

U.S.-CAEF APPLICATION 2025: Part 2 Guidelines

It's essential to complete the application in **ONE session**; you won't be able to save your progress and return to it later. Therefore, ensure that you prepare all information and attachments listed below in advance.

Following the checklist, please find detailed instructions for the items marked with a number sign (¹, ², etc.). You'll also find similar instructions within the application form itself for your convenience.



Please submit attachments in PDF format. Documents that are unclear or difficult to read will not be accepted.

Checklist

Prepare the following information and attachments before completing Part 2 of your U.S.-CAEF application. If you have taken any of the standardized tests within the past two years, be ready to provide your scores. Please note that the absence of standardized test scores will not affect your application.

Test Scores

(only if taken within the past two years)

- TOEFL (a total score)
- IELTS (a total score)
- Duolingo (a total score)
→ Check with AUCA if Duolingo results are accepted in AY 2025-26
- SAT (math score only)
- ACT (math and essay scores)

Financial Information

- List of family members and their respective contributions to the family income (in US dollars)
- Combined monthly family income (in US dollars)
- Real estate details (including mortgage if applicable, in US dollars)
- Information on family vehicles (a total cost in US dollars)
- Any significant medical conditions affecting family members (if applicable)

School Transcripts¹

Two Letters of Recommendation²

Academic Achievements (maximum 350 words)³

Non-Academic Achievements (maximum 350 words)⁴

Work/Internship Experiences (if applicable)⁵

Academic and Career Goals Essay (400-500 words)⁶

Personal Essay (400-500 words)⁷

Financial Essay (400-500 words)⁸

Detailed Instructions

1. School Transcripts

You will need to submit copies of your original transcripts in the local language and their English translations in separate sections. FLEX and NGA students should submit their transcripts from their US schools and AUCA, respectively, under “Transcripts in English” since their originals are already in English.

1) Copies of Original Transcripts in Local Language

In this section, please submit copies of your original transcripts in the local language.

***High School, College, or Lyceum Graduates:** Please submit your diploma certifying the completion of secondary education along with your final transcript.

***Current High School, College, or Lyceum Students:** Submit your final junior year transcript (typically Grade 10) and your most recent senior year grades for the first quarter, and the second quarter if available (typically Grade 11).

*In addition to their home country transcripts, **FLEX or NGA students** should submit their transcripts in English in the next section.

Transcripts must be signed and stamped by the school director, include the school’s address and contact information, and clearly display the applicant’s name, academic years, grade/form levels (e.g. Grade 10), subjects, and corresponding grades.

Label each transcript as follows:

E.g., “Transcript_Asel_Rysbekova_Grade 10”; “HS Diploma & Transcript_Asel_Rysbekova,” etc.

2) Transcripts in English

Applicants may translate their transcripts into English either personally or through professional translators using **Academic Transcript Template for Translation** (provided below). Signatures and stamps are not required, as U.S.-CAEF staff will compare the translations with the original documents. Please note that providing a false translation will result in disqualification.

***Current High School, College, or Lyceum Students:** Follow the translation template below.

***High School, College, or Lyceum Graduates:** Submit a translated version of your high school diploma along with the final transcript. For transcript translation, you may use the provided template.

***FLEX & NGA Students:** Submit transcripts in English regardless of participation year.

Ensure all grades are clearly explained (e.g., 5 – Excellent; 4 – Good; 3 – Satisfactory, etc.).

Each transcript should be labeled as follows:

E.g. "Transcript_Asel_Rysbekova_Grade 10"; "Transcript_Asel_Rysbekova_NGA"; "HS Diploma_Asel_Rysbekova," etc.

Academic Transcript Template for Translation

For your convenience, a downloadable Microsoft Word template for translating academic transcripts is available. If you do not have access to Microsoft Word, you may use the screenshot of the form below to create your own version using any word processing software. Ensure your translation closely follows the template format, label the document correctly, and submit it with your Part 2 application.

Click the download button to start.

[Download Template](#)

U.S.-CAEF Enterprise Fellowship Program
ACADEMIC TRANSCRIPT

Student's Name: _____

School Name, Address, City, Country: _____

Date: _____

Subject	Academic Year: E.g. 2023-24 Grade/Form: 10 (or Junior) (final grades/marks from junior year of high school)	Academic Year: E.g. 2024-25 Grade/Form: 11 (or Senior) (current grades from senior year for the 1st quarter/term, and 2nd term if available)
<i>E.g. Algebra</i>	4	5

Grading Scale: *E.g. 5-excellent; 4-good; 3-satisfactory; 1-2-unsatisfactory*

School Principal's Name: _____

School Principal's Email Address: _____

School Principal's Phone Number: _____

2. Letters of Recommendation

- Recommendation letters play a critical role in the selection process. So, it's vital to pick someone who can effectively describe your qualities. The people reviewing your application want to learn about your personal traits that might not be clear from other parts of your application.
- The letters can be from a teacher, school director or other individual who could speak to your academic abilities, character, and leadership potential in the area of your career choice, supporting these

qualities with concrete examples from their interactions with you.

- You will need to submit **two** letters of recommendation.
- Each letter must contain recommenders' full name, job title, contact information, and signature.
- If recommendation letters are not in English, they must be translated into English. Applicants may translate the letters into English either personally or through professional translators.
- Both original and translated copies must be submitted.
- Label your letters "Recommendation Letter 1_First Name_Last Name," and "Recommendation Letter 2_First Name_Last Name."

3. List of Academic Achievements (maximum 350 words)

Briefly describe your academic achievements from the past three years that you are especially proud of. These may include scholarships, awards in academic Olympiads and scientific conferences or other events related to your academic life.

If you took part in Olympiads and conferences, please indicate if it was a school, district, regional, city, state, or international event.

If you have presented a research paper at a conference, please include the title of your paper.

If you received recurrent or similar awards, please combine and include them all in one line. The entire section should not exceed 350 words.

Please provide concise yet comprehensive descriptions, spelling out all abbreviations, to ensure the selection committee fully comprehends your message. Examples:

1) *Academic excellence awards in 2022-24.*

2) *1st and 2nd places at city and regional Math Olympiads in 2023-24.*

3) *3rd place at the international English Olympiad in Turkey, 2023.*

4) *2nd place at the International Youth Conference (IYC) for the presentation 'Climate Change: It's Time to Act.'*

4. List of Non-Academic Achievements (maximum 500 words)

Please share up to five non-academic achievements of utmost personal importance, including community service, leadership conferences, clubs, sports, or cultural activities. In brief descriptions (50-100 words each), explain why these accomplishments are dear to you. If you have held any leadership roles in the past three years (e.g. you were a member of the student senate, leader of a club, created a startup, etc.), please make sure to include a brief description of the work of your organization and your contributions to its activities during that time. Be concise and specific and focus on your most impactful experiences. For example:

1) *In November 2022, I was selected as one of 100 participants out of 3000 applicants for the "Civic Engagement: Student as Citizen" workshop in Tashkent. I learned vital project management and social entrepreneurship skills through interactive activities. Upon my*

return to my hometown, I proposed a hackathon at my school, resulting in a successful event where 30 students competed in creating a safety-focused app. This experience strengthened my commitment to community betterment.

2) In October 2023, I led and organized a clothes and toy drive for the local orphanage 'Balapan.' Our efforts benefited over 50 children, providing them with new clothes and toys. This experience was deeply rewarding for me and my team of 10 classmates.

5. List of Work/Internship Experiences (if applicable)

List your work or internship experiences from the past three years, including the reasons for your employment or internship, dates of engagement, your respective roles, and the impact achieved. For example:

1) Waiter at Restaurant "Arai," Bishkek, June-August 2023, supported family income.

2) Social Media Intern at "At Home" shop, July-August 2022, enhanced social media skills, resulting in a 20% increase in visitors.

6. Academic and Career Goals Essay (400-500 words)

Please provide a statement that outlines your academic and career objectives.

→ Specify your intended field of study at AUCA and elaborate on how this choice is in harmony with your career aspirations.

→ Additionally, articulate how your chosen field can address the prevailing challenges in your home country and discuss how you plan to contribute to its development.

→ Please prioritize highlighting your distinctive qualifications, substantiated by specific achievements and actions, to demonstrate why you are a strong candidate for the U.S.-CAEF scholarship.

→ Focus on showcasing accomplishments that are particularly relevant to your selected major and may not be readily apparent in other parts of your application.

7. Personal Essay (400-500 words)

Choose ONE of the three essay prompts that resonates with you and has the potential to provide the selection committee with deeper insights into your personal qualities and beliefs.

Please copy and paste your selected essay prompt at the beginning of your personal essay. Then, write or copy/paste your essay in the space provided below. Aim for conciseness and keep your essay within a 500-word limit.

Prompt 1: Reflect on a pivotal moment that challenged your core beliefs or assumptions. Describe the belief in question, the events that led you to reconsider it, and the journey of reflection and growth that followed.

How did this experience transform your understanding of yourself and the world around you?

Prompt 2: Share a story about a time you encountered a major obstacle or faced disappointment. Discuss the factors that contributed to this challenge, how you responded in the moment, and what strategies you employed to navigate through it. What insights did you gain from this experience, and how has it influenced your approach to future challenges?

Prompt 3: Discuss a cause that you are deeply passionate about. Describe the roots of your passion, its relevance in today's society, and the steps you have taken to engage with this issue. Furthermore, reflect on how your involvement has influenced others or contributed to broader change.

8. Financial Essay (400-500 words)

Scholarships will be awarded based on clear and demonstrable financial need. Please provide the following information to support your application:

1. Describe your family's overall financial situation, including any circumstances that impact it (e.g., medical conditions requiring ongoing expenses). Explain why you believe you meet the financial criteria for a U.S.-CAEF Fellowship. If applicable, share details about your efforts to support your family in overcoming these challenges.
2. List all family members living with you and their monthly contributions to the household income in US dollars. Include family members who may be temporarily away from home but still contribute to or depend on the household income (e.g., university student siblings or migrant worker parents).

Please use the following format for listing family members:

First & Last Name; Relationship; Age; Occupation; Type of Income (salary, pension, alimony, disability payment, etc.); and Monthly Contribution in US dollars. For example:

Kadisha Tursunova, mother-48, teacher, salary, \$300.

Askar Tursunov, father-54, disability payment, \$200

Alia Tursunova, sister-19, students, \$0.00

● Please ensure that your statement provides a detailed overview of your family's financial situation, going beyond merely listing family members and their contributions. Your essay should encompass substantive and comprehensive information, illustrating the economic challenges and dynamics your family faces. Aim for a length of 400-500 words to thoroughly convey your narrative.

NOTE: You are not required to submit financial documents to U.S.-CAEF at this stage. However, you will need to submit a financial aid application to AUCA in April. At that time, you will provide all financial documents supporting the information you've submitted. U.S.-CAEF will collaborate with AUCA to assess your financial need. Any significant discrepancies between the information provided to U.S.-CAEF and AUCA may result in the disqualification of your application.

Additionally, American Councils conduct periodic inquiries into fellows' financial status while they are in the program to verify the information reported in their applications. If American Councils discover

that a U.S.-CAEF fellow has provided false information, that individual's fellowship will be terminated immediately.

Information Verification and Integrity Policy

U. S.-CAEF reserves the right to verify the information provided in your application. **Applicants who provide false, misleading, or plagiarized information will be disqualified. We take plagiarism seriously and expect all applicants to submit original and honest work.**