

**USINDO EDWARD E. MASTERS FELLOWSHIP PROGRAM - KEMLU**

**2019 SCHOLARSHIP APPLICATION FORM**

**Instructions**

Please complete all fields, and sign and date where indicated. Applications must be typed, not handwritten. All applications must be submitted electronically. Applications must include all documentation listed under the “Checklist” section of this application (unless otherwise noted) in order to be considered complete. Please follow instructions carefully.

**Completed applications must be received by 5 September 2018 at 17:00 WIB. They should be emailed to Mr. Herry Hotma at** [admin.dskld@kemlu.go.id](mailto:admin.dskld@kemlu.go.id).

Incomplete applications and applications received after the deadline will not be considered.

Questions can be directed to:

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | **Mr. Herry Hotma**  Pusat Pendidikan dan Pelatihan  Kementerian Luar Negeri Republik Indonesia  Jl. Sisingamangaraja Kav 73  Jakarta 12120 Indonesia  Email [admin.dskld@kemlu.go.id](mailto:admin.dskld@kemlu.go.id)  Phone: +62-21-725-0008 ext. 8689/8686 | **The U.S.-Indonesia Society**  *Washington DC Office*  1625 Massachusetts Avenue, NW, Suite 550  Washington, D.C. 20036, U.S.A  Phone: +1-202-232-1400  *Jakarta Office*  Menara Thamrin  14th Floor, Suite 1407  M.H. Thamrin Kav. 3  Jakarta 10250, Indonesia  Phone: +62-21-3983-0061  Email: [usindojkt@usindo.org](mailto:usindojkt@usindo.org) | |  |
|  |  |

**PERSONAL & CONTACT INFORMATION**

FAMILY NAME:       GIVEN NAME:

GENDER:       BIRTH DATE:

PRIMARY EMAIL ADDRESS:

SECONDARY EMAIL ADDRESS:

TELEPHONE NUMBER:

MAILING/CURRENT ADDRESS:

PERMANENT ADDRESS:

**ACADEMIC BACKGROUND**

**Degrees and certifications**: Please also include relevant certificates awarded outside of university and indicate start and end dates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNIVERSITY** | **DEGREE or CERTIFICATE** | **DATE COMPLETED (mm/yyyy)** | **City &**  **Country** | **GPA** | **CONCENTRATION** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ECONOMICS & MATHEMATICS BACKGROUND:** Please indicate any economics, quantitative studies (e.g. statistics, econometrics) and mathematics (calculus and higher) coursework you have completed, the institution of instruction, grade and year completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **GRADE** | **YEAR** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**AWARDS OR DISTINCTIONS:** Please use the space below to comment on any awards, distinctions, or honors received.

**TEST SCORES:** Please indicate your GRE and TOEFL scores below. Please check the category of TOEFL test taken.

**Graduate Record Exam (GRE)** (*If available at the time application is due*.) All selected conditional candidates will be required to take and submit original GRE scores after the preparatory course.

GRE Verbal:       GRE Quantitative:       GRE Writing:       Date Taken:

**Test of English as a Foreign Language (TOEFL)**

Institutional Paper-based TOEFLTotal Score:

Reading:

Listening:

Structure:

Date taken:

Computer-based TOEFL Total Score:

Reading:

Listening:

Writing:

Speaking:

Date taken:

Internet-based TOEFL Total Score:

Reading:

Listening:

Writing:

Speaking:

Date taken:

**PUBLICATIONS:** Please list any publications in peer-reviewed journals you have written, either individually or in collaboration with colleagues.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Article** | **Journal** | **Date** | **Ind./Col.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**WORK EXPERIENCE**

**Employment**: Please include start and end dates for all work experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORGANIZATION** | **TITLE** | **LOCATION** | **DATES (mm/yyyy)** | **SUPERVISOR** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**LANGUAGE**: Please list languages that you have studied, and indicate level of experience (basic, conversant, proficient, native).

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Level** | | |
|  | **SPeaking** | **Reading** | **writing** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**RANK IN KEMLU CLASS:**       /

**PRIOR DIPLOMATIC POSTING (Internship or employment, if any):**

**RECOMMENDATION:** Please list the names, titles, organization and contact information of the **two** people who will write your recommendations. There must be one academic and one professional and cannot be from a relative.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **E-mail & phone** |
|  |  |  |  |
|  |  |  |  |

**Additional Comments**

**Additional Comments:** Please use this section to provide any information that you feel improves the quality of your candidacy and is not yet documented above, or that exceeded the space allotted (i.e. work experience, academic background). (character limit: 600)

**CHECKLIST of Additional Required Documentation**

The following documents must accompany this application:

**TRANSCRIPT**: Please attach the academic transcript of each institute of higher education that you have attended. Unofficial transcripts are sufficient. Short-listed candidates will be required to submit official transcripts.

**CURRICULUM VITAE or RESUME**: Please attach your curriculum vitae 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.

**RECOMMENDATION LETTERS**: Please use the USINDO Letter of Recommendation template provided on our website to request **two** (2) letters of recommendation, one academic and one professional. Letters from relatives will not be accepted. ***Letters of recommendation cannot be submitted by applicants; they must be submitted by the recommender directly to Pusdiklat via email at*** [**admin.dskld@kemlu.go.id**](mailto:admin.dskld@kemlu.go.id)***.***

**TOEFL CERTIFICATE**: A copy of results is sufficient. Institutional (ETS) scores will be given more weight. Short-listed candidates will be required to submit official TOEFL scores before being accepted into the program.

**GRE CERTIFICATE** (if available): A copy of results is sufficient. Short-listed candidates will be required to submit official GRE scores before being accepted into the program.

**PERSONAL STATEMENT**: Please attach a personal statement in English of no more than 600 words. 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. You may also address any weaknesses in your application here.

**WRITING SAMPLE**: Please attach an academic writing sample in English. The writing sample should be no more than 900 words, written independently, and analytical.

Any additional documentation other than that listed above will be disregarded.

**By signing below, I certify that the information presented in this application and accompanying documents are accurate and factually true.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date