



# HARVARD UNIVERSITY SOUTH AFRICA FELLOWSHIP PROGRAM APPLICATION

## GUIDELINES AND APPLICATION PROCEDURES

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### ELIGIBILITY

The Harvard South Africa Fellowship Program (HSAFP) is intended for South Africans who were educationally disadvantaged by law and resource allocation under apartheid. In 1979, Harvard University began awarding these fellowships for a year of study in one of its faculties or schools. These fellowships are supported through the resources at Harvard University. Over the years, over two hundred fellowships have been awarded to South Africans.

HSAFP was conceived largely to provide educational enrichment for men and women in mid-career; that is, individuals in various occupations who have shown considerable skill in their chosen fields and would benefit from advanced training. Thus, candidates who have just completed, or who have not yet completed a first degree, are not selected unless this degree is being pursued concurrently with, or subsequent to, experience in the workplace. Fellows usually range from 30- to 45-years-old

Fellows submit their applications to the Harvard University Center for African Studies. The HSAFP application is hosted on [CARAT](#) (Centralized Application for Research and Travel). Unless you are a Harvard affiliate, you must [register](#) for an XID before applying through CARAT. You will create an XID LogidID and password to use when accessing CARAT. If you are a Harvard student or alumnus, you can access CARAT with your HarvardKey user credentials.

A committee of HSAFP alumni and the Director of the Program at Harvard will interview the short-listed applicants in South Africa. Successful candidates must then apply to and be admitted at the specific Harvard school where they intend to study.

Applicants should determine well in advance whether, if awarded a fellowship, they can be granted leave by their employers for Harvard's academic year. They should generally plan to be in residence at Harvard from September until May. However, some programs require fellows to begin residence on July 1<sup>st</sup> and others are for shorter periods of time. **No candidate should accept an interview unless assured that such leave will be granted. The selection committee does not wish to assign fellowships to anyone who subsequently finds it impossible to use the opportunity. Each candidate must have a valid passport.**

### ADMISSION TO HARVARD

If candidates who are awarded fellowships do not apply or do not receive admission to a specific Harvard program, the fellowship is void. Applicants are advised to read about the fellowship's eligible Harvard programs on their respective websites (see additional information on *Fellowship-Eligible Programs*) to ensure that the program to which they apply matches their academic and professional qualifications as well as career aspirations.

Admission to a formal Harvard degree or other program remains solely within the authority of the Admissions Committee of the particular Harvard school or program and not with the Center for African Studies. Harvard's Law School, School of Public Health, and Kennedy School of Government all offer one-year master's degree programs open to holders of the relevant bachelor's degree. Admissions committees for master's degrees may require candidates to take the Graduate Records Examination of the equivalent professional test. The deadlines for submission of all admission materials to Harvard vary from mid-December to early March

Unlike most South African universities, Harvard's MBA is a two-year degree program and, therefore, not available through this fellowship program. Harvard Business School offers Executive Education programs that candidates



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may wish to consider. It should also be noted that Harvard offers no programs, degree or otherwise, in several areas commonly taught at other institutions (e.g. nursing, library science, social work). Furthermore, the largest Harvard school, the Faculty of Arts and Sciences, does not offer a one-year Master's degree. However, the Graduate School of Arts and Sciences (GSAS) does offer fellowship-eligible non-degree programs: Special Students or Visiting Fellows status. Applicants for either of these programs should submit a well-developed plan that illustrates how access to Harvard faculty, courses and/or research resources will further their studies or research.

## TERMS OF FELLOWSHIP

The fellowship provides for payment of all tuition for the full period of enrollment at Harvard. The fellowship also funds the round-trip airfare between the fellow's home and Boston, as well as a modest monthly stipend for the time during which the fellow is officially registered at Harvard. Fellows will likely have higher start-up expenses upon arrival, with additional expenses in May with graduation.

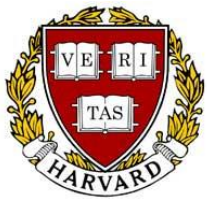
Fellows may elect to stay in University graduate dormitories. Please note that housing costs in the Boston/Cambridge area are extremely high, and the stipend only covers bare necessities. The monthly stipend must also be used to pay for other expenses such as medical insurance, food, winter clothing, books and supplies. Fellows are held personally responsible for the payment of all bills other than tuition fees and airfare.

**Fellowship funds do not allow for family support, whether or not family members join the fellow at Harvard, and are strongly discouraged from bringing their family with them to Harvard.** The cost of housing a family in Boston/Cambridge is considerably higher than the rental charge of one individual in a graduate dormitory—the rate used in calculating the monthly stipend. As a result, applicants for the fellowship should seriously consider whether they are prepared to spend an academic year at Harvard apart from their families. Executive Education Programs, in particular, will not allow a student to live with his or her family during the on-campus sessions of its program.

**Specific queries regarding this application should be sent to Lerato Motaung, Program Officer in the Africa office, at [africaoffice@harvard.edu](mailto:africaoffice@harvard.edu).**

## **APPLICATION DEADLINE FOR THE 2018 APPLICATION CYCLE\*: April 4, 2018**

*\*Please note that applications received during this application cycle will be for admission to Harvard during the 2019-2020 academic year (i.e. July 2019 – May 2020).*



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## FELLOWSHIP-ELIGIBLE PROGRAMS

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### DEGREE PROGRAMS

#### **Mid-Career Master in Public Administration, Harvard Kennedy School**

**MC/MPA @ HKS (Edward S. Mason Program)** is an intensive program designed to increase the knowledge and skills of well established, high-performing professionals, who seek to enhance their public service careers or to move from the private sector to a leadership position in either the public or non-profit sectors.

[www.hks.harvard.edu/degrees/masters/mc-mpa](http://www.hks.harvard.edu/degrees/masters/mc-mpa)

#### **Master of Laws, Harvard Law School**

**LLM @ HLS** is a flexible program interested in attracting intellectually curious and thoughtful candidates from a variety of legal systems and backgrounds and with various career plans.

[www.law.harvard.edu/academics/degrees/gradprogram/llm/index.html](http://www.law.harvard.edu/academics/degrees/gradprogram/llm/index.html)

#### **Master of Public Health (45-Credit), Harvard T.H. Chan School of Public Health**

**MPH-45 @ HSPH** is designed for public health leaders, who aspire to high-level roles in state, federal, international health or the private sector. This demanding, interdisciplinary program emphasizes student-directed learning, problem solving, and the acquisition of fundamental public health skills.

<https://www.hsph.harvard.edu/admissions/degree-programs/master-of-public-health/>

### NON-DEGREE PROGRAMS

#### **Advanced Management Program, Harvard Business School**

**AMP @ HBS** provides the latest management concepts and tools to transform senior executives into indispensable leaders. Participants leave with a broader vision of success; equipped to make the tough decisions required to position their organizations for growth and profitability.

<http://www.exed.hbs.edu/programs/amp/Pages/default.aspx>

#### **General Management Program, Harvard Business School**

**GMP @ HBS** is designed to help participants accelerate their leadership transformation and play a greater role in their company's success. Participants will expand their leadership skills, mindset, and network—and become outstanding business leaders who can lead their organizations with new skills, judgment, and confidence.

[www.exed.hbs.edu/programs/gmp/Pages/default.aspx](http://www.exed.hbs.edu/programs/gmp/Pages/default.aspx)

#### **Program for Leadership Development, Harvard Business School**

**PLD @ HBS** equips up-and-coming managers with the advanced decision-making and execution skills they need to excel as multifaceted leaders. Participants emerge well equipped to take on greater cross-functional responsibilities and ultimately drive performance throughout the organization.

[www.exed.hbs.edu/programs/pld/Pages/default.aspx](http://www.exed.hbs.edu/programs/pld/Pages/default.aspx)

#### **Special Student or Visiting Fellow Status, Harvard Graduate School of Arts and Sciences**

These programs are geared toward students interested in contributing to a degree at a home institution abroad or strengthening their academic background before applying to graduate degree programs.

**Visiting Fellows @ GSAS** conduct independent research at Harvard. Applicants must hold a doctorate (or have equivalent professional experience), or be advanced doctoral students who have completed required coursework.

**Special Students @ GSAS** wish to pursue graduate-level study at Harvard but have academic and/or professional reasons for not entering a degree program.

For more information about the difference between these programs, please visit:

<https://gsas.harvard.edu/programs-study/non-degree-programs>



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<b>DEGREE PROGRAMS (Please note: these are the dates, deadlines, and requirements for the 2018-2019 application cycle. They are provided only for reference and are subject to change for 2019-2020 applicants.)</b>			
<b>Program</b>	<b>2018-19 Program Dates</b>	<b>Deadline</b>	<b>Application Requirements</b>
<b>Mid-Career Master in Public Administration (Edward S. Mason Program) Harvard Kennedy School (HKS)</b>	July 2018 – May 2019	December 4, 2017	<ul style="list-style-type: none"> <li>– Online application form</li> <li>– Essays</li> <li>– CV/Résumé</li> <li>– Some programs require an additional analytic/quantitative resume, for other programs it is optional</li> <li>– Three letters of recommendation</li> <li>– Official academic transcripts</li> <li>– TOEFL Scores (if applicable<sup>1</sup>)</li> <li>– Application fee of US\$100</li> </ul>
<b>Master of Laws Harvard Law School (HLS)</b>	August 2018 – May 2019	December 1, 2017	<ul style="list-style-type: none"> <li>– Online application form</li> <li>– CV/Résumé</li> <li>– Personal statement</li> <li>– Transcript(s)</li> <li>– Recommendations (at least two)</li> <li>– Official TOEFL report (if applicable<sup>2</sup>)</li> <li>– Application fee of US\$85</li> </ul>
<b>Master of Public Health (45-credit) Harvard T.H. Chan School of Public Health (HSPH)</b>	August 2018 – May 2019	December 1, 2017	<ul style="list-style-type: none"> <li>– SOPHAS online application form</li> <li>– Statement of Purpose and Objectives</li> <li>– CV/Résumé</li> <li>– Official transcripts/marks sheets from all post-secondary institutions (non-U.S. credentials must be evaluated by World Education Services)</li> <li>– Three Letters of Recommendation</li> <li>– GRE Scores (other standardized tests may be substituted under certain circumstances)</li> <li>– TOEFL Scores (if applicable<sup>3</sup>)</li> <li>– SOPHAS Application Fee</li> </ul>

<sup>1</sup> Required of applicants unless native English speaker or entire undergraduate degree conducted entirely in English.

<sup>2</sup> Required of applicants from non-English speaking countries or who did not receive their full-time legal education entirely in the English language must take the TOEFL (Test of English as a Foreign Language) examination within two years prior to submitting their applications.

<sup>3</sup> Required of applicants for whom English is not their first language and have not received any degrees from a university where English is the language of instruction.



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<b>NON-DEGREE PROGRAMS (Please note: these are the dates, deadlines, and requirements for the 2018-2019 application cycle. They are provided only for reference and are subject to change for 2019-2020 applicants.)</b>			
<b>Program</b>	<b>2018-19 Program Dates</b>	<b>Deadline</b>	<b>Application Requirements</b>
<b>Advanced Management Program Harvard Business School (HBS)</b>	September – October 2018  <i>OR</i>  April – May 2019	Rolling admissions; submit at least four weeks before program start date.	All HBS Executive Education Programs require: <ul style="list-style-type: none"> <li>– Online application form</li> <li>– Letter of reference</li> </ul> <p><i>Although there are no formal educational requirements, admission is a selective process based on professional achievement and organizational responsibility. The program looks for professionals who have demonstrated business talent and leadership potential.</i></p> <p><i>If English is your second language, or if you have less than one year's experience working in an English-speaking environment, HBS requires a brief statement documenting proficiency in English-language skills, both conversational and written. The Admissions Committee also may request a telephone interview.</i></p> <p><i>No application fee.</i></p>
	<b>General Management Program Harvard Business School (HBS)</b>		
<b>Program for Leadership Development Harvard Business School (HBS)</b>	July 2018 – February 2019  <i>OR</i>  November 2018 – June 2019		
<b>Special Student or Visiting Fellow Harvard Graduate School of Arts and Sciences (GSAS)</b>	<u>Academic year:</u> September 2018 – May 2019  <u>Fall Term only:</u> September – December 2018  <u>Spring Term only:</u> January – May 2019	March 1, 2017 (Academic Year or Fall Term only)  October 1, 2017 (Spring Term only)	<ul style="list-style-type: none"> <li>– Online application form</li> <li>– Statement of Purpose (Special Student only); Research Proposal (Visiting Fellow only)</li> <li>– Transcripts</li> <li>– Letters of recommendation (3 required for Special Student; 1 required for Visiting Fellow)</li> <li>– TOEFL (if applicable<sup>4</sup>)</li> <li>– Application fee of \$105</li> </ul>

<sup>4</sup> Required of applicants unless enrolled full-time at a university or in a program for at least one year in which English is the language of instruction.



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## APPLICATION CHECKLIST

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- APPLICATION FORM**
  - This application form should be filled in on your computer; the form is an editable PDF and should be uploaded to CARAT through the “Uploads” tab.
  - Submit all five pages of the application form.
  - Sign and date the fifth page of the application form. Unsigned applications will be disqualified. You may use an electronic signature or you should print out, sign and scan in the document before uploading it to CARAT.
  
- TRANSCRIPTS**
  - Submit transcripts from all post-secondary institutions you have attended through CARAT’s “Uploads” tab. Transcripts must show the grades and course titles for all post-secondary coursework.
  - Please do not upload in copies of proof of degree completion (i.e. diplomas or certificates of completion). These will not be reviewed.
  
- LETTERS OF RECOMMENDATION**
  - Two letters of recommendation must be submitted to CARAT through the “References” tab.
  - Letters of recommendation should be attached to the HSAFP Recommendation Form (included).
  
- WRITING SAMPLES**
  - The Academic Essay and the Personal Statement should be typed in a standard font and font size (10 to 12 point) and be double-spaced. They should be submitted to CARAT through the “Uploads” tab.
  - Include your full name on the top of each page and your signature at the end of the Academic Essay and the Personal Statement.
  - Please see page 9 for more information on these pieces of writing.
  
- RESUME/CV**
  - Submit a copy of your most recent resume/CV with your application through CARAT’s “Uploads” tab.

**Completed applications, supplemental materials and recommendation letters must be uploaded to [CARAT](#) (Centralized Application for Research and Travel). Unless you are a Harvard affiliate, you must [register](#) for an XID before applying through CARAT. You will create an XID LogidID and password to use when accessing CARAT. If you are a Harvard student or alumnus, you can access CARAT with your HarvardKey user credentials.**

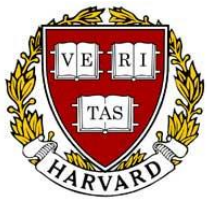
**To be considered for a 2019-2020 Fellowship cohort, please submit applications by:  
April 4, 2018**





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GENERAL INFORMATION		
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Mr./ Mrs./ Ms.</b>	<b>Preferred Name:</b>	
PROPOSED COURSE OF STUDY AT HARVARD UNIVERSITY		
<p>Select the program below that is most compatible with your career goals and academic experience. If you are invited to apply to Harvard University as a Harvard South Africa Fellow you will have to apply and be admitted into this program, or the fellowship will be void. A complete list of eligible programs is available in the accompanying informational materials. You must select one box below.</p>		
<b>Degree programs:</b>		
<input type="radio"/> MC/MPA @ HKS <input type="radio"/> LLM @ HLS <input type="radio"/> MPH-45 @ HSPH		
<b>Non-degree programs:</b>		
<input type="radio"/> AMP @ HBS <input type="radio"/> GMP @ HBS <input type="radio"/> PLD @ HBS <input type="radio"/> Visiting Fellow @ GSAS <input type="radio"/> Special Student @ GSAS		
How did you hear about this program?		
<input type="radio"/> HSAFP Alumnus – Name:		<input type="radio"/> Center for African Studies website
<input type="radio"/> Other Harvard Contact – Name:		<input type="radio"/> Internet Search
Mailing Address for all correspondence		
<i>Please notify us immediately if this address changes. Please include the postal code.</i>		
<b>Date of Birth (MM/DD/YY):</b>	<b>Work Phone:</b>	
<b>Home/Mobile Phone:</b>	<b>Email:</b>	
<b>Citizenship:</b>	<b>Permanent Residency:</b>	
Have you traveled or studied in the United States? If so, please include dates, locations, and the purpose of the trip(s):		



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<b>EDUCATION</b>			
<b>Secondary Education</b>			
<b>Name of School:</b>		<b>Year Attained:</b>	
<b>Highest Standard Attained:</b>			
<b>University Education</b>			
<b>Name of Institution:</b>	<b>Country</b>	<b>Dates of Attendance</b>	<b>Date of Degree:</b>
<b>City:</b>		<b>Degree/Diploma:</b>	
<b>Field of Study:</b>		<b>Transcript/Academic Record:</b> <input type="radio"/> Enclosed <input type="radio"/> Will be sent	
<b>Name of Institution:</b>			
<b>Name of Institution:</b>	<b>Country</b>	<b>Dates of Attendance</b>	<b>Date of Degree:</b>
<b>City:</b>		<b>Degree/Diploma:</b>	
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<b>City:</b>		<b>Degree/Diploma:</b>	
<b>Field of Study:</b>		<b>Transcript/Academic Record:</b> <input type="radio"/> Enclosed <input type="radio"/> Will be sent	
<b>Academic Honors</b>			
<i>Please indicate whether you received any of your post-secondary degrees "with honors" or some other distinction. Please include dates and membership in scholastic honor societies.</i>			





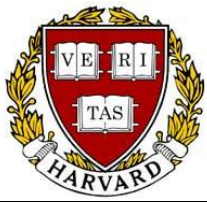
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<b>PROFESSIONAL EXPERIENCE</b>		
<b>Work History</b> <i>Please list your positions in reverse chronological order, starting with your current employer. If all positions are in the same company, please give the major promotional sequence.</i>		
<b>Name of Company:</b>		
<b>Company Address:</b>	<b>Company Phone:</b>	
<b>Company Website:</b>	<b>From (Month/Year):</b>	<b>To (Month/Year):</b>
<b>Title/Position:</b>		
<b>Responsibilities:</b>		
<b>Name of Company:</b>		
<b>Company Address:</b>	<b>Company Phone:</b>	
<b>Company Website:</b>	<b>From (Month/Year):</b>	<b>To (Month/Year):</b>
<b>Title/Position:</b>		
<b>Responsibilities:</b>		
<b>Name of Company:</b>		
<b>Company Address:</b>	<b>Company Phone:</b>	
<b>Company Website:</b>	<b>From (Month/Year):</b>	<b>To (Month/Year):</b>
<b>Title/Position:</b>		
<b>Responsibilities:</b>		



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<b>Additional Work History</b>		
<b>Name of Company:</b>	<b>From (Month/Year):</b>	<b>To (Month/Year):</b>
<b>Title/Position:</b>		
<b>Name of Company:</b>	<b>From (Month/Year):</b>	<b>To (Month/Year):</b>
<b>Title/Position:</b>		
<b>Name of Company:</b>	<b>From (Month/Year):</b>	<b>To (Month/Year):</b>
<b>Title/Position:</b>		
<b>Name of Company:</b>	<b>From (Month/Year):</b>	<b>To (Month/Year):</b>
<b>Title/Position:</b>		
<b>Leadership and Professional Honors</b>		
<i>Please list your community, social, or other public contributions to date, including positions held and awards or prizes.</i>		
<b>Certificates or Professional Qualifications</b>		
<i>Please list any certificates or other professional qualifications you have achieved, including the institution received from and the date received.</i>		



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**REFERENCES**

Give the names and professional positions of two people who will write letters of recommendation on your behalf. Letters should be written by people who know you well or by people for whom you have worked in a professional capacity—not family or friends. Applicants seeking admission into an Executive Education program should include a reference from a current employer. Applicants seeking admission into the GSAS programs should include a letter from their supervising professor or dean.

**Name:**

**Title/Position:**

**Organization:**

**Work Phone:**

**Email:**

**Name:**

**Title/Position:**

**Organization:**

**Work Phone:**

**Email:**

**WRITING SAMPLE**

Essays must be typed, with your full name on the top of each page and your signature at the end. Block capitals are not acceptable. Essays must address the topic and be solely the product of your own efforts. Essays must be submitted to CARAT through the “Uploads” tab.

**Academic Essay**

*Briefly describe an important issue relevant to your field of interest and South Africa. Propose a theoretical framework or strategy to address this issue. Applicants seeking admission into the Special Student or Visiting Fellow GSAS programs should use this academic essay to describe their research and attach a description of their relevant course work. Minimum 500 words; maximum 1000 words.*

**Personal Statement**

*Tell us about yourself—in particular, why you wish to study at Harvard University and how doing so connects with what you have done in the past and what you plan to do in the future with your career in South Africa. Be sure to address how your experiences and background meet the programmatic application requirements; HBS applicants explain why the program is the best fit of the three options. Applicants seeking admission into the Special Student program should use this personal statement to explain how coursework and research opportunities at Harvard University will strengthen their doctoral work and teaching at their home institution. Minimum 250 words; maximum 750 words.*

**I certify that the information provided on this application and in any attached materials is accurate and complete to the best of my knowledge. I understand that it is my obligation to notify the Harvard South Africa Fellowship Program immediately if there are any changes in the information provided in this application. I understand that misrepresentation or omission may be the basis for denial of admission or dismissal from the Harvard South Africa Fellowship Program.**

**Signature:**

**Date:**



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**HSAFP RECOMMENDATION FORM**

Applicants should fill in the top section of this form, and then give it to the Recommender to complete and submit to CARAT through the “References” tab.

**Applicant Name:**

**Proposed Course of Study at Harvard:**

**Recommender:**

The above-named individual is applying for admission to the Harvard South Africa Fellowship Program to study in the above-mentioned program at Harvard University. Please give your candid evaluation of the applicant. Please describe in detail the applicant’s strengths and weaknesses and comment on their intellectual ability, creativity, initiative, sensitivity to others, and leadership potential. Your comments will remain confidential.

The following questions suggest the type of information the HSAFP Selection Committee finds helpful:

- How long and in what capacity (e.g. professor, supervisor, research advisor) have you known the applicant?
- What do you consider to be the applicant’s talents or strengths?
- What do you consider to be the applicant’s weaknesses?
- How well do you think the applicant has thought out plans for a fellowship?

Please include this form with your letter of recommendation on official letterhead and upload it to [CARAT](#) (Centralized Application for Research and Travel). The applicant must list you in the “References” tab in their application. Specific queries regarding this application should be sent to Lerato Motaung, Program Officer in the Africa office, at [africaoffice@harvard.edu](mailto:africaoffice@harvard.edu).

**Letters of recommendation are due by April 4, 2018.**

**How would you compare the applicant to others in their field?**

Outstanding  Excellent  Above Average  Average  Below Average  No basis for judgment

**Do you recommend the applicant for a Harvard South Africa Fellowship?**

Yes, strongly  Yes  Yes, but with reservations  No

**Signature:**

**Date:**



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Applicants should fill in the top section of this form, and then give it to the Recommender to complete and submit to CARAT through the “References” tab.

**Applicant Name:**

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**Recommender:**

The above-named individual is applying for admission to the Harvard South Africa Fellowship Program to study in the above-mentioned program at Harvard University. Please give your candid evaluation of the applicant. Please describe in detail the applicant’s strengths and weaknesses and comment on their intellectual ability, creativity, initiative, sensitivity to others, and leadership potential. Your comments will remain confidential.

The following questions suggest the type of information the HSAFP Selection Committee finds helpful:

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- Outstanding    Excellent    Above Average    Average    Below Average    No basis for judgment

**Do you recommend the applicant for a Harvard South Africa Fellowship?**

- Yes, strongly    Yes    Yes, but with reservations    No

**Signature:**

**Date:**