



Advanced Management Development Program in Real Estate (AMDP)

INSTRUCTIONS FOR COMPLETING THE AMDP APPLICATION

Please read the following instructions carefully BEFORE you begin your application.

All communication you receive from the Executive Education department will be via email. Please add *execed@gsd.harvard.edu* to your email address book so that your email client recognizes this email traffic and does not direct it to your SPAM file. **The email address you provide in the application should be one you check frequently.**

Harvard Graduate School of Design Executive Education uses email as the primary method of identification for applicants. **Please DO NOT use an email address that has been used by another applicant or that does not belong to you.**

Candidates are encouraged to apply early. A completed application package must include all of the required materials listed below. Supplemental materials beyond those listed below are unnecessary in support of your application.

There are six components to the AMDP application:

1. Please submit your full name, contact information, and industry
2. Completion of six short answer questions
3. Current CV or resume
4. 2 Letters of Recommendation
5. Please respond to general information questions, e.g., how you learned about the program, etc.
6. \$75.00 non-refundable application processing fee

The AMDP Admissions Committee will not review partial applications.

If accepted to the program:

1. As a component of the AMDP, the Team Project provides participant teams the opportunity to prepare development plans for a real-world site. In order to explore the development program without disrupting plans and processes in the host city, the AMDP has committed to protect the confidentiality of the Project Sites. Prior to commencement of the AMDP, participants are required to enter into a confidentiality agreement protecting the identity of the Project Site.
2. We ask accepted participants to submit a photo (headshot), short bio (200 words), and their birth date for the purposes of creating a Harvard profile/ID.

Suggestions on preparing for and completing the AMDP application

Step #1 Prepare Short Answer Questions

Prepare your answers to the following questions before you begin the online application. Answer each question thoroughly and copy/paste your answer into the online form. Each question has a 1,000 character limit.

- a. In your current position, what are your primary responsibilities, and what do you find most challenging?
- b. What main activities in your previous experience have led you to your current position?
- c. Do you have an ownership interest in your company? Please explain and describe your actions as acting principal or key participant in recent real estate transactions.
- d. Have you ever been personally obligated for significant project liabilities? If so, please briefly describe those commitments.
- e. Briefly describe your leadership activities in your community, industry, or nonprofit organization.
- f. In one paragraph, please explain what you expect to gain from this educational opportunity.

Step #2 Collect Letters of Recommendation

Please provide two letters of recommendation: One letter should be from a chief executive of your organization. (If you are self-employed, this letter should be from a chief executive of another organization who is familiar with your accomplishments.) The second letter should be from another professional associate or community leader.

Step #3 Update Your Curriculum Vitae or Resume

Please update your CV in preparation to submit your application.

Step #4 Access the AMDP Online Application at <http://exced.gsd.harvard.edu/amdp>

1. Submit your name, contact information, etc.
2. Copy and paste your answers into the appropriate spaces for the six short answer questions
3. Upload your current CV or resume
4. Upload your two letters of recommendation
5. Respond to general information questions

Step #5 Pay \$75 Non-refundable Application Fee

Review your application information. Follow instructions to pay the application fee. You will receive a confirmation email upon receipt of the application fee.

Please remember to save and continue at each stage. This will save your information allowing you to exit and re-enter to complete the application at a later date. **Please note that the AMDP Admissions Committee only reviews fully completed applications.**

If you have any questions about the application process, please call the Executive Education Office at 617.384.7214. Thank you for your interest in the AMDP at Harvard's Graduate School of Design.