



## **Announcement**

**Please note the change in the Application Opening Date for the On-Line Application (January 20, 2012) and the Deadline Date (March 8, 2012)**

### **VEF 2012 Fellowship Program for Process B**

The Vietnam Education Foundation (VEF) is pleased to announce its 2012 VEF Fellowship program for Process B. Process B involves the submission of an application and documentation supporting a VEF Fellowship award for applicants already in possession of a Letter of Admission from a leading graduate school in the United States for study commencing in Fall 2012 in a field that VEF supports, including science, technology, engineering, mathematics and medicine.

The Fellowship application and selection process is open, competitive, and transparent. Applicants do not need to pay any fees to anyone in order to apply or be considered for a VEF Fellowship. Winners are chosen based on individual merit, including academic performance, intellectual capabilities, English communication skills, and the potential for scientific contribution to education and research.

#### **1. Qualified Fields of Study**

VEF seeks highly qualified applicants interested in **pursuing a Ph.D., research doctorate, or Master's degree at leading universities in the United States in the major disciplines of the sciences** (natural, physical, and environmental), **mathematics, medicine** (such as public health, epidemiology, and immunology), **engineering, and technology** (including information technology). Fields include the basic sciences, such as, biology, chemistry, and physics, as well as agricultural science and computer science. Priority will be given to applicants, whose field of study focuses on climate change (environmental sciences) or on nuclear energy, provided that all other qualifications are equal.

## **2. Eligibility of VEF Employees and VEF Contracted Agency Employees**

PLEASE NOTE the following VEF policy regarding *eligibility of VEF employees and VEF contracted agency employees in Vietnam and in the United States*.

- Employees of VEF, including contractor employees, and their immediate families are ineligible for VEF Fellowships, Visiting Scholar Grants, and U.S. Faculty Scholar Grants for a period of one year following termination of such employment.
- If a former employee or contractor employee of VEF is otherwise eligible and chooses to apply for a VEF Fellowship, Visiting Scholar Grant, or U.S. Faculty Scholar Grant after the one-year period, the VEF Board of Directors must approve the submission of such an application.
- Employees of private and public agencies (excluding educational institutions) under contract to VEF to perform administrative or screening services on behalf of the VEF Fellowship, Visiting Scholar, and/or U.S. Faculty Scholar Programs are ineligible for VEF Fellowships, Visiting Scholar Grants, and U.S. Faculty Scholar Grants for a period of one year following the termination of their services for VEF.

## **3. Pre-Departure Orientation (PDO)**

VEF will organize a 5-day PDO on **June 8-12, 2012**, before the Fellows depart for the United States, to inform Fellows about important issues regarding their Fellowship, including academic matters, cultural differences, financial arrangements, and legal issues related to their immigration status. Included in the PDO is an outdoor Team Building event, which may involve one day of camping. During the PDO, official Fellowship documents and immigration documents will be given to the Fellows. It is **mandatory that all VEF Fellows participate** in the PDO. VEF Fellows will need to plan ahead and assure that they are able to attend the PDO as a requirement in order to receive a VEF Fellowship.

### **APPLICATION PERIOD- Process B**

Applications will be available ONLY online (online applications)

ONLY from **10:00 a.m., January 20, 2012**,

to **10:00 a.m., March 8, 2012** (Vietnam time zone).

## I. Eligibility

In order to apply, an applicant must meet the following minimum requirements:

- A. **VIETNAMESE by citizenship** and not a permanent resident of Vietnam or a permanent resident or citizen of any other country.
- B. **College graduate** with at least a Bachelor's degree in a field acceptable to VEF (See Item #1 above, *Qualified Fields of Study*) or college seniors (final year students), who will graduate with such a degree by July 2012.
- C. **GPA. Overall Grade Point Average (GPA)** from a college/university with **at least 7.0/10.0**. Applicants **ONLY** with an undergraduate degree must have at least a GPA of 7.0/10.0. Applicants with an undergraduate GPA from 6.5/10.0 to 7.0/10.0 are eligible to apply **ONLY** if they have a master's degree with a GPA of at least 7.0/10.0 in the same field as the intended field of study.

Grades on other scales must be converted into a 10-point scale according to VEF guidelines. A grade conversion scale is available at the VEF website ([http://www.vef.gov/download/conversion\\_table.htm](http://www.vef.gov/download/conversion_table.htm)).

- D. **Gained official graduate admission** to a VEF Alliance school or to a leading U.S. graduate school, which accepts VEF's financial support terms, in a field acceptable to VEF (See Item #1 above, *Qualified Fields of Study*). Full and unconditional admission is required.

## II. Online Applications

*To prepare for the online applications, applicants **must** have the following documents ready:*

- A. **UNDERGRADUATE DEGREE CERTIFICATE AND TRANSCRIPTS & GRADUATE DEGREE CERTIFICATE AND TRANSCRIPTS (the latter only if applicable)**. Applicants are required to submit evidence of completion of an undergraduate degree (for college graduates) and graduate degree (if applicable), such as a diploma, or certification from the current university (for seniors) as well as transcripts from undergraduate studies and from graduate studies, if applicable. These documents must be translated into English with an official notarization or with an official school stamp (see item **I. Eligibility** above).
- B. **NEW: Formatting information into 2 statements!!! ACADEMIC AND PERSONAL STATEMENTS**. Each applicant must prepare a one-page Academic Statement and a one-page Personal Statement. The first essay addresses the applicant's academic and scientific background and preparation, previous research, and a description of the study and research proposed at a U.S. graduate school department. The Personal Statement includes information about the applicant's background, practical experience, special interests, and career goals, with some attention to plans after degree completion.

Applicants should also address how they might represent Vietnam as students in the United States and how they might represent the United States and contribute to Vietnam upon return. Each essay must be well-organized and composed in excellent English and must not be more than one A4 page single-spaced, using the Times New Roman font of size 12. The quality and content of these essays will be an extremely important factor in determining the applicant's candidacy for a VEF Fellowship.

**A successful ACADEMIC STATEMENT will include the following:**

**Work and Research Experience**

- Narrative on academic and work experience.
- Description of any research undertaken with all terms defined and the significance of the work noted. If no formal research has been completed, a description of a project done as part of coursework may be substituted. Jargon and non-defined terminology should be avoided. While research experience is not required as a part of the VEF application, U.S. graduate programs regard it highly.

**Academic Intent**

- Proposed field of study and research.
- Objectives and impact of one's proposed research or project(s).

**A successful PERSONAL STATEMENT will include the following:**

**Indicators of Past Leadership and Future Plans**

- Description of any examples of leadership and involvement in your university or home community.
- Intended future plans upon returning to Vietnam at the completion of the program of study.
- Contribution of your proposed research or project(s) to the development of science and technology in Vietnam.

**Building the Relationship Between the United States and Vietnam**

- Provide three significant reasons for wanting to pursue a graduate degree program in the United States on a VEF Fellowship. Objectives must be stated clearly with explanations about how a VEF Fellowship would help you achieve your stated objectives.
- Describe how you would help fulfill the mission of VEF as a Fellowship recipient.
- Describe any special role you would expect to play as a VEF Fellow.

- Describe how you expect to build professional ties between the United States and Vietnam.
- Describe how you could be a cultural representative of Vietnam when in the United States and how you might serve as a cultural representative of the United States when you return to Vietnam.

**C. THREE LETTERS OF RECOMMENDATION/REFERENCE.** Three letters of recommendation, also known as letters of reference, must be submitted from the applicant's professors, under whom the applicant has studied or pursued research, or from the applicant's supervisors, who have supervised the applicant's work related to his/her proposed field of study. Recommendation letters must be from individuals who have supervised the applicant's academic or professional work for at least two years and who know the applicant's academic and professional performance very well.

The letters need to be written in English, on official letterhead with the signature of the recommender. These letters should be distinctly different. Importantly, each writer should demonstrate in his/her letter a very good understanding of the applicant by giving specific examples of interactions and situations observed by the writer that exemplify the outstanding qualities of the applicant.

**D. ADMISSION LETTER.** Official letter of admission from a U.S. university, confirming full admission without any conditions, name of degree, level of study (Master's or Ph.D.), department, and the specific field of study within that department.

**E. ACCEPTANCE OF VEF FINANCIAL TERMS.** The admitting university must acknowledge in writing on university letterhead acceptance of the VEF financial terms and must complete a VEF form that delineates finances over the duration of the degree program. VEF financial support terms and the VEF Financial form are available under "VEF Fellowship Program/Resources for Applicants" at the VEF website:

<http://home.vef.gov/news.php?id=95>

***VERY IMPORTANT: Please check carefully the eligibility requirements and fulfill all the requirements listed above by completing the online application form and submitting all required documents before the application deadline. All information must be submitted by the VEF application deadline. Any missing information or documents will result in an automatic rejection of the application. VEF cannot accept incomplete applications and cannot extend the deadline.***

### III. Selection Process

To obtain a VEF Fellowship award, a Process B applicant must **succeed in both rounds** of the selection process described below.

#### **ROUND ONE - Qualification Screening**

From January 20 to March 8, 2012, the VEF online application will be available. VEF will review applications from Process B applicants, who have been admitted for the Fall 2012 term to at least one leading graduate program in the United States in a field of study supported by VEF. Furthermore, whether the school is a member of the VEF Alliance or not, the school must acknowledge in writing the acceptance of the [VEF financial support terms](#) and must complete the VEF form that delineates finances over the duration of the degree program.

After a screening process by VEF to assure eligibility, a technical review will be conducted by U.S. professors with expertise in the applicant's discipline to determine the applicant's achievements and potential to make a contribution to the sciences as shown by his/her past academic performance, test results, prior research and work experience, honors and recognition, and statement of purpose. The most qualified applicants will be invited to participate in a web-based telephone interview.

#### **ROUND TWO - Interview**

In late March 2012, the most qualified applicants will be interviewed by phone. Depending on the number of VEF Fellowships available for Process B candidates, the most highly qualified applicants will be recommended to the VEF Board of Directors for approval.

#### **FELLOWSHIP AWARDS**

The final decision on VEF Fellowship awards will be made by the VEF Board of Directors in April 2012. At this point, the recommended candidates will become VEF Fellows.

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***After obtaining the VEF Fellowship, all Fellows must strictly observe VEF rules and requirements or they may lose the Fellowship.***

***Note: The above is the intended VEF time-line of activities for the selection process for the VEF 2012 Fellowship via Process B. VEF reserves the right to make changes as circumstances require. Any changes will be posted ONLY on VEF's official website at [www.vef.gov](http://www.vef.gov).***

If you have any questions regarding the VEF 2012 Fellowship application and selection process for Process B, please e-mail [vef2012@vef.gov](mailto:vef2012@vef.gov), or phone VEF at (84-4) 3936 3670 in Hanoi, Vietnam. For more information on VEF and the VEF Fellowship Program, please visit the VEF website: [www.vef.gov](http://www.vef.gov)