



CBYX/PPP



CONGRESS-BUNDESTAG YOUTH EXCHANGE

2024-25 VOCATIONAL SCHOLARSHIP PROGRAM

APPLICATION INSTRUCTIONS

Application deadline is December 1, 2023.

Early submission of your application is strongly encouraged.

CBYX Vocational Scholarship Program Application Requirements:

Nacel Open Door requires that all application materials for the 2024-2025 Congress-Bundestag Youth Exchange Vocational Scholarship be submitted electronically using the online forms and email submissions outlined below, by December 1, 2023.

Please Note: All required fields of the **online forms must be complete in order to submit; you will NOT be able to save and return.**

We suggest using a separate, savable document to compile and compose the information and answers required to complete each online form.

To guide you in preparing your application content, you may refer to the non-fillable PDF version of each form.

A COMPLETE APPLICATION INCLUDES:

- ❑ **Form 1:** [Student Application Online Form](#)
[Non-Fillable PDF Reference – Student App](#) (See Part V of Student App for details regarding Essays A & B listed below.)
- ❑ **Email(s)** to CBYX24-25@nacelopendoor.org, with your full name and the following materials as file attachments:
 - a) A copy of your official high school **transcript** [PDF]
 - b) A current, high-resolution 2" x 2" color **photo** of yourself [JPG]
 - c) Your **Essay A** - Host Family Letter [DOC or PDF] (approx. 1 page / 250-500 words)
 - d) Your **Essay B** - Family Essay [DOC or PDF] (approx. 1 page / 250-500 words)
- ❑ **Form 2:** [Nominator Recommendation Online Form](#)
[Non-Fillable PDF Reference – Nominator Rec](#)
Ask your School Nominator (principal, teacher, guidance counselor) to complete the Online Nominator Recommendation Form. Follow up with your nominator to confirm the form was submitted.
- ❑ **Form 3:** [Activity Supervisor Recommendation Online Form](#)
[Non-Fillable PDF Reference – Activity Supervisor Rec](#)
Ask your Activity Supervisor (coach, advisor, employer, etc.; NOT your Nominator) to complete the Online Activity Supervisor Recommendation Form. Follow up with your activity supervisor to confirm the form was submitted.
- ❑ **Form 4:** [Student Information Summary & Online Application Confirmation](#)
[PDF Reference – Student Info Summary & Confirmation](#)
You will need the following information from your Online Student Application:
 - Your name, address, telephone, email, birth date, vocational/career field of interest
 - Your school name
 - Your nominator's name, email, & confirmation they completed the online recommendation form.
 - Your activity supervisor's name, email, & confirmation they completed the online recommendation form.
 - Date you submitted your Online Student Application Form

All portions of your application must be received in order for your application to be complete by December 1, 2023.

If we have any questions, **we will contact you via the email address listed in your Online Student Application Form.**

QUESTIONS

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

Program Director, Carrie Hess: 1-800-622-3553, ext 613 or chess@nacelopendoor.org.

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

2024-2025 CBYX Vocational Scholarship Program Eligibility Requirements:

1. Be a U.S. Citizen;
2. Be a current high school senior (12th grade) at time of application;
3. Be aged 18 or 19 by August 1 of program year (some flexibility allowed);
4. Have a cumulative grade point average of 2.5 or above on a 4.0 scale;
5. Have an interest in learning the German language (no German language study/knowledge required to apply);
6. Comply with U.S. Department of State's eligibility policy for American Outbound Youth Programs (available at <https://usagermanyscholarship.org/how-to-apply/>);
7. Be willing to abide by CBYX Terms & Conditions if selected as a finalist, including vaccination requirements;
8. A limit of three students may be nominated per school.

Please note that, should you be selected as a finalist, confirmation of the scholarship is contingent upon fulfillment of the medical, placement, academic, and other requirements of Nacel Open Door, including agreement to abide by the CBYX Terms & Conditions. The Congress-Bundestag scholarship does not include domestic airfare within the U.S., nor does it include spending money, passport, or residence permit expenses for students during their exchange year. For individuals who demonstrate financial need, additional financial support may be available for these expenses and can be applied for after an individual is informed of their selection for the program.

2024-2025 U.S. Department of State Eligibility Policy for U.S. Youth Programs Applicants

Eligibility: The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) offers many opportunities for American youth to participate in international exchanges. ECA seeks to represent the diversity of America in these youth exchange programs and to make sure the selection process is fair and transparent.

Strong selection preference is given to those who have not previously participated in an in-person exchange program or lived abroad for six months or more during the past five years.

This eligibility policy applies to the following programs, which take place outside the United States:

- Congress-Bundestag Youth Exchange (CBYX) Outbound
- Future Leaders Exchange Abroad Program (FLEX Abroad)
- Kennedy-Lugar Youth Exchange and Study Abroad (YES Abroad)
- National Security Language Initiative for Youth (NSLI-Y)
- Youth Ambassadors and Youth Leadership Programs

To be eligible, an individual must:

- Be a U.S. Citizen
- Be enrolled in grade 12 (high school, including home school) at the time of application
- Meet age and GPA requirements specific to the program
- Not be in either of the two ineligibility categories described below.

1) Current or previous participant in ECA exchanges

U.S. citizens who are current or past participants in any of the above mentioned programs are not eligible to participate if:

- The two programs take place in the same calendar year.
- The individual is currently participating, or has already participated, in an academic year program.

Current or past participants in a short-duration program of eight (8) weeks or less are not eligible for another short-duration program but are eligible for an academic year program.

The restrictions above apply only to in-person programs taking place outside the United States. Participation in a virtual program does not make the applicant ineligible for programs of any length.

An individual may not participate in more than two of the above-listed programs, unless one of the programs was completely virtual.

2) Family member employment

For a period ending one year following the termination of such employment, association, or service:

- **Employees of the U.S. Department of State/U.S. Agency for International Development are ineligible.** This provision includes all employees, paid or unpaid (including part-time or temporary employees, consultants, externs, interns, fellows and personal service contractors).
- **Immediate family members (e.g. dependent children) of employees of the U.S. Department of State/U.S. Agency for International Development are ineligible.** This provision includes all employees, paid or unpaid (including part-time or temporary employees, consultants, externs, interns, fellows and personal service contractors). Self-supporting children who live apart from their parents are qualified to participate.
- **Employees (and their immediate family members) of private and public agencies under contract or grant with the U.S. Department of State who perform services on behalf of the U.S. Department of State exchange programs are ineligible.**



© Congress-Bundestag Youth Exchange
This program is sponsored by the U.S. Department of State
Bureau of Educational and Cultural Affairs

