

**Study of the U.S. Institutes for   
Secondary School Educators and Administrators  
Application Form**

Application form and CV should be submitted no later than **November 12, 2024** via this SurveyMonkey: <https://www.surveymonkey.com/r/SUSI-SSE>

For the letter of recommendation from an individual who knows you in a professional capacity, please send the following link to your recommender: [www.surveymonkey.com/r/SUSI-Recommendation-letters](http://www.surveymonkey.com/r/SUSI-Recommendation-letters)

*Answers to all questions are required. If something is not applicable to you, please write N/A.*

**1. Institute Focus** Teachers Administrators

**APPLICANT INFORMATION**

**2. Surname (Last name)**: Click or tap here to enter text.

**3. Given name(s):**  Click or tap here to enter text.   
*Please write as shown on your passport and bold your preferred name.*

**4. Gender:**

Female   
 Male  
 Non-binary  
 Other

**5. Date of Birth** (MM/DD/YYYY, for example: 02/18/1998):

Click or tap here to enter text.

**6. City of Birth:** Click or tap here to enter text.

**7. Country of Birth:** Click or tap here to enter text.

**CITIZENSHIP INFORMATION**

**8. Primary Citizenship:** Click or tap here to enter text.

**9. Country of Residence:** Click or tap here to enter text.

**10. Secondary Citizenship** (if applicable): Click or tap here to enter text.

**CONTACT INFORMATION**

**11. Street Address:** Click or tap here to enter text.

**12. City:** Click or tap here to enter text.

**13. Region (e.g. Uusimaa):** Click or tap here to enter text.

**14. Postal Code:** Click or tap here to enter text.

**15. Country:** Click or tap here to enter text.

**16. Phone Number:** Click or tap here to enter text.

**17. Email Address:** Click or tap here to enter text.

**MEDICAL, PHYSICAL, DIETARY, OR OTHER PERSONAL CONSIDERATIONS**

**18. Disability:** Choose an item.

**19. Please describe any pre-existing medical conditions, prescription medications, or any other dietary or personal consideration.** *(This will not affect the nominee's selection, but will enable the host institution to make any necessary accommodations.)*

Click or tap here to enter text.

**EXPERICENCE IN THE UNITED STATES**

**20. Have you traveled to the U.S. before?  Yes  No**

**21. If yes, please list any previous travel to the United States for the purposes of tourism/vacation, conferences, educational study, or U.S. government sponsored grants. Provide dates/duration, purpose of visit(s), and location.***(Example: July 4-14, 2019 Tourism to Washington, D.C.; December 1-15 2018, Short Term Study Abroad to New York City, NY.)*

Click or tap here to enter text.

**22. Have you previously participated in or been accepted into a U.S. Department of State sponsored program?  Yes  No**

**23. If yes, please provide the name of the program and the dates.**

Click or tap here to enter text.

**24. Family residing in the U.S.** (if applicable): Click or tap here to enter text.*Please include relation information, city, and state. (Example: Jane Doe, Sister – Denver, CO)*

**EDUCATIONAL AND PROFESSIONAL BACKGROUND**

**25. Please list all earned degrees beginning with the most recent. Please include degree type, year awarded, specialization, and institution.** *(Example: Master’s; 2019; International Relations; University of Helsinki)*

Click or tap here to enter text.

**26. Additional Academic/Professional Training/ Workshops:**

Click or tap here to enter text.

**27. Current Role/Job Title:** Click or tap here to enter text.

**28. Institution/Organization Name:** Click or tap here to enter text.

**29. Institution/Organization Country:** Click or tap here to enter text.

**30. Work History**Please insert only the five (5) most recent positions. Please provide institution, dates of employment (MM/YYYY-MM/YYYY) and title/position. Please specify if the position was part-time.*(Example: American University; 01/2019-01/2020; Professor of International Relations)*

Click or tap here to enter text.

**31. Professional Responsibilities**Please discuss your professional responsibilities in greater detail, including research interests, administrative responsibilities (ex. Curriculum design), and/or other pertinent information not included in the section above.

Click or tap here to enter text.

**32. Current Courses Taught**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Level of Students | Classroom Hours per Semester | Number of Students | U.S. Studies Content (%) |
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**33. Current Student Advising**Advising is not the same as teaching. We are looking for the number of students, their level, and hours the nominee spends providing assistance in helping students clarifying personal and career goals and evaluating progress towards those goals. This section can also include those that supervise Ph.D. and graduate students.

|  |  |  |
| --- | --- | --- |
| Number of students advised studying U.S. related topics | Level of Students | Hours of advising per student per year |
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**34. Publications Related to Institute Theme**Please list all foreign titles in English, including whether the publication was a book, chapter, journal article, newspaper article, etc. Please only list publications within the last five years.

Click or tap here to enter text.

**35. Active Memberships in Professional Associations**Please limit to three most relevant. Provide the position and organization. *(Example: President, Washington Educational Professionals Association.)*

Click or tap here to enter text.

**36. Other Leadership Positions Beyond Professional Duties**Please provide the activity, position/title, year started, year completed, and the description of duties.

Click or tap here to enter text.

**37. Potential Outcomes**Please select any likely potential outcomes of this program.

**Create new course  Create new degree program**

**School curriculum redesign  National curriculum redesign**

**New research project  New publication**

**Professional promotion  Government or ministry policy**

**New professional organization  New institutional linkages**

**Raise institutional profile**

**38. Personal Statement (max 500 words)**Please discuss how your participation would enhance your personal and professional goals, the current state of the U.S. studies in your home country, or upon the institute. Include how attending this Institute would help you achieve the “Other Potential Outcomes” you have checked above.

(Note: A strong candidate statement/personal essay should convey why you are interested in participating in the particular Institute, what you hope to gain from the Institute, what you will contribute to the Institute, and how you will leverage the experience to achieve “other potential outcomes” checked in the box section. In addition, you can describe your capacity and plans to amplify the impact of the Institute beyond your own knowledge and research.)

Click or tap here to enter text.