Applicant Guidelines 2018

Eligibility

The Global Citizens Fellowship Board will consider undergraduates in any discipline who present the experience and skills to singularly conduct an original, independent project abroad. Candidates who have previous experience with international travel, study, and development work are encouraged to apply. Successful proposals will show a focus on issues and locations that demonstrate the need for services.

During the summer long fellowship, the Fellow may not conduct projects in the United States, including Hawaii and Alaska. Puerto Rico and US Virgin Islands and other U.S. territories are considered foreign territories for the purposes of this fellowship. Additionally, international students who permanently reside in a country other than the United States may not conduct a project in their home country. Fellows may not travel to countries under travel warnings, under US State Department travel warnings, or under US Treasury embargo.

The Global Citizens Fellowship is designed to support projects with the potential to make lasting change in parts of the world that are most wanting or under resourced. If you have additional questions, please e-mail the Student Affairs Coordinator at globalcitizens@saonet.ucla.edu.

Fellow Expectations

As part of the award, Fellows are expected to:

- Participate in an orientation/info session.
- Review the board recommendations for the project, and amend the proposal for final board approval.
- Maintain regular contact with the Fellowship administrator regarding preparations for departure and return from the trip.
- Travel to a country outside the United States to implement their project in person.
- Convene with the other Fellow, advisor(s), and the Fellowship Board upon returning to campus for discussion, reflection and identification of common themes that could be explored further through campus-wide educational programming.
- Present a summary of the experience to students, faculty, advisors, Fellowship Board, and other campus community members in a public event hosted by the Office of Vice Chancellor of Student Affairs.
- Participate in an evaluation of the program at the end of the summer to develop future programming.
- In the academic year following the summer project, Fellows will mentor new applicants through the application process.

Timeline for Application Process

**Fall Quarter**
- 10/1/2017: 2018 Global Citizens Fellowship Application Available Online
  - www.globalcitizens.studentaffairs.ucla.edu
- 11/01/2017: Online Application Workshop available
- 11/01/2017: Global Citizens Fellowship Reception
- 2/2/2018: Application must be completed and submitted on MyUCLA.

**Winter Quarter**
- Week 6-9: Applicants will be notified if they are selected for an interview
- Week 6-9: Interviews for selected applicants (Faculty letter of recommendation due at interview)
- Week 6-9: Fellow(s) announced
- Week 10: Preliminary project revisions
Applicant Checklist
(All items must be completed/included to be considered)

- Review Online Application Workshop during Fall Quarter
- Unofficial UCLA transcript
- Completed Application Form
- Cover letter (Optional)
- Résumé/CV
- Personal Statement
- Project Proposal
- Project Budget
- Letter of International Affiliation
- If selected for an interview, you will be asked to provide:
  - One letter of recommendation from a UCLA faculty members at the interview
- Submit your application materials as PDF or Word documents via MyUCLA.

Applicant Checklist Details

Application Workshops

Candidates are recommended to review the Online Application Workshop video. This workshop will offer important application information, tips on writing a personal statement, and advice on selecting an international program sponsor.

This workshop is available on the Student Affairs Global Citizens Fellowship website: http://globalcitizens.studentaffairs.ucla.edu/Apply

Cover letter (Optional)

The cover letter should introduce the applicant and the project to the Fellowship Board. The letter should illustrate the applicant’s motivation and qualifications for the project. In addition, the applicant should provide the Board with a full understanding of the need for and anticipated impact of the project. Finally, the applicant should describe the support that will be provided in the host country by the local project contact. Previous experience with a country abroad, including active contacts in that country, which could substantially contribute towards the success of the project should be noted here.

Résumé/CV

This resume or CV should detail educational, extracurricular, and work-related experiences relevant to the fellowship requirements. *Please include international travel experience and familiarity with foreign languages, including the level of proficiency*

Letter of International Affiliation

This letter should include:
- Demonstrated commitment of engagement from a local project contact in the proposed host country.
- An identified reliable project contact who is affiliated with an organized body in the host country (NGO, faith-based organization, etc.) or be an official representative (governmental) in the local area who can provide substantive support for the Fellow while in the host country.
- A description of the feasibility of the project considering the geography, market, budget, and sustainability.
- Project contacts must be verified by the Global Citizens Fellowship program prior to awarding the fellowship.
Letter of Recommendation - Faculty Advisor

How to approach a faculty member:

- Describe the Global Citizens Fellowship.
- Explain your project idea and location.
- Ensure the faculty advisor meets the following requirements:
  - Senior Lecturer or Tenured Professor.
  - Able to advise you on your application, creation of your project proposal, and project’s feasibility.
  - Has knowledge of the geographical area and if it is appropriate for the nature of the project.
  - Able to commit to assisting you in conceptualizing your project, and advise you on the process of connecting with organizations, NGOs, and/or individuals in your project’s location.
- A letter of recommendation will be required before Week 8 if selected for an interview with the Global Citizens Fellowship Board.

Personal Statement (between 750-1000 words)

Share a personal story or a public service experience and describe how it relates to your worldview and your sense of purpose.

Project Proposal Guidelines (no more than 3,000 words)

Draft a detailed proposal for your international public service project.

You will have editorial discretion over the exact format of your proposal, but please attempt to address the following topics:

- Project Title, Location of project, and Overview of the project.
- Your rationale for proposing this particular country; whether you have studied the culture, development, history, language, and politics of the country; key contacts that you have established in the country.
- Local need / significance of the project, and your exact involvement in the project
- Vision and long-term impact of the project
- How you will promote your work – and global citizenship as a whole – upon returning to UCLA
- NOTE: The budget section of the project proposal is addressed in its own section below.

The proposal must outline the service goals, expected outcomes and justifications for the project. Successful proposals will provide background on the host country, the specific site of the project and the need for that the project. The proposal should detail specifically how the project goals will be met and the logistics of implementing the project within a 6-8 week timeframe. The projects funded by this fellowship are expected to be independent, self-sustaining efforts requiring little support from the host country. However, each project must have a strong, documented formal relationship with a sponsor in the host country (foundation, NGO, governmental organization, educational institution, etc.). In addition, each Fellow will be required to have two UCLA faculty sponsors who will assist the student with content, knowledge, and planning for the project.
Budget

The project budget should outline all costs of the projects, including those beyond the scope of the fellowship award. This will allow the Board to assess the overall feasibility of the project and understand the multiple funding sources requested for the project. Below is a sample budget. Please note that the purpose of the fellowship monies are for travel and living expenses, and should not be used to purchase equipment or materials for your project.

Draft a detailed budget for your international public service project. Do not forget to include:

- Travel expenses
- Living Expenses
- Insurance
- Communications expenses
- Project supplies
- Pre-departure immunizations and healthcare

<table>
<thead>
<tr>
<th>SAMPLE Projected Project</th>
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<tr>
<td>Location: St. Clare’s, Kenya</td>
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**Travel**

- Transportation from UCLA to LAX (round trip) $50 – Super Shuttle
- Airfare from LAX to Nairobi (round trip) $1800 – Lufthansa
- Visa $50
- Bus from Nairobi to Kisumu (round trip) $50 – Easy Coach

**Living Expenses**

- Housing (homestay, includes 3 meals/day) $1064 ($133/week x 8 weeks)
  - Internet available for $4/hour
- Mobile phone
  - Telestial cell phone $19
  - Int’l phone calls $120 ($1/min x 15min/week x 8 weeks)
- Toiletries $15

**Insurance**

- Liaison International Travel Health $110.36 ($0 deductible, medical max 1mil)

**Pre Departure Health**

- Yellow Fever Vaccine $150
- Typhoid Vaccine $118
- Hepatitis A Vaccine $180 ($90 x 2 doses)
- Deet lotion $40 ($10/2 week supply x 4)
- Antimalarial medication (Malarone) $150

**Project Supplies**

- Books $50
- Misc $20
- Laptop $500

**Total** $4486.36