



*National Defense University
Eisenhower School for National Security
& Resource Strategy (NDU-ES)*



Application Package Checklist For Private Sector Fellows

NDU REGISTRAR'S OFFICE CONTACT INFORMATION

Fax Number: (202) 685-4810

Email: University-Registrar@ndu.edu

Each student nomination package must include the following items:

- NDU Privacy Act Statement
(provided in this pdf document)
- NDU/ES Private Sector Fellow Nomination Form
(provided in this pdf document)
- Security Clearance Information Form
(provided in this pdf document)
- Student Worldwide Travel Form
(provided in this pdf document)
- Education Release Form
(provided in this pdf document)
- Private Sector Agreement Form
(provided in this pdf document)

- Statement of Purpose
(1/2 page addressing why you wish to attend National Defense University)
- One official transcript
(highest degree earned, request school email to University-Registrar@ndu.edu)
- One-page student résumé
(include education and career history)
- 2 Letters of Recommendation
(1/2 page each, written by company manager or Executive)
- Memorandum of Agreement
(provided as a separate pdf document)



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Privacy Act Statement

- **AUTHORITY:** 10 U.S.C. 2165 (National Defense University: Component Institutions), 10 U.S.C. 2163 (Degree Granting Authority for National Defense University). E.O. 9397, as amended (SSN).
- **PURPOSE:** To confirm attendance eligibility, monitor student progress, produce records of grades and achievements, prepare assignment rosters, and to render management and statistical summaries and reports at the National Defense University for active military, Reserve, National Guard, DoD and other Federal and state civilian, international military and civilian fellow, contractor, and private industry students attached to the National Defense University.
- **DISCLOSURE:** Disclosure of requested information is voluntary. However, failure to provide the requested information may result in the denial of entrance and/or access to the NDU. Failure to furnish the requested information may delay or prevent action on your application.

Fellow:

(Name)

(Title)

(Signature)

(Date)



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Private Sector Fellow Nomination Form

DEADLINES: April 15th Fall Semester, September 15th Spring Semester)

Instructions:

- Form with **all** applicable fields completed **must** accompany every nomination package.
- Complete this form with **all** applicable information and send completed package to the University Registrar's Office via email (PDF File), fax or mail using the contact information below.
- Please do not include additional documentation in package. Incomplete or partial submissions will not be processed.

Name: _____
 (Title) (Last Name) (First Name) (Middle Name or "NMN")

Job Title: _____ **Company:** _____

Program: National Security Strategy Certificate, National Resource Strategy Certificate,
 (Check One) Fall Semester (5 months) Spring Semester (5 months)
 Master of Science, National Resource Strategy, Fall and Spring Semesters (10 months)

Company Mailing Address: _____

 City State ZIP Code

Work Phone Number: _____ **Home Phone Number:** _____

Primary E-mail: _____
 (Primary email address is the one you will have access to until you arrive NDU.)

Highest Degree Earned (Check one):
 Bachelor Degree Master Degree Doctorate

Please include official transcript from the institution where your highest degree was earned (electronic copy for application - raised seal version on arrival).

(Note: A Bachelor's degree from an accredited college or university is the minimum educational credential required to attend NDU-ES.)

I certify that I have read this application and instructions, and that, to the best of my knowledge, the information provided is correct and complete. I understand that if it is found to be otherwise, my application is invalid, or in the event that I am enrolled, I will be subject to dismissal from the National Defense University. I have also reviewed the program selected and agree to complete this program if selected.

 (Nominee Signature) (Date)

Nominated by: (To be completed by Company Representative):

 (Print name) (Title) (Office Phone Number)

 (Signature) (Date)

Email: University-Registrar@ndu.edu	The National Defense University University Registrar's Office 300 5th Avenue Washington, DC 20319-5066	FAX: (202) 685-3920
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Private Sector Fellow Security Information

(Please have your security organization provide this information)

Prospective Fellow:

(Title) (Last Name) (First Name) (Middle Name or "NMN")

Having a DoD security clearance is not required for admission to the Eisenhower School. Because of the time required to conduct investigations, if the prospective fellow does not already have a clearance, initiating one is not recommended. Fellows without a security clearance can still receive the full Eisenhower experience, although there may be some elective and Industry Study choices that aren't available. Sponsoring companies are responsible for any investigations/clearances for their employees. NDU-ES will not make arrangements for investigations.

Security Clearance: Yes No

If yes, then please provide level, adjudication authority and date granted:

Level: _____ Adjudication Auth.: _____ Date: _____

National Agency Check - Inquiries (NACI). At a minimum a NACI is required for access to DoD IT networks. If the prospective fellow requires a NACI, additional direction will be provided with the admissions acceptance package.

NACI: Yes No

Company Security Representative:

(Name) (Title)

(Phone)

(Signature) (Date)



National Defense University (NDU)
Student Worldwide Travel Form
(Please complete for each student nominated)

Core curriculum travel is rigorous and includes local, domestic and international travel to industrial complexes such as factories, power plants, rail and shipyards, depots, oil drilling platforms and refineries, etc. Field studies undertaken include battlefield trips. Student candidates must be able to participate in worldwide travel as a condition for admission.

This statement certifies that the student candidate is worldwide travel qualified.

Agency Representative: _____
(Print name) (Phone number)

Nominee: _____
(Print name)

(Signature) (Date)



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National Defense University (NDU)
Educational Records Release Authorization

Name:

(Title: Dr., Ms., Mr.) (Last Name) (First Name) (Full Middle Name)

By signing this statement and enrolling in a course at the National Defense University, I acknowledge and agree that my education records, including copies of my transcripts and student evaluations, may be disclosed to the company named below for inclusion in official personnel records. No further release is authorized without my expressed written consent.

COMPANY: _____

SIGNATURE: _____

DATE _____

This release will remain in effect until I rescind in writing to NDU.



National Defense University (NDU)

Private Sector Agreement Form

(Completed form **must** be received with the Private Sector Fellow (Student) Nomination Package.)

Private Sector Firm Name: _____

Mailing Address: _____

(Mailing Address Line One)

(Mailing Address Line Two)

(Mailing Address Line Three)

This agreement, for the number of students identified, is with the following college:

College of
Information and
Cyberspace (CIC)

College of International
Security Affairs (CISA)

The Eisenhower School (ES)

Joint Forces Staff College (JFSC)

National War College
(NWC)

Number of Fellows (Students) sent by Firm:

(Submit student nomination packages based on this number of quotas)

For Academic Year (AY): _____

Quota Funding:

Estimated Funding for Individual Quota

Total Estimated Funding for Multiple Quotas

I agree to the terms discussed between the National Defense University (NDU) and my Private Sector Firm regarding acceptance of a Private Sector Fellow (student) quota for one of the individual colleges. These terms cover, but are not limited to, minimum student prerequisites, funding requirements, and student status. The firm and our student will complete the nomination package and ensure all academic prerequisites are met before applying. The firm understands that once our student(s) report(s) to their respective college (at NDU), while still being paid by us, will be in student status and unavailable to perform normal Private Sector Firm duties.

Private Sector Firm Representative: _____

(Print Name)

(Office/Duty Phone Number)

(Signature)

(Date)

Primary Email: _____

College Commandant/Chancellor: _____

(Print Name)

(Office/Duty Phone Number)

(Signature)

(Date)

Primary Email: _____