



SCHOOL OF DIPLOMACY AND
INTERNATIONAL RELATIONS

SETON HALL UNIVERSITY

OFFICE OF GRADUATE ADMISSIONS

Phone: 973.275.2514

diplomat@shu.edu

- Case A:** I am a US Citizen who completed (or will complete) a Bachelor's degree in the U.S.
Case B: I am an International Student who completed (or will complete) a Bachelor's degree in the U.S.
Case C: I am an International Student who completed (or will complete) a Bachelor's degree abroad in an institution/country where English IS NOT an official/primary language
Case D: I am an International Student who completed (or will complete) a Bachelor's degree abroad in an institution/country where English IS an official/primary language
Case E: I am a US Citizen who completed (or will complete) a Bachelor's degree abroad

GRADUATE APPLICATION CHECKLIST <i>(follow the column that applies to your case for all required documents)</i>	CASE A	CASE B	CASE C	CASE D	CASE E	NOTES ABOUT EACH CHECKLIST ITEM
1. Graduate Online Application (GOA)* https://www.shu.edu/diplomacy/graduate-admissions.cfm *There is a non-refundable \$75 fee for the online application.	X	X	X	X	X	At this time we only accept online applications; no paper versions are available. Online application fee waivers are available to SHU students and alumni, Veterans, Peace Corps alumni, Fulbright Scholars (others will be considered upon request.) Note: you can submit your online application even if you don't have all supporting documents ready; we will remind you what's needed next.
Letters of Recommendation* (<i>invite recommenders via GOA</i>) (* <i>Three</i> letters for the MA applicants and <i>two</i> letters for graduate certificate and Executive M.S. applicants)	X	X	X	X	X	The recommenders' contact information can be entered into GOA, which will then invite your contacts to submit a letter on your behalf. Make sure your recommenders are aware of your application. We only accept academic and professional recommendation letters.
Personal Statement (attach to GOA) Elaborate how do you plan to leverage the program as a bridge between your previous accomplishments and future career goals.	X	X	X	X	X	Your personal statement (500 words) is important for two reasons: (1) familiarizing the admissions committee with your background and future career goals; (2) exemplifying your writing skills. Don't overthink your statement yet be concise in content. If you are a scholarship applicant please include your interest and qualifications.
Resume or Curriculum Vitae (attach to GOA)	X	X	X	X	X	Include your most up to date professional and academic achievements.
2. Official Undergraduate Transcripts (send to address below): Seton Hall University, Office of Graduate Admissions President's Hall, 400 South Orange Avenue South Orange, NJ 07079 USA or email to shugrad@shu.edu	X	X				Official transcripts should be sent by your institution to us directly. The Registrar's Office from your University may also send the transcripts to us electronically through a central online system or direct email delivery to shugrad@shu.edu . If you have yet to graduate, please send us your most recent transcript; once you graduate you should supply a final official transcript validating the degree conferment date and final GPA.
Official Evaluation of the Undergraduate Transcripts Order an official course-by-course evaluation by any member of NACES: http://www.naces.org/members.html We recommend you work with Word Education Services			X	X	X	Applicants who studied outside of US/Canada must provide a course-by-course evaluation from a NACES member to be sent to us directly. If you believe your transcript is already comparable to the US system (4.0 system), please send a copy of it to diplomat@shu.edu for further consideration.
3. Graduate Record Exam – GRE* (<i>scores should be reported by the exam administrator directly; use reference code 2811</i>) http://www.ets.org/gre *Only for MA candidates who speak English as a primary language. *NOT required for graduate certificate and Executive M.S. applicants (also read details under the 'notes' section).	X	X		X	X	GRE test scores must be shared with us from the test administrator directly. If you plan to apply for a dual degree in Business or Law we also accept GMAT or LSAT. In the case of LSAT, we would need to extract (with your authorization) your files from Seton Hall's School of Law. Requests for test score waivers can be made by SHU internal applicants, applicants with an existing M.A. degree, and/or applicants with more than 5 years of verifiable work experience in a related field.
Proof of English Proficiency via TOEFL or IELTS (<i>scores should be reported by the exam administrator directly; use reference code 2811</i>) http://www.ets.org/toefl or http://www.ielts.org/			X			Applicants who speak English as a second language and/or studied at an institution where English is NOT a language of instruction must provide English proficiency test scores to be shared with us directly from the test administrator.
4. Proof of Employment – only for Executive MS applicants and MA applicants with more than 5 years of work experience who wish to waive test scores (i.e. GRE)	X	X	X	X	X	Executive MS applicants are required to provide employment verification for a minimum of 7 years of professional experience (or 5 years for applicants with an existing graduate degree). Statements must be sent to diplomat@shu.edu by an authorized official and should include the start/end dates of employment and the most recent title held.

GRADUATE ADMISSIONS: FREQUENTLY ASKED QUESTIONS

What are your application deadlines? We have open enrollment with priority/preferred deadlines of October 31st (Spring) and March 31st (Fall).

How many applications do you receive per year? The School of Diplomacy receives ~500 applications from around the world annually; a select group of ~60 students joins our graduate programs every fall. Fall is the more popular semester of entry to the School (80% of the students apply for fall vs. spring enrollment.)

How long does it take to receive a decision? Once we have received all required documents from you and related-institutions, the Graduate Admissions Committee (GAC) makes a decision within two (2) weeks through a holistic review process.

What GRE scores does the school look for? GAC considers the entire application package when making a decision. The average scores of our last incoming class were on the 50th percentile across all three sections (minimum 4 out of 6 for writing).

What GPA do you look for? GAC considers the entire application package when making a decision. The average GPA of our incoming class is 3.4/4.0.

Do you accept graduate test scores, other than GRE? Yes, we also accept GMAT and LSAT scores, from candidates who apply for dual degrees in MA/MBA or MA/JD.

Can I request a waiver for test scores? Applicants with an existing Master's degree (GPA 3.2 or higher) and/or more than 5 years of professional work experience (supported by official employment verification) can request test waivers. Internal Seton Hall candidates with a 3.2 GPA or higher may also request a waiver. No test scores are required for certificate and executive MS applicants.

Can I request a waiver for the online application fee? All applicants are required to pay a non-refundable \$75 application university fee. Application fee waivers can be requested by SHU alumni and friends, Ameri Corps members, Peace Corps alumni, veterans, PPIA fellows, etc. If you feel you qualify for a waiver, send us your request.

What does an ideal student profile look like? There is no ideal student profile. At any given year, the School hosts an accomplished diverse class of graduate students joining from more than 20 countries (e.g. Kosovo, China, Colombia, Iran, South Africa) and +20 US states (e.g. California, Florida, New York, Minnesota, North Carolina, Washington D.C.) with undergraduate degrees in +60 different majors.

Do I need work experience in order to be considered for admission? We receive applications from a diverse applicant pool. Data indicates that ~35% of applicants have less than 2 years of exp., while others return to academia with more advanced exp.

Do I need to apply separately to the dual degree programs? With the exception of JD/MA program ([e-mail](#) us), you only need to fill out one online application, and indicate clearly what dual degree program you are interested in. Each school within Seton Hall will receive your application and will make a decision independently. It is also possible that you start with one graduate program and apply for a dual degree after your first semester.

Do I need an official transcript? Yes, we require an official transcript for every academic institution you attended. If you studied abroad and transferred credits to your main

institution, which issued your diploma, then we do not require an official transcript for the study abroad portion. We can review your application based on unofficial transcripts (especially for those who are in the process of completing the degree) but enrollment is contingent upon receiving the official transcript with the final degree conferment date.

Do you accept transferred graduate credits? You may request to transfer up to 6 credits (2 courses that are compatible with our curriculum); please provide syllabus of respective courses from other institutions along with the official transcripts.

How much time do I have to respond to the admissions offer? Admitted students must reserve their place in the program within four (4) weeks of the offer date.

As an international student when do I process my visa documents? After being admitted to the program, you will work with the [Seton Hall's Office of International Programs](#) to initiate or adjust your international student status.

I was denied admission to the graduate program, can I re-apply? Applicants who are denied need to wait one year before re-applying again. If specific circumstances have changed (i.e. you retook GRE) you may request reconsideration for admission prior.

My plans changed, can I defer my application? Yes, you may defer your application by a maximum of one (1) year or two (2) semesters. If you need more time, you would need to reapply in the future. Scholarship offers are not transferrable to future sessions.

GRADUATE PROGRAMS/SCHOOL-RELATED FREQUENTLY ASKED QUESTIONS

How long does the program take? The MA in Diplomacy and International Relations consists of 45 credits, which takes ~2 years to complete if you study full-time; for others programs visit: <http://www.shu.edu/diplomacy/graduate-programs.cfm>.

What specializations do you offer? MA and Executive MS candidates can choose up to 2 specializations of the 13 we offer (1 functional and 1 regional; OR 2 functional). For a full list of specializations visit: <http://www.shu.edu/diplomacy/ma-diplomacy-specializations.cfm>.

Are there any pre-requisite courses required prior to graduate enrollment? No, the School does not require that you take pre-requisites. However, the School strongly recommends that you develop a background in courses like microeconomics and macroeconomics, statistics, etc. which will prove helpful for certain graduate level coursework at the School of Diplomacy. A recommended reading list can be found here: <http://www.shu.edu/diplomacy/recommended-reading.cfm>.

What constitutes full-time student status? Students who enroll in 9 credits or more are considered full time. Anything below 9 credits is considered part-time. All diplomacy graduate courses are 3 credits each.

What time are classes held? Most graduate level courses are held once a week around 5:00PM or 7:30PM; some courses are held at 2:00PM. Course times are subject to change. The curriculum is designed to accommodate working professionals as well as graduate students who choose to pursue the program full-time. Online courses are also available – ask us for a current sample course schedule.

How much does tuition cost? The cost of tuition is \$1212 per credit during 2019-2020 academic year. You may learn more here: <http://www.shu.edu/offices/bursar/tuition-and-fees.cfm>. Seton Hall is a private, non-for-profit university. The School of Diplomacy is an affiliate member of the Association of Professional Schools in International Affairs (APSIA). E.g. our M.A. program overall tuition cost is ~\$55,000 compared with the average cost of APSIA schools of ~\$75,000. We offer a very competitive price, provided the high quality of our programs and the benefit of studying at a private institution.

What scholarships are available for Graduate Students? The following opportunities are available to accepted graduate diplomacy students.

School of Diplomacy Opportunities:

<https://www.shu.edu/diplomacy/financial-aid.cfm>

1. Research Assistantship (use link above for eligibility requirements)
2. Graduate Fellowship (use link above for eligibility requirements)

Seton Hall University Opportunities:

1. Graduate Assistantship: <http://www.shu.edu/applying/graduate/grad-finaid.cfm>
2. FAFSA Federal Financial Aid (002632)
3. Benefits for Veterans, including Post 9/11 Yellow Ribbon Program: <http://www.shu.edu/offices/financial-aid/veterans-benefits.cfm>

The School participates in the [Peace Corps Coverdell fellowship program](#) & [PPIA fellowship program](#). To explore additional scholarships, please visit the Office of Financial Aid's website: <http://www.shu.edu/offices/financial-aid>. The School serves as a host institution for a variety of external scholarship and fellowship programs, including the Thomas R. Pickering Foreign Affairs Fellowship, Fulbright Scholar Program and more. We strongly encourage you to research these funding options as well.

Do you require knowledge of a foreign language? At the graduate level, we do not require a foreign language. Most of our applicants come with a pre-existing knowledge of a second language. The University offers language courses (i.e. Arabic, Chinese, etc.) that you can enroll in independently. Moreover, there are student-led language groups, granting the opportunity to practice foreign languages.

Do you require an internship? The School requires all MA students to complete at least one internship (under special circumstances a student can request to waive the internship course requirement). Our dedicated Office of Internships and Career Development is available to help you develop your professional profile in preparation for an internship that is compatible with your long-term career goals. Our students have interned around the world in +70 countries at +600 host institutions across all sectors including government, private, and non-profit sectors. Some of the internships our students have had include the Supreme Court, FBI, Department of State, Department of Commerce, CNN, BBC, Amnesty International, UNDP, UNICEF, Thomson Reuters, etc.

Are there other opportunities to study abroad? The School conducts annual international seminars in various countries enabling students to apply their classroom knowledge in practice. Students have travelled to: EU (Brussels, Belgium/Strasbourg, France), AU (Addis Ababa, Ethiopia), Cuba, China, Italy, Cyprus, Kosovo, Portugal, and more. Students have the opportunity to engage with various senior officials. For instance, in Ethiopia students met with officials at the AU Headquarters, US Embassy, USAID, UNECA (United Nations Economic Commission for Africa), Oxfam International, and more.

Do I need to be a SHU student in order to participate in the UN Summer Program? No, students from around the world can apply for the UN Summer Intensive Program; applications are accepted during early Spring semester. Learn more information here: <http://www.shu.edu/academics/diplomacy/un-program.cfm>.

Does the School offer access to Washington D.C.? Yes, diplomacy graduate students may enroll in internship courses in Washington DC and maintain full time status by enrolling also in our in-classroom courses held at the United Nations Foundation building on Pennsylvania Avenue. The [DC program](#) is coordinated by the Director of Internships.

Where do students work after they graduate? Our dedicated Office of Professional Services works closely with students toward post-graduation plans. The Director capitalizes on the alumni and professional networks of the School to facilitate professional events and opportunities for our graduate students. Our most recent alumni survey indicates that 46% work in the private sector (i.e. Goldman Sachs, Deloitte, Honeywell, Marsh International); 34% work in non-governmental/non-for-profit organizations (i.e. Human Rights Watch, IMF, UNDP); and 20% work in the public sector (i.e. FBI, US Dept. of State, US Dept. of Energy, USAID).

What is the reputation of the School of Diplomacy/Seton Hall University? Seton Hall University is a private, non-profit, nationally-ranked institution – classified as a doctoral degree granting, research university by the Carnegie Foundation for the Advancement of Teaching. The University is accredited by the Middle States Commission on Higher Education ([MSCHE](#)), which is known for various accolades, including a top university for high return on investment – learn more here: <https://www.shu.edu/rankings.cfm>.

The School of Diplomacy is an APSIA affiliate member founded in an exclusive partnership with the UNA-USA/UN Foundation. The MA in Diplomacy and International Relations has been acknowledged as the [best Master's in international affairs](#) in New Jersey. We pride ourselves on the reputation of our diverse faculty that is comprised of scholars, ambassadors, and diplomatic practitioners, whose published work is featured in global media outlets, including: US News & World Report, BBC, Bloomberg Media, CNN, New York Times, Huffington Post, etc. The School's World Leaders Forum has hosted on campus various world-renowned leaders, including: British Prime Minister Tony Blair, UN Secretary Generals Kofi Annan and Ban Ki-Moon, Former Soviet President Mikhail Gorbachev - learn more: <http://www.shu.edu/academics/diplomacy/about.cfm>.

How safe is your campus? The School is located in South Orange, NJ, a quaint historic village that is positioned 14 miles away from New York City. Students can walk from the main campus to downtown South Orange to take the mid-town direct train line to Manhattan (30-minute ride).

You may learn more about Seton Hall's comprehensive measures to provide a pleasant/safe campus for all to enjoy by visiting: <https://www.shu.edu/offices/public-safety>; details on campus safety can be found via [Annual Security Report](#) or request a copy by calling (973) 275-2818. You may also review campus safety data from the [US Department of Education](#).