UPEACE-Brandeis University Dual-Degree Programme
Admissions Requirements

Congratulations on having taken the first step towards a transformative year at the University for Peace!

The admissions process is a combined effort between the two institutions and you will receive an official admissions package from both. Because the year one of the programme is at Brandeis, the full admissions process is first completed with Brandeis, and an abbreviated package is submitted to UPEACE. The documents that are required by both institutions will be shared with UPEACE by Brandeis University. This is further explained below.

Applicants to the Brandeis/UPEACE dual degree programme will be using the application form that UPEACE uses for the regular programmes. Please ensure that you read the below information carefully to note the differences in admissions requirements for dual-degree applicants.

Required Supporting Documents to be Uploaded:
1. English Proficiency Test Scores Report (TOEFL, IELTS)
2. Statement of Purpose
3. Letters of Recommendation
4. Official Undergraduate Transcripts and Copy of Diploma
5. Curriculum Vitae or Résumé
6. Financial Form
7. Copy of Passport
8. Passport-size photo

Upon submission of the online application form, 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 relevant deadline may be transferred to the subsequent 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 the applicant whether or not the application 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 using the email entered by the applicant in the on-line application form. Please address any email inquiries to specialprogrammes@upeace.org.

www.upeace.org
1. **ENGLISH PROFICIENCY TEST SCORES REPORT (TOEFL, IELTS)**

UPEACE recognizes the Brandeis policy for English language. Therefore, enrolment with Brandeis meets the UPEACE English language requirement.

2. **STATEMENT OF PURPOSE**

The UPEACE statement of purpose must be between 500 and 1,000 words and clearly 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?

3. **LETTERS OF RECOMMENDATION**

UPEACE recognizes the Brandeis revision of letters of recommendation. Therefore enrolment with Brandeis meets the UPEACE requirement for letters of recommendation. **Brandeis will send copies of both letters to UPEACE. In the online application form, please upload the same Word document in lieu of the letter with the following content: “Documents will be sent to UPEACE directly by Brandeis University.”**

4. **OFFICIAL UNDERGRADUATE TRANSCRIPTS AND COPY OF DIPLOMA**

UPEACE recognizes the Brandeis review of undergraduate transcripts and diploma. Therefore enrolment with Brandeis meets the UPEACE undergraduate document requirement. **Brandeis will send official copies of both transcript and diploma to UPEACE. In the online application form, please upload the same Word document in lieu of the letter with the following content: “Documents will be sent to UPEACE directly by Brandeis University.”**

5. **CURRICULUM VITAE OR RESUME**

The curriculum vitae or resume for your UPEACE application 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 month + year start and end date (ex. From: June 2013 To: May 2015) is very important.*
6. **FINANCIAL FORM**

The financial form is not currently required for the Brandeis/UPEACE dual degree programme. In the online application form, please upload a word document in the Financial Form field stating "Documents not required for Brandeis/UPEACE Dual Degree Programme."

7. **COPY OF PASSPORT**

All applicants must upload a clear, colour photocopy of their passport pages showing the following information:

- Name
- Photo
- Birth date and place
- Issuance and expiration date. This date must be 6 months after the ending 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.*

8. **PASSPORT-SIZE PHOTO**

A passport-size photo must be uploaded to the on-line 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, *six passport-size photos* printed on photo paper will be required upon arrival to Costa Rica.