

## AY2027-2028 Hubert H. Humphrey Fellowship Program

### Online Application Instructions

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## 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: [hkh@bfce.eun.eg](mailto:hkh@bfce.eun.eg).

### **A Complete Application Consists of:**

1. Scanned copies of transcripts of all post-secondary degrees attained (in English, or translated at a certified translation office)
2. Proof of English Language proficiency (only one of the following tests):
  - TOEFL (ITP) – minimum score 550
  - TOEFL (iBT) – minimum score 72
  - IELTS – minimum score 6.0
  - Duolingo English Test – minimum score 100
  - English Proficiency Test from Egyptian Universities – minimum score 550

Check the list of approved test centers on the program page [here](#).

3. Two recommendation letters, one must be from immediate supervisor at the current home institution
4. Scanned copy of the original valid National ID
5. Personal photo
6. 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/huberthumphrey>

Your email 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 in one sitting. 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.

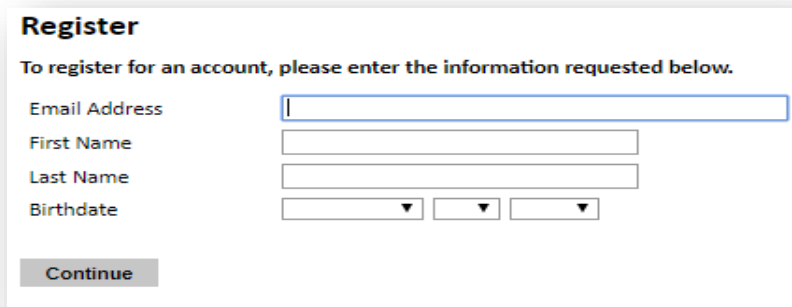
#### Step 4: Submit the application

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

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus.

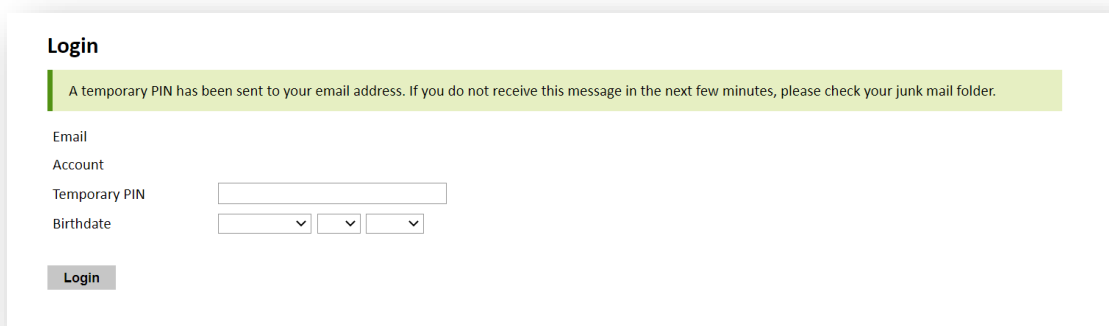
**NOTE:** Your name must be entered exactly the way it appears (or will appear) on your passport.



The screenshot shows a registration form titled "Register". Below the title is the instruction: "To register for an account, please enter the information requested below." The form contains four input fields: "Email Address" (a text box), "First Name" (a text box), "Last Name" (a text box), and "Birthdate" (three dropdown menus for month, date, and year). A "Continue" button is located at the bottom left of the form.

**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.

3. Click Continue. You will receive an email from [apply@ie.org](mailto:apply@ie.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.
4. You will be prompted to enter your pin and then create a password to complete login.



The screenshot shows a login form titled "Login". At the top, a green message box states: "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." Below this, the form has four input fields: "Email" (a text box), "Account" (a text box), "Temporary PIN" (a text box), and "Birthdate" (three dropdown menus for month, date, and year). A "Login" button is located at the bottom left of the form.

**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](#)

1. Click “Start New Application.”
2. A small window opens, click on “Create Application” to start an application to the **[2027-2028](#) program cycle.**

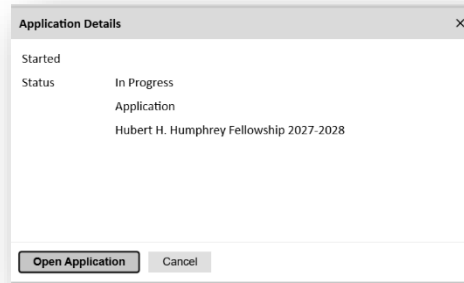
**Start New Application** X

Application

Hubert H. Humphrey Fellowship 2027-2028

**Create Application** Cancel

3. An application to the 2027-2028 cycle starts and another small window opens, click on “Open Application” to access and start filling your application. Please note that you will receive an automated email from the application portal confirming that you have started an application to this cycle.



## Welcome

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

## Data Privacy

**Data Privacy**

**IIE Privacy Statement & Safeguarding Guidelines**

IIE values your privacy. We encourage you to read our Privacy Statement, located on the Privacy page on IIE's website.

The 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. All application data is transmitted and stored in the United States.

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.

IIE is committed to oppose and combat all forms of human trafficking, exploitation, sexual abuse, child neglect and child abuse in our programs. We encourage you to read IIE's Safeguarding Guidelines located on IIE's website.

[Please see the IIE Privacy Statement for more details.](#)  
[Please click here to review IIE's Safeguarding Guidelines.](#)

I have read IIE's Privacy Statement. I consent and acknowledge that IIE will process my data, and I have read the IIE Safeguarding Guidelines.

Yes ▾

**Continue**

1. Carefully review the Data Privacy information and read the Institute of International Education's (IIE) Program Privacy Statement and Safeguarding Guidelines.
2. From the drop-down menu, choose "Yes" to confirm that you have read the Privacy Statement and Safeguarding Guidelines.
3. 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?

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

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

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu. **(Egypt)**
2. Select the **academic year of 2027-2028** from the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select “Yes” or “No” to indicate your response.
  - a. 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.
4. Select “Yes” or “No” to indicate if you have completed an undergraduate degree.
  - a. As per the [program’s eligibility criteria](#), applicants must have a Bachelor’s degree in an appropriate field of study.
5. Select “Yes” or “No” to indicate if you have five years of full-time professional experience.
  - a. As per the [program’s eligibility criteria](#), applicants must have a **minimum of five years full-time professional experience (prior to August 2026)**, after completing a university degree.

#### Employment Eligibility\*

Employees and their immediate families (i.e. spouses and dependent children) of the U.S. Department of State, the U.S. Agency for International Development (USAID), and of public or private organizations under contract to the U.S. Department of State and the U.S. Agency for International Development are ineligible to apply for a Fulbright grant until one year after termination of such employment.

In the one year prior to this application deadline have you or an immediate family member (spouse or dependent children) been any of the following:

- An employee of the U.S. Department of State or the U.S. Agency for International Development (USAID) (paid or unpaid, including part-time or temporary employees, consultants, externs, fellows and contract employees; does not include interns);
- An employee of private and public agencies (excluding educational institutions) under contract to the U.S. Department of State to perform administrative or screening services on behalf of the Bureau of Educational and Cultural Affairs’ exchange programs;
- An officer of an organization, in the U.S. or abroad, including members of boards of trustees or similar governing bodies, or individuals otherwise associated with the organization, wherein the organization and the individuals are responsible for nominating or selecting individuals for participation in any U.S. Department of State exchange program;
- A board member or staff of a Fulbright Commission;
- A member of the J. William Fulbright Foreign Scholarship Board.

Yes  
 No

6. Select “Yes” or “No” to indicate if you or an immediate family member, including by marriage, have been employed by the U.S. Department of State, private and public agencies under U.S. Department of State, government agency, or organizations responsible for nominating or selecting individuals for Department of State exchange programs, or a Fulbright Commission, or have been a member of the J. William Fulbright Foreign Scholarship Board.
- 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.”

The screenshot shows a form titled "Statement on Plagiarism\*" with the following text:

The Hubert H. Humphrey Fellowship Program does not condone plagiarism, which is understood to be broadly defined as the written use of wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source (with or without citation)
- Presenting material with alterations in wording (with or without citation)
- Paraphrasing the content of a source without citation

It is expected that the statements in this application will be your own work and writing, clearly citing secondary sources as necessary. Plagiarism in any part of your application will result in your disqualification from participating in the Hubert H. Humphrey Fellowship Program.

By indicating "I Agree" in the question below, you are acknowledging that you understand both what actions constitute plagiarism in this application, and the consequences resulting from any plagiarism found in your submission.

I have reviewed and understand the above information on the importance of presenting my own original work in the application for the Hubert H. Humphrey Fellowship Program. I agree to properly cite any outside sources from which I take words or ideas in the composition of my application. I understand the consequences of plagiarism in my application.

I understand the consequences of plagiarism in my application.

7. Carefully review the Statement on Plagiarism and indicate your acceptance of the terms by selecting ‘Yes’ or ‘No’.
8. If you select ‘No’ you will receive a warning message and you will not be able to submit your application.
- Click *Continue* to save your responses and advance to the next section.

## [Country Information](#)

1. Review all information in this section.
2. If you have any inquiries, please contact us at [hhh@bfce.eun.eg](mailto:hhh@bfce.eun.eg).
3. 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

**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.
- Sex: Enter your sex as it appears on your passport or national ID.
- **Americans with Disabilities Act – 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.  
**NOTE:** As per [program’s eligibility criteria](#), applicants must hold an Egyptian citizenship.
- 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.

Click *Continue* to proceed to the next section.

**Dependent Information**

- Enter the number of dependents who would like to join you while on your grant in the U.S. Please include *only* the number of dependents you intend to bring with you to the U.S.
- If you indicate that you plan to be accompanied by dependents, a new window will open where you can enter the information of your dependents.
- **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. 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 that meets the requirements of the Humphrey is required. 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** contact information.

### **Addresses: (Include your address as written on your national ID)**

- **Country:** Select the country where you live from the drop-down list.
- **Street:** Enter the street name where you live.
- **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. Select 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 where you live as 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 in Egypt 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.

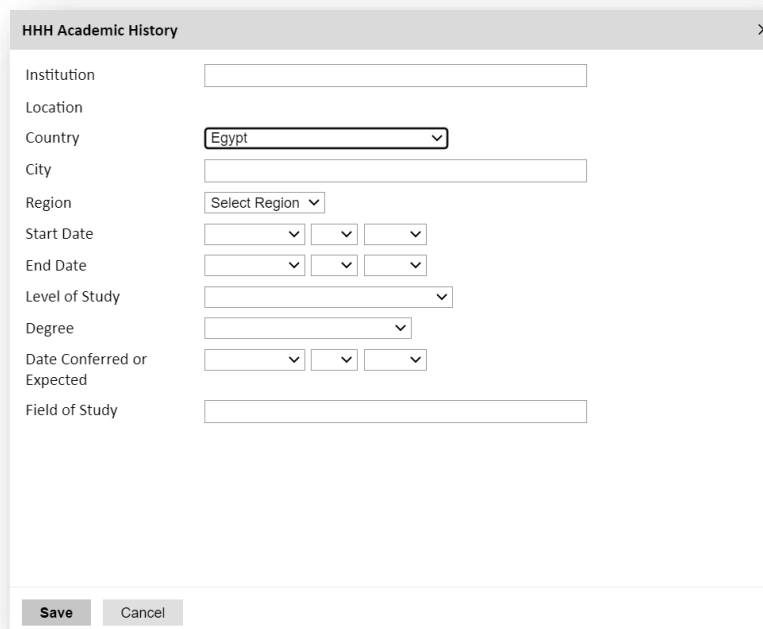
**NOTE:** All system-generated emails will continue to go to your primary email address.

Click *Continue* to proceed to the next section.

## Academic History

This section collects information about your academic background. It requires that you include all university degrees and diplomas that you have completed or that you are currently enrolled in. 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 in the information about one degree or diploma that you attained or that you are still enrolled in.



The screenshot shows a window titled "HHH Academic History" with a close button (X) in the top right corner. The form contains the following fields:

- Institution: Text input field.
- Location: Text input field.
- Country: Drop-down menu with "Egypt" selected.
- City: Text input field.
- Region: Drop-down menu with "Select Region" selected.
- Start Date: Three date selection boxes (month, day, year).
- End Date: Three date selection boxes (month, day, year).
- Level of Study: Drop-down menu.
- Degree: Drop-down menu.
- Date Conferred or Expected: Three date selection boxes (month, day, year).
- Field of Study: Text input field.

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

- **Institution:** Write the name of the academic institution where you studied for or are studying 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.
  - **Region:** 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 the academic institution.
- **End Date:** Indicate the end date of your enrollment for the degree at the academic institution. If you are still working towards this degree, please leave this field empty.
- **Level of Study:** 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).

- Degree: Indicate the type of degree attained from the drop-down menu.
- Date Conferred or Expected: Choose the date on which you attained your degree or on which you expect to receive it.
- Field of Study: 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 the estimated date of graduation/completion.**

### **Transcripts:**

Prepare scanned copies of your transcripts for each university degree in pdf format and upload them in this section.

- a. Click “Choose File”
- b. Locate and select the file that you previously saved to your computer
- c. Click Open and the file will be saved in the upload field
- d. Click Continue to save your responses and advance to the next section

### **NOTES:**

- In order to upload multiple documents, one at a time, follow these steps:
- Click “Choose File” and select the file to be saved in the upload field
- Then click “Continue” to advance to the next section,
- Then return to the “Academic History” section and click “Add Another” to upload another file. **Make sure to repeat this step every time you need to upload an additional document in this section.**
- As per the [program’s eligibility criteria](#), you are required to submit the transcripts of all university degrees 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.
- Please note that files in word document formats may not be saved successfully.

### **Professional Profile**

This section collects information about your professional background and experience.

**Professional Profile**

**Current Institution/Employer**

Please select the title that is closest to your current academic or professional title. If you are an independent or unaffiliated applicant, please select "Self-Employed" as your professional title. If there is no appropriate title, please select "Other" from the dropdown and enter your title, do not write in all capital letters.

Current Academic or Professional Title \*

Current Position Start Date \*

If you have multiple roles at your institution, or are employed by multiple institutions or organizations, enter the information for your **primary** role in this section. Ensure your curriculum vitae or resume includes the others.

Describe what you do in your current role (300 characters).\*

300 characters remaining

Current Institution/Employer \*

Begin typing the name of your institution/employer, and select from the result(s) appearing in the drop-down.

- If your institution/employer is not in this list, or you are not employed by a college or university, please continue typing the full name here.
- If you are an independent or unaffiliated applicant, please enter "No Affiliation" as your institution/employer.
- Do not write in all capital letters.

### Current Institution/Employer:

- Current Academic or Professional Title: Select your title from the drop-down menu. If your title is not available, select "Other" and a text box will appear where you can write your exact title.
- Current Position Start Date: Indicate the start date of your current position.

If you hold multiple positions within the same institution or work for more than one institution/organization, enter the details of your **primary position** in the text box (300 characters). Please ensure that any additional roles or positions are included in your **CV/resume**.

- Current Institution/Employer: Write the name of your home institution/employer.

### Work History:

Click on "Add Work History" and a small window will appear where you can fill in the information about your employment experiences. Start listing your previous affiliations by the order of the most recent.

The screenshot shows a web form titled "HHH Work History". It contains the following fields:

- Organization Name: Text input field.
- Location:
  - Country: Drop-down menu with "Egypt" selected.
  - City: Text input field.
  - Region: Drop-down menu with "Select Region" selected.
- Telephone: Text input field.
- Starting Position: Text input field.
- Start Date: Two date selection boxes.
- Ending Position: Text input field.
- End Date (leave blank if current): Two date selection boxes.
- Description: Large text area with a "200 characters remaining" indicator.

At the bottom of the form are "Save" and "Cancel" buttons.

- 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.
  - Region: 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 ending/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-character limit).

- Any volunteer organizations or professional boards that you have been associated with; please identify your role and responsibilities and include the timeframe of your association – **500 characters maximum.**
- 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:**

Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down 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 550 (ITP from AMIDEAST), 72 (iBT), 6.0 (IELTS), 100 (Duolingo), or 550 (Public Egyptian Universities). **You are required to upload an official English Test Score Report 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.**

**English Language Testing**

**IMPORTANT**

An official, valid English Test score (no more than two years old) is required for all countries except applicants from the English-speaking Caribbean. English Speaking Caribbean includes: Barbados, Belize, Guyana, Jamaica, and Trinidad & Tobago.

- Valid TOEFL iBT is required (If you cannot take the TOEFL iBT test due to location barriers, please consult with your country office to seek out other testing options such as Duolingo and IELTS)
- You must indicate that you want your score sent to the Institute of International Education.
  - For TOEFL score reports, please send 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.
  - For Duolingo score reports, please share the Institute of International Education (IIE), once you receive your score.
  - For IELTS score reports, please select IIE as the score recipient during registration. Please send the score to: Institute of International Education (IIE)  
One World Trade Center, 36th Fl., New York, NY 10007  
Attn to AEL Dept Testing Coord.
- As soon as you receive your English Language score, report it to the Fulbright Commission or U.S. Embassy

I understand that I may be required to begin the Humphrey Fellowship program as early as June, if it is determined that I need to participate in pre-program English training. \*

I understand

I understand that I must be able to obtain a leave of absence from my current employment for a period of 10, or up to 13 months if pre-program English training is required. \*

I understand

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? \*

- Mark “I understand” to indicate that you will be required to take the TOEFL iBT test, if you are nominated for the Humphrey Program.
- Mark “I understand” to indicate that if your TOEFL score is below the required score which is 72 or 4.0, you will be ineligible to participate on the program. If you wish to retake the test, you will cover the cost with your own funds.
- Select “Yes” to indicate that you have taken the TOEFL Test (or other approved English Language Test). Applicants need to select “Yes” to be able to fill in the remaining required information.
- After you select “Yes,” a drop-down menu will appear from which you select the test you have taken.
- Select the test you took, 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.

**NOTES:**

- Since the English Proficiency test from a Public Egyptian university is not listed in the drop-down menu, please choose any test type and make sure to upload the score report to the following section.
- You do not need to send your English test report to IIE. You only need to upload it to the online application. Please refer to the Fulbright Commission regarding all English test matters.

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

Month Day Year

Please indicate the score received \*

Score

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 and the file will be saved to the upload field

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

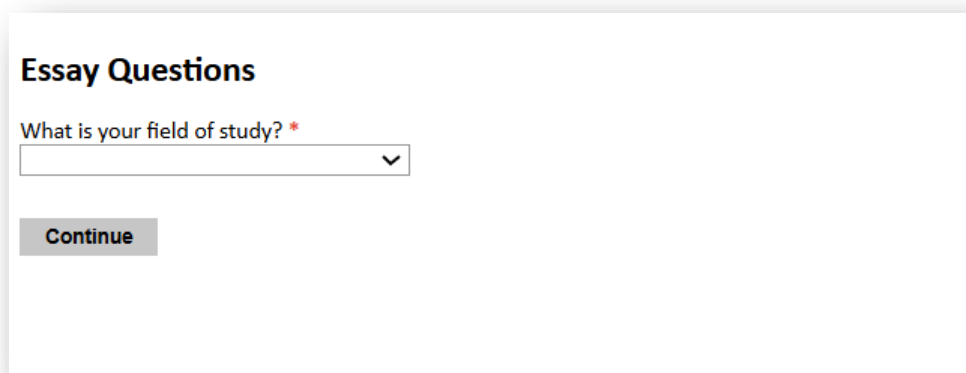
## Essay Questions

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. Proofread your answers and use the spelling tools available on Word to spot and correct mistakes.

You are advised to copy the questions on 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 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. Use of AI tools in any part of the application must also be clearly disclosed. An applicant who is found to have plagiarized in any form (including unintentional or accidental plagiarism), or to have used AI tools to replace his or her original thoughts or without proper disclosure 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, or the misrepresentation of AI-generated responses as your own thoughts, does not uphold the standards of integrity expected of Fulbrighters and may result in the ineligibility of your application.



The screenshot shows a section titled "Essay Questions". Below the title is a question: "What is your field of study? \*". There is a text input field with a dropdown arrow on the right side. Below the input field is a grey button labeled "Continue".

- The Humphrey Program fields are divided as follows:
  - Communications / Journalism
  - Law and Governance
  - Natural Resources Policy
  - Public and Economic Policy
  - Public Health Policy and Management
  - Technology Policy and Management

The image shows a screenshot of a web form titled "Essay Questions". It contains a required text input field labeled "What is your field of study? \*". Below the input field is a drop-down menu with a downward arrow. The menu is open, displaying a list of six options: "Communications/Journalism", "Law and Governance", "Natural Resources Policy", "Public and Economic Policy", "Public Health Policy and Management", and "Technology Policy and Management".

Select your desired field of application from the drop-down menu.

## Essay Questions for All Fields

### Overview

Provide a brief summary of your professional experience in the field of study you applied for and how it relates to your goals for the Humphrey Fellowship Program (1000 characters).

#### Useful Tips:

-This question allows you to explain how your professional experiences are relevant to the field that you are applying for. In your response, you can use this opportunity to clarify your professional progression, leadership and impact in the field.

-Highlight your most important accomplishments and their impact on the field and then link these to your objectives and goals from the Humphrey program.

### 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. (1500 characters)

#### Useful Tips:

-Clarify how your current 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. Be careful that you do not repeat examples that you have already mentioned in the previous question and use the space to give new information.

-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 the 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 and what type of impact you hope to make in your field after the Humphrey Fellowship Program. 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 a scenario in which you have demonstrated a strong commitment to public service, for example through community engagement, civic involvement, or professional responsibilities. (1500 characters)

#### **Useful Tips:**

-Humphrey Fellows are often leaders in their communities who have shown a sustained commitment to public service. When answering this question, please note that public service can be interpreted broadly to encompass your professional career, your field of specialization, and/or your service to your community and include a wide range of activities.

-Highlight the areas where you feel you have demonstrated commitment to public service. Explain through concrete examples if you are passionate about a certain area or cause that you feel is important to the development and good of your community.

-With regards to your professional career, identify how your work addresses an important cause(s) in society. Explain why this cause is important and how your professional efforts are helping this cause.

## Challenge Statement

Describe a problem or challenging situation that you took the 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. (2500 characters)

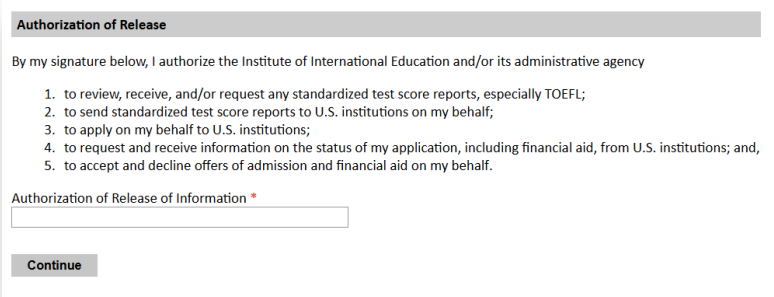
### Useful Tips:

- Tell a story that best highlights your professional and personal skills, leadership, flexibility, and creativity.
- Show how you were able to manage a crisis or lead a team.
- Highlight your commitment to your home institution and serving your field.
- Make sure that the way you narrate your story highlights your leadership abilities and show that you have a vision in dealing with challenges that come your way.

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.



The screenshot shows a web form titled "Authorization of Release". The text reads: "By my signature below, I authorize the Institute of International Education and/or its administrative agency". Below this is a numbered list of five items: 1. to review, receive, and/or request any standardized test score reports, especially TOEFL; 2. to send standardized test score reports to U.S. institutions on my behalf; 3. to apply on my behalf to U.S. institutions; 4. to request and receive information on the status of my application, including financial aid, from U.S. institutions; and, 5. to accept and decline offers of admission and financial aid on my behalf. Below the list is a label "Authorization of Release of Information" followed by a red asterisk and a text input field. At the bottom left of the form is a "Continue" button.

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

## Experience Abroad

The Experience Abroad section is divided into “International Travel Experience,” “Previous Fulbright Grants,” and “Leisure and Other.”

### International Travel Experience:

List any professional and academic 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. 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 drop-down menu provided.
- Select the start and end dates (Month-Year format) of your 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.”

### **J-Visa Sponsorship (Required Question)**

- Select “Yes” or “No” to indicate if you have recently entered the U.S. on a J1-J2 Visa.
- If you select “Yes,” a new section will appear where you can select the J visa sponsorship category and an upload field will open where you can upload a copy of your DS-2019.

### **Previous Fulbright Grants(s) (Required Question)**

- Select “Yes” or “No” to indicate if you have received a Fulbright grant before.
- If you select “Yes,” a new section will appear for you to indicate the number of Fulbright grants you have received. Choose the number from the drop-down menu.
- A new section will open that will allow you to include the name of the award type and year.

### **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

**NOTES:**

- The upload field under Supplemental Materials is where you can upload any supporting documents that do not have designated spaces.
- In order to upload multiple documents, one at a time:
  1. Click “Choose File”
  2. Select the file from your computer and it will be saved in the upload field
  3. Click “Continue” to the next section
  4. Return to the “Additional Information” section
  5. Select “Add Another” to upload another file
  6. **Make sure to repeat this step 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 for 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

### Register Recommender

On this page, you register your recommenders. They receive a unique link to upload their letter or complete a language evaluation form to your application. All recommendations must be submitted through the online portal. Letters sent by email will not be accepted, nor hard copy documents. Recommendations are confidential. Applicants do not have access to the content of them. Applicants cannot upload recommendation letters on behalf of their recommenders.

Please register two individuals who will provide recommendations for you. One of these individuals must be a current supervisor. You may not register more than two recommenders. Please also reach out to your recommenders directly to confirm their email address and their willingness to complete a recommendation for you.

#### Who cannot serve as a Recommender?

- Relatives of the applicant
- Representatives of U.S. Embassy posts or Fulbright Commissions in the proposed host country (country of application)
- Representatives of the Bureau of Educational and Cultural Affairs (ECA) at the U.S. Department of State
- Representatives of the Institute of International Education, including current IIE staff, IIE Board of Trustees, and Fulbright Scholar Advisory Board (CIES) members

#### How to register your Recommender:

- Click "Add Recommender" below.
- In the window that appears, select type: "Letter of Recommendation".
- Complete the rest of the form. Double check that the email address you entered is correct.
- **Note:** When adding your recommender's telephone number, please include the "+ [country code](#)" along with the telephone number.
- You can also include a personalized message to the recommender; if included, it will appear in the email sent to the recommender.
- Click "Send to Recommender".
- Your Recommender will then receive an email invitation to upload their recommendation letter.
- When their recommendation has been submitted, the status of their letter will change to "Submitted". You and your Recommender will also receive a confirmation email.

#### How to send your Recommender/Evaluator a reminder:

- Click on their name below. Check their email address again (see below if it needs correction).
- Otherwise, click "Send Reminder"; this will automatically send them a reminder email.

#### How to correct, remove, or replace a recommender:

You can edit most fields in their registration form. Important exceptions:

- **To correct or change the email address for your Recommender, you must re-register them:** Click on their name below; in the window that appears, click "Exclude", and then re-register them with the correct email address.
- **To remove (exclude) a Recommender:** Click on their name below; in the window that appears, click "Exclude". They will not be notified of this action by the application.
- **To replace a Recommender:** After excluding the designated recommender, register the new recommender.

**Be sure to submit your application by the application deadline.** You do not need to wait for all your recommendations to be submitted in order to submit the application. Your recommendations can be submitted before **OR** after you submit your application.

- You can monitor their status by logging into your application, before and after you submit your application.
- You can send them reminders via this Recommenders page, before and after you submit your application (until the application deadline).
- You will receive a confirmation email when they submit their letter.

Name	Status
<a href="#">Add Recommender</a>	
<input type="button" value="Continue"/>	

Use this section to register your recommenders. Applicants are **required** to submit **two recommendation letters** to have a complete application. **One recommendation must be from their immediate supervisor at the current home institution 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 before **and** after submission of your application (until the application deadline). Letters of recommendation must be submitted directly by your recommenders via the online application.

**Add Recommender**

Type  Letter of Recommendation from Current Employer  
 Other Letter of Recommendation

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

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

- 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 address on which the recommender will receive the recommendation message and form.
  - Personal Message: Include a personal note to your recommender in the body of the system-generated email message.
  - Your name will be displayed to recommender as it appears, change if necessary.
- Click **“Send to Recommender”** and the system will automatically email your recommender a link to the online recommendation form.

You can make changes to the invitations that you have sent to the Recommenders by clicking on **“Edit”** which would allow you to **“Send a Reminder”** to the recommender you already registered, or **“Exclude”** which would allow you to remove this recommender and add a new one. However, please be reminded that the recommendation from the current employer must be submitted by your immediate supervisor and cannot be substituted by anyone.

## 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 hard copy recommendation letters as attachments to their online applications on behalf of their referees.**

**NOTE: Do not upload the recommendation letters to your application if they were already sent as hard copies to the Commission for the AY2027-2028 application cycle.**

- a. Refer to the program page [here](#) to download the Recommendation Forms.
- b. Ask your recommender to fill out the two-pages form.
  - The letter can be typed or clearly handwritten.
  - It is preferred that recommenders fill the second page on the letterhead 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 [hkh@bfce.eun.eg](mailto:hkh@bfce.eun.eg) for any inquiries on submitting the hard copy recommendations.

### **IMPORTANT NOTES:**

- a. 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)
- b. It is the applicant's responsibility to follow up with their recommenders and make sure recommendation letters are submitted by the program's deadline.
- c. Recommendation letters submitted after the program's deadline **WILL NOT BE CONSIDERED.**

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.

In place of your signature, please type your full legal name:

Date Signed:

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, reread all sections before submission and make sure all required documents are uploaded to the application as per the program announcement in the following link: <https://fulbright-egypt.org/program/hhh/>
- **After submission, you will not be able to make any edits to your application.**

### **Please note that a complete online application consists of:**

- Copies of transcripts for all university degrees in English
- Two recommendation letters, one must be from the immediate supervisor at the current home institution
- Proof of English Language proficiency (only one of the following tests):
  - TOEFL ITP: 550
  - TOEFL iBT: 72
  - IELTS: 6.0
  - Duolingo: 100
  - English Proficiency Test from Egyptian Universities (550)
- Scanned copy of the original valid National ID
- Personal Photo
- Scanned copies of any previous U.S. J1 or J2 visas (if applicable)

**REVIEW ALL RESPONSES. CLICK SUBMIT.**

## [Useful Links](#)

- Humphrey Fellowship Official Website: <http://www.humphreyfellowship.org>
- Humphrey Fellowship Facebook Page: <http://www.facebook.com/HumphreyFellowship>