



# CENTER FOR HEMISPHERIC DEFENSE STUDIES

## Combating Transnational Organized Crime (CTOC)

September 10 – 21, 2012

### Application Instructions

This course is conducted in Spanish. However, advanced English-reading comprehension is also required, as the articles and texts are principally in English. For that reason, the instructions below are only available in English. Confirmation of English reading comprehension may be required before a confirming the selection of a candidate.

### Application Documents

**Note: Graduates of CHDS must wait one full year between courses. If you have attended another course during 2012, you are not eligible to apply.**

#### **A. Application Form (Mandatory)**

#### **B. Questionnaire/Personal statement (Mandatory)**

The second part of the application form is the questionnaire/personal statement. The questions and/or directions are contained with the form.

#### **C. Letters of Recommendations (Optional)**

Letters of recommendation are optional, but if submitted, must appear on letterhead paper and the signature must be visible. Supervisory or other relationships should be identified in the letter. A maximum of four letters may be submitted.

The individuals writing the recommendations should describe what they believe you will contribute to the course and the specific anticipated benefits to you and your organization resulting from your participation in this program. While letters are optional, every course has a large, qualified applicant pool. Thus, substantive letters that address the points stressed above will add value to an application.

NOTE: Letters of Recommendation for groups of people will not be considered.

#### **D. Curriculum Vitae and/or Resume (Mandatory)**

Submit a current Curriculum Vitae and/or Resume which includes your education history.

#### **E. Graduate Survey (Mandatory for CHDS graduates only)**

All graduates of a previous CHDS resident course must complete and submit the 37-question "Graduate Survey". This is not a requirement if you have not attended another resident course at CHDS.

#### **F. Other Documents**

Any other documents which may strengthen your application may be submitted up to a maximum of 10 pages. Do not submit books, magazines, CDs or other electronic media.

Application forms and required documents may be e-mailed to [chdsregistrar@ndu.edu](mailto:chdsregistrar@ndu.edu) or faxed to the CHDS Registrar at 1-202-478-2153,

All applications received in the Registrar's office will be acknowledged via e-mail. If receipt of your application has not been confirmed within 10 working days, please contact the Registrar's Office.