Paris Center for Critical Studies
Council on International Educational Exchange (CIEE)
Application Instructions

Use the following as a guide to create an online CIEE application and upload required items by November 1, 2011. Before you begin the application process, please carefully review the CIEE Academic Policies and Procedures.

1. Create an online CIEE application

   - Go to [http://www.ciee.org/study/apply/](http://www.ciee.org/study/apply/) and create an online CIEE application.
     - Be sure to choose 2012 as your participation year.
     - Select University of California EAP as your institution any time the online application asks for it, NOT the actual UC campus that you attend.
     - Select Spring 2012 under “Terms of Interest.”
   - Once you complete your MyCIEE profile, click “save.” Then, go to “MyCIEE Home.”
   - Click the box “My Applications,” then “Apply.”
   - Follow the prompts on the website to complete your application, referring to the list below, which provides specific instructions on how, as a UCEAP student, you must complete each CIEE item due.

2. Complete the MyCIEE To Do List

   When you sign into MyCIEE, use the “To Do” screen to find your application requirements, see what you’ve already completed, and what you have left to do. The list below details how, as a UCEAP student, you must complete each item.

   - Application
     - Complete as instructed
   - Academic Information
     - Complete as instructed
   - Application Fee
     - DO NOT submit a payment. UCEAP students do not need to pay the CIEE application fee.
   - CIEE Terms & Conditions
     - Complete as instructed
   - Personal Statement
     - Complete as instructed
   - Passport: Online Form
     - Complete as instructed
   - Passport: Color Scan of Passport
     - Complete as instructed
   - Home School Nomination Online Form
     - For “Study Abroad Advisor” choose “Jill Harrison.”
• Do NOT complete the “Non-Credit Home School Waiver.”

☐ Home School Nomination Advisor Task
  • You do not need to do anything for this task.

☐ Official Transcript(s)
  • You may submit unofficial transcripts. Submit transcripts for each college or university you have attended.

☐ Evaluation: Online Form
  • One academic evaluation is required. Once you fill in the information for the individual you would like to have complete your evaluation, the system will generate an email to that individual asking them to go online to complete it. The online evaluation should be from a French language professor familiar with your academic background.

☐ Evaluation: Evaluator Task
  • You do not need to do anything for this task.

Questions? For questions regarding the CIEE application requirements, please contact the CIEE France Enrollment Officer, Megan Gardner, at 207-553-4104 or mgardner@ciee.org.