

## MA of Arts in Conference Interpretation APPLICATION PACKET

### Section I: Application Requirements

The Hellenic American University requires applicants to submit a package of materials to be considered as part of their application. The following information outlines the required materials and provides further explanations relating to formal documents and testing centers/procedures, where appropriate.

All application support documentation should consist of either the **original documents or notarized copies**. Since the language of instruction and administration at the Hellenic American University is English, **documents that are not in English must be accompanied by certified English translations**.

The accuracy and completeness of submitted material will facilitate the admissions process and the timely evaluation of the applicant's candidacy. All applications and support materials are retained by the Hellenic American University.

### CHECKLIST FOR APPLICANTS

- A completed admissions application (See Section II of this packet)
- A baccalaureate degree from an accredited U.S. college/university or its equivalent in another country
- Official* transcripts from each college/university previously attended. These may be sent directly from the issuing institution(s), or applicants may receive the sealed envelope(s) and submit them with their application. ***The sealed envelope(s) must not have been opened before receipt by the Hellenic American University Admissions Office under any circumstances in order for the transcript to be valid.***
- Evidence of English language proficiency (see "Further Instructions" below)
- Evidence of second foreign language proficiency (see "Further Instructions" below)
- Evidence of Greek language proficiency (for non-Greek citizens)
- A current resumé
- The required Essay (see Section II of this packet)
- Two letters of recommendation (see Section III of this packet)
- Two current passport size photographs
- A copy of your passport/National Identity Card
- A non-refundable application fee of €50. This fee may be applied to first term tuition for those who are accepted and enroll in the program.

*In order to be admitted to the program candidates must have successfully passed the required entrance exams.*

**You will be contacted by the Admissions Office for an interview and the entrance exams subsequent to submission of your application.**

## **FURTHER INSTRUCTIONS**

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### **EVIDENCE OF ENGLISH OR SECOND FOREIGN LANGUAGE (IF INVOLVED) OR GREEK LANGUAGE PROFICIENCY**

The medium of instruction in the Master of Arts in Conference Interpretation program is English. Evidence of proficiency in English and/or second foreign language (if involved), or Greek language (for non-Greek citizens) is required of all students. Acceptable forms of evidence include:

- an undergraduate or graduate degree from an institution in which English is the language of instruction
- an undergraduate or graduate degree from an institution in which the second foreign language is the language of instruction
- official results of the Test of English as a Foreign Language (TOEFL) taken within the last two years with a minimum score of 250 (CBT) or 100 (iBT) or 600 on the paper-based TOEFL
- University of Michigan or Cambridge *Certificate of Proficiency in English*
- equivalent certificate of proficiency for the second foreign language
- equivalent certificate of proficiency for the Greek language (for non-Greek citizens)
- other evidence of proficiency will be reviewed individually

### **LETTERS OF RECOMMENDATION**

Two professional letters of recommendation are required from individuals of the applicant's choice. The recommendations should provide information regarding the applicant's academic and professional capabilities and potential. It is usually best to request recommendations from individuals who know the applicant well enough in an academic and professional capacity and can attest to his/her qualifications and ability for graduate study. Evaluators should complete the recommendation form (section III) enclose it in an envelope, seal it, and sign their name across the envelope seal.

### **INTERNATIONAL APPLICANT INFORMATION**

Citizens of countries that are not members of the European Union who wish to study at the University must obtain permission to enter Greece and to reside there in accordance with the current Greek laws. Applicants for admission are advised to verify the requirements for nationals of their country through the Greek Consular authorities. For additional details on the legal requirements for international applicants, you may also contact the University Admissions Office.

All international applicants are urged to register early for the appropriate TOEFL test administrations. Applicants make their own arrangements for the examinations and must have the results forwarded to the University.

### **PERSONAL INTERVIEWS**

A personal interview is required by every applicant who appears to meet the standards for admission. International students who cannot be interviewed in Athens will be interviewed by telephone. During the personal interview, the applicant's prior academic and professional experiences will be discussed as part of the admissions process.

## **ENTRANCE EXAMS**

Participation in the MACI Program depends on success in the written and oral entrance examinations, which take place in September. In order to be admitted to the program, candidates apart from having solid grounding in English (Proficiency level) and the appropriate level Certificate for the second Foreign Language, are also required to translate a short text from the two foreign languages into Greek as well as succeed in the oral examination conducted by interpreters and interpreting instructors.

## **CONDITIONAL ADMISSIONS**

Under certain circumstances, applicants who demonstrate excellent potential for successful completion of the program, but do not meet all entrance requirements, may be considered for conditional admission by the Admissions Committee. Students admitted in this manner must successfully remove any outstanding conditions within the time period established by the Admissions Committee in order to achieve unconditional status and officially continue in the program.

## **NON-DISCRIMINATION**

Hellenic American University admits students of any race, color, national and ethnic origin, gender, sexual orientation, age, religion, physical disability, or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. The university does not discriminate on the basis of race, color, national and ethnic origin, gender, sexual orientation, age, religion, physical disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

## **STUDENT RECORDS PRIVACY POLICY**

The Hellenic American University Student Records Policy protects the privacy of student's education records. This policy is consistent with United States Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232G; 34 CFR Part 99), however, it does not abrogate any of the requirements of, or rights under, the terms of the 2472/97 Data Protection Act, enforced by the Hellenic Data Protection Authority. The Hellenic American University Student Records policy is published in the Student Handbook.

## **PROGRAM START DATES**

The University accepts applications on a rolling basis. We recommend early application for all students. For the academic year 2009-2010, the Master of Arts in Conference Interpretation will commence on the following dates:

### **Fall Term 2009**

Orientation – September 24-25<sup>th</sup>, 2009

Classes Begin – September 28<sup>th</sup>, 2009

Classes End – December 18<sup>th</sup>, 2009

### **Winter Term 2010**

Orientation – January 7<sup>th</sup>, 2010

Classes Begin – January 11<sup>th</sup>, 2010

Classes End – March 26<sup>th</sup>, 2010

### **Spring Term 2010**

Orientation – March 22<sup>nd</sup> -27<sup>th</sup>, 2010  
Classes Begin – April 6<sup>th</sup>, 2010  
Classes End – July 2<sup>nd</sup>, 2010

## **TUITION AND FEES**

The total cost of the Master of Arts in Conference Interpretation program for the entering class of 2009-2010 is €9,269 for the 39 academic credits that comprise the degree. All courses are 3 academic credits and the cost is €113 for each course. *Tuition fees are subject to change.*

All tuition fees for the courses that students enroll in are due and payable at the start of the term. All students who are delinquent in their tuition fees at the end of a term will not be allowed to continue in the program until their fees are current. The costs of books and additional class materials that may be required for each course are not included in the tuition.

Please attach a  
passport size  
photograph

## Section II: MACI Application Form

<b>Application Term</b> (check ONE only)	<input type="checkbox"/> Fall Term 2009	<input type="checkbox"/> Winter Term 2010	<input type="checkbox"/> Spring term 2010
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### Applicant Information

<b>Surname/Family Name:</b>			
<b>First &amp; Middle Names:</b>			
<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
<b>Title:</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss <input type="checkbox"/> Ms Other: .....
<b>Nationality:</b>			
<b>Present Country of Residen</b>			
<b>Date of Birth:</b>		<b>Place of Birth:</b>	

Please let us know immediately if any of your contact details below change at any time during the application

Mailing Address		Permanent Address (if different from mailing)	
Street & Number:		Street & Number:	
City:		City:	
Postal/Zip Code:		Postal/Zip Code:	
Country:		Country:	
Telephone:		Telephone:	
Fax Number:		Fax Number:	
E-mail:		E-mail:	
Mobile Phone:		<b>EMERGENCY CONTACT INFORMATION</b> [name(s), relationship to you, phone numbers]	
Are you employed full-time? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Business Address			
Company:			
City			
Telephone:			
Fax Number:			
E-mail:			
May we contact you at work by:			
Telephone?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Fax?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
E-mail?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

## Educational History

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Please list all colleges and universities attended starting with the most recent, and provide the required information on each.

Entry Date (M/Y)	Graduation Date (M/Y)	Institution & Country	Course of Study	Qualification obtained (diploma, certificate, etc)

## Professional and Other Qualifications

Please list below all professional qualifications earned or any additional training obtained, starting with the most recent.

Entry Date (M/Y)	Graduation Date (M/Y)	Institution & Country	Course of Study	Qualification obtained (diploma, certificate, etc)

## English Language Ability

Do you have documentation of English Proficiency? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes" evidence? _____ If "no", when do you plan on obtaining documentation? _____
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## Second Language Ability

Do you have documentation of the second foreign language (if involved) Proficiency? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes" evidence? _____ If "no", when do you plan on obtaining documentation? _____
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## Greek language Ability (for non-Greek citizens)

Do you have documentation of the Greek language Proficiency? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes" evidence? _____ If "no", when do you plan on obtaining documentation? _____
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**Current Job Details**

Job Title/Position Held:	
Company/ School Name & Address:	
Job Type:	

Please provide a brief description of your work and your main areas of responsibility:

**Professional Memberships:**

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**Military Service**

<input type="checkbox"/>	Completed	<input type="checkbox"/>	Deferred	<input type="checkbox"/>	Exempted	<input type="checkbox"/>	Not applicable
From __/__/__ To __/__/__		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Financial Planning**

How do you plan to finance your studies?							
<input type="checkbox"/>	Self	<input type="checkbox"/>	Family	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other .....

**Letters of Reference**

Please provide the name, position and address of two persons who will provide letters of recommendation for you: At least one of your referees must be a person who has been involved in supervising either your recent academic work or professional development.

Name:		Name:	
Position:		Position:	
Address:		Address:	
Postal/Zip Code		Postal/Zip Code	
Tel No:		Tel No:	
Fax No:		Fax No:	
E-mail:		E-mail:	

## Essay

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All applicants are required to answer the following essay question, which is designed to present unique information about the candidate's values, aims and ambitions for the future. The essay should be **word-processed on a separate sheet of paper**, and should not exceed 150 words.

### Question:

“What are your short-term and long-term professional goals and how will the Hellenic American University MACI assist you in achieving these goals?”

### Optional Information

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Which other colleges/universities (if any) are you applying to?

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How did you first hear about the Hellenic American University's MACI program?

- |  |   |
|--|---|
| <input type="checkbox"/> Colleague     | <input type="checkbox"/> MA AL Fair     |
| <input type="checkbox"/> Employer      | <input type="checkbox"/> World Wide Web |
| <input type="checkbox"/> Press         | <input type="checkbox"/> Professor      |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> MAT Fair       |
| <input type="checkbox"/> Other _____   |   |

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*The University reserves the right to make inquiries concerning the accuracy of the information provided in the candidate's application. Decisions on admission are made in good faith on the basis of information provided by the applicant and his/her referees. If the university later discovers that false statements have been made or material information withheld or omitted, it reserves the right to withdraw an offer of admission or to terminate registration.*

### Declaration

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I am applying for admission to the MACI program at the Hellenic American University. I understand that the decision to admit rests with the University. If admitted, I agree to abide by the rules and regulations of the Hellenic American University and to pay all tuition, fees, and expenses incurred by me there. I also understand that my personal information and papers (including amendments) are stored as part of my student record electronically on a database and manually. All personal information is treated strictly according to the terms of the 2472/97 Data Protection Act, enforced by the Hellenic Data Protection Authority, and the Hellenic American University Student Records Privacy Policy, as set forth in the University catalog. This Act requires that all information be accurate, obtained fairly, and not divulged to people without permission or authority. It gives me the right to check the information held and to correct it if necessary. I am aware of the conditions of admission and the University's expectations. I confirm that to the best of my knowledge, the information contained in my application is complete and accurate.

Signature of applicant: \_\_\_\_\_

Date \_\_\_\_\_

**Master of Arts in Conference Interpretation Program**

**Section III (a) Letter of Recommendation (confidential)**

**To the applicant:**

Please print your name below. Then send this form to your reference for completion and submittal to the Hellenic American University Admissions Office.

<b>Applicant Name:</b>	
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**To the referee:**

The above person is applying to the Hellenic American University MACI program. It would be of great assistance to the University if you would kindly complete this form. You may use the space provided or attach a separate sheet if desired. The information you provide will remain strictly confidential. When you have completed the form, please return it to the **Hellenic American University Admissions Office**, Kaplanon 12, Athens, Greece 10680.

Last Name:	Address:		
First Name:	City:	Country:	Zip Code:
Position Held:	Telephone:	Fax:	
Institution / Company:	Email:		

1. How long have you known the applicant? In what capacity?

2. What do you consider to be the applicant's outstanding qualities?

3. What do you consider to be the applicant's most significant limitations?

4. Do you have any additional comments which would be helpful for our assessment of the applicant?

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to:**  
Hellenic American University  
Admissions Office  
Kaplanon 12  
10680 Athens, Greece

## Master of Arts in Conference Interpretation

### Section III (b) Letter of Recommendation (confidential)

#### To the applicant:

Please print your name below. Then send this form to your reference for completion and submittal to the Hellenic American University Admissions Office.

<b>Applicant Name:</b>	
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#### To the referee:

The above person is applying to the Hellenic American University MACI program. It would be of great assistance to the University if you would kindly complete this form. You may use the space provided or attach a separate sheet if desired. The information you provide will remain strictly confidential. When you have completed the form, please return it to the **Hellenic American University Admissions Office**, Kaplanon 12, Athens, Greece 10680.

Last Name:	Address:		
First Name:	City:	Country:	Zip Code:
Position Held:	Telephone:	Fax:	
Institution / Company:	Email:		

1. How long have you known the applicant? In what capacity?

2. What do you consider to be the applicant's outstanding qualities?

3. What do you consider to be the applicant's most significant limitations?

4. Do you have any additional comments which would be helpful for our assessment of the applicant?

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to:**  
Hellenic American University  
Admissions Office  
Kaplanon 12  
10680 Athens, Greece