# ZUCKERMAN FELLOWS

HARVARD UNIVERSITY

Zuckerman Fellows Program ■ Harvard University ■ 1430 Massachusetts Ave, 6th Floor ■ Cambridge, MA 02138
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## Fellowship Application Guidelines ■ 2009-2010 Academic Year

### Eligibility

- Candidates for the Zuckerman Fellows Program are individuals who have, or are pursuing, an M.B.A., J.D., or M.D. graduate degree from an accredited United States institution AND are seeking an *additional* degree from the Harvard Graduate School of Education, the Harvard Kennedy School, or the Harvard School of Public Health. Students who are working toward a business, law, or medical degree and wish to undertake an additional degree, including students who are applying to joint or concurrent degree programs at Harvard, are eligible for consideration.

- Candidates must be citizens of the United States.

- Fellows must be admitted to their programs at the Graduate School of Education, the Harvard Kennedy School, or the School of Public Health in order to take up the Fellowship.

- Fellows are required to have at least one year of their business, law, or medical degree completed when they begin their Fellowship year, except students admitted to the joint degree program at the Harvard Business School (HBS) and the Harvard Kennedy School (HKS). HBS-HKS joint degree students will take their fellowship during the first year of the degree program.

- Fellows are required to be in full-time residence at the Graduate School of Education, Harvard Kennedy School, or School of Public Health during their Fellowship year. The single exception are students in the joint J.D-M.P.H Program at Harvard Law School and the Harvard School of Public Health, who must hold the fellowship during the second year of study.

- With the exception of HBS-HKS joint degree applicants, fellowship applicants who are pursuing joint or concurrent degrees at Harvard University should discuss the timing of their fellowship applications with the Zuckerman Fellows Program Office before submitting their applications.

- Zuckerman Fellowships **may not** be deferred except in limited specific circumstances. The Committee on General Scholarships Office must approve all requests for deferral. Fellowship applications that may require deferral should be discussed with the Committee on General Scholarships prior to submission.

- Fellows are required to participate fully in the co-curricular program during their Fellowship year.

- Applicants are encouraged to contact the Zuckerman Fellows Program Office with any questions about eligibility before submitting their applications.

## How to Apply

Candidates for the Zuckerman Fellowship must submit a fellowship application with the Zuckerman Fellows Program Office. The application requires the following materials:

 A completed and signed *Fellowship Application Form*
When filling out Part II and III of the Application Form, please note:

- Business, Law, or Medical Degree Background
  Applicants should review the degree eligibility descriptions carefully and choose the one that accurately describes their situation.
- Public Service Degree Program
  Applicants must submit applications for admission to a degree program at the Graduate School of Education, the Harvard Kennedy School, or the School of Public Health in order to be considered for a fellowship.

*Resume or Curriculum Vitae*

 *Statement of Purpose:* The Zuckerman Fellows Program is meant to prepare recipients to lead major change in the public sector. Please provide a concrete example of your success as a leader in the past and discuss how you plan to bring your experience, education, and leadership capacity to bear on solving significant public service issues in the future. The typed *Statement of Purpose* should include the applicant's name on each page and the applicant's signature at the end of the document. The statement should not exceed 1,200 words.

 *Letters of Recommendation:* Two letters of recommendation are required to support the application. They should be written specifically for the fellowship. The most effective letters will explicitly reference the applicant's leadership capacity and potential to lead change in the public sector. The signed, original letters should be submitted on letterhead and in a sealed envelope with the recommender's signature signed across the back flap. They should be addressed to the Zuckerman Fellows Selection Committee, c/o Harvard University Committee on General Scholarships, 1430 Massachusetts Avenue, 6th Floor, Cambridge, MA 02138. Please do not submit more than two letters of reference. The Selection Committee will only review two letters. The letters should be submitted with the application if possible. However, they may be mailed directly to the Committee on General Scholarships office by the deadline if necessary.

The application form may be downloaded in PDF format at *www.zuckermanfellows.harvard.edu*. Applications are also available at the Harvard Committee on General Scholarships, 1430 Massachusetts Avenue, 6th Floor. Applications may be requested by emailing *zuckermanfellows@harvard.edu*.

The fellowship application is separate from the candidate's application for admission to the Graduate School of Education, the Harvard Kennedy School, or the School of Public Health. Applications for admission must be submitted to the appropriate school according to the deadlines established at that school. There are two EXCEPTIONS. Applicants applying to the:

- Harvard School of Public Health (HSPH)
- Harvard Kennedy School Mid-career Program (HKS)

must submit their admissions application to HSPH or HKS by January 9th if they wish to be considered for the Zuckerman Fellowship Program.

## Deadline

The Zuckerman Fellowship Application is due to the Committee on General Scholarships at 5:00 p.m. on **January 9, 2009**.

**This deadline is not a postmark deadline**. Fellowship applications must physically arrive at the Committee on General Scholarships on or before the January 9, 2009, 5:00 p.m. deadline. If you have concerns about the application materials arriving by the deadline, please consider sending your materials through an express mail service that will guarantee an arrival date.

## Submitting the Fellowship Application

Fellowship applications may be submitted through the mail or in person to:

Zuckerman Fellows Program
Committee on General Scholarships
Harvard University
1430 Massachusetts Avenue, 6th Floor
Cambridge, MA 02138

Applications will not be accepted by facsimile or email. Incomplete applications will not be reviewed.

*Additional materials*: Please do not submit additional materials with the application materials (newspaper clippings, photos, portfolios, etc.). The selection committee will not review these materials.

*Presentation of Materials*: Please do not bind or staple materials. Application materials should be fastened with a single paperclip in one group.

*Receipt Confirmation*: You will receive an email confirming receipt of your application once it has been processed, usually within two weeks after the deadline. Inquires about receipt of application materials should be made by email to *zuckermanfellows@harvard.edu*.

## Contact Information

Questions about the application, guidelines, or eligibility requirements of the Zuckerman Fellowship should be directed to the Committee on General Scholarships at 617-496-5042 or *zuckermanfellows@harvard.edu*.

Questions about the academic programs at any Harvard graduate or professional school, or the admissions procedures or guidelines, should be directed to the admissions office of the school of your interest. Web site links to Harvard graduate and professional schools are available at the Harvard University home page, *www.harvard.edu*.

Questions about the Zuckerman Fellowship Co-curricular Program should be directed to the Center for Public Leadership at 617-496-5238 or *zuckermanfellows@harvard.edu*.

***Please note: Harvard University will be closed from the middle of the day on Wednesday, December 24, 2008 through Thursday, January 1, 2009.***