



KEMLU - USINDO EDWARD E. MASTERS FELLOWSHIP PROGRAM

2019 INTAKE

PROGRAM INFORMATION

The USINDO Edward E. Masters Fellowship Program supports graduate level education in the United States for future leaders of the Indonesian Government. Since 2009, the program has awarded full tuition scholarships and living stipends to twenty top ranked junior and mid-career diplomats in the Indonesian Ministry of Foreign Affairs (KEMLU), to pursue graduate studies in International Relations and International Law at prestigious universities in the United States. As of 2015, the eligible fields of study also include: Public Policy, Environmental Studies, and Economics. The program is now entering its ninth successful year, and USINDO is expanding the program to other Ministries in Indonesia.

USINDO is now seeking applications from highly qualified KEMLU junior or mid-career diplomats for the programs of study beginning in Fall 2019. This document provides a timeline of application deadlines. Coordinators at Pusdiklat and USINDO provide support for those candidates accepted into the fellowship to select and apply to schools, accept university offers, process visas, and address any issues that may arise through the duration of their studies.

Interested applicants should note that minimum requirements are somewhat flexible. The Edward E. Master Fellows program is a prestigious and highly selective program. However, it is important to note that in such selection the program considers not only technical factors, but also qualitative ones. If a candidate does not achieve the minimum requirement in one section of the application but is very strong in others, this will be considered during the selection process. The program seeks to identify those younger KEMLU officials who have the skills, traits, character, and potential to rise to the highest and broadest leadership positions at KEMLU. There are also opportunities for mid-career education in specialized fields of importance for KEMLU to meet its leadership and expertise needs in those fields. Candidates should not be deterred from applying because they do not meet quantitative minimums outlined in the application.

Inquiries about the program can be directed to the following contacts:

Name	Affiliation	E-Mail	Phone
Mr. Herry Hotma	KEMLU/Pusdiklat	admin.dskld@kemlu.go.id admksdiklat2017@gmail.com	+62-21-725-0008 ext. 8689/8686
Ms. Anastasia Putri	USINDO	aputri@usindo.org usindoikt@usindo.org	+1-202-232-1400 (DC) +62-21-3983-0061 (Jakarta)

TIMELINE

WEDNESDAY, 5 SEPTEMBER 2018

Applications are due via email to Mr. Herry Hotma (at admin.dskld@kemlu.go.id) at Pusdiklat no later than **5 September 2018 at 17:00 WIB**.

Late applications, including recommendation letters, will not be accepted. It is the responsibility of each applicant to ensure his/her recommendation letters are received before the deadline.

Applications must include the following to be considered complete, unless otherwise noted:

- **Edward E. Masters Application:** The application can be downloaded from the USINDO website at <https://goo.gl/9mgQ9o>.
- **Two (2) recommendation letters:** *Recommendation letters should not be submitted directly by applicants.* Letters must be submitted via email by the recommender directly to Pusdiklat at admin.dskld@kemlu.go.id. Letters must be from one academic and one professional source using the USINDO Letter of Recommendation Form available at <https://goo.gl/Tmycms>.
- **Results from the Test of English as a Foreign Language (TOEFL) or other English language test:** A minimum score of 575 or equivalent is required to be considered for the program and entered into the TOEFL preparatory course. Applicants can submit a minimum two years old expired TOEFL or TOEFL Test. But, selected candidates will be required to achieve a minimum of 600 or equivalent following the preparatory course to become an Edward E. Masters Fellow.
- **Result from GRE.** Should you already have one, please submit your GRE results. Conditional candidates without a previous GRE result will be required to take the test following the GRE preparatory course. Selected candidates will be required to achieve minimum scores as indicated below following the preparatory course to become an Edward E. Masters Fellow.
- **Transcripts for all university-level work:** Unofficial transcripts will suffice for this application. Selected conditional candidates will be required to submit official transcripts.
- **Academic writing sample:** Writing samples must be submitted in English, be no more than 900 words in length, written independently (i.e. not a group paper, or with assistance), and analytical.
- **Personal statement:** Personal statements must be submitted in English and be no more than 600 words in length. Your personal statement should state clearly your reasons for pursuing higher education in the United States, and discuss the professional, academic and personal experiences that have most contributed to your desire to study international affairs, what you hope to study and why, your career ambitions, and how your program of study relates to them.

- **Curriculum Vitae (CV) or Resume:** CVs or resumes must include position and job description, such as responsibilities and accomplishments at each occupation, as well as length of employment.

12 – 13 SEPTEMBER 2018 (est.)

All applicants will be interviewed in person if possible, or by telephone. Pusdiklat will assist in scheduling interviews. All applications will be reviewed by a selection panel.

MONDAY, 17 SEPTEMBER 2018

Conditional candidates announced and notified by email. The applicants will be accepted as Fellows only if they achieve the minimum official TOEFL and GRE scores by 1 November, 2018 at 17:00 WIB.

FRIDAY, 21 SEPTEMBER 2018

Conditional candidates prepare a list of their selected top 5 schools that they will be applying to if they are finally accepted into the program as an Edward E. Masters Fellow. This list should be sent to usindojkt@usindo.org; aputri@usindo.org and admin.dskld@kemlu.go.id no later than 21 September 2017 at 17:00 WIB.

17 SEPTEMBER – 30 OCTOBER 2018

Conditional candidates begin preparatory coursework for the TOEFL and GRE, as necessary, which is coordinated by Pusdiklat. Candidates should take the TOEFL and GRE during this period, after completing the preparatory course.

Conditional candidates should devote as much time as possible preparing for the GRE and TOEFL examinations to maximize their score results and prepare competitive applications for graduate programs. It is the responsibility of candidates to ensure tests are taken early enough to be submitted to their schools of choice by the application deadline.

THURSDAY, 1 NOVEMBER 2018

Candidates submit official TOEFL and GRE scores to USINDO. Scores must be emailed to usindojkt@usindo.org; aputri@usindo.org. Candidates should also mail their official scores to USINDO no later than 1 November 2018 at 17:00 WIB.

MONDAY, 12 NOVEMBER 2018

Conditional candidates are notified as to whether they are accepted as Fellows into the program. USINDO will issue letters of support for each Fellow to assist in securing a visa.

Guidelines for accepting Fellows include achieving the following test scores:

TOEFL	Internet Based Test: 100	GRE*	Verbal: 155 or above
	Paper Based Test: 600		Quantitative: 152 or above
	Computer Based Test: 250		

**GRE score requirements are estimates at this time and will be revised when average scores for the new GRE test are normalized.*

NOVEMBER 2018 – FEBRUARY 2019

Fellows work closely with USINDO to select and apply to schools.

- ❑ Most applications are due between early December 2018 and early February 2019.
- ❑ It is the responsibility of the Fellow to be aware of and submit application materials before each deadline.

APRIL-MAY 2019

Fellows will receive notification from universities regarding acceptance into their programs.

AUGUST-SEPTEMBER 2019

Fellows depart for the United States and begin their graduate programs.