

English For Heritage Language Speakers.

2010 Program and Scholarship Application

Program and Scholarships

English for Heritage Language Speakers (EHLS) is an intensive program of study that gives native speakers of other languages the opportunity to achieve professional proficiency in English. The program is funded by the National Security Education Program (NSEP) and administered by the Center for Applied Linguistics (CAL). The Institute of International Education (IIE) manages the admissions process, the scholarship competition, and the disbursement of scholarship awards. Instruction takes place at Georgetown University in Washington, DC.

EHLS consists of six months of intensive study on the Georgetown campus, followed by two months of part-time study that participants from outside the Washington, DC metropolitan area may complete remotely. Scholarships for the full eight months of the program are available for eligible applicants. Scholarships cover tuition for the full eight months, and provide a modest monthly stipend and university health insurance during the intensive portion. IIE pays the tuition directly to the university on behalf of scholarship recipients and disburses the stipend directly to the scholarship recipients. Funds are also available to reimburse some relocation costs for scholarship recipients from outside the metropolitan Washington, DC area.

Eligibility

To be eligible for admission to the EHLS program, an applicant must meet the following criteria:

1. Be a native speaker of a language other than English. For 2010, speakers of Arabic, Hausa, Igbo, Mandarin Chinese, Persian Farsi, Dari, Pashto, Somali, Swahili and Urdu are eligible for admission.
2. Have native language skills at level 3 or higher on the Interagency Language Roundtable (ILR) scale (see www.govtilr.org).
3. Have a university or post-secondary professional degree, bachelor's degree equivalent or higher.
4. Have English language skills at level 2 or 2+ on the ILR scale.

To be eligible for an EHLS scholarship, an applicant must meet the following criteria:

1. Be a United States citizen.
2. Agree to fulfill a one-year service commitment with the United States government. *Note that all scholarship recipients must agree to fulfill this commitment. See application submission section below. NSEP will advise scholarship recipients on job opportunities, but does not guarantee employment.*
3. Be completely separated from any position with the United States government and any service in the United States military as of the date instruction begins.
4. Meet the eligibility criteria for admission to the EHLS program.

For 2010, the program will admit only applicants who meet the eligibility criteria for both admission and scholarship award.

Selection

To be admitted to the EHLS program, an applicant must do the following:

1. Submit a complete application with all required attachments to IIE by September 29, 2009.
2. Participate in a brief (10 to 12 minute) telephone interview.
3. Demonstrate native language skills at ILR level 3 or higher through formal testing. Applicants will be notified **by email** in November whether they should proceed with formal testing or not, and will be given instructions for doing so.
4. Demonstrate English language skills at ILR level 2 or 2+ through formal testing. Applicants will be notified **by email** in November whether they should proceed with formal testing or not, and will be given instructions for doing so.

5. Demonstrate commitment to ongoing development of English language skills in relation to professional goals. Applicants demonstrate this through the narrative statements on the application and through the letters of recommendation that they submit with the application.

Applicants will be reviewed for scholarship awards based on the following criteria:

1. English and native language ability
2. Academic merit
3. Professional experience and skills
4. Long-term commitment to federal service
5. Overall compatibility with program goals and objectives.

NSEP, which funds the scholarship program, seeks to broaden the pool of individuals with language and cultural expertise who are interested in long-term employment with the U.S. government and strongly emphasizes the importance of award recipients seeking employment in federal departments and agencies that are involved in national security affairs. Applicants demonstrate their commitment to long-term federal service in the narrative statement that they provide in the essay section of this application.

All applicants will be notified of their status as “provisionally selected” or “not selected” in early November 2009. Provisionally selected applicants will undergo two to three days of formal language testing in English and the native language in November at Georgetown University (Washington, DC). Applicants will need to pay for their own travel to the testing site. Final admission decisions and scholarship awards will be announced in early December.

The Application

A complete application will include the following:

- EHLS application, with all questions answered.
Submit the following required documents to the address below
- Official transcripts from the U.S. or non-U.S. educational institution where you earned your highest degree. If you attended a university outside the United States, please have your degree evaluated by an educational credential evaluation service. (Visit <http://www.naces.org/members.htm> for a list of evaluation companies.) The transcript need not be an original.
- Two or three references. Each reference must include both a completed EHLS Reference Form and a letter written by the referee.
- A current copy of your résumé.
- Confirmation of your scheduled or completed telephone interview. Visit http://www.cal.org/ehls/scholarships/process_description.html to schedule a telephone interview.

The deadline for submission of the application and all attachments is **September 29, 2009**. All application materials must be **RECEIVED** by IIE by 5:00 p.m. Eastern time on September 29, 2009. Applicants should use a reliable express delivery service, such as FedEx or DHL, to ensure that applications arrive on or before the September 29th deadline. All materials must be submitted to:

Institute of International Education
Attention: EHLS Program
1400 K St. NW, Suite 650
Washington, DC 20005-2403
Tel: 866-831-3012

Incomplete, late, or faxed applications will not be considered. Applications that are sent to CAL or to Georgetown University will not be processed.

Application Instructions

To start an application, complete the following questions. The EHLS program is available only to U.S. citizens who are native speakers of the languages in the drop down menu.

To start an application, please provide your name and email address, and create a password. Provide an email address that you check frequently. We will use the email address you provide to contact you with any questions we have during the application review process and to provide you with admissions decisions. Once you have registered, you will receive a confirmation email with further instructions. Please make sure to check your junk mail folder for this confirmation.

The EHLS Application includes twelve tabs. Once you complete one tab, you can proceed to the next tab by clicking “Save & Continue.”

Tab 1 Personal Information

Provide your personal, naturalization and other information.

If you were not born in the United States, provide your naturalization information.

Tab 2 Educational History

List the most recent college or university first. You will also need to provide a copy of your transcript from the U.S. or non-U.S. educational institution where you earned your highest degree. If you attended a university outside the United States, please have your degree evaluated by an educational credential evaluation service (visit <http://www.naces.org/members.htm> for a list of evaluation companies). Transcripts do not need to be originals.

Tab 3 Language Self-Assessment

Please use the descriptions in the [Language Self-Assessment Guide](#) to assess your English and native language skills. For each area, select the one level that most closely matches your skills. If you speak a third language, you may also indicate your skill levels in that language. You will need to confirm your choice for each selection. Please ensure that your web browser will accept pop-ups from this site.

Tab 4 Professional Expertise

Indicate the primary and secondary professions in which you have worked.

Please indicate the areas in which you have professional expertise. Check all that apply.

Tab 5 Computer Skills

Participants in the EHLS Program are expected to use the computer to conduct research, to complete writing assignments, to communicate with program staff, and to complete other program-related tasks. Indicate the computer software, programs, and functions that you are comfortable using and provide details about your use of each program.

Tab 6 Federal Work Experience

Please provide the following information about your federal work experience.

Tab 7 Employment History

Please provide your employment history. You will also need to provide a complete résumé, including all U.S. and non-U.S. educational and professional experience, and any honors, awards, and recent publications and presentations. The résumé must be no longer than 3 pages.

Tab 8 Professional Goals

Please indicate the professional areas in which you would like to work. Check all that apply.

Tab 9 Interest in Federal Opportunities

If you have familiarity with the U.S. government, please indicate the departments or agencies in which you would be interested in working. If possible, indicate specific offices and the type of position in which you have the most interest.

Tab 10 Letters of Recommendation

Please list the names and additional information of the individuals who are writing letters of recommendation to support your application. You must include letters from two or three individuals; each person should use the EHLS Reference Form (available as a separate document). The letters should address your academic or professional competencies, skills, and background. If possible, one letter should be from a current supervisor.

Tab 11 Program Awareness

How did you learn about the EHLS program? Check all that apply.

Tab 12 Essays

Please answer the following question in no more than 250 words. Answer in the space provided or attach a separate page to this application.

1. What do you do to maintain your proficiency in your native language? How do you use your native language in your personal and professional life?
2. How did you acquire your English language skills, and how have you used those skills in your academic and professional career?
3. What are your English language learning goals? How will participation in the EHLS program help you achieve those goals?
4. Describe a successful or rewarding experience that you had on the job. What happened, and why did you find the experience successful or rewarding?
5. Describe a challenging or difficult situation that you encountered at work. What was the problem, and how did you handle it?
6. What are your professional goals? How will participation in the EHLS program help you to achieve those goals?
7. The first six months of the EHLS program involve full-time study at Georgetown University in Washington, DC. During this intensive portion of the program, participants are in class or lab all day, Monday through Friday, and have three to four hours of homework each night. EHLS scholarship recipients are required to commit to the full eight

months of the program, and they are not permitted to work during the intensive portion (first six months). Describe the resources that you will draw on to ensure that you are able to sustain this commitment. If you live outside the Washington, DC metropolitan area, also explain what resources you will use to move to Washington, DC.

8. Why are you interested in working for the U.S. government? Describe your long-term commitment to public service.

NSEP Service Requirement

The NSEP Service Requirement stipulates that an award recipient work in the Federal Government in a position with national security responsibilities. The Departments of Defense, Homeland Security, State, or any element of the Intelligence Community are priority agencies. If an award recipient demonstrates to NSEP that no appropriate position is available in one of these agencies, the award recipient must seek to fulfill the requirement in a position with national security responsibilities in any Federal department or agency. Approval of service outside of a priority agency is contingent upon satisfactory demonstration of a full and good faith effort in accordance with conditions established by NSEP. If an award recipient demonstrates to NSEP that no appropriate position is available in the Federal Government, the award recipient may petition NSEP to fulfill the requirement in an education position directly related to the language[s] or area[s] studied by the individual under NSEP support or to another language or area where the individual has demonstrated competency. The education option is available only after exhausting all opportunities to fulfill the requirement in the Federal Government in accordance with conditions established by NSEP.

I have read the information provided above regarding the NSEP service requirement and understand that I will incur this obligation if I am awarded and accept an EHLS scholarship.

I agree

Certifications

- ♦ I affirm that, to my knowledge, the information provided in all parts of my application is accurate and complete.
- ♦ I understand that admission into the EHLS program at Georgetown University does not constitute admission into any of the university's degree programs.
- ♦ I affirm that all the information submitted in this application was completed by me alone.
- ♦ I affirm that I have not been indicted or convicted of a felony in the United States. I affirm that I have not been indicted or convicted in another country of an act that would be considered felonious under the laws of the United States.
- ♦ I affirm that I have not declared bankruptcy in the last five years.
- ♦ I understand that an EHLS scholarship recipient may be required to undergo a background investigation in order to work for the U.S. government.

I agree

Application Submission

Before submitting the application, make sure you have completed all fields and answered all questions thoroughly. Applications will be reviewed based on information that you provide, and any incomplete responses will be judged accordingly.

Attach the following required documents to your application:

1. Official transcripts from the U.S. or non-U.S. educational institution where you earned your highest degree. If you attended a university outside the United States, please have your degree(s) evaluated by an educational credential evaluation service. (Visit <http://www.naces.org/members.htm> for a list of evaluation companies.) The transcript(s) need not be an original.
2. Two or three references. Each reference must include both a completed EHLS Reference Form and a letter written by the referee.
3. A current copy of your résumé.
4. Confirmation of your telephone interview. Visit http://www.cal.org/ehls/scholarships/process_description.html to schedule a telephone interview. Print a copy of your confirmation and attach it to your application.

Mail your application and all required materials to the following address:

Institute of International Education
Attn: EHLS Program
1400 K St. NW, Suite 650
Washington, DC 20005-2403

Upload Transcripts and Résumé

If you have electronic copies of your transcripts and/or résumé, you may upload them to your application. To add a transcript, click on the link for the respective university or college in the institution section below. When the new page opens, click “browse” to find the file that you would like to upload. Once you have found the file click “open” and then click “save” to add it to your application.

To add a résumé, click the “browse” button in the résumé section below to find the file you would like to upload. Once you have found the file click “open” and then click “save” to add it to your application.

If you do not have electronic copies of these documents, then you may submit them to the following address:

EHLS Program
Institute of International Education
1400 K St, NW Suite 650
Washington, DC 20005-2403

APPLICATION DEADLINE: SEPTEMBER 29, 2009

All application materials must be **RECEIVED** by IIE by 5:00 p.m. Eastern time on September 29, 2009. Applicants should use a reliable express delivery service, such as FedEx or DHL, to ensure that applications arrive on or before the September 29 deadline.

Incomplete, late, or faxed applications will not be considered. Applications that are sent to CAL or to Georgetown University will not be processed.

Language Self Assessment Guide

English For Heritage Language Speakers Program

	A1	A2	B1	B2	C1	C2
Listening	I understand familiar words and very basic phrases concerning myself, my family, and immediate concrete surroundings when people speak slowly and clearly.	I understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g., very basic personal and family information, shopping, local area, employment). I catch the main point in short, clear, simple messages and announcements.	I understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I understand the main point of many radio or TV programs on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I understand most TV news and current affairs programs. I understand the majority of films in the standard dialect.	I understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly. I understand television programs and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
Reading	I understand familiar names, words, and very simple sentences, for example on notices and posters in catalogues.	I read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus, and timetables, and understand short simple personal letters.	I understand texts that consist mainly of high frequency everyday or job-related language. I understand the description of events, feelings, and wishes in personal letters.	I read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints, I can understand contemporary literary prose.	I understand long and complex factual and literary texts, appreciating distinctions of style. I understand specialized articles and longer technical instructions even when they do not related to my field.	I read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialized articles and literary works.
Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I am trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I cannot usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest, or pertinent to everyday life (e.g. family, hobbies, work, travel, and current events).	I can interact with a degree of literacy and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious search for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contributions skillfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe my experiences and events, my dreams, hopes, and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue given the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points, and round off with an appropriate conclusion.	I can present a clear, smooth-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	I can write a short, simple postcard, for example, sending a holiday greeting. I can fill in forms with personal details, for example, entering my name, nationality, and address on a hotel registration form.	I can write, short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reason in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay, or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports, or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and review of professional or literary works.