



Institutional Testing Program (ITP)

TOEFL® ITP consists of **previously administered TOEFL paper-based tests**. It evaluates nonnative English speakers' skills in three areas, for academic purposes:

Listening Comprehension — measures the ability to understand English, including short and long conversations and short talks or lectures

Structure and Written Expression — measures the ability to recognize standard written English

Reading — measures the ability to read and understand short passages at the university level

TOEFL ITP - 2 Hours

Section	Number of Questions	Admin. Time	Score Scale
Listening Comprehension	50	35 minutes	31 — 68
Structure and Written Expression	40	25 minutes	31 — 68
Reading	50	55 minutes	31 — 67
TOTAL	140	115 minutes	310 — 677

The TOEFL ITP is available every **Wednesday** throughout the year at **09:00 A.M.**

Test takers are requested to register **one to two** weeks in advance. If the test taker is unable to register in person, s/he will have to send someone to register for him and provide the following information:

Full Name
ID number
Phone and Mobile number
Reason for taking the test

The TOEFL ITP exam fees are **LE. 420** to be paid at AMIDEAST Customer Service Department.

Sunday to Thursday from 8:00 A.M. to 6:00 P.M

Scores are available after **three to five** working days from the day of the test. Examinees are required to present their identification documents in order to receive their score report. If the test taker is unable to pick up his score in person s/he may delegate someone to receive his/her score. The delegate is required to bring a written delegation letter and a photocopy of the examinee's ID.

TOEFL ITP standby depends on availability, standby registration fees are **LE. 520**.

For Test Dates Availability, please call **19263**
From 09:00 A.M to 05:00 P.M

For Practice tests, Kindly visit www.ets.org/itp



U.S. Department of State
U.S. Embassy in Cairo
Near East and South Asia Undergraduate Exchange Program

The Near East and South Asia Undergraduate Exchange Program, NESA UGRAD, is a part of GLOBAL UGRAD, a program of the Bureau of Educational and Cultural Affairs, U.S. Department of State. NESA UGRAD will award scholarships to outstanding students from countries of the Middle East, North Africa and South Asia for one-year of, non-degree undergraduate study at a diverse network of accredited two- and four-year institutions in the United States.

Mandatory courses will include U.S. study courses, academic skills training and courses in students' fields of study. Participants will take part in community service as well as an unpaid internship.

Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are strongly encouraged to apply.

Competition for the Near East and South Asia Undergraduate Exchange Program (NESA UGRAD) is merit-based.

A complete application submitted by hand/post must include ALL the following documents:

- *A print-out of the submitted online application Form
- *Official translated academic transcripts: For secondary school students and first year university students - high school certificate/grades. For second and third university students - grades of previous years of study at university.
- *2 Recommendation letters from two different persons in English or with English translation, can be written (electronically or by hand) by university professor(s) and/ or work/training supervisor
- *TOEFL-ITP valid score report
- *A copy of passport or government-issued identification
- *2 Passport-size Photos

Incomplete applications will not be considered.

HOW TO APPLY

Applications Available Online at:
<http://www.nesaugrad.org/>

Deadline for Applications:
February 5, 2012

Application Submission- TWO steps:

1-Complete the online application

2-Send a hard copy of the submitted online application along with all the required supporting documents by hand in OPEN envelopes with applicant's full name and program name to the Power Checkpoint guard, at the North Gate of the U.S. Embassy, Sunday through Thursday between 11:00 a.m. and 2:00 p.m. (work days only) or by reliable post.

When sending by post or hand delivery, please use the following address: **U.S. Embassy in Cairo, Exchanges/Public Affairs Section, 8, Kamal El Din Salah Street, Garden City, Cairo, Egypt.**

Inquiries should be sent by email to CairoNESA@state.gov or via Facebook group: Study USA-Egypt: <http://www.facebook.com/StudyUSAEgypt>

Program announcement and application instructions are posted here:
<http://egypt.usembassy.gov/pa/xchgs.html>

Eligibility for participation in the NESA UGRAD is open to anyone who:

*is an Egyptian citizen, national or permanent resident qualified to hold a valid Egyptian passport;

*is completing his/her final year secondary school or enrolled in first-, second- or third-year full-time undergraduate study at the time of application at a registered academic institution in Egypt

*submits a complete online application; and a print-out of the application with all required supporting documents delivered by hand or mail by the application deadline;

*is able to begin the academic exchange program in the United States in August 2012;

*is able to receive and maintain a J-1 visa;

*is committed to returning to Egypt after completion of the program; and

*is proficient in spoken and written English at the time of application. Also, the preferred TOEFL-ITP score is 500.

Remark: TOEFL-ITP is administered by AMIDEAST-Egypt (Cairo Office Address: 38 Mohie El Din Abou El Ezz Street, Dokki-Giza; Alexandria Office Address: 15 Abdel Hamid El Abbady, Roushdy, Alexandria; Telephone: 19263)

The TOEFL ITP is available on Wednesdays only throughout the year at 9:00 A.M. Test takers are requested to register 2 weeks in advance. The TOEFL ITP exam fees are L.E. 400. Candidates can come on the day of the exam as a standby but that depends on the availability. The standby exam fees are L.E. 500.

APPLICATION INSTRUCTIONS

2012-2013 NEAR EAST & SOUTH ASIA UNDERGRADUATE EXCHANGE PROGRAM

APPLICATION DEADLINE: Monday, February 5, 2012

**Please submit your application online at
<http://www.apps.nesaugrad.org>**

-AND-

**Please submit a print-out of the online submitted application and all
supporting documents to the Public Affairs Office of the U.S. Embassy**

Applications must be first completed electronically at <http://www.apps.nesaugrad.org> then sent with all required supporting documents by post or hand to the U.S. Embassy in Cairo, Exchanges/Public Affairs Section, 8, Kamal El Din Salah Street, Garden City, Cairo, Egypt. Please write your full name and list the program name on the envelope. Hand delivered applications must be delivered in OPEN envelopes to the Power Checkpoint guard, at the North Gate of the U.S. Embassy, Sunday through Thursday between 11:00 a.m. and 2:00 p.m. (work days only).



**A program of the
Bureau of Educational and Cultural Affairs
U.S. Department of State**



NESA UGRAD 2012-2013 Application Instructions

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ACADEMIC PROGRAM

The Near East and South Asia Undergraduate Exchange Program, NESA UGRAD, is a part of GLOBAL UGRAD, a program of the Bureau of Educational and Cultural Affairs, U.S. Department of State. NESA UGRAD will award scholarships to outstanding students from countries of the Middle East, North Africa, and South Asia for one-year of undergraduate, non-degree studies programs in the United States at a diverse network of accredited two- and four-year institutions. Participants will be enrolled full-time and will live on-campus with an American roommate. Participants **will not** select host institutions and placements will not be changed. Possible fields of study include, but are not limited to, the humanities, arts, social sciences, mathematical science, natural and physical sciences, and applied science. Examples of past fields of study can be found on page three.

PROFESSIONAL TRAINING

Community Service: To expose participants to the principles of community service and social responsibility in the United States, NESA UGRAD participants will be required to perform a minimum of 20 hours of community service at local organizations during their first semester.

Part-Time Internship: Internships provide an essential opportunity for participants to gain professional experience and skills that can be applied to their future careers in their home countries. NESA UGRAD participants will be required to intern 8-20 hours per week during their second semester. Each participant's internship must be related to their field of study. Internships will be unpaid and take place in the local community.

ELIGIBILITY REQUIREMENTS

Competition for the NESA UGRAD program is merit-based. Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are encouraged to apply. The competition is open to anyone who:

- Is a citizen, national or permanent resident qualified to hold a valid passport issued by the country from which applicant is applying;
- Is completing his/her final year of secondary school or enrolled in first-, second-, third-year full-time undergraduate study at the time of application at a registered academic institution in his/her country and is in good academic standing.
- Part-time students or correspondence students are not eligible;
- Is between the ages of 18-25;
- Submits a complete application with **all required documents** by the application deadline;
- Is able to begin the academic exchange program in the United States in August 2012;
- Is able to receive and maintain a J-1 visa;
- Is committed to returning to Egypt after completion of the program; and
- Is proficient in spoken and written English at the time of application.



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Individuals in the following circumstances are not eligible for the NESA UGRAD Program:

- U.S. citizens and permanent residents of the United States;
- Individuals currently participating in academic, training, or research programs in the United States;
- Individuals currently residing or working outside of their home country;
- Individuals who will complete his or her undergraduate degree prior to August 2012;
- Individuals who are younger than 18 years old or older than 25 years old prior to August 2012;
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application;
- Individuals who have applied for U.S. permanent residency in the past three years;
- Local employees of the U.S. missions abroad who work for the U.S. Department of State during the period of their employment and for one year following the termination of employment;
- Immediate family members of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Persons arrested for, charged with, or convicted of a crime (excluding minor traffic violations); and
- Current employees of affiliated cooperating agencies/consultants and their immediate family members (spouses, parents, children, and siblings) for a period of one year following the termination of such employment.

The U.S. Department of State and the cooperating agency reserve the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

Under the terms of the grant and the laws governing the J-1 visa required for participation in the NESA UGRAD Program, participants must return to their home country immediately upon completion of the program for a period of at least two years. Participants are not eligible for visa extensions under any circumstances. No exceptions will be made.

Applications not meeting the above eligibility requirements will not be forwarded to the selection committee.

PROVISIONS OF THE GRANT

If selected, the NESA UGRAD Program will cover a participant's:

- J-1 visa support;
- Round-trip coach class travel from participant's home city to host institution in the United States;
- Health benefits;
- Tuition and mandatory university fees (including required books and supplies);
- Room and board (housing and meals);
- Settling in allowance;



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- Monthly maintenance allowance; and
- Other special allowances where applicable.

SELECTION PROCESS AND CRITERIA

The NESA UGRAD Program is conducted as a merit-based open competition. After the deadline, all eligible applications will be reviewed by a panel of academic specialists and/or academic exchange specialists. Chosen semi-finalists will be interviewed in their home country. All applicants will be notified of their status in spring 2012.

Selection panels will use the following criteria to evaluate applications (not in order of importance):

- Academic excellence
- Cross-cultural interest
- Demonstrated leadership potential
- Demonstrated proficiency in written and spoken English
- Flexibility and suitability as an exchange student
- Commitment to returning to their home country after completion of the program
- Preference will be given to students that represent disadvantaged and underrepresented communities with no prior experience outside their countries

APPLICATION INSTRUCTIONS

General Instructions:

- Please answer **ALL** questions on the application in English.
 - **Include your full, legal name, family name (surname) as spelled on your passport.**
 - Do **NOT** leave any spaces blank. If a question does not apply to you, enter "N/A" (not applicable). Include complete contact information (including index codes for all addresses and city/country codes for all phone and fax numbers).
 - Write your full name and country of citizenship in the top of each page.
 - The full application can be completed online at www.nesaugrad.org. Please remember to print a copy to submit with your supporting documents and another copy for your own records.
- Important Remark:** Please print the application before you click SUBMIT. By clicking the submit button you will close the application and no further changes will be allowed. Please submit a print-out of the complete application and supporting documents by post or by hand to the U.S. Embassy in Cairo, Exchanges/Public Affairs Section, 8, Kamal El Din Salah Street, Garden City, Cairo, Egypt. Please write your full name and list the program name on the envelope. Hand delivered applications must be delivered in OPEN envelopes to the Power Checkpoint guard, at the North Gate of the U.S. Embassy, Sunday through Thursday between 11:00 a.m. and 2:00 p.m. (work days only).

Specific Instructions:

Language Proficiency (page 2)

You will need to self-assess your knowledge of foreign languages you choose to include in this section using "Excellent," "Good," or "Fair" to describe your ability.



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Note: You **MUST** provide the results of the TOEFL or ITP TOEFL exam, as well as a copy of the test results with your application in order for placement purposes. (U.S. institutions require your official TOEFL or ITP TOEFL exam results.)

Field of Study (page 3)

- Indicate the main subject you are currently (or intend to be) studying at your home university as "Major Field of Study;"
- If applicable, you may include your secondary discipline as the "Minor Field of Study;"
- Below are some of the possible fields of study for NESA UGRAD. Other fields will also be considered.
 - Accounting
 - Agriculture
 - Anthropology
 - Biology
 - Business
 - Chemistry
 - Computer science
 - Criminal justice
 - Economics
 - Education
 - Engineering
 - Environmental management
 - Geology
 - Hospitality management
 - International relations
 - Journalism
 - Law
 - Mass Communications
 - Physics
 - Political Science
 - Psychology
 - Sociology
 - Urban planning
 - U.S. studies

Academic Completion (page 3)

To determine the appropriate placement at a U.S. host institution, the cooperating agency needs to determine the level of academic study you will have completed as of the start of the program. You need to check the box that lists your current level academic at the time of application.

Non-academic Activities (page 4)

List your participation in extracurricular, non-academic activities which can include, but not limited to, jobs or internships, community service, clubs or organizations, sports, or cultural activities. Include your role in the activity. For example:

<i>Location/Institution/Contact</i>	<i>Type of Activity</i>	<i>Date of Participation</i>
Rotary Club	Membership Chairperson	Jan. 2006-Dec. 2006

Personal Statement (page 5)

Use the personal statement to clarify your reasons for wanting to participate in the NESA UGRAD program. You must outline your background and your goals for the future. The personal statement should be written with the objective of clarifying your interests for the selection and placement committees. Follow the suggested topics below and be clear and concise in your essay.

The personal statement must be a minimum of 450 and must not exceed 2 typed pages. If you are completing a paper application, please type your personal statement on separate sheets of paper and attach it to the paper application.



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In your personal statement please provide a clear and detailed description of:

- Your interests and personality,
- Your academic objectives,
- Your goals related to your field of study and personal development, and
- The reasons why you wish to pursue them in the United States and how it relates to your interests and future objectives.

SELECTED APPLICANTS WILL NEED TO PROVIDE THE FOLLOWING WITH THE COMPLETED APPLICATION:

- **Two recommendation letters:** applicants must have a recommendation completed by two different people for a total of two recommendations. If the recommendation form is completed in a language other than English, there must be an accurate translation, which may be done by the applicant.
- **TOEFL or TOEFL-ITP official test report***
- **Personal statement in English**, minimum of 450 words and not to exceed 2 typed pages
- **A copy of applicant's passport or government-issued identification**
- **2 Passport-size Photos**

For those who have completed secondary school by the time of application submission:

- A copy of applicant's high school diploma and leaving exam results with an accurate English translation, which may be done by applicant;
- A copy of applicant's university transcript with an English translation

For those who have not completed secondary school by the time of application submission:

- A copy of high school transcripts (course list and grades) with an English translation, which may be done by applicant

No application will be returned to the applicant after the end of the competition.

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Inquiries:

Inquiries should be sent by email to CairoNESA@state.gov or via Facebook group: Study USA-Egypt

Inquiries will be answered within 3 working days.