UPEACE M.A. Programmes Admissions Requirements

Contents

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 or IELTS; TOEIC or TOEFL-ITP not accepted)
- Statement of Purpose
- Letters of Recommendation
- Official Undergraduate (Bachelor's Degree) Transcripts and Degree Certificate
- Curriculum Vitae or Resume
- Copy of Passport (front page with photo only)
- Three (3) passport-size photos for ID purposes

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 be 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 or IELTS)

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**

TEST	MINIMUM SCORE
IELTS	Band of 7 (good user)
Paper based TOEFL (PBT)	530
Computer based TOEFL (CBT)	215
Internet Based TOEFL (IBT)	90

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. Exceptionally, when the hard copy version of the TOEFL Test Scores Report will not be available by the established deadline; the ETS electronic Test Scores Report will be accepted on a temporary basis.

Should the applicant be admitted, original hard copy English proficiency test scores will be required upon confirmation of acceptance.

To waive the English language proficiency test report requirements, applicants from non-English speaking countries may present one of the following documents:

- Undergraduate or previous master's degree from an English-speaking university (language of instruction must be clearly stated on transcript)
- Letter from a higher-education institution certifying enrolment in or completion of an undergraduate or master's programme where the medium of instruction was English

If you are a refugee with legal status or have proof of forced displacement, please contact us at admissions@upeace.org about this requirement.

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?
- What type of multicultural exchanges have you had that would inform your academic experience in 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 have 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.

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. Signed letters can be uploaded directly to the online application form or the referees can email their letters directly to the admissions officer at admissions@upeace.org.

If you are a refugee with legal status or have proof of forced displacement, please contact us at admissions@upeace.org about this requirement.

5. Official Undergraduate (Bachelor's Degree) Transcripts and Degree Certificate

Transcripts and diploma 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.
- If the final transcript includes transfer credits, a separate transcript showing the details of the transfer credits from the previous university must be submitted.
- 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.
- For exceptional cases where the original transcript is not available, a certified, authenticated or with "Apostille" hard copy will be required for enrolment. Transcripts from MA programmes can be uploaded as a supplement to the undergraduate transcripts but not in place of.

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.

- <u>If the original degree documents are not in English</u>, 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. <u>If the original degree is not in English</u>, a hard copy of the official translation will also be required to complete the student's enrolment.
- For <u>exceptional cases</u> where the original diploma is not available, a certified, authenticated or with "Apostille" hard copy will be required for 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 Passport (Front Page with Photo Only)

All applicants must upload a clear, colour photocopy of their passport pages 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.
- It is unnecessary to attach blank pages or previous visa stamps.
- For applicants who are **refugees with legal status** or proof of forced displacement, please upload a valid immigration identity document. In case you do not have one, please contact us at admissions@upeace.org.

Costa Rican citizens must provide a copy of both sides of their valid official identification (cédula de identidad nacional).

Costa Rican residents must provide a copy of both sides of their valid residence identification (cédula de residencia).

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.