

The Johns Hopkins School of Advanced International Studies (SAIS) offers challenging graduate programs in the United States, Europe and Asia for the world's next generation of leaders. It is the only graduate institution with its own international relations programs on three continents – a distinct educational offering.

Candidates are able to apply using our online system. All materials, including statements of purpose and letters of recommendation, can be submitted online except for scores on standardized tests and academic transcripts. Applicants must submit official transcripts in sealed, letterhead envelopes or via secure electronic services (e.g., E-ScripSafe) and request all test scores be submitted directly to SAIS. In addition, candidates applying for financial aid may have to submit hard copies of supporting documents, depending on the campus to which they apply.

**All applications and supporting documentation become the confidential property of the SAIS Office of Admissions and cannot be returned.**

In order to submit a secure online application, visit <https://app.applyyourself.com/?id=saisjhu>.

To optimize your user experience with the online application, we encourage you to use Internet Explorer or disable your web browser's pop-up blocker.

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## MASTER OF ARTS (M.A.) APPLICATION INSTRUCTIONS

These instructions are for applicants to the SAIS M.A. program who are:

- U.S. citizens or permanent residents
- Non-U.S. citizens wishing to start in Washington, D.C.
- Non-U.S. citizens who are open to starting in either Washington, D.C. or at SAIS Europe (Bologna, Italy)

Non-U.S. citizens who wish to start their M.A. program at SAIS Europe should use the instructions for SAIS Europe.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the Washington, D.C. Admissions Office [via email](#) or call 202.663.5700.

**Please note:** *Applicants who wish to be considered for both the M.A. and M.I.E.F. programs will need to submit two applications; one for each program. Supporting documentation (transcripts & recommendations) only needs to be submitted once. Please note there are separate essays for the M.A. and M.I.E.F., which should be submitted with the corresponding application.*

*Students applying to both programs do NOT have to pay two application fees; the application fee should be paid as part of the M.A. application. When submitting the M.I.E.F. application, please indicate that you will be paying by check, and the SAIS Admissions Office will waive the fee for the M.I.E.F. application.*

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2015 Enrollment–Early Notification	November 15, 2014	December 30, 2014
Fall 2015 Enrollment–Regular Deadline	January 7, 2015	March 13, 2015
Financial Aid Application	February 15, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

Please note: For your application to be considered for Early Notification, please ensure that all supporting document (as listed in the application instructions) are received by the SAIS Admissions Office no later than November 15. If any supporting documents are received after November 15, the application will be reviewed during the Regular Deadline process.

## APPLICATION REQUIREMENTS

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All M.A. applicants must submit the following materials:

- Online Application***  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Application fee, \$85 USD***  
The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.

SAIS offers application fee waivers to participants or alumni affiliated with the following professional development programs: Pickering, PPIA, IIPP, McNair, Rangel, Teach for America, Teach for China, Fulbright (those currently on fellowship), and Peace Corps. To receive a fee waiver, submit official documentation confirming your participation in the appropriate program via email to [sais.dc.admissions@jhu.edu](mailto:sais.dc.admissions@jhu.edu). When submitting your online application, indicate you will pay by paper check. The SAIS Office of Admissions will waive the fee once the paperwork is received by our office and your application has been submitted. Unfortunately, we do not grant fee waivers for financial hardship.

- Résumé/CV***  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose***  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.
- Analytical Essay***  
Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.
- Official transcripts for all college-level course work***  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, D.C. 20036

□ ***Two (2) letters of recommendation***

All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

□ ***GRE or GMAT scores***

U.S. citizens or permanent residents who wish to study at SAIS Europe for their first year and any candidates who wish to study in Washington for both years have the option of applying to either campus and as such, will be required to take either the GRE or the GMAT. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

SAIS D.C. accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Interview (optional)***

Optional interviews are available for applicants to the M.A. program. To sign up for an M.A. interview, please do so via the [MySAIS](#) page.

Please note: Non-U.S. citizens open to starting in either Washington, D.C. or at SAIS Europe may be interviewed as part of the application process.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Application fee, \$85 USD***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.
- Optional Interview***

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “**MA**” as your degree of choice.
2. **Campus:** If you wish to study only in Washington, D.C., choose “**Washington**”; if you wish to start your studies at SAIS Europe, choose “**Bologna**”; if you wish to be considered for either campus, choose “**I am open to either campus for my 1st year.**”

Please note that offers of admission to SAIS are campus-specific. Admissions offers and financial aid are allocated separately for SAIS Europe and Washington. After admissions offers are made, requests for a change of campus are rarely granted, so choose your campus carefully.

3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World. When selecting your concentration and campus, please note: Applicants selecting concentrations requiring proficiency in one of the Asian languages, which are not offered at SAIS Europe, must obtain permission from the Asia Studies program to attend SAIS Europe.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between

you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.

2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant's resume.

### **Work Experience**

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Before starting their studies at SAIS, candidates for the M.A. must have earned the equivalent of a B- or higher in separate college-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long college level course in introductory economics covering both micro and macro will be considered minimally sufficient.

Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses that are not entitled "Intro/Principles of Microeconomics" or "Intro/Principles of Macroeconomics" but who believe their coursework to be equivalent should include detailed course descriptions and/or syllabi with their official transcripts.

Admitted candidates who have not satisfied the basic economics requirements can fulfill them during the summer before matriculation. SAIS offers an [online course](#) in basic microeconomics and macroeconomics to enable these candidates to meet the requirement. If an admitted candidate fails to meet the requirement before the start of regular classes, they cannot matriculate.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant's first semester.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.

**MASTER OF ARTS (M.A.)  
APPLICATION INSTRUCTIONS**  
*(FOR NON-US CITIZENS APPLYING TO SAIS EUROPE ONLY)*

These instructions are for **non-U.S. candidates** wishing to spend their first year of study towards the Master of Arts (M.A.) at **SAIS Europe** (Bologna, Italy).

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the SAIS Europe Admissions Office [via email](#) or call +39.051.29.17.838.

**DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2015 Enrollment–Early Notification	November 15, 2014	December 30, 2014
Fall 2015 Enrollment–Regular Deadline	January 7, 2015	March 13, 2015
Financial Aid Application	February 15, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

Please note: For your application to be considered for Early Notification, please ensure that all supporting document (as listed in the application instructions) are received by the SAIS Admissions Office no later than November 15. If any supporting documents are received after November 15, the application will be reviewed during the Regular Deadline process.

## APPLICATION REQUIREMENTS

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All M.A. applicants must submit the following materials:

- Online Application**  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Résumé/CV**  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose**  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.
- Analytical Essay**  
Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.
- Official transcripts for all college-level course work**  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, D.C. 20036  
United States

- Two (2) letters of recommendation**  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.
- GRE or GMAT scores (optional)**  
U.S. citizens or permanent residents who wish to study at SAIS Europe for their first year and any candidates who wish

to study in Washington for both years have the option of applying to either campus and as such, will be required to take either the GRE or the GMAT. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Non-native English speakers are required to submit an English-competency score.

At SAIS Europe, a native English speaker is a person who meets at least TWO of the following criteria:

- English is the main language of communication between you and one of your caregivers
- English is an official language in the community where you grew up (before high school)
- English is the language of instruction in the high school you attended

Students who have completed a full undergraduate degree program in English, in an English-speaking country, do not need to submit an English-competency score.

SAIS Europe accepts TOEFL, IELTS and the Cambridge Certificate of Proficiency in English. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper-based) or 7 on the IELTS is required for admission. If a candidate takes the Cambridge test, a passing grade is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org); for more information on the Cambridge Certificate, please visit [www.cambridge-efl.org.uk/index.html](http://www.cambridge-efl.org.uk/index.html). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Interview***

SAIS Europe interviews all M.A. candidates. Interviews may be conducted in person, on the phone, or via Skype.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “MA” as your degree of choice.
2. **Campus:** Please choose “Bologna.”

Please note that offers of admission to SAIS are campus-specific. Admissions offers and financial aid are allocated separately for SAIS Europe and Washington, D.C. After admissions offers are made, requests for a change of campus are rarely granted, so choose your campus carefully.

3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World. When selecting your concentration and campus, please note: Applicants selecting concentrations requiring proficiency in one of the Asian languages, which are not offered at SAIS Europe, must obtain permission from the Asia Studies program to attend SAIS Europe.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.

2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant's resume.

### **Work Experience**

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Before starting their studies at SAIS, candidates for the M.A. must have earned the equivalent of a B- or higher in separate college-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long college level course in introductory economics covering both micro and macro will be considered minimally sufficient.

Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses that are not entitled "Intro/Principles of Microeconomics" or "Intro/Principles of Macroeconomics" but who believe their coursework to be equivalent should include detailed course descriptions and/or syllabi with their official transcripts.

Admitted candidates who have not satisfied the basic economics requirements can fulfill them during the summer before matriculation. SAIS offers an [online course](#) in basic microeconomics and macroeconomics to enable these candidates to meet the requirement. If an admitted candidate fails to meet the requirement before the start of regular classes, they cannot matriculate.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant's first semester.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Interviews Supplemental**

SAIS Europe interviews all M.A. candidates. From the drop-down list, please select the venue that suits you. Interviews may be conducted on the phone or via Skype.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.

# MASTER OF ARTS IN INTERNATIONAL ECONOMICS AND FINANCE (M.I.E.F.)

## APPLICATION INSTRUCTIONS

These instructions are for applicants to the SAIS M.I.E.F. program.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the Washington, D.C. Admissions Office [via email](#) or call 202.663.5700.

**Please note:** *Applicants who wish to be considered for both the M.A. and M.I.E.F. programs will need to submit two applications; one for each program. Supporting documentation (transcripts & recommendations) only needs to be submitted once. Please note there are separate essays for the M.A. and M.I.E.F., which should be submitted with the corresponding application.*

*Students applying to both programs do NOT have to pay two application fees; the application fee should be paid as part of the M.A. application. When submitting the M.I.E.F. application, please indicate that you will be paying by check, and the SAIS Admissions Office will waive the fee for the M.I.E.F. application.*

### DATES AND DEADLINES

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Enrollment Option	Application Deadline	Notification Date
Summer 2015 Enrollment–Regular Deadline	January 7, 2015	March 13, 2015
Financial Aid Application	February 15, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

## APPLICATION REQUIREMENTS

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All M.I.E.F. applicants must submit the following materials:

- Online Application***  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Application fee, \$85 USD***  
The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.

SAIS offers application fee waivers to participants or alumni affiliated with the following professional development programs: Pickering, PPIA, IIPP, McNair, Rangel, Teach for America, Teach for China, Fulbright (those currently on fellowship), and Peace Corps. To receive a fee waiver, submit official documentation confirming your participation in the appropriate program via email to [sais.dc.admissions@jhu.edu](mailto:sais.dc.admissions@jhu.edu). When submitting your online application, indicate you will pay by paper check. The SAIS Office of Admissions will waive the fee once the paperwork is received by our office and your application has been submitted. Unfortunately, we do not grant fee waivers for financial hardship.

- Résumé/CV***  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose***  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international economics? How will this SAIS program serve to meet your academic and professional goals? This essay should be 500 words in length.
- Official transcripts for all college-level course work***  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, D.C. 20036

- Two (2) letters of recommendation***  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via

email or fax will not be accepted.

□ ***GRE or GMAT scores***

Applicants to the M.I.E.F. are required to take either the GRE or the GMAT. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

SAIS D.C. accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Application fee, \$85 USD***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “MIEF” as your degree of choice.
2. **Campus:** The M.I.E.F. program is only offered at the **Washington, D.C. campus**.
3. **Intended Area of Study:** Indicate your choice of the Trade/Development track or the Macroeconomic/Finance track. You can change your intention up through the middle of the fall semester.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.
2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant’s resume.

### Work Experience

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Applicants should use this section to indicate their background in economics coursework. Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box, or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Do not list courses not taken for a grade.

### **Mathematics Background**

Applicants should use this section to indicate their background in mathematics. Please begin by indicating the number of college level calculus courses taken followed by the course titles and year and grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question. Also please list any mathematics courses taken beyond calculus along with the year and the grade received.

Do not list courses not taken for a grade.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.

## MASTER OF INTERNATIONAL PUBLIC POLICY (M.I.P.P.) APPLICATION INSTRUCTIONS

These instructions are for applicants to the SAIS M.I.P.P. program who are:

- U.S. citizens or permanent residents, regardless of campus choice.
- Non-U.S. citizens wishing to start in Washington, D.C.

**Please note:** The M.I.P.P. degree is only available as a full-time program.

Non-U.S. citizens who wish to start their M.I.P.P. program at SAIS Europe should use the instructions for SAIS Europe.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the Washington, D.C. Admissions Office [via email](#) or call 202.663.5700.

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Spring 2015 Enrollment	October 15, 2014	November 21, 2014
Fall 2015 Enrollment–Early Notification	November 15, 2014	December 30, 2014
Fall 2015 Enrollment–Regular Deadline	February 1, 2015	March 20, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

Please note: For your application to be considered for Early Notification, please ensure that all supporting document (as listed in the application instructions) are received by the SAIS Admissions Office no later than November 15. If any supporting documents are received after November 15, the application will be reviewed during the Regular Deadline process.

## APPLICATION REQUIREMENTS

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All M.I.P.P. applicants must submit the following materials:

- Online Application**  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Application fee, \$85 USD**  
The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.

SAIS offers application fee waivers to participants or alumni affiliated with the following professional development programs: Pickering, PPIA, IIPP, McNair, Rangel, Teach for America, Teach for China, Fulbright (those currently on fellowship), and Peace Corps. To receive a fee waiver, submit official documentation confirming your participation in the appropriate program via email to [sais.dc.admissions@jhu.edu](mailto:sais.dc.admissions@jhu.edu). When submitting your online application, indicate you will pay by paper check. The SAIS Office of Admissions will waive the fee once the paperwork is received by our office and your application has been submitted. Unfortunately, we do not grant fee waivers for financial hardship.

- Résumé/CV**  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose**  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.
- Statement of Funding**  
As M.I.P.P. candidates are not eligible for SAIS fellowships, they are asked to submit a brief statement explaining how they plan to fund their study or whether the cost will be sponsored. When available, documentation from the sponsor should be submitted.
- Official transcripts for all college-level course work**  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, D.C. 20036

□ ***Two (2) letters of recommendation***

All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

□ ***GRE or GMAT scores (optional, strongly recommended)***

M.I.P.P. applicants are strongly encouraged, but not required, to submit a GRE or GMAT score. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

SAIS D.C. accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Interview***

M.I.P.P. applicants are required to complete an application interview. Interviews will be scheduled once an applicant has submitted a complete application. Within 10 days of submitting the application, an M.I.P.P. applicant will be contacted to schedule an interview.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Application fee, \$85 USD***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “MIPP” as your degree of choice.
2. **Campus:** If you wish to study in Washington, D.C., choose Washington; if you wish to start your studies at SAIS Europe, choose Bologna.

Please note that offers of admission to SAIS are campus-specific. Admissions offers and financial aid are allocated separately for SAIS Europe and Washington. After admissions offers are made, requests for a change of campus are rarely granted, so choose your campus carefully.

3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.

2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant's resume.

### **Work Experience**

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Although M.I.P.P. candidates are not required to take economics courses while studying at SAIS, they should also complete this section. Please note that M.I.P.P. candidates intending to complete economics coursework at SAIS must complete the economics prerequisites. Such candidates must have earned the equivalent of a B- or higher in separate college-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long college level course in introductory economics covering both micro and macro will be considered minimally sufficient. Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses that are not entitled "Intro/Principles of Microeconomics" or "Intro/Principles of Macroeconomics" but who believe their coursework to be equivalent should include detailed course descriptions and/or syllabi with their official transcripts.

Admitted candidates who have not satisfied the basic economics requirements can fulfill them during the summer before matriculation. SAIS offers an [online course](#) in basic microeconomics and macroeconomics to enable these candidates to meet the requirement. If an admitted candidate fails to meet the requirement before the start of regular classes, they cannot matriculate.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant's first semester.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** U.S. citizens and permanent residents eligible for aid should indicate in this section if they wish to apply for U.S. federal loans and also complete and submit the FAFSA form.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.

**MASTER OF INTERNATIONAL PUBLIC POLICY (M.I.P.P.)  
(NON-US CITIZENS OR PERMANENT RESIDENTS APPLYING TO THE SAIS EUROPE CAMPUS)  
APPLICATION INSTRUCTIONS**

These instructions are for applicants to the SAIS M.I.P.P. program at SAIS Europe.

**Please note:** The M.I.P.P. degree is only available as a full-time program.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the SAIS Europe Admissions Office [via email](#) or call +39.051.29.17.838.

**DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Spring 2015 Enrollment	November 1, 2014	November 30, 2014
Fall 2015 Enrollment–Early Notification	November 15, 2014	December 30, 2014
Fall 2015 Enrollment–Regular Deadline	January 7, 2015	March 13, 2015
Financial Aid Application	February 15, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

Please note: For your application to be considered for Early Notification, please ensure that all supporting document (as listed in the application instructions) are received by the SAIS Admissions Office no later than November 15. If any supporting documents are received after November 15, the application will be reviewed during the Regular Deadline process.

## APPLICATION REQUIREMENTS

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All M.I.P.P. applicants must submit the following materials:

- Online Application***  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Résumé/CV***  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose***  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.
- Statement of Funding***  
As M.I.P.P. candidates are not eligible for SAIS fellowships, they are asked to submit a brief statement explaining how they plan to fund their study or whether the cost will be sponsored. When available, documentation from the sponsor should be submitted.
- Official transcripts for all college-level course work***  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, DC 20036  
United States

- Two (2) letters of recommendation***  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

□ ***GRE or GMAT scores*** (*optional, strongly recommended*)

M.I.P.P. applicants are strongly encouraged, but not required, to submit a GRE or GMAT score. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

At SAIS Europe, a native English speaker is a person who meets at least TWO of the following criteria:

- English is the main language of communication between you and one of your caregivers
- English is an official language in the community where you grew up (before high school)
- English is the language of instruction in the high school you attended

Students who have completed a full undergraduate degree program in English, in an English-speaking country, do not need to submit an English-competency score.

SAIS Europe accepts TOEFL, IELTS and the Cambridge Certificate of Proficiency in English. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper-based) or 7 on the IELTS is required for admission. If a candidate takes the Cambridge test, a passing grade is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org); for more information on the Cambridge Certificate, please visit [www.cambridge-efl.org.uk/index.html](http://www.cambridge-efl.org.uk/index.html). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Interview***

SAIS Europe interviews all M.I.P.P. candidates. From the drop-down list, please select the venue that suits you. Interviews may be conducted in person, on the phone, or via Skype.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “MIPP” as your degree of choice.
2. **Campus:** Please choose “Bologna” as your campus of choice.

Please note that offers of admission to SAIS are campus-specific. After admissions offers are made, requests for a change of campus are rarely granted, so choose your campus carefully.

3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.
2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant’s resume.

### **Work Experience**

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Although M.I.P.P. candidates are not required to take economics courses while studying at SAIS, they should also complete this section. Please note that M.I.P.P. candidates intending to complete economics coursework at SAIS must complete the economics prerequisites. Such candidates must have earned the equivalent of a B- or higher in separate college-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long college level course in introductory economics covering both micro and macro will be considered minimally sufficient. Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses that are not entitled “Intro/Principles of Microeconomics” or “Intro/Principles of Macroeconomics” but who believe their coursework to be equivalent should include detailed course descriptions and/or syllabi with their official transcripts.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant’s first semester.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** U.S. citizens and permanent residents eligible for aid should indicate in this section if they wish to apply for U.S. federal loans and also complete and submit the FAFSA form.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate’s background. Your answers will be kept confidential.

## MASTER OF ARTS IN GLOBAL POLICY PROGRAM (G.P.P.) APPLICATION INSTRUCTIONS

These instructions are for applicants to the SAIS G.P.P. program.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the Washington, D.C. Admissions Office [via email](#) or call 202.663.5700.

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2015 Enrollment–Early Notification	November 15, 2014	December 30, 2014
Fall 2015 Enrollment–Regular Deadline	February 1, 2015	March 20, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

Please note: For your application to be considered for Early Notification, please ensure that all supporting document (as listed in the application instructions) are received by the SAIS Admissions Office no later than November 15. If any supporting documents are received after November 15, the application will be reviewed during the Regular Deadline process.

## APPLICATION REQUIREMENTS

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All G.P.P. applicants must submit the following materials:

- Online Application**  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Application fee, \$85 USD**  
The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.  
  
SAIS offers application fee waivers to participants or alumni affiliated with the following professional development programs: Pickering, PPIA, IIPP, McNair, Rangel, Teach for America, Teach for China, Fulbright (those currently on fellowship), and Peace Corps. To receive a fee waiver, submit official documentation confirming your participation in the appropriate program via email to [sais.dc.admissions@jhu.edu](mailto:sais.dc.admissions@jhu.edu). When submitting your online application, indicate you will pay by paper check. The SAIS Office of Admissions will waive the fee once the paperwork is received by our office and your application has been submitted. Unfortunately, we do not grant fee waivers for financial hardship.
- Résumé/CV**  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose**  
How will you combine your background with a SAIS education to meet your professional goals? Please provide specific examples from your professional, personal and/or academic experiences. This essay should be a maximum of 600 words.
- Official transcripts for all college-level course work**  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, D.C. 20036

- Two (2) letters of recommendation**  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via

email or fax will not be accepted.

□ ***Employer Letter of Support***

As a G.P.P. applicant, you must submit a letter of support on your employer's letterhead with a signature from your supervisor. The letter should:

- Indicate that your company/organization is aware of your interest in applying to the program;
- Acknowledge the time commitment required to attend the G.P.P. courses and residencies; and
- If applicable, indicate the level of financial support your employer will provide.

The letter may also speak to your strength and growth potential within the organization and include a career development plan.

**Self-Employed Applicants:** If you are self-employed, please submit a letter acknowledging the SAIS G.P.P. format and noting that you have the time and resources necessary to complete the program.

□ ***GRE or GMAT scores (optional, strongly recommended)***

G.P.P. applicants are strongly encouraged, but not required, to submit a GRE or GMAT score. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

SAIS D.C. accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Interview***

G.P.P. applicants are required to complete an application interview. Interviews will be scheduled once an applicant has submitted a complete application. Within 10 days of submitting the application, the applicant will be contacted to schedule an interview.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “GPP” as your degree of choice.
2. **Campus:** If you wish to study in Washington, D.C., choose Washington; if you wish to start your studies at SAIS Europe, choose Bologna.

Please note that offers of admission to SAIS are campus-specific. Admissions offers and financial aid are allocated separately for SAIS Europe and Washington. After admissions offers are made, requests for a change of campus are rarely granted, so choose your campus carefully.

3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.

2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant's resume.

### **Work Experience**

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Applicants should use this section to indicate their background in economics coursework. Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box, or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Before beginning the on-campus portion of the G.P.P., you must have completed and received a B- or higher in separate college-level courses in introductory microeconomics and introductory macroeconomics. A single, college-level course in introductory economics covering both microeconomics and macroeconomics is sufficient. Admitted applicants who have not satisfied this requirements will be required to take the G.P.P.–Online Principles of Economics course and receive a B- or higher prior to starting the on-campus portion of the G.P.P. program.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant's first semester.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** U.S. citizens and permanent residents eligible for aid should indicate in this section if they wish to apply for U.S. federal loans and also complete and submit the FAFSA form.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.

## DOCTOR OF PHILOSOPHY (PH.D.) APPLICATION INSTRUCTIONS

These instructions are for applicants to the SAIS Ph.D. program.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the Washington, D.C. Admissions Office [via email](#) or call 202.663.5700.

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2015 Enrollment–Regular Deadline	December 15, 2014	March 17, 2015
Financial Aid Application	February 15, 2015	March 17, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

## APPLICATION REQUIREMENTS

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All Ph.D. applicants must submit the following materials:

***Online Application***

Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.

***Application fee, \$85 USD***

The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.

SAIS offers application fee waivers to participants or alumni affiliated with the following professional development programs: Pickering, PPIA, IIPP, McNair, Rangel, Teach for America, Teach for China, Fulbright (those currently on fellowship), and Peace Corps. To receive a fee waiver, submit official documentation confirming your participation in the appropriate program via email to [sais.dc.admissions@jhu.edu](mailto:sais.dc.admissions@jhu.edu). When submitting your online application, indicate you will pay by paper check. The SAIS Office of Admissions will waive the fee once the paperwork is received by our office and your application has been submitted. Unfortunately, we do not grant fee waivers for financial hardship.

***Résumé/CV***

Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.

***Statement of Purpose***

Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.

***Dissertation Topic***

Ph.D. applicants should describe their proposed dissertation topic, including research methods and plans for fieldwork. 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.

***Writing Sample***

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.

***Official transcripts for all college-level course work***

Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, D.C. 20036

□ ***Two (2) letters of recommendation***

All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

□ ***GRE or GMAT scores***

U.S. citizens or permanent residents who wish to study at SAIS Europe for their first year and any candidates who wish to study in Washington for both years have the option of applying to either campus and as such, will be required to take either the GRE or the GMAT. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

SAIS D.C. accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

## REAPPLYING TO SAIS

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Application fee, \$85 USD***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.
- Revised Dissertation Topic (optional)***  
Ph.D. reapplicants who wish to change their dissertation topic from their previous application should submit a revised dissertation topic.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “PhD” as your degree of choice.
2. **Campus:** The SAIS Ph.D. is only available at the **Washington, D.C.** campus.
3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.
2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant’s resume.

### Work Experience

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Before starting their studies at SAIS, candidates for the Ph.D. must have earned the equivalent of a B- or higher in separate college-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long college level course in introductory economics covering both micro and macro will be considered minimally sufficient.

Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses that are not entitled “Intro/Principles of Microeconomics” or “Intro/Principles of Macroeconomics” but who believe their coursework to be equivalent should include detailed course descriptions and/or syllabi with their official transcripts.

Admitted candidates who have not satisfied the basic economics requirements can fulfill them during the summer before matriculation. SAIS offers an [online course](#) in basic microeconomics and macroeconomics to enable these candidates to meet the requirement. If an admitted candidate fails to meet the requirement before the start of regular classes, they cannot matriculate.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant’s first semester.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate’s background. Your answers will be kept confidential.

## **MASTER OF ARTS IN INTERNATIONAL AFFAIRS (M.A.I.A.) APPLICATION INSTRUCTIONS**

These instructions are for candidates wishing to pursue the Master of Arts in International Affairs (M.A.I.A.) at **SAIS Europe** (Bologna, Italy).

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the SAIS Europe Admissions Office [via email](#) or call +39.051.29.17.838.

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Spring 2015 Enrollment	November 1, 2014	November 30, 2014
Fall 2015 Enrollment–Early Notification	November 15, 2014	December 30, 2014
Fall 2015 Enrollment–Regular Deadline	January 7, 2015	March 13, 2015
Financial Aid Application	February 15, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

Please note: For your application to be considered for Early Notification, please ensure that all supporting document (as listed in the application instructions) are received by the SAIS Admissions Office no later than November 15. If any supporting documents are received after November 15, the application will be reviewed during the Regular Deadline process.

## APPLICATION REQUIREMENTS

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All M.A.I.A. applicants must submit the following materials:

- Online Application***  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Résumé/CV***  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose***  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.
- Analytical Essay***  
Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.
- Official transcripts for all college-level course work***  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, DC 20036  
United States

- Two (2) letters of recommendation***  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.
- GRE or GMAT scores (optional)***  
Candidates who apply through the SAIS Europe Admissions Office are not required to take the GRE or the GMAT,

but they are strongly encouraged to take one of these tests as a good score can enhance a candidate's chances of admission. The GRE code for SAIS is 5610-0000. The GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Non-native English speakers are required to submit an English-competency score.

At SAIS Europe, a native English speaker is a person who meets at least TWO of the following criteria:

- English is the main language of communication between you and one of your caregivers
- English is an official language in the community where you grew up (before high school)
- English is the language of instruction in the high school you attended

Students who have completed a full undergraduate degree program in English, in an English-speaking country, do not need to submit an English-competency score.

SAIS Europe accepts TOEFL, IELTS and the Cambridge Certificate of Proficiency in English. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper-based) or 7 on the IELTS is required for admission. If a candidate takes the Cambridge test, a passing grade is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org); for more information on the Cambridge Certificate, please visit [www.cambridge-efl.org.uk/index.html](http://www.cambridge-efl.org.uk/index.html). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Interview***

SAIS Europe interviews all M.A.I.A. candidates. Interviews may be conducted in person, on the phone, or via Skype.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.
- Interview***  
SAIS Europe interviews all M.A.I.A. candidates. Interviews may be conducted in person, on the phone or via Skype.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “**MAIA**” as your degree of choice.
2. **Campus:** Please choose “**Bologna**.”
3. **Intended Area of Study:** Please choose “**NO CONCENTRATION REQUIRED**,” as M.A.I.A. candidates do not have to choose a concentration.
4. **Dual-Degree or Cooperative Degree Programs:** If you would like to indicate an M.A.I.A. partner school, please select the partner school where you are currently completing the first year of your master’s degree.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.
2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant’s resume.

### **Work Experience**

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Before starting their studies at SAIS, candidates for the M.A.I.A. must have earned the equivalent of a B- or higher in separate college-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long college level course in introductory economics covering both micro and macro will be considered minimally sufficient.

Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses that are not entitled “Intro/Principles of Microeconomics” or “Intro/Principles of Macroeconomics” but who believe their coursework to be equivalent should include detailed course descriptions and/or syllabi with their official transcripts.

Admitted candidates who have not satisfied the basic economics requirements can fulfill them during the summer before matriculation. SAIS offers an [online course](#) in basic microeconomics and macroeconomics to enable these candidates to meet the requirement. If an admitted candidate fails to meet the requirement before the start of regular classes, they cannot matriculate.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant’s first semester.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Interviews Supplemental**

SAIS Europe interviews all M.A.I.A. candidates. From the drop-down list, please select the venue that suits you. Interviews may be conducted on the phone or via Skype.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate’s background. Your answers will be kept confidential.

## **ONE-YEAR DIPLOMA IN INTERNATIONAL STUDIES APPLICATION INSTRUCTIONS**

These instructions are for candidates wishing to pursue the One-Year Diploma in International Studies (Diploma) at **SAIS Europe** (Bologna, Italy).

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the SAIS Europe Admissions Office [via email](#) or call +39.051.29.17.838.

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Spring 2015 Enrollment	November 1, 2014	November 30, 2014
Fall 2015 Enrollment–Early Notification	November 15, 2014	December 30, 2014
Fall 2015 Enrollment–Regular Deadline	January 7, 2015	March 13, 2015
Financial Aid Application	February 15, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

Please note: For your application to be considered for Early Notification, please ensure that all supporting document (as listed in the application instructions) are received by the SAIS Admissions Office no later than November 15. If any supporting documents are received after November 15, the application will be reviewed during the Regular Deadline process.

## APPLICATION REQUIREMENTS

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All Diploma applicants must submit the following materials:

- Online Application***  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Résumé/CV***  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Statement of Purpose***  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.
- Analytical Essay***  
Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.
- Official transcripts for all college-level course work***  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

All transcripts should be sent to the Office of Admissions in Washington, D.C.:

Johns Hopkins University (SAIS)  
Office of Admissions  
1740 Massachusetts Avenue NW  
Washington, DC 20036  
United States

- Two (2) letters of recommendation***  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for graduate study and a career in international affairs. Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.
- GRE or GMAT scores (optional)***  
Candidates who apply through the SAIS Europe Admissions Office are not required to take the GRE or the GMAT,

but they are strongly encouraged to take one of these tests as a good score can enhance a candidate's chances of admission. The GRE code for SAIS is 5610-0000. The GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Non-native English speakers are required to submit an English-competency score.

At SAIS Europe, a native English speaker is a person who meets at least TWO of the following criteria:

- English is the main language of communication between you and one of your caregivers
- English is an official language in the community where you grew up (before high school)
- English is the language of instruction in the high school you attended

Students who have completed a full undergraduate degree program in English, in an English-speaking country, do not need to submit an English-competency score.

SAIS Europe accepts TOEFL, IELTS and the Cambridge Certificate of Proficiency in English. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper-based) or 7 on the IELTS is required for admission. If a candidate takes the Cambridge test, a passing grade is required for admission. The SAIS TOEFL code is 5610-0000.

Some admitted candidates may be required to take the SAIS Pre-Term English course to ensure they have adequate competence in English.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org); for more information on the Cambridge Certificate, please visit [www.cambridge-efl.org.uk/index.html](http://www.cambridge-efl.org.uk/index.html). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Interview***

SAIS Europe interviews all Diploma candidates. Interviews may be conducted in person, on the phone, or via Skype.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.
- Interview***  
SAIS Europe interviews all Diploma candidates. Interviews may be conducted on the phone or via Skype.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “**Diploma**” as your degree of choice.
2. **Campus:** Please choose “**Bologna**.”
3. **Intended Area of Study:** Please choose “**NO CONCENTRATION REQUIRED**,” as Diploma candidates do not have to choose a concentration.

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.
2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant’s resume.

### Work Experience

Please provide details of your three most recent professional positions.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Although Diploma candidates are not required to take economics courses while studying at SAIS, they should complete this section. Please note that Diploma candidates intending to complete economics coursework at SAIS must complete the economics prerequisites, having earned the equivalent of a B- or higher in separate college-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long college level course in introductory economics covering both micro and macro will be considered minimally sufficient.

Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses that are not entitled “Intro/Principles of Microeconomics” or “Intro/Principles of Macroeconomics” but who believe their coursework to be equivalent should include detailed course descriptions and/or syllabi with their official transcripts.

Admitted candidates who have not satisfied the basic economics requirements can fulfill them during the summer before matriculation. SAIS offers an [online course](#) in basic microeconomics and macroeconomics to enable these candidates to meet the requirement. If an admitted candidate fails to meet the requirement before the start of regular classes, they cannot matriculate.

Economics course work and grades listed in the application must be reflected on transcripts. If economics course work will be completed between the time of application and enrollment at SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant’s first semester.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Interviews Supplemental**

SAIS Europe interviews all Diploma candidates. From the drop-down list, please select the venue that suits you. Interviews may be conducted on the phone or via Skype.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

**Financial Aid:** Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate’s background. Your answers will be kept confidential.

## HOPKINS-NANJING CENTER (HNC) CERTIFICATE APPLICATION INSTRUCTIONS

These instructions are for applicants to the Hopkins-Nanjing Center (HNC) Certificate program.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the HNC Washington Support Office via [email](#), or call 202.663.5800.

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2015 Enrollment–Regular Deadline	February 1, 2015	March 13, 2015
Financial Aid Application	February 1, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

## APPLICATION REQUIREMENTS

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All Certificate applicants must submit the following materials:

- Online Application***  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Application fee, \$85 USD***  
The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.
- Résumé/CV***  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- HNC Personal Statement***  
Discuss one event, whether historical or personal, that influenced your decision to study China. How do you expect Sino-global relations to impact your future, and how do you believe your time at the Hopkins-Nanjing Center will assist you in achieving your long-term career objectives? (600 - 1000 words)
- Official transcripts for all college-level course work***  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

Please send transcripts to:

The Hopkins-Nanjing Center  
Washington Support Office, Nitze 406  
1740 Massachusetts Ave NW  
Washington, DC 20036

- Two (2) letters of recommendation***  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for a career in international affairs and for graduate study at the Hopkins-Nanjing Center. **No more than one recommendation letter may be from a Chinese language instructor.** Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that the HNC international admissions committee will accept letters of recommendation only via our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.
- Chinese Language Proficiency Test Results (STAMP test)***  
All applicants to the Hopkins-Nanjing Center are required to take the Avant Assessment STAMP Chinese proficiency test. The HNC Washington Support Office must have the completed test materials by the application deadline. A STAMP Request Form can be found in the Chinese language testing portion of the HNC website as well as in the Downloadable Forms section of the online application. Applicants are limited to two STAMP test instances per calendar year, and must submit a \$25 payment for each testing instance plus.

For more information on the STAMP Chinese Proficiency Test, please visit <https://www.sais-jhu.edu/atoz/hopkins-nanjing-center#section-5290>.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

The Hopkins-Nanjing Center accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Application fee, \$85 USD***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## **APPLICATION INSTRUCTIONS**

---

This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### **Personal Data**

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities. Citizens of the People's Republic of China, Taiwan, Hong Kong, and Macao should contact [nanjing@jhu.edu](mailto:nanjing@jhu.edu) for more information about eligibility requirements.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### **Additional Personal Information** *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### **Program and Campus**

1. **Program:** Please choose “HNC Certificate” as your degree of choice.
2. **Campus:** Select “Hopkins-Nanjing.”
3. **Intended Area of Study:** Select “Chinese-American Studies.”

### **Educational Background**

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### **Test Scores**

If required, please list your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### **Language**

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.
2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant's resume.

### **Work Experience**

Please provide details of your three most recent professional positions. HNC applicants are encouraged to emphasize any work or internship experience they have had in China or in a China-related field.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Candidates for the Certificate in Chinese and American Studies are not required to have a background in economics.

### **Financial Aid**

Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.

**HOPKINS-NANJING CENTER (HNC) MASTER OF ARTS IN INTERNATIONAL STUDIES  
(M.A.I.S.)  
APPLICATION INSTRUCTIONS**

These instructions are for applicants to the Hopkins-Nanjing Center (HNC) Master of Arts in International Studies (M.A.I.S.).

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the HNC Washington Support Office via [email](#), or call 202.663.5800.

**DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2015 Enrollment–Regular Deadline	February 1, 2015	March 13, 2015
Financial Aid Application	February 1, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

## APPLICATION REQUIREMENTS

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All M.A.I.S. applicants must submit the following materials:

- Online Application**  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Application fee, \$85 USD**  
The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.
- Résumé/CV**  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- Personal Statement**  
Discuss one event, whether historical or personal, that influenced your decision to study China. How do you expect Sino-global relations to impact your future, and how do you believe your time at the Hopkins-Nanjing Center will assist you in achieving your long-term career objectives?( (600 - 1000 words)
- M.A.I.S. Concentration Essay**  
Please discuss your planned concentration at the Hopkins-Nanjing Center and possible areas of interest when considering your thesis topic. (Approximately 500 words.)
- Official transcripts for all college-level course work**  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

Please send transcripts to:

The Hopkins-Nanjing Center  
Washington Support Office, Nitze 406  
1740 Massachusetts Ave NW  
Washington, DC 20036

- Two (2) letters of recommendation**  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for a career in international affairs and for graduate study at the Hopkins-Nanjing Center. **No more than one recommendation letter may be from a Chinese language instructor.** Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that the HNC international admissions committee will accept letters of recommendation only via our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.
- GRE or GMAT scores**  
M.A.I.S. applicants are required to take either the GRE or the GMAT. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Chinese Language Proficiency Test Results (STAMP test)***

All applicants to the Hopkins-Nanjing Center are required to take the Avant Assessment STAMP Chinese proficiency test. The HNC Washington Support Office must have the completed test materials by the application deadline. A STAMP Request Form can be found in the Chinese language testing portion of the HNC website as well as in the Downloadable Forms section of the online application. Applicants are limited to two STAMP test instances per calendar year, and must submit a \$25 payment for each testing instance.

For more information on the STAMP Chinese Proficiency Test, please visit <https://www.sais-jhu.edu/atoz/hopkins-nanjing-center#section-5290>.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

The Hopkins-Nanjing Center accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Application fee, \$85 USD***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## APPLICATION INSTRUCTIONS

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### Personal Data

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities. Citizens of the People's Republic of China, Taiwan, Hong Kong, and Macao should contact [nanjing@jhu.edu](mailto:nanjing@jhu.edu) for more information about eligibility requirements.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### Additional Personal Information *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### Program and Campus

1. **Program:** Please choose “HNC MAIS” as your degree of choice.
2. **Campus:** Select “Hopkins-Nanjing.”
3. **Intended Area of Study:** Please select your first choice and second choice concentrations. You may choose from:
  - Chinese Studies
  - Energy, Resources, and Environment
  - International and Comparative Law
  - International Economics
  - International Politics

### Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### Language

1. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.

2. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant's resume.

### **Work Experience**

Please provide details of your three most recent professional positions. HNC applicants are encouraged to emphasize any work or internship experience they have had in China or in a China-related field.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

**Most M.A.I.S. Applicants:** Excluding those students who plan to concentrate in International Economics, M.A.I.S. applicants are not required to have taken any economics courses prior to matriculating at the Hopkins-Nanjing Center.

**M.A.I.S. International Economics Concentrators:** Applicants who are admitted into the M.A.I.S. program and plan to concentrate in International Economics must have earned the equivalent of a B- or higher in one college-level course in introductory microeconomics and one college-level course in introductory macroeconomics prior to matriculating at the Hopkins-Nanjing Center. Courses not taken for a grade do not fulfill the economics prerequisite.

One college-level course in introductory economics covering both of these areas may be considered to fulfill the pre-requisites on a case-by-case basis. Applicants who have taken economics courses not entitled "Introduction to /Principles of Microeconomics" or "Introduction to /Principles of Macroeconomics and wish to have these courses considered as equivalents, should include course descriptions and/or syllabi in conjunction with official transcripts.

Economics coursework and grades described in the application form should be reflected on the submitted transcripts. If the required prerequisite economics coursework will be completed between the time of application and the time of enrollment, transcripts must be submitted to the HNC Office of International Admissions as soon as the courses are completed and before an applicant's first semester begins.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Financial Aid**

Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.

## HOPKINS-NANJING CENTER (HNC) CERTIFICATE/SAIS M.A. APPLICATION INSTRUCTIONS

These instructions are for applicants to the Hopkins-Nanjing Center (HNC) Certificate/SAIS M.A. program.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the HNC Washington Support Office via [email](#), or call 202.663.5800.

### **DATES AND DEADLINES**

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<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2015 Enrollment–Regular Deadline	January 7, 2015	March 13, 2015
Financial Aid Application	February 1, 2015	March 13, 2015

We encourage you to submit materials as early as possible before the applicable deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

## APPLICATION REQUIREMENTS

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All HNC Certificate/SAIS M.A. applicants must submit the following materials:

- Online Application**  
Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.
- Application fee, \$85 USD**  
The application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.
- Résumé/CV**  
Provide a current résumé which includes your education, employment history, awards and accolades, international exposure, publication credits, and leadership roles in any volunteer and/or extracurricular activities.
- HNC Personal Statement**  
Discuss one event, whether historical or personal, that influenced your decision to study China. How do you expect Sino-global relations to impact your future, and how do you believe your time at the Hopkins-Nanjing Center will assist you in achieving your long-term career objectives? (600 - 1000 words)
- M.A. Statement of Purpose**  
Discuss your goals for graduate study and for your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. This essay should be no more than 600 words in length.
- M.A. Analytical Essay**  
Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.
- Official transcripts for all college-level course work**  
Applicants must submit **official transcripts in sealed, letterhead envelopes** reflecting all university-level course work listed by the applicant on the application. We also accept transcripts via electronic services (such as eScrip-Safe, Interfolio, etc.). Transcripts that have been opened will not be accepted.

**Study abroad grades and transfer credit:** Transcripts listing study abroad grades and/or transfer credits are required unless both the grades and credits are reflected on the primary undergraduate transcript.

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](#) for a list of providers. Transcripts and translations must be official (unopened by the applicant) and received by the SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

Please send transcripts to:                   The Hopkins-Nanjing Center  
Washington Support Office, Nitze 406  
1740 Massachusetts Ave NW  
Washington, DC 20036

- Two (2) letters of recommendation**  
All applicants are required to submit two letters of recommendation. Recommendations should be written by individuals who are well placed to discuss an applicant's qualifications for a career in international affairs and for graduate study at the Hopkins-Nanjing Center. **No more than one recommendation letter may be from a Chinese**

**language instructor.** Applicants may submit an additional reference if it reflects an aspect of their professional or academic background not covered in the first two references. Please note that the HNC international admissions committee will accept letters of recommendation only via our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

□ ***GRE or GMAT scores***

Certificate/M.A. applicants are required to take either the GRE or the GMAT. The GRE code is 5610-0000; the GMAT code is KGB-GX-99.

For more information on the GRE please visit [www.ets.org](http://www.ets.org); for the GMAT please visit [www.gmac.com](http://www.gmac.com). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

□ ***Chinese Language Proficiency Test Results (STAMP test)***

All applicants to the Hopkins-Nanjing Center are required to take the Avant Assessment STAMP Chinese proficiency test. The HNC Washington Support Office must have the completed test materials by the application deadline. A STAMP Request Form can be found in the Chinese language testing portion of the HNC website as well as in the Downloadable Forms section of the online application. Applicants are limited to two STAMP test instances per calendar year, and must submit a \$25 payment for each testing instance plus shipping fees associated with international or rushed deliveries.

For more information on the STAMP Chinese Proficiency Test, please visit <https://www.sais-jhu.edu/atoz/hopkins-nanjing-center#section-5290>.

□ ***TOEFL or IELTS scores (non-native English speakers)***

Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL or the IELTS.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold an undergraduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will not be required to submit an English competency exam.

If English is not your native language, (or in the case of bilingual students, your dominant language is not English) but you hold a graduate degree granted by an accredited institution in a country where English is an official language and where English is the language of instruction, then you will need the approval of the Office of Admissions to be exempt from submitting an English competency exam. Please contact the Office of Admissions for more information.

The Hopkins-Nanjing Center accepts TOEFL and IELTS. A score of at least 100 on the TOEFL Internet-based exam (600 on the paper based) or 7 on the IELTS is required for admission. The SAIS TOEFL code is 5610-0000.

For more information on the TOEFL, please visit [www.toefl.org](http://www.toefl.org); for more information on the IELTS, please visit [www.ielts.org](http://www.ielts.org). Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

## **REAPPLYING TO SAIS**

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The Office of Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2014) do not have to resubmit all materials and can follow this checklist:

- Online application form***
- Application fee, \$85 USD***
- Updated Résumé/CV***
- Reapplicant Essay***  
How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- New Transcripts***  
Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application).
- Recommendation Letter***  
One new recommendation letter, preferably from your current employer. If you have already used your current employer for a recommendation, please choose someone else in a supervisory role or a client.

An applicant who applied for an academic year before 2014 is not considered a re-applicant, and must resubmit all application materials.

## **APPLICATION INSTRUCTIONS**

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This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

### **Personal Data**

1. **Previous Last Name:** If you have a maiden name or alternate name, please provide it here.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities. Citizens of the People's Republic of China, Taiwan, Hong Kong, and Macao should contact [nanjing@jhu.edu](mailto:nanjing@jhu.edu) for more information about eligibility requirements.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address that will be valid through the entire application process. Take care to ensure that emails from us are not filtered to a junk folder.
5. **Permanent mailing address:** If your mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address.

### **Additional Personal Information** *(This section will appear only if you are a U.S. citizen or a U.S. permanent resident.)*

1. **U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.
2. **Ethnicity:** This data is collected as required by the U.S. federal government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

### **Program and Campus**

4. **Program:** Please select “HNC (Certificate)/SAIS MA” as your degree of choice.
5. **Campus:** Select “Hopkins-Nanjing Center.”
6. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World for the M.A. program.

### **Educational Background**

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. Applicants are not required to list institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis. **Applicants should not list executive education programs, non-credit language institutes or non-credit certificate programs.**

If your institution has no Institution Code in the drop-down menu, please leave that blank and type in the name of the institution manually.

### **Test Scores**

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores.

### **Language**

3. **Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.
4. **Foreign Language Experience:** Applicants should indicate levels of proficiency for up to two additional foreign languages in the areas of reading, writing, speaking and listening comprehension. Any language experience beyond these should be included on the applicant's resume.

### **Work Experience**

Please provide details of your three most recent professional positions. HNC applicants are encouraged to emphasize any work or internship experience they have had in China or in a China-related field.

### **Time Spent Abroad**

Applicants should use this section to indicate any time spent living, working and/or studying outside of their home country. Please list the most significant experience abroad first.

### **Economics Background**

Applicants to the HNC Certificate/SAIS M.A. program are strongly encouraged to have earned the equivalent of a B- or higher in a college-level course in introductory microeconomics and introductory macroeconomics before enrolling at SAIS. For those applicants who have not taken these courses, you may express your intent to take these courses while studying at the Hopkins-Nanjing Center on the application.

If the required prerequisite economics coursework will be completed between the time of application and the time of enrollment, transcripts must be submitted to the HNC Washington Support Office as soon as the courses are completed and before an applicant's first semester begins in the Five-Semester Option program.

Courses not taken for a grade do not fulfill the economics prerequisite. Applicants who have taken economics courses not entitled "Introduction to /Principles of Microeconomics" or "Introduction to /Principles of Macroeconomics and wish to have these courses considered as equivalents, should include course descriptions and/or syllabi in conjunction with official transcripts. Economics coursework and grades described in the application form should be reflected on the submitted transcripts.

Please indicate the economics courses taken, first in the theory area, then the quantitative area, and then field courses. Please either check the appropriate box or provide the course name, year the course was taken (as it appears on the transcript) and the grade received. If a course was taken as a high school Advance Placement (AP) course, and college credit was received, please indicate by checking the AP credit question.

Only list courses for which you received a grade of B- or better; do not list courses not taken for a grade.

### **Financial Aid**

Applicants eligible for aid should indicate in this section if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

### **Essay Section**

Candidates are asked to upload the relevant required essays for their program of interest.

### **Disciplinary History**

Johns Hopkins SAIS receives applications from a diverse pool of candidates. These questions ensure we have the clearest possible understanding of each candidate's background. Your answers will be kept confidential.