

Writing

Situation: You want to apply for a two-week exchange program in the U.S. The program mainly aims at improving the English proficiency of the participants. It also includes cultural excursions and activities.

Directions: Please fill in the form below.

Guidelines:

Personal Information and Biography Form



Name (*exactly as it appears on your passport)	
First/Given names:	<i>Your first or given name</i>
Family name/Surname:	<i>Your surname or family name</i>
Country	
Country of Citizenship:	<i>The country in which you were born</i>
Country of Legal Residence:	<i>The country in which you are residing now</i>
Date of Birth	
MM/DD/YYYY	<i>Your birthdate starting with the month, followed by the date and year of birth in Christian Era</i>
Place of Birth	
City of Birth:	<i>The name of the city in which you were born</i>
Country of Birth:	<i>The country in which you were born</i>
Gender	
<input type="checkbox"/> Male <input type="checkbox"/> Female <i>Tick your gender</i>	
Area of Specialization	
<i>State your area or study or work that you are good at</i>	
Highest Level of Education	
<i>State your highest educational degree</i>	

Contact Information

Please provide your complete contact information below.

Name: _____ *Write your full name here* _____

City, Country, and Postal Code: _____ *Write the names of the city and country, and the Post Code* _____

Phone Number (country code and number): _____ *Write your phone number starting with country code and followed by the number* _____

E-mail address: _____ *Write your e-mail address* _____ (please use a valid email that all program documents and correspondence can be received and sent from)

Emergency Contact Information

Please provide the name and full contact information for a person you authorize the U.S. Department of State, FHI 360 and/or the host institution to contact in case of emergency.

Name: _____ *Write the name of the contact person*

Relationship to program participant: _____ *State the relationship between the above mentioned person and you* _____

City, Country, and Postal Code: _____ *Write the names of the city and the country, and the post code* _____

Phone Number (country code and number): _____ *Write the contact person's phone number starting with country code followed by the number* _____

E-mail address: _____ *Write the e-mail address of contact person* _____

Biography

Please provide a brief biography (50 words maximum) describing your current position, your professional background, and so on.

Sample

Mr. Sawasakorn Thongprayoon is a lecturer of Language and Communication at Srinakharinwirot University, Bangkok, Thailand. He received his B.A. in Language and Intercultural Communication and his M.A. in TESOL from SWU before eventually becoming a member of the academic staff in 2014. His research interest includes intercultural communication. He can be contacted at sawasakorn.th@g.swu.ac.th

Please answer the following questions:

Have you ever participated in a U.S. Government-funded program? If yes, please explain and give dates.

1. What other training courses have you participated in? Please mention the cities and countries where the training took place, the dates and the organizers of the training (e.g., British Council, MOE, Thailand TESOL, RELO, etc.).

2. Have you ever been to the U.S.? If yes, what was the purpose and the dates of your visit?

3. Please write up to 120 words explaining why you would like to get the scholarship, how to be successful while studying, and what you would like to do after the training as “the Statement of Purpose”.