



CRITICAL  
LANGUAGE  
SCHOLARSHIP

# 2020 Critical Language Scholarship Program

## Application Instructions

Program Overview .....	2
Eligibility.....	2
Participation Requirements .....	4
Medical Review.....	5
Visas .....	6
Additional Requirements .....	6
Privacy Policy and Use of Personal Data .....	6
What is Covered.....	6
Selection Process .....	7
Application Components .....	8
Essays .....	8
Recommendations .....	8
Transcripts .....	8
CLS Program Online Application .....	8
Accessing the Application .....	8
Pre-Application Form .....	9
Sections 1-2: Application Instructions, Program Overview and Requirements.....	9
Section 3: Eligibility .....	9
Section 4: Disciplinary Record .....	10
Section 5: Language Choice.....	10
Section 6: Biographical Information .....	11
Section 7: Current Academic Information.....	12
Section 8: Transcript and Grades.....	13
Section 9: Previous Academic Information .....	14
Section 10: Language Study .....	14
Section 11: Other Language Study .....	14
Sections 12-14: Recommendation Requests .....	14
Section 15: Activities and Employment .....	15
Section 16: Previous Programs, Honors, and Fellowships .....	15

Section 17: Short Essays & Section 18: Statement of Purpose.....	16
Section 19: Statistical Information .....	16
Section 20: Review and Submit .....	16
Language Levels and Prerequisites .....	18
ARABIC.....	18
AZERBAIJANI.....	18
BANGLA.....	18
CHINESE.....	18
HINDI.....	19
INDONESIAN.....	19
JAPANESE.....	19
KOREAN.....	19
PERSIAN.....	19
PORTUGUESE.....	19
PUNJABI.....	20
RUSSIAN.....	20
SWAHILI.....	20
TURKISH .....	20
URDU.....	20

## Program Overview

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The Critical Language Scholarship (CLS) Program is an intensive overseas language and cultural immersion program for American students enrolled at U.S. colleges and universities. Students spend eight to ten weeks abroad studying one of 15 critical languages. The program includes intensive language instruction and structured cultural enrichment experiences designed to promote rapid language gains. The CLS Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government. It is supported in its implementation by American Councils for International Education.

## Eligibility

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To be eligible for the CLS Program you must:

- Be a U.S. citizen or national at the time of your application.
  - Others, including Permanent Residents, are not eligible, even if they anticipate naturalization by the beginning of the program.
- Be enrolled in an accredited U.S. degree-granting program at the undergraduate (associate's, bachelor's) or graduate (master's, doctoral, professional degree) level at the time of your application.

- Your program must result in a degree. Applicants who are taking stand-alone or continuing education classes are not eligible.
- Your institution must be an accredited U.S. institution. Students earning degrees at foreign institutions that are not based in the U.S. or its territories are not eligible, even if those institutions are accredited by a recognized U.S. accrediting agency.
- You must be enrolled at this institution in the fall term of 2019. Limited exceptions apply; please read the following information carefully:
  - If you are not taking classes at your home institution in the fall term, please confirm that you are, in fact, enrolled. Institutions have different requirements to maintain enrollment status and you will be required to provide a signed letter from your **registrar** stating that you were enrolled during the fall term.
  - If you are taking a leave of absence to participate in an organized term- or year-long study abroad program, or to participate in a substantive internship program, you may request an exception to the enrollments requirement. Exceptions may only be granted in these two cases, and decisions will be made on a case by case basis.
  - **In either case, you must submit a signed letter from your home college or university in the U.S. explaining your situation and your intention to re-enroll following the completion of your study abroad or internship program. You must also submit documentation from the program provider explaining the opportunity and confirming your participation. This documentation may be submitted to American Councils by email [atcls@americanacouncils.org](mailto:atcls@americanacouncils.org).**
- You must successfully complete academic requirements for the fall term in order to remain eligible for the CLS Program. Students who withdraw or fail to maintain a passing grade average are not eligible to participate in the program.
- Be at least 18 years old by May 15, 2020.
- If in an undergraduate program (bachelor's or associate's), complete at least one year of study (two semesters or three quarters) by the beginning of the CLS Program in summer 2019.
- You may only apply once, for one language program, each summer. Applicants who submit multiple applications will be considered ineligible.
- Participation is limited to a total of two CLS awards for any individual. Applicants who have been selected for and participated in the CLS Program one time can apply for a second award. Applicants who have successfully completed the CLS Program two or more times are not eligible to apply and participate again.

## **The following persons are ineligible for the CLS Program:**

- Employees of the U.S. Department of State who work in offices under the Deputy Assistant Secretary for Academic Programs, in the Bureau of Educational and Cultural Affairs (ECA), for a period ending one year following the termination of such employment;
- Employees of private and public agencies under contract or grant with the U.S. Department of State who perform services related to the Critical Language Scholarship Program, for a period ending one year following the termination of their services; or
- Immediate family members (i.e., spouses and dependent children) of the individuals described in the above paragraphs, for a period ending one year following the termination of such employment or service. This provision does not disqualify self-supporting members of families who live apart from their parents.

These provisions do not extend to part-time or temporary employees, consultants, or interns of the U.S. Department of State (including at U.S. Embassies and Consulates), or to contract employees of the U.S. Department of State, unless such persons perform services related to the Critical Language Scholarship Program.

## **For applicants to the Fulbright U.S. Student Program**

Applicants to the CLS Program may apply for and receive both a CLS Program award and a Fulbright U.S. Student Program award in the same academic year. However, participants may not accept both a CLS Program award and the Fulbright Critical Language Enhancement Award, which provides supplemental critical language study funding for Fulbright U.S. Student Program grantees, in the same academic year.

If a participant receives a Fulbright grant with a mandatory pre-departure orientation in Washington, D.C. that falls during the CLS Program period, he or she may need to choose between accepting the CLS Program award and the Fulbright grant.

## **Felony and misdemeanor convictions**

Applicant situations involving a felony or misdemeanor conviction will be reviewed on a case-by-case basis. Minor traffic violations do not need to be reported as misdemeanors. Please note that the applicant may also be asked to submit supporting documentation.

## **University disciplinary action**

Applicant situations involving university disciplinary action will be reviewed on a case-by-case basis. Please note that the applicant may also be asked to submit supporting documentation.

Failure of an applicant to fully report felony and misdemeanor convictions or university disciplinary action will result in termination of the application.

# **Participation Requirements**

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The health and well-being of participants and staff are top priorities of the CLS Program. The CLS Program is a rigorous immersion program and may be physically and emotionally challenging. Each student must be committed to working hard and participating fully in the group program, beginning with the mandatory pre-departure orientation through the completion of the program.

Each participant must:

- Be able to stay alert and to focus attention for up to several hours at a time during classes, while participating in cultural activities, and when receiving staff instructions.
- Attend daily classes and activities, as dictated by the program schedule and for the duration of the program (program dates will be announced prior to the deadline for accepting the award, if offered).
- If taking prescription medications, be able to maintain proper dosage without assistance from instructors or others (except in emergency situations).
- Work effectively as a member of a team despite potentially stressful and difficult conditions. This may require problem solving on an interpersonal or group level as well as a willingness to accept differences.
- Contribute to a safe learning environment. No inappropriate verbal or physical behavior toward others, either in person or online, is tolerated for any reason.
- Effectively communicate ideas and concerns on an individual and group level.
- Perform necessary self-care, including maintaining adequate nutrition and hydration, dressing appropriately for environmental conditions, maintaining personal hygiene, and managing known medical conditions.
- Comprehend, and follow detailed instructions on travel, risk management, personal care, hazard avoidance, and other topics.
- With reasonable accommodations, be able to navigate transportation independently between program-provided housing and the institute site, a maximum of approximately one hour each way.

Note that some program dates may overlap with the spring or fall academic term at your institution, and it may be necessary to work with your institution to accommodate the program dates.

## Medical Review

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If selected for a CLS award, you will be required to submit a medical information form and physician's statement for review by an independent medical professional. Results of the medical review will determine if you meet medical requirements necessary for program placement and participation in the CLS Program. You must also inform the program of any changes in your health status between submission of these forms and departure in order to participate in the program.

## Visas

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All finalists must receive an appropriate visa from their country of study (deadlines vary by country).

- The CLS Program, American Councils for International Education and the U.S. Department of State will assist you with your visa application, but cannot influence a foreign government's decision of whether or not to issue a visa. The decision to issue a visa rests solely with the government and consular mission of the country to which a student is traveling.
- CLS Program finalists and, in some cases, alternates may be required to work closely with CLS Program staff on preparing their paperwork well in advance of regular deadlines in order to receive a visa.
- Failure to meet deadlines or respond in a timely manner to CLS program staff requests may result in not being issued a visa and therefore not being able to participate in the program.
- Finalists for the CLS Program may be required to submit their passports for visa processing in the spring, prior to the program start date. This may require finalists to cancel or reschedule planned international travel in order to participate on the CLS Program.

## Additional Requirements

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If you are selected for a CLS Program award, as a requirement of your participation you must agree to the terms and conditions of the award. A copy of the terms and conditions for the 2019 summer program is linked below. Note that award terms and conditions are revised on an annual basis and may change before the 2019 summer program.

### 2019 Terms and Conditions of Award

[https://clscholarship.org/assets/images/materials/2019\\_Terms\\_and\\_Conditions.pdf](https://clscholarship.org/assets/images/materials/2019_Terms_and_Conditions.pdf)

## Privacy Policy and Use of Personal Data

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Your privacy is important to us. American Councils for International Education (American Councils) follows a few fundamental principles with regards to your data:

- We are thoughtful about the personal information we ask you to provide and the personal information that we collect about you.
- We store personal information for only as long as we have a reason to keep it.
- We aim for transparency on how we gather, use, and share your personal information.

By starting an application to the CLS Program, you agree to our privacy policy, which incorporates and clarifies these principles. You can review our full privacy policy here at <https://clscholarship.org/privacy-policy>.

## What is Covered

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The CLS Program covers most of the costs of participating in its overseas institutes, including:

- International and domestic travel between the student's U.S. home city, Washington, D.C., and the CLS Program site;

- Visa application fees;
- Costs associated with the mandatory pre-departure orientation in Washington, D.C.;
- Language instruction, room, board, program-sponsored travel within the host country;
- All entrance fees for program activities;
- Oral Proficiency Interview (OPI) language assessments; and
- U.S. academic credit issued through Bryn Mawr College.

The following expenses will **not** be covered by the CLS Program:

- U.S. passport fees; and
- The cost of medical exams and any follow-up visits necessary to pass the medical review process, as determined by the CLS Program.

## Selection Process

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Award recipients are selected on the basis of merit, with consideration for the following:

- Commitment to language learning;
- Connection between language and goals;
- Preparation for the CLS Program;
- Adaptability, sensitivity and resilience; and
- Contribution to the CLS Program and program goals.

Read the full selection criteria at <https://clscholarship.org/applicants/selection>.

**First Round Reviews:** Each application is read by two independent evaluators chosen from a pool of faculty and administrators at colleges, universities, and international education institutions across the U.S.

All applicants will be contacted in **late January** by email with a notification of whether their application passed the initial review process.

**Semi-finalist Reviews:** Top applicants are reviewed by panels of academic and international education experts, who convene in Washington, D.C. in early February.

Finalists, alternates and non-recipients will be notified of their statuses by email in **early March**.

Those selected for the award will have approximately two weeks to accept or decline. Alternates are promoted on a rolling basis throughout the spring.

Finalists and alternates will receive further information on program requirements, including the medical review and visa process, at this time.

# Application Components

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Your completed application to the CLS Program will consist of an application form, two recommendation letters, and uploaded copies of your unofficial transcript(s). We strongly recommend online submission of all required application materials for the CLS Program whenever possible. The 2019 CLS Program application is available online at [www.clscholarship.org/apply](http://www.clscholarship.org/apply).

Print copies are also available on request, and for download at on our website. Please contact the CLS Program at [cls@americanconcil.org](mailto:cls@americanconcil.org) if you require a print copy of the application.

Note that print copies of the application will be entered into the online application form by our staff on your behalf. If your print application is missing required information, your application will not be accepted.

## Essays

There are five essay questions on the application form. Your response to each essay question is strictly limited to a maximum number of words. Please review the word limit for each essay topic closely. Applicants exceeding the word limits will not be considered for the scholarship. Please see each essay section below for additional information.

## Recommendations

Each applicant must obtain two recommendations. Recommendations may be provided by an academic advisor, a current or past professor or someone who knows the applicant in a professional or volunteer capacity. If you are a first year undergraduate student, please consider limiting the number of recommendations from high school teachers. The recommendations may **not** be completed by anyone who is related to the applicant.

## Transcripts

Each applicant must submit an unofficial transcript from the college or university they are currently attending, as well as transcripts from colleges and universities attended in the past. First-year students must submit an unofficial transcript showing their courses in progress. High school transcripts are not necessary.

If you are selected for an award, you will be required to submit an official transcript from your current college or university in the spring. Any unexplained discrepancies between the unofficial and official versions of the transcripts will result in the termination of the award with no appeal.

# CLS Program Online Application

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## Accessing the Application

To start an application, first enter the required information under "Create New Account" at <http://ais.americanconcil.org/cls>. Create a password that you will remember. After you click on "Create New Account" you will be sent a verification email to activate your account. You may return as many times as necessary before submitting your application by the deadline. The online application will close at **8:00 p.m. Eastern Time on November 19, 2019**, and CLS will not accept applications submitted after the deadline.

Enter your login information in the "Sign In" section, which may be accessed from the homepage of the CLS application (<http://www.clscholarship.org/apply>). After you have logged into the CLS application, you will see a welcome screen. Click "Start" next to **CLS Application for Summer 2019** to start the application process.

## Saving Your Work

As you enter information into the CLS application system, make sure to click the "Save changes" button at the bottom of each page frequently. The system will time you out after 60 minutes of inactivity and will not save your work unless you click on the "Save changes" button. Unsaved work will be permanently lost and cannot be retrieved by CLS Program staff. To access your saved application, go to the online application login page and reenter your information.

Please enter all information using appropriate capitalization and punctuation throughout the CLS Program application. For example, do not enter your name or any other information in ALL CAPS. The information provided in your online application form will be used for official CLS Program communications and documents.

## Scheduled Maintenance

Occasionally, the online application system is taken down for regularly scheduled maintenance. This usually occurs late on Monday nights, if at all. If you receive an error when navigating to the application portal, you may try again in a short while. Announcements about scheduled maintenance are posted at the top of each page several days in advance, so please pay attention to those notices in the system and take steps to ensure that you can continue to work on your application elements such as essays during those times.

## Pre-Application Form

The CLS Program works with faculty members and administrators at colleges and universities across the United States who assist students with the CLS application process. As part of the application process we share your name, email address, and information on your degree program and the language you are applying for with the designated advisor(s) at your school, who may reach out to you to offer assistance and encourage you to submit an application.

When you begin an application online, you are asked to provide that information before you may begin work on the full application.

Your choice to continue indicates your consent to have this information shared as described. Please see our [Privacy Policy](#) at <https://clscholarship.org/privacy-policy> for more information about how the CLS Program protects your information.

## Sections 1-2: Application Instructions, Program Overview and Requirements

The application instructions and program overview pages cover technical aspects of using the application system and describe the eligibility requirements and basic information about the CLS Program.

## Section 3: Eligibility

Please complete the questions regarding your eligibility for the 2019 CLS Program.

Please read the prompts carefully and note that an answer of "No" to questions asked on this page does not necessarily indicate that you are ineligible for the CLS Program. Complete eligibility information is available at [www.clscholarship.org/apply](http://www.clscholarship.org/apply). A list of frequently asked questions is provided on the CLS website at [https://clscholarship.org/faqs](http://clscholarship.org/faqs).

**1) Citizenship:** Only U.S. citizens and nationals are eligible for the CLS Program. Citizens must have U.S. citizenship by the CLS application deadline of November 19, 2019. Permanent residents and green card holders are not eligible to apply.

- 2) Age:** You must be 18 years of age by May 15, 2020 in order to be eligible for the 2019 CLS Program.
- 3) Enrollment:** Please answer questions about your enrollment status and the accreditation status of your university. If you are unsure about either, please refer to your college or university's office of the registrar. If you are not enrolled, please describe your educational status in the space provided in 3a.
- 4) Leave of Absence:** Please note that students on a leave of absence are not considered eligible for the CLS Program, with limited exceptions made for students who have withdrawn from their academic program in order to pursue an organized semester- or year-long study abroad or substantive internship program, who intend to re-enroll following its completion.
- 5) Institution:** Applicants must be students at Higher Education Institutions based in the United States that are accredited by a Department of Education recognized accreditation agency. Students at institutions with suspended accreditation are not eligible to apply. Students at colleges and universities based in a country other than the United States and its territories are not eligible to apply. Students at colleges and universities located outside the United States and its territories, that are nevertheless incorporated and based in the United States are eligible to apply, as long as they meet all other eligibility requirements.
- 9) Only One Application:** Applicants may only submit one application for the CLS Program each year. If it is determined that an applicant has submitted multiple applications in the same application year, they will be determined to be ineligible to participate in the CLS Program. If you submitted an application in error and need help deleting it, please contact our staff at [cls@americanconcil.org](mailto:cls@americanconcil.org).
- 12) Veteran Status:** All other factors being equal, the CLS Program gives preference to veterans of the U.S. armed forces. Note that active duty members of the military do not qualify for a veteran's preference in this case. If you are a veteran, you must provide a copy of your DD214 or NGB-22 form to prove your status, or you may decline to receive this preference.

## **Section 4: Disciplinary Record**

**1) Felony/Misdemeanor Conviction:** If you have ever been convicted of a felony or misdemeanor, please include details of the date of incident, details of citation/complaint, and state whether or not you completed the terms of your sentence. Please provide the requested information. Entering false information will be grounds for immediate disqualification. More information on questions related to felony or misdemeanor convictions can be found in the frequently asked questions section of the CLS website at <https://clscholarship.org/faqs>. Please note that you may also be asked to submit supporting documentation.

**2) University Record:** Indicate whether you have ever been the subject of academic or non-academic disciplinary action or have been suspended or expelled from school for any disciplinary or honor code infraction in the text box provided. Please include the date of incident, details of the incident, and the resulting punishment. Please note that you may also be asked to submit supporting documentation.

## **Section 5: Language Choice**

**Language Choice:** Select the language you are applying to study and the level at which you plan to study. Please refer to the Language Levels and Prerequisites section at the end of this document to review which levels are offered for the CLS language you want to study.

The language that you select will be referred to as the "target language" throughout the online application.

Choose your level based on how many years of target language study you will have completed by June 2019:

- **No target language study, or less than one academic year of study:** Beginning
- **At least one academic year of target language study:** Advanced Beginning
- **At least two academic years of target language study:** Intermediate
- **At least three academic years of target language study:** Advanced

For example, if you are currently in your first semester of Arabic study, and plan to continue next semester, you will have completed one year of target language study by June 2020, and are eligible for the advanced beginning level. For more detailed information on language levels, please refer to the CLS website (<https://clscholarship.org/applicants/language-levels>).

Applicants must choose one language *only*. Multiple applications by one applicant will result in disqualification from the CLS selection process.

After choosing a language, indicate the number of years of formal target language study (or equivalent) at the high school and/or college level that you will have completed by June 2019. If you are applying as a beginning-level student, you may enter "0." Please enter only a numerical value in this field. You will have an opportunity in Section 11 to go in-depth into your target language experience.

## **Section 6: Biographical Information**

**1-5) Biographical Information:** Enter all information as it appears on your government-issued ID documents, such as your passport, Social Security card or driver's license. If there is a discrepancy in the personal information listed on your various government ID documents (e.g., differences in your legal name or sex), please use the information as listed on the passport that you anticipate using for CLS Program travel, regardless of whether you have this passport already or will be applying for it later. Please contact us with questions about this policy.

Your name as entered will be used on all official CLS Program communications, so please use appropriate capitalization.

**6) Dual Citizenship:** If you hold dual citizenship with another country, mark 'yes' and indicate which country in question 6a. If you hold citizenship in more than two countries, please select only one to indicate here.

**7) Naturalization:** If you are naturalized U.S. citizen, indicate so and provide your date of naturalization in response to question 7a.

**8) Residential Address:** Please enter your permanent residential address, at which you are registered to vote. The CLS Program informs members of Congress when constituents from their states or districts receive a CLS award. Your address should match the congressional district you indicate. For example, if you live in Rhode Island but attend school in Illinois, then please indicate your address in Rhode Island.

**9) Congressional Voting District:** Enter the state code and district number of your congressional voting district. This should be the district where you are registered to vote or plan to vote in the next election. This information can be found on your voter registration card or at <https://www.house.gov/representatives/find-your-representative>.

Enter "At Large" for states with only one Congressional representative. Those states are: Alaska, Delaware, Montana, North Dakota, South Dakota, Vermont, and Wyoming. Enter "At Large" also for the District of Columbia and U.S. territories (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands).

**10-13) Current Contact Information:** Please provide the primary telephone number at which you can be reached through October 2019. If you are providing an overseas, non-U.S. number, please indicate the country code, preceded by a 'plus' sign ('+'). Also indicate an alternate phone number. The CLS Program will use this number to reach you only in cases where we cannot reach you using your primary email address or number and there is time-sensitive information that we need to communicate, such as a program deadline. Consider entering the contact information for a close friend or family member.

Enter the email address at which you would like CLS Program staff to contact you. All official CLS Program communications will be directed to the indicated e-mail address and it should remain valid through October 2019. You must also enter an alternate email address. We strongly recommend you not to use university email addresses as your primary form of communication, as you may not have access to this email address after the current academic year.

**Passport Information:** If you currently have a valid U.S. passport, please provide passport information exactly as it appears on the photo page of your passport. If you do not currently have a passport or access to your passport, you may select "No." A valid U.S. passport is not required in order to apply for the CLS Program, however all finalists are required to have a valid passport by March 2020 in order to participate in the program. If you do not take measures to secure a passport by March 2020, you will be responsible for any fees associated with expediting your passport.

Visit the U.S. Department of State website at <http://travel.state.gov> for more information on how to obtain a U.S. passport.

**15) Recent International Travel:** Please list all countries you have traveled to in the past five years, including the country name, reason for travel and the approximate dates and length of your visit.

## **Section 7: Current Academic Information**

**1-5) Current College or University:** Choose the name of your current college or university and provide information on your current enrollment. Please provide information about your university or college, including your start date, expected graduation date, and type of degree you will receive.

Please note that the data in the CLS Application reflect information derived from the Department of Education's Integrated Postsecondary Education Data System (IPEDS), which is updated on an annual basis. If your college or university is an accredited U.S. based institution but not listed as an option, please contact us at [cls@americanacouncils.org](mailto:cls@americanacouncils.org) and we will happily add it.

You may optionally indicate the specific campus or division of your school that you attend. Note that this field should not be used in the place of your college or university name, which is required to submit your application.

Also indicate your degree type and when you began attending the institution.

If you are attending two institutions of higher education concurrently, or you are enrolled in a dual-degree program with two institutions, then please choose one to indicate here, which we will identify you as a student of during and after the program and indicate the other as a previous institution in the Previous Academic Information section. If

one institution is not an eligible institution (for instance, if it is based outside the United States), then indicate the eligible institution in this section and the second institution in the Previous Academic Information section.

**6-7) Current or Anticipated Academic Major(s):** First indicate the name of your degree program at your university—this is the name of the degree that you are working towards and anticipate graduating with. Then, select your majors/fields of study from the provided list. You may not be able to find the exact name of your major or minor in the application drop-down menu. Please select one or more options that are as close to your degree as possible.

**8b) Terms Completed:** Please indicate the number of terms (whether semesters, quarters or other), not including the current term. For example, a freshman applicant in a semester program that begins Fall 2019 should enter "0."

**8c) GPA:** If you are not a first semester student, enter your GPA at your current institution, if applicable. Please round your GPA to the nearest tenth (e.g. 3.4). If you do not have a GPA, enter N/A in this field. Do not enter your high school GPA or your GPA at a previous institution.

**9-12) Future Enrollment:** Please answer the questions about your enrollment status in Spring 2020 (Spring semester or Spring quarter) and Fall 2020. These questions are not used to determine CLS eligibility.

**Anticipated Spring 2020 Courses:** Please list all courses that you intend to enroll in for the Spring 2020 semester or the Winter and Spring 2020 quarters.

**Fall 2020 Enrollment:** If you're planning on being enrolled in the Fall 2019 term, please indicate 'Yes' here, along with the approximate start date for the term. If not, please explain in the space provided in 11a.

## **Section 8: Transcript and Grades**

Provide a copy of your unofficial transcript for your current college/university. Please ensure that your unofficial transcript includes the courses that you are currently enrolled in for the Fall 2019 semester, as well as all previously completed courses. There are two methods to choose from to provide your unofficial transcript record with your online application:

**Option 1:** Scan and upload a copy of your transcript or grade list to the online application. If the file size of your scanned document is more than 5MB, the file size may be reduced either by changing the options in your scanning software or in Acrobat Professional by selecting "Save As Other..." and "Reduced Size PDF." Do **not** upload a digitally signed or password protected e-transcript PDF. Most e-transcripts produced by universities are digitally signed and cannot be submitted with this tool. As a workaround, you may print your e-transcript and then upload a scan of the printed transcript.

**Option 2:** Alternatively, you may enter your courses and grades manually by completing a form. Complete this section only if you are unable to upload an unofficial transcript. Using your online grade report or transcript, please enter information on all courses you have taken. Please provide details on any courses listed on your transcript, including those you may have withdrawn from or for which you received an incomplete. This form should match your institution's record, exactly. If you have not received a grade yet, please enter "N/A".

**Important Note:** Failure to provide unofficial transcripts may result in the disqualification of your application. Please note that the CLS Program will verify official transcripts after selection. Falsified unofficial transcripts will be grounds for disqualification.

## **Section 9: Previous Academic Information**

If you have attended another college or university in the past, please provide this information in your online application. You may add as many additional entries as needed. Upload a copy of your unofficial transcript for each institution attended.

## **Section 10: Language Study**

**2-3) Previous Language Study:** Provide details of your previous experience studying and using your target language, selected in Section 5.

Provide any information regarding your target language background. If you have studied with a tutor, have knowledge of a specific dialect in the target language, or have a family background in the target language, please provide this information in the appropriate sections.

**4) Target Language Experience:** If you are applying at any level above the beginning level, provide information on the approximate total number of contact hours you anticipate having in the target language by the beginning of the 2019 CLS Institutes. The number of contact hours provided should include previous, current, and anticipated Spring 2019 target language courses. For example, a typical academic year is nine months (32 weeks). A typical language course is 3-5 hours per week or 96-160 contact hours. The number of contact hours provided should include previous, current, and anticipated Spring 2020 target language courses.

**5) Target Language Travel:** Provide information on any travel you have done to a country or countries where the target language is spoken.

**6) Current Language Course:** Provide information on the language course in the target language in which you are currently enrolled for the Fall 2019 term, if applicable. You should not provide information for literature or other content courses unless the class is taught in the target language, including all readings and written assignments.

**7) Previous Language Courses:** Provide information on formal language courses that you have taken previously, including the grade received (or N/A if no grade was issued) and average number of hours spent in class each week.

**8) Planned 2020 Language Course:** Provide information on the language course in the target language that you plan to enroll in for your next academic term (Spring 2020 semester or Winter 2020 quarter).

## **Section 11: Other Language Study**

Provide information on other languages you speak, as well as previous language study.

## **Sections 12-14: Recommendation Requests**

Each applicant must provide two recommendations from two different individuals.

Recommendation may be provided by an academic advisor, a current or past professor, or someone who knows the applicant in a professional or volunteer capacity. The letters of recommendation may not be completed by anyone who is related to the applicant.

All letters must be submitted in English only; letters written in a foreign language will not be accepted.

In the Sections 13 and 14, "Recommendation Form I" and "Recommendation Form II," you should indicate who will be providing your recommendation letters. You must enter the names and contact information for each recommendation provider, whether they will be submitting their forms online or on paper.

#### **How the online recommendation process works:**

- Enter the name and contact information for each of your two recommendation providers.
- When you complete all required information about your recommendation provider, you will be given access to a "Request Recommendation" button. When you click the button, an automatically generated email will be sent to the recommendation provider with a link and instructions on how to proceed with the online recommendation form.
- Recommenders are required answer a series of questions about you in an online form or to print the form and provide typed responses to the same questions. Recommendation providers may not submit a narrative letter in place of these responses.
- When the recommendation provider submits the form to our office it will become a part of your application.
- You can view the status of your online recommendation forms each time you log into your application account. You will not be able to see the actual form or letter, but you will be able to track the status of the recommendation process (notification sent, recommendation form opened, saved, or submitted).

**Do not wait for your recommendations to be complete before submitting your application.** You will still be able to request recommendations and track the status of your recommendations after submitting your application.

**Please Note:** If you edit the email address of your recommendation provider after sending a request, any completed recommendation forms from that recommender will be deleted permanently. Please take extra care when choosing to change your recommendation provider after requesting a recommendation.

## **Section 15: Activities and Employment**

Provide information on up to five jobs, internships or activities.

Provide information on only those jobs or internships that are directly relevant to your language study, academic program, or your eventual professional career. Please also indicate campus or community activities in which you've participated, especially those activities that demonstrate leadership capacity or are connected to your professional goals or interest in the target language.

## **Section 16: Previous Programs, Honors, and Fellowships**

Indicate any fellowships or academic honors that you have received, including previous CLS or other U.S. Government funded awards.

If you have been offered or received a CLS award in the past, you will be asked to supply additional information about your goals for participating on the program a second time, or about why you were unable to complete the program successfully previously. Note that participation is limited to a total of two CLS awards for any individual. Applicants who have been selected for and participated in the CLS Program one time can apply for a second award. Applicants who have successfully completed the CLS Program two or more times are not eligible.

You may also indicate up to three other fellowships or other academic honors that you have received.

## **Section 17: Short Essays & Section 18: Statement of Purpose**

There are five essay questions on the application form. Your response to each essay question should follow the guidelines for each question regarding the number of maximum words. Essay responses may be written using a word processing program, then copied and pasted into the online application.

Essays exceeding the word limit will not be considered for the scholarship. **Please note that the word-count software used by the online application may differ from the software used by your word processing program.** Be sure to leave yourself time to edit and reduce your word count, if necessary.

Before you begin your essays, it is strongly recommended that you read the information on the CLS website pertaining to your language and watch the video providing guidance for writing effective application essays for the CLS Program at [www.clscholarship.org/apply](http://www.clscholarship.org/apply). Applicants are encouraged to have an academic advisor, peer reviewer, or writing tutor review essay responses before submitting an application to the CLS Program.

If you have previously participated in the CLS Program, you may not reuse the same essay responses from your previous application(s). If you applied previously but were not selected, you may reuse material from your previous application(s) if you wish.

Save your work frequently to avoid accidental data loss!

## **Section 19: Statistical Information**

All questions in this section are optional. If you choose to complete the questions in this section, the information will not be shared with application reviewers and will not affect your eligibility for the award, or have an impact on the evaluation or selection process.

The U.S. Department of State and American Councils welcome all eligible applications and do not discriminate on the basis of race, color, national origin, sex, age, religion, geographic location, socioeconomic status, disability, sexual orientation or gender identity.

## **Section 20: Review and Submit**

If any mandatory fields are missing, you must complete them before the application can be submitted. Not all questions are required.

Before you submit your application, please be sure to review all sections. Make sure you have answered all the questions and required fields, uploaded all the required documents, and that you are satisfied with your responses.

Once you submit your application, you will no longer be able to make changes to any section of the application. You will be able, however, to continue to view your application online via this system with your existing login.

If you are not ready to submit your application, please press "Save Changes" and log out of the system. You will be able to log-in at any time, thereafter, until the application deadline, and continue to complete or edit your application.

Before submitting your application, you will be asked to type your name as an electronic signature certifying that the material you entered into the online application is true and that you understand and agree to the terms of the application.

**Please note:** The CLS Program Application is not submitted until you press the “Submit Your Application” button and you receive an email confirmation. If you have not filled out necessary or required information in the application and attempt to submit your application, you will remain in the ‘Review and Submit’ section and will be able to see which sections are incomplete in the section navigation box on the left hand side of the application; incomplete sections requiring additional information will be noted, in red text, with an asterisk. You must return to these sections, fix any errors or omissions, and submit your application again before it may be considered complete.

You should submit your application before the application deadline regardless of whether your recommenders have submitted their recommendation forms or not. They will still be able to submit their recommendations forms after you have submitted your application.

For assistance with the online application, or questions about the CLS Program, please contact us at  
[cls@americanacouncils.org](mailto:cls@americanacouncils.org).

# Language Levels and Prerequisites

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The equivalent of one year of college-level language study includes but is not limited to: a summer of intensive language study, two semesters or three quarters of study (audited or for credit), or a year of private tutoring. A typical academic year is 9 months (36 weeks). A typical language course is 3-5 hours per week or 108-180 hours per academic year of language instruction. Applicants who have completed the CLS Program may count each summer of participation as one year of language study.

Applicants who are heritage speakers – that is, applicants who have grown up hearing the language from family and who may speak the language at home, but have little or no formal training in the language – may wish to consult faculty in a relevant department, or faculty who have experience working with heritage speakers in other language departments, to determine which level is most appropriate for them. Heritage speakers are generally discouraged from applying at the beginning level, unless they have no functional speaking ability in the target language.

## ARABIC

- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Arabic, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Arabic, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Arabic, or its equivalent, prior to the start of the program.

## AZERBAIJANI

- **Beginning:** No previous knowledge or study of Azerbaijani is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Azerbaijani, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Azerbaijani or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Azerbaijani or its equivalent, prior to the start of the program.

## BANGLA

- **Beginning:** No previous knowledge or study of Bangla is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Bangla, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Bangla, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Bangla, or its equivalent, prior to the start of the program.

## CHINESE

- **Intermediate:** Minimum requirement: completion of two years of college-level Chinese, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Chinese, or its equivalent, prior to the start of the program.

## **HINDI**

- **Beginning:** No previous knowledge or study of Hindi is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Hindi, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Hindi, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Hindi, or its equivalent, prior to the start of the program.

## **INDONESIAN**

- **Beginning:** No previous knowledge or study of Indonesian is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Indonesian, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Indonesian prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Indonesian prior to the start of the program.

## **JAPANESE**

- **Intermediate:** Minimum requirement: completion of two years of college-level Japanese prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Japanese prior to the start of the program.

## **KOREAN**

- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Korean, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Korean, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Korean, or its equivalent, prior to the start of the program.

## **PERSIAN**

- **Beginning:** No previous knowledge or study of Persian is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Persian, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Persian, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Persian, or its equivalent, prior to the start of the program.

## **PORTUGUESE**

- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Portuguese, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Portuguese, or its equivalent, prior to the start of the program.

- **Advanced:** Minimum requirement: completion of three years of college-level Portuguese, or its equivalent, prior to the start of the program.

## **PUNJABI**

- **Beginning:** No previous knowledge or study of Punjabi is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Punjabi, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Punjabi, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Punjabi, or its equivalent, prior to the start of the program.

## **RUSSIAN**

- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Russian, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Russian, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Russian, or its equivalent, prior to the start of the program.

## **SWAHILI**

- **Beginning:** No previous knowledge or study of Swahili is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Swahili, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Swahili, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Swahili, or its equivalent, prior to the start of the program.

## **TURKISH**

- **Beginning:** No previous knowledge or study of Turkish is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Turkish, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Turkish, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Turkish, or its equivalent, prior to the start of the program.

## **URDU**

- **Beginning:** No previous knowledge or study of Urdu is required.
- **Advanced Beginning:** Minimum requirement: completion of one year of college-level Urdu, or its equivalent, prior to the start of the program.
- **Intermediate:** Minimum requirement: completion of two years of college-level Urdu, or its equivalent, prior to the start of the program.
- **Advanced:** Minimum requirement: completion of three years of college-level Urdu, or its equivalent, prior to the start of the program.