



National Defense Intelligence College Application Procedures and Form

Thank you for your interest in the National Defense Intelligence College. Please follow the directions carefully as you complete the application procedures. An incomplete application or a delay in receiving materials may result in a significant delay in the final admissions decision.

The College begins screening full-time applications in October each year for admission the following August.

SEND ALL ADMISSIONS MATERIALS TO:
National Defense Intelligence College
Admissions Office (MCA-2)
200 MacDill Blvd
Washington, DC 20340-5100

Application Deadlines

January 31 **Deadline for Full-Time Programs**

March 31 **Deadline for Part-Time Programs**

Admissions Requirements

All prospective NDIC students must be U.S. citizens who are members of the U.S. Armed Forces or federal government employees. Additionally, students must possess an active TS/SCI security clearance. Government contractors are not eligible for enrollment.

Nominations

Nominations are required for full-time study programs, as well as the following part-time programs: BSI program at NSA, MSSSI programs at the NGA and NSA Graduate Centers, the MSSSI Program for Reserves and the DIA Cohort.

Individuals applying to these programs should contact their education, training, or human resource personnel to determine the nomination process for their particular organization.

Nominations must be submitted to the NDIC Admissions Office and may be written memo style on official U.S. government letterhead, on DoD Form 1556 or on US Government Standard Form 182.

Nominations are not required for individuals applying for part-time study in the Evening MSSSI, the Monthly Executive MSSSI or Continuing Education.

The following materials must be received by the stated deadlines to receive full admissions consideration. Please use the following checklist as you complete your application:

MSSI APPLICANTS:

- NDIC Application Form indicating program/campus to which you are applying
- Statement of Purpose (500-word **unclassified** essay — typed and double spaced) explaining:
 - o your motivation for pursuing study in intelligence
 - o your professional goals and objectives
 - o what you have achieved in your studies and/or career that will enhance your capabilities to undertake such a degree
- Official undergraduate and graduate transcripts sent from schools directly to NDIC
- Official GRE Score Report (scores must be less than 5 years old – NDIC Code 5205)
- Nomination if applying for full-time study or the following part-time programs: DIA Cohort, NGA and NSA Cohorts, and the MSSI Program for Reserves

Note: Applicants with a completed master’s or earned doctorate degree from a regionally accredited college/university are not required to submit GRE scores. Graduate transcripts must be submitted to NDIC. No other tests may be substituted for the GRE.

CONTINUING EDUCATION/CERTIFICATE APPLICANTS:

- NDIC Application Form
- Official undergraduate and graduate transcripts sent from schools directly to NDIC

UNDERGRADUATE APPLICANTS:

- NDIC Application Form indicating full or part-time study
- Statement of Purpose (500-word **unclassified** essay — typed and double spaced) explaining:
 - o your motivation for pursuing study in intelligence
 - o your professional goals and objectives
 - o what you have achieved in your studies and/or career that will enhance your capabilities to undertake a degree completion program
- Nomination from parent organization
- Official High School Transcript or GED
- Official transcripts and documentation of all college credit, including as applicable:
 - Transcripts from each college attended
 - Service transcripts: Air Force (CCAF); Army (AARTS); Coast Guard (CGI); Navy/Marines (SMART)
 - Official copies of standardized test results from:
 - CLEP exams (NDIC Code 7542)
 - DSST exams (NDIC Code 9442)
 - Excelsior College exams
 - Defense Language Proficiency Tests (DLPT)
 - DoD school transcripts, Defense Language Institute, National Cryptologic School, etc.

PRIVACY ACT STATEMENT: THE NATIONAL DEFENSE INTELLIGENCE COLLEGE (NDIC) STUDENT DATA The Privacy Act of Public Law 93-579 requires Federal Agencies which collect personal information from individuals to inform each individual of the following: 1. Authority: 44USC3101 and 3102 Establishment of Program Management. 2. Principal Purpose(s): To record information solicited from and furnished by individuals nominated to attend courses of instruction of the NDIC. 3. Routine Use(s): used in preparation of tentative and final class rosters for official College use, biographic data on students, statistical studies, attendance verification, historical records, alumni surveys, academic/fitness reports, and other official correspondence. 4. Disclosure and Effects: Disclosure of information by the applicant is voluntary. However, non-disclosure may or could result in errors in reporting course completion, incomplete statistical comparisons, non-receipt of security clearance, errors in historical files, incomplete student academic/fitness reports, and non-receipt of official correspondence.

