



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

Application for the Hubert H. Humphrey Fellowship Program for Mid-Career Professional Study in the United States in 2013-14 • A Fulbright Program •

Information and Application Instructions

PROGRAM DESCRIPTION: The Commission for Educational Exchange between the United States and Nepal (also known as the Fulbright Commission and/or USEF-Nepal) is pleased to announce the competition for the 2013-14 Humphrey Fellowship Program. The Humphrey Fellowship Program provides mid-career professionals from designated countries around the world with an opportunity to enhance their professional capabilities through participation in specialized, 10-month, non-degree programs developed for small clusters of Humphrey Fellows at selected U.S. universities. The Humphrey Program was initiated in 1978 to honor the memory and accomplishments of the late Vice President and Senator, Hubert H. Humphrey. Fellows are selected based on their potential for national leadership and commitment to public service, in either the public or private sector. The Program provides a basis for establishing long-lasting productive partnerships and relationships between citizens of the United States and their professional counterparts in other countries, fostering an exchange of knowledge and mutual understanding throughout the world.

Funding for the Humphrey Program is provided by the U.S. government through the United States Department of State and other co-sponsors. The Institute of International Education (IIE) collaborates with the State Department's Bureau of Educational and Cultural Affairs and USEF-Nepal in administering the Program. The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related or aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of coursework, independent projects, internships, consultations with U.S. faculty or experts, field trips, and special seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

The Humphrey Program is again offering a Long Term English (LTE) language training opportunity to facilitate the participation of candidates from non-elite populations, rural areas, minority groups and others who may be excellent "Humphrey Material" but are lacking the necessary language skills. The Long-Term English Language Program (LTE) participants will be brought to the U.S. for an intensive 20-25 week pre-academic program to improve their English language skills before beginning their Humphrey Fellowship. LTE candidates should meet all Humphrey Program requirements, including leadership ability and commitment to public service, but may have lower language proficiency than would normally be required. The LTE training option is available in addition to existing pre-academic training options from 3-12 weeks.

Please note that the USEF-Nepal will merely *nominate* up to four candidates for the Hubert H. Humphrey Fellowship and up to three candidates for the Hubert H. Humphrey Long-Term English Language Program; the final *selection* is made by the U.S. State Department and the J. William Fulbright Foreign Scholarship Board (FSB) in Washington, D.C.

DURATION OF GRANT: The program arranged for Humphrey Fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as 20-25 weeks ahead for intensive language study before beginning their regular university programs. Candidates must be able to participate in the full period of the English and/or university programs.

NON-DEGREE STATUS: The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, **the Humphrey Program is not appropriate for those who wish to concentrate on academic work required for a U.S. degree.** Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields. Fellows who successfully complete the program are awarded a Certificate of Participation.

FINANCIAL PROVISIONS: The Humphrey Fellowship provides a monthly maintenance stipend, accident and sickness coverage, tuition and university fees, round-trip international travel to the host institution (and to the Fellow's English-language training program when applicable) and domestic travel to required Humphrey workshops and seminar events, settling-in allowance, book allowance, computer subsidy (when applicable), and professional development allowance. **Humphrey Fellowships are not renewable.**

Humphrey Fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant. **Humphrey Fellowships do not include funds for dependents (family members), and Humphrey Fellows may not take their dependents to the US with them without first obtaining the approval of IIE and their**



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

host U.S. university. Humphrey Fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that Long Term English program and other orientation centers cannot accommodate dependents. Even if dependent approval is obtained, dependents may not arrive in the United States until the Fellows are settled into their academic year programs and have secured housing (at least 90 days after the Fellow's arrival) at the primary Hubert H. Humphrey Fellowship host campus.

PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the following fields:

• Agricultural and Rural Development	• Natural Resources, Environmental Policy and Climate Change
• Communications/Journalism	• Public Health Policy and Management
• Economic Development	• Public Policy Analysis and Public Administration
• Educational Administration, Planning and Policy	• Substance Abuse Education, Treatment and Prevention
• Finance and Banking	• Teaching of English as a Foreign Language
• Higher Education Administration	• Technology Policy and Management
• HIV/AIDS Policy and Prevention	• Trafficking in Persons, Policy and Prevention
• Human Resource Management	• Urban and Regional Planning
• Law and Human Rights	

The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to broad policy-making and problem-solving issues.

PLACEMENT IN UNIVERSITY PROGRAMS: Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities designated to host a group of Humphrey Fellows. IIE is not able to make placements at specific universities requested by candidates, or to award fellowships enabling candidates to attend a U.S. university on the basis that they have already been admitted. **Candidates should not apply directly to U.S. institutions.**

ELIGIBILITY REQUIREMENTS: Except in the field of journalism, candidates **must** be policy-makers, managers, or administrators in leadership positions with a commitment to public service from the public or private sectors including non-governmental organizations. Fellowships are competitive and will be awarded on the basis of excellence in professional and personal qualifications as well as leadership potential.

The Humphrey competition is not open to: (a) recent university graduates (even if they have significant positions); (b) teachers, or academic researchers with no management responsibilities (except in the fields of Substance Abuse Education, Prevention, and Treatment and Teaching of English as a Foreign Language); (c) individuals who have attended a graduate school in the United States for one academic year or more during the seven years prior to August 2013; (d) individuals with U.S. in-country experience of any kind lasting more than six months during the five years prior to August 2013; (e) individuals with, or in the process of obtaining, dual U.S. citizenship or U.S. permanent resident status; and (f) employees of USEF-Nepal and local employees of the U.S. Mission in Nepal who work for the U.S. Department of State, and their spouses and dependent children (they are ineligible for grants during the period of their employment and for one year following the termination of employment).

Visa sponsorship: All grantees must receive an exchange visitor (J-1) visa which requires that the individuals return to Nepal upon completion of their academic project. They are not eligible for an immigrant visa, for permanent residence, or for a non-immigrant visa as a temporary worker ("H" visa) or trainee, or as an intra-company transferee ("L" visa) to re-enter the United States until they have accumulated two years residence in Nepal after returning from the United States on an exchange visitor visa. This does not preclude the individual from going to the United States on other visas during the two-year period.

All applicants must:

- Possess Nepali citizenship.
- Be currently employed, and have at least 4 years of progressively more responsible professional experience in Nepal as of the application submission deadline of July 13, 2012, with the assumption that the applicant will have the required 5 years of experience by August 2013. The professional experience should be in the relevant field, after the completion of a university degree (that is, a 4-year bachelor's degree, or if the bachelor's degree is of 2-year/3-year duration, then a master's degree). Volunteer jobs, internships, and work done as a requirement for an academic degree shall not be counted towards the required duration of work experience.
- Have the equivalent of a U.S. bachelor's degree. (That is, graduation, with at least six years of study beyond the SLC. If the bachelor's degree was of fewer than four years duration, then a master's degree is also required. Candidates who have two or more 2-year/3-year bachelor's degrees in different fields but who do not have a



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

master's degree are ineligible to apply.)

- Be proficient in speaking, reading and writing English (see section 6, under 'Application Instructions').
- Be under 45 years of age by the application submission deadline.
- Be employed at a mid-career, policy level with progressively more responsible working experience in the government, NGO or private sector.
- Be eligible for a non-immigrant J-1 U.S. visa.
- Have a demonstrable commitment to public service and potential for national leadership.
- Have a wish to develop problem-solving capacities, enhance capabilities to assume greater career responsibilities, and return to a significant public service role upon completion of the Humphrey Program.

SPECIAL INFORMATION FOR CANDIDATES IN THE FIELD OF 'SUBSTANCE ABUSE EDUCATION, TREATMENT AND PREVENTION': The National Institute on Drug Abuse (NIDA), one of 27 research institutes and centers of the National Institutes of Health (NIH) of the U.S. Department of Health and Human Services, along with the U.S. Department of State Bureau of Educational and Cultural Affairs (ECA), will fund several Humphrey Fellows in the field of drug abuse prevention and treatment. These grants will provide mid-career professionals with exposure to scientific methodologies and research advances and will help to establish research links that will lead to on-going international collaborations between Humphrey Fellows and NIDA in the field of drug abuse prevention and treatment.

Candidates for Humphrey Fellowships in the field of substance abuse education, treatment and prevention must meet all the regular selection criteria, including demonstrated potential for leadership and commitment to public service. Although candidates who hold a doctoral degree in medicine, health, biomedical, behavioral or social science will be preferred, candidates holding a master's degree and who have substantial professional experience and/or background in research will also be considered. Policymakers without a research background will be considered if they demonstrate an interest in learning how to understand and apply research about drug abuse.

Appropriate candidates for these fellowships include mid-level researchers, research managers and policy makers in universities, drug abuse prevention or treatment programs, non-governmental organizations, government ministries, healthcare professions, or other drug abuse related occupations.

Law enforcement candidates are not eligible unless they are qualified to participate in a program based in a school of public health and propose programs focused on drug abuse research, education, treatment and prevention, or demand reduction, as opposed to interdiction policies.

APPLICATION INSTRUCTIONS:

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. **All forms must be completed in English and typewritten or computer-generated.** Please answer every question as completely as possible (except for the Substance Abuse form, page 16 of the application, which should only be completed by candidates in the field of substance abuse). All dates in the application need to be according to Western calendar. Please do not attach a CV (resume) or refer to the CV (resume) for any information requested in the application. The application can be downloaded from the USEF-Nepal website at: www.fulbrightnepal.org.np, and completed by computer or typed. Print out all pages after completion and sign the bottom of Personal Statement Form B in ink before submitting your application. Extra documents not requested in the application should not be included in the application.
2. A complete application packet consists of:
 - a. An attested/certified photocopy of Nepali citizenship (no need for English translation)
 - b. A completed application form
 - c. Complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees (I.A., I.Com., I.Sc., 10+2 etc. and beyond). Documents in languages other than English must be accompanied by complete English translations.

Your academic documents must consist of:

- A certified official record (transcript) from each university or other post-secondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all post-secondary institutions you attended, even those from which you did not receive a degree or diploma.
 - Certified, official evidence of each post-secondary or university degree, diploma, or certificate awarded to you. (To be considered official, each document must bear the seal of the issuing institution as well as the signature of its officials. Copies of original documents will be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by: the issuing institution; USEF-Nepal; the U.S. Embassy's Consular Office; the Government of Nepal; Tribhuvan University; Kathmandu University; or a government approved notary public.)
3. Seal the application packet in an envelope, label that envelope "Humphrey Fellowship Application" and hand deliver that to the guards at the gate of USEF-Nepal office or mail it to the following address:

The Commission for Educational Exchange between the U.S. and Nepal



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

(Fulbright Commission/USEF-Nepal)

P.O. Box 380

Gyaneshwor

Kathmandu, Nepal

4. You are required to submit two letters of reference, **one of which must be from your immediate supervisor in your current position**. The second must come from a professor, professional mentor, or other associate outside your current work setting. Personal friends or family members are NOT acceptable as referees. If needed, the reference letter forms can also be downloaded separately from the Commission website www.fulbrightnepal.org.np. The letters of reference should be written in English or include an English translation. The letters must be submitted directly (hand-delivery, mail, fax or email) to USEF-Nepal by the referees, and not by the applicant. If the letter of reference is to be hand delivered by the referee, the envelope containing the letter should have the signature of the referee across the closed/sealed cover-flap. **The referees can fax the letters to USEF-Nepal at 977-1-4410881, or email as scanned pdf documents to fulbcomm@fulbrightnepal.org.np**. It is the responsibility of the applicant to call at 444-4780 ext. 24, anytime between 10 a.m. - 12 noon, Monday through Friday, to ensure that the reference letters have been received by USEF-Nepal by the deadline.
5. The completed application, including letters of reference, must be submitted to the USEF-Nepal office no later than 4:00 p.m. on Friday, July 13, 2012. **Incomplete or late applications or applications completed using forms from previous years will not be considered.**
6. Important information about TOEFL: The Test of English as a Foreign Language (TOEFL) is required of those chosen to be Humphrey Fellows by all U.S. universities. If you already have a valid TOEFL score (less than two years old as of the deadline of July 13, 2012), submit a photocopy of your official score report with your application. If you do not have a valid TOEFL score and you pass the first stage of review by USEF-Nepal, you will be required to take a preliminary English test that will be administered free of charge by USEF-Nepal in August. This preliminary English test will be waived if you have already passed the English language test administered by USEF-Nepal in 2011 or 2012. Those who are selected as finalists will be required to take a TOEFL test (or an alternate test recommended by the Humphrey Program Office if TOEFL registration is not readily available at that time) in Fall 2012 (very soon after the interview), the test fee for which will be covered by USEF-Nepal. Candidates should be proficient in both written and spoken English and should normally have a minimum TOEFL score of 525 paper-based (PBT), 195 computer-based (CBT), or 71 on the internet-based test (iBT), although exceptionally strong candidates with lower scores may be nominated for the Long-term English (LTE) training.
7. You should check the notice board of the USEF-Nepal office in Gyaneshwor on Wednesday, July 25, 2012 to see if you have passed the first screening and if you did, to find out your English proficiency test date (tentatively scheduled for August 1, 2, or 3, 2012) and test venue. It should be noted that passing the English test is not a guarantee for being called for an interview. The names of the interviewees and the interview date will be announced in late August or early September 2012. The interview is tentatively scheduled for early to mid-September 2012, and if you are a finalist, you must be available during these times. These notices will also be posted on the USEF-Nepal website at www.fulbrightnepal.org.np.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

Bio-Sheet A

1. NAME OF THE APPLICANT:

Last: _____

First:

Middle:

2. PERMANENT ADDRESS OF APPLICANT:

a. Street and Apt. no.:

b. City, Country:

c. Home Telephone number (include country & city codes):

d. Mobile number:

e. Work Telephone number (include country & city codes):

f. Fax (include country & city codes):

g. E-mail address (if none, write "none"):

3. POSTAL ADDRESS OF APPLICANT: (if same as above, write 'same')

a. Street and Apt. no.:

b. City, Country:

4. SEX: Male / Female (please check one)

5. PLACE OF BIRTH (city or town and country):

6. DATE OF BIRTH: (Month/Day/Year, in Western calendar):

7. COUNTRY OF PRESENT CITIZENSHIP:

8. COUNTRY OF PRESENT RESIDENCE:

9. INDICATE YEAR & COUNTRY OF ANY PREVIOUS FULBRIGHT GRANTS (If none, write "none"):

10. (a) Did you pass the English language proficiency test administered by USEF-Nepal in 2011 or 2012? (If yes, please mention the test date): Yes / No Test date (mm/dd/yy):

(b) Do you have a valid TOEFL score of 195 on CBT (or 525 on PBT or 71 on iBT) or above? (If yes, please mention score, test type and test date): Yes / No Test Type (PBT, CBT, iBT):

Test Date (mm/dd/yy):

11. PROPOSED HUMPHREY PROGRAM FIELD OF STUDY (Note: must correspond with Humphrey Program fields given on page 2):

12. Contact information of people who are writing you the confidential letters of recommendation:

a. Name of the first referee (current supervisor):

Address:

Phone number:

b. Name of the second referee:

Address:

Phone number:



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

13. **EDUCATION:** List all **post-secondary** (after SLC) educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Copies of diplomas, academic transcripts, certificates, and English translations should be attached. (Please attach an additional sheet if necessary.)

NAME OF INSTITUTION, UNIVERSITY OR PROFESSIONAL SCHOOL, AND LOCATION (if it was distance or online education, mention that within parenthesis)	MAJOR FIELD(S) OF STUDY	DATES ATTENDED (month, year)		DURATION OF COURSE (in number of years)	ACTUAL NAME OF DIPLOMA OR DEGREE (DO NOT TRANSLATE)	DATE RECEIVED OR EXPECTED
		From	To			

14. Name your **most significant** publications/honors/awards/projects/other accomplishments:



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

15. GIVE A 50-WORD SUMMARY OF YOUR PROPOSED PROGRAM PLAN (a more detailed plan to be described in question 21; be sure this summary captures the essence of your program plan).

16. **CURRENT OCCUPATION:** Are you currently employed? Yes / No

- i. Your job title: _____ ii. Dates of employment (month & year): _____
iii. Name and address of your place of employment: _____
iv. Total number of months worked in the current occupation as of July 13, 2012: _____
v. Describe the mission of the current office, agency or company where you are working:

17. Describe your current job responsibilities:



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

Bio-Sheet B

18. Previous positions held (begin with most recent): (Please attach an additional sheet if necessary.)

NAME AND ADDRESS OF PLACE OF EMPLOYMENT	JOB TITLE	DATES OF EMPLOYMENT from (month, year) – to (month, year)	TOTAL NUMBER OF MONTHS WORKED

19. On a scale from 1-5 (5 being excellent, and 1 being basic), please select your computer proficiency level in the following areas:

Word Processing:

Spreadsheets:

Email:

20. Please indicate countries outside your own, including the United States, in which you have lived, traveled, or studied. Please list dates (months/years) and reasons for each visit. Please attach an additional sheet if necessary.

COUNTRY VISITED	REASON FOR VISIT (e.g. study, work, tourism, conference)	DATES OF VISIT from – to (month, year – month, year)



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

Program Plan

21. (1) Please describe your major area of professional interest and explain how this area addresses the specific development needs of Nepal.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

- (2) Describe the type of Humphrey program you would like to design. Indicate the kinds of academic and professional experiences you would like to pursue.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

(3) Describe how knowledge and skills you will gain will help you address Nepal's development needs.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

Personal Statement A

22. Please describe how you have demonstrated a strong commitment to public service (i.e. community, civic involvement, or professional responsibilities etc.).



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

23. Please state your professional goals for the next five years. How will Humphrey Program help you reach these goals?



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

Personal Statement B

24. Describe a problem or challenging situation that you resolved by using your initiative. What was the outcome? Please select this example carefully. It should illustrate something that you want the review panel to know about your problem-solving, leadership abilities, or commitment to public service.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the *Information and Application Instructions* and I agree to comply with all regulations described there. I agree to abide by the policies governing the selection of Fulbright/Humphrey grantees, as established by the J. William Fulbright Foreign Scholarship Board (FSB) (complete policies available at <http://fulbright.state.gov/fsb/program-policies>) which supersede all other documents relating to my application for a Humphrey Fellowship. I also agree to return to my home country upon the expiration of my program in the United States of America.

Signature: _____ Date: _____

(You must sign here in INK)



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

SUBSTANCE ABUSE FIELD OF STUDY

Note: This page should be filled out only by those applicants whose proposed field of study is Substance Abuse Education, Treatment, and Prevention.

Please read the **Special Information for Candidates in the Field of 'Substance Abuse Education, Treatment and Prevention'** on page 3 before completing this page. (Your comments should be continued on a separate sheet if more space is needed.)

1. Briefly describe what you know about current substance abuse problems in Nepal.

2. 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.

3. Briefly describe an area of substance abuse research that you would like to pursue based on the needs in Nepal.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER

This letter of reference must be written by the applicant's current supervisor in his/her professional position.

If this letter is not written in English, an accurate translation must be attached. This letter of reference form can also be downloaded separately from the website: www.fulbrightnepal.org.np

Name of Applicant:

Country:

Name and Title of Evaluator:

Organization or Employer:

How long have you known the applicant?

Your Signature (in INK): _____ Date: _____

PROGRAM DESCRIPTION

The Humphrey Fellowship Program provides mid-career professionals from designated countries around the world with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department and USEF-Nepal.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Knowledge of Field – (has substantial educational background and or relevant experience that applicant can build upon during the Fellowship)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits – (takes initiative, is self-motivated, defines goals, demonstrates achievement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness of Purpose – (is committed to making a difference/impact in his/her professional field)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to National Development – (is dedicated to addressing the development needs of his/her country)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness and Initiative – (is able to identify needs and seek out resources in order to address those needs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity – (functions in a sensible manner. Takes responsibility for actions.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Situations – (demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Qualities – (demonstrates potential in providing direction and guidance to others in order to achieve goals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please turn over)



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER (cont.)

II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the previous page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate how this program will directly benefit not only the candidate's career but also Nepal and Nepali society. Also discuss the candidate's leadership potential and commitment to public service.

(Your comments should be continued on a separate sheet if more space is needed.)

Please return directly (hand-delivery, mail, fax or email) to *The Commission for Educational Exchange between the U.S. and Nepal (Fulbright Commission/USEF-Nepal), P.O. Box 380, Gyaneshwor, Kathmandu, Nepal* no later than 4:00 p.m., Friday, July 13, 2012. If you are to hand-deliver this letter, the envelope containing the letter should have your signature across the closed/sealed cover-flap. You may also fax this letter to USEF-Nepal at 977-1-4410881, or email as a scanned *pdf* document to fulbcomm@fulbrightnepal.org.np. Under no circumstances should this letter of reference be returned to the applicant. You or the applicant may check whether or not this letter of reference has reached USEF-Nepal by calling 444-4780 ext. 24, between 10 a.m. - 12 noon, Monday through Friday. Please note that IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by a professor, professional mentor, or other associate outside the candidate's current work setting. Personal friends or family members are NOT acceptable references. If this letter is not written in English, an accurate translation must be attached. This letter of reference form can also be downloaded separately from the website: www.fulbrightnepal.org.np

Name of Applicant:

Country:

Name and Title of Evaluator:

Organization or Employer:

In what capacity have you known the applicant?

How long have you known the applicant?

Signature (in INK): _____ Date: _____

PROGRAM DESCRIPTION

The Humphrey Fellowship Program provides mid-career professionals from designated countries around the world with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department and USEF Nepal.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Knowledge of Field – (has substantial educational background and/or relevant experience that applicant can build upon during the Fellowship)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits – (takes initiative, is self-motivated, defines goals, demonstrates achievement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness of Purpose – (is committed to making a difference/impact in his/her professional field)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to National Development – (is dedicated to addressing the development needs of his/her country)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness and Initiative – (is able to identify needs and seek out resources in order to address those needs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity – (functions in a sensible manner. Takes responsibility for actions.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Situations – (demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Qualities – (demonstrates potential in providing direction and guidance to others in order to achieve goals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please turn over)



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14
CONFIDENTIAL LETTER OF REFERENCE (cont.)

- II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate how this program will directly benefit not only the candidate's career but also Nepal and Nepali society. Also discuss the candidate's leadership potential and commitment to public service.

(Your comments should be continued on a separate sheet if more space is needed.)

Please return directly (hand-delivery, mail, fax, or email) to *The Commission for Educational Exchange between the U.S. and Nepal (Fulbright Commission/USEF-Nepal), P.O. Box 380, Gyaneshwor, Kathmandu, Nepal* no later than 4:00 p.m., Friday, July 13, 2012. If you are to hand-deliver this letter, the envelope containing the letter should have your signature across the closed/sealed cover-flap. You may also fax this letter to USEF at 977-1-4410881, or email as a scanned *pdf* document to fulbcomm@fulbrightnepal.org.np. Under no circumstances should this letter of reference be returned to the applicant. You or the applicant may check whether or not this letter of reference has reached USEF-Nepal by calling 444-4780 ext. 24, between 10 a.m. - 12 noon, Monday through Friday. Please note that IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.



HUMPHREY FELLOWSHIP PROGRAM APPLICATION 2013-14

Applicant Checklist

PLEASE SAVE THIS FORM AND REFER TO IT
IN SUBMITTING YOUR APPLICATION!

APPLICANT CHECKLIST

FOR SUBMISSION OF APPLICATION

- Completed Application (Bio-Sheet A, Bio-Sheet B, Program Plan, Personal Statement A, Personal Statement B)
- Substance Abuse Form, if applicable
- Attested photocopy of Nepali citizenship (not the English translation)
- Attested evidence of each post-secondary or university degree, diploma, or certificate awarded to you, arranged in a chronological order, with the latest at the top and the oldest at the bottom (for example, M.Sc. certificate, B.Sc. certificate, I.Sc. certificate).
- Attested transcript (mark sheet) from each post-secondary institution or university, with the latest at the top and the oldest at the bottom (for example, M.Sc. transcript, B.Sc. transcript, I.Sc. transcript).

(Please ensure that the diplomas/certificates are not mixed with marksheets/transcripts; they should be in separate sets.)

- 1st Letter of Reference (submitted by the referee separately)
- 2nd Letter of Reference (submitted by the referee separately)
- Attested copy of valid TOEFL score report (only if the test has been taken).
- Documents arranged in the above given order.
- Signature on the application