

## 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

*Non-U.S. citizens who wish to start their [M.A. program at SAIS Europe](#) should use the instructions for SAIS Europe.*

The deadline for applications is **January 7, 2014**. We encourage you to submit materials as early as possible before your 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.

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](#).

### **Personal Data**

**Previous Last Name:** If you have a maiden name or alternate name, please provide it here.

**Birth Information:** If you were born in the United States, please select the name of the state where you were born.

**Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.

**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.

**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 if you are a U.S. citizen or a U.S. permanent resident.

**U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. SSN at the time of application.

**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**

Please choose “MA” as your degree of choice.

Applicants who wish to be considered for both the MA and MIEF 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 MA and MIEF, 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 MA application. **When submitting the MIEF application, please indicate that you will be paying by check, and the SAIS Admissions Office will waive the fee for the MIEF application.**

**Campus:** About half of our candidates for the Master of Arts in International Relations spend their first year at SAIS Europe, where English is also the language of instruction. The other half start in Washington, D.C.

- 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 1<sup>st</sup> year**.

*\*Candidates who are open to either campus must pay an application fee of \$85 USD and submit either GRE or GMAT scores, as required by the SAIS DC Office of Admissions. They may also be interviewed, as required by the SAIS Europe Office of Admissions.*

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.

Please note that while most students who start at SAIS Europe spend their second year in Washington, they do have the option of spending two years at SAIS Europe and pursue an M.A.I.A.

Under **Intended Area of Study**, please make your first and second choices from an International Policy Area or Region of the World.

When selecting your concentration and campus, please consider the following:

- Applicants selecting European Studies as their main concentration must obtain permission to attend SAIS D.C. in their first year.
- 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.

### **Reapplying to SAIS**

If you have applied to SAIS **within the past year**, please indicate this, as well as the admissions decision you received.

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, 2013) do not have to resubmit all materials and can follow this checklist:

- Application fee, \$85 USD
- Online application form
- Updated Résumé/CV
- One reapplicant essay: How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- Transcript(s) of any additional courses you have taken since you last applied (include grades not finalized at the time of your last application)
- 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* 2013 must indicate he or she is not a reapplicant and must resubmit all materials.

### **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.

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. 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.

### **Test Scores**

**GRE and GMAT:** 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.

**English-language competence:** 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. If a candidate takes the Cambridge test, a passing grade is required for admission. The SAIS D.C. 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 standardized tests:

- GRE = [www.ets.org](http://www.ets.org)
- GMAT = [www.gmac.com](http://www.gmac.com)
- TOEFL = [www.toefl.org](http://www.toefl.org)
- IELTS = [www.ielts.org](http://www.ielts.org)

Please arrange for all standardized test scores to be sent to SAIS before your application deadline.

### **Language**

**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.

**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 economic 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.

### **M.A. Essay Section**

Candidates are asked to complete the relevant supplemental section 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.

**Essays:** Applicants are asked to submit essays for application to their intended degree, typed and with the applicant’s name. Essays should be uploaded using the online application system.

- **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 600 words in length.
- **Supplemental/Analytical Essay:** Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.

### **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.

### **Recommendations**

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 via our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

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

### **Application Checklist**

Here is a checklist to help you meet the application deadline. (Candidates who are reapplying should refer to the “Reapplying to SAIS” instructions below.)

- Application fee, \$85 USD\*
- Online Application Form
- Résumé/CV
- Statement of Purpose
- Analytical Essay
- Official transcripts for all college-level course work
- Two (2) letters of recommendation
- GRE or GMAT scores\*
- Interview\*
- TOEFL or IELTS scores (non-native English speakers)

*\*Candidates who are open to either campus must pay an application fee of \$85 USD and submit either GRE or GMAT scores, as required by the SAIS DC Office of Admissions. They may also be interviewed, as required by the SAIS Europe Office of Admissions.*

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

## **Master of Arts (M.A.) 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 a **Master of Arts** in International Relations (MA) at **SAIS Europe**. For more information on the M.A. degree, click [here](#).

The deadline for applications is **January 7, 2014**. If you are facing technical difficulties with the online system, please contact [admissions@jhube.it](mailto:admissions@jhube.it), and we will help you submit your application.

We encourage you to submit materials as early as possible before the 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.

We would encourage you to print these 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](#).

### **Personal Data**

**Previous Last Name:** If you have a maiden name or alternate name, please provide it here.

**U.S. State of Birth:** If you were born in the United States, please select the name of the state where you were born.

**Country of Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.

**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.

**Mailing Addresses:** If your current mailing address will be expiring, any mail after that date will be sent to your permanent address.

### **Additional Personal Information**

This section will appear if you are a U.S. citizen/permanent resident.

**U.S. Social Security Number (SSN):** This is required if an applicant has a U.S. Social Security Number at the time of application.

**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**

Please choose "MA" as your **degree of choice**.

For **Campus**, please choose "Bologna".

Under **Intended Area of Study**, please make your first and second choices from among the concentrations. Your choices are not binding. If International Development is your first choice, you must select a second choice as well because admission to the International Development concentration is capped. 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.

For more information on SAIS concentrations, click [here](#).

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.

Please note that while most students who start at SAIS Europe spend their second year in Washington, they do have the option of spending two years at SAIS Europe and working for an M.A.I.A.

## **Educational Background**

Please list all university-level work, including study abroad and transfer course work. Please list the university that granted your undergraduate degree (BA, BS, Diploma) 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.

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

Transcripts should be sent to our SAIS DC Admissions Office, even in the case of students wishing to study at SAIS Europe:

SAIS DC Admissions  
1740 Massachusetts Avenue, NW  
Washington, DC 20036  
U.S.A.

**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 SAIS DC Admissions before the relevant deadline, so please make any requests well in advance.

## **Test Scores**

**GRE and GMAT:** 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.

**English-language competence:** 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 standardized tests:

- GRE = [www.ets.org](http://www.ets.org)
- GMAT = [www.gmac.com](http://www.gmac.com)
- Cambridge Certificate of Proficiency in English = [www.cambridge-efl.org.uk/index.html](http://www.cambridge-efl.org.uk/index.html)
- TOEFL = [www.toefl.org](http://www.toefl.org)
- IELTS = [www.ielts.org](http://www.ielts.org)

## **Language**

**Native Language:** Please list your native language. If you are bilingual, list your dominant language. Your 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.

**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 CV.

## **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**

All incoming MA students are required to complete introductory microeconomics and introductory macroeconomics courses, receiving a grade of B- or higher, before they can start course work at SAIS. The microeconomics course should cover the principles of supply, demand, equilibrium and marginal analysis. The macroeconomics course should cover national income, inflation, unemployment and interest rates. Completion of these courses is recommended but not required to apply to SAIS. If the economics courses will be taken between the application deadline and the start of classes at SAIS, transcripts must be submitted to the Admissions Office as soon as the courses are completed and before the applicant starts any course work, including Pre-term.

Admitted candidates who have not satisfied the basic economics requirements can fulfill them during the summer before classes start. 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 start course work at SAIS.

## **Interviews Supplemental**

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

## **Reapplying to SAIS**

To reapply to SAIS, please read and follow these instructions. Reapplicants must note that they are reapplying and indicate previous application dates on the application.

The Admissions Office retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2013-14) do not have to resubmit all materials and can follow this checklist:

- Online application form
- Updated CV/Résumé
- Reapplicant essay: How have you improved your candidacy since your last application? This essay should be no more than 1,000 words in length.
- Transcript(s) of any additional courses you have taken since you last applied; include grades not finalized at the time of your last application
- 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
- Financial aid form (where applicable)
- Interview

An applicant whose dossier is no longer on file (who applied for an academic year before 2013-14) must resubmit all materials.

**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.

**MA Essay Section**

**Financial Aid:** Applicants should indicate in this section if they wish to apply for SAIS fellowships/grants. The deadline for financial aid applications is February 15.

**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 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.

**Curriculum Vitae/Résumé:** Please upload an updated CV or résumé.

**Recommendations**

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 via our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

**Application Checklist**

Here is a checklist to help you meet the application deadline.

- Online Application Form
- CV/Résumé
- Statement of Purpose
- Analytical Essay
- Official transcripts for all university-level course work
- Two (2) letters of recommendation
- GRE or GMAT score reports (where applicable)
- TOEFL or IELTS score reports (where applicable)  Financial aid form (where applicable)
- Interview

**All applications and application materials become the confidential property of the SAIS Office of Admissions and cannot be returned**