

# WILLIAM J. PERRY CENTER FOR HEMISPHERIC DEFENSE STUDIES



## INSTRUCTIONS FOR THE ONLINE APPLICATION FORM

### STRATEGY AND DEFENSE POLICY (SDP 2019)

Application Period: April 11 - June 10, 2019

Online Phase: September 09 - October 04, 2019

Residential Phase: October 21 - November 01, 2019

**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.**

Only civilians, non-military police, retired members of the military, and active duty personnel who live in the Washington, DC metropolitan area may use the online form to apply for the course. For specific information, please contact our registrar's office at [chdsregistrar@ndu.edu](mailto:chdsregistrar@ndu.edu)



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*In accordance with Department of Defense policy, citizens of countries with designated income levels established by the World Bank are not eligible for scholarships. At this time, this restriction applies to the following Western Hemisphere nations: Antigua and Barbuda, Argentina, Bahamas, Barbados, Canada, Chile, Panama, St. Kitts and Nevis, Trinidad and Tobago, and Uruguay. Citizens of these countries may still apply to courses, but in a self-funded status. Should this situation change, we will update our web site and notify our alumni networks.*

*Self-funded candidates must meet all eligibility standards and comply with all application requirements, including application deadlines, as well as being able to cover the expenses of their own travel, lodging, meals, and incidentals.*

*In the event of a policy change, we will update our web site and inform our alumni network.*

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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.

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**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.

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The application form is located at the following URL:

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<https://www.dscarc.org/default?regcenterid=11&eventid=54512&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.

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After you complete the online application form and have received your confirmation number, please send the following documents to [chdsregistrar@ndu.edu](mailto:chdsregistrar@ndu.edu) within five business days after having completed the application:

- Curriculum Vitae / résumé (4 page max)
- Two letters of recommendation, one of which must come from your supervisor. If you do not have a supervisor because you work independently, that letter may come from a third party.

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When you send your documents via e-mail, the subject line must contain your course, country, last name, and the confirmation code provided to you by the system. Example: *SDP 2019 - JAMAICA - SMITH - QPLFHNJ1234*

Acceptable file formats for your attachments are: DOC, DOCX, PDF, JPG, GIF, BMP, TIFF, and TXT. 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 (application form, CV, letters of recommendation, etc.).**

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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 that this includes an online phase of approximately four weeks before the residential phase begins in Washington, DC. You will actively participate in all of the online sessions and promptly complete assigned homework. Successful completion of the online phase is required to attend the residential portion of this course.
- 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.
- All information you have provided is accurate and truthful.

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**All applicants will receive notification via e-mail approximately ten weeks before the start of the residential phase 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.)
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