

HARVARD GRADUATE SCHOOL OF DESIGN
48 Quincy Street, Room 420, Cambridge, Massachusetts 02138
PHONE: 617-495-9345 FAX: 617-384-9529
<http://www.gsd.harvard.edu/loebfell>

THE LOEB FELLOWSHIP

Application for Admission

**Name of Applicant
(please print or type)**

Last First Middle Birthdate (optional)

Name of organization Title

Business address

City State Zip code

Business Telephone Fax Email

Home address

City State Zip code

Home Telephone Fax Email

**Preferred Mailing
Address**

Office Home

Have you ever applied for a Loeb Fellowship before? Yes ____ No ____ When? ____

Education

Institution Dates Degree

Institution Dates Degree

Institution Dates Degree

Time Arrangement

Please indicate if you intend to apply for a full-time or part-time fellowship by checking the desired option. Part-time fellowships are only available for the full year and require residence in Cambridge for a minimum of two consecutive days and nights each week. Experience has convinced many fellows that a full-time, full year fellowship is the best choice if it is possible.

____ Full-time/full academic year ____ Full-time/Fall semester

____ Part-time/full academic year

How did you learn about the Loeb Fellowship?

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Application Instructions

General Information

A complete Loeb Fellowship Application consists of the following:

1. A completed original plus five copies of this application form, including the essays.
2. Six copies of a professional resumé.
3. Four letters of recommendation.
4. A portfolio or other supporting materials (optional).

These materials must be received at the Loeb Fellowship office by the first Monday in January to be considered for a fellowship the following academic year. Notification of awards to ten selected Fellows will be made by mid-April.

Answers to the Questions

Your thoughts about your career to date, your future professional goals, and how the Loeb Fellowship will aid your development as a leader are of special importance to us in the selection process. Your answers will also help us to understand your potential for engagement as a member of the GSD community. Please consider your answers to the questions on page three thoughtfully. Responses to questions may be provided on separate sheets attached to the application. We urge you to take the suggested word limits seriously. Please include your name and the related question at the top of each page.

Resumé

Please submit six copies of a professional resumé. It should include educational background, significant work assignments, current position, major volunteer activities, and other items of note.

Letters of Recommendation

Letter of Recommendation forms may be downloaded from our website or will be sent to you upon request. Send each of your references a form to complete and return to you in a sealed envelope that they have signed across the back flap. Please read the instructions on the form carefully. Applicants must check and **sign the Right of Access Statement** on the front of each letter of recommendation *before sending them to recommenders*. Recommenders seeking information about the fellowship may be directed to our website: www.gsd.harvard.edu/loebfell.

Portfolio/Supporting Materials (optional)

Applicants are invited to submit a portfolio and/or other supporting materials if applicable. Limit these materials to an 8 ½" x 11" (or smaller) hard copy format if possible. It is difficult for all reviewers to adequately examine CD's, DVD's, and videos. Supplemental materials should represent a sample of the scope of your work and may include articles or books you have written, articles about you, or other related materials. Submit no more than five examples or projects. Complete the **Supplemental Material Cover Sheet** (page 5 of this form) and include with your materials.

A portfolio or other supporting material is enclosed with this application.

I will submit a portfolio or supporting materials under separate cover

I wish to have the material returned to me after the selection process is completed and I have included a self-addressed stamped envelope (required for return of materials). **Materials will not be returned without a self-addressed stamped envelope provided by the applicant.**

To the Applicant:

Your answers may be submitted on separate sheets of paper.

Please respond to the following questions:

What are the issues in your field that concern you? (Approx. 250-500 words)

*What do you think are your most significant professional accomplishments to date?
(Approx. 250-500 words)*

*How will you use your time and the resources of Harvard during your fellowship year?
(Approx. 500-750 words)*

How do you anticipate the Fellowship experience impacting your work in the future? (Approx. 250 words)

Is there anything else you would like us to know about in evaluating your application for the Fellowship? (Approx. 100 words)

Applicant Signature _____ Date _____

References

Include four completed letters of recommendation signed by the recommender across the sealed flap on the back of the envelope. Please list below the names and addresses of your recommenders, and describe briefly your professional association.

Name

Address

City

State

Zip code

Professional Association

Name

Address

City

State

Zip code

Professional Association

Name

Address

City

State

Zip code

Professional Association

Name

Address

City

State

Zip code

Professional Association

**Supplemental
Materials Cover
Sheet**

Include information for the five projects/examples you have submitted.

Name of Example or Project

Date of Completion/Current Status

Your role (be specific)

Name of Example or Project

Date of Completion/Current Status

Your role (be specific)

Name of Example or Project

Date of Completion/Current Status

Your role (be specific)

Name of Example or Project

Date of Completion/Current Status

Your role (be specific)

Name of Example or Project

Date of Completion/Current Status

Your role (be specific)
