



THE BOLOGNA CENTER

Via Belmeloro, 11
40126 Bologna, Italy
www.jhubc.it
admissions@jhubc.it

JOHNS HOPKINS
UNIVERSITY
The Paul H. Nitze School of
Advanced International Studies

The Johns Hopkins School of Advanced International Studies (SAIS) offers challenging graduate programs in the United States, Europe and Asia for the world's next generation of leaders. It is the only graduate institute with its own international relations programs on three continents – a unique educational offering.

Candidates are able to apply using our online system. All materials, including statements of purpose and letters of recommendation, can be submitted online except for scores on standardized tests and academic transcripts; we ask that hard copies of these be sent to the relevant admissions office. In addition, candidates applying for financial aid may have to submit hard copies of supporting documents.

These instructions are for candidates wishing to pursue a **One-Year Diploma in International Studies (Diploma) at SAIS Bologna**. For more information on the Diploma, click [here](#).

The deadline for applications is **February 1, 2012**. However, if you are facing technical difficulties with the online system, please contact admissions@jhubc.it even after February 1, and we will help you submit your application.

We would encourage you to print out these instructions before you start the application and to follow them closely as you proceed. If you have questions, please contact the [SAIS Bologna Admissions Office](#).

INSTRUCTIONS

In order to submit a secure online application, visit our [website](#).

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 taken, any posted correspondence 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. 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 "Diploma" as your **degree of choice**.

For **Campus**, please choose "Bologna".

Under **International Relations Functional/Regional Area of Interest**, please choose "NO CONCENTRATION

REQUIRED", as Diploma 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., 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.

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.

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 Bologna 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 will enhance a candidate's chances of admission. The GRE code for SAIS Bologna is 3561. The GMAT code is KGB-GX-80.

English-language competence: Applicants whose native language is not English (or in the case of bilingual students, whose dominant language is not English) and who do not hold an undergraduate degree granted by an accredited institution where English is the medium of instruction are required to submit an English-competence score.

SAIS Bologna 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 Bologna TOEFL code is 9729. Leave the department code blank or type 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
- TOEFL = www.toefl.org
- IELTS = www.ielts.org
- Cambridge Certificate of Proficiency in English = www.cambridge-efl.org.uk/index.html

Please arrange for all standardized test scores to be sent directly to the relevant Admissions Office 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 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

Although Diploma candidates are not required to take economics courses while studying at SAIS, they should complete this section. Please note that Diploma candidates intending to complete economics coursework at SAIS must complete the economics prerequisites.

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

Interviews Supplemental

We interview all Diploma candidates. From the drop-down list, please select the venue that suits you. Interviews can 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 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, 2011-12) do not have to resubmit all materials and can follow this checklist:

- Online application form
- Updated Résumé/CV
- One new reapplicant 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)
- 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 2011-12) must resubmit all materials.

Diploma Supplemental

Financial Aid: Applicants eligible for aid should indicate if they wish to apply for SAIS fellowships/grants and also complete and submit relevant financial aid forms.

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? Applicants planning to pursue a joint degree should address this interest as well. The essay should be about 600 words in length.

Analytical Essay: Discuss an issue of national or international importance and its concern to you. This essay should be no more than 600 words.

Résumé/Curriculum Vitae: Please upload an updated résumé or CV.

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.)

- 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.