



COMMONWEALTH OF MASSACHUSETTS

# Governor Robert F. Bradford Fellowship Program

## Frequently Asked Questions

### Q1: What are the selection criteria for the Harvard-Bradford Fellowship Program?

To be considered for a Bradford Fellowship, a manager must:

- Be a college graduate
- Have taken the GRE (or GMAT) within the last five years; or schedule a date to take the test by calling 800-473-2255
- Be accepted for admission by Harvard University, John F. Kennedy School of Government, for its Mid-Career MPA Program
- Upon application, occupy a full time position, be paid from the AA subsidiary, have at least twelve (12) months of full-time service with the Commonwealth, be in an active status, classified as management at levels MV - MXII within the Executive Branch, or be a member of the Massachusetts State Police Department classified as a Lieutenant or above. Contract employees, non-management employees or employees classified below Lieutenant or MV who occupy a qualifying position in an "acting" capacity are not eligible
- Possess at least seven years of professional work experience in federal, state, municipal or county government, including time spent as a consultant or volunteer working for a public or private non-profit organization; or as a manager in a private non-profit organization
- Be recommended by the appointing authority and supervisor
- Be willing to sign an agreement to serve in Massachusetts State Government in the Commonwealth in the same or higher level management grade for a minimum of two years following graduation, or to repay the salary received while attending the program if one defaults on this agreement. This repayment provision will not apply if the individual is not offered a position at the same or higher-level management grade
- Not have applied for the Bradford Fellowship more than 3 times

### Q2: I will not be able to make the information session for the Mid-Career information session. Will there be another information session offered?

The Harvard Kennedy School offers one information session specifically for the Bradford Fellowship prospective applicants per year. Note there are at least three Open Houses along with various recruiting events during the Fall months for the general public. Prospective applicants are welcome to stop in the Admissions Office to discuss the program, at any time.

### Q3: The fellowship application indicates an exception from the GRE/GMAT requirement for the mid-career MPA program. Is that correct? I took the LSAT. Do you still need to take the GRE/GMAT?

The GRE/GMAT is required for the HKS MPA program. The LSAT is not accepted unless you are applying for a joint/concurrent degree program with Harvard Law School.

**Q4: Is it possible to sit in on a class or meet with students/alums to learn more about the program?**

Yes. An admissions Officer can direct you regarding sitting in on a class, meeting students/alums and speaking with the program director. You are welcome to attend the Commonwealth's *Ask An Alum* event in October. Also, there will be an opportunity to visit classes and meet current students during any of the Open Houses held at HKS <http://www.hks.harvard.edu/degrees/admissions/fall-open-houses>

**Q5: I have worked for the Commonwealth across multiple secretariats, in a number of positions for over 7 years. Do all my years working for the State count towards the seven year requirement?**

Yes, you are eligible. Years of service are validated through the HR/CMS system, the Commonwealth's system of record employee data.

**Q6: Is it possible to submit the Commonwealth's Harvard Bradford Fellowship application, at any time before the due date?**

Yes. The completed application form, with all requested signatures, must be submitted to by the due date and time. No deadline extensions will be granted.

**Q7: Can the Commonwealth's Harvard Bradford Fellowship application be submitted electronically?**

No. The original application including all of the required signatures must be returned by the due date as specified in the application. Copies will not be accepted. Faxed applications will not be accepted.

**Q8: Who is excluded from participating in the Harvard-Bradford Fellowship Program? Why?**

Excluded from participation are employees: appointed directly by the Governor; whose salary, by statutory requirement, is set by the Governor; in public institutions of Higher Education; in the Office of the Governor, Lieutenant Governor, Secretary of State, State Auditor, Attorney General and State Treasurer; in county government organizations; in the Legislative and Judicial branches; within Massachusetts public authorities or other quasi-public agencies. In addition, contract employees, non-management employees or employees classified below Lieutenant or MV who occupy a qualifying position in an "acting" capacity are not eligible. The Harvard-Bradford Fellowship was designed and designated for Executive Branch managers and members of the Massachusetts State Police Department classified as a Lieutenant or above who have a shown commitment to public service and who have demonstrated leadership potential.

The terms of the fellowship are very specific per the donor preference and eligibility criteria must be followed.

**Q9: I have a graduate degree. Can I still apply for the Harvard-Bradford Fellowship Program?**

Yes. Applicants who have a graduate degree must specifically address what an MPA would offer them that their current graduate degree does not, in reaching their management career goals.

**Q10: Do I have to complete the Harvard Kennedy School admission application and the Harvard-Bradford Fellowship Program application?**

Yes. Prospective candidates must complete and submit an application for admission directly to the Admissions Office at the Harvard Kennedy School by the stated deadline. Separately, the completed Harvard Bradford Fellowship Program application must be submitted with all requested signatures, by the state due date. No deadline extensions will be granted for either application.

**Q11: If I am not successful in receiving the Bradford Fellowship, may I defer my admission offer and apply again for the Bradford Fellowship in the next year?**

You may apply for the Bradford Fellowship for a total of 3 times. Deferral of admission offer requests are considered by the HKS Office of Admissions on a case by case basis. You should submit your request and explanation for the deferral to the HKS Office of Admissions.