Leadership in Law Firms
Harvard Law School Executive Education

Application for Admission

Every applicant to the program must submit the following:
1. An individual application form
2. A sponsorship form

Letter of Recommendation
If the applicant currently holds a management position (managing partner, senior partner, chairman, chief executive officer, chief operating officer, executive director, executive committee member, office head, practice head, sector head), he or she does not need to submit a letter of recommendation.

If the applicant does not currently hold a management position in the firm, the applicant must provide a letter of recommendation from the managing partner, chief executive, or member of the executive committee of the firm. The letter of recommendation should contain the following information.

☐ An explanation of the applicant’s anticipated management role in the firm
☐ The firm’s objectives and goals relating to the applicant’s participation in the program

Language Proficiency
Proficiency in spoken and written English is required for participation in Harvard Law School Executive Education programs.

Program Fee
The program fee is $15,000, payable by the firm, not the applicant. It covers tuition, course materials, accommodation, and most meals. Payment is due within 30 days of the invoice date. If admission is less than 30 days from the start of the program, payment is due upon receipt of the invoice.

Cancellations or Deferrals
Participant who are unable to attend the program have three options: cancellation, substitution or deferral. Cancellations must be submitted in writing up to 30 days prior to the program to receive a full refund.

Due to program demand and the volume of preprogram preparations, cancellations received less than 30 days from the start of the program are subject to full payment.

Requests to send a substitute to attend the designated program must be submitted in writing up to 3 days prior to the program. A Substitute must submit her/his admissions forms and subject to the approval of the Harvard Law School Admissions Committee, the registration fee will be transferred from the registered participant to the substitute without penalty.

Requests for a deferral must be submitted in writing up to 3 days prior to the program to be granted; if granted a deferral fee of $500 will be assessed. Deferrals are only granted once to the next program date (i.e. If an attendee is accepted to the May program, they may defer to the next following September program). Once a deferral has been granted, cancellations are subject to full payment regardless of when notice is received.

Please return this application form and typed responses to the questions:

By mail to: Admissions Committee Executive Education Harvard Law School Pound Hall, Room 205 1563 Massachusetts Avenue Cambridge, MA 02138
By email to: Karen Travelo ktravelo@law.harvard.edu
By fax to: Admissions Committee Executive Education Harvard Law School +1-617-496-4255

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Leadership in Law Firms
Harvard Law School Executive Education

Application for Admission

Please specify preferred session date:
- [ ] I do not have a preference
- [ ] May 15-20, 2016
- [ ] September 20-September 25, 2016

General Information

Participant

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Suffix: Jr. / III. / Esq.</td>
</tr>
<tr>
<td>Nickname/Familiar Name for Badge:</td>
<td>Salutation: Dr. / Mr. / Ms.</td>
</tr>
</tbody>
</table>

Country of Citizenship: Date of Birth:

Contact Information

Office

<table>
<thead>
<tr>
<th>Title(s) or Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name:</td>
</tr>
<tr>
<td>Office Address 1:</td>
</tr>
<tr>
<td>Office Address 2:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Postal/Zip Code:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Telephone:</td>
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</tbody>
</table>

Assistant

<table>
<thead>
<tr>
<th>Assistant Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Email:</td>
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<tr>
<td>Assistant Telephone:</td>
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</tbody>
</table>

Emergency

<table>
<thead>
<tr>
<th>Emergency Contact:</th>
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</thead>
<tbody>
<tr>
<td>Relationship to You:</td>
</tr>
<tr>
<td>Emergency Telephone:</td>
</tr>
</tbody>
</table>
Work Experience

Please give us your most recent two or three positions including your current role. (Most recent first)

Firm Name (Current):

Title:

Start Date:

Firm/Company Name:

Title:

Start Date: End Date:

Firm/Company Name:

Title:

Start Date: End Date:

Total Years of Experience:

Education

Undergraduate University:

Undergraduate Degree: Year of Graduation:

Law/Graduate School:

Law/Graduate Degree: Year of Graduation

Other Education

Other Harvard Law School Executive Education Experience:

Additional Information

Firm website:

Number of fee earners in firm:

Number of equity partners in firm:

Number of reporting levels above you, up to and including the chief executive/managing partner:

Number of offices worldwide:

Firm’s head office location:

Please attach brief, typed responses to the following questions. (100 words or less per question)

1. Please describe your firm.
2. Please list the key opportunities and formidable challenges facing your firm.
3. Please describe your current responsibilities.
4. Please explain your goals and objectives briefly as they relate to attending this program.
**Source Information**

How did you hear about this program?

- [ ] HLS Executive Education Website
- [ ] Faculty
- [ ] Brochure
- [ ] Information Session
- [ ] Program Alumnus/a
- [ ] Human Resources or Professional Development Director
- [ ] Other ___________________________________________

**Signature:** ____________________________________________

**Date:** __________________

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