

**Deadline: 17:00, Monday, January 13<sup>th</sup>, 2020** | Local time in representative offices

# Application Requirements & Instructions

## The Enterprise Student Fellowship Program is an academic scholarship program of the U.S.-Central Asia Education Foundation

(the Foundation or U.S.- CAEF) that is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the [American Councils for International Education](#) (American Councils). Through this program, the Foundation seeks to provide affordable access to Western business know-how and practices at selected institutions of higher learning in Central Asia that have adopted Western curricula and teaching methods by providing scholarships (Enterprise Student Fellowships) to qualified students who due to low family income may otherwise not be able to obtain an undergraduate university degree in business administration, economics, or technology in the context of entrepreneurship and economic growth.

The Program provides financial need-based scholarships to academically qualified students from **Kazakhstan, Kyrgyzstan, Tajikistan** and **Uzbekistan** for undergraduate levels of study at the American University of Central ASia (AUCA), Bishkek, the Kyrgyz Republic. Enterprise Student Fellowships for students commencing their studies in **academic year 2020-2021** include full tuition for four years of study, housing and living costs, travel, and academic advising and support. Fellowships are subject to annual renewal based on academic performance and other conditions.

Applicants **must meet all AUCA entry requirements**, and **be accepted as a full-time student prior to being awarded an Enterprise Student Fellowship**.

**U.S.-CAEF considers ONLY candidates applying for the first round of AUCA's admissions cycle.** Please check [Round 1 admissions deadline for 2020](#) on the AUCA's website.

**ELIGIBILITY REQUIREMENTS:** The Enterprise Student Fellowship does not discriminate on the basis of race, color, sex, religion, national and ethnic origin, or disability. Persons with disabilities are strongly encouraged to apply.

## COMPETITION IS FINANCIAL NEED-BASED WITH A STRONG MERIT-BASED COMPONENT AND OPEN TO ANYONE WHO IS:

- ✓ Citizen of, with permanent residency in Kazakhstan, Kyrgyzstan, Tajikistan, or Uzbekistan.
- ✓ Proficient in spoken and written English.
- ✓ Demonstrates academic excellence, financial need, and professional aptitude & leadership potential in the field of business and technology in the context of entrepreneurship and economic growth.
- ✓ Able to begin the program at the start of the **2020-2021** academic year established by AUCA.
- ✓ Able to receive and maintain all necessary immigration documentation.
- ✓ Committed to returning to (or remaining in) their home country after completion of the program, to contribute to its business community and economic growth.

## FOLLOWING CIRCUMSTANCES ARE **NOT** ELIGIBLE:

- ✗ U.S. citizens and permanent residents of the United States, or citizens and permanent residents of countries other than the 4 participating countries.
- ✗ Spouses of U.S. citizens and permanent residents of the United States, or spouses of citizens of countries other than the 5 participating countries.
- ✗ Currently residing or working outside the 4 participating countries, with the exception of FLEX program participants.
- ✗ Employees of American Councils, their spouse, child, sibling, grandchild, or a person in a committed relationship with an employee.
- ✗ Already enrolled at AUCA, regardless of their major.

# Application Steps

## STEP 1

Please assemble all required documents in the exact order indicated below using the following checklist:

- completed, signed **application form** (enclosed below) with a passport size **photo**
- official **transcripts** and copies of all **diplomas**
- two** recommendation letters
- TOEFL/IELTS** and/or **SAT/ACT** score reports (if taken previously)
- Financial Aid Documents:**

## Submit the following **required** documents:

- ▶ Identifying the list of family members and address verification for all family members
- ▶ Copy of the national ID for **Kyrgyz** applicants or international passport for applicants from other Central Asian countries.
- ▶ Accounting office of parents' /spouse's/ guardians' workplace certifying their income for a period of one year.
- ▶ Parents'/guardians' pension fund for the period of one year.
- ▶ Ministry of justice or the local department certifying availability/absence of any real estate for all adult family members/guardians.
- ▶ Traffic Authorities certifying the availability/absence of the transportation means (car, truck, etc...) owned by any adult family members/guardians.

## When **relevant**, submit the following documents **if**:

- ▶ The applicant received **full or partial scholarship to attend a private high school or university**, he/she should present a copy of his/her award letter.
- ▶ Parents/guardians/spouse:
  - are **unemployed**, a document from Labor and Social Care Office certifying their status must be submitted.
  - have their **own business**, the following documents should be submitted: document certifying their registration in Tax Committee; Income Declaration for a period of one year.
- ▶ Parents/guardians:
  - are **pensioners**, provide an official document that shows the payments they have received for one year.
  - **divorce, single parenthood or death of one/both parents**, a document certifying such facts must be submitted.
  - **secured a loan from a bank**, e.g. to purchase a house, pay tuition fees etc., please provide a copy of a bank agreement.
- ▶ There is a family member with a **serious medical condition** that requires constant medical attention and expenses, a medical certificate should be submitted. If any government support is provided, a document indicating the amount of support should be provided.
- ▶ Your family **owns a car**, please provide a document showing the model & current market value of the vehicle.
- ▶ **Additional documents** are requested depending on each applicant's individual situation.

## APPLICATION STEPS (CONTINUED)

### STEP 2

Prepare **TWO** copies of your completed and signed application and only **ONE** set of your financial documents.

### STEP 3

Bring or mail **TWO sets of your application** (one **original** and one **photocopy**) and **ONE set of financial documents** to the American Councils office in your home country by **17:00, January 13th, 2020**.

The addresses of American Councils representative offices are indicated below:

#### KAZAKHSTAN

20A Kazybek Bi Street, Almaty, 050010

+7 727 291 9226 | +7 727 291 9235 | +7 727 291 9259

[uscaef@global.americancouncils.org](mailto:uscaef@global.americancouncils.org)

#### KYRGYZ REPUBLIC

187 Sydykov Street, Bishkek, 720001

+996 312 910 989

[uscaef@americancouncils.kg](mailto:uscaef@americancouncils.kg)

#### TAJIKISTAN

127 Rudaki Avenue, Dushanbe, 734003

+992 44 600-4390

[uscaef@americancouncils-tj.org](mailto:uscaef@americancouncils-tj.org)

#### UZBEKISTAN

12 Shota Rustaveli Street, Tashkent, 100070

+998 78 150 71 50

[uscaef.uz@americancouncils.org](mailto:uscaef.uz@americancouncils.org)



**IMPORTANT:** Incomplete or scanned applications as well as applications received after the deadline will not be considered. Applications will not be returned to the applicants. American Councils reserves the right to verify all of the information indicated in any application. In the event that there is a discrepancy, or information is found to be false, the application will be declared invalid, and the applicant ineligible.



**Attention:** This application is in a fillable PDF format. Please type in your information.  **Print two copies.**

# Application 2020

## Personal Information

LAST (FAMILY) NAME

FIRST NAME

PATRONYMIC

DATE OF BIRTH (MM/DD/YYYY)

 M  F

GENDER

HOMETOWN

COUNTRY OF CITIZENSHIP

 YES  NO

DO YOU HAVE A DISABILITY? IF YES, DESCRIBE

ATTACH PASSPORT  
SIZE PHOTO HERE

## Your Contact Information

## Emergency Contact Information

## Passport Information

STREET ADDRESS

LAST (FAMILY) NAME

BUILDING

APARTMENT#

FIRST NAME

CITY

RELATIONSHIP TO YOU

COUNTRY

POSTAL CODE

TELEPHONE

HOME PHONE

CELL PHONE

EMAIL

PERSONAL EMAIL

 YES  NO
DO YOU HAVE AN INTERNATIONALLY  
RECOGNIZED PASSPORT?YOUR NAME EXACTLY AS IT IS IN YOUR  
PASSPORT

PASSPORT NUMBER

EXPIRATION DATE: (MM/DD/YYYY)

**Field of Study:** Please select the field of study you plan to pursue at AUCA.

 BUSINESS ADMINISTRATION

 ECONOMICS

 APPLIED MATHEMATICS & INFORMATICS

 SOFTWARE ENGINEERING

**Standardized Tests:** Fill out this section if you have taken any tests below.

 TOEFL

TOTAL SCORE:

TEST DATE:

 IELTS

TOTAL SCORE:

TEST DATE:

 SAT

ENGLISH SCORE:

MATH SCORE:

ESSAY SCORE:

TEST DATE:

 ACT

ENGLISH SCORE:

MATH SCORE:

ESSAY SCORE:

TEST DATE:

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### Schools Attended (secondary school, institute, university, etc.)

In the table below, please list all schools, colleges and universities you have attended for the past three years, with the most recent listed first.

INSTITUTION, CITY, COUNTRY	MAJOR/SPECILIZATION (IF APPLICABLE)	DEGREE/DIPLOMA RECEIVED OR EXPECTED	DATES ATTENDED
<i>E.g. Secondary School #120 Almaty, Kazakhstan</i>	<i>English</i>	<i>High School Diploma</i>	<i>Sept 2014- May 2016</i>

### Additional Information About Your School: (past three years)

A. Public in your home country

B. Private in your home country

C. International

If you selected B and/or C, please answer the questions below:

1. Were you a scholarship student at this institution?  YES  NO

2. Did you receive a full or partial scholarship?  FULL  PARTIAL

3. Explain:

.....

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### Additional academic programs, preparatory or professional development courses

In the table below, please list all other academic programs/preparatory courses you have taken in the past **three** years.

NAME OF THE PROGRAM/COURSE	ORGANIZATION, CITY, COUNTRY	DATE ATTENDED
<i>E.g. Advanced English Course</i>	<i>American Corner, Dushanbe, Tajikistan</i>	<i>JAN-APR 2019</i>

### School Transcripts and Diplomas

For the purposes of this program, a transcript is a listing of every course you took to receive your diploma and the grade you received in each course. Official copies of all school transcripts and diplomas from each institution attended in the past two or three years (in some cases) in the language(s) in which they were issued must be attached. All transcripts should be signed and stamped by your school's director or deputy director.

- If you are currently in your last year of high school, please enclose your final grades for your junior year, and your most recent transcript in your senior year.


TYPE OF HIGH SCHOOL	JUNIOR YEAR	SENIOR YEAR
10 YEARS OF STUDY	9 <sup>TH</sup> GRADE	10 <sup>TH</sup> GRADE
11 YEARS OF STUDY	10 <sup>TH</sup> GRADE	11 <sup>TH</sup> GRADE
12 YEARS OF STUDY	11 <sup>TH</sup> GRADE	12 <sup>TH</sup> GRADE

- If you have completed high school or another institution, please provide your high school final transcript for your junior year and your diploma showing all your final high school grades ("attestat").
- If you are currently enrolled in another institution or preparatory courses, please provide your final transcript for your junior year, your high school diploma and your most recent transcript from your current institution.
- FLEX participants and alumni or other applicants studying abroad, irrespective of the year of participation in the program, must provide their transcripts from the school abroad, in addition to the Central Asian transcripts for their junior and senior years.

**An English translation is required for all transcripts.**

**Please use a template on the next page for the translation of your school transcripts. ►**



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**Academic Achievements**

In the section below, please describe your academic achievements in the past three years you are particularly proud of. These may include scholarships, awards in academic Olympiads and scientific conferences or other events related to your academic life. If you took part in Olympiads and conferences, please indicate if it was a school, district, regional, city, state or international event. If you received recurrent or similar awards, please combine and include them all in one line. E.g.

AWARD	DESCRIPTION	YEAR(S)
<i>Academic Excellence Award</i>	<i>I received annual school awards for academic excellence three years in a row.</i>	<i>2017-20</i>
<i>1st and 2nd place in Math Olympiads</i>	<i>I won a city competition in 2017, and came 2nd in the state Olympiad in 2018</i>	<i>2017-18</i>

**Exchange and Other Programs:** Please mark all that apply.

- ACCESS Microscholarship Program
- Future Leaders Exchange Program (FLEX)
- New Generation Academy (NGA)
- Work & Travel USA
- Other



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### Non-Academic Achievements

In the section below, please describe your non-academic achievements you are particularly proud of. These include your involvement in community service, volunteer work, leadership conferences, clubs or organizations, sports, or cultural activities. If you played a leadership role in these activities, be sure to explain this clearly. In this table you can also include any leadership positions you have held, e.g. you were a member of the student council, captain of a sports team etc. Please describe in detail the work your organization/group performed, and your contribution to its activities. Be sure to note if you received any recognition awards.

ACTIVITY 1:		DATE:	
YOUR ROLE:			
IMPACT:			
ACTIVITY 1:		DATE:	
YOUR ROLE:			
IMPACT:			
ACTIVITY 1:		DATE:	
YOUR ROLE:			
IMPACT:			
ACTIVITY 1:		DATE:	
YOUR ROLE:			
IMPACT:			
ACTIVITY 1:		DATE:	
YOUR ROLE:			
IMPACT:			

### Work or Internship Experience (if applicable)

Please indicate any work or internship experiences that took place in the past three years. In the comments section, please describe what this experience taught you.

JOB TITLE, COMPANY NAME	COMMENTS ABOUT EXPERIENCE	DATES

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### Academic and Career Goals Statement (max. 500 words)

Provide a brief statement of your academic and career goals. Please write what you intend to study at AUCA & how this will help you achieve your career aspirations. Include a description of your relevant past accomplishments that are not evident from the examination of the other submitted application documents, and make you uniquely qualified for U.S.-CAEF.


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**Personal Essay** (max. 500 words) Choose **ONE** topic from the three options below and write an essay addressing the described prompt:

- Describe an accomplishment or event that boosted your personal growth and gave you a new understanding of yourself or others.
- Describe a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
- Describe a problem you've solved or wish you could have solved. It can be related to anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could have taken to solve it.


### Letters of Recommendation

Submit two letters of recommendation. Letters can be completed by a teacher, school director, or other individual who is familiar with the applicant and could speak to the applicant's academic abilities and potential to succeed in the chosen field of study at AUCA. **NOT** to be completed by someone who is related to the applicant.

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### Financial Aid Statement (max. 500 words)

Scholarships will be awarded to those candidates with clear and demonstrable financial need. Please describe your current financial status to support the information you have provided in the section “Financial Information”. Please explain why you believe you financially qualify for an Enterprise Student Fellowship.

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# Financial Information

## You do not need to translate these documents into English

When applicable, please attach stamped or notarized copies of the required financial documents to your application packet.

### List of Family Members

In the table below, please provide information on each family member living in the same property address as the applicant and his/her contribution to the family's household monthly income. The list should include family members who are temporarily away from home but contribute to or depend on the household income, e.g. applicants' siblings who are university students, a parent who is a migrant worker etc. If your parent/guardian is unemployed, please provide a document verifying his/her status.


#	LAST NAME, FIRST NAME	RELATIONSHIP TO APPLICANT/AGE	CURRENT PROFESSION/OCCUPATION	TYPE OF INCOME (SALARY, PENSION, ALIMONY, DISABILITY PAYMENT, ETC.)	MONTHLY CONTRIBUTION
1	<i>E.g. Tursunova, Kadisha</i>	<i>Mother-53</i>	<i>Teacher</i>	<i>Salary</i>	<i>125800 tenge</i>
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Family Status

ARE YOUR PARENTS DIVORCED/SEPARATED?	IS YOUR MOTHER OR FATHER DECEASED?	DO YOU HAVE A FAMILY MEMBER WITH A SERIOUS MEDICAL CONDITION THAT REQUIRES CONSTANT ATTENTION & EXPENSES FOR HIS/HER MEDICAL TREATMENT.
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> MOTHER DECEASED <input type="checkbox"/> FATHER DECEASED <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <b>*IF YES, PLEASE ATTACH A CERTIFICATE ATTESTING TO THE MEDICAL CONDITION.</b>

### Housing and Property

DO YOUR PARENTS OWN A HOUSE/APARTMENT?	DID YOUR FAMILY SECURE A MORTGAGE LOAN FROM A BANK TO PURCHASE YOUR HOME?	DOES YOUR FAMILY OWN A CAR?								
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO								
DO YOUR PARENTS LIVE IN A GOVERNMENT-PROVIDED HOUSE/ APARTMENT?	* IF YES, PLEASE INDICATE THE AMOUNT IN USD OF THE MONTHLY PAYMENT:	* IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT THE VEHICLE (S)								
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	<table border="0"> <tr> <td><b>CAR#1</b></td> <td><b>CAR#2</b></td> </tr> <tr> <td>MODEL: _____</td> <td>MODEL: _____</td> </tr> <tr> <td>YEAR: _____</td> <td>YEAR: _____</td> </tr> <tr> <td>VALUE: _____</td> <td>VALUE: _____</td> </tr> </table>	<b>CAR#1</b>	<b>CAR#2</b>	MODEL: _____	MODEL: _____	YEAR: _____	YEAR: _____	VALUE: _____	VALUE: _____
<b>CAR#1</b>	<b>CAR#2</b>									
MODEL: _____	MODEL: _____									
YEAR: _____	YEAR: _____									
VALUE: _____	VALUE: _____									

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### Summary of Financial Information

Please provide financial information. Fill out relevant sections in the table below:

ITEM	AMOUNT IN US DOLLARS
<b>FAMILY'S COMBINED HOUSEHOLD MONTHLY INCOME</b> (includes all sources of income, except applicant's contribution if he/she is currently employed)	
<b>MONTHLY MORTGAGE</b> (please provide a copy of a bank agreement)	
<b>OTHER BANK LOANS</b> (Please provide a copy of a bank agreement)	
<b>MONTHLY MEDICAL EXPENSES</b> (Only for family members with serious medical conditions that require constant medical treatment. You need to submit supporting medical documents. )	
<b>MONTHLY TUITION FEE</b> *(Total amount for applicants and their siblings attending private schools who don't receive or receive partial scholarships; scholarship recipients must present a copy of his/her award letter)	

**PLEASE NOTE:** U.S.-CAEF reserves the right to verify the financial information provided in this application. Applicants who provide false or misleading information will be disqualified. In addition, American Councils conducts periodic inquiries into Fellows' financial status once they are on program to verify the information reported in this application. If American Councils learns that a U.S.-CAEF Fellow has provided false information in his/her application, the Fellowship will be terminated immediately.

### Certification

Please review this document, sign it and submit the original and one copy of the application and all supporting documents in the exact order indicated in the section "Application Steps" to the American Councils office in your home country by 17:00, January 13th, 2020.

I certify that the information given in this application is complete and accurate to the best of my knowledge. The U.S.-CAEF reserves the right to verify all of the information indicated in this application. In the event that there is a discrepancy, or information is found to be false, the application will be declared invalid and the application ineligible.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**IF AN APPLICANT IS NOT CURRENTLY IN HIS/HER HOME COUNTRY** (e. g. a FLEX participant) a relative or a guardian can sign the application at the direction & on behalf of the applicant in the area below:

LAST (FAMILY) NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

RELATION TO THE APPLICANT \_\_\_\_\_

SIGNED AT THE DIRECTION &amp; ON BEHALF OF APPLICANT BY \_\_\_\_\_

DATE \_\_\_\_\_