

## **Application Home Page**

The online application form must be completed in English. All requirements must be submitted electronically; we do not accept materials via email or mail.

To begin, create an account to start a new application. The email address provided to create your account will be used for all correspondence about your admissions status. After creating an account, you will receive a system-generated email with a link prompting you to activate your account. If you do not receive this email immediately, check your spam/junk folders before asking for further assistance. Add admissions@sc.tsinghua.edu.cn to your safe senders list.

Once you have created an account, click Start New Application to begin your application. You do not have to complete your application in one sitting; you may access and continue your work as frequently as needed before final submission. To save your work, click on the Continue button.

## **Personal Information**

This section requests applicant biographical and contact information. You must list your legal name, citizenship, gender, place of birth, and date of birth exactly as they appear on your official identity document. You are also required to provide your current address, phone number, and emergency contact.

If you are from Hong Kong SAR/Macao SAR/Taiwan, you may begin the application without having a Mainland Travel Permit, but we strongly advise having one before submitting your application as a valid Mainland Travel Permit is required for candidates admitted to Schwarzman Scholars. Schwarzman Scholars cannot assist applicants in obtaining a valid Mainland Travel Permit.

## **About Me**

**Biographical Profile:** Provide a biographical profile of up to 100 words summarizing your leadership accomplishments and future aspirations. This is a required field. Your submitted biographical profile will be used throughout the selection process and on the Schwarzman Scholars website if you are admitted to the program. Your biographical profile should be written in third person and end with your country of citizenship. For reference, review profiles of selected Scholars.

**Resume/Curriculum Vitae:** Upload your most recent resume or CV. Your resume/CV should include leadership experiences and accomplishments, any professional experiences, education, and other items you wish to highlight that are not stated in the application. Note there is a two-page maximum limit.

**Video Introduction:** Introduce yourself in a one-minute video in any style or setting you think best conveys your interests and personality. The committee must be able to see and hear you. You may choose to upload a pre-recorded video clip of supported format less than 100MB or record a video using your computer camera directly to your application. Please note that when you click the camera button, the application page will ask for authorization to access your camera and microphone before recording. You may record as many times as you want but only your last recording will be saved in your application.

**Interests:** Select up to two interests that best identify with your professional and leadership aspirations.

**Reapplicant Information:** If you are a reapplicant, answer the final question with a brief description of your leadership development and changes to your application since you last applied.

## **Education**

In this section, provide details regarding your degree-granting post-secondary education history.

**Add Institution:** List only post-secondary institutions where you have or will obtain a degree. Do not list short-term study, certificate programs, or study abroad programs; these may be included in your Resume/CV. In the Institution field, search for your university by typing the school name in English, or in some cases, in the local language. If your school is not included in any search results, choose Other and type the official name of the institution. You are required to submit a copy of your university/college transcripts for each institution (see Transcripts section below) and a copy of your diploma for each degree obtained. To be eligible for the current application cycle, applicants must complete all requirements for an undergraduate degree by August 1, 2024.

**Grade Point Average:** Most universities provide a numerical average or summary of academic achievement. If your institution uses a numerical system, enter your cumulative grade point average or other numerical score as printed on your transcript. If your institution provides a cumulative grade point average for your degree, you **MUST** include it in this section. If you are listing a U.S.-style grade point average, this should be the cumulative average for your entire program of study, not the grade point average of your major. If your school does not use a numerical system, input zero in the field. Academic excellence is an important component of Schwarzman Scholars, so any information or context that you can provide to help the selection committee evaluate your educational experience is appreciated. Additional context or clarification about your academic program can be explained briefly in the Additional Information section of the application.

**Transcripts:** You are required to scan and upload a transcript for each degree-granting post-secondary education institution you attended. Your transcript must include your full name, institution name, and, if applicable, include the degree conferred and the conferral date. If you received study abroad credit during your degree program, we do not require a study abroad transcript if those credits are included on your degree transcript. If they are not, you may upload the study abroad transcript in addition to your degree transcript.

For transcripts not in English, you must provide notarized English translations for these documents along with the original transcript. Although we do not require translations issued by paid professionals or certified translators, we will not accept incomplete and non-accurate English translations. We accept English translations issued by the institution of origin (i.e. university registrar's office) or by professional and certified translation services. For information on qualified translators in your area, refer to the American Translators Association ([www.atanet.org](http://www.atanet.org)) or another recognized translation service such as University Language Services ([www.universitylanguage.com](http://www.universitylanguage.com)).

Ensure the transcript file is not password-protected and can be opened by the selection committee. If your transcript file is inaccessible, your application is deemed incomplete and will not be reviewed. For applicants who are offered and accept admission, final hard copy of your transcripts will be required prior to the start of the program.

### **Language Skills**

This requirement is waived for applicants who studied for at least two years in an English-speaking program at an undergraduate or graduate level. You will be asked to identify yourself as 1) a native speaker of English; 2) having studied English at an English-speaking post-secondary institution for at least two years; or 3) reporting English language proficiency test scores. If you select the third option, you must select the test type (listed below), the date of the exam, and your scores on the application page. This page will only appear for applicants required to report an English language proficiency test score. Note that some English proficiency exams are only valid for two years. As many testing centers have temporarily closed due to the global pandemic, you may also request for a deferral in submitting the test score by no later than October 1, 2023.

The minimum score requirements for applying to Schwarzman Scholars are:

TOEFL iBT: 100

TOEFL PBT: 600

IELTS: 7

Cambridge English: 185. Advanced (C1) or Proficiency (C2).

### **Leadership Roles**

Showcase up to five leadership roles that illustrate your demonstrated leadership experience. For each entry, include a concise explanation of why the role is significant to your leadership profile, as well as your distinct contribution, outcome, or initiative. If you have more than five, choose five achievements that reflect you as a current leader.

### **Awards and Recognitions**

Showcase up to five awards, recognitions, or publications that are of distinction in your leadership trajectory. For each entry, include a concise explanation of why it is significant to your leadership profile, as well as your distinct contribution, outcome, or initiative. If you have more than five, choose five achievements that you want to highlight to the selection committee.

## **Professional Experience**

List up to two full-time work experiences. If you are a student and have no full-time, post-graduation employment, skip this section. Do not list part-time work, internships, or volunteer experiences; these may be highlighted in your Resume/CV. For remote work or full-time work experiences in more than one country or city, list the location where you spent most of your time in the position.

## **Essays**

Each applicant is required to provide two essays and two short answer responses. The two required essays are a Leadership Essay (750 words) and a Statement of Purpose (500 words). The essays are a critical component of the application, designed to help the selection committee understand you as an individual and get a sense of your demonstrated leadership abilities and potential, as well as your writing and analytical skills. Detailed descriptions of what is expected from each essay are included on the prompt of the application form. Essays should be uploaded as PDF. The two Short Answer responses have a 100-word limit each. Word counts are strict and any essays that exceed the limits may be disqualified. Footnotes, headers, and titles all count towards an essay's total word count.

## **Recommendations**

Register three recommenders by providing their names, professional titles, and contact details. You can change how your name is displayed to your recommender if they know you by a different name or nickname. Once you enter the recommender's details and click Send Invitation, a system-generated Recommendation Request email with a unique submission link will be automatically sent to the recommender. Recommenders should know you well and be able to speak to your intellectual abilities, personal characteristics, and demonstrated leadership using specific examples from their direct experience working with you. Family members or relatives cannot be selected as recommenders. Recommenders should follow the instructions in the Recommendation Request email to submit their letters. We will not accept emailed or mailed letters, or letters uploaded by applicants.

An applicant may send a reminder to their recommender via the application system by clicking Send Reminder to immediately send an auto-generated reminder message.

In extenuating cases when a recommender has informed an applicant that they are no longer able to provide a letter of recommendation by the deadline, an applicant may need to remove and replace a recommender. In this circumstance, you may Change the recommender's details. This action will exclude the recommender and will be reflected on your recommender list; they will no longer have access to their unique link. Once excluded, the applicant may add a new recommender.

Note: while Change functionality is available for applicants to make edits to recommenders directly, we advise to reserve this action for extenuating circumstances only. You are responsible for communicating with your recommenders to ensure their letters are submitted properly and by the deadline.

You can submit your application before all recommendation letters are received. Applicants may check the status of recommendation letters even after submitting the application via the Application Home Page. Applicants will be notified by email when a recommender has submitted his letter.

## **Disciplinary Action**

Answer all four questions. Indicate any academic or criminal disciplinary action on your record and provide an explanation.

## **Additional Information**

**Clarification Comment:** If you wish to clarify any information provided in the application, please do so in this section. You may also include any impacts due to the global pandemic that you feel are important for the selection committee to know. For example, if you took a leave of absence or faced unusual circumstances in your studies or in your career, you may provide a brief explanation here.

### Signature

Applicants are required to confirm and certify that all information provided in the application, including information provided in any supplemental materials submitted, is complete and accurate; that all submitted essays are your own work; and that all factual representations made therein are true and correct. Once you are ready to submit your application, acknowledge your understanding of the terms for final application submission by providing your electronic signature. An electronic signature involves signing your full legal name in the required field. Once you have signed in your full name, click Continue to proceed.

### Review

Application submission requirements and warnings will be displayed on this page. Missing submission requirements are indicated below this message: We have detected the following errors with your application. These errors must be corrected before submission. Review the list of missing required fields or errors and click on the section to return to that part of your application. Once the required fields or errors are cleared, you will see the button to submit your application. Potential application issues and warnings are indicated below this message: We have detected the following potential problems with your application. Items listed in this section are not required and we recommend to review the warning list to ensure you have provided your intended items. Warning items do not need to be cleared in order to submit your application. To submit your application, click Confirm and Submit. All application submissions are final; you are unable to reopen a submitted application for any further edits.