computer Information Systems (CIS)/Computer Science (CS)
- Computer Internetworking Technologies (CIT)
- Cybersecurity
- Geographic Information Systems (GIS)

- o IT Technician - *Desktop Support, Computer Support, Network Technician*

Media and Communications (within the following concentration areas):
- o Digital Media, Journalism, and Communications
- o Graphic Design
- o Public & Media Relations
- o Social Media Marketing
- o Web Design
- o Web Development

Social Services, Health, and Public Safety (within the following concentration areas):
- o Community Health Worker
- o Emergency Services/Emergency Medical Services
- o Fire Sciences, Protection and Safety
- o Phlebotomy

Tourism and Hospitality Management (within the following concentration areas):
- o Hospitality and Hotel Management
- o Culinary Arts and Restaurant Management
- o Meeting, Event, and Exhibition Planning
- o Tourism

IMPORTANT NOTES:

- Submitting 2 different applications with the same name and choosing 2 different fields in each application will lead to the disqualification of them both.

Knowledge of Languages

- Choose all languages that you speak or have studied, including English.
- Rate yourself as "Excellent", "Good", "Fair", or "Poor" in each section of the following: Language, Reading, Writing, Speaking and Listening for each language.
- Include your English Language Proficiency Test Score you took, whether TOEFL ITP, iBT, IELTS, Duolingo or the English language proficiency administered by Egyptian universities. List the name of the test taken, date, score. You are required to submit a copy of the test results along with your supporting documents as per the program's announcement. You will be able to upload your documents at the end of the application.

NOTE: Listing the name and the score of the test taken in your application only will not be sufficient, and you must submit a scanned copy of your test score report with your application and the rest of the required documents. Applications without an English test score report will be considered incomplete and will be eliminated.

Background Information

- <u>Education Experience</u>: list all educational institutions that you are currently

attending or have attended **with the most recent listed first.** You must complete the following information.

1. Major Field of Study
2. Dates Attended: (Month, Year)
3. Actual Name of Degree or Diploma (Do not translate)
4. Type of Education: (High School/ Postsecondary/Other)
5. Name of Institution/Location
6. Date Degree Received / Anticipated Completion Date

- At the end of the application, you will be required to attach your certificates and transcripts and the translated and certified copies for any institution from which you have received a certificate, diploma, or degree. If you are currently a student, you are required to submit proof of enrollment.

NOTE: Submitting incomplete educational background information to meet the program's eligibility criteria will result in the elimination of your application.

- <u>Work Experience</u>: Answer the following question "Are you currently employed?" with one of the following options:
    1. Yes, full-time.
    2. Yes, part-time.
    3. No
- List all jobs held, **begin with current or most recent employment.** Complete the following information:
    1. Name and address of employer (The actual name of the institution/organization/company, don't list names of employers)
    2. Position held (Your role within the institution)
    3. Date of assuming the position (Month/Year) – Till (Month/ Year)
    4. Responsibilities

NOTE: As per the program's eligibility criteria, if you are a bachelor's degree holder, you must have a minimum of 2 years recent work experience in the field of application, which must be different from the field of your bachelor's degree.

- Professional and Volunteer Experience: list all relevant professional non-paid, volunteer and/or leadership positions or experiences you have. You must complete the following information:
    1. Name of Employer
    2. Position
    3. Dates (From – To)
    4. Responsibilities

- Answer the following questions with "Yes" or "No" to determine your eligibility for the program.

1- Are you currently employed, or have you been employed in the previous 12 months for the U.S. Department of State and/or the U.S. Agency for International Development (USAID)?
2- Are you an immediate family member of someone who is currently employed or has been employed in the previous 12 months by the U.S. Department of State and/or the USAID?

NOTE: If your answer is "Yes" to one of the above questions, kindly note that as per the program's eligibility criteria, your application will be considered ineligible and will be eliminated.

- <u>Travel History</u>: If you have traveled or lived in any country other than Egypt, indicate the places where you traveled, the dates of that travel (month and year), and the purpose of the travel.

- <u>Emergency Contact</u>: Include complete emergency contact information, including address, phone numbers and emails of individuals, in Egypt and the U.S. (if applicable), that can be contacted in case of emergency. Please indicate their relationship to you and the languages they speak.

- <u>U.S. Government-Sponsored Exchange Program Information</u>:

- Indicate whether you have any family members who have participated in a U.S. government-sponsored exchange program in the United States (Yes/No).

- Indicate whether you have any family members who are currently applying to participate in a 2023 or 2024 U.S. government-sponsored exchange program in the Unites States (Yes/No).

- If you have any family members who have participated in a U.S. government-sponsored exchange program in the United States, make sure to list the following information:
  o Name of family member(s)
  o Relationship to you
  o The name of the program they travelled on
  o The dates of their program

- If you have any family members who are currently applying to participate in a 2022 or 2023 U.S. government-sponsored exchange program in the United States, make sure to list the following information:
  o Name of family member(s)
  o Relationship to you
  o The name of the program they will travel on

       o   The dates of their program

NOTE: The above 2 questions regarding family members participating in U.S. government-sponsored exchange program will not impact your application to the CCI program and <u>will not</u> lead to the disqualification of your application.

Essay Questions

General Guidelines:

1- Answers to the essay questions are required for the application to be complete. Applications submitted without the answered essay questions will be eliminated.

2- Make sure to keep a copy of your answers to the essay questions in a separate word document and save it on your device.

3- Refrain from giving short answers and bullet points. Clearly explain your answers and address the requested points.

4- Make sure that all questions on the application form are answered completely and submitting all required documents by no later than the program's deadline is the sole responsibility of the applicant.

5- Copying someone else's writing, whether from the internet, a book or a friend without including a reference or a citation is considered plagiarism and can result in the disqualification of the application 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), 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.

Essay Question 1 (Your response should be a minimum of 250 words and a maximum of 750 words):

1- List and describe the related experiences you have within the field of study you have chosen.
2- List the related educational, training and/or any professional experiences you have in this field and describe how relevant they are to your application.
3- Describe how would the CCI program build on your past education, training, and/or experience.
4- If you have minimal background in the field of study you have chosen and you it is new to you, please describe and explain why you chose this field of study and how it

will benefit you and fit your future plans.

Essay Question 2 (Your response should be a minimum of 200 words and a maximum of 700 words):

1- Considering the following five pillars of the CCI program: academic, cultural exchange, service learning, internships, and leadership and community impact, please describe and explain the goals and plans that you want to achieve during your participation in the CCI program.
2- Describe how the program's five pillars will be integrated to help you achieve your goals upon returning to Egypt.
3- What are your short-term and long-term goals? How would the CCI program help you achieve them?

Essay Question 3 (Your response should be a minimum of 200 words and a maximum of 700 words):

1- Explain one change you would like to see in your community.
2- Explain how you could contribute to making this change.
3- Describe and explain your short- and long-term goals and the activities that you would like to implement after coming back from the CCI program to make this community change.
4- Be specific in your answers and don't provide general answers.

Essay Question 4 (Your response should be a minimum of 200 words and a maximum of 700 words)

1- Describe a challenging situation that you went through whether in your educational, professional, or personal life.
2- Explain how you acted during this situation, and how you dealt with and approached the situation.
3- Explain how you demonstrated resilience and perseverance during this situation.
4- Demonstrate the lessons learned from this situation.
5- Be specific in your answer.

Essay Question 5:
(Your response should be a minimum of 200 words and a maximum of 700 words)

1- Through your educational, professional, and personal life, explain a situation where you worked with someone who had different opinions, beliefs, or views.
2- Explain how you dealt with this situation and to what extent you were open to such differences.
3- Explain how you demonstrated leadership capabilities during this situation
4- Explain how you managed to deal with the situation and how you overcame the emerged conflicts.

Outreach Question:

- Indicate how you heard about the program (feel free to choose more than one answer, if applicable). If your answer is "**Other**", make sure to indicate the source you knew from.

Application Required Documents:

- Use this page to add application supporting documents.
- Applicants <u>must</u> upload all the required documents to their application as per the program's announcement in order to submit a completed application. Applicants who do not submit the complete documents are not considered.
- A complete application must include the following documents:
    o Secondary school certificate or transcript in Arabic and English *(for all applicants)*
    o Proof of institute or technical college or university enrollment *(only for current students)*
    o Graduation certificate(s) or transcript(s) *(only for institutes or colleges or university graduates)*
    o English language proficiency test score report *(for all applicants)*
    o Scanned copy of National ID or Passport *(for all applicants)*
    o Proof of military service status *(only for male applicants)*
    o Signed Certification Statement *(for all applicants)*

Community College Initiative Program Application Certification Statement

- The signed Certification Statement is a required document and is essential part of your application. An application submitted without the signed statement will be considered as an incomplete application.
- Download the certification statement from here, read it carefully, fill it, sign it in handwriting, and attach it to your application.

Submitting Your Application:

1- After uploading all the supporting documents, click "Next" in order to submit your application. **Please note that once you submit your application, no edits can be made.**
2- After you submit your application, click "Done".
3- Applications and ALL supporting documents must be submitted to the Fulbright Commission in Egypt via email by no later than 11:59 p.m. on **January 2, 2023.**
4- Applicants must submit ONE application only.
5- Applicants must complete their application from the same device and the same browser.