

# International Student Management Office

**Sponsorship Program Application Instructions** Thank you for considering to volunteer as a Community Sponsor for the International Fellows Class of 2020! When filling out your application, please remember the following:

- Please fill out the application in its entirety- only the “Co-Sponsor Information” section is optional. Incomplete applications will be returned.
- In the field that asks for rank, if you are a civilian, you should write Mr/Mrs/Ms/Dr/etc.
- If you are filling out a paper copy of the application, please ensure that you write legibly.

When you are filling out your country preferences, please choose from the following countries:

- Algeria
- Argentina
- Australia
- Bangladesh
- Bosnia
- Botswana
- Brazil
- Canada
- Colombia
- Czech Republic
- Egypt
- Ethiopia
- France
- Germany
- Greece
- India
- Indonesia
- Israel
- Italy
- Japan
- Jordan
- Kazakhstan
- Kenya
- Korea

- Lebanon
- Malaysia
- Mali
- Mexico
- Morocco
- New Zealand
- Niger
- Norway
- Oman
- Philippines
- Poland
- Qatar
- Romania
- Saudi
- Taiwan
- Tanzania
- Thailand
- Tunisia
- Turkey
- UAE
- Ukraine
- United Kingdom
- Vietnam

Please note, that this is a tentative list of available countries. Participation in the Sponsorship Program is voluntary, and typically 10-20% of the officers attending NDU will choose not to participate. You can also choose to list regions/COCOMs as opposed to specific countries. If you mark that you are unwilling to sponsor someone that is not on your preference list, keep in mind that assignments are made on a first come, first serve basis, and there is the possibility your preferences may not be possible to meet. When you are done your application, please send it to Blake Traeger at [geoffrey.traeger.civ@ndu.edu](mailto:geoffrey.traeger.civ@ndu.edu)

**In addition to your application form, please send the following:**

- A brief bio on you/your spouse/family or a copy of your CV.
  - **WHY**- Feedback from the International Fellows shows that they will have an easier time connecting with someone they don't know if they are provided with some information upfront. Your bio/CV *will not* be used in evaluating your acceptance into the sponsor program. Your bio/CV *will* be used in the Introduction Email, which is sent by the Sponsor

Program Manager to the International Fellow and his/her sponsor as an electronic introduction.

A picture of you/your family (**OPTIONAL**).

- **WHY**- The photo serves multiple purposes- one, it would be used in the Introduction Email sent to you and the officer you are sponsoring. Two, it would be useful in helping the ISMO staff recognize sponsors, and help connect sponsors and Fellows at NDU events.

For questions/concerns, please contact Blake Traeger at geoffrey.traeger.civ@ndu.edu or at 202-685-4240.

## Sponsorship Program Application

### Contact Information (Please Print)

Name (Last, First MI): \_\_\_\_\_

Rank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary languages (if applicable): \_\_\_\_\_

Are you **currently** employed by the Department of Defense? (Y/N): \_\_\_\_\_

Please list your current employment: \_\_\_\_\_

Please rank the Regions/Countries from which you would prefer to host:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Are you willing to sponsor someone not from your preferred countries? (Y/N): \_\_\_\_\_

### Your Family:

Spouse (Y/N): \_\_\_\_\_

Number of Children (if applicable): \_\_\_\_\_

Please list their Age(s) and Gender(s): \_\_\_\_\_

### Co-Sponsor Information

(Optional, if your spouse will be sponsoring with you, and would like announcements to be sent to them)

Name/Rank (Last, First MI): \_\_\_\_\_

Address (If different from above): \_\_\_\_\_

Relationship to Primary Sponsor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Remarks

List additional hosting preferences, for example "I would prefer to host a fellow without children"

Please tell us why you want to sponsor an International Fellow at NDU:

Have you sponsored Fellows in the past? (Y/N): \_\_\_\_\_

If yes, how many years have you been a sponsor? \_\_\_\_\_

## Statement of Understanding

By initialing below, you acknowledge that you understand the following statements:

\_\_\_\_\_ I understand that all international students are paid a salary plus a stipend for lodging and meals by their government or the US, and require no financial assistance from us.

\_\_\_\_\_ I agree **not** to use the association with this program for any benefit other than sharing American experiences with my international guest. This includes financial gain and/or business transactions, religious proselytizing, or improper relations that reflect poorly on the Sponsorship Program.

\_\_\_\_\_ I understand that as a sponsor I am expected to meet with my assigned International Fellow at least once per month, and that in most cases this is particularly crucial in the first months.

\_\_\_\_\_ I understand that my participation in this program does not grant me automatic renewal for sponsorship in the next academic year.

Primary Sponsor Signature Date

\_\_\_\_\_  
Co-Sponsor Signature (If Applicable) Date

## Sponsor Bio/CV

Please provide a brief biography about yourself in the text box below. If you already have a bio or CV prepared, you can send it over as an email attachment with the rest of the application to Blake Traeger at [geoffrey.traeger.civ@ndu.edu](mailto:geoffrey.traeger.civ@ndu.edu)

Your bio/CV will not be used in evaluating your acceptance into the sponsor program. Your bio/CV will be used in the Introduction Email, which is sent by the Sponsor Program Manager to the International Fellow and his/her sponsor as an electronic introduction.

If you have any outstanding questions or concerns regarding the Sponsorship Program or the Application Process, please do not hesitate to contact Blake Traeger at either [geoffrey.traeger.civ@ndu.edu](mailto:geoffrey.traeger.civ@ndu.edu) or at 202-685-4240.