



The Paul H. Nitze School of Advanced International Studies
The Johns Hopkins University
Admissions Office
1740 Massachusetts Avenue, N.W.
Washington, D.C. 20036

SAIS Application Checklist

The SAIS Admissions Office strongly prefers that applicants submit online applications as early as possible before the appropriate deadlines. Additionally, applicants should gather and mail supporting hard copy credentials in one package to ensure that applications are complete and reviewed by the Admissions Committee. Individuals submitting incomplete applications will not be admitted to SAIS. All supplemental materials for M.A. applicants for the fall semester must arrive at the Admissions Office no later than January 15. February 1 is the deadline for Ph.D. applicants, and February 29 is the deadline for M.I.P.P. applicants for the fall semester. October 15 is the deadline for spring semester M.I.P.P. applications. Reapplicants choosing to reuse previously submitted materials must identify those materials. Please use this checklist as a guide to ensure that all required materials reach our office in a timely manner. Applicants who have taken SAIS classes through the Non-Degree program should request their SAIS transcripts from the SAIS Registrar.

APPLICATION FORM

- Application Form was submitted electronically via SAIS's online form.
- Application Form was not prepared online and is only included in hard copy with this mailing.

RÉSUMÉ

All applicants must submit copies of their résumé/curriculum vitae. Online applicants may submit these items electronically.

- Résumé/curriculum vitae.

ESSAYS

Applicants must submit copies of the essays required for application to their intended degree, in typed format, including applicant's name. Online applicants may submit these items electronically.

- Essay 1/Statement of Purpose (M.A., M.I.P.P. and Ph.D. applicants)—Applicants should discuss the professional, academic and personal experiences that have most contributed to their desire to study international relations, their specific interest in the intended area of focus at SAIS, and professional goals/objectives upon graduation. This essay should be no more than 600 words.
- Essay 2/Supplemental Essay (M.A. only)—Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.
- Essay 3/Statement of Funding (M.I.P.P. only)—M.I.P.P. candidates are not eligible for SAIS fellowships. Thus, M.I.P.P. applicants must submit a brief statement explaining how they plan to fund their M.I.P.P. study or whether the cost of their study will be sponsored. When available, official documentation from the sponsoring agency should be submitted with the application materials.
- Essay 4/Dissertation Topic (Ph.D. only)—Ph.D. applicants should describe their proposed dissertation topic, including research methods to be used and tentative plans for fieldwork abroad. The essay should indicate the SAIS faculty members with whom the applicant is likely to work, and the relation of the dissertation topic to their work. This essay should be no more than 600 words.
- Essay 5/Writing Sample (Ph.D. only)—Ph.D. applicants should submit a piece of analytical writing between 15 and 40 pages (double-spaced). The most useful sample is a research paper based on sources in the field of specialization to which the applicant has applied at SAIS, but a piece of analytical writing in another field is acceptable. The applicant must be the sole author.

TRANSCRIPTS

Applicants must submit official, sealed transcripts reflecting all university-level course work. **Transcripts from transfer or study abroad credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.** Transcripts in languages other than English must be accompanied by an official translation of the entire transcript and an explanation of the grading system of the university. Transcripts that have been opened will not be accepted as official.

Economics course work and grades described in the application form should be reflected on transcripts submitted. If the economics course work will be completed between the time of application and the time of enrollment at SAIS, transcripts must be submitted to the Admissions Office as soon as the courses are completed and before an applicant's first semester begins. Applicants who have taken economics courses not entitled "Intro/Principles of Microeconomics" or "Intro/Principles of Macroeconomics," and who wish to have these courses considered as equivalents, should include course descriptions and/or syllabi in conjunction with official transcripts.

If you have ever been suspended or expelled from an academic institution or failed a class for academic dishonesty, please include a brief explanation on a separate sheet of paper.

All transcripts (including applicable study abroad, transfer credits and translations) are included.

My institution will only mail my transcript directly to SAIS.

Transcript from _____, sent on (date) _____

Economics course descriptions and/or syllabi are included (only if not entitled "Intro/Principles of Microeconomics" or "Intro/Principles of Macroeconomics").

RECOMMENDATIONS

Recommendation forms are provided in the online application packet. Hard copies of the recommendation forms are available upon request from the Admissions Office. Users of hard copy forms should request that confidential recommendations be returned to them in sealed envelopes, which applicants should submit unopened to the Admissions Office. You may also ask that your sealed, confidential recommendations be sent directly to the Admissions Office. In cases where a university collects a dossier of recommendations for its alumni, it is permissible to have the institution forward recommendations directly to SAIS. Recommendations submitted through the online service are sent to SAIS Admissions electronically and should not be printed in hard copy by the recommender for submission by the applicant.

Reference no. 1 Included Will be submitted online My recommender _____
will only mail my recommendation directly to SAIS.

Reference no. 2 Included Will be submitted online My recommender _____
will only mail my recommendation directly to SAIS.

STANDARDIZED TEST SCORES

Official copies of standardized test score reports must be sent directly to our office by ETS. Photocopies of score reports may be submitted, but only official scores received from ETS will fulfill this requirement. Applicants should take the appropriate exam(s) and request that score reports be sent to SAIS by the respective application deadline. **The SAIS ETS code is 5610.** No department code is required. SAIS is unable to receive ETS score reports that have been submitted to other divisions of Johns Hopkins University. For information on test sites and dates visit **www.ets.org**.

If you have not yet taken a required test, indicate the dates that you are scheduled to take the exam. Otherwise, indicate the dates you have requested that ETS send SAIS:

the scores from my GRE exam, test date _____, score report requested on _____

the scores from my GMAT exam, test date _____, score report requested on _____

the scores from my TOEFL exam, test date _____, score report requested on _____

the scores from my IELTS exam, test date _____, score report requested on _____

FINANCIAL ASSISTANCE FORMS

Applicants who would like to be considered for financial assistance must submit the appropriate Application for Financial Assistance. Financial aid applications should be mailed directly to: SAIS Office of Financial Aid, 1740 Massachusetts Avenue, NW, Washington, DC 20036

APPLICATION FEE

\$90 for paper format applications. \$75 for online applications.

Check included

Paid online when application form was submitted electronically

Please visit the Frequently Asked Questions Web page at **www.sais-jhu.edu/admissions/faqs.html** for help in preparing your application to SAIS.