

Note to Cornell Professional Development Program Applicants

February 2011

*Our application form asks you to provide an acceptance letter.
Cornell PDP advises us their procedures for potential CHTAEF scholars will be as below – please be guided accordingly.*

Please apply for your PDP course through the Cornell website and then follow up immediately with an email to Shara Walden, PDP Manager, EXEC_ED_HOTEL@cornell.edu

Subject Line: CHTAEF Scholarship PDP Application

In the Message give your

- Name,
- Course you have applied for
- Course Dates
- State you are applying for a CHTAEF Scholarship and will not hear if you have been successful until May 25, 2011, at which time you will contact her again.
- If you need a visa certification letter, please ask for this

Ms. Walden will then email you a confirmation letter & invoice (visa certification letter if requested) which you will scan and add to your application. You will be registered for the course of your choice but payment will be made directly by CHTAEF IF you are successful.

If you are not successful, please email Ms. Walden before May 28, 2011 confirming that you wish to continue with the course and paying for it yourself OR politely asking if she would remove you from the course. **It is CRITICAL you get back to Ms. Walden by email no later than 28th May 2011.**