

# Social Enterprise Programs



Harvard  
Business  
School  
Executive  
Education

## Application for Admission

PLEASE SPECIFY SESSION DATE:

MM/DD/YYYY

Please answer all questions. This application must be fully completed and signed before review by the Admissions Committee. Proficiency in spoken and written English is essential for participation in Harvard Business School Executive Education programs. It is the applicant's responsibility to notify Harvard Business School of any change in employment status that occurs between the time this application is submitted and the start of the program.

This is a writeable PDF. You may type directly on this form, or print it and complete it by hand.

NOTE: You must use [Acrobat Reader 9.0](#) or higher to complete, save, and send this form electronically.

**I certify that all the information and accompanying material provided in connection with this application are authentic and accurate.**

SIGNATURE OF APPLICANT:

DATE:

MM/DD/YYYY

## GENERAL INFORMATION

NAME:

First

Middle Initial

Last

Prefix (Mr., Ms.)

Suffix (Jr., II)

NICKNAME/FAMILIAR NAME FOR NAME BADGE:

COUNTRY OF CITIZENSHIP:

DATE OF BIRTH:

MM/DD/YYYY

EMAIL:

WHAT IS YOUR GENDER IDENTITY?

Woman

Man

I prefer not to share my gender identity

Non-binary

I have a different identity

TITLE/POSITION OR BOARD ROLE:

NAME OF NONPROFIT ORGANIZATION:

NONPROFIT ADDRESS (P.O. box accepted outside U.S.):

Street

City/Province

State/Country

Zip/Postal Code (if none, enter 00000)

ORGANIZATION WEBSITE:

NONPROFIT PHONE (EXAMPLE: +1.617.496.1731):

NATIONAL/PARENT ORGANIZATION (if applicable):

HOME ADDRESS (P.O. box accepted outside U.S.):

Street

City/Province

State/Country

Zip/Postal Code (if none, enter 00000)

PHONE (Example: +1.617.496.1731):

MOBILE (Example: +1.617.496.1731):

PREFERRED MAILING ADDRESS:

NONPROFIT ADDRESS

BUSINESS ADDRESS

HOME ADDRESS

**CONFIDENTIAL:** The information you provide below is for use by the Admissions Committee only.

## ORGANIZATION

**Are you the chief executive officer?**     YES     NO

**Are you the founder?**     YES     NO

	NATIONAL/PARENT ORGANIZATION <i>(if applicable)</i>		YOUR ORGANIZATION
Organization's annual budget <i>(in U.S. dollars)</i> :	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Founding date:			
Number of paid full-time employees:			
Approximate number of volunteer employees:			
Total annual beneficiaries: <i>(if applicable)</i>			
Total membership: <i>(if applicable)</i>			
Size of board:			
Employees reporting to you:			

**Organization's primary source of funding (>50%). If funding is received from multiple sources, please indicate the top three funding sources.**

*(If you represent an affiliate or chapter, please give your affiliate or chapter information.)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Corporate funding          | <input type="checkbox"/> Government <i>(all levels)</i> | <input type="checkbox"/> Other <i>(specify):</i> |
| <input type="checkbox"/> Endowment income           | <input type="checkbox"/> Individual donors              | _____  |
| <input type="checkbox"/> Fees for services/products | <input type="checkbox"/> Private foundations            |  |

**Organization's subsector.** *(please select the closest fit and select one only):*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Arts, culture, humanities      | <input type="checkbox"/> Environmental conservation    | <input type="checkbox"/> Human and social services   |
| <input type="checkbox"/> Civic/advocacy                 | <input type="checkbox"/> Foundation/grantmaking        | <input type="checkbox"/> International development and relief  |
| <input type="checkbox"/> Community/economic development | <input type="checkbox"/> Healthcare                    | <input type="checkbox"/> Religion  |
| <input type="checkbox"/> Education                      | <input type="checkbox"/> Housing and urban development | <input type="checkbox"/> Other <i>(select only if no other choices are a reasonable fit, specify):</i> |
- \_\_\_\_\_

**What function best describes your position?** *(check one only):*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Accounting/control      | <input type="checkbox"/> Governance           | <input type="checkbox"/> Operations/program  |
| <input type="checkbox"/> Finance                 | <input type="checkbox"/> Human resources      | <input type="checkbox"/> Planning  |
| <input type="checkbox"/> Fundraising/development | <input type="checkbox"/> Information services | <input type="checkbox"/> Public relations  |
| <input type="checkbox"/> General management      | <input type="checkbox"/> Marketing            | <input type="checkbox"/> Other <i>(select only if no other choices are a reasonable fit, specify):</i> |
- \_\_\_\_\_

**Please describe the nonprofit organization you will be representing. Include a brief description of its mission, organizational objectives, and activities.**

**Please provide an overview of the organizational structure. Include a summary of your responsibilities and an outline of key departments and reporting relationships.**

**What do you consider to be the most critical strategic issue(s) facing the nonprofit organization with which you are involved?**

*DNPIV applicants, please focus on issues related to how you measure your organization's impact, as well as the opportunities/challenges you are facing in this area.*

*SPNM applicants, please elaborate on the key strategic and operational challenges/opportunities.*

**What are your overall goals in attending this course? You may consider both your organization's goals and your own professional development goals as they relate to the program for which you are applying.**

## WORK EXPERIENCE

Please list your three most recent positions in reverse chronological order, starting with your current, or most recent one. If all positions are in the same company, please give the major promotional sequence.

NAME OF COMPANY/ORGANIZATION                      TITLE OR POSITION                      FROM (MM/YYYY) TO (MM/YYYY or CURRENT if employed)

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Please estimate your total years of professional experience: \_\_\_\_\_

## NONPROFIT BOARD MEMBERSHIPS

Please provide the following information for up to five additional nonprofit boards on which you currently serve as a Trustee/Board Member. Please also note an approximate budget for each in U.S. Dollars.

SUBSECTOR CODES

A Arts/culture/humanities

E Environmental conservation

I Human and social services

B Civic/advocacy

F Foundation/grantmaking

J International development and relief

C Community/economic development

G Healthcare

K Religion

D Education

H Housing and urban development

L Other (please specify):

NAME OF NONPROFIT ORGANIZATION

BUDGET (IN U.S. DOLLARS) | SUBSECTOR CODE

1		
2		
3		
4		
5		

## OTHER ACTIVITIES

Please indicate any other major current and past professional activities (e.g., leadership of professional organizations).

ACTIVITIES

FROM (MM/YYYY) TO (MM/YYYY or CURRENT)

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## EDUCATION

DEGREE (*check only highest level attained*):  High School  Two-Year College  BS/BA  MS/MA  MBA  Harvard MBA  JD/Law  PhD  MD  Foreign Diploma  Other

UNIVERSITY: \_\_\_\_\_

YEAR: \_\_\_\_\_

**If you have attended other Harvard Business School programs, please list them below.**

PROGRAM \_\_\_\_\_

DATE (MM/YYYY) \_\_\_\_\_

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**How did you first learn about this program?**

- HBS Executive Education email  Online advertisement  Social media, e.g. LinkedIn  
 HBS Executive Education website  Podcast advertisement  Other (*specify*): \_\_\_\_\_  
 Internet search  Referral (*e.g. friend, colleague, alum*) \_\_\_\_\_

**What factor had the most influence on your decision to apply to this program?**

- A previous HBS Executive Education participant  HBS reputation  
 An MBA graduate of HBS  Human resource department  
 Division Head or Manager  Program content  
 HBS Executive Education Client Development  Other (*specify*): \_\_\_\_\_  
 HBS Executive Education Program Advising \_\_\_\_\_  
 HBS faculty \_\_\_\_\_

**List anyone else from your organization applying to any upcoming HBS Social Enterprise program and specify which program(s). Team participation may be permitted for the DNPIV program only. Each applicant must complete a separate application.**

## PAYMENT, CANCELLATION, AND DEFERRAL POLICY

The program fee covers tuition and program materials. For in-person and blended programs, the fee also includes accommodations and most meals. You will be invoiced upon admission to the program. Payment is due within 30 days, or upon receipt of the invoice if the program start date is fewer than 30 days from the invoice date.

If you need to cancel your participation, you must submit your request in writing at least 30 days prior to the program start date. For those who have paid, cancellation requests meeting the 30-day-notice requirement will result in a refund of the amount paid. Cancellation requests received 14 to 30 days prior to the start of the program are subject to a cancellation fee equal to one-half of the program fee. Cancellation requests received fewer than 14 days prior to the start of the program are subject to a cancellation fee equal to the program fee.

As an alternative to cancellation, participants who have paid the full program fee may request one deferral to a future confirmed program. Deferral requests will be reviewed based on space available and admissions policies. If admitted, participants may be responsible for any difference between the program fee they have already paid and the program fee for the future program.

**I have read the payment, cancellation, and deferral policy and agree to the terms stated.** (*please initial here*): \_\_\_\_\_

## NOMINATING INFORMATION

Please provide the nominating executive's contact information. The nominating executive may be a senior executive or board member within the organization, or a Harvard Business School alumni member familiar with the candidate. Please note that the nominating executive must be someone other than the applicant. HBS may contact the nominating executive as part of the application review process.

NAME:

First

Middle Initial Last

Prefix (Mr., Ms.)

Suffix (Jr., II)

TITLE OR POSITION:

NOMINATING EXECUTIVE COMPANY/ORGANIZATION NAME:

NOMINATING ORGANIZATION ADDRESS (P.O. box accepted outside U.S.):

Street

City/Province

State/Country

Zip/Postal Code (if none, enter 00000)

NOMINATING ORGANIZATION PHONE (Example: +1.617.496.1731):

EMAIL:

## INVOICING INFORMATION

If the invoice contact is different from the applicant or nominating executive, please enter the contact's details in the section below.

NAME:

First

Middle Initial Last

Prefix (Mr., Ms.)

Suffix (Jr., II)

TITLE OR POSITION:

ORGANIZATION CODE (If your company provided an organization invoicing code, please add it here. Otherwise, leave this blank.):

COMPANY/ORGANIZATION NAME:

COMPANY/ORGANIZATION ADDRESS (P.O. box accepted outside U.S.):

Street

City/Province

State/Country

Zip/Postal Code (if none, enter 00000)

PHONE (Example: +1.617.496.1731):

EMAIL:

*Harvard Business School (HBS) is governed by a set of community values that foster honesty, respect for others, and accountability for one's actions. HBS considers these values essential for a safe and productive learning environment for all. Harvard Business School reserves the right to withdraw an offer of admission in the event that any part of your application contains misrepresentations, or if you engage in, or have engaged in, behavior that violates HBS Community Values.*

*In accordance with Harvard University policy, Harvard Business School does not discriminate against any person on the basis of race, color, sex or sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.*

## PLEASE RETURN THIS APPLICATION:

ONLINE:

Applications may be submitted  
online at: [www.exed.hbs.edu](http://www.exed.hbs.edu)

EMAIL:

Applications may be submitted  
via email to: [exed\\_admissions@hbs.edu](mailto:exed_admissions@hbs.edu)

For questions on the status of your submitted application, please email [exed\\_admissions@hbs.edu](mailto:exed_admissions@hbs.edu) or call +1.617.495.6226.