United States-India Educational Foundation

Completing the IIE Online Application

Instructions for Hubert H. Humphrey (HHH) Fellowship Program Applicants

Application Deadline: June 15, 2023

Please read all instructions carefully and follow the application guidelines.

THESE INDIA SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

A complete application consists of:
(a) curriculum vitae
(b) scanned copies of your mark sheets and diploma/degree certificates
(c) writing sample (optional)
(d) employer's endorsement, if employed
(e) two reference letters.

POINTS TO REMEMBER

- All applications must be completed online at: https://apply.iie.org/huberthhumphrey
- Your email address is your username. When you create an account for this online application, record your password in a secure place. Using your username and password, you can log in and out of the application as frequently as you like. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page. Do not write in CAPS.
- You are not required to complete this application in one session. You can re-enter at any time and edit your application before you submit it. However, please remember that 60 minutes of inactivity will automatically log you out. You will have to log in again to resume your application.
- Once you submit your application, you can NO longer make any changes to it.
- Responses to questions on the application must adhere to established character limits**.**
- 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.
- Review the entire application before submitting it. The **application should be free of grammatical and spelling errors**.

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

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 hhh@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.

5. 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 resulting instructions.

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Once you have created an account, please follow these steps:

WELCOME

Please confirm you have read the Fulbright Policy Guidelines.
Click *Continue*

DATA PRIVACY

IIE Data Privacy Consent for Applicants in IIE-Managed Programs

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

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

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

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

Select "Yes" from the drop-down list and press "Continue."

The following questions address essential program eligibility. All questions are required.

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Preliminary Questions

What is your country of permanent residence? *

[India ▾]

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? *
[2024-2025 ▾]

Do you hold or are you applying for: U.S. citizenship; Dual citizenship with the U.S.; or U.S. permanent residency?
○ Yes
○ No

Have you completed an undergraduate (first university or Bachelor's) degree program?
○ Yes
○ No

Do you have a minimum of five years of full-time, professional experience?
○ Yes
○ No

[Continue]

Select appropriate response from the drop-down list.
What is your country of permanent residence? Select India from the dropdown menu.

To which academic year are you applying? Academic year 2024-2025 corresponds to grant periods between August/September 2024 and June 2025.

Do you hold or are you applying for: U.S. citizenship/Dual citizenship with the U.S./U.S. permanent residency? Select 'yes' or 'no' to indicate your response.
(Note: Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Hubert H. Humphrey Fellowship Program from India.)

Have you completed an undergraduate (first university or Bachelor's) degree program? Select 'yes' or 'no' to indicate your response.
(Note: Applicants must either possess a four-year bachelor's degree or a completed master's degree; or a full-time postgraduate diploma from a recognized university, if the bachelor's degree is of less than four years' duration.)

Do you have a minimum of five years of full-time, professional experience?
Select 'yes' or 'no' to indicate your response.
(Note: Applicant must have at least five years of substantial professional experience (as on August 2024)

COUNTRY INFORMATION

This page provides information on address of USIEF, the Fulbright Commission in India, name of fellowship, website information and deadline. Please note the deadline for Indian Applicants is **June 15, 2023, 11:59:59 pm IST.**

PERSONAL INFORMATION
Prefix: Select the most appropriate title from the drop-down menu.

First/Given Name, Middle Name and Last/Family Name: This will auto-populate based on the information you provided during registration. Please review and ensure that your name appears exactly as it appears on your passport. This spelling will be used on all documents related to your Humphrey Fellowship.

Biographical Information: Complete the items as per the online form.

Are you related, including by marriage, to anyone employed by the U.S. Department of State, or any other US Government agency? Select 'yes' or 'no' to indicate your response.

Responses to this question are voluntary and used only to inform program administrators and U.S. host universities about conditions that require reasonable accommodation under U.S. law* if you are awarded a Fellowship.

Please check all that apply in the application.

- Hearing Impairment
- Visual Impairment
- Speech Impairment
- Orthopedic Impairment
- Learning Disorder
- Other (specify)

Citizenship Information: Complete the items as per the online form.

Dependent Information: Please indicate if you plan to take any dependents (spouse and children below 21 years of age) with you to the U.S. Hubert H. Humphrey Fellowship Program does not provide any financial support for dependents.

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

CONTACT INFORMATION

Complete the items as per the online instructions.

Email: Please use the email you have used to create the application and use frequently.

Emergency Contact Information: The individuals listed under emergency contacts (India and U.S.) may be contacted in the event of an emergency while undertaking activities related to this grant opportunity, including any possible travel required for interviews within India. This is mandatory.

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

ACADEMIC HISTORY

Note: Prepare and upload documents in PDF format as required (*). Note page limits specified and ensure your documents do not exceed page limits.

Academic Record: List up to three completed degrees. Enter your highest degree first (e.g. Ph.D., Master's, Bachelor's). You may add additional institution by clicking on "Add Record."

Academic Transcripts:
Please select the corresponding institution from the list that appears and upload your documents when prompted. If you do not see an institution that you attended in the list, please return to the Academic Record and update.

Please upload scanned copy of your degrees/diplomas certificates and mark sheets. Transcripts are not required. You must include mark sheets for all year or semester examinations, and not just the final one. You can upload a consolidated marksheet. **Do not** include high school/senior secondary school mark sheets or certificates. Certificates and mark sheets in any language other than English must be accompanied by certified English translations.

Do not upload images taken by your mobile camera.

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

PROFESSIONAL PROFILE

Current Institution/Employer

Please select the title that is closest to your current academic or professional title. If there is no appropriate title, please select "Other" from the dropdown. Also select appropriate 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.

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.

Work History: Please list up to eight (8) employment records, beginning with the most recent. Applicants must include employment history totaling at least five (5) years to be eligible for the Humphrey Fellowship Program."

Awards and Recognitions: Complete as per the online instructions. List your most significant scholarship and fellowships; academic honors and prizes; and published books/articles/theses. Please write 'not applicable' if none.

LANGUAGE SKILLS

Complete proficiency of languages as per the online instructions. Please put "0" if none.

ENGLISH LANGUAGE TESTING: It is **not** mandatory to submit TOEFL scores at the time of application. If recommended for the fellowship, USIEF will provide fee vouchers towards the TOEFL exam. However, if you took TOEFL in 2022 or later, please upload your score report.

TOEFL SCORE REPORTS: Please upload copies of available score reports in the respective upload area. To add additional test types, please return to the Test Scores page.

ESSAY QUESTIONS

What Is your major field of study? Select one discipline from the drop-down menu that is closest to your study objective.

- ➢ **Human and Institutional Capacity**
- ➢ **Rights and Freedoms**
- ➢ **Sustainable Lands**
- ➢ **Thriving Communities**

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What is your specialization/ subfield of study? Select one field from the drop-down menu that is closest to your field of study. The sub-fields are as follows:

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

➢ **Rights and Freedoms:**
- Communications and Journalism
- Law and Human Rights

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

➢ **Thriving Communities:**
- Educational Administration, Planning, and Policy
- Public Health Policy and Management
- Substance Abuse Education, Treatment and Prevention

Provide clear and succinct response to following questions. Do not exceed number of characters (even space is a character)

Leadership* (Do not exceed 1200 characters)
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.

Goals and Program Plan* (Do not exceed 2000 characters)
Humphrey Fellows are required to take initiative to build a program plan by choosing academic and professional experiences that will help them achieve their professional goals. Please describe your professional goals for the next five years, provide details about the academic and professional experiences that you would choose when designing your Humphrey Fellowship, and explain how these experiences will help you achieve your goals.

Public Service* (Do not exceed 1200 characters)
The Humphrey Fellowship focuses on public service and developing leaders who contribute to the greater good. Please describe how you have demonstrated a strong commitment to public service, for example through community engagement, civic involvement, or professional responsibilities.

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Challenge Statement* (Do not exceed 2400 characters)
Describe a problem or challenging situation that you took initiative to resolve. What steps did you take? What was the outcome? Please select an example that illustrates something that you want the review panel to know about your problem-solving skills, leadership abilities, and/or commitment to public service.

Substance Abuse Field of Study

Note: You are required to complete these additional questions only if you choose *Substance Abuse Education, Treatment, and Prevention* as the field.

Briefly describe what you know about current substance abuse problems in your country (Do not exceed 1200 characters).

Briefly describe recent substance abuse research project(s) in which you have been engaged, the extent of your role in these project(s), and list any publications in connection with research work that you have done country (Do not exceed 1200 characters).

Briefly describe an area of substance abuse research that you would like to pursue based on the needs in your country (Do not exceed 1200 characters).

Authorization of Release: Read carefully and type your name in the box.

Experience Abroad
International Travel Experiences: Please enter up to eight (8) international travel experiences (lasting 2 weeks or more) related to academic or professional purposes. Please prioritize listing any travel to the United States. Please complete all fields in the pop-up box. You may add additional information by clicking on "Add Experience Abroad."

Leisure and Other: Please enter up to four (4) international travel experiences (lasting 3 or more months) related to leisure or other purposes. Please prioritize listing any travel to the United States. Please complete all fields related to each entry.

ADDITIONAL INFORMATION
Supplemental Materials: You are required to submit the following documents as one .pdf file:
1. **Curriculum vitae or Resume:** This describes academic and professional credentials and demonstrates a record of scholarly achievements (document should not exceed four (4) pages. If you indicate books, articles or theses that are available online, please include the URL links. If you have a professional website, please include this URL as well. Do not include photographs in CV.
2. **Employer's Endorsement:** You may upload the completed scanned copy. Please download the specified format from the link (https://www.usief.org.in/Fellowships/Hubert-H-Humphrey-Fellowship-Program.aspx). Your employer may also send completed form to humphrey@usief.org.in before June 15, 2023.
3. **Writing sample (Optional):** Any article or published paper in support of your work (not exceeding 20 pages).

U.S. Government Program Participation: Please complete as per online form instructions.

Additional Grants: Indicate if you are planning to apply for other sources of funding such as a fellowship, assistantship, or other educational grant or loan from another organization, government or educational institution.

Outreach Survey: Please complete as per online form instructions.

RECOMMENDATIONS:

You must have **two** letters of reference submitted on your behalf. All letters of reference should be written by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. In your online application form, one of the recommendations must be from your employer. S/he must comment on your proposed work and the usefulness of the fellowship in your field. The letters should be written in English if possible. If they are not, an original English translation must be provided.

Click the "Add Recommender**"** button in the application form to register your referees. You will need to complete this form to allow your referee(s) to submit your references online. It is imperative that you accurately enter the information as your referee will receive an automated email informing him/her of the online reference process. Your referees will receive an email from hhh@iie.org directly, asking them to register for the website and complete their recommendation. You will receive an email notification after the referee submits the online recommendation letter. You must follow up with the referee if you do not receive the reference submission notification. References must be submitted no later than **June 15, 2023.**

You referee will be able to submit the recommendation even before submission of your online application.

SIGNATURE

Read carefully and type your full name in the box.

REVIEW

Before you submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

Preview Application Proof: You can download the pdf copy of application, review and keep a copy for your record.

Note: On submission of your online application, you will receive the following automated response:

"Congratulations! You have successfully submitted your online application to the Fulbright Foreign Student Program. You may also receive a confirmation email from the Fulbright agency in your home country/country of application to verify that your application has been received…"

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United States-Educational Foundation in India (USIEF) - Fulbright Commission in India will not send any additional confirmation e-mail to you.

Application Deadline: June 15, 2023, 23:59:59 hrs (IST)

If you have any questions, please write to humphrey@usief.org.in