**ITU fellowship request form:  
Submission guidelines**

Fellowships may be awarded to Administrations subject to available funding in order to facilitate participation from [Least Developed or Low Income Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf).

A request for a fellowship must be submitted using the form below within the deadline indicated in the meeting announcement letter, and must be authorized by the relevant Administration of the ITU Member State. Applicants must pre-register for the meeting before applying for a fellowship.

For meetings in Geneva, when two partial fellowships are requested, at least one must be an economy-class air ticket.

The decision criteria for granting fellowships include:

‒ available ITU budget;

‒ active participation, including the submission of written contributions;

‒ equitable distribution among countries and regions; and

‒ gender balance.

**How to apply for a fellowship**

To ensure that the submitted form is legible when received by ITU, it is recommended for applicants to complete the form electronically. The form should then be printed and signed by the applicant, and signed and stamped by an official authorized to do so by the Administration.

The form should then be scanned and emailed to [fellowships@itu.int](mailto:fellowships@itu.int) - or alternatively sent by fax (+41 22 730 5778) - in order to be received by ITU before the submission deadline.

**Important notes**

‒ Applicants must pre-register online for the meeting **before** applying for a fellowship.

‒ Unless agreed in advance with ITU due to exceptional circumstances, all fellows must be present from the first to the last day of the meeting.

‒ An official stamp must be provided to validate all fellowship requests.

‒ A copy of the applicant’s passport must accompany the fellowship request form.

‒ For assistance concerning the submission of contributions and other meeting logistics, please see the TSB Collective letter announcing the meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Fellowship request form**  **Meeting of ITU-T Study Group 12  (Geneva, Switzerland, 1-10 May 2018)**  Request for one partial fellowship  (submission deadline: 20 March 2017) | | | |  |
| Please return completed form, preferably by email, to: ITU Fellowships, Geneva (Switzerland) | | | E-mail: [fellowships@itu.int](mailto:fellowships@itu.int) Tel: +41 22 730 5227 Fax: +41 22 730 5778 | | |
| **Applications from women are encouraged** | | | | | |
| Registration number (required): (Pre-registration is [online only](http://itu.int/go/tsg12)) | |  | | | |
| Title(s) of contributions submitted/planned: | |  | | | |
| Country ([list of eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf)): | |  | | | |
| Name of the Administration/Organization: | |  | | | |
| Professional role/title: | |  | | | |
| Mr/Mrs/Ms: | |  | | | |
| Applicant’s family name: | |  | | | |
| Applicant’s given name: | |  | | | |
| Address: | |  | | | |
| Telephone: | |  | | | |
| Fax: | |  | | | |
| Email: | |  | | | |
| Passport number: | |  | | | |
| Date and place of issue: | |  | | | |
| Passport valid until (date): | |  | | | |
| Nationality: | |  | | | |
| Date of birth: | |  | | | |
| Please select your preferred fellowship type (one only),  which ITU will do its best to accommodate:  **Economy class air ticket (duty station -> event venue -> duty station)**  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | |
| **Signature of applicant:** | | | | **Date:** | |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. | | | | | |
| **Signature and stamp of certifying official:** | | | | **Date:** | |