



EXECUTIVE EDUCATION

Dear Program Applicant,

Thank you for your interest in applying to the Executive Education program. The Hungarian-American Enterprise Scholarship Fund's (HAESF) objective is to promote free enterprise and development in Hungary and to continue to strengthen ties between the United States and Hungary by creating opportunities for accomplished Hungarians and those of great promise to gain professional experience in the United States, thereby enhancing their contribution to Hungarian society.

HAESF's Executive Education program, endowed by U.S. Treasury funds, provides fully funded Fellowships of varied length to distinguished mid-level and senior-level Hungarian professionals from business, public, and nonprofit sectors for participation in executive education programs offered by Harvard University. These programs provide participants with the opportunity to advance their skills and knowledge in a world-class academic and in a dynamic international setting. Once finished, participants can then leverage their new skills to enhance their contributions to their home institution or company, thereby fostering Hungary's overall development.

Candidates of the Executive Education program must first apply to and be accepted by HAESF prior to applying to Harvard University. Admission to executive education programs at Harvard University is competitive and there is no guarantee that applicants accepted by HAESF will also be accepted by Harvard. However, HAESF will assist successful applicants in applying to the Harvard University program of their choice and has established direct ties with the JFK School of Government to help facilitate this process.

Applicants are required to complete the following Application in its entirety and to submit it to the HAESF office in Budapest by the stated deadline. To help you in completing application, we have included checklists on the following page. Please use the respective checklist to guide you through the process of completing the application.

For further assistance, you may contact HAESF's Program Officer in Budapest at any time by phone (+36-1-413-0018) or by email (info@haesf.org). Additional instructions and information can also be found on HAESF's main program website at <http://www.haesf.org/education/description.html>.

Thank you again for your interest in HAESF's Executive Education Fellowship.

Sincerely,

Elizabeth Simon
Executive Director



APPLICATION CHECKLIST

HAESF Executive Education Program candidates will be assessed on the applicant's qualifications, their potential future contribution to Hungary's development, including professional goals and personal traits. Candidates must include the following documents with the application. Missing application materials will result in the automatic rejection of the application.

- Application Form
- One Passport Size Photograph
- A copy of your current CV or resume
- Personal Statement (as detailed in this application)
- 2 Letters of Reference (1 from the applicant's employer, 1 from an external source) written or translated into English.

Letters should discuss the following issues:

- Nature of relationship with applicants
- How the proposed course relates to candidate's career goals and contributes to Hungary's development
- Assessment of applicant's character, abilities, strengths and weaknesses
- Detailed contact information of the referees
- Letters of Reference should be submitted in signed and sealed envelopes

NOTE: All documents, including application forms, certificates etc. must be submitted in 2 copies.

PLEASE TELL US HOW YOU LEARNED ABOUT THE HAESF SCHOLARSHIP?


- Poster (provide location):
- Email, newsletter (please, list):
- Advertisement (name of publication):
- Friends or relatives
- Web search/other websites (please, list):
- Article, program (please, list media source):
- Job or study abroad fair (provide location):
- Other (please, list):

FOR ALL APPLICATION, ACCEPTANCE, AND PRE-DEPARTURE INFORMATION AND QUESTIONS, PLEASE CONTACT:

Kati Szalay
CIEE EXCHANGES, INC.
Kereskedelmi Képviselete
(HAESF Ösztöndíj Alap)
Andrássy út 61., I/5.
Budapest
1062 Hungary

Tel: (36-1) 413-0018
Fax: (36-1) 413-0019
Email: info@haesf.org



PERSONAL DETAILS		PASSPORT PHOTO
Last name:		Please attach a passport sized photo here: 
First name:	Middle name:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of birth (dd/mm/yyyy):		
City of birth:		
Country of birth:		
Country of citizenship:		
Country of legal permanent residence:		
Passport number:		
Passport expiration date (dd/mm/yyyy):		

HOME ADDRESS		
Street address:		
City:	Postal code:	Country:
Telephone (country code/city code/number):		Mobile (country code/city code/number):

EMERGENCY CONTACT (Please enter next of kin)	
Last name:	
First name:	Middle name:
Street address:	
City:	Postal code:
Telephone (country code/city code/number):	
Mobile (country code/city code/number):	
Relationship to applicant:	

EXECUTIVE EDUCATION COURSE SELECTION
<p>HAESF has identified and selected executive education courses from Harvard University's John F. Kennedy School of Government for their potential impact to promote free enterprise and business development in Hungary. Please visit HAESF's website at ksgexecprogram.harvard.edu/landing/ciee.aspx for course listings and descriptions.</p> <p>In some circumstances, applications for additional courses currently not listed will be considered. Applicant must provide clear evidence of the value and utility of the proposed course for Hungary. HAESF will also consider applications for executive education courses offered by the Harvard Business School. However, these programs are extremely competitive and admittance will be difficult to obtain.</p> <p>Candidates of the Executive Education program must first apply to HAESF prior to applying to the respective course or program at Harvard University. HAESF will assist successful applicants in applying to the Harvard Executive Education course or program. However, HAESF cannot guarantee acceptance.</p>
School:
Course:
Dates:



EMPLOYER INFORMATION

Title or Position:		
Organization name:		
Division/Department:		
City:	Postal code:	Country:
Telephone (country code/city code/number):	Fax (country code/city code/number):	Mobile (country code/city code/number):
Email:		
Years at the current employer:	Total years in the workforce:	
Number of employees in organization:	Number of employees under your direct supervision:	
Annual operating budget of organization in HUF (if applicable):	What portion of the budget are you responsible for:	
Which of the following best describes the sector in which you work:		
<input type="checkbox"/> Academic	<input type="checkbox"/> National Central Government	
<input type="checkbox"/> International Organization	<input type="checkbox"/> Non-Profit/NGO	
<input type="checkbox"/> Local/Municipal/County Government	<input type="checkbox"/> Private/Corporate	
<input type="checkbox"/> Military	<input type="checkbox"/> State/Provincial Government	
Excluding degrees earned, 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:		

PERSONAL STATEMENT

Please respond carefully and completely to the essay questions below. Please limit your response to each of the questions to 250 words.

1. Describe yourself. At your current position, what are the 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.
2. Please describe your immediate and long-term career goals.
3. How will your participation in this program assist you in fulfilling your future career and personal goals?
4. Please explain how your participation in this program will enhance your ability to contribute to your home institution or company, and how your home institution or company will in turn be able to contribute to Hungary's continued progress and development.
5. Please describe the most significant strategic challenges in your work.



PARTICIPANT DECLARATION

1. Each applicant agrees that all the information provided in the application is true to the best of his or her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from the program. Reference letters submitted as part of the application package are to be written by the referee, not by the applicant and simply signed by the referee. Personal statements must represent the applicant's original work and thoughts, and are not to be copied from any other source, e.g., internet templates or previous applicants' work. Plagiarism of any kind will lead to automatic dismissal from the program.
2. The Hungarian-American Enterprise Scholarship Fund is a competitive fellowship award and therefore reserves the right to select a limited number of applicants to receive the award, who the selection committee decides best embody the values, goals and objectives of HAESF.
3. HAESF makes no representation or warranty of any kind, expressed or implied as to the suitability of the Fellowship for any participant and HAESF disclaims all such warranties to the full extent of the law.
4. The Fellow is responsible for considering his or her personal health and safety needs, and those of any accompanying family members, when applying for or accepting the Fellowship. If the Fellow suffers from any health or other condition that would create a risk for him/her while abroad, he or she should not apply.
5. The Fellow is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in the U.S. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.
6. If accepted by HAESF, HAESF cannot guarantee acceptance into the Harvard University program. Admittance to Harvard University executive education courses is competitive and based solely on their own admissions criteria.
7. Fellowship award amounts will be based on the actual program fees assessed by Harvard University. In the event that the program fees assessed by Harvard University do not cover room, board, or other basic living expenses; HAESF will calculate the total award amount to cover these items. Exact award amounts will be communicated to the Fellows in the form of an award report that they will be required to sign and date. Fellows should be prepared to bring money to pay for their own discretionary spending (for example: gift shopping, tourist travel in the U.S., cultural events, etc.). HAESF will not provide any funding for Fellows' dependents as part of the Executive Education Program.
8. The Fellow is required to comply with all requirements of Harvard University for the particular course in which she or he is participating and of the specific visa category that she or he maintains for the purpose of the program.
9. HAESF cannot guarantee that the U.S. Embassy or Consulate in Budapest will issue a visa to the Fellow.
10. Fellow understands that insurance coverage is provided by Harvard University as part of course participation. It is the responsibility of Fellow to understand the rules and restrictions of this insurance coverage. Fellow agrees that HAESF/CIEE cannot be held responsible for any insurance claims resulting from Fellow's participation in the Executive Education Program.
11. It is the responsibility of the Fellow to exercise due care once in possession of the legal documentation and visa. The cost of replacing these items due to lack of care must be borne by the Fellow.
12. HAESF reserves the right to dismiss from the Program any Fellow who is deemed by HAESF to be a danger to him or herself or others or whose conduct is deemed to be detrimental to the Program. In the event of such a dismissal, HAESF shall not be held responsible for any airfare, charges, or any other expense incurred by the Fellow.
13. The Fellow shall be responsible for and held liable for all his or her acts along with any loss or damage that results from those acts while he or she is on the Program. In the event that HAESF, its affiliates and overseas cooperators, and/or any respective employees, agents and representatives of any of these entities suffer any loss or damages as a result of the acts of the Fellow, then the Fellow agrees to indemnify the party that suffered such loss or damages. Such claims for indemnification shall cover any and all reasonable claims, causes of action, judgments, losses, costs, or expenses which may be made against any of the parties listed or which said parties may suffer or incur as a result of or relating to acts of the Fellow.
14. The Fellow must supply HAESF with the name and contact details of next of kin, to be contacted in the case of emergency on the application form.
15. All travel before, during and after the program is at the Fellow's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission, and insurance and does so at his or her own risk.
16. While HAESF will always endeavor to fulfill its responsibilities, HAESF cannot accept liability or responsibility for alterations, delays, acts of government or public authority or other circumstances amounting to a "force majeure".
17. Upon completion of the Executive Education Program, Fellow is required to return to Hungary to utilize the skills and knowledge that she or he has gained during the program, and is not permitted to stay or attempt to stay in the U.S. or any other foreign country, including to work or pursue work. Specifically, Fellows of the Executive Education Program are subject to the following requirements:
 - Fellows completing programs of less than 6 months in duration or fellows receiving less than \$15,000 in total funding are subject to a 2-year home country residency requirement.
 - Fellows completing programs of more than 6 months in duration or fellows receiving more \$15,000 in total funding are subject to a 3-year home country residency requirement.

The residency requirement may be waived in limited instances, such as for Fellows visiting foreign countries on a tourist visa or a short-term business visa related to Fellows' work activities based out of Hungary. Participants who do not meet the residency requirement without the express permission of HAESF or CIEE may be required to refund their entire award amount.

I hereby waive and release HAESF, its affiliates and overseas co-operators, and their respective employees and representatives, to the maximum extent permitted by law, from any claims, causes of action and liability for any loss or damage (including, without limitation, damage to property, personal injury, illness or death) suffered or incurred in connection with the HAESF Fellowship Program or Fellowship Internship, whether based on breach of contract, statutory duty or warranty, negligence or any other grounds. I will indemnify HAESF, its affiliates and overseas cooperators, and their respective employees and representatives of any loss or damage incurred or suffered by them and caused by me in connection with the Program.

I agree to abide by all HAESF program rules and by United States government laws pertaining to my visa status. I have carefully read and agree to honor the details of my Fellowship, and also acknowledge my responsibility to strictly follow the rules and regulations of Harvard University.

I understand that HAESF's sponsorship authorizes me to complete only the specific course at Harvard University for which I have been granted by funding by HAESF and gained admittance through Harvard. I understand that I am not authorized to seek or carry out any other training or regular employment during the period covered by HAESF's sponsorship.

I certify that all of the statements in this form are correct and that I have carefully read the conditions of this program. I am aware that any violation of program conditions may cause HAESF to withdraw its sponsorship, resulting in a loss of my legal right to remain in the U.S. and to carry out my Fellowship, and that I will not be entitled to any reimbursement of costs.

Applicant's Signature: _____

Date: _____