



Sciences Po Online Application Instructions Spring 2013-14

Students applying for the Sciences Po program will receive an email from Sciences Po in September with a link to the online *Sciences Po Exchange Manager Website*. This is part of your application process with Sciences Po, and the information provided will be taken into consideration by the Sciences Po admissions office in their decision of whether or not to admit you into the program.

*Emails from Sciences Po may be caught in your spam filter—be sure to check the spam folder in the email account that you provided in MyEAP (usually your UC email account) regularly.

As part of the online Sciences Po application, you will be instructed to upload a number of documents to the application site (see the “*Supporting Documents Instructions*” below).

Plan to complete the online form and uploading the required documents as soon as you receive the nomination email from Sciences Po, **no later than October 10, 2013**, even though they provide you with a few more days to do so. Submitting your application as soon as possible will expedite the review of your application and the receipt of your acceptance letter.

Once Sciences Po receives your complete information, they will review your file. If you are accepted, a confirmation email will be sent to you from Sciences Po, and later an acceptance letter will be sent to your campus EAP office for you to pick up.

Note: The instructions below are a supplement to the instructions provided by Sciences Po.

Sciences Po Application Instructions

- When you receive an email from Sciences Po with the link to the online application and your username and password, click on the link and select “English Version” at the top right.
- Once you have logged on to your Sciences Po account, you will be prompted to change your PIN (password). Your PIN must be 6 characters. You will also be asked to create a security question for your account. You can use any question and answer that you will remember later.
- When you reach the Main Menu page, click on “Complete Your Application.”
- The homepage for your application has a summary of the documents that you will need to upload as well as a summary of information submitted by your home university. Read through this information and then scroll down to the bottom of the page. In the right hand corner you will see a red arrow.  Click on the red arrow to work on your application.
- Once you have successfully completed a section, the red exclamation point  in the upper right hand corner will turn into a green check mark. 
- Use this icon to save your application without submitting it: 
- **Your Personal Information:** Fill in all of the fields with your personal information.
 - For “Date of Birth,” note that you must write your birth date in European format (Day/Month/Year).

- For “Country of Birth,” if you were born in the U.S., choose “États-Unis.”
- For “Nationality,” if you are a U.S. citizen, choose “Américaine.”
- **Your Contact Details:** Fill in the information requested. Be sure to scroll down to complete the entire section. (Note that throughout the application on the “Country” drop-downs, the countries are listed in French, so United States is “États-Unis.”)
- **Your Academic Background:** Fill in the appropriate information for your academic studies.
 - For “Number of years of study in higher education,” enter the year that you are *currently* in now.
- **Your Languages:** Fill in the information regarding your language background.
 - For “Your languages of instruction at university,” select “Anglais, langue d’études” as your 1st language of instructions.
 - Enter your native language and second native language, if applicable.
 - You will most likely not have taken any of the French tests listed or have any of the certificates listed. In that case, do the following:
 - Select “Sciences Po auto-evaluation” and then view this chart to determine your own language level: <http://formation.sciences-po.fr/fr/content/chartes-des-langues>. Go to the row for “Français” and read the description for each niveau (level) to determine which best describes your current knowledge of French. If you need help determining your language level, ask your current French instructor to review the chart to suggest the appropriate language level for you.
 - Return to the Sciences Po application and enter the date you viewed the chart in the “Date of test” field and indicate your resulting level.
 - If you have never taken French before, select “niveau 0.”
- **Your Exchange program at Sciences Po:**
 - Please choose the areas of study that you intend to study at Sciences Po.
 - For the question “Please indicate if you wish to take a foreign language class”:
 - **French track and Combination (French & English) track students:** During the year, French language is required unless you are fluent, in which case another language may be studied. If you are not fluent, you must check “Langue Français.” If you are fluent in French and are planning to take another language, please choose your second language of study.
 - **English track students:** You are required to take French language for the duration of your program. Therefore, please choose “Langue Français.”
 - For “Will you be studying full time?,” respond “Yes.”
 - For “Do you wish to obtain the Undergraduate Exchange Certificate?”:
 - **Year or Fall Extension students:** View the requirements for this certificate at <http://college.sciences-po.fr/siteparis/curricula> and decide whether or not you would like

to work toward earning this. You are not required to obtain the certificate, but many students like to receive it at the end of the year.

- **Fall- or Spring-Only students:** Respond “No,” as you are not eligible for this certificate.
 - For “In which language do you wish to take your courses?”, choose the option that corresponds with the track you would like to be on.
 - For “Do you wish to receive an original acceptance letter by post?”, select “Yes.”
- **Welcome Programme:** You MUST attend the Welcome Programme, so please check the box stating that you would like to attend. In a few weeks, Sciences Po will send you an email instructing you to register for the Welcome Programme online. However, you will be automatically enrolled in the Welcome Program, so you do not need to register yourself.
 - **NOTE:** The e-mails you will receive from Sciences Po will state that the Welcome Programme is optional and that you must send the program fee directly to them. However, the Welcome Programme is mandatory for all UCEAP students, and the cost is paid through your UCEAP fees, so you do not need to send any money to Sciences Po for this.
- When you have completed the application and there is a green check mark for each section, click on the red arrow. This will take you to a screen where you will need to upload your supporting documents.

Supporting Documents Instructions

- In addition to filling out the online form, you are required to upload a number of documents to your Sciences Po application:
 - **CV in French or English:** Upload your résumé. This can be completed in English or French. (If you do not already have a résumé, create one including your educational background, relevant work experience, internships, and other relevant activities.)
 - **Motivational Letter in French or English:** This letter should be 1-3 pages and explain your reasons for choosing to study at Sciences Po. This can be completed in English or French.
 - **Photo:** Upload a photo showing your face.
 - **University Grade Transcripts 1:** Upload your current UC transcripts. You may use unofficial transcripts for this requirement as long as they are legible, clearly formatted, and your name is included on the transcript; otherwise, you will need to order official transcripts from your campus registrar’s office. Do not wait to get your latest grades if this would cause your transcript to be uploaded to Sciences Po later than the listed deadline.
 - **University Grade Transcripts 2 (if applicable):** If you have not attended your UC for at least two years, you must also upload the transcripts from your previous institution, to show that you have completed at least two years of coursework in college.
- Once you have uploaded all required documents, click “Submit the Documents.” Then return to the main application window and click the red arrow to get to the next screen.
- Please read through your application again before submitting it electronically. It is very important that you enter all information in this document correctly.
- Click the floppy disk  on the last page to submit your completed application.

Once Sciences Po has reviewed and approved your application, you will receive an email informing you of your admission. Please note that this part of the application process may take over a month.

Questions? If you have any questions about the online application or the required documents, please contact Sciences Po at candidature.echange@sciences-po.fr. If you still have more questions regarding your application or other program-related questions, contact Willaine Cabal at krich@eap.ucop.edu.

In the months preceding your arrival in France, Sciences Po will be in contact with you by email to provide further information about your registration at Sciences Po, including how to obtain a student card as well as links to their online course registration. They will also send you practical information you will need to prepare for your stay in France. Be sure to check your inbox and spam filter for these emails.