Doctor of Philosophy (Ph.D.) Application Instructions

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

The deadline for applications is December 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 “PHD.” as your degree of choice.

For Campus, please choose “Washington”

Under **Intended Area of Study**, please make your first and second choices from an International Policy Area 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, 2013) do not have to resubmit all materials and can follow this checklist:

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

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An applicant who applied for an academic year before 2013 must indicate he or she is not a reapplicant and must resubmit all materials.

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

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

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

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

**Non-English-language transcripts:** If your transcript is in a language other than English, you are asked to provide an official translation of the entire transcript and an explanation of the grading system of the university. You are strongly encouraged to use a credential evaluation service, particularly if you are not sure of how to obtain original transcripts or face difficulties obtaining them. See the [National Association of Credential Evaluation Services](https://nace.org) 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](http://www.ets.org)
- GMAT = [www.gmac.com](http://www.gmac.com)
- TOEFL = [www.toefl.org](http://www.toefl.org)
- IELTS = [www.ielts.org](http://www.ielts.org)

Please arrange for all standardized test scores to be sent to SAIS before your application deadline.
Language
Native Language: Please list your native language. If you are bilingual, list your dominant language. Your native or dominant language is the one that meets 2 out of 3 requirements: it is (a) the main language of communication between you and one of your parents or caregivers, (b) an official language in the community where you grew up, (c) the language of instruction in the high school you attended.

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

Work Experience
Please provide details of your three most recent professional positions.

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

Economics Background
Before starting their studies at SAIS, 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.

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

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

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 http://www.sais-jhu.edu/graduate-studies/admissions-and-aid/meet 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)

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