



**INTER-AMERICAN DEFENSE
COLLEGE WASHINGTON D.C.
UNITED STATES OF AMERICA**



**ADMISSIONS POLICY OVERVIEW
&
EVALUATION OF ACADEMIC CREDENTIALS**

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Director's Message

This publication serves 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 international educational credentials enables the College to confirm their equivalency with a U.S. Bachelor's degree or higher. This evaluation is made by independent organizations that are not affiliated with the IADC and, depending on various factors, may take several weeks or even months to complete, potentially causing delay to the process.



Establishing a time line for confirming candidates' educational credentials will help prospective students achieve timely 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 for participation by individuals from various countries represented at the Inter-American Defense Board (IADB) and the Organization of American States (OAS), necessitating greater scrutiny of qualified candidates.

The IADC encourages the delegations to the IADB and permanent missions to the OAS to inform their associated government sponsoring organizations about this admission process so the selection of candidates can begin as soon as possible.

Finally, I would like to take this opportunity to thank the OAS and the IADB for their continuous support of the IADC academic activities while wishing success to the participating countries throughout the rigorous application and selection processes for the Master of Science in Inter-American Defense and Security. The program will increase and consolidate new knowledge, contributing to the strengthening of professional skills that will position participants advantageously to assume high-level strategic roles, addressing the evolving realities of multidimensional defense and security in the Western Hemisphere.


RICHARD J. HEITKAMP
Major General, U.S. Army
Director and Commandant

The seal of the Inter-American Defense Board is circular. It features a central shield with a scale of justice and a sword. The text around the border reads "Inter-American Defense Board" and "DIRECTOR".

2. ADMISSIONSPOLICY

2.1 Overview

In order to develop an educational environment that maximizes each student's perspective and experience, the IADC strives to maximize diversity in the student body. IADC student body represents each service of the armed forces, national police, local police, legislators, as well as representatives of various ministries from over 20 member nations of the Organization of American States (OAS). The IADC seeks to diversify its student body following the OAS' General Secretariat Institutional Policy on Gender Equality, Diversity, and Human Rights; and the District of Columbia Higher Education Licensure Commission's Certificate of Non-Discrimination.

The IADC invites all member countries represented at the OAS to nominate candidates in priority for evaluation of the Admissions Council for their possible selection as students. The Admissions Council will verify the essential requirements of eligibility, education, professional experience, and sponsorship of the candidates to be admitted to the IADC.

OAS member and observer countries are entitled to nominate graduate level candidates to the accredited Master's degree program in compliance with IADC enrollment criteria. Some OAS member and observer countries may not have graduate level candidates to nominate, but could instead nominate able candidates to study and perform at the undergraduate level. The IADC accepts nominations of undergraduate candidates and enrolls them into its Diploma Program on a case by case basis.

Sponsoring organizations must officially nominate military, security forces, and civilian candidates and financially support them during the year-long course. Processing official travel documents to include official visas is a sponsoring organization's responsibility as well. The IADC considers official sponsoring organizations the federal or national governmental organizations able to follow U.S. State Department regulations for official entry of student candidates into the United States.

2.2 Requirements

2.2.1 Admissions Eligibility

Unless specified by the sponsoring government, all prospective students are conditionally enrolled in the Master's Degree program while their bachelor's degree credentials are validated by a certified validation institution. If the validation institution responds negatively, the affected student will be advised and removed from the Master's degree program and re-designated as a Post-Secondary Professional Diploma program candidate. New academic requirements and work will be based on the diploma program criteria.

In order to be accepted in the Master's Degree Program, students:

1. Must be nominated by a government organization to attend the Master's Degree Program;
2. Belong to a nationally recognized military or public security force and shall have attained the rank of Lieutenant Colonel or Colonel or equivalent rank within their organization; candidates from civilian government organizations shall have attained positions with responsibilities similar to that expected of a Lieutenant Colonel or in the military or public security; Diplomats must have attained the rank of Counselor; Police Officers must have attained the grade of Commissioner or Deputy Commissioner; average students age range is 42-48;
3. Must be a graduate of a command and staff college or have similar or equivalent professional education to lead large organizations;
4. Military and public security officials generally should have 15-20 years of professional experience that enables each student to contribute effectively to the academic discourse. Recognizing that non-military organizations have career paths different from the military, students must be able to demonstrate a minimum of five (5) years professional experience;
5. Must possess a Bachelor's Degree or its equivalent, as determined by the certified validation institution;
6. Intermediate to advanced academic proficiency in one of the official OAS languages (Spanish, English, Portuguese and French) is required. The College encourages proficiency in English to enhance the experience of living in the United States. Spanish proficiency is also encouraged to facilitate easier interactions in working groups, which are often largely comprised of Spanish speakers; and
7. Knowledge of information technology for citing academic references, checking out academic integrity, writing essays, making presentations and organizing digital information (Zotero™, MS One Note™, MS One Drive™, Tunitin™, PDF Adobe Acrobat™, MS Office 365™, Prezi™, and MS SharePoint™).

2.2.2 Financial cost

There is no College tuition for participating in the Master's Degree Program. However, the sponsoring government is responsible for the following: (a) the living expenses of their respective student during the yearlong course; (b) the travel stipend required for study trips and local visits; and (c) travel within and outside the Continental

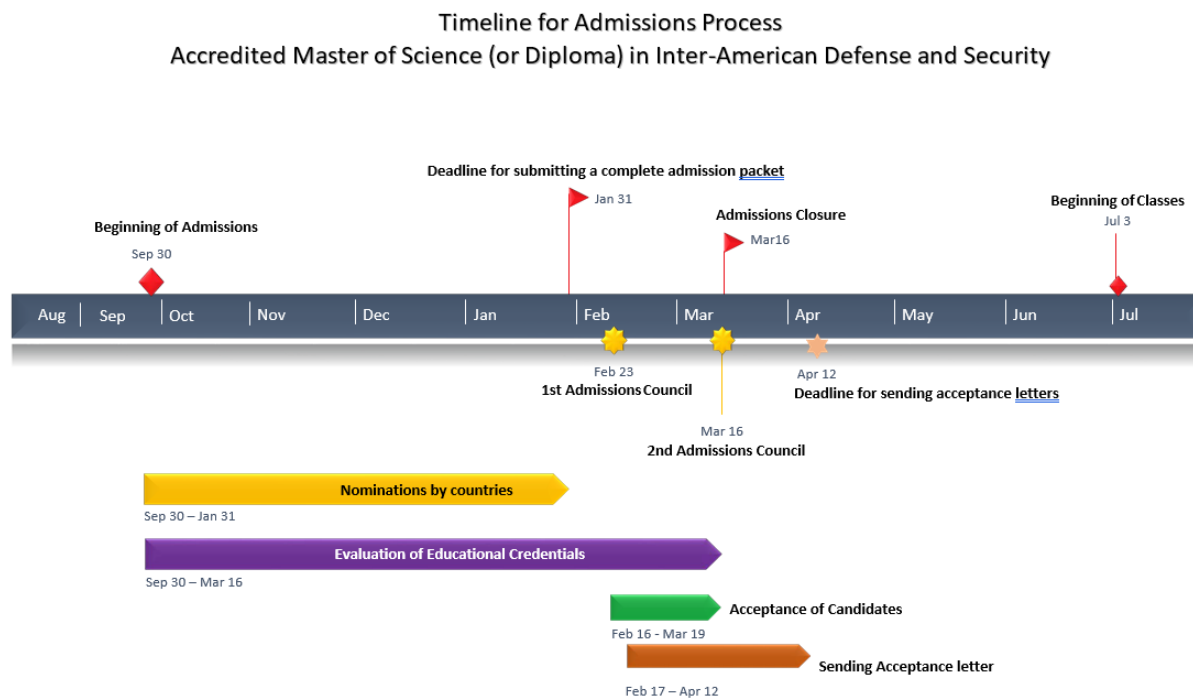
United States (CONUS and OCONUS).

2.2.3 Academic records

Prospective students must submit certified copies of their academic transcripts and post-high school studies. Original records may be presented in French/Portuguese/Spanish; however, the student must also provide an English translation of the original documents. Original documents or certified copies of originals are required for admission and facilitate the enrollment process.

2.3 Key Dates

| DATE | ACTIVITY |
|-----------------|---|
| SEP 30 | Admissions process starts. Invitation letters sent out. |
| OCT 15 – JAN 31 | Nominations and submission of the Digital Assessment Package. |
| JAN 31 | Deadline for submitting a completed admission |
| 2nd Week of FEB | 1st Admissions Council. |
| 2nd Week of MAR | 2nd Admissions Council. |
| MAR 16 | Closure of admission process. |
| 1st Week of JUL | Beginning of classes. |



3. GUIDE FOR EVALUATION OF ACADEMIC CREDENTIALS

This guide describes the step-by-step procedure to prepare the digital academic credentials verification package. However, upon arrival in Washington D.C., each student must present the original diploma/certificate of their command staff course, if applicable, to the Registrar & Admissions Office of the Inter-American Defense College (IADC).

3.1 Required Documents for International Students (Submit NLT Jan 31st 2025)

1. Diploma and Transcript (Grades Statement): To be admitted to the IADC's accredited master's degree program, you must have received at least a US comparable bachelor's degree from an accredited university. To be admitted to IADC's diploma program, you need a high school diploma.
2. Command and Staff College Diploma: If you are a military candidate, or national security or police officer, provide a copy of your command and general staff college diploma or similar equivalent professional education. A notarized copy is not required; a simple copy will suffice.
3. Succinct Biography: Please use the attached template.

3.2 Required Documents for U.S. and International Students with Studies Performed in the U.S (Submit NLT Jan 31st 2025)

1. Official Transcript: Contact your academic institution and request that they mail the official transcript of your bachelor's degree or higher degrees to the IADC Registrar and Admissions.
2. Command and Staff College Diploma: If you are a military candidate, or national security or police officer, provide a copy of your command and staff college diploma or equivalent qualification.
3. Succinct Biography. Please, use the attached template.

Note: Official transcripts must be mailed to the IADC Registrar and Admissions Office from your university's registrar. Transcripts that have been opened or photocopied are not considered official and cannot be used to meet this requirement. An electronic version will be accepted if provided directly by the university's registrar.

The transcripts must be mailed to:

Registrar & Admissions Office
Inter-American Defense College 210 B Street S.W. Fort McNair,
Building 50 Washington, D.C. 20319
Phone: (202) 370-0176,
Email: registrar@iadc.edu

3.3 Evaluation of International Educational Credentials (Studies performed outside the U.S.)

- ✓ The Apostille Seal is NOT required for admission to the IADC.
- ✓ DO NOT bring high school diplomas, technical courses diplomas, operational military course diplomas, or other short-term course diplomas, as they are not relevant to this purpose.

The steps below outline how to prepare and submit the required documents on our Classter platform:

STEP 1: Write your short biography in your native language using the IADC template provided. Then, translate your biography into English using the same template (Official Translation is NOT necessary).

STEP 2: Obtain the original transcripts (grades statement) and diplomas from the institution where you studied, as well as your command and staff college diploma. Please scan these documents in color and at a high resolution.

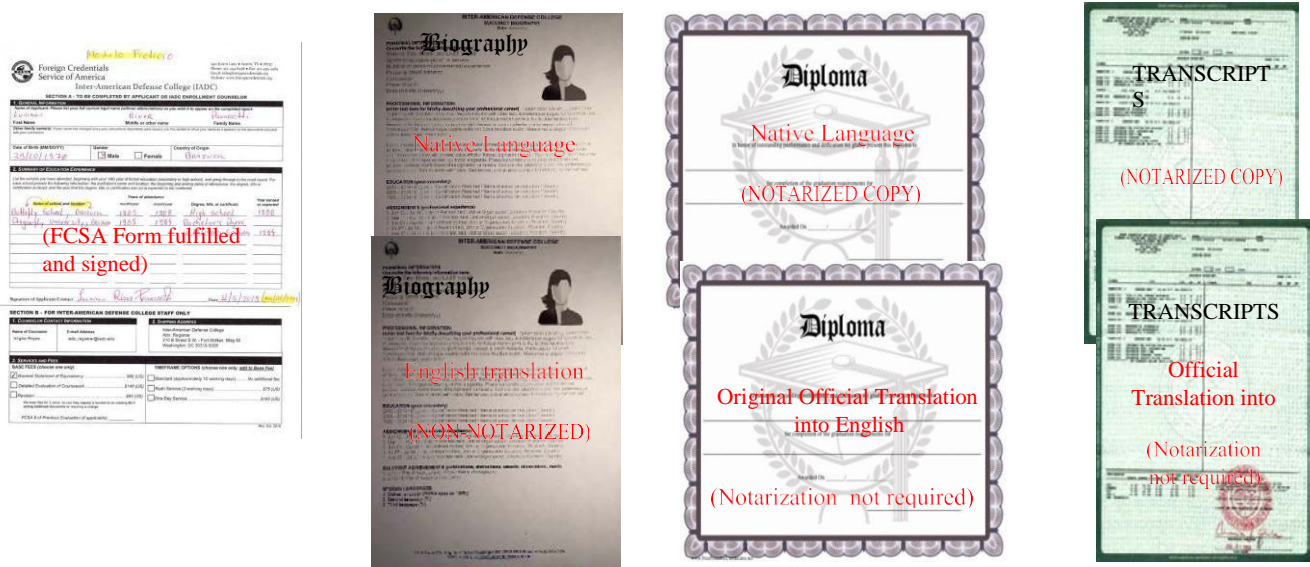
STEP 3: Translate your transcripts (grades statement) and diplomas into English. Originals in Portuguese and French must be accompanied by an official translation. Documents in Spanish can be translated by any individual.

STEP 4: Complete and sign the Foreign Credentials Service Agency (FCSA) data form. Fill in only the documents that will be verified. Please use the IADC template provided by email and scan it in color. The IADC will cover the cost of verifying the documents.

STEP 5: Prepare a PDF digital file of all documents: one in your native language and one in English. Only PDF files are accepted, Cell phone photos are not allowed.

STEP 6: No later than Friday, January 31st, 2025, forward the following Digital Evaluation Package to registrar@iadc.edu. The package of official documents must be scanned in PDF format, both in your native language and in English.

3.4 Visual image of required documents for the Academic Credentials evaluation:



3.5 Glossary of Terms:

Certified copy: It is a procedure performed in the 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: It is a procedure performed in the country of origin. The public notary attests that the copy of the document and signatures are identical to the original that was presented to the individual but does not attest to the content.

Official Translation: This procedure is performed in the country of origin. Documents translated by a certified translator to ensure the accuracy and impartiality of the translation.

3.6 Check List:

1. Succinct Biographies (native language and translated to English).
2. Certified copies of college transcripts and diplomas in your native language.
3. Certified copies of transcripts and diplomas translated by a certified translator.
4. Evaluation Agency (FCSA) form filled and signed.
5. Non-notarized copy of your Staff College Diploma or equivalent if you are a military or police candidate.

APPENDIX

4. OAS SCHOLARSHIPS

Students accepted for attendance at the IADC are now eligible to apply for scholarship assistance through the Organization of American States Scholarship Program.

The IADC is considered a graduate-level program, and scholarships for graduate students are announced early each year.

4.1 Basic Information

- Scholarship requests must be submitted through the corresponding National Liaison Office (ONE) in your country.
- OAS Scholarship Recipients must return and remain in their sponsoring country for a minimum of twenty four (24) months after completing the IADC program of study. Applicants should justify their request for OAS scholarship funds by showing how their participation in the IADC academic program supports OAS Strategic Plan objectives and priorities.

4.2 Eligibility

- Meet all IADC entrance requirements.
- Have a GPA above the minimum standard required by the university.
- Be in good physical and mental health to complete the program successfully.
- National Liaison Offices (ONE) in Member States may have additional eligibility requirements. Please contact the ONE in your country for more information.

4.3 Required Documents

- Online Application Form.
- Copy of the diploma for the highest degree obtained. (Bachelor or Master).
- Copies of transcripts of grades for all academic degrees completed and to be completed. (If the applicant is currently enrolled in a program of study, he/she will need to submit the current transcript).
- Two (2) recommendation letters: Preferably from current or former professors using the OAS Recommendation Statement Form, or previous employer using the Employer Recommendation Form.
- Curriculum Vitae. (must not exceed two (2) pages).
- Admission letter to IADC.

4.4 Notes

1. Additional information may be found on the OAS Scholarship website:
<http://www.oas.org/en/scholarships/default.asp>.
2. OAS Staff members, OAS Consultants, Staff members of the Permanent Missions to the OAS, and their relatives are eligible to apply for an Academic Scholarship after six months from the termination of their employment relationship or contract.