Table of Contents

Director’s Message ................................................................................. 1
Guidelines ............................................................................................... 2
Admission Process Time Line ................................................................. 2
Admission Requirements ......................................................................... 3
Short biography model ............................................................................ 4
Evaluation of Educational Credentials .................................................. 5
Deadlines ................................................................................................. 6
Required documents for the evaluation of credentials ................................ 6
Glossary of Terms .................................................................................... 7
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 Master of Science in Inter-American Defense and Security taught at the Inter-American Defense College (IADC).

The evaluation of non U.S. educational credentials allows the College to confirm its equivalency with a U.S. Bachelor Degree or above. This evaluation is made by autonomous organizations that are not affiliated with the IADC and depending on several factors; this may take several weeks or even months to complete which would delay the process. A timeline for confirming the candidates’ educational credentials will facilitate prospective students successful acceptance into the Master’s Degree Program. The earlier this process can begin, the earlier other related administrative activities can be initiated, consequently benefiting designated students in their preparation for living the experience of studying at the Inter-American Defense College.

The prospect of earning an accredited master’s 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), which will require greater scrutiny 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 so the selection of candidates for the Class 59 (2019 – 2020) can begin as soon as possible, according to the new timeline.

Finally, I would like to take this opportunity to thank the OAS and the IADB for their continuous support of the IADC academic activities, at the same time, wishing success to the participating countries, through the rigorous application and selection processes of the candidates, to the culmination of the Master’s Degree Program. The program will increase and consolidate new knowledge, contributing to the strengthening of professional skills that will place them in an advantageous place to assume high-level positions at strategic level, facing the new reality of Multidimensional Defense and Security matters of the western hemisphere.

JAMES E. TAYLOR
Major General, U.S. ARMY
Director
Guidelines

Admission requirements

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

Succinct biography, IADC Model

The IADC format for biography encompasses personal, professional and educational information in a succinct way. The IADC short biography in MS Word format can be copied from the College’s website at www.iadc.edu

Evaluation of International Educational Credentials

In order to be admitted to the IADC’s accredited master’s degree program, applicants must have received at least a US Bachelor’s degree or its equivalent in 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

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Time Line Class 59
Admission Process
Accredited Master of Science in
Inter-American Defense and Security

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2018
Aug 22
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
2019

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Deadline for submitting a complete admission packet
Apr 30
Admissions Closure
Mar 15
Beginning of Classes
Jan 9

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Feb 15
1st Admissions Council

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Mar 15
2nd Admissions Council

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Oct 1 - Jan 31
Nominations

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Oct 1 - Mar 15
Evaluation of Educational Credentials

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Feb 15 - Mar 15
Acceptance of Candidates

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Inter-American Defense College  
Washington DC  
Master of Science in Inter-American Defense and Security

Admission requirements

In accordance with the Regulation of the Inter-American Defense College (IADC), member countries represented in the Organization of American States (OAS) are invited to nominate candidates. The number of students for the corresponding class will be determined by the IADC Director’s assessment of institutional capacity. In this respect, each country is allowed to nominate two students; however, countries may nominate a greater number of candidates, in which case, the Admissions Board will proceed to select applicants that it deems most qualified to fill vacancies in nominations that have not been submitted.

Student nominations must meet the following requirements:

Military:

a. Be officially nominated by a governmental entity in your country, which must cover the costs of the program;
b. Have attained the rank, duties and responsibilities of Lieutenant Colonel, Colonel, or their equivalent;
c. Possess, at least, a Bachelor degree;
d. Have graduated from a Command and General Staff College or have similar or equivalent professional education;
e. Demonstrate adequate military training and experience at an advanced level;
f. Have advanced academic proficiency in one of the official OAS languages (Spanish, English, Portuguese and French) is highly desired.
g. Must have knowledge of information technology (Office 365, SharePoint, Word, Power Point and Excel).

Civilians:

a. Be officially nominated by a governmental entity in your country, which must cover the costs of the program;
b. Be an active government official;
c. Possess, at least, a Bachelor degree;
d. Have the seniority, professional experience (at least five (5) years) and possibilities of future employment, comparable to those required for military students. Exceptional cases will be discussed by the Admissions Board and subject to the decision of the Director;
e. Have advanced academic proficiency in one of the official OAS languages (Spanish, English, Portuguese and French) is highly desired.
h. Must have knowledge of information technology (Office 365, SharePoint, Word, Power Point and Excel).
Police:

a. Be officially nominated by a governmental entity in your country, which must cover the costs of the program;
b. Have attained the rank, duties and responsibilities equivalent to a Lieutenant Colonel or Colonel in the military branch;
c. Possess, at least, a Bachelor degree;
d. Have the professional experience and possibilities of future employment comparable to those required for military students;
e. Have advanced academic proficiency in one of the official OAS languages (Spanish, English, Portuguese and French) is highly desired.
f. Must have knowledge of information technology (Office 365, SharePoint, Word, Power Point and Excel).
Succinct Biography

Rank or Title, Name and Last name: 16-2-2019

Overwrite the following information here:

Force, service, or sponsoring organization:

Number of years of professional experience:

Personal email address:

Occupation:

Place of birth:

Date of birth (mm/dd/yy):

PROFESSIONAL INFORMATION
(Briefly describe your professional career)


EDUCATION (including secondary)
2013 - 2014 / Grade, title, degree obtained / Name of Institution / Country
2005 - 2006 / Grade, title, degree obtained / Name of Institution / Country
1990 - 1994 / Grade, title, degree obtained / Name of Institution / Country

ASSIGNMENTS (professional experience)
1. Jun 12 - Jul 14 / Position, unit or organization, Location, Province, Country
2. Mar 11 - Mar 12 / Position, unit or organization, Location, Province, Country
3. Jun 01 - Mar 03 / Position, unit or organization, Location, Province, Country
4. Jun 97 - Jul 98 / Position, unit or organization, Location, Province, Country
5. Nov 95 - Dec 97 / Position, unit or organization, Location, Province, Country

MOST SIGNIFICANT ACHIEVEMENTS (publications, distinctions, awards, decorations, merits)
2. 2014 / Name of Award or Decoration

SPOKEN LANGUAGES (insert text)
1. Native language (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 to participate in the accredited Master of Science in Inter-American Defense and Security taught at the Inter-American Defense College (IADC), is for the applicants to physically present, by Tuesday 2nd of July 2019, to the IADC Registrar, the original copies of transcripts and diplomas of their university degrees equivalent to a Bachelor Degree, or higher, of the United States of America.

However, in order to advance the admission process, each applicant credentials will be assessed before Friday, March 1st, 2019. This requires submitting the Digital Assessment Package, which consists of the following documents: 1) Succinct biography; 2) Certified copies of transcripts and diplomas in Spanish; 3) Certified copies of transcripts and diplomas translated into English by a certified translator; 4) Evaluation agency form filled and signed; this process will be carried out remotely and the Registrar Office will collect the documents and contract an independent rating agency for the assessment service. The College will pay the cost of shipping services and processing of the digital package to the accrediting agency.

Applicants must send the Digital Assessment Package to the IADC Registrar’s Office (iadcregistrar@iadc.edu) no later than Thursday, 31st of January 2019, following which the results of the validation and other matters of admission will be communicated to applicants. Documents received after 15 MAR 2018 might not be assessed in time, hence limiting chances 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 short biography in your native language using the IADC template located at the IADC website www.iadc.edu. Translate your biography into English.

STEP 2. Get the original copies of your transcripts and diplomas from the institution where you studied. (You must submit the originals to the Registrar upon arrival at IADC for us to see and certify that the originals exist).

STEP 3. Provide certified and notarized copies of your transcripts and diplomas. (You will need to bring the certified and notarized copies upon arrival at IADC; they will be archived in your file in case you do not want to leave the originals).

STEP 4. Translate biography, transcripts and diplomas into English (Must be an official translation. Notarization is not required).

STEP 5. Complete and sign the data form of the Independent evaluation agency. Please, use the IADC template located at the IADC website www.iadc.edu
STEP 6. No later than Thursday, 31st of January 2019, 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; to the following e-mail address iadc_registrar@iadc.edu

STEP 7. Upon arrival at the IADC on the 3rd of JUL 2019, hand over the ORIGINAL COPIES of your transcripts and diplomas to the College Registrar for archiving purposes. If you do not wish to leave the originals to be archived, please submit certified and notarized copies of your transcripts and diplomas.

Key Dates:

a. 31 AUG 2018 - Admissions process starts. Invitation letters sent out.


c. 15 FEB - 31 MAR 2019 - Acceptance of nominees.
   i. 15 FEB 2019 1st Admissions Council
   ii. 15 MAR 2019 2nd Admissions Council

d. 15 MAR 2019 - Deadline for the submission of applications.

e. 15 MAR 2019 - Closure of admission process.

f. 3 JUL 2019 - Beginning of classes.

g. 24 JUN 2020 - Graduation.

Documents required for the evaluation of academic credentials:
Glossary of Terms

Certified copy: A procedure performed in 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 places the institutional wet seal.

Notarize: A procedure performed in 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 country of origin. Documents translated by a certified translator to ensure accuracy and impartiality of the translation.

Note: The Apostille Seal is NOT required for admission procedures in the IADC.