

# Master of Arts in International Economics and Finance (M.I.E.F.)

## Application Instructions

These instructions are for applicants to the SAIS MIEF program.

The deadline for applications is **January 7, 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 [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 “**MIEF**” as your degree of choice.

Applicants who wish to be considered for both the MA and MIEF programs will need to submit two applications; one for each program. Supporting documentation (transcripts & recommendations) only needs to be submitted once. Please note there are separate essays for the MA and MIEF, which should be submitted with the corresponding application.

Students applying to both programs do NOT have to pay two application fees; the application fee should be paid as part of the MA application. **When submitting the MIEF application, please indicate that you will be paying by check, and the SAIS Admissions Office will waive the fee for the MIEF application.**

**Campus:** The M.I.E.F. program is only offered at the **Washington, D.C. campus**.

**Intended Area of Study:** Indicate your choice of the Trade/Development track or the Macroeconomic/Finance track. You can change your intention up through the middle of the fall semester.

### **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 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:** All applicants will be required to take either the GRE or the GMAT. The 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, then 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 can 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 position

### **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**

Applicants should use this section to indicate their background in economic coursework. 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. Do not list courses not taken for a grade.

### **Mathematics Background**

Applicants should use this section to indicate their background in mathematics. Please begin by indicating the number of college level calculus courses taken followed by the course titles and year and 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. Also please list any mathematics courses taken beyond calculus along with the year and the grade received. Do not list courses not taken for a grade.

### **M.I.E.E. Essay Section**

Candidates are asked to complete the relevant supplemental section for their program of interest.

**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 for your professional career. What experiences have most contributed to your desire to study international economics? How will this SAIS program serve to meet your academic and professional goals? This essay should be 500 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**

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. (Candidates who are reapplying should refer to the "Reapplying to SAIS" instructions below.)

- ☒ Application fee, \$85 USD
- ☒ Online Application Form
- ☒ CV/Résumé
- ☒ Statement of Purpose
- ☒ Official transcripts for all university-level course work
- ☒ Two (2) letters of recommendation
- ☒ GRE or GMAT score reports
- ☒ TOEFL or IELTS score reports (where applicable)

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