2016-2017

INTER-AMERICAN DEFENSE COLLEGE

Admissions Procedure Manual

FORT LESLEY J. MCNAIR

WASHINGTON, D.C.

Contents

Director's Message

       This publication is a guide to the Inter-American Defense College (IADC) admissions process for the accredited Inter-American Defense and Security Masters of Science. This document is designed as a resource for both sponsoring government organizations and students applicants.

       As a prerequisite, students applying to the IADC Master's program must possess a level of education equivalent to a U.S. Bachelor Degree or higher. Consequently, this guide has been specifically designed to provide the IADC with sufficient time to consider the qualifications and suitability of potential students.

       Evaluating educational credentials is done by independent companies that are not affiliated with the IADC. Because each review is unique, these can take weeks or months to complete, thereby making this activity the most time-critical part of the admissions process.

       Moreover, because IADC students now graduate with an accredited master's degree, the college anticipates greater competition for the limited positions available. In summary, the earlier the educational evaluation is completed, the sooner acceptable candidates can be notified of their acceptance into the program.

       In order that candidate evaluations and selection begin as early as possible, I encourage OAS permanent missions and IADB delegations to inform their national government sponsoring organizations of the IADC's new admissions process and timeline.

       In closing, I would like to thank the OAS and IADB for their continuing support of IADC academics, and I also wish candidates applying to the Inter-American Defense and Security Masters of Science success with their applications.

MARTHA E. G. HERB, EdD
RADM, USN
Director

Guidelines

Admissions requirements

This guide outlines the essential eligibility, education, professional experience, and sponsorship requirements for admission to the Inter-American Defense College (IADC), accredited Inter-American Defense and Security Masters of Science. Detailed reading of this guide is highly recommended before beginning the admission process.

IADC Succinct Biography Format

This biography is designed based upon the IADC's need to succinctly present an individual's personal, professional, and educational information. The IADC Succinct Biography format is in Microsoft Word is found on the College's website at www.iadc.edu.

Evaluation of International Educational Credentials

For admission the IADC accredited master's degree program, applicants must posses the equivalent of a U.S. bachelor's degree or higher. This guide outlines a step by step process to the IADC admissions procedure, including the required documents and process for candidate educational credential evaluation.

Inter-American Defense College
Washington DC

Master of Sciences in Inter-American Defense and Security

Admission Requirements

The total quota for each Inter-American Defense College class is approximately 75 students. Each member and observer country of the Organization of American States (OAS) is entitled to a quota of two (2) students. Additionally, each OAS member may nominate additional candidates in case other countries do not fill their quotas. Intermediate to advanced academic proficiency in two or more official OAS languages (Spanish, English, Portuguese and French) is highly desired. Student nominations must meet the following requirements:

Military:

a. Have been nominated by his/her country;
b. Have attained the rank, duty, or responsibility of a Lieutenant Colonel, Colonel, or their equivalent;
c. Have a university degree;
d. Have graduated from an advanced command and staff school;
e. Have adequate military training and experience at an advanced level;

Civilian:
a. Have been nominated by his/her country;
b. Be a government official or employee;
c. Have a university degree;
d. Have the seniority, professional experience, and possibilities of future employment, comparable to those required for military students;

Police:
a. Have been nominated by his/her country;
b. Have attained senior police rank, duty, and responsibility equivalent to a Lieutenant Colonel or Colonel from the military;
c. Have a university degree;
d. Have adequate police training and experience at an advanced level, comparable to those required for military students.

Inter-American Defense College
Washington DC

Master of Sciences in Inter-American Defense and Security

Evaluation of International Educational Credentials

A prerequisite of the Inter-American Defense College (IADC) accredited Master of Sciences in Inter-American Defense and Security is that applicants must have graduated from a university program that is equivalent to a United States of America undergraduate bachelor's degree or higher.

Applicants with university degrees granted by non-US institutions must follow the IADC Registrar's Office process for degree credential evaluation. This involves sending official documentation from the degree granting institution, including transcripts, to an independent degree equivalency evaluation service selected by the IADC.

Applicants must submit their documents to the IADC Registrar's Office no later than 15 MAR 2016 after which the applicants will be advised of the validation results and other admissions matters. Documents received after 15 MAR 2016 may not be evaluated in time to qualify for acceptance into the Master of Science program.
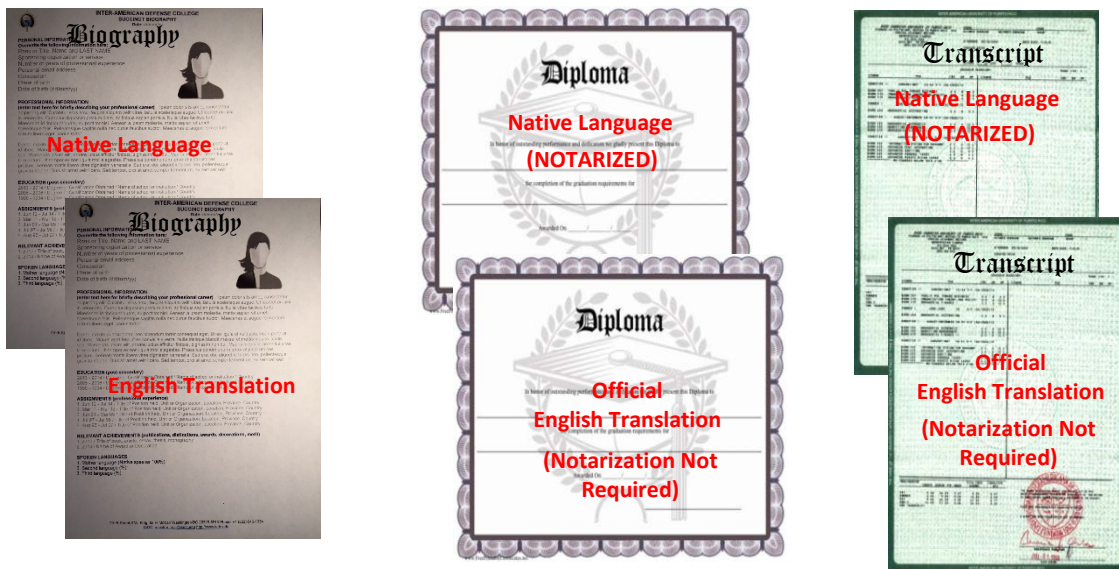
Five steps for preparing and submitting the required documents to the IADC Registrar's Office:

STEP 1.   Fill out a succinct biography following the IADC format

STEP 2.   Notarize transcripts and diplomas in native language

STEP 3.   Translate succinct biography, transcripts, and diplomas into English (Official translations only. Notarization is not required)

STEP 4.   Email no later than 15 MAR 2016 files of scanned notarized transcripts and diplomas in native language and English translations, in PDF format, to iadc_registrar_mail@iadc.edu

STEP 5.   Upon arrival at the IADC, deliver the notarized transcripts and diplomas with the original stamps to the Registrar. These are essential for file into the physical student record required by accrediting agency. If for any reason the notarized transcript or diploma is not available, bring the originals and a copy in order to notarize at IADC
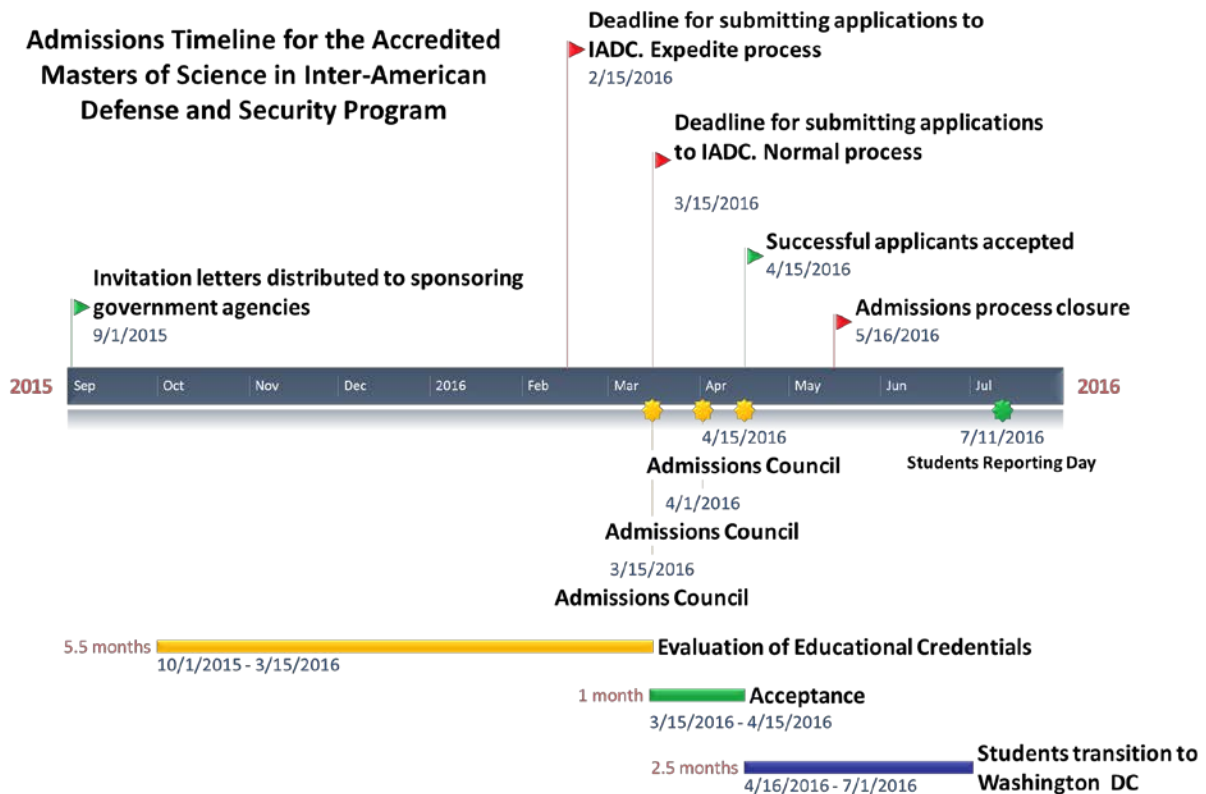
Deadline dates:

a.   1 SEP 2015 – IADC Invitation letters distributed to sponsoring government agencies

b.   15 MARCH 2016 – Deadline for submitting applications to the IADC

c.   15 APRIL 2016 – Successful applicants will be notified of their acceptance into the next IADC class

d.   15 MAY 2016 – Admission process closure

e.   1 JULY 2016 – Class 56 Students report to the IADC

f.   30 JUNE 2017 – Class 56 Graduation

Documents required for evaluation of academic credentials

Notarization: Records or documents authenticated by a Notary Public.

Official Translation: Records translated by a Certified Translator to ensure accuracy and impartiality of the translations. **Note**: Apostille Stamp is not required.

Admissions Timeline for the Accredited Masters of Science in Inter-American Defense and Security Program

An expedited degree credential evaluation process exists that can help ensure prospective students have their credentials evaluated early. Countries wishing to use this process should proceed as follows: Between 1 OCT 2015 to 15 FEB 2016 the sponsoring government agency or the nominated applicant must have their degree credentials validated by one of the independent evaluation services listed below, none of which are affiliated with the IADC. Applicants must ensure that the selected service will send a copy of their evaluation results to the IADC Registrar's Office no later than 15 MARCH 2016.

a.   American Association of Collegiate Registrars and Admissions Officers (AACRAO): http://ies.aacrao.org/evaluations/appform.php?type=ind

b.   National Association of Credential Evaluation Services (NACES), which offers 19 companies to choose from: http://www.naces.org/index.html

Six steps for preparing and submitting the required documents to an independent evaluation service:

STEP 1.   Fill out a succinct biography following the IADC format

STEP 2.   Notarize transcripts and diplomas in native language

STEP 3.   Translate succinct biography, transcripts, and diplomas into English (Official translations only. Notarization is not required).

STEP 4.   No later than 15 FEB 2016 follow the specific instructions of the evaluation service. Send payment directly to the evaluation service – not to the IADC. Ensure a copy of the evaluation report is mailed to the IADC Registrar's Office

STEP 5.   Once the submission process is completed, inform the IADC Registrar's Office of which company is performing the evaluation

STEP 6.   Upon arrival at the IADC, deliver the notarized transcripts and diplomas with the original stamps to the Registrar. These are essential for file into the physical student record required by accrediting agency. If for any reason the notarized transcript or diploma is not available, bring the originals and a copy in order to notarize at IADC.

Deadline dates:

a.   1 SEP 2015 – Invitation letters distributed to sponsoring government agencies

b.   15 FEB 2016 – Deadline for submitting applications to independent credential evaluation services. Expedite process.

c.   15 APRIL 2016 – Successful applicants will be notified of their acceptance into the next IADC class

d.   15 MAY 2016 – Admission process closure

e.   1 JULY 2016 – Class 56 Students report to the IADC

f.   30 JUNE 2017 – Class 56 Graduation