

# DOCTOR OF PHILOSOPHY (PHD) APPLICATION INSTRUCTIONS

These instructions are for applicants to the Johns Hopkins SAIS PhD program.

We encourage applicants to review the application instructions before beginning the application and follow them closely as you proceed. If you have questions, please contact the Washington, D.C. Admissions Office at [sais.dc.admissions@jhu.edu](mailto:sais.dc.admissions@jhu.edu) or call 202.663.5700.

## **DATES AND DEADLINES**

---

<b>Enrollment Option</b>	<b>Application Deadline</b>	<b>Notification Date</b>
Fall 2018 Enrollment—Regular Deadline	December 1, 2017	March 14, 2018
Financial Aid Application	February 15, 2018	March 14, 2018

We encourage applicants 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.

**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 REQUIREMENTS**

---

All PhD applicants must submit the following materials:

- Online Application*
- Application fee, \$85 USD*
- Résumé/CV*
- Statement of Purpose*
- Dissertation Topic*
- Writing Sample*
- Transcripts for all college-level course work*
- Two (2) letters of recommendation*
- GRE or GMAT scores*
- TOEFL or IELTS scores (non-native English speakers)*

## **REAPPLYING TO JOHNS HOPKINS SAIS**

---

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, 2017) do not have to resubmit all materials and can follow this checklist:

- Online application form**
- Application fee, \$85 USD**
- 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.
- Revised dissertation topic (optional)**  
PhD Re-applicants 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 2017 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 that you previously used legally, please list it in the space provide.
2. **Birth Information:** If you were born in the United States, please select the name of the state where you were born.
3. **Citizenship:** Please select your citizenship. Dual citizens should list both nationalities.
4. **Email Address:** We communicate with applicants primarily via email. Please provide an email address 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 & 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:** Please select “**PhD**” as your degree of choice.
2. **Campus:** The Johns Hopkins SAIS PhD is only available at the **Washington, D.C.** campus.
3. **Intended Area of Study:** Please select your first and second choices from an International Policy Area or Region of the World.

***Educational Background***

---

Please list all university-level work, including study abroad and transfer course work, at which four or more courses were completed. Please list the university that granted your undergraduate degree (B.A., B.S., Diploma, Licen.) first. 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 listed by the applicant on the application. Applicants may upload unofficial transcripts via the online application, or applicants may submit official transcripts via hard copy 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

Transcripts in electronic copy should be sent to [sais.dc.admissions@jhu.edu](mailto: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](http://www.nacces.org) 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.

1. **GRE or GMAT scores:** All applicants to the PhD program are required to submit scores for either the GRE ([www.gre.org](http://www.gre.org)) or the GMAT ([www.gmac.com](http://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 or IELTS scores (non-native English speakers):** Applicants whose native language is not English are required to submit an English competency exam, either the TOEFL ([www.toefl.org](http://www.toefl.org)) or the IELTS ([www.ielts.org](http://www.ielts.org)). A score of at least 100 on the TOEFL Internet-based exam or 7 on the IELTS 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 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. 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 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 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.

---

### ***PhD Essay Section***

Candidates are asked to upload the relevant required essays for their program of interest and indicate which Johns Hopkins SAIS faculty with whom they would like to work during their course of study and research (up to four).

A comprehensive Johns Hopkins SAIS [Faculty Directory](#) is available online.

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. ***Dissertation Topic***: PhD applicants should describe their proposed dissertation topic, including research methods and plans for fieldwork. The essay should indicate the Johns Hopkins SAIS faculty members with whom the applicant is likely to work and the relation of the dissertation topic to their work. (*no more than 600 words in length*)
4. ***Writing Sample***: PhD 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 Johns Hopkins 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***

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 references submit their letters of recommendation via the online application system. Please list all your references 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 recommendation, 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.

### **Application Fee**

---

The \$85 USD application fee is payable through Apply Yourself via credit card or e-check. Alternately, applicants may mail a check or money order to the Office of Admissions, made payable to The Johns Hopkins University in U.S. dollars.

Johns Hopkins SAIS offers application fee waivers to participants or alumni affiliated with the following professional development programs: Pickering, PPIA, IIPP, McNair, Rangel, Teach for America, Teach for China, Fulbright (those currently on fellowship), and Peace Corps. To receive a fee waiver, submit official documentation confirming your participation in the appropriate program via email to [sais.dc.admissions@jhu.edu](mailto:sais.dc.admissions@jhu.edu). When submitting the online application, indicate you will pay by paper check; the Johns Hopkins SAIS Office of Admissions will waive the fee once the paperwork is received by our office and your application has been submitted.

Please note: we cannot grant fee waivers for financial hardship.