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Director’s Message

This publication is designed to serve as a resource to both sponsoring government organizations and candidates throughout the admission process to the accredited Masters of Science in Inter-American Defense and Security. The admissions process has been tailored to provide enough time for evaluating international educational credentials.

The evaluation of non U.S. educational credentials allows the College to confirm its equivalency with a U.S. Bachelor’s Degree or above. This evaluation is made by autonomous organizations non affiliated to the IADC and depending on the factors involved may take quite a number of weeks or even months, delaying the whole process. An ample timeline for confirming the candidates’ educational credentials sets forth prospective students for successful acceptance into the Master’s Degree Program. The earlier this process can begin, the earlier other related administrative activities could be initiated, consequently benefiting designated students and their family members in their preparation for living the experience of studying at the Inter-American Defense College.

The prospect of earning an accredited masters degree will open further opportunities of participation for individuals from several countries represented at the Inter-American Defense Board (IADB) and at the Organization of American States (OAS), denoting a greater effort for the selection of qualified candidates.

The IADC encourages the delegations to the IADB and permanent missions to the OAS to inform associated government sponsoring organizations about this Admission Process (carried out during the period of 2017 – 2018) along with the new timeline so the selection of candidates for the Class 58 (2018 – 2019) can begin the earliest possible.

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

Admission requirements

This guide outlines the essential requirements on eligibility, education, professional experience and sponsorship for being admitted at the Inter-American Defense College (IADC). It is highly recommended to carefully reading this set of requirements before beginning the rest of the admission process.

Succinct Biography IADC Format

The IADC format for biography encompasses personal, professional and educational information in a succinct way. Writing the applicant’s biography following the IADC format ensures the key required information is placed upfront. The IADC format in MS Word can be copied from the College’s website at http://www.iadc.edu.

Evaluation of International Educational Credentials

To be admitted to the accredited master’s degree program applicants must have received at least a bachelor's degree or its equivalent from an accredited university. This guide outlines a step by step procedure for confirming the possession of the required degree and the afterwards submission of certified documents for the completion of the admission process.

Admission Process Time Line
Inter-American Defense College  
Washington DC  
Master of Science in Inter-American Defense and Security  
Admission Requirements

In accordance with the Inter-American Defense College Rules the IADC invites member and observer countries represented in the Organization of American States (OAS) to nominate candidates; the number of students for each class shall be determined on the IADC Director’s assessment of institutional capacity for that year and the number of eligible applicants from each member country. Student nominations must meet the following requirements:

Military:

a. Have been nominated and supported by his/her country;

b. Have attained the rank, duty, and 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 and possibilities of future employment;

f. Intermediate to advanced academic proficiency in two or more official OAS languages (Spanish, English, Portuguese and French) is highly desired.

Civilian:

a. Have been nominated and supported by his/her country;

b. Be a government official or employee;

c. Have a university degree;

d. Have the rank, seniority, professional experience (at least 5 (five) years of experience), and possibilities of future employment, comparable to those required for military and police students. Exceptional cases will be discussed by the Board of Admission to the decision of the Director;

e. Intermediate to advanced academic proficiency in two or more official OAS languages (Spanish, English, Portuguese and French) is highly desired.

Police:

a. Have been nominated and supported by his/her country;

b. Have attained senior police rank, duty, and responsibility of a Lieutenant Colonel, Colonel, or their equivalent;

c. Have a university degree;

d. Have the professional experience, and possibilities of future employment, comparable to those required for military students;

e. Intermediate to advanced academic proficiency in two or more official OAS languages (Spanish, English, Portuguese and French) is highly desired.
PROFESSIONAL INFORMATION


EDUCATION

2006 - 2007 / Degree or Diploma Obtained / Name of the school or institution / Country
1994 - 1996 / Degree or Diploma Obtained / Name of the school or institution / Country
1992 - 1994 / Degree or Diploma Obtained / Name of the school or institution / Country

ASSIGNMENTS (professional experience)

1. Jun 12 - Jul 14 / Title of Position held, Unit or Organization, Location, Province, Country
2. Mar 11 - Mar 12 / Title of Position held, Unit or Organization, Location, Province, Country
3. Jun 01 - Mar 03 / Title of Position held, Unit or Organization, Location, Province, Country
4. Jul 97 - Jul 98 / Title of Position held, Unit or Organization, Location, Province, Country
5. Aug 95 - Jul 97 / Title of Position held, Unit or Organization, Location, Province, Country

RELEVANT ACHIEVEMENTS (publications, distinctions, awards, decorations, merit)

2. 2014 / Name of Award or Decoration

SPOKEN LANGUAGES

1. Mother language (Native speaker 100%):
2. Second language (%):
Inter-American Defense College
Washington DC

Master of Science in Inter-American Defense and Security

Evaluation of International Educational Credentials

A key requirement for participation in the accredited Master of Science in Inter-American Defense and Security taught at the Inter-American Defense College (CID) is applicants must physically present by July 5, 2018 to the IADC Registrar, original copies of grades and diplomas of studies equivalent to a Bachelor degree, or higher, of the United States of America.

However to advance the admission process, each applicant credentials will be assessed before the start of classes scheduled by 5 July 2018. This involves emailing the “Digital Assessment Package”, which consists of the following documents: 1) Succinct Biography; 2) Certified copies of transcripts and diplomas in native language; 3) Certified copies of transcripts and diplomas translated by a certified translator and; 4) Evaluation agency form filled and signed.

This process will be carried out at a distance and the Registrar office will collect the documents and contract for the assessment service by an independent rating agency.

Applicants must send the Digital Assessment Package by email to the IADC Registrar (iadc_registrar@iadc.edu) no later by 15 MAR 2018; after which applicants validation results and other matters of admission will be communicated. Documents received after 15 MAR 2018 may not be assessed in time to be accepted into the Master of Science program.

Seven steps for preparing and submitting the required documents of the Digital Assessment Package to be send to the IADC Registrar's Office:

STEP 1. Write your biography in your native language with photograph using the IADC template located at the IADC website www.iadc.edu. Then translate biography to the English language.

STEP 2. Get original of your grades and diploma from the institution where you studied. (You must have to bring them to the IADC because we need to see it and certify the original exist).

STEP 3. Provide certified and notarized copies of the grades and diploma. (You will bring them to remain in our archives if you don’t want to let the originals).

STEP 4. Translate grades transcripts and diplomas into English (Official translations only). Notarization is not required.

STEP 5. Complete and sign the data form of the independent evaluating agency. Please, use the IADC template located at the IADC website www.iadc.edu.

STEP 6. No later than 15 MAR 2018, send the Digital Evaluation Package to the following address: iadc_registrar@iadc.edu. The package of official documents must be scanned in PDF format, both in your native language and English and should include: 1) Succinct Biography; 2) Certified copies of transcripts and diplomas in native language; 3) Certified copies of transcripts and diplomas translated by a certified translator and; 4) Evaluation agency form filled and signed.
STEP 7. Upon arrival at CID on 5 JUL 2018, turn in at the College Registrar, ORIGINALS COPIES of your transcripts and diplomas. If you do not want to leave the originals for the CID file, please submit certified copies of their qualifications and diplomas.

**Deadline dates:**

a. 15 SEP 2017 – IADC Invitation letters distributed to sponsoring government agencies

b. 3 OCT 2017 – 15 MAR 2018 - Nominations

c. 15 FEB – 31 MAY 2018 - Nominee acceptance

  i. 15 FEB 2018 1st - Admissions Council

  ii. 16 APR 2018 2nd - Admissions Council

  iii. 31 MAY 2018 3rd - Admissions Council

d. 15 MAR 2018 – Deadline for submitting applications to IADC

e. 31 MAY 2018 – Admission process closure

f. 5 JUL 2018 – Class 58 Students report to the IADC

g. 21 JUNE 2019 – Class 58 Graduation

**Documents required for evaluation of academic credentials:**
Glossary of terms

Certified Copy: A procedure performed in their country of origin. The Academic Secretary of the institution where you studied certifies that the document content is identical to the records on file, and in witness whereof delivers an original copy, then signs and place the institutional wet seal.

Notarize: A procedure performed in their country of origin. The public notary attests that the copy of the document and signatures are identical to the original that was presented to him, but does not attest the content.

Official Translation: A procedure performed in their country of origin. Documents translated by a certified translator to ensure accuracy and fairness of translation.

Note: The Apostille Seal is not required for admission procedures in the CID.