



APPLICATION INSTRUCTIONS

UNITED STATES-TIMOR-LESTE SCHOLARSHIP PROGRAM

APPLICATION DEADLINE: Monday, November 30, 2020 at 5:00 pm EST

Information:

The United States-Timor-Leste Scholarship Program (USTL) is funded by the Bureau of Educational and Cultural Affairs (ECA) at the U.S. Department of State, and it is administered by American Councils for International Education in collaboration with the U.S. Embassy in Dili. The USTL Program provides full academic scholarships for three finalists per year, two of whom will be placed at community colleges and will pursue associate degrees for approximately two years, and one of whom will be placed at a university or other four-year institution and will pursue a bachelor's degree for approximately four years.

What is a community college?

Community colleges, sometimes called junior colleges, technical colleges, or two-year colleges, are traditionally two-year institutions that provide wide varieties of fields of study. As the name suggests, community colleges typically serve local members of their community, and serve to prepare students for specific, often trade-oriented careers. Most community colleges offer small class sizes, campus support resources, and student clubs and organizations similar to those commonly found on university campuses.

USTL Eligibility Requirements:

An Eligible candidate for the USTL Program:

- Is a citizen, national, or permanent resident qualified to hold a valid passport issued by the government of Timor-Leste;

Name: _____

- Has completed or is in the process of completing his/her final year of secondary school;
- Agrees to submit a complete application with all required documents by the application deadline;
- Is able to begin the USTL Program in the United States in August 2021;
- Will be at least 18 years old when the program starts;
- Is eligible for admission to a U.S. undergraduate degree program or will become eligible upon completion of an ESL program;
- Is able to receive and maintain a J-1 visa;
- Is committed to returning to his/her home country after completion of the program;
- Is proficient in spoken and written English at the time of application; and
- Meets any additional requirements of the college or university where placement is being sought.

Individuals in the following circumstances are NOT eligible for the USTL Program:

- U.S. citizens or permanent residents of the United States
- Employees of the U.S. Embassy and their immediate family members, for a period of one year following termination of such employment;
- Persons arrested for, charged with, or convicted of a crime (excluding minor traffic violations);
- Candidates with bachelor's degrees, obtained either in Timor-Leste or abroad.

General Instructions:

- Please answer ALL questions on the application in English. If a question does not apply to you, please write "N/A" (not applicable).
- Include your full, legal first name and family name (surname) as spelled on your passport.
- Include complete and current contact information (including index codes for all addresses and city/country codes for all phone and fax numbers).
- Please do NOT leave any spaces blank. If a question does not apply to you, enter "N/A" (not applicable).
- All forms and supporting materials should be typed (if possible) and submitted with the completed application. The application can be completed online or by hand via the printable PDF version of the

Name: _____

application. Handwritten applications must be neatly printed in black ink.

- Write your full name on the top of each page.

Specific Instructions:

Educational Information

Please list all schools, universities, institutes, and special academic programs you have attended or are currently attending, with the most recent listed first. *Please also see page 3 for information about transcripts, which must be submitted with this application.*

Proposed Field of Study

Indicate the main subject you plan to study in the United States as your "Proposed Field of Study." Examples of proposed fields might include Education, Agriculture, Economics, Political Science, Environmental Studies, etc. Please note that the following fields of study are not available on the USTL Program: nursing and engineering. Additionally, the program is not able to support enrollment at law schools and medical schools. If you select a field of study that is not available on the undergraduate level and is not supported by the USTL Program, your application will be deemed ineligible. In the section below, please indicate one field of specialization you wish to pursue in the United States (what will you study in the U.S.?).

Non-academic Activities

Please list your participation in extracurricular, non-academic activities while in high school. These include but are not limited to jobs or internships, community service, clubs or organizations, sports, or cultural activities. Include your role in the activity. Be sure to include an estimated number of hours per week that you spent on the activity, a start date and an end date, and a clear explanation of the activity you performed for the organization. Please also fully explain the name of the organization and its goals. Please also list any professional, volunteer, or similar experience in which you have participated *since* graduating from high school, if applicable. Please note that all time should be accounted for, and you should not leave any gaps between when you graduated from high school and the time of your application submission.

Scholarships, Awards, and Honors

Please list all scholarships, awards, and honors you have received. Please include the date of your award and its purpose. For example, if

Name: _____

you received a micro-scholarship award to study English, you should list it here. Be sure to explain the scholarship or award so that readers unfamiliar with Timor-Leste understand its importance.

Previous Visa Information

If you have received a J-1 Visa in the past, please list it here, including the dates that you were in the United States. If you were in the United States on a government-sponsored exchange program, please explain that in this section as well.

Language Ability

Please provide a self-assessment of your knowledge of the foreign languages you choose to include in this section using "Excellent," "Good," or "Fair" to describe your ability.

Note: If you have completed an English proficiency test (IELTS, TOEFL exam), please include a copy of the test results with your application, as well as date and test location.

Personal Statement

The personal statement is an essential part of the application and the selection process. The length of the essay is limited to 450 - 550 words. Your essay must be typed on a separate sheet of paper and attached to the application. In your essay, please highlight the following:

- Your interests and personality;
- Your academic background and objectives;
- Your goals related to your field of study and personal development;
- The reasons you wish to participate in the USTL program and how it relates to your interest and future objectives.

ALL APPLICANTS ARE REQUIRED TO PROVIDE THE FOLLOWING WITH THEIR COMPLETED APPLICATION FORMS:

- **Two recommendation letters:** As part of your application, you are required to submit two letters of recommendation.

Letters of recommendation may be written by your academic advisor, teacher, professor, department head, or other officials familiar with your academic background. You may also submit letters from individuals who know you through extracurricular activities such as conferences, community service, and/or workshops. You may not submit letters of recommendation written

Name: _____

by family members and friends. We encourage you to ensure that at least one letter of recommendation comes from your academic institution. Both letters may also come from an academic institution.

The recommendation letter should address your personal qualities, academic abilities and background, personal interests, and overall character. It should also highlight your overall preparedness to benefit from a study abroad opportunity in the United States. Letters should also indicate in what capacity and for how long the writer has known you.

Please note, if your letters of recommendation are written a language other than English, they must be accompanied by an accurate English translation.

- **Personal statement in English**, 450-550 words, typed.
- **A copy of applicant's passport, if applicable. If you do not currently have an international passport and are selected as a finalist to the USTL Program, you will be responsible for acquiring one prior to your visa interview.**
- **Transcripts:**

Applicants who are in their last year of secondary school by the time of the application submission are required to provide:

- A copy of at least 2 years of **secondary school transcripts** (course list and grades) with an accurate and complete English translation.
- If applicable, copies of transcripts from **all institutions** (i.e. LELI English courses, certificate programs, etc.) attended by applicants with an accurate and complete English translation.

Applicants who have completed secondary school by the time of application submission are required to provide:

- A copy of their **secondary school diploma** and **leaving exam results** with an accurate and complete English translation.
- If applicable, copies of transcripts from **all institutions** (i.e. LELI English courses, certificate programs, etc.) attended by applicants with an accurate and complete English translation.

Name: _____

Applicants who have completed secondary school and are in their first year of studies at a university by the time of application submission are required to provide:

- A copy of their original secondary school diploma (course list and grades) with an accurate and complete English translation.
- If applicable, copies of transcripts from **all institutions** (i.e. LELI English courses, certificate programs, etc.) attended by applicants with an accurate and complete English translation.

Applicants who are in their second year of studies at a university by the time of application submission are required to provide:

- A copy of their **secondary school diploma** (course list and grades) with an accurate and complete English translation.
- A copy of their original first year university transcript with an accurate and complete English translation.
- If applicable, copies of transcripts from **all institutions** (i.e. LELI English courses, certificate programs, etc.) attended by applicants with an accurate and complete English translation.

Applicants who are in their third year of studies at a university by the time of application submission are required to provide:

- A copy of their original first- and second-year university transcripts with an accurate and complete English translation.
- If applicable, copies of transcripts from all institutions (i.e. Leli English courses, certificate programs, etc.) attended by applicants with an accurate and complete English translation.

- **A copy of a valid TOEFL/IELTS score report, if applicable**

Application forms and supporting materials will not be returned to applicants.

Name: _____



APPLICATION 2021

UNITED STATES-TIMOR-LESTE SCHOLARSHIP PROGRAM

Personal Information

Biographical Information

Name (As Written on Your Passport- for instance, if your middle name is included as part of your first name in your passport, please write it that way here.)

(Family Name)

(First Name)

Date of Birth _____
(Month) (Day) (Year)

Gender Male Female

Marital Status Single Married

Place of Birth _____
(City or Town) (Country)

Country of Citizenship _____

In order to respond to required U.S. Government inquiries, please check the box below, on a voluntary basis, if you have the following disabilities (if none, leave blank):

Hearing Impairment Speech Impairment Visual Impairment (*Legally Blind*) Orthopedic Impairment
 Learning Disorder Other (*Specify*) _____

Additional Information

a. Have you ever been arrested? Yes No

If yes, list the date, place and the reason for arrest:

b. Have you ever been expelled from any academic institution? Yes No

If yes, list the date, institution, and reason for expulsion:

Current Contact Information

(If you do not have a mailing address, please provide contact information by which we can best reach you)

Email _____

Name: _____

Street/Building Number, Apartment Number _____

City _____

Country _____

Region/District _____

Postal Code _____

Primary Phone _____

Secondary Phone _____

Permanent Home Address (If Different from Current)

Street/Building Number, Apartment Number _____

City _____

Country _____

Region/District _____

Postal Code _____

Primary Phone _____

Secondary Phone _____

Emergency Contact Information

First name _____

Last Name _____

Relationship to you _____

Home Phone _____

Street/Building Number, Apartment Number _____

City, Region/District _____

Country _____

Postal Code _____

Email _____

Educational Information

Past/Current Educational Information In the table below, please list all schools, universities, institutes, and special academic programs you have attended or are currently attending, with the most recent listed first. Do not use American equivalents for degrees unless you hold a degree from a U.S. academic institution.

EXAMPLE:

<i>National University of Timor-Leste</i>	<i>English Department</i>	<i>August 2006- May 2010</i>	<i>Diploma</i>	<i>May 2010</i>
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Institution and City	Department/ Major <i>(Main focus of your studies, if applicable)</i>	Dates Attended <i>(Month/Year to Month/Year)</i>	Type of Degree	Date Degree Received or Expected

Name: _____

Proposed Field of Study in the U.S. One objective of the USTL Program is to contribute to the development and prosperity of Timor-Leste, especially in fields such as agricultural science, business, communications, economics, education, environmental science, international relations, political science, psychology, and sociology. Please note that the following fields of study are not available on the USTL Program: nursing and engineering. Additionally, the program is not able to support enrollment at law schools and medical schools. If you select a field of study that is not available on the undergraduate level and is not supported by the USTL Program, your application will be deemed ineligible. In the section below, please indicate one field of specialization you wish to pursue in the United States (what will you study in the U.S.?).

Non-Academic Experience

Non-Academic Activities Please list your participation in extracurricular, non-academic activities **both during and after high school**. These include but are not limited to jobs or internships, community service, volunteer work, clubs or organizations, sports, or cultural activities. If you played a leadership role in these activities, be sure to explain this clearly. Please **do not submit** copies of the certificates reflecting your participation in these activities. If needed, the USTL team members will follow up with you individually to collect the copies.

Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:
Approximate Hours Per Week:	Start Date (Month/Year): End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.	
Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:
Approximate Hours Per Week:	Start Date (Month/Year): End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.	
Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:
Approximate Hours Per Week:	Start Date (Month/Year): End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.	

Name: _____

Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:
Approximate Hours Per Week:	Start Date (Month/Year): End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.	
Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:
Approximate Hours Per Week:	Start Date (Month/Year): End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.	
Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:
Approximate Hours Per Week:	Start Date (Month/Year): End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.	
Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:
Approximate Hours Per Week:	Start Date (Month/Year): End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.	
Institution:	Supervisor/Contact Person Name:
Location:	Supervisor/Contact Person Email:

Name: _____

Approximate Hours Per Week:	Start Date (Month/Year):	End Date (Month/Year):
Activity: Please <i>describe in detail</i> the activity your organization/group performed and your contribution. Be sure to note any leadership role that you played within the organization.		

Scholarships, Awards and Honors

Please list any scholarships, awards, and honors you have received. Please explain who gave you the award and what it was for. Please do not submit the copies of the award certificates. If needed, the USTL Team members will follow up with you individually to collect the copies.

<i>Date (Month/Year)</i>	<i>Award/Honor</i>	<i>Organization/Purpose</i>

International Experience

Previous VISA Information

b. Have you ever received a U.S. J-1 Visa? Yes No

If yes, list dates showing the exact duration of your stay in the United States on a J-1 Visa (month-day-year – month-day-year).

a. Have you previously traveled on a U.S. Government-sponsored or other U.S. Exchange Program? Yes No

If yes, please complete the following:

Name of Program _____ Date(s) _____

Location in the U.S. _____
(City) (State)

Name: _____

Language Ability

What is your native language? _____

Knowledge of Foreign Languages, including English (rate your abilities: Poor, Fair, Good, Excellent):

Language	Reading Ability	Writing Ability	Speaking Ability

Passport Information

Do you have an internationally recognized passport? Yes No
If yes, please complete the following:

Spell your name exactly as it appears in your passport:

(Family Name)

(First Name)

Country of issuance _____ Passport Number _____ Expiration date _____

If selected for the program, do you intend to travel to the U.S. on this passport? Yes No

Per non-immigrant visa regulations, visitors traveling to the United States are required to be in possession of passports that are valid for six months beyond the period of their intended stay in the United States. If you are selected as a semi-finalist and if your passport expires during your intended stay in the U.S., you will be asked to apply for a new one immediately at your own cost. Please note: if you are selected as a program finalist and your passport is due to expire while on program, it is your responsibility to have it renewed prior to the program start date.

Tests/Recruitment

IELTS and TOEFL Testing If you have not taken the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL®) and are selected as a semi-finalist, you may be required to take the Institutional TOEFL® exam. The cost of this examination will be covered by this program.

If you have previously taken the IELTS or TOEFL examination, please provide your score and the date and location of your examination. Please attach a copy of your score report to the application if available. If selected for the USTL Scholarship Program, you may be required to submit official test results directly to the programming agency.

IELTS Score _____ Date (mm-dd-yyyy) _____ Location _____

TOEFL Score _____ Date (mm-dd-yyyy) _____ Location _____

Recruitment Information

How did you learn about the USTL Program?

Essay Question/Personal Statement – The personal statement is an essential part of the application and the selection process. The length of the essay is limited to a total of 450 - 550 words typed on separate sheets of paper and attached to the application. In your essay, please be sure to highlight the following:

- **Your interests and personality:** What makes you unique, and why do your personal qualities make you particularly qualified to succeed as a USTL finalist?

Name: _____

- **Your academic background and objectives:** How has your academic background prepared you to succeed as a student of higher education in the United States, and what academic goals do you have for the USTL Program?
- **Your goals related to your field of study and personal development:** What interests you specifically about your proposed field of study, and what do you hope to accomplish in the future?
- **Your reason for applying to this program:** What specifically do you wish to gain through studying and living in the U.S.? What do you believe will be the greatest benefits to you personally? How do your goals for the program specifically relate to your long-term professional plans?

Recommendation Letters Identify two (2) individuals who will be writing letters of recommendation on your behalf. At least one should be from your current institution. Make sure these are people who are familiar with your academic and personal qualities. They may NOT be completed by relatives or friends.

1. Recommender's Name (1) _____ Title _____

Mailing Address _____

Telephone _____

Email _____

2. Recommender's Name (2) _____ Title _____

Mailing Address _____

Telephone _____

Email _____

SIGNATURE

By providing my signature, I certify that, to the best of my knowledge, the information provided in my application is accurate and complete, and that I intend to return to my home country upon completion of my studies in the United States.

Signature: _____

Date (mm-dd-yyyy): _____

CHECKLIST FOR COMPLETE APPLICATION

Before submitting your application, please be sure you have included all of the following **REQUIRED** components:

- Completed, signed USTL application form
- Personal statement in English
- Official transcript(s)
- Certified English translations of the letters of the transcripts if originals were written in a language other than English
- Two letters of recommendation
- Certified English translations of the letters of recommendation if originals were written in a language other than English
- A copy of applicant's passport or government-issued identification
- A copy of TOEFL/IELTS score reports (if applicable)

Application Deadline: November 30, 2020 at 5:00 pm EST

For more information on the USTL Program, please write to us at:

Name: _____

USTLScholarship@americancouncils.org

Or Contact:

Leopoldo Gusmao
Public Affairs Office
Email: USTLScholarship@state.gov
Telephone: 3324684; Ext: 2035

A copy of your completed application may either be scanned and emailed to ustlscholarship@americancouncils.org OR mailed or physically delivered to:

Leopoldo Gusmao
Public Affairs Section
U.S Embassy Dili
Avenida De Portugal, Rua Praia Dos Coqueiros
Dili, Timor-Leste

If you choose to email your application, please use the following format in your subject line: “Last Name, First Name_ USTL 2021 Application”