Emerging Markets Development Advisers Program
Application for 2013-2014 Assignments

APPLICATION INSTRUCTIONS

**** Any questions should be addressed to IIE/EMDAP at 202-326-7823 or emdap@iie.org ****

Application due - June 7, 2013

General Information

LEGISLATIVE REQUIREMENTS:
This grant for the Emerging Markets Development Advisers Program is subject to the Civil Rights Act of 1964, which provides that no citizen of the United States may, on the grounds of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

N.B.: Under the Privacy Act of 1974 (Public Law 93-579), any individual who is requested by or on behalf of a federal agency to provide information about himself or herself must be informed of the authority, purpose and uses to which the information provided is intended to be used. In conformity with this legislation applicants for grants under the Emerging Markets Development Advisers Program are informed that:
(a) the solicitation of the information requested in the application for a fellowship is authorized by the government sponsor which acts as the implementing agency for the program;
(b) The information is intended to be used in screening and selecting fellowship candidates and in the administration of the fellowship;
(c) Failure to provide the information requested could place an applicant at a disadvantage in the competition.

It is important that you follow the instructions given to ensure that your application is processed.

Please note that the "EMDAP 2013-14 Application" document is in PDF form, therefore, depending on your system capabilities, you may not be able to save information on the form. To avoid losing any info, it is highly recommended to type your answers in a separate word processing application (such as Microsoft Word) and copy and paste it into the application form. Please e-mail the completed "EMDAP 2013-14 Application" by hitting the "Submit by E-mail" button at the end of the document (NO PAPER COPIES PLEASE).

Please follow all e-mail instructions after hitting the "Submit by E-mail" button to ensure your application's consideration. Depending on your system requirements, you may be asked to use a Desktop E-mail (Microsoft Outlook) or Internet E-mail (Gmail, Yahoo, or other e-mail account) application. Please note: sending a PDF or data.xml file will suffice for your applications submission (NO WORD DOCUMENTS).

Supporting documents will need to be sent directly to the IIE/EMDAP office - please refer to the instructions below for the accurate submission of all these materials.

Application Instructions

This section will cover each item listed on the application. If you are unsure about any area of the form, contact the EMDAP office at emdap@iie.org or 202 326 7823

Important note:
Within the application there are "special fields" that you must complete according to instruction. Special fields include telephone numbers and dates:

1. Telephone Numbers: Enter the area code, space, the first three digits of the number, space, the last four digits. If any extensions apply, please enter "X" and then the extension. For example: 202 326 7823 x123. Use spaces and do not use other characters such as hyphens or ( ).

2. Dates: Use month/day/year format and include zeros in front of single digit numbers.
For example: May 17, 1998 should read 05/17/98.

Personal Information Form:

Bio Data
1. Prefix, Last Name, First Name, Middle Name: List your name. For example: Ms. (Choose from drop-down box prefix abbreviations) Doe Jane Ann.

2. Date of Birth: Type in your date of birth according to the "dates" format explained above.
For example: May 17, 1998 should read 05/17/98.

3. Current Address: Your address information including street name, building or apartment number, PO Box number, and C/O, etc.
City Name: Type the name of your city.
State: Your state code. Use the two character alphabetic code. For example, the code for Wisconsin is: WI.
Zip Code: Type your five digit postal service zip code.

4. E-mail Address: Please enter your most frequently used Address.
Alternate E-mail Address: Please enter an Alternative E-mail Address to use if you have one.

5. Current Telephone Number: Type in your telephone number according to the "Telephone Numbers" format above. If you have an extension, please submit it.
For example: 202 326 7823 x123

Cell phone Number: Type in your cell phone number.

6. Permanent Address: This Address will be used if necessary to send materials to a U.S. address while you are overseas, or to contact in case of an emergency.

7. U.S. Citizen: Click on the appropriate box. **If you are not a U.S. Citizen, please understand that placements will depend on visa requirements of host country.**

Survey Data:

A. Of the world areas including Africa, Asia, Latin America/Caribbean, the Near/Middle East, and Eastern Europe/Eurasia, list three choices for serving as EMDAP Adviser, in priority order. For this section, list (in order of preference) your top three EMDAP assignment locations: Please note that there is absolutely no guarantee that you will serve in countries of your preference.

B. How did you learn about the program? (Business school announcement, information session, professor/dean, newsletter, listserv, peers, program alumni, etc.): For this section, list how you learned about EMDAP. Include any individuals you spoke with to gather information about the program or through what medium of communication you discovered EMDAP.

C. Ethnicity: completion of this question is voluntary. For this section, check the appropriate box as it relates to your ethnicity (Please check one only). Results are for survey purposes only.

Academic Information Form:

Graduate Institution: Type the full name of the institution and campus you are currently attending or attended. Example: The University of Wisconsin-Milwaukee
Dates of Attendance: Type the month and year you started attending the college or university to the month and year that you intend to stop or have stopped attending, transferred, or graduated from the college or university.
For example: May 2007-December 2009 should read 05/07-12/09
Degree Obtained: Type the official name of the degree you received. If you did not receive a degree, please indicate by stating you "expect" to receive the degree. For example, Master's of Political Economy (expected)
City: Type the city in which your university is located.
State: Your state code. Use the two character alphabetic code. For example, the code for Colorado is: CO
Relevant coursework or degree minor: List any relevant coursework or the official title for any degree minors as it appears on your transcripts.

Undergraduate Institution: Type the name of the undergraduate university or college from which you graduated.
Dates of Attendance: Type the month and year you started attending the college or university to the month and year that you intend to stop or have stopped attending, transferred, or graduated from the college or university.
For example: May 2007-December 2009 should read 05/07-12/09
Degree Obtained: Type the official name of the degree you received. If you did not receive a degree, please indicate by stating you "expect" to receive the degree.
City: Type the city in which your university is located.
State: Your state code. Use the two character alphabetic code.
Relevant coursework or degree minor: List any relevant coursework or the official title for any degree minors as it appears on your transcripts.

Other Institution: Type the name of any other university or college from which you graduated or from which you received credit
Dates of Attendance: Type the month and year you started attending the college or university to the month and year that you intend to stop or have stopped attending, transferred, or graduated from the college or university.
For example: May 2007-December 2009 should read 05/07-12/09
Degree Obtained: Refer to General Information, 3 Dates. Type the official name of the degree you received. If you did not receive a degree, please indicate by stating you "expect" to receive the degree.
State: Your state code. Use the two character alphabetic code.
Relevant coursework or degree minor: List any relevant coursework or the official title for any degree minors as it appears on your transcripts.

Honors and Awards: In this section, type in reverse chronological order starting with the most recent publications, honors or awards which you have received, including dates, or any professional associations to which you belong.

Note: Official transcripts from your current and past academic institutions must be sent directly to IIE office in a sealed envelope.

Professional Information Form:

In this section, type in reverse chronological order starting with the most recent, relevant positions you have had in the past.

Company Name: Type the full name of the company
Dates of Employment: Indicate the date you started employment with the company to the date that you terminated employment. If presently employed, please indicate by stating "present."
For example: May 2007-present should read 05/07-present
Job Title: Indicate your complete title.
City: Type the city in which the company is located.
State: State code. Use the two character alphabetic code.
Management responsibility / achievements: Briefly describe your management responsibilities and any relevant duties you would like to detail. Also list any relevant achievements during this time of employment.

Overseas Experience:
Enter relevant international experiences you have had in the past.

Country: Name of country in which you spent time.
Dates / Duration: Indicate the date you started your in-country experience to the date you departed.
For example: June 2007-July 2008 should read 06/07-07/08
Purpose: What was the reason you visited this country? Consultancy, Internship, Study Abroad?
Management responsibilities / achievements: Briefly describe your management responsibilities and any relevant duties you would like to detail. Also list any relevant achievements during this time of employment.

Training:
In this section, please indicate what training and background you have to contribute to an EMDAP assignment. Please check all boxes that apply to your background and skill set.

Applicant Essay: (3400 character limit)
In your essay please describe your reasons for wanting to work in an emerging market country and how your background and skills will allow you to make a substantial and immediate contribution to its development. Please also describe your ability to take the initiative and adapt to an unfamiliar setting.

Reference Information/Form:
Two Letters of Reference: Obtain two letters from current or former employers that speak to your professionalism and maturity in a work environment. In the letter of recommendation, please have the reference note how long and in what capacity they have known you. Please provide the reference with the form labeled "Reference Form" and have them evaluate you on the following:

A. Ability to successfully complete an assignment abroad in the developing world
B. Professionalism and level of maturity in a work environment
C. Adaptability and sensitivity to foreign environments
D. Independence and self-confidence
E. Communication skills
F. Ability and willingness to take the Initiative

Please e-mail your letter (as an attachment) to emdap@iie.org or seal your letter in an envelope, sign across the seal, and either give the envelope to the applicant or send directly to IIE at:

Attn: Emerging Markets Development Advisers Program (EMDAP)
Institute of International Education
1400 K Street, NW, Suite 650
Washington, DC
20005-2403

Please note that the letter must be on company letter-head regardless of submission method.

School Endorsement Form (if you will not graduate prior to assignment):

Have the form completed by your graduate school contact, showing the university seal, to approve of the academic year break for EMDAP assignment purposes. Discuss with your university if, while serving as an EMDAP Adviser, you will receive graduate credits towards the degree upon return. Sign and date this form and return to:

Attn: Emerging Markets Development Advisers Program (EMDAP)
Institute of International Education
1400 K Street, NW, 7th Floor
Washington, DC
20005-2403

APPLICATION PACKAGE CHECKLIST

A complete application package consists of the following items:

- Online Application
  - Personal Information
  - Academic Information
  - Professional Information
  - Applicant Essay
  - Reference Information
    - **Submit Application via e-mail by hitting the "Submit by E-mail" button at the end of the report.**

- Supporting Documents
  - Transcripts: graduate and undergraduate
    - Submit directly to IIE office in a sealed envelope.
  - Two Letters of Reference from current or previous employers
    - Submit by e-mail or directly to IIE office in a sealed envelope, with signatures across the seal.
  - School Endorsement Form(if enrolled)
    - Submit directly to IIE office in a sealed envelope.

Submit Transcripts, Letters of Reference, and School Endorsement Form to:
Emerging Markets Development Advisers Program (EMDAP)
Institute of International Education
1400 K Street, NW, 7th Floor
Washington, DC 20005-2403

Print Form