



# SCHWARZMAN SCHOLARS

## APPLICATION INSTRUCTIONS

**DEADLINE: September 28, 11:59 PM, Eastern Daylight Time (EDT).** We highly recommend candidates submit applications when completed or up to two weeks in advance of the deadline. Due to high volume, submitting on the deadline day is NOT recommended, and applications received late (even due to latency issues) will not be accepted.

Thank you for your interest in Schwarzman Scholars. The application should be completed online and submitted electronically once you have answered all required questions. You do not have to complete the online application in one sitting; you may access, save, and continue work on your application as frequently as needed prior to submitting the application to the Schwarzman Scholars selection committee. It is recommended that you SAVE your work often. The application form must be completed in English.

**Please note that the email address provided to create your account will be used for ALL future correspondence about your candidacy.** After creating an account, you will receive a system-generated email prompting you to verify your email. Keep your login information in a safe place, as you will need it to access your application in the future.

Currently enrolled undergraduate students should coordinate with their campus contact early in the application process. Some universities/colleges establish internal pre-application deadlines to ensure that all the application requirements are met prior to the September 28 deadline.

Eligibility Requirements: <http://schwarzmanscholars.org/admissions/eligibility/>

FAQ: <http://schwarzmanscholars.org/admissions/faq/>

For technical support, please contact: [SchwarzmanScholars.apptechsup@iie.org](mailto:SchwarzmanScholars.apptechsup@iie.org)

**PERSONAL INFORMATION:** In this section, you will provide biographical and contact information. You should list your name, nationality, place of birth, and date of birth exactly as they appear (or will appear) on your passport. Note that you may begin the application without having a passport, but prior to submitting your application you are strongly advised to have a passport (valid for six months after December 1 of the current year), as international travel may be required to participate in the interview process (interviews will take place in Singapore, London, or New York; please take into consideration whether you will need a valid passport to travel to one of these locations). The interview component of the selection process is required for all semi-finalists, and there will not be sufficient time to secure a passport between when interview invitations are sent (mid-October) and the interviews themselves (late October/early November). If you already have a valid passport, be sure that your passport will be valid until at least May 2018 (six months after the interviews take place), as this may be required for international travel to the interview locations. Having a valid passport that permits you to travel internationally for semi-finalist interviews in October/November 2017 is your responsibility.

**EDUCATION:** List all post-secondary institutions where you have obtained a degree, with the most recent institution listed first. Only list actual degrees that you have earned or will earn; do NOT list any short-term study or certificate programs. These can be listed on your resume.

If your university/college is not included in the drop-down menu, you should type "School not found" and enter the official name of the university/college in the "University Name" field below. Before typing

this in, please be sure you have searched the name of your university in English and your native language. If you are currently enrolled in an institution, you must enter the anticipated date your degree will be awarded. You will also be required to upload copies of official university/college transcripts. If your transcripts are in a language other than English, certified English translations must accompany these documents. We accept translations issued by the institution or a professional translating service. For information on qualified translators in your area, please contact the American Translators Association ([www.atanet.org](http://www.atanet.org)) or another recognized translation service such as University Language Services ([www.universitylanguage.com](http://www.universitylanguage.com)).

**GRADE POINT AVERAGE/CLASS RANK:** If your institution provides a cumulative grade point average and/or a class rank for your degree, you **MUST** include it in this section. If you are listing a U.S.-style grade point average, this should be the cumulative average for your entire program of study, not the grade point average of your major. We understand that some educational systems do not provide this type of information, so there is an option to enter 0 if this is the case. Please note, however, that academic excellence is an important component of the Schwarzman Scholars program, so any information or context that you can provide to help the selection committee evaluate your educational experience is most appreciated.

**PROPOSED FIELD OF STUDY:** Choose one of the following for your intended concentration in the Schwarzman Scholars program at Tsinghua University: Economics and Business, International Studies, or Public Policy. **Your choice will not affect the admissions decision** and only serves to give the selection committee a sense of your professional and academic interests. If you are selected as a Schwarzman Scholar, you will have the chance to review the choice of concentration with your faculty advisor once you arrive at Tsinghua University in August.

**LANGUAGE SKILLS:** List up to four languages and indicate your level of proficiency in each. List your mother tongue (language spoken at home) first. If you have skills in more than four languages, list the four that you consider your strongest languages. If your native language is not English, official English proficiency test scores must be submitted with the application. This requirement is waived for applicants who studied for at least two years in an English-speaking program at an undergraduate or graduate level.

Select the test type (TOEFL or IELTS) and provide the date of the exam and your scores. Note that English proficiency exams are only valid for two years. **In addition to listing your scores, you must also upload your examinee score report in the additional information section of the application.**

Minimum Score Requirements:

TOEFL iBT: 100

TOEFL PBT: 600

IELTS: 7

**PROFESSIONAL EXPERIENCE:** Please only list your two most recent work experiences in chronological order, starting with the most recent. **Only list full-time employment.** Do not list part-time work, internships, or volunteer opportunities. These experiences can be highlighted in your resume. *If you are a student and do not have full-time employment, please select student.*

**EXPERIENCES ABROAD:** List up to five academic, professional, or volunteer experiences in which you spent more than two consecutive weeks away from your home country. Include the location, the reason

for the time abroad, and the dates/duration. If this was a multi-site experience, please include the details in the description text box. Do not list tourist travel. If you have more than five, please choose the five that were most important to your personal or professional development. For example: Academic – Semester abroad studying at the University X in Spain; Volunteer – 1 month building homes in Peru with Organization Y; Professional – 1 year teaching English as a second language in Bangkok, Thailand.

**AWARDS/RECOGNITIONS:** List up to 10 awards, scholarships, or special recognitions you have received for academic, volunteer, sports, or professional work. Include the name of the award/recognition, the date it was received, and a short description.

**DISCIPLINARY ACTION:** Indicate any academic or criminal disciplinary action taken against you and provide an explanation.

**RECOMMENDATIONS:** Please register four recommenders using their names and email addresses. Recommenders should know you well and be able to speak to your intellectual abilities and personal characteristics as well as leadership potential. Family members or relatives cannot be selected as recommenders. Please see the recommendation section of the application for more detailed instructions.

### UPLOAD SECTIONS

**SUPPORTED FILE TYPES:** There is a 20MB size limitation per attachment. Below is a list of recommended file types that are supported by the system.

Essays, Personal Statement, Short Answer, and Resume attachments:

- .doc
- .docx
- .wpd
- .pdf

Transcripts and Test Scores:

- .pdf
- .gif
- .jpeg
- .bmp

### ESSAYS AND OTHER REQUIREMENTS

**ESSAYS:** Each applicant will be required to provide an essay in three distinct sections and one short answer question. These can be completed offline and must be uploaded to the application. The essay includes the following sections: a Personal Statement (750 words), a Leadership Section (750 words), and a Current Affairs Section (500 words). The essays are a critical component of the application, designed to help the selection committee understand you as an individual and get a sense of your leadership abilities/potential, as well as your writing and analytical skills. Detailed descriptions of each essay are included on the application form. The short answer question (100 words) provides you with the opportunity to highlight something about yourself that the selection committee would not

otherwise glean from the materials provided in your application. These word counts are strict and any essays that exceed the limits may be disqualified.

**You must use this exact naming convention for your essays and other documents:**

LastName\_FirstName\_PersonalStatement

LastName\_FirstName\_Leadership

LastName\_FirstName\_CurrentAffairs

LastName\_FirstName\_ShortAnswer

LastName\_FirstName\_Transcripts

LastName\_FirstName\_ResumeCV

**TRANSCRIPTS:** As mentioned in the Education section, you are required to upload copies of official transcripts for your degree-granting post-secondary education. If the transcripts are not in English, you will need to provide professional translations of these documents. We accept translations issued by the institution or a professional translating service. For information on qualified translators in your area, please contact the American Translators Association ([www.atanet.org](http://www.atanet.org)) or another recognized translation service such as University Language Services ([www.universitylanguage.com](http://www.universitylanguage.com)). **Please combine all transcripts (for degree-granting undergraduate and graduate programs) and translations into one file before uploading.** Applicants who are offered admission and accept the offer will be required to submit official transcripts in hard copy from every college or university from which they have earned a degree.

**RESUME/CURRICULUM VITAE (Maximum 2 Pages):** Upload a current version of your Resume or CV to this section.

### ADDITIONAL INFORMATION

**COMMENTS:** If you wish to clarify any information you provided in the application, please do so in this short answer section. For example, if you took a leave of absence or faced unusual circumstances in your studies or in your career, you may wish to explain that here.

**ENGLISH LANGUAGE TEST:** If your native language is not English, official English proficiency test scores must be submitted with the application. This requirement is waived for applicants who studied for at least two years in an English-speaking program at an undergraduate or graduate level. Acceptable test options are: TOEFL (iBT), TOEFL (PBT), or IELTS. Note that English proficiency exams are only valid for two years.

**VIDEO:** Please provide a short video self-introduction of no more than 1 minute. Introduce yourself in any style or setting you think best conveys your interest and personality. The point of this recording is to allow the committee to hear you introduce yourself in your own voice and style. A video taken on your mobile phone, laptop, or digital camera will suffice; we do not expect or encourage applicants to use professional equipment, production, or editing. The technical quality of the video is not as important as the content, but the committee must be able to see and hear you. Please save the video on YouTube, VIMEO, or a similar service that is readily accessible and provide the direct link to the page in the space below. **Do NOT password protect the video.**