

DEPARTMENT OF THE ARMY
USAWC & CARLISLE BARRACKS
CARLISLE, PA 17013

USAWC Memorandum
No. 350-2

22 October 2015

Training
U.S. ARMY WAR COLLEGE
INTERNATIONAL FELLOWS ADMISSION TO THE
MASTER OF STRATEGIC STUDIES (MSS) DEGREE
RESIDENT AND DISTANCE EDUCATION PROGRAMS

1. Purpose. Qualified International Fellows (IF) are eligible to earn an accredited civilian master's degree, the Master of Strategic Studies degree (MSS), in addition to the senior service college education presented at the U.S. Army War College (USAWC). For admission into the MSS program, IFs must meet all enrollment requirements in USAWC Memorandum 350-1 plus additional requirements for degree equivalency and English language comprehension. This memorandum establishes the MSS admission policy, requirements, and procedures for IF admission to the MSS degree program at the USAWC, and for the resolution of ambiguities that might arise in regard to applicant credentials.

2. References.

a. USAWC Memorandum 350-1, U.S. Army War College Student Admission Policy and Procedure Resident and Distance Education Programs.

b. Current Defense Security Cooperation Agency (DSCA) Policy Memorandum, Fiscal Year 20xx Country Exemptions Lists for English Comprehension Level (ECL), Test of English as a Foreign Language (TOEFL), and Oral Proficiency Interview (OPI), DSCA Policy Number xx-xx.

c. Current Academic Year USAWC Academic Programs Guide.

3. Scope. The procedures outlined in this memorandum apply to all USAWC IFs in the resident (REP) and distance (DEP) education programs. All IFs in the REP have the option of applying or not applying to the MSS program. All IFs in the DEP must qualify for the MSS program to participate in the DEP.

4. Requirements for admission to the MSS program, REP and DEP.

a. U.S. Degree Equivalency.

(1) Candidates for the MSS degree must possess the equivalent of a U.S. baccalaureate degree or higher.

(2) International Fellows must provide the USAWC Registrar's Office with the proper transcripts of their baccalaureate degree (or equivalent), any subsequent graduate degrees, and any other documented education and training (to include military school training) no later than 15 October of the current academic year.

(3) International Fellows must provide the original certificate/transcript and a certified English translation. International Fellows are responsible for obtaining the translation of their foreign academic credentials. Translations can be made by the original academic institution, the IF's Ministry of Defense, Ministry of Foreign Affairs, Embassy/Consulate, or by a USAWC staff and faculty member fluent in the respective language.

(4) The Registrar's Office, in coordination with the G9 (International Fellows Office), submits all IF academic documents to a credentialing organization to determine U.S. baccalaureate equivalency. The report must come back indicating U.S. degree equivalency of bachelor's degree or higher.

b. English Language Proficiency.

(1) The USAWC offers an intensive, graduate-level course of study. To succeed in the MSS program, IFs are expected to have advanced English comprehension and communication skills.

(2) International Fellows seeking admission to the MSS program must have a minimum TOEFL score of 83 on the internet based test (IBT) unless otherwise exempted.

(3) International Fellows may take the TOEFL up to 2 years prior to the start of the current academic year. An IF arriving without having taken the TOEFL must take the test by 15 October of the current academic year. The USAWC will pay (through the International Fellows Office, G9) for the IF to take the TOEFL one time. The USAWC must receive TOEFL scores directly from the Education Testing Services to be considered valid. The USAWC TOEFL code number is 8274.

(4) International Fellows may retake the TOEFL, at their own expense, to obtain the required minimum score of 83 on the IBT. All testing must be completed by 15 December of the current academic year. If an IF achieves a score of 75 – 82 on the TOEFL, he or she can request a waiver into the MSS program through the Dean, School of Strategic Landpower (SSL) (see para 4.c. Admissions Review Board, below).

(5) International Fellows who score 74 or less on the IBT are not eligible for admission to the MSS program.

c. TOEFL Exemptions.

(1) International Fellows from countries listed in Category 1, paragraphs a. and b., in the annual DSCA memorandum (reference 2.b.) are exempt from taking the TOEFL as part of the MSS application process. Also exempt are any IFs from non-Category 1 countries who have completed an in-residence undergraduate or graduate program within the past 5 years at either a U.S. institution, or an institution in Australia, Canada, New Zealand, or the United Kingdom.

(2) In extraordinary circumstances, IFs who do not meet the TOEFL-exemption criteria explained above, but whose English language proficiency is strong, may coordinate with the G9 and Registrar's Office to submit a TOEFL waiver request packet through the Registrar, to the Dean, SSL, no later than 15 August of the current academic year. The SSL will review these packets and the Dean, or his designated representative, will conduct an oral proficiency interview with applicants whose written packets show evidence of graduate-level English proficiency. The Dean will inform the IF of the exemption decision, through the Registrar, no later than the end of September. The TOEFL waiver request, as a minimum, must include:

(a) The rationale for the request specifically addressing length of stay in the U.S., or other English only speaking country, and English language proficiency.

(b) Proof of prior work in English and or English only educational experiences in the U.S., or other country.

(c) A recent Curriculum Vitae or resume.

(d) Any prior English language assessments and or instruction.

(e) Copies of English language articles, manuscripts, or other substantial written work in English, where the IF is the sole author.

d. Admissions Review Board.

(1) International Fellows whose academic credentials are rated as equivalent to a U.S. baccalaureate degree or higher, and who score in the 75 – 82 range on the IBT, may petition the Admissions Review Board for a waiver for admission into the MSS program.

(2) The Dean, SSL, will annually appoint an Admissions Review Board consisting of a chairman and other faculty members. If possible, each academic department will be represented.

(3) International Fellows requesting a waiver for admission into the MSS program will coordinate with the G9 and Registrar's Office to submit an admissions packet to the Registrar's Office by 15 January of the current academic year. The Registrar's Office will prepare the board files for all IFs requesting a waiver into the MSS program. International

Fellows are responsible for obtaining a letter of recommendation from their faculty adviser (FA). An Admissions Review Board packets will consist of:

(a) Table of Contents showing tabs for each IF requesting a waiver via the Admissions Review Board.

(b) Graduate skills diagnostic test results from Communicative Arts.

(c) All TOEFL reports from the previous 2-year period.

(d) The American Association of Collegiate Registrars evaluation of IF foreign academic credentials.

(e) Course evaluation reports to date.

(f) Letter of recommendation from the IF's Faculty Adviser.

(4) The Admissions Review Board will meet and review the admissions packet and interview the IFs, if deemed necessary. All admissions packets submitted for review are retained by the USAWC.

(5) After the Admissions Board meets, their recommendation will be presented to the Dean, SSL, for final approval (see sample memorandum at Appendix A). The Dean, SSL, will notify the Registrar of the results, and the Registrar will notify the IFs through their FA.

e. Academic Year Timeline Summary.

(1) July: Registrar briefs IFs on MSS program requirements, TOEFL waiver request procedures, and admissions review board procedures.

(2) 15 August: Complete TOEFL waiver request packets must be submitted to the Registrar's Office.

(3) September: Dean, SSL, reviews TOEFL waiver requests and conducts oral proficiency interviews. The Registrar notifies IFs of approved waiver requests.

(4) 15 October: Undergraduate and graduate documents (with translations) must be received in the Registrar's Office.

(5) 15 October: Initial TOEFL exam must be taken by this date.

(6) 15 December: All TOEFL testing must be completed for the current academic year.

(7) 15 January: The complete Admissions Review Board packet must be submitted to the Registrar's Office.

(8) February: The Admissions Review Board meets, recommendations made to Dean, SSL. Dean, SSL, notifies Registrar of admission decisions. Registrar notifies IFs.

5. Appeals. International Fellows may appeal a negative decision on admission to the MSS to the Commandant, USAWC. International Fellows desiring to appeal, in coordination with their FA, submits the appeal in memorandum format. All appeals will be routed through the Registrar, Dean, and Provost to the Commandant. Decisions concerning TOEFL waiver requests are not appealable as they do not preclude IFs from gaining admission to the MSS program.

Proponent for this memorandum is the Provost.

FOR THE COMMANDING GENERAL:

//signed//
DAVID E. FUNK
COL, IN
Deputy Commandant

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U1 (Electronic)

APPENDIX A

Sample Admissions Review Board Memorandum to the Dean, School of Strategic Landpower

USAWC letterhead with date

MEMORANDUM THRU Registrar, U.S. Army War College

FOR Dean, School of Strategic Landpower, U.S. Army War College

SUBJECT: Recommendation of Admissions Review Board

1. An Admissions Review Board convened to consider the applications of International Fellows in the (class) to the Master of Strategic Studies (MSS) degree program. The Admissions Review Board reviewed and evaluated each International Fellow's language testing results, academic performance to date, and recommendations from the faculty.

2. The Admissions Review Board recommends the following International Fellows be admitted to the MSS program:

(list)

3. The Admissions Review Board does not recommend admission to the MSS program for the following International Fellows (justification attached):

(list – reasons)

4. A copy of the Admissions Review Board appointment memorandum is attached.

Signature of Admissions Board Chair

APPENDIX A

Sample Appeal Memorandum from International Fellow to Commandant

USAWC letterhead with date

MEMORANDUM THRU Registrar, U.S. Army War College
Dean, School of Strategic Landpower
Provost, U.S. Army War College

FOR Commandant, U.S. Army War College

SUBJECT: Appeal for Admission to the Master of Strategic Studies (MSS) Program

1. I am requesting an exemption to the minimum Test of English as a Foreign Language (TOEFL) score so that I may be considered for the MSS degree.
2. ... Justification paragraphs.

Signature, IF

APPENDIX A

Sample Faculty Adviser (FA) Memorandum of Support

USAWC letterhead with date

MEMORANDUM THRU Registrar, U.S. Army War College

FOR Dean, School of Strategic Landpower

SUBJECT: Master of Strategic Studies (MSS) Recommendation for <IF Rank/Name >

1. This memorandum strongly supports awarding the Master of Strategic Studies (MSS) Degree to <IF Rank/Name >. <IF Rank/Name >'s demonstrated skills with the English language are more than sufficient to meet the requirements set for International Fellow's.

2. As <IF Rank/Name >'s Faculty Adviser, I have had the pleasure of working with him and observing his performance over the last 6 months. He is a very thoughtful officer who adds much to the seminar with his clearly communicated observations and comments. He speaks articulately on a variety of complex issues to his fellow students and instructors.

3. <IF Rank/Name >'s written skills demonstrate an even higher level of proficiency. His written products are well conceived, well organized, and effectively communicate his thoughts in a concise and easily understandable manner.

4. <IF Rank/Name >is a fine officer and will be a fine representative of the U.S. Army War College as a graduate and degree holder. The other members of the Seminar xx Faculty Team (CAPT A, COL B) and I have discussed this at length and all of us fully endorse this recommendation.

5. Please do not hesitate to contact me if you need further assistance on this matter via phone (245-XXXX) or e-mail (IMS.ADVISOR.MIL@MAIL.MIL).

FACULTY ADVISER
COL, FA
Director of _____

APPENDIX A

Sample TOEFL Waiver Request

USAWC letterhead with date

MEMORANDUM THRU Registrar, U.S. Army War College

FOR Dean, School of Strategic Landpower, U.S. Army War College

SUBJECT: Request to Waive the Test of English as a Foreign Language (TOEFL) Score Requirement

1. I am requesting the U.S. Army War College waive the minimum TOEFL score for admission into the MSS degree program. The reason for my request is.....

2. ... Justification paragraphs.

X Enclosures:

Signature, IF

1 through X: Proof of English Language Proficiency