



## APPLICATION INSTRUCTIONS

### **2013-2014 GLOBAL UNDERGRADUATE EXCHANGE PROGRAM FOR SERBIA**

THE GLOBAL UGRAD PROGRAM SUPPORTS ONE YEAR OF NON-DEGREE UNIVERSITY STUDY IN THE UNITED STATES.

IN ADDITION TO ACADEMIC COURSEWORK, STUDENTS PARTICIPATE IN COMMUNITY SERVICE AND INTERNSHIPS.

SEE FULL ELIGIBILITY CRITERIA INSIDE.

**APPLICATION DEADLINE: 5:00 PM, JANUARY 9, 2013**

## 2013-2014 GLOBAL UNDERGRADUATE EXCHANGE PROGRAM

The Global Undergraduate Exchange Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is supported by the people of the United States. This international educational and cultural exchange program brings future leaders to the United States to experience the U.S. educational system, enhance their knowledge, and explore U.S. culture and values. It also affords students the opportunity to educate Americans about other cultures and traditions. The Global Undergraduate Exchange Program is administered through the joint efforts of the U.S. Department of State's Bureau of Educational and Cultural Affairs, the U.S. Embassy in Belgrade, and World Learning.

### I. PROGRAM DESCRIPTION

The U.S. Department of State and World Learning are pleased to announce the open competition for the **Global UGRAD Program** for undergraduates in Serbia for the 2013-2014 academic year.

The scholarship provides one academic year of undergraduate, non-degree study in the United States in all fields except medicine, law, or other faculties only offered on the graduate level in the U.S. If you have a question about your faculty, please contact World Learning.

In addition to coursework in their fields of study, U.S. studies, and electives, **Global UGRAD** students engage in several non-academic activities throughout the year including:

- **Pre-Departure Orientation:** **Global UGRAD** students must attend a pre-departure orientation (PDO) prior to departing for the United States. All parts of the PDO must be attended in their entirety.
- **Community Service:** **Global UGRAD** students interact with their U.S. communities through the completion of at least 20 hours of required community service.
- **Professional Internships:** During the academic year, students will participate in professional internships related to their fields of study or future careers.

### II. FINANCIAL SUPPORT

The **Global UGRAD Program** provides for students' travel to/from the U.S., university tuition, room and board, health insurance, required books, and monthly stipend for incidental expenses.

### III. ELIGIBILITY REQUIREMENTS

Global UGRAD applicants will be considered without respect race, color, religion, ethnicity, or gender. Persons with disabilities are encouraged to apply.

The **Global UGRAD Program** is open to anyone who is:

- a citizen of Serbia and currently resides and studies in Serbia;
- enrolled as an undergraduate in good standing at any Serbian university, public or private, and has satisfactorily completed at least one semester for which he/she will obtain some of his/her final grades;
- not enrolled in his/her final year of studies at the time of application;
  - has no more than 140 ESPB if enrolled in 4-year academic program;
  - has no more than 70 ESPB if enrolled in 3-year academic program;
- between the ages of 18 and 24 at the time of travel to the United States;
- has solid command of written and spoken English (English language training for finalists possible);
- able to begin studies in the United States in August 2013 (selected may not defer to a later date);
- eligible to receive and maintain the US student exchange visa (J-1) required for the program;
- cleared by a physician to participate in the program;
- committed to returning to his/her home country after the completion of the program.

Individuals in the following circumstances are **not** eligible for the Global UGRAD Program:

- U.S. citizens and permanent residents of the United States;
- Individuals currently studying, residing, or working outside of Serbia;

- Local employees of the U.S. missions abroad who work for the U.S. Department of State and/or the U.S. Agency for International Development (USAID); employees are also ineligible for one year following the termination of employment;
- Immediate family members (i.e. spouses and children) of U.S. Department of State and USAID employees; family members are also ineligible for one year following the termination of employment;
- Current World Learning employees and their immediate family members; and
- Persons arrested for, charged with, or convicted of a crime - excluding minor traffic violations.

#### IV. STUDENT RESPONSIBILITY

Individuals participating in the **Global UGRAD Program** are required to uphold the academic standards of the host institution and abide by all program terms and conditions. Failure to maintain academic standards or meet the goals of the program may result in the participants' dismissal from the program.

Students will be placed at colleges and universities throughout the United States. Students **will not** be able to select their own placement. Students will take courses in their fields of study as well as U.S. Studies courses and will live in university housing/dormitories.

#### V. APPLICATION INSTRUCTIONS

Read all instructions and information carefully before completing the application. Neatness is important. Before filling out the original application, answer questions on a separate sheet of paper.

All forms in this application are to be completed in English and must be typewritten. To be considered for evaluation, applicants **must**:

- answer every question completely and carefully (please make every effort to use the space provided except where instructed to use additional pages);
- respond to essay questions as instructed, adhering to indicated word limits;
- submit two letters of recommendation with certified translations, if necessary.
  - One recommendation **must** be completed by an instructor or advisor from the student's university
  - The second recommendation can be from another instructor, an employer, coach, former exchange program coordinator or host family. **Family members and personal friends may not provide letters of recommendation;**
- submit official undergraduate transcripts with certified English translations. Grades must be printed on official university stationery, signed by a dean or equivalent official, and certified with official university seal if possible;
- submit English language test score report (if taken previously)
- submit a copy of his/her ID and passport face page or other proof of citizenship

The contents of transcripts and recommendations will be verified with the appropriate institutions and instructors.

***Applications are expected to represent the original thought and work of the applicant alone. Plagiarism, representing another author's language thoughts ideas or expressions as your original work without proper acknowledgment, is unacceptable. Any instance of plagiarism in a student application or essay will be grounds for immediate disqualification from the competition.***

Submit one original copy of the application form and attachments (transcripts and recommendations) and **three photocopies**. Suggestion: Keep one copy for your own records.

#### VI. APPLICATION DEADLINE

**Late or incomplete applications will not be considered.** Be sure to request all transcripts and academic recommendations in sufficient time to receive them before the application deadline.

Applications may be presented in person or by (registered or *preporučeno*) mail at **World Learning, Inc, Kralja Milana 4A , stan 27, Belgrade**, but must be received no later than **5:00 PM on January 9, 2013**.

Applications and scanned copies of the other required documents may also be submitted electronically\*\* to [applications@worldlearning.org.rs](mailto:applications@worldlearning.org.rs) by **5:00 PM on January 9, 2013**.

**\*\*Note**, selected semi-finalists who submitted their applications electronically **must** bring originals with them to their interviews.

## VII. SELECTION PROCESS

Competition for the **Global UGRAD Program** is open and merit-based. Selection committees will review all eligible applications and designate semi-finalists for interviews.

Students may be required to complete preliminary English language proficiency testing in the absence of an existing TOEFL score report. Upon receipt of applications, test scores, and interview reports, final selection will be made by the Bureau of Educational and Cultural Affairs in Washington, D.C.

Finalists and alternates (who have not already received a TOEFL iBT score of 80, or its equivalent) will be required to take the Test of English as a Foreign Language (TOEFL). A limited number of finalists will be eligible for intensive English language training before beginning their academic programs in the U.S.

All finalists must also complete a medical exam and receive required immunizations prior to beginning the program. Participation in this program is contingent upon the availability of funding.

## VIII. APPLICATION CHECKLIST

Please check that you have included all of the following (where applicable\*) with your application:

- \_\_\_\_\_ Complete application form (all applicable questions answered)
- \_\_\_\_\_ Signature on application
- \_\_\_\_\_ Required Essays
- \_\_\_\_\_ Two Recommendations
- \_\_\_\_\_ Official translations of any recommendations not written in English originally \*
- \_\_\_\_\_ Official transcripts with university/faculty seal of passed exams
- \_\_\_\_\_ Official translations of the official transcripts if not issued in English \*
- \_\_\_\_\_ Photocopy of the face page of your Serbian passport and ID card (lična karta)
- \_\_\_\_\_ One set of original documents, plus 3 photocopies of the application (with additional documents attached) should be delivered to World Learning before the deadline.