MASTER OF ARTS (MA)
APPLICATION INSTRUCTIONS
(FIRST YEAR AT SAIS EUROPE)

These instructions are for candidates wishing to spend their first year of study towards the Master of Arts (MA) at **SAIS Europe** (Bologna, Italy).

We encourage you to review the application instructions before beginning the application, and to follow them closely as you proceed. If you have questions, please contact the SAIS Europe Admissions Office at sais.eu.admissions@jhu.edu or call +39.051.29.17.811.

DATES AND DEADLINES

Enrollment Option	Application Deadline	Notification Date
Spring 2019 Enrollment	November 1, 2018	November 30, 2018
Fall 2019 Enrollment–Early Notification	November 1, 2018	December 21, 2018
Fall 2019 Enrollment–Regular Deadline	January 7, 2019	March 8, 2019
Financial Aid Application	February 15, 2019	March 8, 2019

MAKE SURE THAT YOU SELECT THE CORRECT ENROLLMENT OPTION BEFORE SUBMITTING YOUR APPLICATION.

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

Please note: For your application to be considered for Early Notification, all supporting documents (as listed in these application instructions) must be received by the Johns Hopkins SAIS Admissions Office **no later than November 1**. If any supporting documents are received after November 1, the application will be reviewed during the Regular Deadline process.

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

TECHNICAL SUPPORT

If you experience technical difficulties at any time while using the online application, please click on the link for "Technical Support" in the upper right-hand corner of the online application. From the technical support portal, you can browse FAQ topics, search topics, or contact technical support.

APPLICATION CHECKLIST

All MA applicants must submit the following materials:

- ☐ *Online Application*
- ☐ *Résumé/CV*
- ☐ *Statement of Purpose*
- ☐ *Analytical Essay*
- ☐ *Transcripts for all university-level course work*
- ☐ *Two (2) letters of recommendation*
- ☐ *Interview*
- ☐ *TOEFL or IELTS scores, or Cambridge Certificate of Proficiency (non-native English speakers)*
- ☐ *GRE or GMAT scores* *(optional)*

MAKE SURE THAT YOU SELECT THE CORRECT ENROLLMENT OPTION BEFORE SUBMITTING YOUR APPLICATION!

RE-APPLICATION CHECKLIST

The Office of Admissions retains application files for one year after a decision is rendered. Candidates who applied for the previous academic year (in this case, 2018) do not have to resubmit all materials and can follow this checklist:

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

An applicant who applied for an academic year before 2018 is not considered a re-applicant, and must resubmit all application materials.

APPLICATION INSTRUCTIONS

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

Personal Data

1. **Name:** Please list your full legal name. Do not include any suffixes such as "Jr.," "Sr.," etc. If you have a maiden name or alternate name which you previously used legally, please list it in the space provided.

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

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

4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address valid through the entire application process. Take care to ensure that emails from Johns Hopkins SAIS are not filtered to a junk folder.

5. **Current and Permanent mailing addresses:** Please list both your current and permanent mailing addresses. If your current mailing address expires before admissions decisions are rendered, then any posted correspondence will be sent to your permanent address. If your current mailing address changes at any time during the application process, please notify the Office of Admissions as soon as possible.

   When entering your phone number, if you are listing a non-U.S. phone number, please indicate this in the space provided and include the country code when entering the number, leaving out any parenthesis, dashes, or other symbols.

   Under "Permanent address," please indicate if you are an active duty or former member of the U.S. Armed Forces in the space provided.

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

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

2. **Ethnicity:** This data is collected as required by the U.S. Federal Government and does not influence our admissions decisions. We encourage you to answer both questions. Ethnicity definitions are provided.

Program and Campus

1. **Program:** If you are applying for Early Notification, please select "**MA Early Notification**." Otherwise, please select **"MA"** as your degree of choice.

2. **Campus:** Please choose "**1st Choice SAIS Europe**." If your primary school of interest is the SAIS Europe campus, but you are open to being considered for the Washington, D.C. campus, please choose, **"1st Choice SAIS Europe campus, open to SAIS DC Campus."**

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

3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World. For more information on the different areas of study, please click here.

   Please note: Applicants selecting concentrations requiring proficiency in one of the Asian languages, which are not offered at SAIS Europe, must obtain permission from the Asia Studies program to attend SAIS Europe.

Educational Background

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. 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 should **not** list: 1) institutions at which three or fewer courses were completed, or where courses were only audited or taken on a non-credit basis, 2) executive education programs, 3) non-credit language institutes, or 4) non-credit certificate programs.

Transcript Upload

Applicants must submit transcripts reflecting all university-level course work they have listed on the application. Applicants may upload unofficial transcripts via the online application, or they may submit official transcripts in hard or electronic copy, either from the college/university directly or via a transcript clearinghouse.

Transcripts in hard copy should be sent to the Office of Admissions in Washington, D.C.:

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

Transcripts in electronic copy should be sent to sais.dc.admissions@jhu.edu.

Please note: Admitted applicants who submit unofficial transcripts as part of the application process will be required to submit official copies prior to enrollment.

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 received by the Johns Hopkins SAIS Office of Admissions before the relevant deadline, so please make any requests well in advance.

Test Scores

Please list your official scores for the GRE and/or GMAT, and if required, your official English competency exam scores. If you have completed an exam more than once, please list your most recent scores. In addition to listing the scores in the online application, applicants must also send official test scores via the appropriate testing services to be considered with the application.

1. **GRE or GMAT scores**: All applicants to the MA program in SAIS Europe have the option to submit scores for either the GRE (www.gre.org) or the GMAT (www.gmac.com). Johns Hopkins SAIS will only accept scores directly from the testing service; please arrange for all standardized test scores to be sent to Johns Hopkins SAIS in advance of the application deadline. The GRE code for Johns Hopkins SAIS is 5610-0000; the GMAT code is KGB-GX-99.

2. **TOEFL, IELTS or CPE scores (non-native English speakers)**: Applicants whose native language is not English are required to submit an English competency exam or score. SAIS Europe accepts the TOEFL (www.toefl.org), the IELTS (www.ielts.org), or the Cambridge Certificate of Proficiency in English (www.cambridge-efl.org.uk/index.html). A score of at least 100 on the TOEFL Internet-based exam or 7 on the IELTS is required for admission. If a candidate takes the Cambridge test, a passing grade is required for admission.

   Johns Hopkins SAIS will only accept scores directly from the testing service; please arrange for all standardized test scores to be sent to Johns Hopkins SAIS in advance of the application deadline. The Johns Hopkins SAIS TOEFL code is 5610-0000.

   If English is not your native language, (or in the case of bilingual students, your dominant language is not English) and you hold an **undergraduate** degree granted by an accredited institution where 1) English is the language of instruction and 2) the accredited institution is located in a country where English is an official language, 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) and you hold a **graduate** degree granted by an accredited institution in a country where 1) English is the language of instruction and 2) the accredited institution is located in a country where English is an official language, 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.

Some admitted candidates may be required to take the Johns Hopkins SAIS Summer and/or Pre-Term English course to ensure they have adequate competence in English prior to beginning their first semester.

Language

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

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

Work Experience

Please provide details of your three most recent professional positions.

Time Spent Abroad

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

Economics Background

Before starting their studies at Johns Hopkins SAIS, candidates for the MA must have earned the equivalent of a B- or higher in separate university-level courses in introductory microeconomics and in introductory macroeconomics. A single, semester-long university 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 enrollment. Johns Hopkins 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 enroll.

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 Johns Hopkins SAIS, transcripts must be submitted as soon as the courses are completed and before an applicant's first semester.

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

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

Financial Aid

Applicants eligible for aid should indicate in this section if they wish to apply for Johns Hopkins SAIS fellowships/grants and also complete and submit relevant financial aid forms. (Please refer to the individual financial aid forms for specific instructions for submitting that form.)

Please note: in order to be considered for SAIS fellowship funding, you must answer "yes" to the question in this section. Applicants who answer "no" will not be considered for any fellowship funding.

Interviews Supplemental

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

MA Essay Section

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

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

2. ***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 Johns Hopkins SAIS and your intended concentration serve to meet your academic and professional goals? If you have selected International Development as your first choice concentration, it is important to also address your interests in your second choice concentration as your application may be reviewed by both programs. If you intend to pursue a dual degree you should address this interest as well. *(no more than 600 words in length)*

3. ***Analytical Essay***: Analyze an important national or international challenge and recommend a policy to address it. Please keep your answer to no more than 600 words. *(no more than 600 words in length)*

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

MA applicants are required to submit two letters of recommendation and have the option of submitting a third. Recommendations should be written by individuals well placed to discuss the applicant's qualifications for graduate study and a career in international affairs. Please note that Johns Hopkins SAIS will accept letters of recommendation only through our online application system or in hard copy directly from the recommender; recommendations submitted via email or fax will not be accepted.

It is preferred that recommenders submit their letters of support via the online application system. Please list all your recommenders in the Recommendation Provider List, including recommenders who prefer to submit their letter in hard copy. For recommenders who prefer to submit a hard copy letter of support, the applicant should download, complete, and print a copy of the Recommendation Form from the ***Downloadable Forms*** section of the online application, sign the top portion, and send it to the recommender to complete and return to Johns Hopkins SAIS with the hard copy recommendation.

Submitting Your Application

To submit your application, you can click the button that reads "Submit Your Application" in the upper right corner from most pages of the application, and complete all steps to submit your application. Please note that you must complete ***all*** the final steps in order to submit your application, including your typed signature and the final "Submit Application" button.

When submitting your application, please be sure to preview the application in PDF format when prompted to do so to check for any errors or incorrect data.

After you have submitted your application, confirmation of your application status as "submitted" will appear on the online application dashboard.