

## Tips for Filling Out MOHE Forms in English and Arabic

For applicants to the Ministry of Higher Education (archives, libraries, collections held in government institutions)

Download and fill out the MoHE Application in English. This form is entirely in English and says to be submitted to the Egyptian Ministry of Education.

Questions 1-7 Self-explanatory

Question 8 Put October 1, 2021 – September 30, 2022. This gives us flexibility in case of delays in obtaining security clearance.

Question 12A Ignore and leave blank

Question 12B Information typed on this line will automatically repeat on following line. Frustrating, but there is no work around except to fill form out by hand.

Question 14 N/A

Question 20 List the governmental locations where you will conduct research such as Dar al Kutub or other archives and libraries. You do not need to list private collections.

Question 21 No, you will not use a questionnaire (these are not permitted)

Question 22 No, field research refers to interviews, which are not permitted at this time in Egypt

Question 23 If you do not name a scholar at an Egyptian university to mentor you, ARCE will assign one based on our significant experience working with research fellows. There is a place on ARCE application to indicate the department your affiliate should be associated with, in case you do not have a name.

Signature and date: You must print out the form to add your signature

For applicants to the Ministry of Higher Education (archives, libraries, collections held in government institutions)

## Tips for Filling Out MOHE Forms in English and Arabic

Download the MoHe Security Form in Arabic. This is the bilingual form with the logo of the Egyptian eagle in the top right corner.

This form is highly unstable and should be filled out by hand in Arabic, scanned and uploaded as a PDF file.

Page 1 **Religion:** Please put something, preferably not agnostic or atheist, these do not fit within the cultural norms here. If you are not practicing any religion, put your birth religion.

**For females:** husband's name and profession: Please fill in if you are married, even if it seems irrelevant. If your husband is not accompanying you, you may chose to leave this blank and put N/A.

**Permanent address abroad:** This is your address in the USA

Page 2 **Present position abroad:** This refers to what you are doing now in the USA or other country outside of Egypt

**Sponsoring institution:** American Research Center in Egypt

**Program nominated for:** ARCE fellowship program

**Areas of research sources:** This is where you write where you will conduct your research; Dar el Kutub, Dar el Watha'iq, other collections or libraries. You should not include any sort of field research, such as interviews. You do not need to mention privately held collections or archives.

**Agreement governing your research grant:** Agreement between ARCE and Egyptian government

**Duration of research:** Due to delays in getting security clearances, it is advised that you write October 1, 2021- September 30, 2021 as your proposed research dates. You will still only be funded for the length of time you are granted in your award letter but it should ensure flexibility regarding your arrival and departure dates. Make sure the research dates on the two MOHE forms are the same.

**Address of your residence:** 2 Midan Simon Bolivar, Garden City, Cairo

**Stipend:** Fellow's stipend. You do not have to specify the exact amount

**Sponsored by:** American Research Center in Egypt