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**APPLICATION INSTRUCTIONS 2020**

**UNITED STATES-TIMOR-LESTE SCHOLARSHIP PROGRAM**

**APPLICATION DEADLINE: Friday, November 15, 2019**

***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 as a fillable Microsoft Word form. Handwritten applications must be neatly printed in black ink.
* Write your full name on the top of each page.

***Specific Instructions:***

Educational Background (page 2)

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 2 for information about transcripts that you must submit with this application*.

Proposed Field of Study (page 2)

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.

Non-academic Activities (page 3-4)

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. 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 present time.

Scholarships, Awards, and Honors (page 5)

Please list all scholarships, awards, and honors you have received. Please include the date of your award and its purpose. For example, if you received a micro-scholarship 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 (page 5)

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 Proficiency (page 5)

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 (page 6)

Your personal statement should be between 450 to 550 words (**total**), typed on separate sheets of paper (one per topic) and attached to the application. Please address each of the four topics listed in bold (writing about 125 words per question) on the application form as clearly and in as much detail as possible. Remember the selection committee will want to learn about you, so be as specific as possible about your experiences and plans.

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

* **Two recommendation letters**: applicants must submit recommendations completed by two different people for a total of two recommendations. If the recommendation is completed in a language other than English, it must be accompanied by an accurate English translation. You should not submit letters of recommendation from relatives or friends.

Please note that recommendation letters play a key role in the assessment of potential USTL Scholars. Therefore, please carefully identify two (2) individuals willing to vouch for your academic potential, and provide strong and specific examples and detailed descriptions of your character. The letter can be from a teacher, school director, or other individual who has supervised you as a student, employee, volunteer or team member. We ask your recommenders to address the following:

- *In what capacity and for how long have you known the applicant?*

*- How has the applicant’s background prepared him/her for study in the selected academic field?*

*- Please cite a specific accomplishment the applicant has made.*

*- Please tell us about a time the applicant did something that benefited others.*

*- Please tell us about a time the applicant faced adversity/challenges.*

*- Please tell us about a time the applicant surprised you.*

*- Is there anything else that we should know about the applicant?*

* **Personal statement in English,** 450-550 words, typed. Please keep in mind your essay should be 450-550 words long in total (roughly 125 words per subtopic as explained on the application).
* **A copy of applicant’s passport**
* **Transcripts:**

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

* A copy of their **high school diploma** and **leaving exam results** with an accurate and complete English translation, and
* Copies of transcripts from **all institutions** attended by applicants with an accurate and complete English translation.

*Applicants who have not completed secondary school by the time of application submission are required to provide:*

* A copy of their **high school transcripts** (course list and grades) with an accurate and complete English translation.
* **A copy of TOEFL/IELTS score report if applicable**

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

To submit your application and supporting documentation online, please visit our website at [www.ustlscholarship.org](http://www.ustlscholarship.org)

You may also submit a paper application to the Public Affairs Section of the U.S. Embassy:

Leopoldo Gusmao

Public Affairs Office

U.S Embassy Dili

Rua Praia Dos Coqueiros

Dili, Timor-Leste

Telephone: 3324684; Ext; 2035

Email: [PADili@state.gov](mailto:PADili@state.gov)