**Study of the U.S. Institutes for Secondary Educators**

**SUMMER 2025 APPLICATION FORM**

Study of the U.S. Institutes (SUSIs) for Secondary Educators are intensive post-graduate level academic programs that provide secondary school educators the opportunity to deepen their understanding of U.S. society, culture, values, and institutions. The program goal is to strengthen curricula and to enhance the quality of teaching about the United States in secondary schools and other academic institutions abroad.

The deadline to apply for the 2025 Study of the U.S. Institute for Secondary Educators is Monday, 6 January 2025. Applications should consist of 1) a completed application form, 2) an essay, and 3) two recommendations.

**I. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **1. LAST NAME** | Click or tap here to enter text. |
| **2. FIRST NAME** | Click or tap here to enter text. |
| **3. COUNTRY OF CITIZENSHIP** | Click or tap here to enter text. |
| **4. COUNTRY OF LEGAL Residence** | Click or tap here to enter text. |
| **5. PLACE OF BIRTH**  | **City:** Click or tap here to enter text.**Country:** Click or tap here to enter text. |
| **5. DATE OF BIRTH (MM/DD/YYYY)** | Click or tap to enter a date. |
| **6. GENDER** | [ ]  Male [ ]  Female [ ]  Other/ Prefer not to specify |
| **7. HOME ADDRESS** | **Street:** Click or tap here to enter text.**City:** Click or tap here to enter text.**Zip Code:** Click or tap here to enter text.**Country:** Click or tap here to enter text. |
| **8. MOBILE PHONE** | Click or tap here to enter text. |
| **9. EMAIL ADDRESS** | Click or tap here to enter text. |

**10. Have you ever traveled outside of Belgium?** [ ]  Yes   [ ]  No

**10b. If yes, please list all countries:** Click or tap here to enter text.

**11. Have you ever traveled to the United States?** [ ]  Yes   [ ]  No

**11b. If yes, please describe your previous travel experience in the United States in the box below.**

|  |
| --- |
| Click or tap here to enter text. |

 **12. Please describe any pre-existing medical conditions or other dietary restrictions in the box below. The information you provide will not affect your selection in the program, but will enable the host institution to make any necessary accommodations.**

|  |
| --- |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| **13. EMERGENCY CONTACT**  | **Name:** Click or tap here to enter text.**Relationship to applicant:** Click or tap here to enter text.**Phone Number:** Click or tap here to enter text.**Email Address:** Click or tap here to enter text. |

**II. ACADEMIC/PROFESSIONAL INFORMATION**

|  |  |
| --- | --- |
| **14. CURRENT (PRIMARY) POSITION** | Choose an item. |
| **15. TITLE** | Click or tap here to enter text. |
| **16. SCHOOL** | Click or tap here to enter text. |
| **17. CURRENT COURSES TAUGHT:** | Click or tap here to enter text. |

 **18. Please list all your earned degrees and any current teacher qualifications such as certificates, licensures beginning with the most recent. Degrees and teacher qualifications listed should reflect the closest United States equivalent.**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Institution** | **Year Earned** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

 **19. Please list relevant work experience, including previous positions and titles.**

|  |  |  |
| --- | --- | --- |
| **Position (Job Title)** | **Institution** | **Start / End Dates** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

 **20. Have you contributed to any publications? Please list all foreign titles in English, including book, chapter, journal article, newspaper article, web article, etc.**

|  |
| --- |
| Click or tap here to enter text. |

**21. You have already listed the courses you are responsible for teaching. Below, please discuss your professional responsibilities in greater detail, including research interests, administrative responsibilities (e.g., curriculum design), or other important information.**

|  |
| --- |
| Click or tap here to enter text. |

**22. Please discuss your current extracurricular or co-curricular activities. This may include activities at your place of work (e.g., tutoring students, coaching) as well as external activities in the larger community.**

|  |
| --- |
| Click or tap here to enter text. |

 **23. How are you planning to introduce or improve aspects of U.S. studies into your curricula (e.g. develop new courses, enhance and update existing coursework)?**

|  |
| --- |
| Click or tap here to enter text. |

**III. ESSAY**

**Please write a short essay on why you wish to participate in this program. We ask you to include your personal motivation, teaching philosophy, how your participation in the institute will enhance your work, improve education about the U.S. in your school and community, and help you expand your knowledge about U.S. studies. The essay should be no more than 500 words and typed below.**

|  |
| --- |
| Click or tap here to enter text. |

**IV. RECOMMENDATION #1**

**In order to be considered for the Study of the U.S. Institute, you must submit TWO completed recommendation forms. These forms may be completed by a supervisor at work, a professor, academic advisor/dean, or a community leader who knows you well and is familiar with your academic and/or professional work. Relatives and friends of the applicant may not complete this recommendation form. This form should be written in English, and all recommendations must be signed at the bottom.**

Name of Recommender: Click or tap here to enter text.

Title of Recommender: Click or tap here to enter text. Work Institution: Click or tap here to enter text.

Telephone: Click or tap here to enter text. Email Address: Click or tap here to enter text.

**Please respond to the following questions to evaluate the candidate.**

1. How long have you known the applicant? Click or tap here to enter text.

2. In what capacity have you known the applicant? Check all that apply.

 [ ]  Teacher [ ]  Job Supervisor [ ]  Other (please specify)

3. Please evaluate the applicant as compared to their peers in terms of the characteristics below. (If you feel that you are not capable to judge the applicant on this quality, please select N/A.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | N/A |
| Leadership potential |[ ] [ ] [ ] [ ] [ ]
| Problem-solving skills |[ ] [ ] [ ] [ ] [ ]
| Creative/independent thinking |[ ] [ ] [ ] [ ] [ ]
| Interpersonal skills |[ ] [ ] [ ] [ ] [ ]
| Respect for others |[ ] [ ] [ ] [ ] [ ]
| Interest in other countries, cultures |[ ] [ ] [ ] [ ] [ ]
| Interest in community service |[ ] [ ] [ ] [ ] [ ]
| Maturity |[ ] [ ] [ ] [ ] [ ]

4. Please choose one of the following: Choose an item.

**Please submit short statements in the space provided, giving a candid evaluation of the applicant’s past academic and/or work performance. You may choose to attach additional pages if necessary.**

How would you evaluate the applicant’s ability to express their ideas clearly?

|  |
| --- |
| Click or tap here to enter text. |

How would you evaluate the applicant’s ability to interact well with colleagues?

|  |
| --- |
| Click or tap here to enter text. |

How would you evaluate the applicant’s strengths and weaknesses as a potential cultural ambassador?

|  |
| --- |
| Click or tap here to enter text. |

**The answers on this form are my own and represent my professional opinion of the applicant.**

**Signature of Recommender: ­­­­­­­­­­­ Date:** Click or tap to enter a date.

**RECOMMENDATION #2**

**In order to be considered for the Study of the U.S. Institute, you must submit TWO completed recommendation forms. These forms may be completed by a supervisor at work, a professor, academic advisor/dean, or a community leader who knows you well and is familiar with your academic and/or professional work. Relatives and friends of the applicant may not complete this recommendation form. This form should be written in English, and all recommendations must be signed at the bottom.**

Name of Recommender: Click or tap here to enter text.

Title of Recommender: Click or tap here to enter text. Work Institution: Click or tap here to enter text.

Telephone: Click or tap here to enter text. Email Address: Click or tap here to enter text.

**Please respond to the following questions to evaluate the candidate.**

1. How long have you known the applicant? Click or tap here to enter text.

2. In what capacity have you known the applicant? Check all that apply.

 [ ]  Teacher [ ]  Job Supervisor [ ]  Other (please specify)

3. Please evaluate the applicant as compared to his/her peers in terms of the characteristics below. (If you feel that you are not capable to judge the applicant on this quality, please select N/A.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | N/A |
| Leadership potential |[ ] [ ] [ ] [ ] [ ]
| Problem-solving skills |[ ] [ ] [ ] [ ] [ ]
| Creative/independent thinking |[ ] [ ] [ ] [ ] [ ]
| Interpersonal skills |[ ] [ ] [ ] [ ] [ ]
| Respect for others |[ ] [ ] [ ] [ ] [ ]
| Interest in other countries, cultures |[ ] [ ] [ ] [ ] [ ]
| Interest in community service |[ ] [ ] [ ] [ ] [ ]
| Maturity |[ ] [ ] [ ] [ ] [ ]

4. Please choose one of the following: Choose an item.

**Please submit short statements in the space provided, giving a candid evaluation of the applicant’s past academic and/or work performance. You may choose to attach additional pages if necessary.**

How would you evaluate the applicant’s ability to express their ideas clearly?

|  |
| --- |
| Click or tap here to enter text. |

How would you evaluate the applicant’s ability to interact well with colleagues?

|  |
| --- |
| Click or tap here to enter text. |

How would you evaluate the applicant’s strengths and weaknesses as a potential cultural ambassador?

|  |
| --- |
| Click or tap here to enter text. |

**The answers on this form are my own and represent my professional opinion of the applicant.**

**Signature of Recommender: ­­­­­­­­­­­ Date:** Click or tap to enter a date.