**Application Instructions to send to students:**

Thank you for your interest in participating in the online second-year entrance examinations at the Middlebury Institute of International Studies at Monterey.

**The 2024 MIIS Advanced Entry examinations are scheduled to take place on Saturday, April 20th, 9am – 6pm Beijing time).**

To receive instructions to prepare your computer system and details of the examinations, and to participate in our second-year entrance exams, you will first need to submit our online application. I have included below detailed instructions on the application steps. Please make sure to follow each of these steps precisely, so we can process your application promptly once you submit it. **You should plan on submitting your application by April 10th**, so we can create your guest account for the examinations’ portal in time for the exams.

Before starting your online application, please ensure that you have reviewed the information on our program options below. This will allow you to ensure that you are selecting the program that best suits your goals.

Translation; Translation and Interpretation; Conference Interpretation:

<https://www.middlebury.edu/institute/academics/degree-programs/translation-interpretation>

Translation and Localization Management:

<https://www.middlebury.edu/institute/academics/degree-programs/translation-localization-management>

Please note that if you are interested in applying for the Advanced Entry Translation and Localization Management program with Translation as your Language Requirement (AE TLM-T), you will not only need to pass the Advanced Entry exams but you will also need to fulfill the following requirements (from the TLM program How To Apply page on our website):

* Two or more years of work experience in a full-time professional role, ideally in, but not limited to, the language services industry (translation, interpretation, or project management)
* Experience with at least one desktop CAT tool or TMS (e.g., Trados Studio, memoQ, or WorldServer)
* Familiarity with typical workflows, like website, brochure, software, and/or subtitle localization

**\*Please note that Advanced Entry is NOT available for our Joint T/TLM, TI/TLM or CI/TLM degrees, so please do not select a joint program.**

To submit your online application, please click here and follow the instructions below:

1.Please sign up with an email address that you check frequently.

2.Click “Start Application” under the “Middlebury Institute of International Studies at Monterey” school name.

3.On the next screen, under “level”, please select “Graduate or Joint Bachelor's/Master's degree Program”.

4.Under “program”, please select Conference Interpretation, Translation, Translation Interpretation or Translation and Localization Management.

5.On the next screen, under “Program Type”, please select “Advanced Entry (2 semesters)”, or, if you are applying to the Translation and Localization Management degree, please select “Onsite MA Advanced Entry”.

6.If you are applying to the Translation and Localization Management degree, under “Language Requirement”, please select “Translation”.

7.Under “Advanced Entry Partner School”(this field will appear once you have selected your Language of Study), please select the school that recommended you for the MIIS Advanced Entry Examinations.

8.Please follow the instructions in the application to answer all the remaining questions.

9.Please note that if you would like to be awarded a scholarship, even a guaranteed scholarship through our partnership with your school (if such an agreement exists), you must answer “yes” to the question “Would you like to be considered for scholarship?” in the Financial Support question. You will not be awarded a scholarship if you answer “no”.

[NOTE] GIIT suggests that applicants answer “YES” to the Financial Support question，referring to the agreed statement “To help defray tuition costs, MIIS will offer scholarships in the amount of 25% per SISU/GIIT student enrolled in any of the TILM programs”.

10.You will need to upload your resume and a career objectives essay in the application. Please see instructions for the career objectives essay in the application.

11.We will need you to send us your bachelor’s and master’s degree transcripts in English. Please see instructions in the application. You can send us your transcripts after you submit your application if you don't have them yet.

12.You will NOT need to take the Language and Skills Test. We are waiving this requirement for you based on our partnership with your school. However, you will still need to fill the Language and Skills Test Information section in the application as it provides us important information for the Advanced Entry exams.

13.You will NOT need to submit TOEFL or IELTS scores. We are waiving this requirement for you based on our partnership with your school.

14.You do NOT need to submit recommendation letters. We are waiving this requirement for you based on our partnership with your school. In the 1st Recommendation section on the application, please enter your own First Name, Last Name, and email address. When saving this section, the application will send you an email with a link to a Recommender’s form. Please ignore this email. You do not need to submit a recommendation form. You can leave the 2nd Recommendation section of the application blank.

15.Once you have reviewed your application, please click the “Save & Pay” button.

16. the “Application Fee” screen, please select “Request a Waiver” under “Choose Payment Method”.

17.Under “Fee Waiver Request Reason”, enter the fee waiver code AE24. Do not type anything else in the answer box. It should only say AE24. Then click “Submit Waiver Request”.

18.Once you are redirected to the “Review Your Application” page, please click “Submit Your Application”.

19.On the “Verify and Submit” page, please verify all is true and correct, enter your electronic signature and click “Verify and Submit”.

Thank you for your patience with this process. If you have questions when you apply, please write to us at miis@middlebury.edu.

We look forward to working with you during the application process.

Kind regards,

The Enrollment Team

Middlebury Institute of International Studies at Monterey

Office: 831.647.4166

miis@middlebury.edu | www.middlebury.edu/institute