Sciences Po Exchange Manager Website/Student Online Application Form Instructions

General Information

Students applying for the Sciences Po program will receive an email from Sciences Po in March 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.

In addition to completing the online Sciences Po Exchange Manager Website, you will be instructed to upload a number of documents to the application site (see the “Additional Documents” section below).

You should plan on completing the online form and uploading the required additional documents no later than April 15, 2011, even though they provide you with a few more days to do so. This 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. In the event that you are accepted, a confirmation email will be sent to you from Sciences Po, and later you will be able to access a PDF version of your acceptance letter.

Note: These instructions are intended as a supplement to any instructions provided by Sciences Po.

Sciences Po Exchange Manager Website Instructions

- When you receive an email from Sciences Po with the link to the online application, 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). You will also be asked to create a security question for your account.

- When you reach the Main Menu page, click on “Complete Your Application.”

- The Home page 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 “Country of Birth,” if you were born in the U.S., choose “États-Unis.”

- **Your Contact Details:** Fill in your permanent address, mailing address, and an emergency contact.
• **Your Academic Background**: Fill in the appropriate information for your academic studies.
  
  o 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.
  
  o For “Your languages of instruction at university,” select “Anglais, langue d’études” as your 1st language of instructions. **DO NOT** enter a second language of instruction.
  
  o Enter your native language and second native language, if applicable.
  
  o You will most likely not have taken any of the French tests listed or have any of the certificates listed. Select “Sciences Po auto-evaluation” and then visit this chart to determine your own language level:
    
    • [http://formation.sciences-po.fr/fr/content/chartes-des-langues](http://formation.sciences-po.fr/fr/content/chartes-des-langues)
    
    • 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**:
  
  o Please choose the areas of study that you intend to study at Sciences Po.
  
  o 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 or a native speaker, please 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.”
  
  o For “Will you be studying full time?”, respond “Yes.”
  
  o For “Do you wish to obtain the Undergraduate Exchange Certificate?”: 
    
    ▪ **Year students**: View the requirements for this certificate at [http://college.sciences-po.fr/siteparis/curricula](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.
    
    ▪ **Spring students**: Respond “No,” as you are not eligible for this certificate.
  
  o 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.
  
  o For “Do you wish to receive an original acceptance letter by post?”, select “Yes.” (You will receive an acceptance letter if you are officially accepted by Sciences Po, and you will also be able to access this letter in PDF format through your personal Sciences Po online account. You may need the original letter for your visa consulate appointment.)

• **Welcome Programme**: **VERY IMPORTANT!** You **MUST** attend the Welcome Programme, so please make sure to 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. Please do so immediately in order to reserve your space in the Welcome Programme.

- 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 EAP students, and the cost is paid through your EAP 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.
- Once you have uploaded all required documents, 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.

After you have submitted your online application form and uploaded the supporting documents, an automatic message will be sent to you to confirm the receipt of your application. If you do not receive this message, please check that you have filled out the application completely and that all of your documents are showing as uploaded. If everything appears to be correct, please contact Sciences Po (they will send you contact information in their first email to you) and inquire as to what the status of your application submission is.

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. After you have been accepted, you will then receive your Sciences Po username and password, which will allow you to log in to the Sciences Po online area. From here, you will be able to access an official acceptance letter in PDF format.

Additional Documents Instructions

In addition to filling out the online form, you are required to upload a number of documents directly to Sciences Po. We recommend that you send them no later than April 15th.

- Your Resume/CV: Regardless of track, this can be completed in English or French.
- A cover letter explaining your reasons for choosing Sciences Po: Regardless of track, this can be completed in English or French.
- Photo
- Transcripts for the past two or three years: 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.

* Important: The sooner you complete this process in its entirety, the sooner you will know whether or not Sciences Po has officially accepted you.

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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, please contact Lauren Nestler at Inestler@eap.ucop.edu or Jill Harrison atjharrison@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.