Ref. No.: IACA-2025-AP-0001

# International Master in Anti-Corruption Compliance and Collective Action (IMACC) 2025 Programme

## GUIDELINES FOR THE APPLICATION PROCEDURE

### Admission Criteria

Admission to the International Master in Anti-Corruption Compliance and Collective Action (IMACC) 2025 programme is open to candidates who satisfy the following criteria:

- Have at least a bachelor's degree or its equivalent;
- Have relevant work experience or a proven history of academic research in areas related to anti-corruption and/or compliance, broadly understood. Candidates who do not have working experience yet and are applying directly from the bachelor's degree, should have their undergraduate degree qualification such as economics, law, political science, sociology, or any other filed related to IMACC studies;
- Are proficient in written and spoken English.

Additional criteria include academic excellence and recommendations. The applicant's personal statement will also be considered.

An interview with IACA staff by telephone, video conferencing platforms or any other application as such may be required.

### 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.

To apply please click on the link: https://www.iaca.int/online/imacc-application-form/

The application must be completed in English and accompanied by the following documents:

- Most up-to-date 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
- Copy of the information page of the passport
- Colour photo (in JPEG)
- Two letters of recommendation

In addition to the above documents, each applicant is required to pay a non-refundable application fee of 100 EUR.

### Step 1: Online Application

Please makes ure to provide all required information and documents. All fields are mandatory.

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 or rank, e.g. Dr., Col., etc.
- Country/jurisdiction of residence.
- Mailing address to be used for the electronic invoice
- If a third party, such as your employer or government, will be paying your programme fees, please provide its name, mailing address, and 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)
- Email address
- Field of employment (if you choose "Other" or "Student", please provide more information in the blank field of the same section) (optional)
- Your title or position
- Employer (provide the full name of the organization, not just an abbreviation)
- Employer's email address

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

*Additional Information*

In the last section of the application form please list any health conditions, 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. The most-up-to-date 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 training, or any other information irrelevant to your application for the IMACC programme.**

*2. Personal Statement* (750 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 and compliance 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 have not yet completed your bachelor's degree, you may still apply, provided that you will receive your degree prior to the commencement of the IMACC 2025 programme.

**If you hold an advanced degree (Master's, PhD, etc.), please provide a copy of the corresponding diploma/degree 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, whether issued by the university or compiled by yourself, will not be accepted.

**If you hold an advanced degree (Master's, 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 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 methods outlined below. The English test results should not be more than two years old as of the date of application. The following are accepted by IACA:

- 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

- The 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.

*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.

**Step 3: Letters of Recommendation**

Each applicant is required to arrange for two letters of recommendation to be either uploaded or sent directly by the references from their institutional email addresses to admissions@iaca.int. If the referee has given a copy to the applicant, details of the referee need to be provided.

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 abilities
- The applicant's initiative and motivation
- The applicant's leadership and teamwork 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.

**Step 4: Application Fee**

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

As per the IACA Preferential Treatment Scheme, nationals of countries that substantially contribute to IACA Budget have a 50% discount on the application fee payment. Please check for more details on the programme webpage section.

Payment options offered by IACA are to be found on the payment section on the webpage.

On the bank transfer form, you must indicate the programme, your last name, and country of citizenship. Any currency exchange costs and bank charges shall be borne by the applicant.

## Completing the Application and General Information

Once you provide all required documents and pay the application fee, you will receive a message from the Academic Programmes team 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 the 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 tele- or video interview with the applicants who are being considered for admission. Only shortlisted candidates will be contacted for an interview.

IACA may verify proficiency in the English language (listening, spoken and written) in respect of any applicant by such means as may be appropriate, and the decision of IACA shall be final.

IACA's decision to admit an applicant shall be final.

## Contact Us

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