2023 CLS Spark Program

Application Instructions

Program Overview and Requirements

The CLS Spark Program, an initiative of CLS, is sponsored by the U.S. Department of State with funding provided by the U.S. Government. It is supported in its implementation by American Councils for International Education.

CLS Spark provides opportunities for American undergraduate college and university students to study Arabic, Chinese and Russian virtually at the beginning level. Designed to leverage best practices in online language learning, CLS Spark provides American undergraduate students the opportunity to study critical languages virtually when they may not have access to language learning on their campuses or the ability to study abroad.

The CLS Program reserves the right to change or cancel any or all overseas institutes based on safety, health, and security considerations, and other factors.

Eligibility

To be eligible for CLS Spark, applicants must:

- Be a U.S. citizen or national at the time of their application.

  - Others, including Permanent Residents, are not eligible, even if they anticipate naturalization by the beginning of the program.

- Be at least 18 years old by May 15, 2023.

- Be enrolled in an accredited U.S. degree-granting program at the undergraduate (associate's, bachelor's) level at the time of their application.

  - Applicants must be enrolled in a program that results in a degree. Applicants who are taking stand-alone or continuing education classes are not eligible.

  - Applicants must be enrolled at an accredited U.S. institution. Students earning degrees at foreign institutions that are not based in the U.S. or its territories are not eligible, even if those institutions are accredited by a recognized U.S. accrediting agency.

  - Applicants must complete at least one full year of study (two semesters or three quarters) by the beginning of the CLS Program in Summer 2023.

  - Students at the graduate level (master's, doctoral or professional degree programs) are not eligible to apply for CLS Spark institutes (Beginning Chinese, Beginning Russian and Beginning Arabic).

  - Applicants must be enrolled at this institution in the fall term of 2022. There are limited exceptions to the enrollment requirement; please read the following information carefully:

    - If applicants are not taking classes at their home institution in the fall term, they should confirm that they are, in fact, enrolled. Institutions have different requirements to maintain enrollment status and applicants will be required to provide a signed letter from their **registrar** stating that they were enrolled during the fall term.

    - If applicants are taking a leave of absence to participate in an organized term- or year-long study abroad program, or to participate in a substantive internship program, they may request an exception to the enrollment requirement. Exceptions may only be granted in these two cases, and decisions will be made on a case-by-case basis.

- **In either case, applicants must submit a signed letter from their home college or university in the U.S. explaining their situation and their intent to re-enroll following the completion of your study abroad or internship program. Applicants must also submit documentation from the program provider explaining the opportunity and confirming their participation. This documentation may be submitted to American Councils by email at cls@americancouncils.org.**
  - Applicants must successfully complete academic requirements for the fall term in order to remain eligible for CLS Spark. Applicants who withdraw or fail to maintain a passing grade average are not eligible to participate in the program.
- Applicants must have no formal classroom training in the languages offered (Beginning Chinese, Beginning Russian and Beginning Arabic).
- Applicants may only apply once, for one language program, each summer. Applicants who submit multiple applications will be considered ineligible.

The following persons are ineligible for CLS Spark:
- Individuals who have been selected for and participated in the CLS Program (CLS Program alumni).
- Employees of the U.S. Department of State who work in offices under the Deputy Assistant Secretary for Academic Programs, in the Bureau of Educational and Cultural Affairs (ECA), for a period ending one year following the termination of such employment;
- Employees of private and public agencies under contract or grant with the U.S. Department of State who perform services related to the Critical Language Scholarship Program, for a period ending one year following the termination of their services; or
- Immediate family members (i.e., spouses and dependent children) of the individuals described in the above paragraphs, for a period ending one year following the termination of such employment or service. This provision does not disqualify self-supporting members of families who live apart from their parents.

These provisions do not extend to part-time or temporary employees, consultants, or interns of the U.S. Department of State (including at U.S. Embassies and Consulates), or to contract employees of the U.S. Department of State, unless such persons perform services related to the Critical Language Scholarship Program.

For applicants to the Fulbright U.S. Student Program
Applicants for CLS Spark may apply for and receive both a CLS Spark award and a Fulbright U.S. Student Program award in the same academic year. However, participants may not accept both a CLS Spark award and the Fulbright Critical Language Enhancement Award, which provides supplemental critical language study funding for Fulbright U.S. Student Program grantees, in the same academic year.

If a participant receives a Fulbright grant with a mandatory pre-departure orientation that falls during the CLS Spark period, he or she may need to choose between accepting the CLS Spark award and the Fulbright grant.

Participation Requirements

With reasonable accommodations, participants in CLS Spark must:
- Have reliable Internet access to some type of electronic device to participate in live classes including the ability to be on camera and use a microphone;

- Complete pre-program orientation virtual sessions (both recorded and live);

- Complete pre-program assessments and surveys, where applicable;

- Maintain an 80% rate of attendance and completion of homework assignments;

- Complete mid- and post-program surveys; and

- Complete post-program proficiency testing.

Additional Requirements

If you are selected for a CLS Spark award, as a requirement of your participation, you must agree to the terms and conditions of the award. You may review a sample of the terms and conditions from a previous year. The award terms and conditions are revised on an annual basis and may change before the start of the program.

Privacy Policy and Use of Personal Data

Your privacy is important to us. American Councils for International Education (American Councils) follows a few fundamental principles with regards to your data:

- We are thoughtful about the personal information we ask you to provide and the personal information that we collect about you.

- We store personal information for only as long as we have a reason to keep it.

- We aim for transparency on how we gather, use, and share your personal information.

By starting an application to the CLS Spark Program, you agree to our privacy policy, which incorporates and clarifies these principles. You can review our full privacy policy online.

What is Covered

Participants in CLS Spark will receive:
- Language instruction and cultural programming;

- Textbooks and language learning materials;

- Language gains certified using the widely recognized ACTFL OPI (Oral Proficiency Interview) assessment;

- Non-competitive eligibility for U.S. government employment for up to three years after program completion;

- Academic credit issued through Bryn Mawr College; and

- A stipend towards supplemental equipment and connectivity costs (for example, a web camera or microphone).

The following costs will not be covered:
- The cost of necessary equipment (for example, a new laptop);

- The cost of phone or internet connectivity plans;

- Living expenses; or

- Physical and mental health expenses.

Selection Process

Applicants for CLS Spark will be selected on the basis of merit, with consideration for the following:

- The impact of participation in CLS Spark on their access to language and intercultural learning opportunities;

- Preparation for CLS Spark, including interest in learning a language and culture and capacity to successfully complete a long-term online language program;

- Motivation, including articulated personal, academic, and professional goals and consideration of how participation in CLS Spark may contribute to the achievement of those goals; and

- Potential for leadership and citizen diplomacy, including interest in problem-solving and ability to contribute to ECA's mission to build mutual understanding.

Preference will be given to veterans of the U.S. armed forces, and to applicants from institutions historically underrepresented in study abroad, including community colleges, Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs).

Applicants will be selected with the goal of representing geographic diversity and a diversity of institutions and fields of study.

Read the full selection criteria at https://clscholarship.org/applicants/selection.

First Round Reviews: Each application is read by two independent evaluators chosen from a pool of faculty and administrators at colleges, universities, and international education institutions across the United States.

All applicants will be contacted in late January by email with a notification of whether their application passed the initial review process.

Semi-finalist Reviews: Top applicants are reviewed by panels of academic and international education experts in early February.

Finalists, alternates, and non-recipients will be notified of their statuses by email in early March.

Those selected for the award will have approximately two weeks to accept or decline. Alternates are promoted on a rolling basis throughout the spring.

Finalists and alternates will receive further information on program requirements, including the medical review and visa process, at this time.

Application Components

Your completed application to CLS Spark will consist of an application form and uploaded copies of your unofficial transcript(s). We strongly recommend online submission of all required application materials for the CLS Spark Program whenever possible. The 2023 CLS Spark Program application is available online at www.clscholarship.org/apply.

Print copies are also available on request, and for download at on our website. Please contact the CLS Program at cls@americancouncils.org if you require a print copy of the application.

Note that print copies of the application will be entered into the online application form by our staff on your behalf. If your print application is missing any required information, your application will not be accepted.

Essays

There are three essay questions on the application form. Your response to each essay question is strictly limited to a maximum number of words. Please review the word limit for each essay topic closely. Applicants exceeding the word limits will not be considered for the scholarship. Please see each essay section below for additional information.

Transcripts

Each applicant must submit an unofficial transcript from the college or university they are currently attending, as well as transcripts from colleges and universities attended in the past. First-year students must submit an unofficial transcript showing their courses in progress. High school transcripts are not necessary.

If you are selected for an award, you will be required to submit an official transcript from your current college or university in the spring. Any unexplained discrepancies between the unofficial and official versions of the transcripts will result in the termination of the award with no appeal.

CLS Spark Online Application

Accessing the Application

To start an application, first enter the required information under "Create New Account" at http://ais.americancouncils.org/cls. Create a password that you will remember. After you click on "Create New Account" you will be sent a verification email to activate your account. You may return as many times as necessary before submitting your application by the deadline. The online application will close at 8:00 p.m. Eastern Time on November 15, 2022, and CLS will not accept applications submitted after the deadline.

Enter your login information in the "Sign In" section, which may be accessed from the homepage of the CLS application (http://www.clscholarship.org/apply). After you have logged into the CLS application, you will see a welcome screen. Click "Start" next to CLS Application for Summer 2023 to start the application process.

Saving Your Work

As you enter information into the CLS application system, make sure to click the "Save changes" button at the bottom of each page frequently. The system will time you out after 60 minutes of inactivity and will not save your work unless you click on the "Save changes" button. Unsaved work will be permanently lost and cannot be retrieved by CLS Program staff. To access your saved application, go to the online application login page and reenter your login information.

Please enter all information using appropriate capitalization and punctuation throughout the CLS Program application. For example, do not enter your name or any other information in ALL CAPS. The information provided in your online application form will be used for official CLS Program communications and documents.

Scheduled Maintenance

Occasionally, the online application system is taken down for regularly scheduled maintenance. This usually occurs late on Monday nights, if at all. If you receive an error when navigating to the application portal, you may try again in a short while. Announcements about scheduled maintenance are posted at the top of each page several days in advance, so please pay attention to those notices in the system and takes steps to ensure that you can continue to work on your application elements such as essays during those times.

IMPORTANT! Do not use your web browser's "Back" button to move between pages within this online form. This might erase information from your form that cannot be recovered. Use **only** the "Sections" menu on the left, which includes the → (next) and ← (previous) arrows to switch to the next and previous sections of the form.

How to Apply

- **Eligibility:** Check the eligibility requirements at www.clscholarship.org/applicants/eligibility.

- **Online Application:** Complete and submit the application form online, along with unofficial copies of your transcripts with grades from your current school and any previous universities attended within the last five years. Transcripts should be in text or PDF format and may **not** be digitally signed (official e-transcripts cannot be processed correctly). Applications are due November 15, 2022 at 8:00 p.m. Eastern Time.

- **Technical Problems:** Any technical problems with the application form should be reported by email to cls@americancouncils.org.

Do not wait until the due date to submit your application. Submitting your application before the due date allows time to resolve any technical difficulties or last-minute questions.

The CLS Program strongly encourages you to submit your application well in advance of the application deadline. **The CLS Program and American Councils for International Education bear no responsibility for data transmission problems in submitting the application.**

Accessibility

Only if you are unable to submit any portion of your application materials online, may you submit them by mail. Those documents must be received at American Councils for International Education by November 15, 2022. You may print a copy of the application form at: https://clscholarship.org/assets/resources/2023-Application-Form.pdf.

If you must submit a paper application, it should be sent by certified post to American Councils at the following address:

ATTN: CLS Program
American Councils for International Education
1828 L St NW, Suite 1200
Washington DC 20036-5136

How to Use the Online Form

Moving from Section to Section

This online form includes several sections (pages). They are listed in the "Sections" menu that can be found in the navigation menu at the left side of each page. You may select any section from the menu to jump to that section. You may also press the → (next) and ← (previous) arrows to switch to the next and previous sections of the form. DO NOT use your web browser's "Back" button.

Completing Your Form in Multiple Sessions

It is not necessary to complete your online form in one sitting. To continue later, press the "Save Changes" button that can be found at the bottom of any page, and then log out of the system. You can log in at any time thereafter until the application deadline to complete your form.

Required Fields

A **red asterisk** * next to a question indicates a required field. You must provide this information in order to submit your form.

Character Counts Used in this Online Form

Any minimum or maximum word or character counts specified in the instructions for some questions will be as indicated by the counter tool used in this form. Please note that this count may be different from those counts indicated by Word, OpenOffice, LibreOffice, Pages, or other word-processing tools. Plan extra time to submit your application if you are preparing your essay drafts in another program and copying them into the form.

Submitting Your Application

To submit your online form, **you must press the "Submit" button** on the last page. If you do not press the "Submit" button, your form will be considered incomplete and will not be considered for selection. You will not be allowed to make any changes after you submit your application. If there are any errors or required fields

left blank in your application, you will be prompted to complete these before your application can be submitted. Be sure to save allot time before the deadline in case you need to resolve any such errors.

Uploading Documents and Photographs to Your Form

You might be asked to upload a document or photograph. In most cases, you may upload only files of the following types: PDF, JPG/JPEG, PNG, GIF, or TIF/TIFF. You may also be asked to limit the size of files that you upload to your form. Encrypted or password-protected files will not be accepted. A number of free online tools are readily available to convert or resize your files.

Section 0: Pre-Application Form

The CLS Program works with faculty members and administrators at colleges and universities across the United States who assist students with the CLS Spark process. As part of the application process we share your name, email address, and information on your degree program and the language you are applying for with the designated advisor(s) at your school, who may reach out to you to offer assistance and encourage you to submit an application.

When you begin an application online, you are asked to provide that information before you may begin work on the full application.

Your choice to continue indicates your consent to have this information shared as described. Please see our Privacy Policy at https://clscholarship.org/privacy-policy for more information about how the CLS Program protects your information.

Sections 1-2: Application Instructions, Program Overview and Requirements

The application instructions and program overview pages cover technical aspects of using the application system and describe the eligibility requirements and basic information about the CLS Spark Program.

Section 3: Eligibility

Please complete the questions regarding your eligibility for the 2023 CLS Spark Program.

Please read the prompts carefully and note that an answer of "No" to questions asked on this page does not necessarily indicate that you are ineligible for the CLS Spark Program. Complete eligibility information is available at https://clscholarship.org/applicants/eligibility. A list of frequently asked questions is provided on the CLS Spark website at https://clscholarship.org/faqs.

1) Citizenship: Only U.S. citizens and nationals are eligible for the CLS Spark Program. Naturalized citizens must have U.S. citizenship by the CLS application deadline of November 15, 2022. Permanent residents and green card holders are not eligible to apply.

2) Age: You must be 18 years of age by May 15, 2023 in order to be eligible for the 2023 CLS Spark Program.

3-5) Enrollment: Please answer questions about your enrollment status and the accreditation status of your university. If you are unsure about either, please refer to your college or university's office of the registrar. If you are not currently enrolled for whatever reason, please describe your educational status in the space provided in 3a.

4) Leave of Absence: Please note that students on a leave of absence are not considered eligible for the CLS Spark Program, with limited exceptions made for students who have withdrawn from their academic program in order to pursue an organized semester- or year-long study abroad or substantive internship program, who intend to re-enroll following its completion.

If you fall into one of these categories, you will be required to submit documentation of your study abroad or internship program and a signed letter from your home college or university in the U.S. explaining your situation and your intention to re-enroll following the completion of your program. This documentation should be submitted to American Councils at cls@americancouncils.org no later than November 18, 2022.

T5) Institution: Applicants must be students at Higher Education Institutions based in the United States that are accredited by a Department of Education recognized accreditation agency. Students at institutions with suspended accreditation are not eligible to apply. Students at colleges and universities based in a country other than the United States and its territories are not eligible to apply. Students at colleges and universities located outside the United States and its territories, that are nevertheless incorporated and based in the United States are eligible to apply, as long as they meet all other eligibility requirements.

6) College-Level Study: Applicants at the undergraduate level must complete at least one full year of college-level study at before participating on the CLS Spark Program. You should indicate whether you will fulfill that requirement by the start of the program in June 2023. Note that part-time students still qualify.

9) Only One Application: Applicants may only submit one application for the CLS Spark Program each year. If it is determined that an applicant has submitted multiple applications in the same application year, they will be determined to be ineligible to participate in the CLS Program. If you submitted an application in error and need help deleting it, please contact our staff at cls@americancouncils.org.

11) Fulbright: Applicants to the Fulbright U.S. Student Program may accept both a Fulbright grant and a CLS Spark award in the same year. However, participants may not accept both a CLS Spark award and the Fulbright Critical Language Enhancement Award, which provides supplemental critical language study funding for Fulbright U.S. Student Program grantees, in the same academic year.

If a participant receives a Fulbright grant with a mandatory pre-departure orientation that falls during the CLS Spark Program period, he or she may need to choose between accepting the CLS Spark award and the Fulbright grant.

12) Veteran Status: All other factors being equal, the CLS Spark Program gives preference to veterans of the U.S. armed forces. Note that active-duty members of the military do not qualify for a veteran's preference in this case. If you are a veteran, you must provide a copy of your DD214 or NGB-22 form to prove your status, or you may decline to receive this preference. You should redact your social security number on the form before submitting it.

Section 4: Language Choice

1) CLS Target Language: Select the language you are applying to study.

Please review which languages are offered for CLS Spark at: https://clscholarship.org/assets/resources/2023-Language-Levels-and-Prerequisites.pdf.

The language that you select may be referred to as the "**target language**" throughout the online application.

Applicants must choose one language only. Multiple applications by one applicant will result in disqualification from the CLS selection process.

2) After choosing a language, indicate the approximate number of years of formal target language study (or equivalent) at the high school and/or college level that you will have completed by June 2023. If you are applying as a beginning-level student, you may enter "0." You will have an opportunity later in the application to provide in-depth information about your target language experience.

Section 5: Biographical Information

1-2) Name: Enter your name as it appears on your government-issued ID documents, such as your passport or driver's license. Your name as entered will be used on all official CLS Spark Program communications, so please use appropriate capitalization.

3) Gender: Although applicants are not required to disclose their gender identity on the application, responses to this question are used when reporting on the equity of the CLS Spark Program's recruitment and selection process. If selected, applicants will be required to disclose their legal gender as indicated on their government-issued ID, which is required in order to ticket passengers for flights.

7) Naturalization: Naturalized citizens are eligible for the CLS Spark Program, but must be naturalized by the date of the application deadline, November 15, 2022. If you are naturalized U.S. citizen, indicate so and provide your date of naturalization in response to question 7a.

8) Permanent Residential Address: Please enter your permanent residential address, at which you are eligible to registered to vote. The CLS Spark Program reports to members of Congress when constituents from their states or districts receive a CLS award. Your address should fall within the congressional district you indicate.

9) Congressional Voting District: Enter the state code and district number of your congressional voting district. This should be the district where you are registered to vote or plan to vote in the next election. This information can be found on your voter registration card or by searching for your address at https://www.house.gov/representatives/find-your-representative.

Select "At Large" for states with only one Congressional representative. Those states are: Alaska, Delaware, Montana, North Dakota, South Dakota, Vermont, and Wyoming. Enter "At Large" also for the District of Columbia and U.S. territories (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands).

10-13) Current Contact Information: Please provide the primary telephone number at which you can reached through October 2023. If you are providing an overseas, non-U.S. number, please indicate the country code, preceded by a 'plus' sign ('+'). Also indicate an alternate phone number. The CLS Spark Program will use this number to reach you only in cases where we cannot reach you using your primary email address or phone number and there is time-sensitive information that we need to communicate, such as a program deadline. Consider entering the contact information for a close friend or family member.

Enter the email address at which you would like CLS Program staff to contact you. All official CLS Spark communications will be directed to the indicated e-mail address so you should indicate an address that will remain valid through October 2023. You must also enter an alternate email address. We strongly recommend you not to use university email addresses as your primary form of communication, as you may not have access to this email address after the current academic year.

If you are selected to participate in the program, we will contact you using the information that you enter here, so please provide contact information that you will be available at through the October 2023. If you are selected, you will have an opportunity to update your contact information at that time.

Section 6: Current Academic Information

1-5) Current College or University: Choose the name of your current college or university and provide information on your current enrollment, including your start date, expected graduation date, and the type of degree you are pursuing.

Please note that the data in the CLS Spark Application reflects information derived from the Department of Education's Integrated Postsecondary Education Data System (IPEDS), which is updated on an annual basis. If your college or university is an accredited U.S.-based institution but not listed as an option, please contact us at cls@americancouncils.org and we will happily add it as an option.

You may optionally indicate the specific campus or division of your school that you attend. Note that this field should not be used in the place of your college or university name, which is required to submit your application.

If you are attending two institutions of higher education concurrently, or you are enrolled in a dual-degree program with two institutions, then please choose one to indicate here, which we will identify you as a student of during and after the program and indicate the other as a previous institution in the Previous Academic Information section. If one institution is not an eligible institution (for instance, if it is based outside the United States), then indicate the eligible institution in this section and the second institution in the Previous Academic Information section.

6-7) Current or Anticipated Academic Major(s): First, indicate the name of your degree program at your university—this is the name of the degree that you are working towards and anticipate graduating with. Then, select your major(s)/field(s) of study from the provided list. You may not be able to find the exact name of your major or minor in the drop-down menu on the application. Please select one or more options that are as close to your degree as possible. The field of study list is derived from the Classification of Instruction Programs, developed and maintained by the Department of Education's National Center for Education Statistics.

8, 8a-b) Terms Completed: If you are not a first-semester student, you will be asked to provide additional information about your school's term structure and your previous academic performance. Please indicate the number of terms you have completed (whether semesters, quarters or other), not including the current term.

8c) GPA: Enter your GPA at your current institution, if applicable. Please round your GPA to the nearest tenth (e.g. 3.4). If you do not have a GPA, enter N/A in this field. Do not enter your high school GPA or your GPA at a previous institution.

9-12) Future Enrollment: Please answer the questions about your enrollment status in Spring 2023 (Spring semester or Spring quarter) and Fall 2023.

11) Anticipated Spring 2023 Courses: Please list all courses that you intend to enroll in for the Spring 2023 semester or the Winter and Spring 2023 quarters.

12) Fall 2023 Enrollment: If you're planning on being enrolled in the Fall 2023 term, please indicate 'Yes' here, along with the approximate start date for the term.

Section 7: Transcript and Grades

1-2) Provide a copy of your unofficial transcript for your current college/university. Please ensure that your unofficial transcript includes the courses that you are currently enrolled in for the Fall 2022 semester, as well as all previously completed courses. There are two methods to choose from to provide your unofficial transcript record with your online application:

Option 1: Scan and upload a copy of your transcript or grade list to the online application. The maximum allowable file size is 5MB. If your transcript file is larger than this, the file size must be reduced before uploading it. Do **not** upload a digitally signed or password protected e-transcript PDF. Most e-transcripts produced by universities are digitally signed and cannot be submitted with this tool. As a workaround, you may print your e-transcript and then upload a scanned copy of the printed transcript.

Note: Some transcripts include the Social Security Number students. If your transcript contains your social security number, please remove this information before uploading it.

Option 2: Alternatively, you may enter your courses and grades manually by completing a form. Using your online grade report or transcript, please enter information on all courses you have taken. Please provide details on any courses listed on your transcript, including those you may have withdrawn from or for which you received an incomplete. This form should match your institution's record, exactly. If you have not received a grade yet, please enter "N/A".

Note: Failure to provide unofficial transcripts may result in the disqualification of your application. Please note that the CLS Program will verify official transcripts after selection. Falsified unofficial transcripts will be grounds for disqualification.

3) Are you currently enrolled in courses at your home institution (that will appear on your home college or university transcript)? You should indicate here the courses you are currently enrolled in at the time you are submitting your application. These may be reflected on your transcript as well.

Section 8: Previous Academic Information

If you have attended another college or university in the past, please provide this information in your online application. You may add as many additional entries as needed. Upload a copy of your unofficial transcript for each institution attended.

Section 9: Language Study

1) Target Language Experience: Provide information on the approximate total number of contact hours you anticipate having in the target language by the beginning of June 2023. For example, a typical academic year is nine months (32 weeks). A typical language course is 3-5 hours per week or 96-160 classroom hours. The number of classroom hours provided should include previous, current, and anticipated Spring 2023 target language courses. Note that CLS Spark is designed to cover the first 90 hours of language instruction. If you plan on approaching this number of contact hours, we encourage you to consider the CLS Program at our institutes abroad.

2-3) Previous Language Study: Provide details of your previous experience studying and using your target language.

Provide any information regarding your target language background. If you have studied with a tutor, have knowledge of a specific dialect in the target language, or have a family background in the target language, please provide this information in the appropriate sections.

4) Target Language Travel: Provide information on any travel you have done to a country or countries where the target language is spoken.

5-7) Target Language Courses: Provide information on formal language courses that you have taken previously, the primary course you are enrolled in currently, and courses you intend to enroll in during the upcoming Spring or Winter term. You should not provide information for literature or other content courses unless the class is taught in the target language, including all readings and written assignments.

8) International Travel: List all significant international travel opportunities you have participated in previously for the purposes of work or study.

Section 10: Other Language Study
Provide information on other languages you speak, as well as previous language study.

Section 11: Activities and Employment
Provide information on up to five jobs, internships or activities.

Provide information on only those jobs or internships that are directly relevant to your language study, academic program, or your eventual professional career. Please also indicate campus or community activities in which you have participated, especially those activities that demonstrate leadership capacity or are connected to your professional goals or interest in the target language.

Section 12: Previous Programs, Honors, and Fellowships
Indicate any fellowships or academic honors that you have received, including previous CLS Program or other U.S. Government funded awards.

1) Previous CLS Participation: If you have been offered or received a CLS award in the past, you will be asked to supply additional information about your goals for participating on the program a second time, or about why you were unable to complete the program previously. 2) U.S. Government Awards: Indicate other U.S. Government-funded programs in which you have previously participated.

3) Other Honors: Optionally, you may also indicate up to three other fellowships or other academic honors that you have received.

Sections 13-14: Short Essays & Statement of Purpose
There are three essay questions on the application form. Your response to each essay question should follow the guidelines for each question regarding the number of maximum words:

1) Statement of Motivation and Commitment (350 words maximum)
2) Statement of Experience (350 words maximum)
3) Access to Language Learning Opportunities (200 words maximum)

Essay responses may be written using a word processing program, then copied and pasted into the online application. Essays exceeding the word limit will not be considered for the scholarship. Please note that the word-count software used by the online application may differ from the software used by your word processing program. Be sure to leave yourself time to edit and reduce your word count, if necessary.

Before you begin your essays, it is strongly recommended that you read the information on the CLS website pertaining to your language and watch the video providing guidance for writing effective application essays for the CLS Program at www.clscholarship.org/apply. Applicants are encouraged to have an academic advisor, peer reviewer, or writing tutor review their essay responses before submitting an application to the CLS Program.

If you have previously participated in the CLS Program, you may not reuse the same essay responses from your previous application(s). If you applied previously but were not selected, you may reuse material from your previous application(s) if you wish.

Save your work frequently to avoid accidental data loss!

Section 15: Statistical Information
All questions in this section are optional. If you choose to complete the questions in this section, the information will **not** be shared with application reviewers and will not affect your eligibility for the award, or have an impact on the evaluation or selection process.

Information in this section is used when reporting on the equity of the CLS Program's recruitment and selection process and may be used in aggregate for the production of external reports or public presentations.

The U.S. Department of State and American Councils welcome all eligible applications and do not discriminate on the basis of race, color, national origin, sex, age, religion, geographic location, socioeconomic status, disability, sexual orientation or gender identity.

Section 16: Review and Submit
If any mandatory fields are missing, you must complete them before the application can be submitted. Not all questions are required.

Before you submit your application, please be sure to review all sections. Make sure you have answered all the questions and required fields, uploaded all the required documents, and that you are satisfied with your responses.

Once you submit your application, you will no longer be able to make changes to any section of the application. You will be able, however, to continue to view your application online via this system with your existing login.

If you are not ready to submit your application, please press "Save Changes" and log out of the system. You will be able to log-in at any time, thereafter, until the application deadline, and continue to complete or edit your application.

Before submitting your application, you will be asked to type your name as an electronic signature certifying that the material you entered into the online application is true and that you understand and agree to the terms of the application.

Please note: The CLS Spark Application is not submitted until you press the "Submit Your Application" button and you receive an email confirmation. If you have not filled out necessary or required information in the application and attempt to submit your application, you will remain in the 'Review and Submit' section and will be able to see which sections are incomplete in the section navigation box on the left-hand side of the application; incomplete sections requiring additional information will be noted, in red text, with an asterisk.

You must return to these sections, fix any errors or omissions, and submit your application again before it may be considered complete. You will receive an automated email confirming the submission of your application.

For assistance with the online application, or questions about the CLS Spark Program, please contact us at cls@americancouncils.org, or by phone at 1-877-257-9922.