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

## BOLOGNA CENTER APPLICATION INSTRUCTIONS

For non-US students applying to the Bologna Center ONLY

Deadline: FEBRUARY 1

Candidates for admission must submit items ONE through NINE below. Except for TOEFL or other test scores, documents should arrive in one package at the Bologna Center Admissions Office by February 1. Each applicant should request supporting documents early enough to meet the deadline and also verify that they have been received. Except for those in French, Italian or Spanish, academic documents must be accompanied by an English translation that is certified by a recognized authority.

US CITIZENS & PERMANENT U.S. RESIDENTS: PLEASE REFER TO THE PARAGRAPH AT THE END OF THIS DOCUMENT

1. **Application Form:** please use the online form at [www.jhubc.it](http://www.jhubc.it)
  - If you use the paper application, please type or print clearly.
2. **Statement of aims (500-600 words)**
  - This essay should describe your interest in international affairs, your professional and career aspirations, and how studying at the Bologna Center and/or SAIS would help you achieve your goals. Feel free to include personal information that the Admissions Committee would not otherwise know from reading your application.
3. **Official transcript of college or university academic record**
  - The transcript should list all courses taken for credit toward the degree and the corresponding grades. Please do not send individual exam results on separate sheets.
  - Photocopies are acceptable provided they bear an "original" stamp or seal of the university or other recognized authority such as a notary public or commissioner of oaths.
  - Students in their final year of study are eligible to apply and should submit a transcript of their record to date.
4. **A guide to the grading system used at your university** ([www.wes.org/gradeconversionguide/index.asp](http://www.wes.org/gradeconversionguide/index.asp))
  - This should indicate the grading scale as well as the highest grade possible and the lowest passing grade
  - If the grading guide is indicated on the transcript, a separate document is not necessary
5. **Official proof of successful completion of a university degree (minimum duration: three years)**
  - This document must bear an original stamp or seal (as explained under #3 above).
  - Candidates in the final year of their degree program at the time of application must submit the transcript of their final semester and proof of successful completion of the degree before beginning their studies at the Bologna Center.
  - If the name of degree and date awarded are on the transcript, a separate document is not necessary.
6. **Three evaluations on the Bologna Center Confidential Evaluation forms**
  - Evaluations should be sent in sealed envelopes which have been signed across the seal by the evaluator.
  - We prefer to receive a candidate's recommendations, still sealed, in a single mailing. However, an evaluator may send a sealed recommendation directly to the Bologna Center.
  - Please seek evaluations from current and former professors. MIPP and other candidates who have been away from university for a number of years may submit professional references or a combination of professional and academic.
7. **A one-page CV**
8. **Non-native English speakers must submit one of the following test results (see GRE instructions below) taken not more than two years previously. This requirement can be waived ONLY for those who have completed a full degree program through English in a country where English is the official language (see also GRE instructions below).**
  - TOEFL - Test of English as a Foreign Language (<http://www.toefl.org/>)
    - The Bologna Center TOEFL Code is 9729. Dept. Code: 00. Please do not use SAIS-DC or the JHU Baltimore codes.
    - TOEFL scores below the following limits may count against admission: iBT: 100; CBT: 250; PBT: 600.
    - Admitted students with borderline scores are required to take Intensive English in Pre-term.
  - CPE - Cambridge Proficiency in English (<http://www.cambridge-efl.org.uk/index.html>)
    - Any passing grade on the CPE is acceptable.
  - IELTS - International English Language Testing System (<http://www.ielts.org/>)
    - There are two tests: Bologna Center applicants should take the Academic Test.
    - IELTS scores below 7 may count against admission.
  - Exams should be taken by February for scores to arrive at the Bologna Center by mid-March. Those who are unable to take the English test before February should take it as soon as possible thereafter but they should be aware that preference will be given to candidates who have fulfilled the language requirement in time for admission decisions.
9. **Signature Page and Checklist - please submit this with both the online and paper application.**

<b>GRE &amp; GMAT Code:</b> 3561 <b>Dept:</b> 00	The GRE (Graduate Record Examination) is not required, but is strongly recommended; a good score will enhance a candidate's chances of admission. Those who attended university in a country where English is the official language for two or more years but have not completed a full degree program may opt to take the GRE instead of the TOEFL. Information on the GRE is available at <a href="http://www.gre.org">www.gre.org</a> . Use the Bologna Center GRE Institution Code: 3561. The Department code is: 00. We are listed under Italy. Please do not use the SAIS-DC GRE code. GMAT scores will also be considered. The Bologna Center GMAT code is: 3561.
<b>NB:</b>	Applicants seeking financial assistance should see "Information on Fellowships and Financial Aid" included in the application package. Applicants must submit all required information by the deadline to receive full consideration for financial assistance.

## PROGRAM OF STUDY

Except for MIPP candidates, students admitted to the Bologna Center are eligible for the one-year diploma. Admission to the second year of the MA at SAIS Washington is automatic provided students complete their Bologna Center program successfully. Once enrolled at the Bologna Center, any student interested in the MAIA program (that is, a second year in Bologna) must apply for admission to that program by the end of their first semester. The application consists mainly of a thesis proposal, and decisions are made at the beginning of the second semester. It is not necessary to make a final decision on which program to pursue until students are enrolled at the Bologna Center.

## M.A. CONCENTRATION

Those planning to attend the second year of the MA program at SAIS Washington should indicate their planned field of concentration, in addition to **international economics, which is compulsory for all**. A concentration entails taking approximately six courses in the given area. Except for International Development (IDEV) which has limited enrollment, the program choice you indicate on the application form is not binding (see information on IDEV below). For other programs of concentration, students decide during the first semester, once they become more familiar with the programs offered, with the help of an academic advisor. Those interested in pursuing a Regional Studies concentration in the Middle East, Latin America, Russia & Eurasia, or Africa are welcome to attend the Bologna Center but should know that the course offering in those areas is limited in Bologna. Most of the specialized courses would be taken during the second year in Washington. Detailed information on all programs can be found on the SAIS-Washington website at: [www.sais-jhu.edu/programs/index.html](http://www.sais-jhu.edu/programs/index.html). MA students must concentrate in International Economics and ONE other area: either the international relations programs, or international development, or one of the Regional programs.

INTERNATIONAL ECONOMICS (Compulsory MA Concentration)	INTERNATIONAL RELATIONS	INTERNATIONAL DEVELOPMENT	REGIONAL STUDIES
Required courses are: <ul style="list-style-type: none"> <li>• Microeconomics (Intermediate)</li> <li>• Macroeconomics (Intermediate)</li> <li>• Int'l Trade Theory</li> <li>• Int'l Monetary Theory</li> <li>• Two Economics electives</li> </ul>	One of the following options: IR/General Studies IR/Conflict Management IR/Energy Resources/Environment IR/Global Theory & History IR/Int'l Law & Organization IR/Strategic Studies	International Development (IDEV): Those interested in IDEV should select it as their 1st preference on the application form; limited places are available. See SAIS-DC website for selection criteria: <a href="http://www.sais-jhu.edu/academics/functional-studies/international-development/index.htm">http://www.sais-jhu.edu/academics/functional-studies/international-development/index.htm</a> .	One of the following options: European Studies WH/Latin American Studies Russian and Eurasian Studies American Foreign Policy African Studies Middle East Studies

## ECONOMICS REQUIREMENT

All students entering SAIS must provide proof of successful completion of a course in Principles of Microeconomics and Principles of Macroeconomics prior to entry in October. Those who have passed such course(s) MUST provide clear evidence with the application for admission. Those who have passed an equivalent course which is listed on the transcripts with a different name must submit a syllabus (course description and bibliography) in English for the courses in question. Those who have not passed a course in Principles of Micro- and Macroeconomics must pass such course(s) by the beginning of the academic year in October, or by the beginning of pre-term if they wish to take an intermediate level economics course in pre-term (end of August through September).

MA and MAIA candidates are required to take a minimum number of courses in international economics and pass a final oral exam in economics. The number of economics courses to be taken will depend on previous background and usually ranges from four to six courses. There is no economics requirement for the MIPP program. SAIS offers an online course during the summer (normally from the end of May to the third week in August).

## INTERVIEWS

A personal interview is an effective evaluation tool. Its purpose is to verify the candidate's preparation in their field of study and in international affairs. The interview is also useful in evaluating the candidate's maturity, purposefulness, creativity, energy, and leadership potential, as well as their motivation to study international relations in an international environment. Finally, the interview allows candidates to learn more about the program and to determine if it fits their needs.

Interviews are conducted by a faculty member where possible and normally held at the end of February or the beginning of March in the following cities in Europe: Bologna, Brussels, Frankfurt, Istanbul, London, Paris, and Vienna. Other venues may be added, depending on the number of candidates. Interviews may also be conducted by telephone as deemed necessary by the Admissions Committee. Candidates who do not live near the above cities will be informed by the Admissions Office whether or not an interview is appropriate. The interview schedule for the spring of 2011 will be posted on the Bologna Center website at <http://www.jhubc.it/admissions/interview.cfm> by February 2011. Applicants are advised to check the Bologna Center website ([www.jhubc.it](http://www.jhubc.it)) during the application process and particularly around February 1 for updated admission and interview information. Candidates who live within a reasonable distance of any of the above cities should indicate their preferred interview venue on their application. Those located outside Europe at the time of the interviews may be interviewed by telephone. Following a preliminary review of the application, candidates who meet the basic requirements will receive preliminary notification of interview arrangements if the interview is feasible and necessary. Details of the time and place of the interview will be forwarded by email approximately 10 days before the interview date. Applicants are advised to provide an email address and read their messages regularly during the admission process. All candidates are strongly advised to attend the interview, although those who live too far away or who cannot afford the cost can have their interview waived.

All costs incurred for the interview are at the expense of the candidate.

## U.S. CITIZENS & PERMANENT RESIDENTS: APPLICATION DEADLINE - JANUARY 7<sup>th</sup> at SAIS WASHINGTON, DC.

U.S. citizens and permanent residents who wish to attend the Bologna Center must apply through the Admissions Office at SAIS Washington, DC. Details are available at <http://www.sais-jhu.edu/admissions/index.html>. The email is [admission.sais@jhu.edu](mailto:admission.sais@jhu.edu).

- U.S. students with dual citizenship are not allowed to apply through both SAIS-Washington and Bologna for admission. They must decide prior to applying which citizenship to use;
- Non- U.S. citizens interested in attending the SAIS-DC campus should apply to the DC Admissions Office. Applications may not be submitted to both Bologna and Washington.