



APPLICATION INSTRUCTIONS

GLOBAL UNDERGRADUATE EXCHANGE PROGRAM IN MONTENEGRO 2014-2015

THE GLOBAL UGRAD PROGRAM IS SPONSORED BY THE U.S. DEPARTMENT
OF STATE'S BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS AND
SUPPORTED BY THE PEOPLE OF THE UNITED STATES

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: 6:00 PM, December 5, 2013

GLOBAL UNDERGRADUATE EXCHANGE PROGRAM IN MONTENEGRO 2014-2015

The Global Undergraduate Exchange Program (Global UGRAD), 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 skills, 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 Podgorica, 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 Montenegro for the 2014-2015 academic year. Participants will be selected for academic excellence, leadership potential, proficiency in written and spoken English, and flexibility to be an exchange student.

The Global UGRAD 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 at 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 engage with their U.S. communities through the completion 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.
- **Mid-Year Workshop:** During the program, Global UGRAD students will attend a leadership and career development workshop in Washington, DC.
- **Re-Entry Seminar:** All returning participants will gather upon return from the US for a re-entry seminar to discuss adjustment and learn about alumni opportunities in Montenegro.

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 to race, color, religion, ethnicity, or gender. Persons with disabilities are strongly encouraged to apply.

The **Global UGRAD Program** is merit-based and is open to anyone who is:

- a citizen of Montenegro and currently resides and studies in Montenegro;
- enrolled as an undergraduate in good standing at any Montenegrin 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;
- has a solid command of written and spoken English (English language training for finalists possible);
- able to begin studies in the United States in August 2014 (selected participants 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 Montenegro after the completion of the program in May 2015.

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 Montenegro;
- 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.

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. The standard number of US academic credits per semester is 12. Additional credits are contingent upon US host institution and are subject to World Learning's approval. Students will live in university housing/dormitories.

Students are required to perform 20 hours of volunteer community service during the first semester and at least 40 hours of internship during the second semester.

Students are expected to take one academic course related to US studies each semester. The number of credits earned during these courses is included in the obligatory 12 credits per semester.

Students will not be eligible to transfer into degree programs in the US. All participants must return to their home country immediately after completing their program.

V. APPLICATION INSTRUCTIONS

The **Global UGRAD Program** application is available for download at <http://www.worldlearning.org.rs/>. Please read all instructions and information carefully before completing the application. All forms in this application are to be completed in English and must be typewritten. Before filling out the original application, answer questions on a separate sheet of paper.

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 official confirmation of the current academic year enrollment (if not included in transcript). This document does not need official translation to English;
- first-year students should enclose their certificate proving they finished the final year of their secondary education with certified English translation (svedocanstvo završnog razreda srednje škole) in place of the official university transcript. If selected as semi-finalists, students must bring transcripts to the interview;
- submit English language test score report (if taken previously). This document is not obligatory;
- 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 individual work of the applicant. 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 is 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. Use double-side printing when applicable.

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 can be submitted in person at American Corner, KIC Budo Tomovic, Vaka Djurovica 12, Podgorica between 11:00 AM and 6:00 PM on the following dates:

October 17-18, 2013; November 14-15, 2013; December 3-5, 2013.

Applications and scanned copies of the required documents may also be submitted electronically** to applications@worldlearning.org.rs by **6:00 PM on December 5, 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 invite 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 US Department of State's Bureau of Educational and Cultural Affairs in Washington, D.C.

Finalists and alternates who do not have a valid TOEFL score 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 must be 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*
- _____ Official confirmation of the current academic year enrollment* (if not included in transcript). This document does not need official translation to English;
- _____ Certificate of completion of secondary education with certified English translation (svedocanstvo završnog razreda srednje škole) in place of the official academic transcript* (for first-year students only)
- _____ Photocopy of the face page of your Montenegrin passport and ID card (lična karta)
- _____ One set of original application and required documents, plus 3 photocopies of the application and the documents, should be delivered to World Learning before the deadline. World Learning will keep all documents for program records.