



AMERICAN UNIVERSITY

SCHOOL *of* INTERNATIONAL SERVICE

Master of International Service

## DOUBLE-DEGREE MIS-IST GUIDE FOR ACADEMIC YEAR 2023-2024



## ABOUT US

**Location:** Tucked away in a residential neighborhood at the top of Embassy Row in northwest Washington, DC, American University (AU) is unique in its ability to take advantage of the vast wealth of professional, intellectual, and cultural resources of the nation's capital, while also providing a quiet, intimate environment in which to study. Designated as a public garden and arboretum, the majority of classroom space is centered around a 130,000 ft<sup>2</sup> (12077 m<sup>2</sup>) quadrangle that makes up the main campus.

**Prestige:** The university has seven schools and colleges, which are consistently ranked highly in national college rankings. The School of International Service (SIS) is ranked 8th for graduate programs and 9th for undergraduate programs in the world according to *Foreign Policy* magazine. SIS prepares students to build successful careers of leadership, service, and impact in governments, nonprofits, and business. Our network of over 20,000 alumni have built careers analyzing global problems and searching for solutions that improve lives.

**Diversity:** SIS enrolls a diverse student body of approximately 2,000 undergraduate and 900 graduate students from throughout the United States and more than 150 countries. In addition to its academic offerings, SIS is a vibrant forum for debates and events, and frequently hosts government, NGO, and industry leaders to talk and meet with students. Our graduates go on to obtain jobs across all sectors both domestic and international, with 96% employed, pursuing an advanced degree, or both within six months of graduation.

### Links:

[American University's Website](#)

[The School of International Service's Website](#)

[Master of International Service \(MIS\) Website](#)

## ACADEMIC CALENDAR

Fall 2023	August 28, 2023 – December 16, 2023
Spring 2024	January 16, 2024 – May 08, 2024

[Current Year Academic Calendar](#)

[Preliminary Academic Calendars for Future Years](#)

## COURSE OFFERINGS

For more information about the courses offered at AU, please see the links below. Fall course schedules are typically released in March/April and spring course schedules are typically released in September/October. Applicants should review SIS courses\* available during their time of study before applying.

[AU Course Schedule](#)

[AU Course Catalog](#)

\*The tuition discount in the MIS-IST agreement between AU and the partner school only applies to courses taken within SIS with the exception of ECON-603 which fulfills a degree requirement. While students may take classes outside of SIS to fulfill their concentration, those credits will be charged at the full AU tuition rate.

## PROGRAM ELIGIBILITY & REQUIREMENTS

**Academic Performance:** Applicants are reviewed based on their prior academic performance, with more weight being placed on coursework related to international relations

**Student Status:** For us to better evaluate a student's qualification, our preference is for applicants to have already completed at least one semester of study in their home program.

**Academic Credits:** Students studying in the MIS International Studies Track are required to study full time for a minimum of 18 credits in residency at AU.

## GRADING SYSTEM

Letter Grade	Quality Points (GPA)	Letter Grade	Quality Points (GPA)
A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

[AU Graduate Academic Rules and Regulations](#)

## PARTNER NOMINATION PROCESS

**All students must be nominated by their home institution before applying directly to SIS Graduate Admissions.**

For partner schools: Email nominations to both [IST@american.edu](mailto:IST@american.edu) and [SISAbroad@american.edu](mailto:SISAbroad@american.edu). Your email nomination must include the following:

- Identify the full legal name of the student(s) you are nominating.
- Attach a verified copy of the student's official transcript(s) and letters of recommendation

Attested copies of these documents may be sent directly to [IST@american.edu](mailto:IST@american.edu) and [sisabroad@american.edu](mailto:sisabroad@american.edu). Attested copies can only be sent by the institution. Copies of these documents sent by the students will be considered unofficial.

## STUDENT APPLICATION PROCESS

After SIS receives the student nomination from the partner institution, the student may begin their application online.

### [SIS Graduate Admissions Application](#)

The application fee and deposit are waived for MIS-IST applicants. Under the Academic Plans section of the application, students must select the *Master of International Service: International Studies Track* as the program of study. After selecting MIS-IST, an additional drop-down menu title *Partner School* will appear. The student should select the appropriate school from the dropdown list.

The student should be prepared to provide the following [Required Materials](#) with their application:

- [Official English language exam results or proof of curriculum](#)
- Official transcripts and certified English translations\*
- Personal Statement
- Two (2) letters of recommendation\*
- Resume or CV

\*Attested copies may be sent by the home institution to SIS by the partner institution.

### [SIS Graduate Admissions Required Materials](#)

Please remind students to check their email regularly for their official acceptance letter from the SIS Graduate Admissions Office.

#### ENGLISH LANGUAGE REQUIREMENTS

Test	Minimum Required Overall Score
Test of English as a Foreign Language (TOEFL)	100
International English Language Testing System (IELTS)	7.0
Pearson Test of English (PTE)	68
Duolingo	120

For additional information on English proficiency tests options or proof of English proficiency by curriculum, please refer to the [SIS Graduate Admissions page for International Students](#).

#### VISA APPLICATION AND IMMIGRATION

After the application has been reviewed and if the student is accepted, the next step is to begin the process for immigration. Students will submit required documents for a form I-20 Certificate of Eligibility to apply for an F-1 student visa. Students should begin preparing financial documents as soon as possible to facilitate this process. Please see the resource list and cost guide below. These documents will be emailed to [SISAbroad@american.edu](mailto:SISAbroad@american.edu).

- [Certificate of Finances for International Students \(CFIS\) Form](#)
- [Financial Proof Documentation](#)
- Copy of student passport information page
- Copy of English proficiency proof documentation

The priority deadline for submission of immigration documents is June 1 for fall semester entry, but documents will be accepted on a rolling basis throughout the summer. Note that documents submitted after June 1 may result in a delay of immigration processing.

#### COST GUIDE

All MIS-IST students are required to demonstrate the financial ability to pay for tuition and living expenses during the term of study. This cost guide outlines the minimum amount of funding which must be reported in the CFIS and supported with financial proof documentation. The expenses below are for one academic year (fall and spring) from August to May.

**Total Cost: \$56,185**

- *Tuition – 18 credits at \$1,922 per graduate credit with 20% discount for MIS-IST: \$27,676.80*



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- *Mandatory Fees – Student Activity \$30, Technology \$120, Metro UPass \$136, Sports Center \$65*
- *Books – \$1,650*
- *Student Health Insurance - \$2,178 (this is the 2022-23 rate the 2023-24 rate has not yet been published)*
- *Living expenses for fall/spring - \$24,250*

[ISSS Graduate Program Cost Guide for SIS](#)

[AU Tuition and Fees](#)

### IMMUNIZATION AND HEALTH

All incoming students must provide proof of meeting immunization requirements prior to July 15. Please see the AU Student Health Center for more information.

[AU Student Health Center Immunization Page](#)

Students will be automatically registered in the AU Student Health Insurance unless able to receive a waiver by providing proof of a comparable US-based health insurance. Students will receive an email with instructions for completing enrollment and receiving their insurance card.

[AU Student Health Insurance](#)

[AU Student Health Insurance Waiver Information](#)

[AU Student Health Insurance: My Health Plan](#)

AU continues to review and update its policies related to COVID-19 and community health. Please review the AU COVID-19 guide for any questions about campus requirements.

[AU COVID-19 Guide](#)

### HOUSING

Graduate students are not guaranteed housing and should plan to see off-campus housing accommodation. Please see the AU Office of Housing and Residence Life page for information on Off-Campus Housing in the DC area.

[AU Off-Campus Housing](#)

## ORIENTATION

Incoming international students must attend a mandatory orientation with the AU Office of International Student and Scholar Services (ISSS). Information will be shared directly by ISSS with students by email.

### [ISSS International Student Orientation](#)

SIS will also host an orientation for incoming graduate students during the week prior to the start of classes. MIS-IST students are strongly encouraged to attend. Dates for the coming fall TBA.

## CONTACT INFORMATION

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