



**CROWN PRINCE FREDERIK FUND TO
HARVARD KENNEDY SCHOOL – JOHN F. KENNEDY SCHOOL OF
GOVERNMENT, 2019-2020**

Crown Prince Frederik Fund udbyder 2 legater til et års videregående studier ved Harvard Kennedy School - John F. Kennedy School of Government i studieåret 2019-2020.

- 1 legat til et års non-degree studier **eller** to år ved optagelse på en hel master's degree på Harvard Kennedy School: Ansøger skal have mindst en bachelorgrad eller tilsvarende studieforløb bag sig inden opholdet påbegyndes. Ansøger kan være færdig kandidat, men skal generelt leve op til universitetets krav om optagelse. Legatet dækker betaling af hhv. et eller to års undervisningsafgift (tuition) ved Harvard Kennedy School, svarende til ca. USD 54.000 eller 108.000 (inkl. health fees).
- Der udbydes 1 legat til Harvard Kennedy Schools Mid-Career Master in Public Administration: Ansøger skal være færdig kandidat i arbejde med min. 7 års arbejdserfaring pr. 30. juni 2019. Legatet dækker betaling af et års undervisningsafgift (tuition) ved Harvard Kennedy School, svarende til ca. USD 63.500 (inkl. health fees).

Ved bedømmelsen lægges stor vægt på relevant arbejdserfaring og/eller ekstra-curriculære aktiviteter inden for statskundskab, økonomi, jura, forvaltning eller lignende, samt gode karakterer og udtalelser.

Ansøger skal være dansk statsborger, og må ikke have dobbelt dansk-amerikansk statsborgerskab eller være i besiddelse af det amerikanske "Green Card".

Det forventes, at færdighedsprøverne "Test of English as a Foreign Language" (TOEFL) eller "International English Language Testing System" (IELTS) og "Graduate Record Examination" (GRE) eller "Graduate Management Admission Test" (GMAT) aflægges snarest muligt (for mere info om disse tests, se www.ets.org). På Harvard Kennedy Schools hjemmeside kan læses mere om aflæggelse af TOEFL/IELTS og GRE/GMAT, se www.hks.harvard.edu. Hvis en af disse tests aflægges for sent, kan Harvard Kennedy School afvise ansøgningen, selvom ansøgeren har fået tildelt CPFF-legatet.

Ansøgningsfrist: Fredag d. 28. september 2018 kl. 12:00

Har du overordnede spørgsmål til CPFF så kontakt Marie Mønsted, Executive Director, på:
monsted@fulbright.dk

Har du spørgsmål til CPFF ansøgningsskema så kontakt Sofie Hoxer, Program Coordinator, på:
info@fulbright.dk

VEJLEDNING:

Det tilrådes at læse både ansøgningskema og vejledning igennem, før ansøgningen udfyldes.

- Skemaet skal udfyldes elektronisk og på engelsk.
- Ansøgningen skal sendes pr. e-mail i et samlet dokument til mailadresse: fulbright@fulbright.dk
- Ansøgerens navn bedes anført i øverste højre hjørne af hver side.
- Stillingsbetegnelser og eksaminer bedes anført både på dansk og engelsk.
- Ansøgeren bedes informere om eventuelle ændringer af adresse såvel som planer, der vedrører oplysninger givet i ansøgningen i løbet af behandlingstiden.
- Vælges man, skal der kunne forelægges originaler på alt fremsendt i ansøgningen.

Udvælgelsen af legatmodtagere foregår over flere runder. Ansøgningen skal først godkendes hos CPFFs bedømmelsesudvalg. Hvis udvalgt af bedømmelsesudvalget, bliver ansøgeren inviteret til et interview med udvalget i oktober/november. Den endelige udvælgelse foregår ved dette interview og man vil ikke kunne modtage legatet, hvis man ikke kan være til stede på interviewdagen.

Ansøgere skal være opmærksomme på, at der også skal indsendes en komplet online ansøgning til Harvard Kennedy School inden skolens deadline mandag d. 3. december 2018, hvis man udvælges til at modtage legatet. Vi vil herfra være behjælpelige med denne proces.

FØLGENDE ER OBLIGATORISK FOR EN KOMPLET ANSØGNING:

1. Ansøgningskemaet "Preliminary Application, Crown Prince Frederik Fund, Harvard Kennedy School – John F. Kennedy School of Government, Academic Year 2019-2020"
2. CV
3. Personal statement/essay
4. Tre originale eller attesterede kopier* af anbefalinger på engelsk med overskriften "Letter of Recommendation" fra tre forskellige personer vedlægges ansøgningen. Vi ser helst, at anbefalingerne er originale eller attesterede kopier på institutionens eller arbejdspladsens brevpapir. Er dette ikke muligt ved afleveringsfristen, skal de kunne fremskaffes, såfremt man bliver tildelt et legat. E-mail-anbefaling accepteres ikke.
5. Originaler eller attesterede kopier* af eksamensbevis(er) og karakterudskrift(er) fra videregående uddannelse på engelsk (ikke gymnasial uddannelse). Vi ser helst, at eksamensbevis(er) og karakterudskrift(er) er originale eller attesterede kopier på den udstedende institutions brevpapir. Er dette ikke muligt ved afleveringsfristen, skal de kunne fremskaffes, såfremt man bliver tildelt et legat.
6. Kopi af gyldigt TOEFL-/IELTS-resultat eller bekræftelse på testdato, hvorefter testresultaterne eftersendes.
7. Kopi af gyldigt GRE-/GMAT-resultat eller bekræftelse på testdato, hvorefter testresultaterne eftersendes.
8. Dokumentation af statsborgerskab (kopi af relevante sider i pas eller statsborgerbrev). Såfremt man har dobbelt statsborgerskab skal dette tydeligt fremgå.

*En attesteret kopi er en kopi af en original, hvor enten 2 privatpersoner (ikke nær familie) eller en offentlig instans som fx Internationalt kontor eller en studiesekretær skriver under på, at original og kopi er i overensstemmelse med hinanden.

På kopien skal de bekræftende underskrivers navn og adresse + dato fremgå.

Hvis du fx kommer ind hos os for at få dine papirer bekræftet, skal du altså medbringe dine originaler, så vi kan tjekke overensstemmelsen. Vi hjælper gerne med attesteringen, **BEMÆRK** dette gøres ikke på afleveringsdagen.

Ansøgningen skal samles i nævnte rækkefølge. En komplet ansøgning skal ved aflevering bestå af ansøgningskemaet samt bilag i 1 komplet sæt på engelsk.

Det er vigtigt at understrege, at det er ansøgers ansvar at udfylde skemaet korrekt og indsende ansøgningskemaet med korrekte antal bilag inden ansøgningsfristens udløb. Vi må gøre opmærksom på, at hvis ansøger ikke overholder disse punkter, vil ansøgningen umiddelbart blive kasseret, hvilket vil blive meddelt skriftligt.



**PRELIMINARY APPLICATION
CROWN PRINCE FREDERIK FUND
HARVARD KENNEDY SCHOOL – JOHN F. KENNEDY
SCHOOL OF GOVERNMENT ACADEMIC YEAR 2019 - 2020**

(The application form consists of two pages plus supplementary information. The number of pages for the application form should not exceed two.)

FULL NAME (family name underlined)				MALE
				FEMALE
PRESENT ADDRESS				TELEPHONE:
EXPECTED LENGTH OF STAY IN THE U.S.	FROM	DAY:	MONTH:	YEAR:
	TO	DAY:	MONTH:	YEAR:
				PRIVATE:
				WORK:
				MOBILE:
				EMAIL:
DATE OF BIRTH	MONTH:	DAY:	YEAR:	PLACE OF BIRTH (city & country)
CPR NUMBER	AGE:			
FAMILY INFORMATION	FATHERS NAME AND OCCUPATION:			
	MOTHERS NAME AND OCCUPATION:			
DEGREE / TITLE HELD e.g. BA/BSc degree	ENGLISH:			PRESENT DEGREE / TITLE EXPECTED (Month & Year)
	DANISH:			
MAJOR FIELD OF STUDY IN DENMARK	a) MAJOR FIELD OF STUDY:			
	b) AREA OF SPECIALIZATION:			
PRESENT UNIVERSITY OR EMPLOYER (PLEASE ELABORATE IN CV)				
PROJECTED STUDY / RESEARCH IN THE UNITED STATES	a) MAJOR FIELD OF STUDY:			
	b) AREA OF SPECIALIZATION:			
CPFF GRANT APPLIED FOR	MID-CAREER MASTER IN PUBLIC ADMINISTRATION NON-DEGREE STUDIES MATER'S DEGREE			
<u>EDUCATIONAL RECORD</u>				
1 HIGH SCHOOL	NAME OF SCHOOL	FROM/TO (MONTH & YEAR)	DEGREE (IN ENGLISH & DANISH)	GRADE POINT AVERAGE

2 BACHELOR DEGREE OR EQUIVALENT	NAME OF UNIVERSITY OR SCHOOL	FROM/TO (MONTH & YEAR)	DEGREE (IN ENGLISH & DANISH)	GRADE POINT AVERAGE(so far)
3 MASTER'S DEGREE OR EQUIVALENT	NAME OF UNIVERSITY OR SCHOOL	FROM/TO (MONTH & YEAR)	DEGREE (IN ENGLISH & DANISH)	GRADE POINT AVERAGE (so far)
4 ADDITIONAL DEGREES	NAME OF UNIVERSITY OR SCHOOL	FROM/TO (MONTH & YEAR)	DEGREE (IN ENGLISH & DANISH)	GRADE POINT AVERAGE
HAVE YOU BEEN IN THE U.S? (WHERE, PURPOSE?)			DATE(S):	
FELONY CONVICTION Felony conviction may be grounds for disqualification	Have you ever been convicted of a felony? YES: NO:		Are you under current indictment for a felony? YES: NO:	
EMPLOYMENT HISTORY (IF APPLICABLE)	List last 3 major positions – most recent position first:		Titles (in English & Danish): Date(s):	
MARITAL STATUS (check)	SINGLE: MARRIED: OTHER:	NUMBER OF ACCOMPANYING DEPENDENTS, IF ANY:		
NAME & ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	IN DENMARK:		IN THE UNITED STATES:	
	TEL:		TEL:	
DO YOU HAVE DUAL U.S./DANISH NATIONALITY?	YES NO	DO YOU HAVE A GREEN CARD?		
Other dual citizenship:			YES NO	
LETTERS OF REFERENCE Names and titles of three persons from whom you have requested letters of reference	Name: 1) 2) 3)		Title (English & Danish): 1) 2) 3)	

STATEMENT BY APPLICANT:

I certify that the information given above, in the Curriculum Vitae and the Personal Statement/Essay that follows is complete and accurate to the best of my knowledge.

Date

Signature (BLUE pen, please!)

CURRICULUM VITAE

- ✓ **Max. 2 pages**
- ✓ **Make list (not narrative!)**
- ✓ **Minimum pitch 11**

We are interested in your academic, professional and personal development. List each significant position held and academic record so far.

As far as possible include: employment held—including titles of jobs, start/end dates, responsibilities, salary (please include any gaps in employment history); academic degrees, achievements and honors; volunteer, public service, political work you have done; recent leadership experiences and awards; extracurricular activities and interests.

PERSONAL STATEMENT/ESSAY

- ✓ **Total length not to exceed 1,000 words**
- ✓ **Minimum pitch 11**

Discuss ways in which your academic and personal experiences and background contributed to your decision to study your present field of study. Be as specific in describing how your course of study will enable you to attain your career objectives, and why studies in the USA are vital in achieving your goals.

Make sure you pay attention to these questions:

- How your background has led you to apply to Harvard Kennedy School;
- How you have engaged in public service;
- How you have demonstrated your capacity as a leader;
- How the Kennedy School experience would improve your capacity to contribute to the public good. So not just what is in it for you, but also for Denmark

Tell us who you are – IT IS THE ONLY WAY TO MOVE ON TO THE INTERVIEW!

3 LETTERS OF RECOMMENDATION

- ✓ Do not use letters smaller than pitch 11
- ✓ The letter of recommendation should clearly indicate title, institutional affiliation, address, date, and signature (IN BLUE) of the person who wrote the recommendation

Careful analysis and opinion of the student's ability as a scholar, capacity for independent study and research, seriousness of purpose, character, and adaptability are desired by the selection board. Since the aim of the program is to foster international understanding, an endeavor will be made to select applicants who are well qualified to represent their country abroad. These personal qualifications in an applicant will be considered in addition to proposed study and research plans.

Please consider these guidelines from Harvard Kennedy School to the student:

You are required to submit three recommendations from individuals who know you and your work. Recommendations provide an opportunity for the committees to review additional information on your abilities in an academic and/or work setting. Only three recommendations are accepted.

If you are still in college or have been working for less than two years or you are applying to the pre-doctoral program, at least two recommendations should be obtained from university faculty (one from your departmental major). The third may be from an immediate supervisor in a work setting or internship.

Consider also these guidelines from Harvard Kennedy School to the recommender:

Please submit a **one page** letter about the candidate, describing deficiencies as well as merits. We are interested in admitting students of outstanding intellectual promise and sufficient preparation to participate successfully in the school's program.

1. How long have you known the applicant and in what capacity?
2. What are the applicant's strengths?
3. Describe an activity or program in which the applicant was involved that illustrates his or her special abilities, and/or leadership skills or potential.
4. What do you consider to be the applicant's weaknesses?
5. What do you feel would be the applicant's greatest difficulty in an intensive graduate professional course of study? This would be an area where the applicant ought to receive additional preparation if admitted.
6. Make any additional comments about the applicant's potential or personal qualities which you feel would be helpful to the Admissions Committee. We are especially interested in anything you might add that would not otherwise be apparent in the candidate's record, i.e., evidence of character, values, a point of interest or concern about which the applicant is particularly enthusiastic, and any special talent or quality he or she possesses. For a Mid-Career applicant, comment on his/her potential career path and your projection of his/her future success.

DATA PROTECTION NOTICE –APPLICANTS/GRANTEES

Fulbright Center – Thanks to Scandinavia

Fulbright Center – Crown Prince Frederik Fund to Harvard University

Fulbright Center – SUSI Program

This information notice describes how THE COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN DENMARK AND THE UNITED STATES (Fulbright Commission), THANKS TO SCANDINAVIA (TTS), CROWN PRINCE FREDERIK'S FOUNDATION (CPFF) and SUSI will process your personal data in the context of your current or former Grantee relationship with the Fulbright Commission, TTS, CPFF and SUSI.

1. Purposes of processing

The Fulbright Commission, TTS, CPFF, SUSI will process your personal data for general administration of your stay in USA as a Grantee of the Fulbright Center Program.

2. Personal data processed

We collect and process personal data ("**Personal Data**") about you when you apply for a Grant at the Fulbright Commission's, TTS, CPFF, SUSI and during your Grantee period at the Fulbright Commissions, TTS, CPFF, SUSI This includes:

- i. Your name
- ii. Your photo
- iii. Your gender
- iv. Your CV
- v. Your age/date of birth
- vi. Your marital status/history
- vii. Details of dependents
- viii. Your appraisals/annual reviews
- ix. Your bank account details
- x. Your academic history
- xi. Your home address, email address and phone number
- xii. Your professional references
- xiii. Your passport/ID details
- xiv. Immigration status and, if applicable, all information necessary in the framework of Grantee authorization and residence permit.

3. Legal basis for processing

We process this personal data for the following purposes:

a. For purposes which are required by law:

- i. To fulfil legal citizen and residence permit in the USA in the period of your Grant period

b. Where you give consent:

- i. To post Personal Data (e.g. photo's) on our website to promote events and/or after having attended an event;

c. To fulfil a contract, or take steps linked to a contract. This includes services rendered/offered by:

- i. External service for prevention and protection work
- ii. Social secretariat
- iii. Hospitalization insurance
- iv. To share personal data with organizations for purposes of managing an event (example given: sending name/email to event organizers, sending passport numbers to NATO/EU)
- v. As required by Fulbright Commission to conduct our business and pursue our legitimate interests, in particular:
- vi. Carrying out evaluations or appraisals
- vii. Exchanging contact details with donors
- viii. Monitoring computer, email and internet use to prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime, in accordance with applicable law
- ix. Investigating any complaints received from you or from others, about our services
- x. We will use data in connection with legal claims, compliance, regulatory and investigative purposes as necessary (including disclosure of such information in connection with legal process or litigation)
- xi. To share personal data with organizations for purposes of managing an event (example given: sending name/email to event organizers, sending passport numbers to NATO/EU)

4. Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above.

5. Recipients, or categories of recipients?

Your Personal Data may be shared with:

- i. Attorneys or legal counsel representing the Fulbright Commission, TTS, CPPF, SUSI.
- ii. Courts, tribunals. (arbitration) commissions, government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interest in compliance with applicable laws
- iii. Third party service providers, who will process Personal Data on behalf of The Fulbright Commission, TTS, CPPF, SUSI for the purposes identified above. Such third parties include our social secretariat, insurance companies (e.g. hospitalization insurance, occupational work accident insurance, external service provider for protection and prevention at work, external accountant (for accounting and bookkeeping activities) etc.)

6. Details of data transfers outside the EU

Your Personal Data may be transferred outside the EEA to:

- i. The united states of America

Where information is transferred outside the EEA, and where this is to a third party, stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or Binding Corporate Rules. A copy of the mechanism can be provided for your review on request to the Fulbright Commission, TTS, CPFF, SUSI

7. Security

The Fulbright Commission will implement, and undertakes that its data processors implement, appropriate technical and organizational measures to ensure appropriate level of security of your Personal Data.

8. What rights do you have

Pursuant to the data protection legislation, including the EU General Data Protection Regulation 2016/679 ("**GDPR**") as well as any legislation and/or regulation implementing or created pursuant to the GDPR, or which amends, replaces, re-enacts or consolidates any of them, and all other national applicable laws relating to processing of personal data and privacy that may exist under applicable law, including not limited to the Danish Act on the protection of personal data of 1. July 2007, several rights are recognized, which you can in principle exercise free of charge, subject to statutory exceptions. In particular, you have the following rights:

- i. Right to access, review, and rectify you Personal Data. You may entitled to ask us for a copy
- ii. Right to erasure: you have the rights to erasure of all the Personal Data were initially collected or processed
- iii. Right to object or restriction of processing: under certain circumstances described in the data protection legislation, you may ask for a restriction of processing or object to the processing of your Personal Data: and
- iv. Right to data portability: you have the right to receive the Personal Data processed in a format which is structured, commonly used and machine-readable and to transmit this data to another service provider.

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interest in keeping.

To exercise any of these rights, you can get in touch with us, using the contact details set out below.

If you have unresolved concerns, you have the right to lodge a complaint with an EU Data protection authority where you live, work or where you believe a breach may have occurred. This is likely to be the Danish Data Protection Authority:

Datatilsynet:

Borgergade 28,5, 1300 Copenhagen K

Tel: +45-33193200

Fax: +45-33193218

E-mail: dt@datatilsynet.dk

9. How do you get in touch with us – Contact details

We hope that we can satisfy queries you may have about the way we process your data. If you have any queries or concern about the way we process your personal data, you can get in touch by email or by writing. Please use any of the following contact details:

1. Identity and contact details of the Fulbright Commission

COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN THE UNITED STATES OF
AMERICA FULBRIGHT COMMISSION

Nørregade 7A, 1 tv, 1165 Copenhagen K

With representatives of The Fulbright Commission

Marie Mønsted

Executive Director

fulbright@fulbright.dk

2. Identity and contact details of Thanks to Scandinavia

THANKS TO SCANDINAVIA

366 Amsterdam Ave , Suite 205

New York, NY 10024

With representatives of Thanks to Scandinavia

Kelly Ramot

Executive Director

Kelly@Thankstoscandinavia.org

3. Identity and contact details of SUSI-Program

FHI 360 Headquarters

359 Blackwell Street, Suite 200

Durham, NC 7040

With representatives of SUSI-Program

Jacquelyn Piansay

jpiansay@fhi360.org

10. The retention period for the data

Where we process Applicant/Grantees related data, we do this for 3 years after end of your Grant period.

Where we process personal data with your consent – Fulbright Alumni Database for statistics - we process the data until you ask us to stop and for a short period after this (to allow us to implement you

request). We also keep a record of the fact that you have asked us not to process your data indefinitely so that we can respect your request in future.

Where we process personal data for (IT) security purposes, we retain it for 1 year.

Where we process personal data in connection with performing a contract, we keep the data for 7 years from your last interaction with us.

I do not Consent

I Consent

Please indicate your preference by ticking either of the boxes:

Name: _____

Location and Date: _____

Signature*: _____

*Signature to be preceded by "Read and understood"