

International Master in Anti-Corruption Compliance and Collective Action (IMACC)

Guidelines for the Application Procedure

Admission Criteria

Admission to the International Master in Anti-Corruption Compliance and Collective Action (IMACC) 2017 programme is open to candidates who satisfy the following criteria:

- A **bachelor's degree or its** equivalent
- At least three years of work experience in areas related to anti-corruption, compliance, law, law enforcement, audit, collective action, and/or related fields
- Proficiency in written and spoken English

Application Period

The deadline for scholarship applicants is 1 October 2017 and for other applicants, 1 November 2017, 23:59 CET.

Application Procedure

All applications must be submitted online and accompanied by scanned PDF copies of all required documents and the application fee. Incomplete applications will not be considered.

The application must be completed in English and accompanied by the following [documents](#):

- Résumé or CV
- Personal statement
- University diploma and, if issued in a language other than English, its certified translation
- University grade transcript and, if issued in a language other than English, its certified translation
- Proof of English language proficiency (if applicable)
- Copy of the information page of the passport
- Colour photo (in JPEG)
- Salary statement, pay slips, or tax return (if applying for a scholarship)

In addition to the above documents, each applicant is required to arrange for [two letters of recommendation](#) and a [proof of employment](#). He/she is also required to pay a non-refundable [application fee](#) of 100 EUR.

Step 1: Online Application

The online application form consists of two parts: personal information and the upload of all required documents.

Each applicant is required to provide the following personal information:

- Full name (as it appears on the passport)
- Date of birth
- Gender (as it appears on the passport)
- Citizenship. In case of dual citizenship, please provide pertinent information in **the “Any Other Remarks” section.**
- Academic title, rank, etc., e.g. Dr., Col., etc. (if applicable)
- Country/jurisdiction of residence. If you currently reside in a country other than your country of citizenship, please upload a copy of your current residence permit for that country.
- Mailing address
- If a third party, such as your employer or government, will be paying your programme fee, please provide its name, mailing address, and the email address of the authorizing official.
- Primary phone number, including country code, area code, local number, and extension (if applicable)
- Secondary phone number (same as above)
- Fax (same as above)
- Email address
- Skype ID
- Field of employment (if you choose “Other” or “Student,” please provide more information in the blank field of the same section)
- Your title or position
- Employer (provide the full name of the organization, not just an abbreviation)
- **Employer’s** full mailing address
- **Employer’s** email address

Should any of the above-mentioned information change in the future, please inform us promptly at imacc2017@iaca.int.

Scholarships

IACA offers a limited number of full and partial scholarships to highly qualified candidates from [Least Developed Countries](#) (LDCs) as defined by United Nations.

A full scholarship covers the IMACC programme fee and travel and accommodation expenses. A programme fee waiver scholarship covers only the programme fee. Both types of scholarships are highly competitive and merit-based.

If you are an applicant from an LDC and wish to compete for an IMACC scholarship, please tick the appropriate box in the application form.

Additional Information

In the last section of the application form please list any health conditions, travel limitations, etc., which may affect your studies.

IACA does not discriminate on the basis of physical or other disabilities. The information you provide will be kept confidential and used only for administrative purposes. This information will not be used in the selection process.

Step 2: Uploading Required Documents

Upload all required documents in PDF format. Documents in other formats, except the photo which must be submitted in JPEG, will not be accepted.

1. Résumé or Curriculum Vitae

Provide a concise résumé or CV describing your education, work experience, and skills relevant to the IMACC programme. Do not include information on your secondary school education, non-degree short-term courses and trainings, and any other information irrelevant to your application for the IMACC programme.

2. Personal Statement (500 words maximum)

Explain why you are a good candidate for the IMACC programme, describe the experiences which contributed to your desire to study anti-corruption compliance and collective action, and discuss your academic and professional goals and how IACA can help you achieve them.

3. University Diploma

Upload a certified copy of your university diploma. The diploma must clearly indicate **that a bachelor's or equivalent degree has been conferred. It must also state the date** when the degree was awarded.

If you hold an advanced degree (Master, PhD, etc.), please provide a copy of the corresponding diploma as well.

4. University Grade Transcript

Upload your official university grade transcript. Official transcripts are signed and stamped documents issued by the university.

The transcript must include all courses that you completed as well as the grades you received. A list of courses without grades, even if it is issued by the university, will not be accepted.

If you hold an advanced degree (Master, PhD, etc.), please provide a copy of the corresponding transcript as well.

5. Translations

If any of your documents are in a language other than English, please provide an official or certified English translation. This can be a translation done by the university itself and bearing its official stamp or a translation done by a certified translator. Unofficial/uncertified translations will not be accepted.

6. Proof of English Language Proficiency

The language of instruction at IACA is English. All applicants must be fluent in both spoken and written English in order to effectively participate in the programme. Applicants who are advanced English speakers but whose mother tongue is not English are required to provide proof of their English proficiency. Such proof must be furnished by one of the following methods:

- Test of English as a Foreign Language (TOEFL)
 - Overall score required:
 - Paper-based 600
 - Computer-based 250
 - Internet-based 100
 - IACA's institutional TOEFL code is 3052

- IELTS test
 - Overall score required: 7.0
- Cambridge Certificate in Advanced English
 - Overall score required: 185 – 190, no less than 176 in each category
- An academic degree from an internationally recognized university where English was the language of instruction
- Proof of completion of at least two years of full-time education in a tertiary institution where the language of instruction was English
- Proof of having at least two years of full time employment in an organization or company where English was the working language.

English test results should not be more than two years old as of the date of application.

7. Passport Information Page

Upload a scanned copy of the information page of your passport in PDF format. If you have dual citizenship, please upload copies of both passports.

8. Colour Photo

Upload a colour photo in JPEG format - 150 dpi, maximum size 3 MB.

9. Salary Statement or Tax Declaration

If you are eligible and applying for a scholarship, submit a salary statement or pay slips issued by your employer(s) and covering the last twelve months. The document(s) must **be on the organization's letterhead and signed by the head of Human Resources** or other authorized person. Alternatively, you may submit a copy of your official tax declaration (tax return) for the last year.

Step 3: Letters of Recommendation

Each applicant is required to arrange for two letters of recommendation to be sent directly by the references from their institutional email addresses to imacc2017@iaca.int. Letters of recommendation forwarded to IACA by the applicants themselves will not be considered.

Letters of recommendation should be written by persons who are well positioned to assess the applicant's qualifications for the IMACC programme. Both references may not be from the same organization. Letters of recommendation should not be more than one year old at the time of their submission to IACA.

We strongly recommend that letters of recommendation include, as a minimum, the following information:

- In what capacity and for how long has the reference known the applicant
- The **applicant's analytical, reasoning,** and critical thinking skills
- The **applicant's initiative and motivation**
- The **applicant's leadership potential**

- **The applicant's academic potential** for successful completion of the IMACC programme
- **The applicant's oral and written communication skills**, and overall proficiency in English
- Any other information the reference considers relevant to the application

Letters of recommendation for scholarship applicants must be received by IACA by 1 October 2017 and for other applicants, by 1 November 2017, 23:59 CET.

Step 4: Proof of Employment

Each applicant is required to arrange for a Proof of Employment letter to be sent directly by the employer from its institutional email address to imacc2017@iaca.int. The letter **should confirm the applicant's employment** status, including title/position, dates of employment, and the nature of employment (full time, part time, consultancy, etc.). Proof of Employment letters sent to IACA by the applicants themselves will not be considered.

The Proof of Employment letter should not be more than one month old at the time of its submission to IACA.

Step 5: Payment of the Application Fee

The non-refundable application fee of 100 EUR must be paid by all applicants, including those who apply for scholarships. Requests for waiving the application fee on the basis of financial hardship, etc., will not be considered.

The application fee may only be paid by bank transfer. On the bank transfer form, you must indicate the unique reference number received upon submission of the online application, your name, and country of citizenship.

Bank information

Bank Name:	Bank Austria Unicredit Group
Bank Address:	Schottengasse 6-8, 1010 Vienna, Austria
Account Name:	International Anti-Corruption Academy
Account Number:	514 28 032 466
Bank code:	12000
BIC/Swift Code:	BKAUATWW
IBAN Code:	AT92 1200 0514 2803 2466

Any currency exchange costs and bank charges shall be borne by the applicant.

Completing the Application and General Information

The submission of the application form will generate an automatic message with a unique reference number. Please refer to this number in all further correspondence with IACA. Once you provide all required documents and pay the application fee, you will receive a message from the IMACC office confirming that the application package is complete.

Incomplete applications will not be considered. Responsibility for the timely and orderly submission of all required documents, including letters of recommendation, and payment of the application fee rests solely with the applicant.

Submission of the application does not amount to the right to participate in the IMACC programme nor does it give right to an interview.

In case of the submission of false or fraudulent documents, statements or information, the applicant will be disqualified from the application process.

IACA may verify any information provided by the applicant. At the discretion of IACA, applicants may be required to submit certified hard copies of any document(s).

Documents submitted to IACA will not be returned to applicants.

All application-related information will be kept strictly confidential and used solely for IACA's administrative purposes.

IACA may conduct a telephone or Skype interview with the applicants who are being considered for admission. Only shortlisted candidates will be contacted for an interview.

Contact Us

If you have any questions regarding the IMACC programme or the application process, email us at imacc2017@iaca.int or call +43 2236 710 718 100.

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