



ACADEMIC YEAR 2023/2024

CROWN PRINCE FREDERIK FUND

HARVARD KENNEDY SCHOOL –

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

Crown Prince Frederik Fund udbyder 2 legater til hhv. et eller to års videregående studier ved Harvard Kennedy School - John F. Kennedy School of Government i studieåret 2023/2024.

- 1 legat til non-degree studier (et år) eller degree studier (to år) ved optagelse på master-niveau på Harvard Kennedy School. Ansøger skal have mindst en bachelorgrad bag sig inden opholdet påbegyndes. Ansøger skal generelt leve op til Harvard Kennedy School's krav om optagelse. Legatet dækker betaling af undervisningsafgift (tuition) ved Harvard Kennedy School, svarende til ca. USD 62,160 (inkl. health fees) for et års studier eller USD 124,320 (inkl. health fees) for to års studier.
- 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. 1. september 2023. Legatet dækker betaling af et års undervisningsafgift (tuition) ved Harvard Kennedy School, svarende til ca. USD 70.700 (inkl. health fees).

Ved bedømmelsen lægges stor vægt på et generelt højt niveau i ansøgningen, karakterer og udtalelser samt relevant arbejdserfaring og/eller ekstra-curriculære aktiviteter inden for statskundskab, økonomi, jura, forvaltning eller lignende.

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

**Ansøgningsfrist: tirsdag d. 4. oktober 2022 kl. 12:00**

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

Har du spørgsmål til CPFF ansøgningsprocessen, så kontakt Nina Foldager Jung, Program Coordinator, på:  
[info@fulbright.dk](mailto: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 PDF-dokument til mailadresse: [info@fulbright.dk](mailto:info@fulbright.dk)
- 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 forelægges originaler på alt fremsendt i ansøgningen.

Udvælgelsen af legatmodtagere foregår over flere runder. Ansøgningen skal først godkendes hos CPFFs danske bedømmelsesudvalg. Hvis udvalgt af bedømmelsesudvalget, bliver ansøgeren inviteret til et personligt interview med udvalget i begyndelsen af november. Den endelige udvælgelse foregår ved dette interview og man vil ikke kunne modtage legatet, hvis man ikke kan deltage på interviewdagen. Zoom kan om nødvendigt arrangeres.

Ansøgere skal være opmærksomme på, at der også skal indsendes en komplet online ansøgning til optagelse på Harvard Kennedy School inden skolens deadline primo december 2022, hvis man udvælges til at modtage legatet. Vi vil herfra være behjælpelige med denne proces.

## **FØLGENDE ER OBLIGATORISK FOR EN KOMPLET ANSØGNING:**

1. Ansøgningskemaet "Application form, Academic Year 2023-2024, Crown Prince Frederik Fund, Harvard Kennedy School – John F. Kennedy School of Government"
2. CV
3. Personal statement/essay
4. Tre scannede originale anbefalinger på engelsk med overskriften "Letter of Recommendation" fra tre forskellige personer vedlægges ansøgningen. E-mail-anbefaling accepteres ikke.
5. Scannede originaler af eksamensbevis(er) og karakterudskrift(er) fra videregående uddannelse på engelsk (ikke gymnasial uddannelse).
6. Dokumentation af statsborgerskab (kopi af relevante sider i pas eller statsborgerbrev). Såfremt man har dobbelt statsborgerskab til andet land end Danmark-USA skal dette tydeligt fremgå.
7. Underskrevet Data Protection Notice og Consent Form, som kan findes sidst i dette dokument.
8. Evt. Kopi af gyldigt TOEFL/IELTS-resultat\* eller bekræftelse på testdato, hvorefter testresultaterne eftersendes senest inden interview dato.
9. Evt. Kopi af gyldigt GRE/GMAT-resultat\* eller bekræftelse på testdato, hvorefter testresultaterne eftersendes senest inden interview dato.

Der er krav om GRE/GMAT-tests for optagelse på en Master of Public Administration og Master of Public Policy. Der er ikke krav om GRE/GMAT-tests for optagelse på en Mid-Career Master in Public Administration.

Ansøgningen skal samles i nævnte rækkefølge. En komplet ansøgning skal ved indsendelse bestå af ansøgningskemaet samt bilag i **ét samlet PDF-dokument** på engelsk.

**Det er vigtigt at understrege, at det er ansøgers ansvar at udfylde skemaet korrekt og indsende ansøgningskemaet med korrekte 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.**

\*TOEFL/IELTS: "Test of English as a Foreign Language" (TOEFL) eller "International English Language Testing System, academic test" (IELTS). Ansøgere som har taget en bachelor, hvor undervisningssproget var engelsk, er undtaget fra dette krav. Et resultat fra denne type test må max være fire år gammelt ved ansøgningsdeadline til Harvard Kennedy School.

\*GRA/GMAT: "Graduate Record Examination" (GRE) eller "Graduate Management Admission Test" (GMAT). Et resultat fra denne type test må max være fem år gammelt ved ansøgningsdeadline til Harvard Kennedy School. For mere info om aflæggelse af disse tests, se [www.ets.org](http://www.ets.org).

**Se venligst næste side for selve ansøgningskemaet.**



**APPLICATION FORM, ACADEMIC YEAR 2023/2024**  
**CROWN PRINCE FREDERIK FUND**  
**HARVARD KENNEDY SCHOOL –**  
**JOHN F. KENNEDY SCHOOL OF GOVERNMENT**

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

<b>FULL NAME:</b>		<b>MALE:</b>	
		<b>FEMALE:</b>	
<b>PRESENT ADDRESS:</b>		<b>TELEPHONE:</b>	
		<b>EMAIL:</b>	
<b>CPFF GRANT APPLIED FOR:</b> Master's Non Degree (Public Policy/Public Administration) Master's Degree (Public Policy/Public Administration) Mid-Career Master in Public Administration			
<b>EXPECTED LENGTH OF STAY IN THE U.S.</b>		<b>CPR NUMBER:</b>	
<b>From:</b>		<b>AGE:</b>	
<b>To:</b>			
<b>DATE OF BIRTH:</b> (day/month/year)		<b>PLACE OF BIRTH:</b> (city & country)	
<b>MOTHERS NAME AND OCCUPATION:</b>			
<b>FATHERS NAME AND OCCUPATION:</b>			
<b>DEGREE / TITLE HELD:</b> (in English and Danish)		<b>DEGREE RECEIVED / TITLE EXPECTED:</b> (month & year)	
<b>FIELD OF STUDY IN DENMARK:</b> (a. Major field of studies, b. Area of specialization)		<b>PRESENT UNIVERSITY OR EMPLOYER:</b>	
a)			
b)			
<b>PROJECTED STUDY / RESEARCH IN THE UNITED STATES:</b> (a. Major field of studies, b. Area of specialization)			
a)			
b)			
<b>1. HIGH SCHOOL:</b>			
<b>NAME OF SCHOOL</b>	<b>FROM/TO (month/year)</b>	<b>DEGREE (in English &amp; Danish)</b>	<b>GRADE POINT AVERAGE</b>
<b>2. BACHELOR DEGREE:</b>			
<b>NAME OF SCHOOL</b>	<b>FROM/TO (month/year)</b>	<b>DEGREE (in English &amp; Danish)</b>	<b>GPA (so far)</b>

<b>3. MASTER'S DEGREE:</b>			
NAME OF SCHOOL	FROM/TO (month/year)	DEGREE (in English & Danish)	GPA (so far)
<b>4. ADDITIONAL DEGREES:</b>			
NAME OF SCHOOL	FROM/TO (month/year)	DEGREE (in English & Danish)	GPA (so far)
HAVE YOU BEEN TO THE U.S? (where, purpose?)		DATE(S):	
HAVE YOU EVER BEEN CONVICTED OF A FELONY? (Felony conviction may be grounds for disqualification)		YES:	NO:
ARE YOU UNDER CURRENT INDICTMENT FOR A FELONY?		YES:	NO:
LIST LAST THREE EMPLOYMENTS/MAJOR POSITIONS (most recent first)			
Titles (in English & Danish):		Date(s):	Hours/week:
MARITAL STATUS?		SINGLE:	MARRIED: OTHER:
NO. OF ACCOMPANYING DEPENDENTS:			
NAME, ADDRESS AND PHONE OF CONTACT IN CASE OF EMERGENCY			
In Denmark:		In the U.S.:	
DO YOU HAVE DUAL U.S./DANISH NATIONALITY?		YES	NO
Other dual citizenship:		YES	NO
DO YOU HAVE A GREEN CARD?		YES	NO
LETTERS OF REFERENCE: (Names and titles (English & Danish) of three recommenders)			
1)			
2)			
3)			

**STATEMENT BY APPLICANT:**

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

Date

Signature

## **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 as well as academic record so far.

As far as possible include: Employment held full time/part time (with number of weekly hours)—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, adaptability and leadership potential are desired by the selection board. Since the aim of the program is also 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 letters of recommendation from individuals who know you and are familiar with your work. We only accept three recommendations. Additional letters will not be accepted.

If you are an undergraduate or have less than two years of work experience, we encourage you to submit two letters of recommendation from university faculty members and the third from your immediate supervisor from a professional work environment or internship.

If you have more than two years of work experience, two of your three letters of recommendation should be from current or previous work colleagues, including a supervisor. We also encourage you to submit an academic reference as well.

We understand you may not be able to submit recommendations from college professors if you are applying to the Mid-Career MPA Program. In this case, you should have colleagues or supervisors who can evaluate your ability to succeed in a rigorous academic environment write your letters of recommendation.

**Consider also these guidelines 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**

This information notice covers the following grants:

- **Fulbright Program**
- **Thanks to Scandinavia**
- **Crown Prince Frederik Fund**

This information notice describes how THE COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN DENMARK AND THE UNITED STATES (FULBRIGHT DENMARK), and if applicable THANKS TO SCANDINAVIA (TTS) and/or CROWN PRINCE FREDERIK FUND (CPFF), will process your personal data in the context of your current or former Applicant/Grantee relationship with FULBRIGHT DENMARK, and if applicable TTS and/or CPFF.

## **1. Purposes of processing**

FULBRIGHT DENMARK, and if applicable TTS and/or CPFF, will process your personal data for general administration of your application and stay (if selected) in Denmark/USA as a Grantee of the grant programs listed above.

## **2. Personal data processed**

We collect and process personal data ("**Personal Data**") about you when you apply for a Grant under the auspices of FULBRIGHT DENMARK, and if applicable TTS and/or CPFF, and during your Grantee period. This includes (where applicable for the given program):

- 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 medical form
- ix. Your private health/travel insurance information (beyond ASPE-information)
- x. Your appraisals/annual reviews
- xi. Your bank account details/financial situation
- xii. Your academic history
- xiii. Your home address, email address and phone number
- xiv. Your professional references
- xv. Your emergency contact information



- xvi. Your passport/ID details
- xvii. 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 Denmark during your Grant period; to assist in preparing for the academic stay in the USA re. visa application (applicable for the Fulbright Program) / to fulfil legal citizen and residence permit in the USA during your Grant period (applicable for TTS and/or CFPP)

**b. Where you give consent:**

- i. Any particular production posted by FULBRIGHT DENMARK on our website or social media platforms containing your Personal Data (name, photograph, likeness, field of study, etc.) in order for FULBRIGHT DENMARK to promote its brand, 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 Denmark 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. Using 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)

#### **4. Recipients or categories of recipients**

Your Personal Data may be shared with:

- i. Academic, research and other institutions
- ii. External selection committees
- iii. Attorneys or legal counsel representing FULBRIGHT DENMARK, and if applicable TTS and/or CPFF
- iv. 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
- v. Third party service providers, who will process Personal Data on behalf of FULBRIGHT DENMARK, and if applicable TTS and/or CPFF, 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.)

#### **5. Details of data transfers outside the EU**

Your Personal Data may be transferred outside the EU to:

- i. The United States of America

Where information is transferred outside the EU 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 FULBRIGHT DENMARK.

#### **6. Security**

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

#### **7. 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 be entitled to ask us for a copy
- ii. Right to erasure: you have the rights to erasure of all the Personal Data initially collected or processed
- iii. Right to object to or restrict 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
- 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
- v. Right to no automated decision-making: you have the right not to have decisions made about you using automated means
- vi. Right to withdraw consent: Wherever we rely on your consent, you will always be able to withdraw that consent (incl. consent to direct marketing). Note that we may have other legal grounds for processing your data for other purposes, such as those set out above (see section 3)

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 Agency.

#### **1. Identity and contact details of the Danish Data Protection Agency**

Datatilsynet  
Carl Jacobsens Vej 35  
2500 Valby  
Denmark  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)  
Tel: +45 33193200

#### **8. How do you get in touch with us?**

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 FULBRIGHT DENMARK**

Fulbright Center Denmark  
Nørregade 7A, 1. tv.  
1165 Copenhagen K  
Denmark

#### **With representatives of FULBRIGHT DENMARK**

Marie Mønsted  
Executive Director  
E-mail: [Monsted@fulbright.dk](mailto:Monsted@fulbright.dk)

### **2. Identity and contact details of TTS**

Thanks to Scandinavia  
2218 Broadway, Suite 205  
NYC, NY 10024  
USA

#### **With representatives of TTS**

Kelly Ramot  
Executive Director  
E-mail: [Kelly@Thankstoscandinavia.org](mailto:Kelly@Thankstoscandinavia.org)

### **3. Identity and contact details of CPFF**

Crown Prince Frederik Fund  
Fulbright Center Denmark  
Nørregade 7A, 1. tv.  
1165 Copenhagen K  
Denmark

#### **With representatives of CPFF**

Marie Mønsted  
Vice president of the Selection Committee  
E-mail: [Monsted@fulbright.dk](mailto:Monsted@fulbright.dk)

## **9. The retention period for the data**

Where we process Applicant/Grantee related data, we do this through the conclusion of the application process and, if applicable, during your Grantee period and 7 years after this.

Where we process personal data with your consent, we process the data for as long as required to perform the purposes for which the personal data was collected or until you ask us to stop and for a short period after this (to allow us to implement your 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 in connection with performing a contract, we keep the data for 7 years from your last interaction with us.

Where we process personal data in the context of a lawsuit related to the grantee relationship, we retain it until all ways of redress have been exhausted and/or reached their statute of limitations and for 7 years after this.

Name: \_\_\_\_\_

Location and Date: \_\_\_\_\_

Signature\*: \_\_\_\_\_

With your signature, you confirm that you have "Read  
and Understood"

## CONSENT FORM – APPLICANTS/GRANTEES

I, hereunder signed, confirm having received, read and understood the data protection information notice, setting out the specifics regarding:

1. The purpose of processing personal data (“why”):
2. The personal data processed (“what”):
3. The legal basis for personal data processed:
4. The possibility to withdraw consent or otherwise object to using any personal data for direct marketing:
5. The recipients or category of recipients:
6. The details regarding transfer of personal data outside of the EU:
7. Security measures:
8. The relevant contact details: and
9. The retention period of personal data:

As provided to me by THE COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN DENMARK AND THE UNITED STATES (FULBRIGHT DENMARK)

I, hereunder signed, in light of the above, expressly confirm as follows to FULBRIGHT DENMARK with regard to the processing of my personal data by FULBRIGHT DENMARK, which I may volunteer during my Applicant/Grantee period, through the conclusion of the application process and, if applicable, during my Grantee period and 7 years after this.

\_\_\_ I do **not** Consent

\_\_\_ I **Consent**

Please indicate your preference by ticking either of the boxes:

**Name:** \_\_\_\_\_

**Location and Date:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_

With your signature, you confirm that you have "Read and Understood"