



Academic Qualifications

- Undergraduate applicants must demonstrate proof of completion (or anticipated completion) of a minimum of one year of university study prior to the voyage.
- Postgraduate applicants must have earned (or anticipate earning) a minimum of a bachelor's degree (or equivalent) prior to the voyage.
- All applicants for whom English is not their native language must demonstrate proficiency in English in the last two years and be prepared to succeed in a rigorous academic environment. To view requirements, you may download [English Proficiency Requirements](#) (PDF) here.
- Preference is given to students whose academic results are above average in their nation's system. Download [Required Academic Performance by Country](#) (PDF) here.

Prerequisites

- Some advanced subjects require a prior level of knowledge in order to enroll. Familiarize yourself with the [Subject Catalog](#) to check prerequisites before indicating your preferred Learning Circle(s) on the application.
- Students applying for admission to the Postgraduate International Business Learning Circle must have an undergraduate background in Business.

Admission Decisions

- Decisions are made when completed applications and supporting documentation are received and evaluated by our admission committee.
- Conditional offers can be made when all items in [Phase 1](#) have been submitted and evaluated.
- Definitive offers can be made when all items in [Phase 2](#) have been submitted and evaluated.
- Offers, whether conditional or definitive, are contingent on availability of space and are on a first-qualified, first-enrolled basis.

Application Deadlines

Admission decisions to our program are made as application files are completed. Applications will be reviewed up to 30 days prior to the start of a voyage; however, accepted students who apply for admission to a particular voyage that has reached capacity will be placed on a waiting list for that voyage and will be given an admission offer that may be applied to a future voyage. For Financial Aid deadlines, please see [Financial Information](#).

Application Instructions

Apply in Four Simple Steps

1. Complete Application: [Online>](#) or [Print>](#)
2. [Email>](#) or [fax to Regional Office>](#) your academic transcript
3. Submit essay (see Application for instructions)
4. [Pay application fee>](#) (50USD)

You Should Know...

We can evaluate your application as soon as we receive it along with a copy of your unofficial academic transcript, essay and application fee. If you meet our academic requirements for admission, we can issue you a conditional offer in as quickly as seven days.

Phase 1 – Requirements for Conditional Review:

- Completed application for admission
- Unofficial academic transcript (copy by fax, email or post)
- Essay
- Application fee of 50USD

Once we have received all four items noted above, we will review your application for a conditional acceptance. If an offer for admission is extended to you, there is then a 30-day period in which you need to complete Phase 2 below.

Phase 2 – Additional Requirements for Definitive Review:

- Official academic transcript(s) (sealed, original by post; translated to English if necessary)
- [Completed Recommendation Form>](#)
- Evidence of English-language proficiency (if English is not your first language)

Correspondence

Application and required documents:

Send all documents and correspondence to your [Regional Office](#).

All payments (*made payable to The Scholar Ship*), including fees and deposits:

Student Accounts Department
The Scholar Ship
841 East Fort Avenue No. 238
Baltimore, MD 21230-5117
United States of America
Telephone: +1 410 962 7344 x 27
Fax: +1 410 963 7399

Acceptance and Enrollment

- ***Conditional offers*** are made with minimal documentation so students can be provided with an admission decision as quickly as possible. Once a conditional offer is made, students must submit all items listed above in Phase 2 within 30 days of offer. If offer is not accepted within 30 days, application will be moved to inactive status and kept on file for reactivation within one year.
- ***Definitive offers*** are considered an official acceptance. A notification of a definitive offer will come via email to be followed by an official letter by post. Once a definitive offer is made, students must remit an enrollment deposit of 2,000 USD and also the signed acceptance within 30 days of offer by email notification to reserve a space in the program.
- ***Acceptance packages*** are sent to students via email. Packages contain information regarding acceptance procedure, deposit, payment, refund policy and more.