



MIDDLE EAST PARTNERSHIP INITIATIVE

U.S. Business Internship Program for Young Middle Eastern Women

Application

Due Date April 5, 2004

Sponsored by the U.S. Department of State
through the Bureau of Educational and Cultural Affairs
and the Middle East Partnership Initiative
with the support of the Department of Commerce

Implemented by America-Mideast Educational and Training Services, Inc. (AMIDEAST)

AMIDEAST
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Program Description

Middle East Partnership Initiative U.S. Business Internship Program for Young Middle Eastern Women

The Middle East Partnership Initiative (MEPI) U.S. Business Internship Program for Young Middle Eastern Women will provide participants unique opportunities to learn management and business skills while working in the dynamic and productive U.S. business environment. The program will consist of a four-week interdisciplinary academic program, including coursework in management, finance, business strategy and information technology, followed by a three or six-month management internship, depending on their professional background, or three month entry-level internships with American corporations. Cultural enrichment and monitoring will be provided throughout the program. The program will cover international and domestic travel, health insurance, housing and a living stipend in the U.S.

The Middle East Partnership Initiative (MEPI) is a Presidential initiative to support economic, political, and educational reform efforts in the Middle East and to champion opportunity for all people of the region, especially women and youth. The initiative strives to link Middle Eastern, U.S., and global private sector businesses, non-governmental organizations, civil society elements, and governments together to develop innovative policies and programs to achieve this mission.

This MEPI program is sponsored by the U.S. Department of State through the Bureau of Educational and Cultural Affairs and the Middle East Partnership Initiative, with support from the U.S. Department of Commerce, and implemented by America-Mideast Educational and Training Services, Inc. (AMIDEAST).

The U.S.-based program will begin on August 1, 2004 in Washington, D.C. with an orientation program. At the conclusion of the internships, participants will again return to Washington for an End of Program Workshop focused on the creation of an alumnae network and the development of leadership skills. Participants will return to their home countries at the conclusion of the workshop.

Eligibility Requirements

The MEPI U.S. Business Internship program for Young Middle Eastern Women is open to participants between the ages of 22 and 30 from the following countries: Algeria, Bahrain, Egypt, Iraq (excluding Iraqi expatriates), Israel (limited to the Israeli Arab sector) Jordan, Kuwait, Lebanon, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank/Gaza and Yemen.

The program is intended for participants who have demonstrated an interest in professional growth in the business sector of their economies and have received, at a minimum, 1) an undergraduate degree in business or law from a recognized academic institution OR 2) an undergraduate degree in any field with at least three years' business experience. Applicants who are currently enrolled in a U.S. academic program, who are living and/or working in the U.S., and/or who have previously participated in a program sponsored or funded by the U.S. Government and who have not fulfilled their two-year home residency requirement by the time of application are not eligible for program.

Competition for the program will be open, merit-based and fair. Applicants will be evaluated based on academic excellence, leadership potential, proficiency in written and spoken English (with a minimum institutional TOEFL score of 550), maturity, and flexibility and suitability to operate successfully in an American corporate environment. Selected applicants must also demonstrate a sufficient level of information technology knowledge and word processing ability to operate in a U.S. business at the appropriate entry or management level.

Application process

Applications must contain the following information:

1. Complete Program Application form. The application may be accessed on-line and submitted electronically via e-mail or printed and submitted in person or by mail.
2. College/university transcripts
3. Professional resume
4. A recommendation letter from the applicant's current or most recent employer and one personal reference (recommendation forms are included in this application packet)
5. Institutional TOEFL test results

Applications should be submitted to the following addresses:

Algeria Street address: AMIDEAST, 22, rue Al Amine Al Abassi, Cité Jardins 1002, Tunis-Belvédère, Tunisia Mailing address: B.P. 351, Tunis-Belvédère 1002, Tunisia	Bahrain Street address: AMIDEAST, Yousef Al-Qenai Street, Building 15, Block 3, Salmiya, Kuwait Mailing address: PO Box 44818, Hawalli, 32063, Kuwait	Egypt Street address: AMIDEAST, No. 23 Mossadak Street, Dokki, Giza Mailing address: PO Box 96, Magles El Shaab
Iraq Street address: AMIDEAST, Bldg. #5, Street 240/4/15, Former WFP Office, Ainkawa, Erbil, Iraq Mailing address: AMIDEAST, P.O. Box 1, Erbil, Iraq	Israel Street address: AMIDEAST, Slak Building, 3rd Floor, Next to Palestinian Counseling Center, Khalil As-Sakakini Street, Beit Hanina, Jerusalem Mailing address: PO Box 19665, Jerusalem 91193	Jordan Street address: AMIDEAST, 1 Akram Rashid, Um As-Summaq, Amman Mailing address: P.O. Box 1249, Amman 11118
Kuwait Street address: AMIDEAST, Yousef Al-Qenai Street, Building 15, Block 3, Salmiya, Kuwait Mailing address: PO Box 44818, Hawalli, 32063, Kuwait	Lebanon Street address: AMIDEAST, Beirut Central District, Bazerkan Building, First floor, Nijmeh Square, Next to the Parliament Beirut Mailing address: P.O. Box 11-2190 Riad El Solh, Beirut 1107 2100	Morocco Street address: AMIDEAST, 35, zanqat Oukaimeden, Agdal, Rabat
Oman Street address: AMIDEAST, Algiers Street, #66 (near the Sana'a Trade Center), Sana'a, Republic of Yemen Mailing address: P.O. Box 15508, Sana'a, Republic of Yemen	Qatar Street address: AMIDEAST, CERT Technology Park, Higher Colleges of Technology, Muroor Road (4th Street), Opposite to the Fire Station Defense Area, Abu Dhabi, United Arab Emirates Mailing address: P.O. Box 5464, Abu Dhabi, UAE	Saudi Arabia Street address: AMIDEAST, Algiers Street, #66 (near the Sana'a Trade Center), Sana'a, Republic of Yemen Mailing address: P.O. Box 15508, Sana'a, Republic of Yemen
Syria Street address: AMIDEAST, Ahmed Mrewed Street. Next to Nadi Al Sharq. Nahas Building No. 3, Damascus Mailing address: P.O. Box 2313, Damascus	Tunisia Street address: AMIDEAST, 22, rue Al Amine Al Abassi, Cité Jardins, 1002, Tunis-Belvédère, Tunisia Mailing address: B.P. 351, Tunis-Belvédère 1002, Tunisia	UAE Street address: AMIDEAST, CERT Technology Park, Higher Colleges of Technology, Muroor Road (4th Street), Opposite to the Fire Station Defense Area, Abu Dhabi, United Arab Emirates Mailing address: P.O. Box 5464, Abu Dhabi, UAE
West Bank/Gaza (Jerusalem) Street address: AMIDEAST, Slak Building, 3rd Floor, Next to Palestinian Counseling Center, Khalil As-Sakakini Street, Beit Hanina, Jerusalem Mailing address: PO Box 19665, Jerusalem 91193	West Bank/Gaza (Ramallah) Street address: AMIDEAST, Al-Watanieh Towers, 1st floor, 34 Municipality Street, El-Bireh, Ramallah District Mailing address: PO Box 19665, Jerusalem 91193	West Bank/Gaza (Gaza) Street address: AMIDEAST, Ahmad Abd al-Aziz Street, behind Al-Karmel High School, Remal, Gaza City Mailing address: PO Box 1247, Gaza City, Gaza Strip, Palestinian National Authority
Yemen (Sana'a/Aden) Street address: AMIDEAST, Algiers Street, #66 (near the Sana'a Trade Center), Sana'a, Republic of Yemen Mailing address: P.O. Box 15508, Sana'a, Republic of Yemen Street address: 162 Miswat Street (across from the British Consulate), Khormaksar, Aden Republic of Yemen Mailing address: P.O. Box 6009, Aden, Republic of Yemen		

Biographical Information

Personal Identification Information:

Preferred Title: Dr. Mrs. Miss Ms.

Last or Family Name: _____ First Name: _____ Middle/Other Name: _____
(Enter your name exactly as it appears on your passport/travel document)

Date of Birth: Year _____ Month _____ Day _____

Marital Status: Single Married Widowed Divorced Separated

Number of Dependents: _____

In case of emergency, whom should we contact?

Name: _____

Tel #: _____

Address: _____

Place of Birth: Country: _____ Province: _____ City: _____ Other information: _____

Current Citizenship: (Country) _____ Other / Dual Citizenship: (Country) _____

Country of Current Residence: _____

Primary Language: _____

Other Languages: (1) _____ (2) _____ (3) _____ (4) _____

Ethnicity: Arab

Non-Arab Specify ethnic background: _____

Contact Information:

Residence Address: _____ Postal Code: _____

Mailing Address: _____ Postal Code: _____

Preferred address for program to contact you: Residence Address Mailing Address

Home Telephone #:
Country Code_____ City Code_____ Telephone Number_____ Fax Number_____

Work Telephone #:
Country Code_____ City Code_____ Telephone Number_____ Fax Number_____

Mobile Telephone #:
Country Code_____ City Code_____ Telephone Number_____

E-mail Address: _____

Professional and Employment Information:

Please remember to submit a professional résumé with your application.

List your current or most recent business and employment information:

Start Date	End Date	Company/Organization Name	Position Title	Responsibilities & Duties

Current Supervisor
Name: _____

Address: _____

Telephone number: _____

List your other employment history:

Start Date	End Date	Company/Organization Name	Position Title	Responsibilities & Duties

Describe any special skills you have developed:

List your computer and information technology-related skills:

Program/skill:	Skill level:	Excellent	Good	Fair	Beginner
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Affiliations:

List any professional associations, non-governmental (NGO) organizations or other organizations in which you currently are a member or with which you have been involved:

Start Date	End Date	Organization/Association Name	Organization Purpose or Function

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Educational Information:

Please remember to submit copies of all college/university transcripts with your application.

List all post-secondary education including professional education, beginning with most recent:

Start Date	End Date	Institute/University	Location	Major Subject	Minor Subject	Diploma or Degree Conferred

List all U.S. government-funded programs in which you have participated:

Start Date	End Date	Program Name	U.S. Government Sponsor	Program Topic

List any significant publications, honors, awards, projects or other accomplishments you would like to highlight to the selection committee:

<u>Date</u> (YY)	<u>Item / Title</u>	<u>Description / Significance</u>

Additional Information:

How did you learn about the MEPI U.S. Business Internship Program for Young Middle Eastern Women?

- ___ Print advertising
- ___ Internet announcement
- ___ From a friend
- ___ School announcement
- ___ U.S. government official
- ___ Other

Travel Document Information: Please provide the following information regarding your passport/travel document. If you are selected to participate in the program, this information will be used to facilitate your visa application:

What type of travel document(s), if any, do you possess?

- Passport Other document _____ None

Iraqi applicants who do not presently have an Interim Travel Document (ITD) are strongly advised to apply for and obtain one as soon as possible.

Document Series / Number: _____

Country of Issue: _____

Travel Document Expiration Date: Year _____ Month _____ Day _____

Have you ever applied for a U.S. visa? Yes ___ No ___

What year? _____ Where? _____

Have you ever applied for an immigrant visa to the U.S.? Yes ___ No ___

What year? _____ Where? _____

Have you worked, studied or traveled abroad? Yes _____ No _____

If yes, where? _____

What year(s)? _____

Purpose of Travel? _____

Do you have a disability? If yes, please describe (This question is for statistical purposes only and will not affect your eligibility in any way):

Statement of Purpose:

Why do you want to participate in the U.S. Business Internship Program? How do you expect to benefit from the experience and how do you envision applying what you will learn when you return home? (Please limit response to 250 words.)

What drives and motivates you in your professional life? (Please limit response to 250 words.)

What do you see yourself doing professionally 10 years from now and how do you plan to get there? (Please limit response to 250 words.)



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Confidential Letter of Reference from CURRENT Employer

This letter of reference must be written by the applicant's current supervisor in her professional position. If the letter is not written in English, an accurate translation must be attached.

The following information should be completed by the applicant:

Applicant Name: _____ Country: _____

Supervisor's Name: _____ Title: _____

Organization or Employer: _____

The remainder of this form should be completed by the applicant's supervisor:

How long have you known the applicant? _____

In what capacity? _____

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The U.S.-based program will begin on August 1, 2004 in Washington, D.C. with a three-day orientation program. At the conclusion of the internships, participants will again return to Washington for an End of Program Workshop focused on the creation of an alumnae network and the development of leadership skills. Participants will return to their home countries at the conclusion of the workshop.

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The program is intended for participants who have received, at a minimum, an undergraduate degree from a recognized academic institution and have demonstrated an interest in professional growth in the business sector of their economies. Applicants who are currently enrolled in a U.S. academic program, who are living and/or working in the U.S., and/or who have previously participated in a program sponsored or funded by the U.S. government and who have not fulfilled their two-year home residency requirement by the time of application are not eligible for program.

Competition for the program will be open, merit-based and fair. Applicants will be evaluated based on academic excellence, leadership potential, proficiency in written and spoken English (with a minimum institutional TOEFL score of 550), maturity, and flexibility and suitability to operate successfully in an American corporate environment. Selected applicants must also demonstrate a sufficient level of information technology knowledge and word processing ability to operate in a U.S. business at the appropriate entry or management level.

Applicant Evaluation

In the rating chart below, please evaluate the applicant:

<u>Category</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unable to Judge</u>
Intellectual ability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work habits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness of purpose:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness and initiative:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to new situations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe why you believe the applicant is prepared (or not prepared) to benefit for the proposed internship program. Examples from the applicant's professional background in support of your conclusions would be very helpful.

Please share a concrete example of a specific accomplishment the applicant has made in her professional work.

In what ways do you see this applicant making a difference when she returns to employment after the internship?

As the applicant's supervisor, are you and your company/organization willing to allow the applicant a leave of absence between 4-7 months to participate in the program? Yes _____ No _____

Name and title (please print): _____

Place of Employment: _____

Address: _____

Telephone # _____ E-Mail address: _____

Signature: _____ Date: _____



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Confidential Letter of Reference

This letter of reference may be provided by a professional mentor, professor or other associate as the applicant chooses. If the letter is not written in English, an accurate translation must be attached.

The following information should be completed by the applicant:

Applicant Name: _____ Country: _____

Evaluator's Name: _____ Title: _____

Organization or Employer: _____

The remainder of this form should be completed by the person providing the reference:

How long have you known the applicant? _____

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Adaptability to new situations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe why you believe the applicant is prepared (or not prepared) to benefit from the proposed internship program. Examples from the applicant's background in support of your conclusions would be very helpful.

Please share a concrete example of a specific accomplishment the applicant has made in her professional work, academic study or social situation.

In what ways do you see this applicant making a difference professionally, personally or socially upon return from the internship program?

Name and title (please print): _____

Place of Employment: _____

Address: _____

Telephone # _____ E-mail address: _____

Signature: _____ Date: _____