



# 2017-2018 Hubert H. Humphrey Program for Mid-Career Professionals



## TIMELINE AND PROCEDURES

### Round One: Filling out an Application

Applicants can begin their applications in April 2016 by accessing the online Embark application at the following link: <https://apply.embark.com/student/humphrey/fellowship/> . Applicants will be able to complete their entire application online, as well as send online requests for letters of recommendation and English language assessments. The applications will be considered only in fields specifically eligible for Ukraine.

The complete application includes the following items:

- Personal info and essays - filled out by the applicant in the Embark
- Transcripts – scanned copies of English and original language documents about post-secondary degree education must be attached in the appropriate pages.
- Two Letters of Reference – completed by the recommender directly in the Embark. Please make sure that the reference letters are submitted by the deadline.
- English Proficiency Form – completed by the applicant regarding study of English and standardized test scores if available.

U.S. Embassy staff has administrative access to the Embark system and will use Embark to submit nominees' applications to the Institute of International Education (IEE) for final selection.

We highly recommend that applicants to the Hubert H. Humphrey Program attend group consultations in-person at America House or the U.S. Embassy, or online via webinar. During these sessions, the program manager will provide detailed information to assist with the completion of the application. Interested individuals must contact the Program Coordinator by e-mail to obtain the dates of in-person and online consultations.

Contact Information for the Program Coordinator:  
Phone (044) 521-5273, e-mail [kyivhumphrey@state.gov](mailto:kyivhumphrey@state.gov)

You can also find announcements of the consultation sessions and register at [facebook.com/americahousekyiv/](https://www.facebook.com/americahousekyiv/).

*The application deadline for applicants in Ukraine is 5pm on Tuesday, July 5, 2016.*

### Round Two: Pre-selection

Completed applications will be forwarded to a committee of U.S. and Ukrainian experts who will review and evaluate the submissions. Strong applicants will be selected as semi-finalists and invited for an interview and testing. All applicants will be informed of their status via e-mail.

Usually, interviews and Teaching of English as a Foreign Language (TOEFL) testing of semi-finalists take place on the same or on consecutive days. Interviews and testing are planned for August 2015.

The Selection Panel is composed of U.S. Embassy representatives, a specialist in one of the program fields, and a Hubert H. Humphrey Program alumnus/a. The Panel will interview each semi-finalist. All semi-finalists will also be required to take the paper-based Institutional TOEFL, or ITOEFL, exam. The test will be administered simultaneously for all applicants. It is not possible for semi-finalists to schedule a different date/time for administration of this test. ITOEFL score results will be available from the Public Affairs Section a week after the test date.

Based on the written applications, interview results and ITOEFL scores, up to four individuals will be selected for nomination from Ukraine.

### **Round Three: Completion of Paperwork/Submission of Nominations to Washington**

The Program Coordinator will provide further instructions to applicants selected as nominees once they have notified the Embassy that they accept the nomination and agree to continue with the rest of the application process.

Each nominee will be asked to provide U.S. Embassy with electronic reference letters, transcripts and other additional documents to complete the electronic application package. The Program Coordinator at the Embassy will forward those completed nomination packages to IIE in Washington, D.C., by September 30, 2016.

Nominees themselves will register to take an official Internet-based TOEFL. ETS will send score reports directly to both IIE and test-takers.

### **Round Four: Final Selection by the IIE, U.S. experts and U.S. State Department**

Applications and justifications submitted to IIE by U.S. Embassies around the world will be reviewed in Washington, D.C. in early 2017. Finalists will be selected by the U.S. Department of State's Bureau of Educational and Cultural Affairs.

The Department of State will send a list of approved finalists to U.S. Embassies worldwide during March/April 2016. The US Embassy will then inform their nominees about their selection as finalists. Finalists will have a specified period of time during which to accept or decline the award of the fellowship.

### **Last Phase: Post-selection Activities**

Participants of the Program will receive information about their placement in February - May 2017. Pre-departure orientations will be conducted in late May to mid-June, with departure to the U.S. scheduled for some time between late June and early August, depending on the terms and conditions of the participant's specific award.