

Master of Arts in International Affairs (M.A.I.A.) Application Instructions

These instructions are for candidates wishing to pursue a **Master of Arts in International Affairs (M.A.I.A.)** at SAIS Europe. For more information on the M.A.I.A. degree, [click here](#).

The deadline for applications is **January 7, 2014**. If you are facing technical difficulties with the online system, please contact admissions@jhuc.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 Europe 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 “M.A.I.A.” as your **degree of choice**.

For **Campus**, please choose “Bologna”. Note, however, that some M.A.I.A. 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 (M.A.) after starting at SAIS Europe.

Under **Intended Area of Study**, please choose “NO CONCENTRATION REQUIRED,” as M.A.I.A. 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 (B.A., B.S., 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 at SAIS Europe:

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 Europe 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 Europe, 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 Europe 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
- Cambridge Certificate of Proficiency in English = www.cambridge-efl.org.uk/index.html
- 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.

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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 M.A.I.A. 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.

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.

Interviews Supplemental

We interview all M.A.I.A. 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, 2013-14) 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 2013-14) 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.

M.A.I.A. 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)

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

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