

Checklist for Submitting Nominations to the Legume Scholars Program

Please send scanned (PDF) or WORD copies of all of the following required documents to the Legume Scholars Program Office (legumescholar@anr.msu.edu) by December 19, 2014; PDF documents are preferred but WORD documents are acceptable if you do not have access to Adobe Acrobat:

- **Nomination Form** (completed by the nominating scientist)
- **Evaluation of Candidate Form** (completed by the nominating scientist)
- **Letter of Interest** to be a Legume Scholar (completed by nominated candidate)
- **Curriculum Vitae** of nominated candidate
- **University Transcript(s)** (academic records of BS and MSc, if completed—including grades for course work completed for nominated candidate)
- **Records of Grades** obtained from the Test of English Language as a Foreign Language (**TOEFL**) and Graduate Record Examinations (**GRE**) exams. If TOEFL and GRE exams have not been taken, please indicate. If candidate is selected as a finalist for a Legume Scholars Program Award, arrangements will be made to take the exam and fees will be paid by program.
- **Passport Identification Page** (provide scanned copy of candidate's current passport)

All requested forms can be downloaded from the Legume Innovation Lab web page (www.legumelab.msu.edu/news/legume_scholars_program_award). If one has questions, please email legumescholar@anr.msu.edu.

PLEASE NOTE

1. All nominated candidates will be contacted and informed of their status by the end of January 2015.
2. An initial group of candidates will be selected (a short list) for follow-up interviews, completion of TOEFL and GRE exams and determination of admissibility to university graduate programs.
3. Interviews with Selection Committee members may be conducted either electronically or face-to-face.
4. If not previously completed, short-listed candidates must take an English language proficiency test and a GRE exam (paid for by the Legume Scholars Program Office), that will be used for the selection of Legume Scholars Award finalists and determination of admissibility to graduate programs at specific universities.
5. Although preferences of universities and of major professors are requested in the Nomination Form, ultimate placement of Legume Scholars in specific graduate programs will be determined by the Legume Scholars Program. Placement will be a function of identifying a U.S. professor (preferably an Innovation Lab scientist) willing to advise the Legume Scholar, the quality of the graduate program in the area of interest, and admissibility to the university.
6. Finalists will be informed of their status and will need to cooperate with the Legume Scholars Program Office for further processing.
7. Finalists will be required to undergo a medical examination. *Please see the [USAID Guide for Medical Fitness Standards for Applicants \(A-1382\)](#).*
8. Legume Scholars Award recipients will need to obtain a U.S. J-1 Visa for graduate study at a university in the United States of America. Due to U.S. policies regarding students on J-1 Visas, scholarship recipients are strongly discouraged from bringing dependents. More information may be found in the [USAID Conditions of Sponsorship form \(A1381-6\)](#).
9. The award recipients should be available for travel by August or September 2015 for Fall 2015 semester/quarter enrollment.