M.A. IN DEVELOPMENT STUDIES AND DIPLOMACY

Admissions Requirements

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1. Introduction

The following documentation is required to complete your application process for the UPEACE on-campus M.A. programmes. Please have them ready and on hand before beginning your online application process, as they will need to be uploaded into the system.

Required supporting documents to be uploaded:
- English Proficiency Test Scores Report (TOEFL, IELTS)
- Statement of Purpose
- Letters of Recommendation
- Official Undergraduate (Bachelor's Degree) Transcripts and Degree Certificate
- Curriculum Vitae or Resume
- Copy of valid identification
- Passport-size photo

Detailed information on each requirement begins on page 3 of this document.

The online application requires **electronic (PDF) scans** of required documents. Should admission be granted, the following documents will eventually be required in official hard copy:
- English Proficiency Test Scores Report (TOEFL, IELTS) - if applicable
- Official Undergraduate Transcripts and Degree Certificate (and English translations if applicable)
- Three (3) passport size photos

Upon submission of the online application form and supporting uploaded documents, the UPEACE Admissions system will send an automatic confirmation email. The date and time of submission will be noted in the system. Applications received after the established deadline will be considered for admission for the following academic year. Each application received by the established deadline will be reviewed for completeness. A second acknowledgment will be sent to the applicant by the Admissions Officer, informing him/her of the status of his/her application, whether it is complete and able to be passed on for academic review. **We are not able to provide any information about the status of applicants over the phone or to third parties.** Information will only be provided to the applicant using the email provided in the online application form. Please address any email inquiries to admissions@upeace.org.
2. English Proficiency Test Scores Report (TOEFL, LELTS)

An English-Language Proficiency Test Report is required for all applicants from non-English-speaking countries. The following English Proficiency Tests are accepted:

- UPEACE TOEFL Code: 7180
- TOEIC and TOEFL-ITP are not accepted

### Notes:

Tests that are more than two years old at the time of application are not valid. Applicants who took the English test more than two years ago must repeat the test and present the updated results. Should the applicant be admitted, original hard copy English proficiency test scores will be required upon confirmation of acceptance.

You cannot officially be considered for admission without a valid English-language proficiency test score.

To waive the English Language Proficiency Test Report, applicants from non-English speaking countries may present the following documents:

- Certified, authenticated or notarized true copy of Undergraduate Degree from an English-speaking country or English-speaking university. This degree must have been issued within the last two years.
- Letter from a higher education institution certifying enrolment or completion of a programme by the applicant, and stating that the medium of instruction was English.

<table>
<thead>
<tr>
<th>TEST</th>
<th>MINIMUM SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>Band of 7 (good user)</td>
</tr>
<tr>
<td>Paper based TOEFL (PBT)</td>
<td>530</td>
</tr>
<tr>
<td>Computer based TOEFL (CBT)</td>
<td>215</td>
</tr>
<tr>
<td>Internet Based TOEFL (IBT)</td>
<td>90</td>
</tr>
</tbody>
</table>
3. Statement of Purpose

The statement of purpose must be between 500 and 1,000 words and state the applicants name, the programme to which they are applying, and clear responses to the following questions:

- Why have you decided to apply to this programme?
- What are your expectations from this programme?
- What are your career plans after completing this programme?
4. Letters of Recommendation

Two (2) letters of recommendation are required for all applicants. The letters should be from faculty or academic advisors from your academic experience or managers or other superiors from a professional work environment who are qualified to evaluate applicant's potential for graduate study. The letters need to include the referees title, their relation to, and how long they’ve known the applicant. The letters should also outline specific examples of applicant's work and why the referee feels the applicant is a fit for the specific UPEACE programme.

The two referees indicated on the application form will be automatically emailed a Letter of Recommendation Form, once the application is submitted. The referees will then email their Letter of Recommendation Form directly to admissions@elearning.upeace.org as an attachment, not within the text of the email.

Examples of valid referees or recommenders are:
- Faculty, deans, or professors
- Academic advisors
- Immediate supervisors
- Research project managers
- Mentors in a superior position in the workplace, volunteer, or University setting

Letters from family members, close friends, or non-superior colleagues are not accepted.
5. Official Undergraduate (Bachelor’s Degree) Transcripts and Degree Certificate

Transcripts and diplomas must be from a 3-5 year undergraduate (bachelor’s or equivalent) programme.

**Transcripts:**
- Official undergraduate transcripts bearing the signature of the Registrar and the school seal must be uploaded to the online application form. Please include the official grading system used by the University or country, if this is not clearly explained on the flip side of the transcript.
- Applicants applying during their final year of the undergraduate programme **must provide an official in-progress transcript.** If the original transcript documents are not in English, both an official copy in the original language and an official English translation must be provided.
- Should the applicant be admitted, official/original hard copy transcripts that are stamped with the official seal of the institutions will be required upon enrolment. **If the original is not in English,** a hard copy of the official translation will also be required for enrolment.

**Undergraduate Bachelor’s Degree:**
- Official undergraduate degree bearing the signature of the registrar and the school seal must be uploaded to the online application form.
- **If the original degree is not in English,** both an official copy in the original language and an official English translation must be sent.
- Applicants applying during their final year of the undergraduate programme must provide **an official letter from the university’s registrar’s office** that includes the student's anticipated graduation date. Once available, the student will need to provide original copy of their degree in order to complete this part of the application process.
- **If the original degree documents are not in English,** both an official copy in the original language and an official English translation must be sent.
- Should the applicant be admitted, an official/original hard copy of the degree, stamped with the official seal of the issuing institution, will be required. **If the original degree is not in English,** a hard copy of the official translation will also be required to complete the student's enrolment.
6. Curriculum Vitae or Resume

The curriculum vitae or resume is an integral part of the applicant’s consideration for admission to UPEACE and must clearly state the following information:

• Name and birth date of applicant
• E-mail address and phone number
• Postal address
• Academic background (including institution name, graduation year, and degree obtained)
• Professional work experience (including name of the institution, *start date and end date with month + year format, and basic job duties)
• Additional relevant experience (volunteer work, etc.)
• Multicultural exchanges the applicant has had
• The month + year start and end date (ex. June 2013 - May 2015) for each educational, extracurricular, volunteer, and professional experience is very important
7. Copy of Valid Identification

All applicants must upload a clear, colour photocopy of a valid form of ID showing the following information:

• Name
• Photo
• Country of Citizenship
• Birth Date and Place
• Issuance and expiration date. This date must be 6 months after the completion of the academic programme at UPEACE (end of January of the year that follows completion of programme). This is needed to start the Costa Rican Immigration processes for the Student Temporary Residency.
8. Passport-size Photo

A passport-size photo (not a second scan of the passport) must be uploaded to the online application form with the following characteristics:

- In colour
- 3.5 by 4.5 cm (2 x 2 inches)
- Frontal view from head to shoulders
- Single colour background, preferably white
- Should the applicant be admitted, three (3) hard-copy passport size photos printed on photo paper will be required upon confirmation of admission.

**Note Regarding Hard Copy Files:** If admitted, specific details of what is required in hard copy will be outlined in your admissions package.