

# Hopkins-Nanjing Center (HNC) Masters of Arts in International Studies (M.A.I.S.)

## Application Instructions

The application deadline for the M.A.I.S. Program is **February 1, 2014**. We encourage you to submit materials as early as possible before your deadline. You are responsible for making sure documents, including letters of recommendation and academic transcripts, are submitted on time. Incomplete applications will not be considered.

We would encourage you to print out the relevant instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the HNC Washington Support Office by email: [nanjing@jhu.edu](mailto: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 2014**.

**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
- Energy, Resources, and Environment
- 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 2013 academic year, 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.**

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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, 2014** 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 Hopkins-Nanjing Center are required to take the Avant Assessment STAMP Chinese proficiency test. The HNC Washington Support Office must have the completed test materials by January 21, 2014. A STAMP 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 STAMP 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:

- STAMP Chinese Proficiency Test = <https://www.sais-jhu.edu/resources/hopkins-nanjing-center/chinese-language-testing>
- 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)

### 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 prerequisites 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.

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.

### **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, 2014**. 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](http://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 (STAMP test)

**All applications and application materials become the confidential property of the HNC Washington Support Office and cannot be returned.**

### **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 one year after a decision is rendered. Candidates who applied for the 2013 academic year 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 2013-13) must resubmit all materials.

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