



GRADUATE CERTIFICATE in CONFLICT TRANSFORMATION APPLICATION

Application Instructions:

The CONTACT Program Manager will work with individual applicants from initial inquiry to arrival on campus. The Program Manager and the CONTACT staff will assist prospective students with the admission process and inform them of what they can expect from this educational program and what this program will expect from them as a student. Professional experience, academic ability, career goals, cross-cultural experiences and ability to work well with others are considered when reviewing an applicant's folder. A variety of methods are used to assess these qualities, including essay, review of past academic performance, references and personal interview.

General Admissions Process:

Your application file will be reviewed only after all the documents have been received including the \$50 application fee. No application will be processed without the receipt of this fee. Please be sure to include the following when submitting your application:

- A **completed application** form, signed and dated
- A 2 - 3 page **essay** typed in English, describing your professional background and interests relevant to the field of conflict transformation and peacebuilding. Include personal expectations and objectives, and plans for applying the skills and knowledge acquired in the program
- Your resume or curriculum vitae
- Official transcripts** from all previous colleges or universities.

Note: In some countries the term "transcript" may not be used by colleges and universities and thus may not be a familiar term. To be official, a transcript must include the following information: (1) the dates you attended the institution, (2) the titles of the specific courses or subjects in which you were enrolled, (3) the number of hours of instruction or other learning involved in each course or subject, (4) the grade, mark, or other evaluation you received for each course or subject, and (5) any degree, diploma, certificate, or other qualifications awarded for completion of studies. To be official, the document(s) must contain the institution's stamp or other certification, which clearly indicates authenticity. In cases where the above requested information is not available, an applicant should consult the CONTACT office for advice on the best way to proceed. In cases where the transcript is not in English, an original certified translation must accompany the official document.

Three (3) reference forms must be submitted by three different individuals, one of whom is a supervisor in a professional work or volunteer position. Copy the Personal Reference Form and fill out the top portion of each form before submitting it to each reference writer. Please provide a stamped envelope, addressed to CONTACT, as a courtesy to the reference writer. **Note:** If a reference is received without a Personal Reference Form accompanying it, you will automatically waive your right of access to that letter.

Documentation of English Proficiency:

Applicants whose first language is not English and who did not attend an undergraduate institution at which the language of instruction was English, must provide documentation that will demonstrate the English language acquisition (courses attended, tests given, etc). If the Admission reviewers will consider that there is further proof needed, we will contact you for a phone or Skype interview. Should you have taken and passed the TOEFL or IELTS exams, please send copies of your documents along with your application.



**GRADUATE CERTIFICATE in CONFLICT TRANSFORMATION
APPLICATION**

**Program
Information**

Please check the program options for which you are applying:

CERTIFICATE PROGRAM

Civil Society Initiatives in Peacebuilding

Psycho-Social Foundation of Peacebuilding

MASTER DEGREE (Post Certificate)

**Personal
Information**

Name

Family

First

Middle

Preferred name

Mailing address

Home telephone

Business telephone

Area code or country and city codes

Area code or country and city codes

Fax

E-mail

Permanent address

Permanent telephone

Area code or country and city codes

Date of birth

Country of birth

Country(ies) of Citizenship

US Social Security Number

Gender

Marital status

Passport Number

Country

Expiration date

Do you have an US visa

yes

No

What type

Student

Tourist

Other

Non-U.S. citizen currently in the U.S. –please indicate your visa status:

Student

Tourist

Permanent Resident

Other (please indicate):



**GRADUATE CERTIFICATE in CONFLICT TRANSFORMATION
APPLICATION**

Educational Background

Indicate all the academic institutions (including study abroad programs) you have attended or are currently attending.
(Please indicate if your transcripts are in a name different from your SIT application.)

Schools (city, state or country)	Dates Attended	Diplomas, Certificates (degrees, years awarded)	Field of concentration or major interest
Secondary school			
College/University			
College/University			
College/University			
College/University			

Record of Employment and/or Teaching Experience

Dates	Position Title	Organization name and location of employer

References

Please list names and relationships

1. _____
2. _____
3. _____



**GRADUATE CERTIFICATE in CONFLICT TRANSFORMATION
APPLICATION**

**Other
Relevant
Experience**

Excluding items covered under "Record of Employment and/or Teaching Experience," list organizational affiliations, volunteer activities, special skills, independent projects, and cross-cultural activities. Attach additional sheets, or a resume if necessary.

Using one column for each language you have studied, indicate the language by writing it in the appropriate ability level box. Then indicate where and how long you studied it. Language proficiency is considered in the admissions process but is not required for admission to the program, unless indicated.

**Language
Experience**

Please indicate all languages you have studied. Language proficiency is considered in the admission process but is not required for admission to the program unless indicated. Under "Ability Level," please choose from the following:

Novice-Low: Oral production consist of isolated words and a few high-frequency phrases

Novice-Mid: Oral production continues to consist of isolated words and learned phrases within very predictable areas of need, although quality is increased

Novice-High: Able to partially satisfy the requirements of basic communicative exchange by relying heavily on learned utterances but occasionally expanding these through simple recombination of their elements.

Intermediate-Low: Able to successfully handle a limited number of interactive, task oriented, and social situations.

Intermediate-Mid: Able to successfully handle a variety of uncomplicated, basic, and communicative, tasks and social situations

Intermediate-High: Able to successfully handle most uncomplicated communicative tasks and social situations.

Advanced: Able to satisfy the requirements of everyday situations and routine school and work requirements.

Advanced-High: Able to satisfy the requirements of a broad variety of everyday, school and work situations.

Superior: Able to speak the language with sufficient accuracy to participate effectively in most formal or informal conversations on practical, social, professional and abstract topics.

What is your first language?

Language	_____	How Acquired	_____
Number of years studied	_____	Ability level	_____

Language	_____	How Acquired	_____
Number of years studied	_____	Ability level	_____

Language	_____	How Acquired	_____
Number of years studied	_____	Ability level	_____

Language	_____	How Acquired	_____
Number of years studied	_____	Ability level	_____



**GRADUATE CERTIFICATE in CONFLICT TRANSFORMATION
APPLICATION**

**Billing
Information**

Will you be applying for financial aid? Yes No

Please send the invoice for the SIT Graduate Institute to: Me Other

Name

Family First Middle Preferred name

Title: Mr. Mrs. Ms. Other (please indicate):

Billing Address

Home telephone

Business telephone

Area code or county and city codes

Area code or county and city codes

Fax:

E-mail

**Optional
Information**

U.S. Citizen and permanent resident-please indicate ethnic background:

American Indian/Alaska Native Asian Black/African-American

Hispanic Latino White

**Other
Information**

If you or any members of your family have participated in any World Learning programs, including SIT and the Experiment in International Living, please indicate country and year.

Participant Relationship Program Country Year

How did you first hear about SIT ?

What additional contact have you had with SIT since then?

Credits earned at the SIT Graduate Institute are transferable only at the discretion of the receiving school.

Signature

Date

Please send your completed application, required essay, and nonrefundable \$50 processing fee to:

CONTACT SIT Graduate Institute

Kipling Road, P.O. Box 676

Brattleboro, Vermont 05302-0676 USA

Make checks payable to: SIT Graduate Institute (specify CONTACT program)