

# ADVANCED MANAGEMENT PROGRAM

HARVARD | BUSINESS | SCHOOL  
EXECUTIVE EDUCATION



## SPONSORING STATEMENT

This is a writeable PDF. You may type directly on this form, or print it and complete it by hand. *Please type or print legibly.*

**NOTE: You must use [Acrobat Reader 7.0](#) or higher to complete, save, and send this form electronically.**

NAME OF APPLICANT:

*Last (family)*

*First*

*Middle Initial*

*Prefix (Mr., Ms.)*

*Suffix (Jr., II)*

COMPANY/ORGANIZATION NAME:

SESSION DATE:

This statement should be completed by a senior executive of the organization who is thoroughly familiar with the candidate and can provide a detailed, firsthand appraisal. The candidate's application will not be reviewed until the application, Sponsoring Statement, and letter of appraisal all have been received.

To be eligible for attendance, the candidate must be a full-time employee of the sponsoring company throughout the entire session of the *Advanced Management Program*, and agree to return full-time to the sponsoring organization in a managerial role upon completion of the program.

Please have your sponsoring executive complete this Sponsoring Statement. In addition, one letter of appraisal from the chief executive officer or chief operating officer of the parent company (or the equivalent entity) is requested. If the CEO or COO already has completed the Sponsoring Statement, this letter should be from another senior corporate officer. Appraisals should evaluate the candidate's potential increase in responsibility, both short term and long term. These documents may be sent directly from the sponsoring official to the Admissions Committee or, if appropriate, may be sent together with the application.

*In accordance with Harvard University policy, Harvard Business School does not discriminate against any person on the basis of race, color, sex or sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.*

*Federal or state law may require that all admissions material be shown to a student upon request.*

NAME OF SPONSORING OFFICIAL:

*Last (family)*

*First*

*Middle Initial*

*Prefix (Mr., Ms.)*

*Suffix (Jr., II)*

TITLE OR POSITION:

COMPANY/ORGANIZATION ADDRESS:

*(P.O. boxes accepted outside U.S.)*

*Street*

*City*

*State/Country*

*Zip Code/Postal Code*

COMPANY/ORGANIZATION TELEPHONE:

FAX:

COMPANY/ORGANIZATION WEBSITE:

EMAIL:

## PLEASE RETURN THIS SPONSORING STATEMENT:

BY MAIL:

ADMISSIONS COMMITTEE  
Advanced Management Program  
Harvard Business School  
Soldiers Field  
Boston, MA 02163-9986 U.S.

BY FAX:

ADMISSIONS COMMITTEE  
Advanced Management Program  
Fax: +1-617-496-1731

For questions on the status of your submitted sponsoring statement, please call +1-617-495-6226.

**CONFIDENTIAL:** The information you provide below is for use by the Admissions Committee only.

**PLEASE DESCRIBE THE RESPONSIBILITIES OF THE APPLICANT WITHIN THE ORGANIZATION, INCLUDING REPORTING RELATIONSHIPS.**

**NUMBER OF REPORTING LEVELS ABOVE THE APPLICANT, UP TO AND INCLUDING THE CHIEF EXECUTIVE OFFICER OF THE PARENT COMPANY:** \_\_\_\_\_

**NUMBER OF PEOPLE UNDER THE APPLICANT'S SUPERVISION:** \_\_\_\_\_

**PLEASE INDICATE ANY PROSPECTIVE CHANGES IN THE APPLICANT'S POSITION AND/OR FUTURE RESPONSIBILITIES WITHIN THE COMPANY AND, IN PARTICULAR, WHAT THOSE RESPONSIBILITIES WILL BE UPON RETURNING FROM THE PROGRAM.**

PLEASE DESCRIBE YOUR OBJECTIVES IN NOMINATING THE APPLICANT FOR THE *ADVANCED MANAGEMENT PROGRAM*.

HAVE YOU DISCUSSED THESE OBJECTIVES WITH THE APPLICANT?  YES  NO

HOW WOULD YOU EVALUATE THE APPLICANT'S STRENGTHS, AS WELL AS AREAS FOR DEVELOPMENT? CONSIDER SUCH FACTORS AS KNOWLEDGE OF FINANCE, HUMAN RELATIONS, MARKETING, AND LEADERSHIP.

# LANGUAGE PROFICIENCY

Proficiency in spoken and written English is essential for active participation in the fast-moving classes and small group discussions. If English is the applicant's second language, or if he or she has less than one year's experience working in an English-speaking environment, please provide a brief statement documenting his or her proficiency. *(The Admissions Committee also may request an interview.)*

## PLEASE NOTE:

- It is understood that participants will be completely free of official duties while members of the program, and that they will not be asked to be absent from the program except for emergencies.
- The candidate's application will not be reviewed until the application, Sponsoring Statement, and letter of appraisal all have been received.
- Payment is due within 30 days of the invoice date. Cancellations or deferrals must be submitted in writing more than 30 days before the program start date to receive a full refund. Due to program demand and the volume of preprogram preparation, cancellations or deferrals received 14 to 30 days before the program start date are subject to a fee of one-half of the program fee. Requests received within 14 days of the program start date are subject to full payment of the program fee.

*Upon acceptance, payment is required prior to the program start date.*

SIGNATURE OF SPONSORING OFFICIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify that all the information and accompanying material provided in connection with this application are authentic and accurate.