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**The British Friends of Harvard Business School**

**Instructions for Completing the Scholarship Application**

**Application Deadline: TBC**

Read all instructions carefully before completing the application.

**Nature of Grants**

* British Friends of Harvard Business School (BFHBS) Scholarships are awarded only to support students studying at Masters Degree in Business Administration at Harvard Business School (‘HBS’). Students studying on joint degree programmes are also welcome to apply. Awards are not granted for any other purpose.
* Awards offered in the relevant academic year cycle must be taken up in that academic year. Deferrals are not permitted.
* Funding and benefits apply to maximum two academic years. Your cost requirements may exceed the available funding and sponsorship limits of your BFHBS scholarship.
* BFHBS would typically award 1-3 scholarships up to $125,000 for both years of study. The amount of scholarship granted to each candidate will be determined on a case-by-case basis, depending on the financial circumstances and the needs of the applicant.
* Scholarship payments will be paid in two parts and will be transferred before the start of the relevant academic year, usually to the students HBS account.
* Scholarship recipients will be required to notify BFHBS of any changes to their circumstances, e.g. if you leave or change your course.

**Eligibility Requirements and Selection Criteria**

Candidates must apply to and secure admission to Harvard Business School, directly and independently before commencing a scholarship application**.** Candidates are requested to submit a copy of their HBS application to BFHBS.

Candidates already studying at HBS are not eligible.

Candidates on the 2+2 program are eligible for consideration once their MBA studies have been confirmed. In this case they are requested to submit their original 2+2 program application and an updated CV.

Applicants should also ensure that they meet the following minimum eligibility criteria before applying:

Citizenship

* UK citizen, or Irish citizen normally resident in Northern Ireland.
* Or dual UK nationality.

Financial Need

* BFHBS awards scholarships on the basis of financial need. A separate financial declaration form must be completed and supporting documentation to verify income must be provided.

Leadership & Understanding:

* Demonstrable leadership qualities and ambassadorial skills with evidence of cultural sensitivity and a genuine desire to learn more about the USA and share with US citizens aspects of British culture
* Experience and interest in a range of extracurricular and community activities
* A desire to give back to BFHBS and to your home country after graduation

Successful candidates will be asked:

* To give a ‘moral’ undertaking that once their own net worth is sufficiently large they will in due course make a donation to the BFHBS to fund more scholarships.

**In addition, applicants should note the following conditions affecting review and selection of candidates:**

* Applicants will be considered without regard to ethnicity, religion, sex, sexual orientation, age, and/or physical impairment.
* BFHBS is committed to growing the numbers of applications and participants to HBS from the UK from under-represented groups and to continuing fair access to the programme.
* Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of the UK and thereby contribute to understanding between the people of the USA and the UK.
* Applicants should demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the USA.

**Selection Process**

After applications have been reviewed, candidates will be invited for an interview on [DATE TBC], following which they can expect to be notified of final scholarship decisions by June.

Applications must ensure they provide all the following documentation/information:

* A completed application form
* A copy of their HBS application form
* A completed financial declaration form
* Supporting documentation to verify income
* A certified copy of their British passport.\*\*

\*\* Passport certification:

All applicants must provide proof of citizenship by providing a copy of their British passport which must be certified by a professional person or someone well-respected in their community (‘of good standing’). For example:

* bank or building society official
* councilor
* minister of religion
* dentist
* chartered accountant
* solicitor or notary
* teacher or lecturer

The person that certifies must not be:

* related to them,
* living at the same address or,
* in a relationship with them.

The certifier will need to certify as follows “I certify this to be a true copy of the original document seen by me.” They then need to sign underneath the words they have written and also write their name, the date they signed and the name and address of the company/organisation they work for.

*If any applicant does not have a British passport please inform us at* [*info@bfhbs.org*](mailto:info@bfhbs.org)

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**The British Friends of Harvard Business School**

**BFHBS Scholarship Application Form**

|  |  |
| --- | --- |
| Name: | Email Address: |
| Mobile Number: | Address: |
| Current Employer: | Undergraduate University: |
| Nationality/Citizenship: | |

1. Why would you like the support from BFHBS for your studies at HBS? (minimum 500 words, maximum 2000 words)
2. How do you plan to make a contribution to the UK after your time at Harvard Business School?" (minimum 500 words, maximum 2000 words)

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**The British Friends of Harvard Business School**

**Financial Declaration to support an application for a British Friends of Harvard Business School Scholarship Award to attend Harvard Business School as a First Year MBA Student**

Name…………………………………………………………..

Marital status ………………. No of children (if any) ………

Your Occupation ………………………….

Gross annual salary (including bonuses) for each of the last three years:

…………………………………………………………………………………………

…………………………………………………………………………………………

………………………………………………………………………………………...

*We will require supporting documentation to verify income in the form of tax returns, bank statements and/or a payslip letter from your employer.*

**Available resources at the time of application (state in pounds)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Applicant** | **Spouse** | **Totals** |
| **Savings**  (do not list summer earnings) |  |  |  |
| **Securities**  (est. market value) |  |  |  |
| Market value, **other interests** |  |  |  |
| **Trust funds** |  |  |  |
| **Other available resources** |  |  |  |
| **TOTALS** |  |  |  |

Do you own your own home(s)? If yes, what is the market value of your home(s)? Would you be renting it/them out while you were away, and what income would you hope to achieve from this? What are your mortgage payments?

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Do you have any liabilities, eg credit card debt, personal loans?

…………………………………………………………………………………………

…………………………………………………………………………………………

Do you have a student loan? If so, what is the balance owing?

…………………………………………………………………………………………

…………………………………………………………………………………………

How do you anticipate funding your remaining costs not covered through the BFHBS scholarship award?

…………………………………………………………………………………………

…………………………………………………………………………………………

What parental/family support do you expect, if any?

…………………………………………………………………………………………

…………………………………………………………………………………………

Are you applying for other sources of funding? **Yes / No**

If yes, what is the status of this and amount:

…………………………………………………….....................................................................

………………………………………………............................................................................

**Additional financial information.** You may include a written statement to include any additional financial circumstances that you were not able to share elsewhere on this form. Your statement should not be more than one page long.

**UNDERTAKING**

1. If awarded the scholarship I will provide a headshot and a biography and give BFHBS permission to use both for marketing and promotional purposes
2. If awarded the scholarship I will, when my net worth permits, make a donation to the British Friends of Harvard Business School to fund more scholarships.

**Yes / No**

I attest that to the best of my knowledge, all the information on this form and its attachments are accurate and complete. I understand that if I purposely give false or misleading information on my financial aid application that my scholarship (if awarded) may be withdrawn and Harvard Business School informed.

Signed: ………………………………………………… Date: …………………………………..