



The
COMMONWEALTH
FUND

PREPARING TOMORROW'S LEADERS IN HEALTH

The Commonwealth Fund Fellowship in Minority Health Policy at Harvard University

Dear Prospective Applicant:

Thank you for your interest in The Commonwealth Fund Fellowship in Minority Health Policy at Harvard University. We are pleased to offer an electronic application for the 2019-2020 year. **Please read all directions before following the link to the on-line application.**

Eligibility requirements for admission to the Fellowship include: 1) physicians who have completed residency in the U.S., either Board Eligible or Board Certified, additional experience beyond residency, such as chief resident is preferred; 2) experience or interest in addressing and improving the health needs of vulnerable populations, as well as advancing system change in ways that improve the health for all populations, but with particular emphasis on vulnerable populations; 3) strong evidence of leadership experience or potential, especially as related to community efforts, quality improvement, transformation of health care delivery systems, and/or health policy; 4) intention to pursue a career in policy, health care delivery service, public service, and/or academia; 5) U.S. citizenship or U.S. permanent residency.

Acceptance to this full-time fellowship is contingent upon admission to the Master of Public Health (MPH) degree program at the Harvard T.H. Chan School of Public Health. Separate applications to both the Fellowship program and Harvard Chan School are therefore required. Please note that applicants must choose the MPH 45-credit program in either the Health Management or Health Policy Field of Study. All Harvard Chan School applications will be reviewed and considered by the Harvard Chan School Admissions Committee separately. However, candidates not accepted to the fellowship are still eligible for admission to the Harvard Chan School. Please note there is no fee for application to the Fellowship program. There is also no application fee for Harvard Chan School, but a fee is required for the Centralized Application for Schools and Programs of Public Health (SOPHAS) application.

Applicants who already possess the MPH degree will apply to the Mid-Career MPA program at the Harvard Kennedy School. Acceptance to this full-time fellowship is contingent upon admission to the Mid-Career MPA Program at the Harvard Kennedy School (HKS). Applications to both the Fellowship program and HKS are therefore required. All HKS applications will be reviewed and considered by the HKS Admissions Committee. However, candidates not accepted to the Fellowship are still eligible for admissions to Harvard Kennedy School. Specific eligibility requirements for the Mid-Career MPA program can be found at: <https://www.hks.harvard.edu/education/masters-programs/mid-career-master-public-administration/what-we-look>. Please note there is no fee for application to the Fellowship program, but a fee of \$100.00 is required for the HKS application.

Deadlines:

Fellowship Deadline: December 1, 2018

SOPHAS Deadline: December 1, 2018

Harvard Kennedy School Deadline: December 3, 2018

If you have any questions, please call our office at 617-432-2922, email at mfdp_cff@hms.harvard.edu or fax 617-432-3834. Best wishes as you plan for graduate study.

Sincerely,

Joan Y. Reede, MD, MPH, MS, MBA

Director, The Commonwealth Fund Fellowship in Minority Health Policy at Harvard University

Professor of Medicine, Dean for Diversity and Community Partnership

Harvard Medical School



Application Instructions: **The Commonwealth Fund Fellowship in Minority Health Policy at Harvard University**

Note: The online application is hosted by the Commonwealth Fund, and available at commonwealthfund.force.com. Detailed instructions for completing the online application, including information on registering in the online application system, are available here: https://mfdp.med.harvard.edu/cff/sites/default/files/files/form/2019-2020/CFE_OnlineApplicationGuide.pdf.

Application to The Commonwealth Fund Fellowship program: Applicants are evaluated on their potential for future leadership as demonstrated by their academic history, extracurricular activities, depth and quality of experience, employment history, and recommendations. The online fellowship application consists of the following:

Application and Essay Questions. The online application consists of short answer biographical questions as well as essay questions. There are five essay questions for both Harvard Chan School applicants and Harvard Kennedy School applicants. The sixth essay question is for Harvard Kennedy School applicants only.

Recommendations are part of the online application. Three recommendations are required by the Fellowship program. These recommendations should come from individuals who know the applicant and their work, as they provide an opportunity for the Committee to obtain additional information on the applicant's abilities. Applicants who are currently working full-time must obtain at least one of the three recommendations from a current or previous employer, one of whom must have supervised their work. A minimum of one academic reference is desirable. All recommendations must be in English. Applicants must provide each recommender's name, title, institution and email address.

Since the deadline for completed recommendations is December 1, 2018, applicants should generate their requests to recommenders in advance to give recommenders sufficient time to complete the recommendation. Applicants may want to reach out to recommenders informally before the request is sent to give them a "heads up" and to assure the recommender is willing to provide a recommendation.

An automatic email request is sent to the three recommenders listed in the online application, when an applicant specifies she or he is ready, using the appropriate field in the online application. The email will contain the recommendation form as an attachment.

The applicant will not be copied on these emails for confidentiality purposes, but may view a sample reference form sent to their recommenders here:

https://mfdp.med.harvard.edu/cff/sites/default/files/files/form/2019-2020/CFE_CHAN_SampleRecommendationForm.pdf

https://mfdp.med.harvard.edu/cff/sites/default/files/files/form/2019-2020/CFE_HKS_SampleRecommendationForm.pdf

An application is not considered complete and will not be reviewed until all three recommendations have been received. You will receive a notification if you are missing recommendation letters from your application on December 1, 2018. We encourage you to coordinate with your recommenders well in advance of the December 1, 2018 deadline.

Release Authorization Form is part of the online application and must be electronically signed by the applicant. By signing the Release Authorization included with the program application, all materials submitted to the Admissions Office of the Harvard Chan School or the Admissions Office of the Harvard Kennedy School and the Fellowship office will be shared between these two programs. The release authorization form is available for download. You may download, edit, and sign the form within Adobe Reader or you can print, sign, and scan the form. Completed Forms must be saved and attached to your online application.

https://mfdp.med.harvard.edu/cff/sites/default/files/files/form/2019-2020/Application_Release_Form.pdf



Application Instructions:
Harvard T.H. Chan School of Public Health

Application to the Harvard T.H. Chan School of Public Health: Please note that the application to the Harvard T.H. Chan School of Public Health is only available on-line through SOPHAS at www.sophas.org. For instructions on how to apply to the Harvard Chan School, please visit their website at: hsph.me/app

Financial Aid Form: The Fellowship **requires** all applicants to apply for Harvard Chan School financial aid when making application to the Harvard Chan School. The financial aid application includes two parts and they should both be completed at the same time. The reason the financial aid application is mandatory is twofold. First, by applying for financial aid, an applicant automatically becomes eligible to be considered for a myriad of possible scholarships. Secondly, if the applicant is accepted by the Harvard Chan School, and not chosen for the fellowship, they may still choose to enroll in the MPH program. At that time, it would be too late to apply for financial aid. Please visit the financial aid website for further details. <http://www.hsph.harvard.edu/admissions/financial-aid/> Please note: The FAFSA form can now be filled out as early as October 1, 2018. The deadline for submitting the financial aid application is **no later than January 31, 2019**.

Link to the Commonwealth Fund Fellowship in Minority Health Policy at Harvard University on-line application:
commonwealthfund.force.com

Harvard T.H. Chan School of Public Health Instructions on SOPHAS on-line Application:

When navigating the on-line SOPHAS application, please choose the following:

- Institution: Select Harvard T.H. Chan School of Public Health and click “search”
- Degree: Select MPH 45-credits
- Program Type: Select Health Policy and Management
- Show Available Programs: Choose either Health Management or Health Policy Field of Study

Harvard Chan School Application Deadline: December 1, 2018

Links to the Harvard Chan School Application:

SOPHAS <https://sophas.org/>

Harvard Chan School Financial Aid form:

Please Note: The following materials should be sent directly to SOPHAS:

- Standardized test scores and official undergraduate, medical, and graduate transcripts



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Application Instructions: Harvard Kennedy School

Application to the Harvard Kennedy School: The application to the Harvard Kennedy School is available on-line at <https://www.hks.harvard.edu/admissions-aid/masters-program-admissions/how-apply>

Financial Aid Form: The Fellowship office **requires** you to apply for financial aid when you make your application to the HKS. The reason for this is twofold. First, by applying for financial aid, an applicant automatically becomes eligible to be considered for a myriad of possible scholarships. Secondly, if you get accepted into the HKS, and are not chosen for the fellowship, you may still choose to enroll in the MPA program. At that time, it would be too late to apply for financial aid. Please note: The financial aid application deadline is Monday, February 4, 2019. Please visit the financial aid website for further details: <https://www.hks.harvard.edu/admissions-aid/funding-your-education/funding-your-masters-education>

Application Fee: There is no fee for application to the Fellowship program, but a fee of \$100.00 is required for the HKS application. This check should be mailed directly to the HKS, following on-line instructions.

Harvard Kennedy School Application Deadline: December 3, 2018

Link to the Harvard Kennedy School Application:

<https://www.hks.harvard.edu/admissions-aid/masters-program-admissions/how-apply>

Link to Harvard Kennedy School Financial Aid form:

<https://www.hks.harvard.edu/admissions-aid/funding-your-education/funding-your-masters-education>

Please Note: The following materials should be sent directly to Harvard Kennedy School Admissions:

- Standardized test scores and official undergraduate, medical, and graduate transcripts



Application Checklist:

For all CFF Applicants:

The following materials must be completed by using the on line link commonwealthfund.force.com

- Fellowship application form
- Resume or curriculum vitae
- Five (5) essay questions for MPH program
- Six (6) essay questions for MPA program
- Release authorization form
- Three (3) recommendations

For Applicants Applying to the Harvard Chan School:

The following materials must be completed for the Harvard Chan School Application:

- SOPHAS Application <http://www.sophas.org>
 - o Recommendations are submitted electronically
- Harvard Chan School Financial Aid Application

Please follow application instructions listed at hsph.me/app

The following materials should be sent directly to SOPHAS:

SOPHAS
P.O. Box 9111
Watertown, MA 02471

- Standardized test scores
- Official undergraduate, medical, and graduate transcripts
 - o It is recommended that you have a set of transcripts sent to yourself as you will need them to accurately fill out the SOPHAS form
- Application fee

For Applicants Applying to the Harvard Kennedy School:

The following materials must be completed for the Harvard Kennedy School Mid-Career MPA program application:

- Harvard Kennedy School Application

The following materials should be mailed directly to the HKS Admissions Office at:

Office of Admissions
Harvard Kennedy School
79 John F. Kennedy Street
Box 93
Cambridge, MA 02138

- Standardized test scores
- Official undergraduate, medical, and graduate transcripts
- Financial Aid Form
- Application fee of \$100