

# DUAL MASTER’S DEGREE PROGRAM (DMDP) GUIDE

Fall 2024 – Spring 2025

## CONTENTS

About Us .....	2
Nomination Process.....	2
Application Priority Deadlines .....	2
Admission Process for DMDP Student Applicants .....	3
Step 1: Create Account .....	3
Step 2: Apply.....	3
Step 3: Additional Materials .....	3
Step 4: Review and Next Steps .....	4
Additional Documents/Resources for Incoming International Students.....	4
Financial Support and CFIS .....	4
Amount of financial support students must show: .....	5
English Language Requirements for Graduate Students: .....	5
Academic Calendar .....	5
Academic Program.....	5
Eligibility and Maintaining Satisfactory Academic Program .....	6
AU Grading System .....	6
Course Selection and Registration.....	6
Housing and Meals .....	7
Contact Information .....	7

## DUAL MASTERS DEGREE PROGRAM (DMDP) GUIDE FOR ACADEMIC YEAR 2024-2025

### ABOUT US

American University (AU) is a private institution situated in a residential neighborhood in Washington, D.C. The University is well known for academic programs in international service, public policy and public affairs, international law and human rights. The AU student body is largely interested in global perspectives and political activism. In fact, the majority of AU students participate in study abroad, internships, and community service. AU is proud that many of our alumni serve in the Peace Corps upon graduation.

The School of International Service (SIS) is a top ten school for international relations and enrolls a diverse student body of approximately 3,000 undergraduate and graduate students from throughout the United States and more than 150 countries. Our location allows students to take advantage of the vast wealth of professional, intellectual, educational, and cultural resources available in the nation's capital. The city offers unique opportunities to study, conduct research, and actively engage in the ongoing work of international relations. SIS is a vibrant forum for debates and events, and frequently hosts government, NGO, and industry leaders to talk and meet with students.

### NOMINATION PROCESS

All students must be nominated by their home institution before applying directly to the School of International Service

- Write an email to [sisabroad@american.edu](mailto:sisabroad@american.edu) AND the program coordinator whose contact information is provided at the end of this guide. Identify students by full name, date of birth (mm/dd/yyyy) and email address.
- If you are nominating multiple students, it is strongly preferred that all students' names are provided in a single nomination message.
- Partners are strongly encouraged to nominate students prior to students submitting application materials through the SIS Graduate Admissions process described below.
- Nominations should take place by March 15 for fall admission and by October 1 for spring admission.

### APPLICATION PRIORITY DEADLINES

- Fall 2024 Admission Priority Deadline: March 15, 2024
- Spring 2025 Admission Priority Deadline: October 1, 2024

NOTE: Applicants are strongly encouraged to complete their application by the priority deadline to ensure swift review of their application and access to class registration. Applications will continue to be accepted and reviewed on a rolling basis after the application priority deadline.

## DUAL MASTERS DEGREE PROGRAM (DMDP) GUIDE FOR ACADEMIC YEAR 2024-2025

### ADMISSION PROCESS FOR DMDP STUDENT APPLICANTS

Please share the following instructions with your nominee(s):

Complete the online application found at <https://www.american.edu/sis/admissions/apply.cfm>

#### STEP 1: CREATE ACCOUNT

- Be sure to use an email you check regularly. Admissions staff may contact you with follow-up questions.

#### STEP 2: APPLY

- DMDP students **MUST** apply for the Master of International Service – International Studies Track (MIS-IST)
- Submit your online application (you do not need to complete the application in one sitting).
- DMDP students are waived from paying the application fee. In order to claim the waiver, when you indicate MIS-IST and add your partner school name, the waiver code will pop up in red just above that section of the application.

#### STEP 3: ADDITIONAL MATERIALS

- **Note:** for DMDP applicants, some materials will be submitted on your behalf by the program coordinator at the partner school. Some will need to be submitted directly through the application.
- Please read the [SIS Graduate Admissions Required Materials Guide](#) for information and instructions for documents required for the application and submit these through the application. Additional explanations and details specific to international students can be found on the [SIS Graduate Admissions International Students](#) page.
  - Personal Statement (read the prompts for these [three short-response essays](#).)
  - Resume/CV
  - Two (2) Letters of Recommendation\*
  - Transcripts\*\*
- The following items should be submitted directly by the partner school coordinator to the SIS Abroad [sisabroad@american.edu](mailto:sisabroad@american.edu) and the SIS Abroad program coordinator whose contact information is listed at the bottom of this guide:
  - Official English language exam results. Alternatively, results may be sent directly from the testing site to SIS Graduate Admissions:
    - for TOEFL use code 5007
    - for IELTS select School of International Service, for other accepted English test scores, please see the [SIS Graduate Admissions Required Materials Guide](#)).
  - Passport photocopy
  - CFIS Form
  - Proof of financial support
  - Letters of recommendation\*
  - Transcripts\*\*
- NOTES:
  - \* Letters of recommendation may be submitted 1) directly by writer through the online SIS Graduate application or 2) submitted directly via the program coordinator at the partner school to the SIS Abroad program coordinator. To submit through application, the applicant must input the reference writer's contact information into the SIS Graduate Admissions application form which will send a unique log-in link

## DUAL MASTERS DEGREE PROGRAM (DMDP) GUIDE FOR ACADEMIC YEAR 2024-2025

to the writer. To submit from coordinator to coordinator, please send as an attachment to [sisabroad@american.edu](mailto:sisabroad@american.edu) and the program coordinator whose name is listed at the end of this guide.

IMPORTANT - Letters must not be submitted by the student.

\*\* Transcripts may be submitted 1) directly from the issuing school through the SIS Graduate Admissions Application or 2) submitted directly via the program coordinator at the partner school to the SIS Abroad program coordinator. Transcripts must be in English or accompanied by an official English translation.

### STEP 4: REVIEW AND NEXT STEPS

After students complete the SIS Graduate Admission application, the application is sent to the program director for review. Students will be notified directly of an offer of admission to the MIS-IST Program in SIS. Once students accept the offer of admission, SIS Graduate Admissions will waive the enrollment deposit. Students will then be directed to create an AU student account and will have an AU student email address. All university emails will be directed to the AU student email address from that point on.

### ADDITIONAL DOCUMENTS/RESOURCES FOR INCOMING INTERNATIONAL STUDENTS

- Certificate of Finances for International Students (CFIS):  
[Certification of Finances for International Students \(CFIS\) Form \(PDF\)](#)
- Graduate Cost Guide:  
<https://www.american.edu/ocl/iss/sisgraduateprogramscostguide.cfm>
- Proof of Financial Support:  
<http://www.american.edu/ocl/iss/Financial-Proof.cfm>
- Immunization Information:  
<https://www.american.edu/ocl/healthcenter/immunization-faqs.cfm>
- ISSS FAQ for International Students:  
<https://www.american.edu/ocl/iss/faq.cfm>
- SIS Graduate Admissions for International Students:  
<https://www.american.edu/sis/admissions/international.cfm>

### FINANCIAL SUPPORT AND CFIS

All incoming international students must demonstrate the financial ability to pay for the living expenses for the year of study abroad. Please use the cost guide below as reference for completing the CFIS form and the amount of financial support the student must show. For a more detailed description of the estimated costs, please refer to the [Graduate Cost Guide](#). The updated tuition and fee tables for the upcoming academic year are typically published in April. For the purposes of this guide, the current academic year fees table are used, but students and administrators should be aware that costs typically increase approximately 5-7% each year.

DMDP students will study at AU for two semesters. For Fall/Spring students, this does not include summer in the estimated costs. For students studying starting in the spring semester (Spring/Fall), students must also show the cost of living for the summer, however, students will only be taking classes during the regular spring and fall semesters.

Please note that AU Tuition & Fees for the upcoming academic year are typically published in late March. An updated cost guide will be available in April.

## DUAL MASTERS DEGREE PROGRAM (DMDP) GUIDE FOR ACADEMIC YEAR 2024-2025

### AMOUNT OF FINANCIAL SUPPORT STUDENTS MUST SHOW:

Fall 2023 to Spring 2024 (summer not included): \$28,508 USD

Spring 2024 to Fall 2024 (including summer): \$36,590

\*NOTE – AU Tuition & Fees for the upcoming 2024-25 academic year will be published in late March 2024. The amount noted above is based on the 2023-24 academic year fees. An updated cost guide will be available in April.

### ENGLISH LANGUAGE REQUIREMENTS FOR GRADUATE STUDENTS:

Students whose native language is not English must provide proof of English proficiency test results. Test scores expire two (2) years from the test date. Please refer to the English proficiency score information on the [SIS Graduate Admissions Required Materials Guide](#).

- TOEFL iBT: minimum 100
- IELTS: minimum 7.0
- Pearson’s Test of English (PTE): minimum 68
- Duolingo: minimum 120
- Other – students may request a waiver IF they hold a bachelor's degree or higher from an accredited university whose only language of instruction is English, AND this university is located in one of the following countries whose official language is English (see [SIS Admissions for International Students](#) for a list of countries).

### ACADEMIC CALENDAR

Fall 2024	Course Registration Opens	April 2024
	Start of classes	August 26, 2024
	Final Examinations	December 9-14, 2024
Spring 2025	Course Registration Opens	October 2024
	Start of classes	January 13, 2025
	Final Examinations	May 1-7, 2025
	Spring 2025 Commencement	May 9-11, 2025

Preliminary AU Academic Year 2024-2025 Calendar

<https://www.american.edu/provost/registrar/academiccalendar/academic-calendar-2024-2025.cfm>

### ACADEMIC PROGRAM

DMDP students are required to study full-time (9 graduate credits per semester) and permitted to enroll only in the Master of International Service – International Studies Track. This is a 30-credit academic program. Students may be eligible for up to 12 credits of advanced standing based on prior study at the partner school. Students are expected to complete 18 credits over two semesters at American University. Read more here:

<https://www.american.edu/sis/degrees/mis-insv-ist.cfm>

## DUAL MASTERS DEGREE PROGRAM (DMDP) GUIDE FOR ACADEMIC YEAR 2024-2025

### ELIGIBILITY AND MAINTAINING SATISFACTORY ACADEMIC PROGRAM

Applicants are reviewed based on prior academic performance. Additional consideration is placed on coursework related to international relations. In order for the SIS Graduate Admissions Office to better evaluate a student's qualification, it is strongly preferred for students to have already completed one semester of study at the partner institution at the time of application to the DMDP.

### AU GRADING SYSTEM

Courses which are completed to meet degree requirements should be taken on a graded (A-F) scale. Pass/Fail classes as a general rule will not fulfill degree requirements. Professors will provide details on the graded elements of their class in the course syllabus, typically through a combination of graded papers or projects, class participation, or exams. AU operates on a 4.0 grading scale.

Grade:	Quality Points (QP):
A (Excellent)	4.00
A-	3.67
B+	3.33
B (Good)	3.00
B-	2.67

Grade:	Quality Points (QP):
C+	2.33
C (Satisfactory)	2.00
C-	1.67
D (Poor)	1.00
F (Fail)	0.00

### COURSE SELECTION AND REGISTRATION

Before applying, students should review courses available during their time of study at American University. Course schedules are typically published in February/March with registration in March and April for the fall semester; and course schedules are typically published September/October with registration in October for the spring semester. Students can meet with their academic advisor to determine the best courses for degree completion, but students will be responsible for registering themselves using their AU Student Portal.

NOTE: When searching the Schedule of Classes, look for Fall 2023 Regular Term (or Spring 2024 Regular Term) and select "International Service" (NOT International Service Graduate) from the drop-down when searching for classes. Graduate classes are at the 600 level or above. Searching the Schedule of Classes will give you a sense of the types of classes available and the typical times when classes are offered. The University Catalog for the MIS-IST program gives examples of classes used to fulfill degree requirements. Students will work with their MIS-IST advisor to develop their specialized concentration of study at AU.

Schedule of Classes and Course Descriptions:

<https://www.american.edu/provost/registrar/schedule/>

University Catalog MIS-IST Program:

[https://catalog.american.edu/preview\\_program.php?catoid=18&poid=8841&returnto=3070](https://catalog.american.edu/preview_program.php?catoid=18&poid=8841&returnto=3070)

### HOUSING AND MEALS

AU does not provide on-campus housing or meals for graduate students. Students are responsible for securing their own housing. The AU Housing website provides information and resources for students seeking off-campus housing opportunities and some data from VeryApt about where AU graduate students typically live:

<https://www.american.edu/ocl/housing/off-campus-housing-services.cfm>

<https://www.veryapt.com/guides/housing/267-american-grad/>

American University has a variety of on-campus dining options:

<https://dineoncampus.com/au/where-to-eat>

<https://dineoncampus.com/au/hours>

<https://dineoncampus.com/au/whats-on-the-menu>

### TUITION AND FEES

DMDP students are part of an exchange which is tuition neutral. Students continue to pay tuition at their home institution and do not pay tuition at American University for up to 9 credits each semester. They are also exempted from the SIS fee (\$750 per semester). Students are responsible for other mandatory fees each semester including the technology fee (\$120), Metro UPass fee (\$136), sports center fee (\$65) and graduate student activity fee (\$30). All full-time enrolled students including F-1 and J-1 visa students are automatically enrolled in the AU student health insurance (\$2302) which is billed annually. The ISSS Cost Guide provides an overview of the estimated costs of attendance. The AU Tuition and Fees page provides a more detailed breakdown of the fees per semester.

<https://www.american.edu/student-affairs/iss/sisgraduateprogramscostguide.cfm>

<https://www.american.edu/finance/studentaccounts/tuition-and-fees-information.cfm>

When a student registers for classes, this triggers the standard tuition and fees to be applied to their account. Once the student is full-time enrolled, the SIS Office of International Programs must then request the student accounts to make the tuition and fee billing adjustment noted above.

\*NOTE – AU Tuition & Fees for the upcoming 2024-25 academic year will be published in late March 2024. The amount noted above is based on the 2023-24 academic year fees. An updated cost guide will be available in April.

### CONTACT INFORMATION

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Schedule a meeting with Jessica: <https://jessicakling.youcanbook.me/>