The Russell Berrie Foundation
Making A Difference

INSTITUTE OF INTERNATIONAL EDUCATION
Opening Minds to the World®

Russell Berrie Fellowship in Interreligious Studies

APPLICATION INSTRUCTIONS – 2013

The application and all supporting materials must be submitted in English. All supporting documents in other languages must be accompanied by an (unofficial) English translation.

Applicants should submit

1. Completed Fellowship **Application Form**;
2. **Two Essays** (applicants are asked to answer questions about their leadership potential and their interest in interreligious studies);
3. **Official Transcripts** of relevant studies. Students currently studying at the Angelicum should submit an official transcript for the academic year they are currently attending;
4. **Curriculum Vitae**;
5. **Two Letters of Recommendation** from individuals who can attest to the applicant's academic record, leadership potential and interest in interreligious affairs. Applicants are encouraged to find recommenders whose reference assists the forming of a complete picture of them. Recommenders should use the Letter of Reference Form or write a letter on official letterhead with a signature. Both letters must be sent in sealed envelopes and the person writing the recommendation must sign across the sealed area of the flap to ensure confidentiality.

Guidelines

- Apply only if you are eligible. Read all the scholarship requirements and directions carefully. Make sure you are eligible before you send in your application. Ineligible applications will not be processed.
- Complete the application form in full. If a question does not apply to you, note that on the application. Do not leave any question blank. Be sure to supply all additional supporting materials, including transcripts, letters of recommendation, and essays.
- Follow directions. Provide everything that is required. However, do not supply materials that are not requested, as they will not be taken into consideration, nor will they be returned to you.
- Neatness counts. Always type your application, or if you must print (handwrite), do so neatly and legibly. Place the requested documents in the package in the order that they are requested. This consistency makes it easier for evaluators to locate information. It is also simpler for you to check the documents against the list of requirements.
- Do not staple documents together; if needed, please use paper clips to keep materials together. Do not place the application in a special folder.
- Keep all deadlines.
- Make sure your application gets where it needs to go. Send the printed package by registered express post, "return receipt requested," or use a delivery service that allows you to track the package's path and verify who signed for it. In this way you will have proof that

the application was received. If you do not receive confirmation within three weeks, please follow up.

- Keep a backup file in case anything goes wrong. Before sending the application, make a copy of the entire packet. This way if your application is lost, you will be able to reproduce it quickly.
- Give it a final 'once-over' before sending it. Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Ask a friend or teacher to proofread it as well.
- Ask for help if you need it. If you have questions or problems with the application, do not hesitate to email (or call) the program administrators.

Application Deadline

The application deadline is **March 22, 2013.** The entire application must be posted by this date.

Mailing Instructions

- In order for an application to be considered, applicants must **email a completed application form** and send **a complete printed application package** by the deadline.
- The completed e-application form must be submitted to berrie@iie.eu. Please include your name and the words "application form" in the subject line. Upon submission of the electronic application form, candidates will receive a confirmation e-mail that the application form was received. This, however, does not constitute a complete application package.
- To finalize the application, candidates must send a printed copy of the application package. **Please submit the original application plus 5 complete (photo)copies to IIE Europe.**
  The applications should be compiled in the following order:
  - Completed Application Form, signed and dated
  - Essays (2)
  - Curriculum Vitae
  - Official Transcript(s)
  - Two Letters of Recommendation

  Please do not staple documents together; use paper clips to keep individual copies together.
- The printed package must be sent to the following address:

  Institute of International Education, European Office
  Russell Berrie Fellowship Program
  Vigyázó Ferenc utca 4, II/1
  1051 Budapest, Hungary

  IIE will send a confirmation e-mail to the applicant upon receipt of the printed application materials. Please note: if you have not received confirmation from IIE within three weeks of submission that your application is complete, it is your responsibility to follow up with IIE.
- IIE does not accept additional application documentation by email or fax (e.g., transcripts, letters of recommendation, etc.).
- Applications received after **March 22, 2013** will be considered on a case-by-case basis.
- Applicants are advised to keep a complete copy of application materials in case of delivery problems. **No application materials will be returned to applicants.**

More Information

If you have any questions or difficulties with the application, please contact IIE:

Email: berrie@iie.eu
Phone: (+36 1) 472-2250; Fax: (+36 1) 472-2255

Russell Berrie Fellowship in Interreligious Studies
Application Form
Applications must be postmarked no later than ***March 22, 2013***

1. Personal and Contact Information

Name _____ _____ _____
First *Middle* *Last*

E-mail Address 1 _____

E-mail Address 2 *(optional)* _____

Male ☐ Female ☐ Date of Birth _____ *(mm/dd/yyyy)*

Place of Birth _____

Citizenship *(current)* _____

Citizenship 2 *(if applicable)* _____

Optional *Please affix a passport-size photograph here (do not staple)*	Current Address _____ *Street Address* _____ _____ _____ *City* *Country* *Postal Code* Current Address Valid Until _____ *(mm/dd/yyyy)*

Permanent Address *(if different from current)*

_____
Street Address

_____ _____ _____
City *Country* *Postal Code*

Mobile phone (**include country & city/area codes)** + _____

Telephone **(include country & city/area codes**) + _____

2. Education

List the higher education institutions you have attended or are attending, *listing the most recent institution first*. Provide a transcript for each relevant institution.

Institution #1

_____ _____
Name *Start/Graduation Dates (mm/yyyy–mm/yyyy)*

_____ _____ _____
Degree *Field of Study* *Grade Point Avg. (e.g., 8/10)*

Institution #2

_____ _____
Name *Start/Graduation Dates (mm/yyyy–mm/yyyy)*

_____ _____ _____
Degree *Field of Study* *Grade Point Avg. (e.g., 8/10)*

Institution #3

_____ _____
Name *Start/Graduation Dates (mm/yyyy–mm/yyyy)*

_____ _____ _____
Degree *Field of Study* *Grade Point Avg. (e.g., 8/10)*

Institution #4

_____ _____
Name *Start/Graduation Dates (mm/yyyy–mm/yyyy)*

_____ _____ _____
Degree *Field of Study* *Grade Point Avg. (e.g., 8/10)*

3. Current or Proposed Program of Study at Angelicum

_____ _____ _____
Field of study *Department* *Degree Type*

Are you currently enrolled in the above-mentioned degree program at the Angelicum? Note that only Certificate level studies at the Angelicum are supported by the Fellowship.

Yes No

If not, have you received your acceptance letter from the Angelicum?*

Yes No (*If yes, please attach the letter)*

***Please note that final acceptance as a Russell Berrie Fellow is contingent upon admission to Angelicum.**

4. Scholarships, prizes, awards, and other distinctions obtained (list only the most important ones; include date of award).

5. Relevant Research/Work Experience (list most recent first). In particular, describe work you have completed that involved interreligious dialogue.

6. List any other fellowships/awards for which you are currently applying.

7. Letters of Reference

Please list the two people who will be submitting recommendation forms in support of your application.

_____

1st Reference (Full Name)

_____ _____

Position *Institution*

_____ _____

Email *Telephone (Including country and area code)*

_____

2nd Reference (Full Name)

_____ _____

Position *Institution*

_____ _____

Email *Telephone (Including country and area code)*

8. Essay 1 – Leadership Potential

(Attach your essay on a separate sheet. Maximum 2 pages)

Describe a situation where you demonstrated your skills as a leader. In what ways do you see yourself using your leadership skills upon completion of your studies at the Angelicum?

9. Essay 2 – Interest in Interreligious Studies
(*Attach your essay on a separate sheet. Maximum 2 pages)*

Please describe your interest in interreligious studies, including any work you have done in this area. What are the ways in which you might put your education in interreligious studies to use upon completion of your degree at the Angelicum?

Note: Please be sure to respond to both essay questions.

Additional Information: How did you find out about the Russell Berrie Program in Interreligious Studies? Please specify (e.g., poster, IIE website, friend/family, press, etc.):

DECLARATION AND PERMISSION

I have checked this application and its attachments and certify that all statements contained within it are correct to the best of my knowledge. I will notify IIE should there be any changes in the information provided in this application. I give IIE permission to verify the information presented in this application and attachments and permission to use appropriate information for publicity purposes.

I am aware that, should I be selected to receive this fellowship, I will be expected to do the following:

- Maintain high standards throughout my studies.
- Use the fellowship to finance my studies or activities to enhance my academic development.
- Submit semi-annual reports outlining my academic progress and participate in programs and events planned by the Russell Berrie Foundation.

Name of Applicant (print): _____

Signature: _____ **Date:** _____