



**G | M | F** The German Marshall Fund  
of the United States  
STRENGTHENING TRANSATLANTIC COOPERATION

## YOUNG TRANSATLANTIC INNOVATIVE LEADERS INITIATIVE FELLOWSHIP (YTILI) APPLICATION INSTRUCTIONS

**APPLICATION DEADLINE: 5:00PM EST on Friday, March 2, 2018**

The U.S. Department of State and the German Marshall Fund of the United States reserve the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible. If you do not meet the technical eligibility requirements for this program, we invite you to visit [exchanges.state.gov](http://exchanges.state.gov) for information on other U.S. Department of State exchange opportunities.

### GENERAL APPLICATION INSTRUCTIONS AND TIPS

- The YTILI Fellowship uses an Internet-based application system. You will need access to a computer and the Internet to apply. You must also create a unique log-in for the WizeHive system in order to prepare and submit the application.
- You do not have to finish your application in one session. You may save your work and return to complete your application as many times as necessary. You must, however, submit your completed application by the deadline.
- Answer all questions on the application in English.
- All supplementary materials must be uploaded as PDF documents and must be in English.
- Application questions marked with an asterisk (\*) must be completed.
- All answers in the application, including written responses to essays and supplementary materials, must be your own, original work. Using language copied from other past applicants' essays or using language from websites is considered plagiarism and will result in applications being disqualified.
- You may wish to review the application and its questions before filling out the application. Some applicants find it helpful to draft their responses offline (in a separate Word document for example) and then cut and paste their responses into the appropriate sections of the application.

### ELIGIBILITY SCREEN

The first step in the online application is to answer a series of questions to determine your eligibility for the fellowship program. If you are deemed eligible based on your answers to the established criteria, then the system will allow you access to the full application. All responses will be verified in the initial application screen by GMF staff; if in reviewing an applicant's response it is determined that they are ineligible, then the applicant will be notified.

If you are deemed ineligible based on your responses to the initial questionnaire, then you are not provided access to the full YTILI application. *GMF staff will not be available to review individual requests concerning eligibility.* If you feel you received an incorrect ineligibility, you may create a new login and resubmit the questionnaire.

### GENERAL INFORMATION

The purpose of this section is to secure background data on the applicant to confirm certain eligibility criteria.

- Provide your legal name as spelled on your passport or national identification card.
- Provide your date of birth using the "day, month, year" format. You will be required to provide documentation verifying age and for eligibility at the interview stage if you are selected as a semi-finalist.

- Provide your country of citizenship and your country of legal permanent residence. You will be required to provide documentation verifying citizenship at the interview stage if you are selected as a semi-finalist.
- Provide your place of birth (city or town and country).
- Indicate whether or not you have a passport and if so, provide the document's expiration date. If you indicate that you have a passport you will be required to present it at the interview stage if you are selected as a semi-finalist.
- English language proficiency is required for participation in the Fellowship. All activities including academic sessions, discussions, meetings, cultural activities, and social interactions will be in English. Please fill in the chart evaluating your language skills as accurately as possible.
- Applicants who are Deaf please note, interpretation in the United States may only be available in ASL, and Fellows should be proficient in, or to learn American Sign Language prior to their arrival in the USA. Please fill in the chart your English Reading and Writing ability and your proficiency in American Sign Language (ASL) for the Speaking and Listening Comprehension sections.
- If you have previously traveled to the United States, provide the information requested regarding your past visits. You may utilize the comment box below this question to provide additional information on your past visits.

### **VENTURE INFORMATION AND SUMMARY**

Purpose of this section is to better understand the applicant's current venture, including sector, stage, and growth strategy.

- Provide contact information and links to active websites, social media channel for your current business or social venture. If you are currently working on a new venture that is not established with a social media presence, then please leave these responses blank.
- Applicants who have legally registered their venture with the appropriate government departments in their home or resident countries should provide the legal "Trading As" name of their venture.
- Provide the current stage of growth of your venture, as well as the current funding/financing stage.
- Select the industry category that best describes your venture.
- Select if your venture currently has any employees, either full or part-time, *excluding yourself*. If you are the only current employee for your venture, select "no".

### **PROFESSIONAL EXPERIENCE AND LEADERSHIP ACTIVITIES**

Purpose of this section is to offer applicants the opportunity to highlight their experience, leadership potential and overall qualifications as a young innovation leader.

- Provide your highest obtained level of education.
- Provide your total years of professional work experience, both including and excluding any positions where you were an apprentice, trainee, intern or part-time employee.
- Responses to the question prompts should provide specific, concrete examples to support statements.
- Applicants should consult the selection criteria in developing responses to the questions.
- There is no minimum word count, but the maximum word count for each answer is 250 words.

### **FELLOWSHIP GOALS**

Purpose of this section is to offer the applicants the opportunity to share their goals for the fellowship and the potential contributions to the YTILI cohort and alumni network.

- Responses to the question prompts should provide specific, concrete examples to support statements.
- Applicants should consult the selection criteria in developing responses to the questions.
- There is no minimum word count, but the maximum word count for each answer is 400 words.

## REQUIRED SUPPLEMENTARY MATERIALS

- In this section you will upload all required supplementary materials in PDF form and written in the English language.
- CV or resume can be formatted based on individual preference; however, it is suggested that applicants use the standardized, English language version of the EuroPass template. Information and templates are available here: <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>
- Pitch deck or pitch video – applicants have the option of selecting to upload a pitch deck or link to a pitch video to share information about their venture with the evaluation team. If selecting a pitch deck, all submissions must follow the template provided in the online application system. If selecting a pitch video, the content should also follow the required elements in the pitch deck and should be a maximum of three minutes in length. You may only provide a link to your pitch video. You may not upload the video file.
- Applicants are required to submit at least one letter of recommendation and a maximum of three letters. The letters can be from any source that can comment on the applicant's professional achievements, how the fellowship would support their venture, and offer perspective on the applicant's leadership ability to contribute to the growth of their entrepreneurial ecosystem at home. All letters must be submitted in English, on letterhead, and include an original signature.

## SUBMISSION INSTRUCTIONS

Once an applicant has completed all required questions and uploaded required materials, then they can select "submit" in the online system.

All applications must be submitted by 5:00PM EST on Friday, March 2, 2018

For questions and support, please contact [ytili@gmfus.org](mailto:ytili@gmfus.org)