



Academy for Educational Development  
Connecting People > Creating Change

## 2007 AED Development Fellows Program Application Form

**Instructions:** Please complete all sections of this form by typing or printing legibly, and sign the Application Certification on page 5. You should also attach your curriculum vitae, transcripts, letters of reference, and responses to the essay questions. Applications will be considered on a rolling basis.

Please specify the dates of your availability for this program: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

### Applicant Information

**Name**

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Last

First

Middle

**Gender - M or F**

**Date of Birth**

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**Nationality**

**Visa, if non-US Citizen**

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**Race/ Ethnic Origin (please read the information below before answering this question):**

Please use the following codes to indicate your race/ethnic origin in the box above: N – Native American or Alaskan Native; A – Asian or Pacific Islander; B – Black, not of Hispanic origin; H – Hispanic; W – White, not of Hispanic origin; O – Other. AED is committed to promoting diversity and your answer to this question will help us monitor the diversity of the applicants to and participants of this program. *Please be aware, however, that answering this question is optional and will not affect your selection for this program.*

### **Current Address**

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**My current address is valid until:** \_\_\_\_\_

**Home Phone**

**Work Phone:**

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**Cell/Alternative Phone**

**E-mail**

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**Permanent Address ( if different from above)**

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**Will you be pursuing this program with the intent of earning academic credit? \_\_\_\_ yes \_\_\_\_ no**

**If yes: a. Will that credit be undergraduate or graduate level? \_\_\_\_\_**

**b. Which institution do you anticipate will award you credit? \_\_\_\_\_**

**c. Are you required to submit an academic plan for this credit in advance of the program? \_\_\_\_ yes \_\_\_\_ no**

**(If you have already submitted a plan, please attach a copy.)**

**AED strongly encourages applicants to secure academic credit for participation in this program, if possible. It is the responsibility of the applicant to arrange for academic credit for this experience with his/her institution. AED will assist you in obtaining credit by providing any necessary documentation about AED, this program, or the project as requested by your institution.**

**Preferences**

**Geographical (check all that apply) --- Please indicate in the blank next to each (non-U.S.) geographical region any country or countries within that region in which you are particularly interested in working. If you are open to working anywhere within the region you do not need to write anything in the blank.**

- No strong preference
- South/Southeast Asia \_\_\_\_\_
- Middle East and North Africa \_\_\_\_\_
- Central Asia/Former Soviet Republics \_\_\_\_\_
- Sub-Saharan Africa \_\_\_\_\_
- Latin America \_\_\_\_\_

**Sector (check all that apply)**

- Education
- Health
- Other \_\_\_\_\_
- Environment
- Civil Society/Democracy & Governance

**Are there specific AED projects for which you are interested in being a Development Fellow? To explore placement opportunities at AED, please visit our main website at [www.aed.org](http://www.aed.org). Once you have selected projects that you are interested in exploring, please contact us by email at [devfellows@aed.org](mailto:devfellows@aed.org). If so, please list them and explain why you are interested in them. If not, then please explain your geographic, country, and sector preferences as indicated above.**

**Education**

**List in chronological order (starting with the most recent) all colleges, universities, professional schools, or other institutions of higher education attended. If additional space is needed, attach a separate sheet to this application.**

<b>Institution</b>	<b>Location (City &amp; State or Country)</b>	<b>Attendance Dates From/To</b>	<b>Degree Received or Expected &amp; Date</b>	<b>Major</b>
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**Undergraduate GPA:**  **Graduate GPA:**

**Honors, Awards, and Publications**

Please list below all honors, awards, and publications that are relevant to this application. If additional space is needed, attach a separate sheet to this application.

**Competencies and Skills**

**Language Competencies:** If you speak any languages other than English, please indicate your language proficiency below using the following numeric Interagency Language Roundtable levels (Foreign Service Institute levels). "S" indicates speaking ability and "R" indicates reading ability. If additional space is needed, please attach a separate sheet to this application.

**2 Limited working proficiency**

- S** Able to satisfy routine social demands and limited work requirements.
- R** Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects.

**3 General professional proficiency**

- S** Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.
- R** Able to read within a normal range of speed and with almost complete comprehension.

**4 Advanced professional proficiency**

- S** Able to use the language fluently and accurately on all levels.
- R** Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.

**5 Functional native proficiency**

- S** Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.
- R** Reading proficiency is functionally equivalent to that of the well-educated native reader.

<b>Language</b>	<b>Speaking Proficiency</b>	<b>Reading Proficiency</b>
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*Please be aware that some applicants may be asked to submit a language evaluation form (provided by AED) that is completed by a foreign language instructor or other qualified evaluator. AED reserves the right to independently assess an applicant's language competencies.*

**Describe in what capacity (both speaking and reading) you have used the above language(s).**

**Computer Skills: Describe your computer skills including the computer programs with which you are familiar.**

**Have you ever been overseas? \_\_\_\_\_ If yes, please list below the country or countries you have visited, the purpose (study, travel, internship, volunteer work, or paid work), and the length of time you stayed in each country. If additional space is needed, please attach a separate sheet to this application**

Country Name	Purpose of Visit	Length of Visit
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**References**

**List the names, titles, and contact information of the three people from whom you are requesting recommendations. Academic or professional references are preferred. Please give a copy of the attached Reference Form to each of your referees after you have completed the top of the form. References must be in sealed envelopes when received by AED.**

**To assist us with our marketing efforts, please tell us where you heard about the AED Development Fellows Program.**

**Please also send the following along with your application form: your \$50 application fee (check or money order made payable to "AED"), your CV or resume, and official copies of transcripts from all higher educational institutions attended including study abroad. *Further guidelines regarding your transcripts: Transcripts should be in sealed envelopes when received by AED. If you cannot send official copies of your transcripts to AED in the same package as your other application materials, they may be sent under separate cover but must be postmarked by the application deadline. Unofficial or online transcripts will not be accepted without prior permission from AED.***

## ESSAY QUESTIONS

**Please respond to each essay question on a separate sheet (using 8.5 x 11" paper) per question, double-spaced with a font size no smaller than 11 pts.**

1. In an essay of 250 to 500 words, please explain your interest in the AED Development Fellows Program and how participation in this program fits with your immediate and long-range goals. Also discuss the knowledge, skills, and abilities you currently possess which will help you to be successful on this program and those you would like to develop as a result of your participation in this program.
  
2. If you accept an AED Development Fellows Program placement, you will be living and working in a new cultural context. Tell us about what prior experience you have had within a different cross-cultural setting, and what that experience may have taught you. What do you anticipate will be the biggest challenges of working on a development project? What will be your strategy for overcoming these challenges?

## **APPLICATION CERTIFICATION**

***(Please be aware that unsigned applications will be deemed incomplete and will not be considered.)***

I agree that if selected as a participant of the AED Development Fellows Program, I will submit required reports both during and after the program, as requested by AED.

I agree, upon acceptance to this program to allow my name to be published in association with the AED Development Fellows Program.

I affirm that I have not been convicted of a serious crime.

I understand that the offer of a placement on this program may be withdrawn by AED if any of the information in my application is found to be false, if I fail to satisfactorily perform the duties assigned to me by the project office in which I have been placed, or if my conduct is considered prejudicial to the best interests of the program or AED.

I affirm that, to the best of my knowledge, all of the information given by me in this application is true, correct, and made in good faith.

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Signature

Date

# AED Development Fellows Program REFERENCE FORM

**Applicant's Name** \_\_\_\_\_

**1. To the applicant:**

Complete the top portion of this form, and provide a copy of it along with your answers to the essay questions to each person from whom you are requesting a letter of recommendation.

**Note:** According to the Privacy Act of 1974, you have the right to inspect and review confidential letters and statements of recommendation in your file. If you wish to waive the right to examine this reference, please sign the following statement.

I hereby waive the right to examine this evaluation and I understand that its contents will not be shared with me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**2. To the referee:**

The AED Development Fellows Program was created by the Academy for Educational Development (AED) to address the need to train and nurture the next generation of development leaders. The AED Development Fellows Program enables highly motivated and mature undergraduate and graduate students (or those between undergraduate and graduate studies or who have just completed graduate studies), representing a broad range of academic and professional disciplines, to gain experience working with a development project overseas or domestically. The program also aims to increase the ability of Americans to engage globally through strengthening their cross-cultural and foreign language skills (where relevant). AED hopes that the Development Fellows Program will result in an increased cadre of experts whose enriched educational and professional experiences will enable them to provide leadership and direction in the whole spectrum of international development work. The Development Fellows Program is administered by the AED Center for Academic Partnerships.

You are being asked by an applicant for the Development Fellows Program to serve as a referee to evaluate the applicant's potential to succeed on this program. *Please provide the reference material (this form and your letter of recommendation) directly to the applicant in a sealed envelope signed across the flap. We would appreciate you using your institution's official letterhead for your letter of recommendation. Also please be sure to sign both this form and the bottom of your recommendation letter.*

Applications are considered on a rolling basis.

We ask that your recommendation letter touch upon the following: the applicant's personal suitability for this program -- including whether you think the applicant has the personal characteristics to adapt to life in a developing country as well as a different cultural environment, and/or to be successful working in a development project environment; whether the applicant has the professional and/or academic knowledge, skills, and abilities to be successful working in a development project environment; whether you feel the applicant will benefit both personally and professionally from this experience, and how you feel this program will impact the applicant's academic program and career goals. Please feel free to include any other information you feel would be beneficial to us in making our decision about the applicant's suitability for this program.

**Name and Title of Person Preparing the Reference** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Daytime Telephone No. or E-mail address** \_\_\_\_\_

**Signature of Referee** \_\_\_\_\_ **Date** \_\_\_\_\_

# APPLICATION CHECKLIST

## APPLICATION CHECKLIST

### ***To be sent by the applicant:***

- 1. Application Form (see pages 1–5)  
*Did you sign **page 5** of the application form?*
- 2. Answers to essay questions (see page 6)
- 3. Résumé or Curriculum Vitae
- 4. References (see pages 5 and 7)
- 5. Transcripts (see page 5)
- 6. \$50 Application Fee (*non-refundable*) – please include your check or money order made payable to “AED” with your application materials. Applications will not be processed until this fee is received.

*Please note:* All application materials must be typewritten and in English (or be accompanied by an English translation).

Faxed and e-mailed applications will not be accepted unless pre-approved by a member of the Development Fellows Program staff.

### **Please submit your application materials by mail to:**

AED Development Fellows Program  
Center for Academic Partnerships  
Academy for Educational Development  
1825 Connecticut Ave. NW  
Mail Stop S724  
Washington, DC 20009