



**Instructions for Completing the
2023-2024 Hubert H. Humphrey Fellowship Program**
Application: <https://apply.iie.org/huberthumphrey>

Read all instructions carefully before completing the application.

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GENERAL INFORMATION



The application is supported by all modern browsers. We highly recommend using the current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Before starting an application, please complete the following steps:

STEP 1: Learn the application requirements.

Before you begin an application, read the Call for Proposals and the FAQ available at: <https://fulbright.org.br/edital/h-h-humphrey/>. You must make sure you are eligible to apply.

STEP 2: Record username and password in a safe place.

Your email address is your username. When creating an account for this online application, record your password in a secure location. 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 at one time. You can re-enter at any time to edit your application. However, once you **SUBMIT** your application, you **CAN NOT** make changes to it.



To complete your application correctly, please answer all questions thoroughly and carefully. 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 to preserve any formatting and special characters in your records and 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: Apply

Once you have entered all the necessary information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit, you **CAN NOT** make changes to your application.



CREATING YOUR ONLINE ACCOUNT

1. To start, click *Create an account*.
2. Enter your email address, first name, and last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be inserted precisely the way it appears (or will appear) on your passport.**

Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Continue

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 NOT use a work email address if you do not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from apply@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 quick PIN.
4. You will be prompted to enter your pin and create a password to complete your login.

Login

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.

Email	<input type="text"/>
Account	<input type="text"/>
Temporary PIN	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Login

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password	<input type="text"/>	✗ At least one letter
New Password (again)	<input type="text"/>	✗ At least one capital letter
		✗ At least one number
		✗ Be at least 12 characters
		✗ New passwords must match

Set Password

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 instructions.



MANAGING YOUR APPLICATION

BY EDITING YOUR APPLICATION BEFORE SUBMISSION



1. You may log in to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.



REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CAN NOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you apply.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you apply.



DATA PRIVACY

Carefully reviews the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.

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?

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



COUNTRY INFORMATION

Review all Program information in this section!

PERSONAL INFORMATION

Enter all the necessary information.

CONTACT INFORMATION

Enter all the necessary contact information.

ACADEMIC HISTORY

Academic History

List all post-secondary educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. in Academic transcripts. Copies of diplomas must be uploaded by clicking "Add Institution" below.

Transcripts

Attach your academic transcripts and copies of diplomas from undergraduate and graduate studies.

Note: English translations are not required at this time.

PROFESSIONAL PROFILE

Please list up to eight (8) employment records, beginning with the most recent. Applicants must include an employment history totaling at least five years to be eligible for the program.

LANGUAGE SKILLS

This section collects information about your native language, English language skills, and any additional languages relevant to your project proposal.

ENGLISH LANGUAGE TESTING

Read carefully and enter all information required. Attach an English Language Assessment Form (mandatory). IF, and only IF, you have a valid TOEFL, IELTS score (no more than two years old taken after October 2021), you can add it to your application (not mandatory).

NOTE: To meet the needs of students who cannot take the *TOEFL iBT*[®] test at a test center due to public health concerns, ETS is temporarily offering the TOEFL iBT Special Home Edition test at <<https://www.ets.org/s/cv/toefl/at-home/>>. The test is identical in content, format, and on-screen experience to the TOEFL iBT test taken at a test center. It is taken on your computer at home and is monitored by a human proctor online through ProctorU[®].

ESSAY QUESTIONS

This is an essential part of your application.

Choose the major field of Study and the specialization/sub-field of study, limited to?

Human and Institutional Development

- Public Policy Analysis and Public Administration
- Technology Policy and Management

Rights and Freedoms

- Communications/Journalism



- International Religious Freedom
- Law and Human Rights
- Trafficking in Persons Policy and Prevention

Sustainable Lands

- Agricultural and Rural Development
- Natural Resources, Environmental and Climate Change
- Urban and Regional Planning

Thriving Communities

- Contagious and Infectious Diseases
- Public Health Policy and Management
- HIV/AIDS Policy and Prevention
- Substance Abuse Education, Treatment and Prevention

Take the necessary time to think about each session and be aware that the application will automatically time out after 60 minutes of inactivity. To avoid losing work, it is recommended to type your answers into a separate document and paste them into the text boxes on your online application form.

1. 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. **Limit the response to 1200 characters.**

Note: The Humphrey Program fosters a mutual exchange of knowledge and understanding about issues of common concern in the United States and Brazil.

2. GOALS AND PROGRAM PLAN

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.

Limit the response to 2000 characters.

Note: At this point, we strongly recommend that you provide your preferences with as much information as possible. You should review each Humphrey Program component and each Humphrey Universities, which are listed below:

2.1 Humphrey Program components

- **Academic Enrichment**

Humphrey Host universities are chosen based on institutional resources and the level of support and guidance it offers to the participants. Each campus has a designated faculty coordinator for academic and administrative support. In addition, faculty advisors also assist Fellows in pursuing balanced academic and professional programs. Fellows are placed in groups of seven to fifteen at selected U.S. universities, which serve as their academic and professional bases. Fellows audit or register for a partial course load to travel and network with their American peers and experts in their field of work and attend conferences.



- **Professional Affiliation,**

The Humphrey Program requires that all Humphrey Fellows conduct a professional affiliation at a U.S. institution (in a business, non-profit, or government sector) for 30 working days.

- **Professional Visits**

Fellows are expected to participate in professional development activities relevant to their professional interests. These could include site visits to organizations, attendance at conferences and seminars, and meetings with U.S. experts and professionals.

- **Community Service**

Fellows are encouraged to think about how to give back by doing some community service in the area.

2.2. Humphrey Universities

Note: Remember that Fellows are placed at one of the participating USA universities.

Fellows are not able to choose which university they will attend. Rather, they are assigned in diverse groups of 7-15 to the most appropriate host institution based on their area of interest and professional field.

- [American University, Washington College of Law](#): AUWCL is the only law school in the country hosting the program.
- [Arizona State University](#): The Cronkite School is currently the only journalism school in the U.S. to host a Hubert H. Humphrey Fellowship.
- [Boston University](#): The Questrom School of Business serves as the Program's administrative home at BU.
- [Cornell University](#): At Cornell University, Humphrey Fellows are professionals in the fields of agriculture, environmental and natural resource management, biotechnology, and city and regional planning.
- [Emory University](#): Fellows at Emory University focused on epidemiology, health education, and public health policy and administration.
- [Massachusetts Institute of Technology](#): The Special Program for Urban and Regional Studies (SPURS) is a one-year, non-degree program designed for mid-career professionals from developing and newly industrializing countries.
- [Michigan State University](#): Humphrey Fellows at MSU have participated in a variety of areas of study and research, including business, economics, public policy, human resources, community sustainability, and law.
- [Pennsylvania State University](#): The PennState College of Education hosts Humphrey Fellows in the field of education.
- [Syracuse University](#): The Maxwell School of Citizenship and Public Affairs is Syracuse University's home for innovative, interdisciplinary teaching and research in the social sciences, public policy, public administration, and international relations.
- [University of California, Davis](#): UC Davis offers professional development for fellows in agricultural and rural development, natural resources management, and environmental science.
- [University of Minnesota](#): The Humphrey School of Public Affairs at the University of Minnesota is home to Human Rights, Public Policy Analysis and Public Administration; and Urban and Regional Planning fields.
- [Vanderbilt University](#): The Peabody College at Vanderbilt University hosts Humphrey Fellows in the field of education.
- [Virginia Commonwealth University](#): The VCU Humphrey Fellowship Program, located in



the Department of Psychology, focuses on a broad range of health problems with an emphasis on understanding the behavioral, psychological, social and cultural factors that affect people's health, and the use of behavior change interventions to promote positive health outcomes.

3. PUBLIC SERVICE

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. **Limit the response to 1200 characters.**

Note: Humphrey Fellows are selected based on their commitment to public service in either the public or the third sector.

4. 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 what you want the review panel to know about your problem-solving skills, leadership abilities, and commitment to public service. **Limit the response to 2400 characters.**

Note: You should select this example carefully. It should illustrate something you want the review panel to know about your problem-solving and leadership.

EXPERIENCE ABROAD

Professional and Academic

Please enter up to eight (8) international travel experiences related to academic or professional purposes.

Leisure and Other

Please enter up to four (4) international travel experiences related to leisure or other purposes.

ADDITIONAL INFORMATION

Note: This is an important session of your application. You must upload the required documents below:

1. Brazilian passport ID pages, if available, or ID photo. If the candidate has already received a J-1 visa, a copy of the DS-2019 form and the visa on the passport (original document).
2. CV, no more than three pages.
3. English Language Assessment Form.

Additional Information

Supplemental Materials

Please upload any supplementary materials requested by your U.S. Embassy or Fulbright Commission.

Escolher arquivo Nenhum arquivo selecionado

Upload

RECOMMENDATIONS

Use this section to register your **two** recommenders.

Add Recommender

Prefix
First Name
Last Name
Institution
Position/Title



Letters of reference help reviewers place your proposal within your current conditions and plans for growth. References also provide evidence of your reputation within your Major Field of Study.

- You must submit two references. One of these must be from your Current Employer. Do not submit more than two references;
- Please provide your referees a copy of your Statements (A and B);
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself;
- References can come from your latest institution attended or from a colleague/ employer in your field outside your current job;
- If you have recently moved to a new job, one of the reference letters should be from your previous institution;
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well;

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.

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:
3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

SIGNATURE

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

Confirm

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

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.

REVIEW ALL RESPONSES. CLICK SUBMIT.

APPLICATION CHECKLIST		
REQUIRED ITEMS	DESCRIPTION	COMPLETED
ACADEMIC HISTORY	Transcripts (<i>Histórico</i>) and Diploma of your undergraduate and postgraduate degree (s).	
LANGUAGE SKILLS	Attach an English Language Assessment Form (mandatory)	
ESSAY QUESTIONS	Answer the four questions regarding your program plan in English	
ID	Upload copies of your current passport or your official ID and those of your accompanying dependents (Passport or CNH or RG).	
CV	Up to three pages in English	
RECOMMENDATIONS	2 letters of recommendation English, in which one must be from your Current Employer. Do not submit more than two references.	
30-SECONDS VIDEO IN ENGLISH	mp4 format up to 30Mb attached through Fulbright.org.br. The candidate must explain in what ways their Program Plan in the proposed field fit with the Program? And why is going to the United States necessary for the accomplishment of their career goals?	

