The Johns Hopkins University
Paul H. Nitze School of Advanced International Studies
Office of Admissions

JOHNS HOPKINS
U N I V E R S I T Y

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 institute with its own international relations programs on three continents – a unique 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) & 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.

All applications and application materials 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.

Instructions Table of Contents:

MA 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**
- **Non-U.S. citizens who are open to starting in either Washington or Bologna**

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

The deadline for applications is **January 7, 2013**. 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.

Campus: About half of our candidates for the Master of Arts in International Relations spend their first year at SAIS Bologna, 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 in Bologna, choose **Bologna.**

- If you wish to be considered for either campus, **choose I am open to either campus for my 1ˢᵗ 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 Bologna Office of Admissions.

Please note that offers of admission to SAIS are campus-specific. Admissions offers and financial aid are allocated separately for Bologna 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 in Bologna spend their second year in Washington, they do have the option of spending two years in Bologna and pursue an M.A.I.A.

Under **Intended Area of Study,** please make your first and second choices of a Global Theme 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 in Bologna, must obtain permission from the Asia Studies program to attend Bologna.

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, 2012) 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* 2012 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 in Bologna 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, than 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
- GMAT = www.gmac.com
- TOEFL = www.toefl.org
- IELTS = 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.

MA 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 your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS help you meet your academic and professional goals? Applicants planning to pursue a joint degree should address this interest as well. The essay should be about 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 Bologna 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 SAIS Bologna Office of Admissions.

MA Instructions (for Non-US Citizens applying to Bologna only)

The deadline for applications is **January 7, 2013.** If you are facing technical difficulties with the online system, please contact admissions@jhubc.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 Bologna 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 in Bologna, must obtain permission from the Asia Studies program to attend Bologna.

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 Bologna 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 in Bologna spend their second year in Washington, they do have the option of spending two years in Bologna and working for an MAIA.

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 in Bologna:

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 Bologna 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 Bologna, 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 Bologna 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
GMAT = www.gmac.com
TOEFL = www.toefl.org
IELTS = www.ielts.org
Cambridge Certificate of Proficiency in English = www.cambridge-efl.org.uk/index.html

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 Bologna 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, 2012-13) 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 2012-13) 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 your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS help you meet your academic and professional goals? How will you contribute to SAIS? Applicants planning to pursue a joint degree should address this interest as well. The essay should be no more than 600 words.

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

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MIPP Application Instructions

These instructions are for U.S. citizens/permanent residents wishing to pursue a **Master of International Public Policy (M.I.P.P.)**. Non-U.S. citizens/permanent residents who wish to start their M.I.P.P. program in Washington, D.C., should also use these instructions. Non-U.S. citizens/permanent residents who wish to start their M.I.P.P. program in Bologna should use the separate instructions for SAIS Bologna. For more information on the M.I.P.P. degree, click here.

The deadline for applications for spring 2013 entry is **October 15, 2012**; the deadline for applications for fall 2013 entry is **February 15, 2013**. 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 "MIPP" as your degree of choice. In the Essay Section, you will be required to choose whether you intend to pursue the degree on a full-time or part-time basis.

Campus: M.I.P.P. applicants have the option of studying in either Washington or Bologna, where English is also the language of instruction.

- If you wish to study in Washington D.C., choose **Washington.**

- If you are a U.S. citizen/permanent resident and wish to study in Bologna, choose **Bologna.**

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

Under **Intended Area of Study,** please make your first and second choices of a Global Theme or Region of the World.

When selecting your area of interest 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 in Bologna, must obtain permission from the Asia Studies program to attend Bologna.

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, 2012) 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* 2012 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: M.I.P.P. applicants are strongly encouraged, but not required, to submit a GRE or GMAT score. The SAIS 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, than 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
- GMAT = www.gmac.com
- TOEFL = www.toefl.org
- IELTS = 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. Please note, a minimum of 9 years of full-time work experience is required for the M.I.P.P. program.

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.

MIPP Essays
Candidates are asked to complete the relevant supplemental section 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.

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 your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS help you meet your academic and professional goals? Applicants planning to pursue a joint degree should address this interest as well. The essay should be about 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.

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:
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 after the application is submitted, an M.I.P.P. applicant will be contacted to schedule an interview.

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 above.)

- ☑ Application fee, $85 USD
- ☑ Online Application Form
- ☑ Résumé/CV
- ☑ Statement of Purpose
- ☑ Statement of Funding
- ☑ Official transcripts for all college-level course work
- ☑ Two (2) letters of recommendation
- ☑ GRE or GMAT score reports (highly recommended)
- ☑ TOEFL or IELTS score reports (non-native English speakers)
- ☑ Application Interview

M.I.P.P. Application Instructions
(non-US Citizens or Permanent Residents applying to the Bologna campus)

The deadline for applications is **January 7, 2013.** If you are facing technical difficulties with the online system, please contact admissions@jhubc.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 Bologna 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 "MIPP" as your **degree of choice**.

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

Under **Intended Area of Study**, please choose an area of interest. MIPP students are not required to officially declare a concentration, but we like to know which areas candidates are most interested in.

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 in Bologna:

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

S**tudy 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 Bologna 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 Bologna, 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 Bologna 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
- GMAT = www.gmac.com
- TOEFL = www.toefl.org
- IELTS = www.ielts.org
- Cambridge Certificate of Proficiency in English = www.cambridge-efl.org.uk/index.html

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 professional history.

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 MIPP candidates are not required to take economics courses while studying at SAIS, they should complete this section. Please note that MIPP candidates intending to complete economics coursework at SAIS must complete the economics prerequisites.

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.

Interviews Supplemental
We interview all MIPP 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, 2012-13) 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 2012-13) 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.

MIPP Essay Section
Statement of Purpose: Discuss your goals for graduate study and your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS help you meet your academic and professional goals? How will you contribute to SAIS? Applicants planning to pursue a joint degree should address this interest as well. The essay should be no more than 600 words.

Statement of Funding: As MIPP candidates are not eligible for SAIS fellowships, you are asked to submit a brief statement explaining how you plan to fund your study or whether the cost will be sponsored. When available, documentation from the sponsor should be submitted.

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

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Ph.D. Application Instructions

For more information on the Ph.D. degree, click here.

The deadline for applications is **December 15, 2012**. 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 "PHD." as your degree of choice.

For Campus, please choose "Washington"

Under **Intended Area of Study,** please make your first and second choices of a Global Theme or Region of the World.

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, 2012) 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
- ☑ 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* 2012 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: Ph.D. candidates are required to take either the GRE or the GMAT. The SAIS 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, than 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
- GMAT = www.gmac.com
- TOEFL = www.toefl.org
- IELTS = 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, Ph.D. 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.

Ph.D. Essays
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 your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS help you meet your academic and professional goals? Applicants planning to pursue a joint degree should address this interest as well. The essay should be about 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.

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: SAIS does not interview Ph.D. applicants, although informational interviews are available at any time. Please visit www.sais-jhu.edu/admissions/visit.htm for more information.

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 above.)

- ☑ Application fee, $85 USD
- ☑ Online Application Form
- ☑ Résumé/CV
- ☑ Statement of Purpose
- ☑ Dissertation Topic
- ☑ Writing Sample
- ☑ Official transcripts for all college-level course work
- ☑ Two (2) letters of recommendation
- ☑ GRE or GMAT score reports
- ☑ TOEFL or IELTS score reports (non-native English speakers)

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MAIA Application Instructions

The deadline for applications is **January 7, 2013. I**f you are facing technical difficulties with the online system, please contact admissions@jhubc.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 Bologna 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 "MAIA" as your **degree of choice**.

For **Campus**, please choose "Bologna". Note, however, that some MAIA candidates may have the option to study at SAIS DC for a year if they decide to pursue a Master of Arts in International Relations (MA) after starting at SAIS Bologna.

Under **Intended Area of Study**, please choose "NO CONCENTRATION REQUIRED", as MAIA candidates do not have to choose a concentration.

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 in Bologna:

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.

If you have been suspended or expelled from an academic institution, or failed a class for academic dishonesty, please include a brief explanation on a separate sheet of paper in the essay section of your application.

Test Scores

GRE and GMAT: Candidates who apply through the SAIS Bologna 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 Bologna, 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 Bologna 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
- GMAT = www.gmac.com
- TOEFL = www.toefl.org
- IELTS = www.ielts.org
- Cambridge Certificate of Proficiency in English = www.cambridge-efl.org.uk/index.html

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
All incoming MAIA 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
We interview all MAIA 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, 2012-13) 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
- ☑ 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
- ☑ Interview
- ☑ Financial aid application (where applicable)

An applicant whose dossier is no longer on file (who applied for an academic year before 2012-13) 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.

MAIA 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 your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS help you meet your academic and professional goals? How will you contribute to SAIS? Applicants planning to pursue a joint degree should address this interest as well. The essay should be no more than 600 words.

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
- ☑ Résumé/CV
- ☑ Statement of Purpose
- ☑ Analytical Essay
- ☑ Official transcripts for all college-level course work
- ☑ Two (2) letters of recommendation
- ☑ GRE or GMAT score reports (where applicable)
- ☑ TOEFL or IELTS score reports (non-native English speakers)
- ☑ Interview
- ☑ Financial aid application (where applicable)

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One-Year Diploma in International Studies at SAIS Bologna

The deadline for Diploma applications is **January 7, 2013.** If you are facing technical difficulties with the online system, please contact admissions@jhubc.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 Bologna 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.

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 "Diploma" as your **degree of choice**.

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

Under **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. 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:

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 Bologna 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 Bologna, 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 Bologna 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
GMAT = www.gmac.com
TOEFL = www.toefl.org
IELTS = www.ielts.org
Cambridge Certificate of Proficiency in English = www.cambridge-efl.org.uk/index.html

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

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.

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.

Interviews Supplemental

SAIS Bologna 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.

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, 2012-13) 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 2012-13) 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.

Diploma 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 your professional career. What experiences have most contributed to your desire to study international relations? How will SAIS help you meet your academic and professional goals? How will you contribute to SAIS? Applicants planning to pursue a joint degree should address this interest as well. The essay should be no more than 600 words.

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

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HNC Certificate Application Instructions

The application deadline for the Certificate Program is **February 1, 2013**. 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 HNC Washington Support Office by email: nanjing@jhu.edu, or by phone: 202.663.5800.

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
Candidates for the HNC one-year Certificate in Chinese and American Studies should select **HNC Certificate** from the drop-down menu.

Campus: Select **Hopkins-Nanjing** in the drop-down menu.

Intended Semester of Enrollment: Applicants should select **Fall 2013**.

Intended Area of Study: Select **Chinese-American Studies**.

Previous Application: Please indicate if you have previously applied to the HNC, and provide the admissions decision. If you applied to the HNC for the 2011 or 2012 academic years, please read the reapplication instructions.

Educational Background
Please list all university-level work, including study abroad and transfer course work. Please list the university that granted your undergraduate degree (B.A., B.S., Diplom., 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 HNC Washington Support Office before **the February 1, 2013**, so please make any requests well in advance.

If you have been suspended or expelled from an academic institution, or failed a class for academic dishonesty, please include a brief explanation on a separate sheet of paper in the essay section of your application.

Please send transcripts to:
The Hopkins-Nanjing Center
Washington Support Office, Room 406
1740 Massachusetts Ave, N.W.
Washington, D.C. 20036

Test Scores

GRE and GMAT: Candidates for the Certificate in Chinese and American Studies are not required to take the GRE or GMAT.

English-language proficiency: Applicants whose native language is not English (or in the case of bilingual students, whose dominant language is not English), and who have spent less than two years at an accredited university where English is the medium of instruction, are required to submit an English-proficiency score.

The Hopkins-Nanjing Center accepts the 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 HNC TOEFL code is 5610-0000.

Chinese-language proficiency: All applicants to the Hopkins-Nanjing Center are required to take the Center for Applied Linguistics (CAL) Chinese proficiency test. The HNC Washington Support Office must have the completed test materials by **January 21, 2013**. A CAL 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 CAL 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 standardized tests:
- Center for Applied Linguistics (CAL) = www.nanjing.jhu.edu/admissions/chineselangtest.htm
- TOEFL = www.toefl.org
- IELTS = www.ielts.org

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. 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.

Supplemental Forms
Financial Aid: To be considered for financial assistance, including grants and fellowships, candidates must submit the Application for Financial Assistance to the HNC Washington Support Office by **February 1, 2013**. You may find the HNC financial aid form in the *Downloadable Forms* section of the online application.

American citizens must also complete the FAFSA (Free Application for Federal Student Aid), which is required for federal student loans. The application is available online at **www.fafsa.ed.gov**. The HNC uses the SAIS D.C. code number: **E00474** for the FAFSA.

Additionally, finalists or recipients of government scholarship programs should list the source and amount of funding and provide written documentation of the award. Please specify "finalist" or "recipient" at the time of application.

Certificate Supplemental
HNC Personal Statement: Please explain the development of your interest in China. Discuss professional, academic and personal experiences that have contributed to your decision to pursue further study of China. How do you expect your time at the Hopkins-Nanjing Center to assist you in achieving your long-term career objectives? (600 - 1000 words)

Résumé /Curriculum Vitae: Please upload a copy of your résumé or C.V.

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 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.

Application Checklist
Here is a checklist to help you meet the application deadline. (Candidates who are reapplying should refer to the "Reapplying to the HNC" instructions below.)

- ☑ Application fee, $85 USD
- ☑ Online application form
- ☑ Résumé/CV
- ☑ HNC personal statement
- ☑ HNC Financial Aid Application (if applying for financial aid)
- ☑ Free Application for Federal Student Aid (FAFSA; if applying for financial aid)
- ☑ Official transcripts for all college-level course work
- ☑ Two (2) letters of recommendation
- ☑ TOEFL or IELTS score reports (non-native English speakers)

Chinese Language Proficiency Test results (CAL test)

Reapplying to the HNC

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

The HNC Office of International Admissions retains application files for two years after a decision is rendered. Candidates who applied for the 2011 and 2012 academic years do not have to resubmit all materials and can follow this checklist:

- ☑ Application fee, $85 USD
- ☑ Online application form
- ☑ Updated Résumé/CV
- ☑ One new re-applicant essay: How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- ☑ HNC Financial Aid Application (if applying for financial aid)
- ☑ An updated FAFSA (if applying for financial aid)
- ☑ 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 whose dossier is no longer on file (who applied for an academic year before 2011-12) must resubmit all materials.

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HNC MAIS

The application deadline for the M.A.I.S. Program is **February 1, 2013**. 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 HNC Washington Support Office by email: nanjing@jhu.edu, or by phone: 202.663.5800.

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
Candidates for the Master of Arts in International Studies (M.A.I.S.) should select **HNC MAIS** from the drop-down menu.

Campus: Select **Nanjing** in the drop-down menu.

Intended Semester of Enrollment: Applicants should select **Fall 2013**.

International Relations Functional/Regional Area of Interest: Please select your first choice and second choice concentrations in the drop-down menus. You may choose from:
- Chinese Studies
- International and Comparative Law
- International Economics
- International Politics

Previous Application: Please indicate if you have previously applied to the HNC, and provide the admissions decision. If you applied to the HNC for the 2011 or 2012 academic years, please read the reapplication instructions.

Educational Background
Please list all university-level work, including study abroad and transfer course work. Please list the university that granted your undergraduate degree (B.A., B.S., Diplom., 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 HNC Washington Support Office before the **February 1, 2013** deadline, so please make any requests well in advance.

If you have been suspended or expelled from an academic institution, or failed a class for academic dishonesty, please include a brief explanation on a separate sheet of paper in the essay section of your application.

Please send transcripts to:　　　　　　　The Hopkins-Nanjing Center
　　　　　　　　　　　　　　　　　　　Washington Support Office, Room 406
　　　　　　　　　　　　　　　　　　　1740 Massachusetts Ave, N.W.
　　　　　　　　　　　　　　　　　　　Washington, D.C. 20036

Test Scores
GRE and GMAT: All applicants to the M.A.I.S. degree are required to take the **GRE** General Exam or the GMAT. GRE and GMAT scores are valid for five years. The ETS code number for the GRE is **5610-0000**. No department code is necessary. The GMAT code for **is KGB-GX-99**.

English-language proficiency: Applicants whose native language is not English (or in the case of bilingual students, whose dominant language is not English), and who have spent less than two years at an accredited university where English is the medium of instruction, are required to submit an English-proficiency score.

The HNC accepts the 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 TOEFL code is **5610-0000**.

Chinese-language proficiency: All applicants to the HNC are required to take the Center for Applied Linguistics (CAL) Chinese proficiency test. The HNC Washington Support Office must have the completed test materials by **January 21, 2013**. A CAL 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 CAL 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 standardized tests:
- Center for Applied Linguistics (CAL) = www.nanjing.jhu.edu/admissions/chineselangtest.htm
- GRE = www.ets.org
- GMAT = www.gmac.com
- TOEFL = www.toefl.org
- IELTS = www.ielts.org

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. 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.

Supplemental Forms
Financial Aid: To be considered for financial assistance, including grants and fellowships, candidates must submit an Application for Financial Assistance to the HNC Washington Support Office by **February 1, 2013**. You may find the HNC Financial Aid Form in the *Downloadable Forms* section of the online application.

American citizens must also complete the FAFSA (Free Application for Federal Student Aid), which is required for federal student loans. The application is available online at **www.fafsa.ed.gov**. The Hopkins-Nanjing Center uses the SAIS D.C. code number: **E00474** for the FAFSA.

Additionally, finalists or recipients of government scholarship programs should list the source and amount of funding and provide written documentation of the award. Please specify "finalist" or "recipient" at the time of application.

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.

- **HNC Personal Statement (All Applicants):** Please explain the development of your interest in China. Discuss professional, academic and personal experiences that have contributed to your decision to pursue further study of China. How do you expect your time at the Hopkins-Nanjing Center to assist you in achieving your long-term career objectives? (600 - 1000 words)

- **Concentration Essay (M.A.I.S. Applicants Only):** Please discuss your planned concentration at the Hopkins-Nanjing Center and possible areas of interest when considering your thesis topic. (Approximately 500 words. Selections are not final and may be altered once studying at the Center.)

- **Résumé /Curriculum Vitae:** Please upload a copy of your résumé or C.V.

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 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.

Application Checklist
Here is a checklist to help you meet the application deadline. (Candidates who are reapplying should refer to the "Reapplying to the HNC" instructions below.)

- ☑ Application fee, $85 USD
- ☑ Online application form
- ☑ Résumé/CV
- ☑ Personal statement (all applicants)
- ☑ M.A.I.S. concentration essay
- ☑ HNC Financial Aid Application (if applying for financial aid)
- ☑ Free Application for Federal Student Aid (FAFSA; if applying for financial aid)
- ☑ Official transcripts for all college-level course work
- ☑ Two (2) letters of recommendation
- ☑ GRE or GMAT score reports
- ☑ TOEFL or IELTS score reports (non-native English speakers)
- ☑ Chinese Language Proficiency Test results (CAL test)

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

The HNC Office of International Admissions retains application files for two years after a decision is rendered. Candidates who applied for the 2011 and 2012 academic years do not have to resubmit all materials and can follow this checklist:

- ☑ Application fee
- ☑ Online application form
- ☑ Updated Résumé/CV
- ☑ One new re-applicant 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)
- ☑ HNC Financial Aid Application (if applying for financial aid)
- ☑ An updated FAFSA (if applying for financial aid)
- ☑ 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 whose dossier is no longer on file (who applied for an academic year before 2011-12) must resubmit all materials.

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HNC 5-Semester Option

The application deadline for the Five-Semester Option is **January 7, 2013**. 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 HNC Washington Support Office by email: nanjing@jhu.edu, or by phone: 202.663.5800.

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
Candidates for the HNC Certificate/SAIS DC Five Semester Option should select **HNC Five-Semester – Certificate/SAIS MA** from the drop-down menu.

Campus: Select **Hopkins-Nanjing Center** in the drop-down menu.

Intended Semester of Enrollment: Applicants should select **Fall 2013**.

International Relations Functional/Regional Area of Interest: Applicants to the Five-Semester Option will be considered for the HNC Certificate in Chinese and American Studies, and should also select first and second choice concentrations for the SAIS M.A.

Previous Application: If you have applied to the Hopkins-Nanjing Center and/or to SAIS within the past year, please indicate this here. If you have applied to the HNC or SAIS within the past year, please provide the admissions decision.

Educational Background
Please list all university-level work, including study abroad and transfer course work. Please list the university that granted your undergraduate degree (B.A., B.S., Diplom., 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 HNC Washington Support Office before the **January 7, 2013** deadline, so please make any requests well in advance.

Please send transcripts to: The Hopkins-Nanjing Center
Washington Support Office, Room 406
1740 Massachusetts Ave, N.W.
Washington, D.C. 20036

Test Scores

GRE and GMAT: All applicants to the Five-Semester Option Program are required to take the **GRE** General Exam or the GMAT. GRE and GMAT scores are valid for five years. The ETS code number for the GRE: **5610-0000**. No department code is necessary. The GMAT code for is **KGB-GX-99**.

English-language proficiency: Applicants whose native language is not English (or in the case of bilingual students, whose dominant language is not English), and who have spent less than two years at an accredited university where English is the medium of instruction, are required to submit an English-proficiency score.

The HNC accepts the 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 TOEFL code is **5610-0000**.

Chinese-language proficiency: All applicants to the Hopkins-Nanjing Center are required to take the Center for Applied Linguistics (CAL) Chinese proficiency test. The HNC Washington Support Office must have the completed test materials by **January 21, 2013**. A CAL 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 CAL 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 standardized tests:
- GRE = www.ets.org
- GMAT = www.gmac.com
- TOEFL = www.toefl.org
- IELTS = www.ielts.org
- Center for Applied Linguistics (CAL) = www.nanjing.jhu.edu/admissions/chineselangtest.htm

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. 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 Five-Semester Option 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.

Supplemental Forms

Financial Aid: To be considered for financial assistance, including grants, fellowships and U.S. government loans, applicants must submit separate applications for financial assistance for the Hopkins-Nanjing Center in Nanjing and for SAIS in Washington, D.C.

The HNC Application for Financial Assistance is due by **February 1, 2013**. To download a PDF copy of the 2013-2014 HNC Application for Financial Assistance with instructions, please visit the *Downloadable Forms* section of the online application.

The SAIS Application for Financial Assistance is due no later than **February 15, 2013**. To apply for financial assistance for the Washington, D.C. SAIS M.A., download the form in the *Downloadable Forms* section of the online application.

American citizens must also complete the FAFSA (Free Application for Federal Student Aid), which is required for federal aid loans. The application is available online at **www.fafsa.ed.gov**. The HNC uses the SAIS code number: **E00474**.

Essays:

HNC Personal Statement: Please explain the development of your interest in China. Discuss professional, academic and personal experiences that have contributed to your decision to pursue further study of China. How do you expect your time at the Hopkins-Nanjing Center to assist you in achieving your long-term career objectives? (600 - 1000 words)

SAIS M.A. Essays:

- 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? Applicants intending to pursue a joint degree 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.)

Résumé /Curriculum Vitae: Please upload a copy of your résumé or C.V.

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 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 and 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. (Candidates who are reapplying should refer to the "Reapplying to HNC and to SAIS" instructions below.)

- ☑ Application fee, $85 USD
- ☑ Online application form
- ☑ Résumé/CV
- ☑ HNC personal statement
- ☑ Personal statement
- ☑ SAIS M.A. supplemental/analytical essay
- ☑ HNC Financial Aid Application (if applying for financial aid)
- ☑ SAIS Application for Financial Assistance (if applying for financial aid)
- ☑ Free Application for Federal Student Aid (FAFSA; if applying for financial aid)
- ☑ Official transcripts for all college-level course work
- ☑ Two (2) letters of recommendation
- ☑ GRE or GMAT score reports
- ☑ TOEFL or IELTS score reports (non-native English speakers)
- ☑ Chinese language proficiency test results (CAL test)

Reapplying to the HNC and to SAIS

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

The HNC Office of International Admissions retains application files for one year after a decision is rendered. Candidates who had applied for the previous academic year (in this case, 2012-13) do not have to resubmit all materials and can follow this checklist:

- ☑ Application fee, $85 USD
- ☑ Online application form
- ☑ Updated Résumé/CV
- ☑ One new re-applicant essay: How have you improved your candidacy since your last application? This essay should be no more than 1000 words in length.
- ☑ HNC Financial Aid Application (if applying for financial aid)
- ☑ SAIS Application for Financial Assistance (if applying for financial aid)
- ☑ An updated FAFSA (if applying for financial aid)
- ☑ 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 whose dossier is no longer on file (who applied for an academic year before 2011-12) must resubmit all materials.

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