

**Application deadline is January 15, 2020. Early submission of your application is strongly encouraged.**

## STUDENT SCHOLARSHIP APPLICATION INSTRUCTIONS

Nacel Open Door requires that all application materials for the Congress-Bundestag Vocational Youth Exchange be submitted electronically via e-mail to [CBYX@nacelopendoor.org](mailto:CBYX@nacelopendoor.org) by **January 15, 2020**. **The PDF forms (available on [Nacel Open Door's CBYX webpage](#)) should first be downloaded to your computer, then filled out, saved, and submitted via e-mail. The applicant's name should be specified in the subject line of each e-mail sent.** Please note that all documents must be sent as Microsoft Word or PDF files.

Please review the U.S. Department of State Bureau of Educational & Cultural Affairs' Eligibility Policy for American Outbound Youth Programs, found on Page 2 of the Application Instructions.

A complete CBYX Vocational Scholarship application consists of the following materials, submitted to [CBYX@nacelopendoor.org](mailto:CBYX@nacelopendoor.org) by **January 15, 2020**:

- ☐ **[CBYX Vocational Program – Form 1: Student Application](#) (6 pages)**  
The student should complete the Student Application and email to [CBYX@nacelopendoor.org](mailto:CBYX@nacelopendoor.org).
- ☐ **[CBYX Vocational Program – Form 2: Nominator's Recommendation](#) (2 pages)**  
Ask your School Nominator to complete Form 2 – Nominator's Recommendation, using the electronic form, and have the nominator email the completed form to [CBYX@nacelopendoor.org](mailto:CBYX@nacelopendoor.org) with the student's name in the subject line. Follow up with your nominator to ensure the form was submitted.
- ☐ **[CBYX Vocational Program – Form 3: Activity Supervisor's Recommendation](#) (2 pages)**  
Ask your Activity Supervisor to complete Form 3 – Activity Supervisor's Recommendation, using the electronic form, and have the supervisor email the completed form to [CBYX@nacelopendoor.org](mailto:CBYX@nacelopendoor.org) with the student's name in the subject line. Follow up with your supervisor to ensure the form was submitted.
- ☐ **Copy of your current student transcript**  
Obtain a copy of your current transcript to submit via e-mail with your application.
- ☐ **Current 2" x 2" high-resolution color photograph of student**  
Obtain a high-resolution, 2" x 2" color photo of yourself to submit with your application.

Please keep a copy of all pages for your records; no materials will be returned to you.

## QUESTIONS

Please contact the Nacel Open Door national office with any questions regarding your application.

Program Director, Sue Franck: 1-800-622-3553, ext 603 or [sfranck@nacelopendoor.org](mailto:sfranck@nacelopendoor.org)

For general information about the CBYX Vocational Scholarship, please see the [CBYX Vocational Overview](#).



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This program is sponsored by the U.S. Department of State  
Bureau of Educational and Cultural Affairs



## **2020-21 Eligibility Policy for American Outbound Youth Programs**

**Eligibility:** The Youth Programs Division of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) seeks to make youth exchange programs funded by ECA available to a wide and diverse American audience. ECA also seeks to prevent conflict of interest issues from arising with regard to Department employees and federal award recipients who are involved in particular scholarships and exchange programs.

This eligibility policy is in addition to any program specific requirements and applies only to U.S. participants in the following programs sponsored (funded) by the Youth Programs Division, and only for programs that include travel outside of the United States:

- American Youth Leadership Program (AYLP)
- Congress-Bundestag Youth Exchange (CBYX)
- Kennedy-Lugar Youth Exchange and Study Abroad (YES Abroad)
- National Security Language Initiative for Youth (NSLI-Y)
- Youth Leadership Program (participants who travelled overseas only)
- Youth Ambassadors Program
- **Participation in Multiple Programs:** Participation in more than one of the above-listed Youth Programs Division-sponsored exchange programs is permitted **only** in the following circumstances:
  - The programs do not take place in the same calendar year.
  - The first program in which the individual participated was a short-duration program of eight (8) weeks or less AND the second program is an academic year program.

Strong preference is given to those who have not previously participated in a Youth Programs Division overseas exchange program or lived abroad for six months or more during the past five years.

Alumni of the academic year programs are NOT eligible to apply for any of the programs listed above. Under no circumstances may an individual participate in more than two of the above-listed programs.

- **Family members of U.S. Department of State employees:** Family members of employees of the Department whose official duties involve an ECA Youth Programs Division exchange program are precluded from applying for that program. This is because there would be a conflict of interest or the appearance thereof if employees engage in official matters that affect the interests of their family members. In circumstances where a family member other than a spouse or dependent child wants to participate in a program in which the employee has official duties, the appropriateness of the employee engaging in such matters should be discussed with a Department Ethics attorney.
- **Family members of affiliated private sector employees:** Family members of employees of ECA-funded youth exchange program implementers and Department contractors whose official duties involve a particular ECA-funded youth exchange program are technically ineligible for that program. Family members include spouse and dependent children.