



INSTRUCTIONS FOR COMPLETING THE EXECUTIVE EDUCATION APPLICATION

Please read the following instructions carefully BEFORE you begin your application.

All communication you receive from the Executive Education department will be via email. Please add **hks_execed@harvard.edu** to your email address book so that your computer recognizes this email traffic and does not direct it to your SPAM file.

The email address you provide in the application should be one you check frequently. Harvard Kennedy School Executive Education uses email as the primary method of communication with all applicants and the primary method of identification for applicants. **Please DO NOT use an e-mail address that has been used by another applicant.**

If you have already submitted an application, or inquiry, using one e-mail address, please continue to use the same. If your e-mail has changed since last submission, please contact our Admission Office at 617-496-0484 or **hks_execed@harvard.edu** to have your information updated in our system prior to submitting the new application.

There are two parts to the Executive Education application:

- Part One asks for general contact information.
- Part Two asks questions on your education and employment, professional training, and organizational information. Part Two also includes three short essay questions.

Part One of the application **MUST** be completed and submitted before it is possible to access Part Two. Both parts must be submitted in order to complete the application.

How long will the online application process take?

The online application may take as much as forty-five minutes to complete, if you do not follow the procedure below. We strongly encourage you to follow the procedure listed below, as your web browser may time out if the application is left open for too long, leading to a loss of the information you have already entered.

Step #1

Cut and paste the following questions and essays into a word-processing program.

Questions in Part Two of the Executive Education application (answers may be taken from a current resume or Curriculum Vitae):

- List the last five positions you have held, beginning with the most recent. Treat different assignments in the same organization as separate positions. Please include the name of the organization, position, starting date and ending date for each.

- Please list all degrees earned, beginning with the most recent. Include the granting college/university, degree, year granted and major for each.
- Please list all relevant formal professional training you have had over the last ten years. Please include program title, institution, and dates attended for each course.
- In regard to your current organization, please specify:
 - the number of employees in organization
 - the number of employees under your direct supervision
 - the annual operating budget of organization (if applicable)
 - what portion of the budget you are responsible for

Essay questions in Part Two of the Executive Education application:

Please respond carefully and completely to the essay questions below. Our programs tend to have more applicants than can be accommodated, and the following questions are a key component in the selection process. Please limit your response to each of the essay questions below to 250 words.

- At your current position, what are your specific duties and responsibilities? Describe the functions or services provided by your organization. If you are an elected official, please describe your committee assignments or size of jurisdiction.
- Please describe the most significant strategic challenges in your work.
- Please describe your immediate and long-term career goals. How will attending this program help you to achieve them?

Step #2

Answer each question thoroughly in the word-processing program and review your work.

Step #3

Access the Executive Education online application. Complete and submit Part One, and then cut and paste your answers from the word-processing program into the appropriate spaces in Part Two of the application.

If you have any questions about the application process, please call the Admission Office at 617-496-0484. Thank you for your interest in Executive Education at Harvard University's John F. Kennedy School of Government.

All communication you receive from the Executive Education department will be via email. Please add **hks_execed@harvard.edu** to your email address book so that your computer recognizes this email traffic and does not direct it to your SPAM file. The email address you provide in Part One of the application should be one you check frequently.