WILLIAM J. PERRY CENTER FOR HEMISPHERIC DEFENSE STUDIES
INSTRUCTIONS FOR THE ONLINE APPLICATION FORM
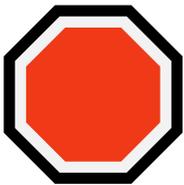
HUMANITARIAN ASSISTANCE / DISASTER RELIEF (ENGLISH)
(HADR-E 2021)

Application Period: 25 January – 24 February, 2021   **Course Dates:** 11 – 13 May 2021

WHO CAN USE THIS FORM TO APPLY

- Civilians (government and non-government)
- Retired military
- Non-military police
- Active duty military who live in the Washington, DC metropolitan area.

WE WILL NOT ACCEPT APPLICATIONS DIRECTLY FROM ACTIVE DUTY MILITARY PERSONNEL WHO LIVE OUTSIDE OF WASHINGTON, DC. THOSE INDIVIDUALS MUST CONTACT THE OFFICE OF MILITARY COOPERATION (MILGROUP) AT THE UNITED STATES EMBASSY IN THEIR COUNTRY TO APPLY.

For specific information, please contact our registrar's office at chdsregistrar@ndu.edu

❶ Please follow all of the instructions on these pages, as well as those located online on our web page at **http://williamjperrycenter.org/academics**, which contains additional information not found on this here, including the Academic Integrity and Non-Attribution statement, which you agree to abide by if selected for the course.

❷ **Once you begin filling out the online application form, you will have to submit it in the same session. You will not be able to save your progress and return to it later.**

The application process includes answering some essay questions, located on the online form. The questions specific to this course are listed in section 6. Before loading the application form, you might wish to review the essay questions beforehand and write your responses separately. The online application form will let you copy and paste text into the appropriate text boxes.

❸ The application form is located at the following URL:

https://www.dscarc.org/default?regcenterid=11&eventid=57161&reltype=12479

Please keep in mind that the Perry Center shares this application system with other regional centers; therefore the form is initially presented to you in English. In the upper left-hand side of the page, there is a drop-down menu for automatic translation into various languages. This is designed to help you better understand the application form, but please keep in mind that machine translation is not perfect.

After you complete the online application form and have received your confirmation number, please send the following document to **chdsregistrar@ndu.edu**:

- Professional Experience Form (available for download on the course description page)

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When you send your documents via e-mail, the subject line must contain your last name, country, course, and confirmation code provided to you by the system. *Failure to provide this information with your documentation may result in delays processing your application.*
Example: **SMITH – JAMAICA – HADR-E 2021 – QPLFHNJ1234**.

Please ensure that the combined total file size of your attachments does not exceed 8 MB. We will not grant deadline extensions due to messages being rejected by our e-mail server.

Applications will not be considered complete until the Perry Center receives all of the required documents (Online application form, Professional Experience Form)

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Upon submitting an application, you certify that you:
- Have read the general course description, candidate profile, and the application instructions on this document and web site.
- Understand these instructions and agree to abide by the National Defense University's Academic Integrity Policy.
- Understand that all courses are subject to availability of funds.
- Meet the language requirements for this course, and (if selected to participate or placed on the waiting list) will take an English reading comprehension exam (if asked).
- All information you have provided is accurate.

All applicants will receive notification via e-mail approximately ten weeks before the start of the course if they have 1) been selected, 2) have been placed on the waiting list, or 3) have not been selected.

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ESSAY QUESTIONS
1. Please describe the current role(s) and responsibilities you have at your job; your organization's mission in relation to security and/or defense. (300 word max.)
2. How will attending this course benefit you (in your current or future position) or your organization? (300 word max.)