

Application deadlines

You want to start at AUC in:	Application deadline:
February 2017	1 November 2016
September 2017	1 December 2016 ("early birds")
	1 February 2017 (regular deadline)

Application guidelines 2016-2017

Thank you for your interest in applying to AUC! In this document, we will explain what you need to know and prepare before you start to complete your application, and guide you through the first phases of the application process.

Applications to AUC are done completely online, through our online application system supported by embark.com. You create a personal login and Embark account, and you can then access the online application form. You do not have to complete your application in one session, you can save it and come back to it as often as you want before completing and submitting it. We only accept applications submitted through this online system.

TIP The e-mail address you use for your login will be used for **all** e-mail correspondence with you: use one that you check regularly and that will be valid until after your desired start date at AUC.

Application preparation

- You will save time if you collect all the documents you need to submit (see checklist) in digital/scanned format beforehand, ready to upload into your application.
- You are expected to answer all questions in English, and to correspond with AUC in English at all times.
- Any documents you send to us that are not in English, Dutch, German or French must be accompanied by an official translation into one of these languages.
- Recommendations are also completed online: please make sure your recommenders know in advance that they will receive a personal login by email and will need to complete a short online form.

Online application form

Follow the link in the AUC website to the online application form (you will find the link to the form in the [Admissions section](#) of the website) and follow the instructions to log in and start completing your application.

Questions 1 to 12 on the online application form are about your personal data: name, date of birth, nationality, address, your educational background and qualifications, other interests, and so on. You also have to indicate your desired major (Sciences, Humanities, or Social Sciences). After question 12 there are the **upload pages** for the four sets of documents that are required from all applicants:

- Your personal study plan and self-assessment
- Official transcripts/certified copies of diplomas/most recent grade lists (secondary education)
- Proof of identity (copy of passport/ID card)
- Recent passport-style photograph of yourself

The remaining pages are **additional (optional) upload pages** for any other documentation you may need or wish to send with your application.

TIP Make sure the embark.com and auc.nl domains, and info@auc.nl and servicedesk@auc.nl, are on your e-mail 'whitelist', so that our messages do not end up in your Bulk or Spam folders by accident.

How to contact AUC Admissions

auc.nl/contact
E-mail servicedesk@auc.nl
Telephone +31-20-525 8780 during office hours

Checklist for application form

- ⑨ Collect together all details of your personal data: full name (as in your passport), address, nationality, date of birth, details of your educational background (schools attended, between which dates, diplomas received or to be received).
- ⑨ Choose your prospective major.
- ⑨ Check our English and maths requirements (will you meet the maths requirements for your desired major?).
- ⑨ Prepare your personal study plan and self-assessment in digital format, ready to upload.
- ⑨ Scan/digitise all the documents that you are required or wish to upload (each file must be no more than 2Mb), and have them ready, such as:
 - ⑨ Your educational diplomas and certificates and grade transcripts (if you have not yet taken your final exams then submit your most recent school reports and grade lists). Don't forget your most recent maths grades.
 - ⑨ Proof of identity (copy passport or national identity card).
 - ⑨ Recent passport-style photograph of yourself.
 - ⑨ Official translations of documents (if required).
- ⑨ Find at least two academic recommenders and have their email addresses ready, for registration in our confidential online recommendation system.
- ⑨ Credit card ready for payment of the EUR 50 application fee (or you can opt to pay by bank transfer if you prefer).

Online application form continued

Application Inspector

The Application Inspector tool helps you to check you have answered all the required questions and uploaded all the required documents before you submit your application.

Remember

- You only need to upload scans/digital versions of your qualifications at this application stage. But if your application is successful, we will need paper copies, officially certified, of all your qualifications, plus the originals of any official translations, in order to complete your admission. Any documentation you send to AUC for your application becomes the property of AUC and cannot be returned, so do not send us your original diplomas.
- If your personal situation changes, inform AUC Admissions immediately: servicedesk@auc.nl.

Page 1

Question 1: Starting date

You can apply to start in February or September, and for 2017 or 2018. If you apply to start in 2018, we will not process your application now; it will be saved and we will process it as soon as we have finished with the September 2017 intake.

Question 2: Personal information

Here we ask for detailed personal information, such as your full name, date of birth, nationality etc. If you have a valid current passport from an EU/EEA country, give this as your first or main nationality.

Question 3: Addresses

We need detailed contact information so that we can always reach you quickly. If any of your own current data are likely to change, make sure you also provide permanent contact data, such as that of your parent(s) or legal guardian(s).

Page 2

Question 4: Education

Information about your educational background is, of course, very important! We ask you to list all the schools you have attended since age 14, with details of the diplomas/certificates you have obtained or will obtain.

Please list first, at the top of the page, the diploma with which you will meet the general university entrance requirements in the Netherlands (usually your secondary school diploma, e.g. Dutch VWO diploma, International Baccalaureate, Abitur, A-levels, but it may also be an Associate Degree, HBO propedeuse, etc.).

TIP Always give the full name of the diploma you will achieve/have achieved in both the original language and English, in case your qualifications need to be assessed by a credential evaluator.

TIP Not sure if your diploma meets the university entrance requirements? Check the AUC website for [general guidance on diplomas that are considered equivalent to the Dutch VWO](#).

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Question 5: English requirements

It is essential that you start your studies at AUC with excellent skills in English, as it is the language of instruction and

interaction. You can apply before you have the proof that your proficiency meets our requirements, as long as you will be able to send us the proof by the deadline (see Tip below). Please see our website for [full details on our English requirements](#).

Question 6: Mathematics requirements

It is essential that you enter AUC with sufficient skills in mathematics for your desired major, and you will need to provide proof that you meet our mathematics requirements before you can be admitted.

This is because you will already start to do the maths and research methods courses that are relevant for your major in your first year. You must therefore have taken maths as an examination subject at appropriate level at secondary school, and achieved a good grade. In general, the higher your level of maths, the wider your range of options for your major. You can apply before you have the proof, as long as you will meet the requirements and be able to send us the proof by the deadline (see Tip below). Please see our website for [full details on our maths requirements](#).

TIP Need to improve your maths to meet the requirements for your desired major? AUC's preferred partner is Boswell Beta, see our website for more details on options to help you [fill your maths deficiency](#).

TIP Deadlines for sending AUC the proofs that you meet our English/maths requirements:

- 20 December 2016 for a start in February 2017.
- 15 July 2017 for a start in September 2017.

TIP Already submitted your application and want to change how you will prove you meet the requirements? Inform AUC immediately in writing of your new plans, servicedesk@auc.nl.

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Question 7: Academic focus

What academic area(s) interest you most and do you want to make the focus of your studies at AUC? Make sure you read and consider carefully all the information available on AUC's academic programme on the AUC website, and think about the choices for your personal study programme. **One of the most important choices you need to make now is your choice of major.** Although AUC students do not *confirm* their major until the end of their first year, your choice of major now will heavily influence the courses that you take during your first year. In addition, the Admissions Committee will assess your application in the context of your prospective major, in order to ensure you are well-matched to your desired study programme, and to create a good balance of the different majors across the student body. So take care when selecting your prospective major (and make sure you will meet the maths requirements before your desired starting date). We also ask you which theme within the AUC curriculum you find most interesting as a framework for your personal study programme.

Question 8: Other experiences and interests

Your activities outside the classroom are also of interest to us, as AUC students live and study together on an international

campus, with a strong focus on community involvement. If you are taking or will take a 'gap' year before starting your studies, or have worked or served as a volunteer, please describe your activities in this section. We are also interested in hearing about your most important hobbies or interests, such as sport or music, and your involvement in clubs and community groups.

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Question 9: Finances

No matter where you go to study, you will need to think about the financial side and plan ahead. Not only for tuition fees, but also rent, food, textbooks etc. See the [Fees and costs](#) page on our website for information that will help you budget for your studies at AUC. You are asked to confirm here that you have looked into the financial side and are aware of the costs and commitments involved. If you might need financial support, you can find [information on the AUC Scholarship Fund](#) and [other sources of financial aid](#) on our website.

TIP Don't wait to hear if you are being offered a place at AUC before applying for an AUC Scholarship, or you may miss the scholarship application deadlines:

- 1 November 2016 for a February 2017 start
- 20 March 2017 for a September 2017 start

If you are coming from abroad to study in the Netherlands and will need an entry visa and/or residence permit, further fees/costs may be involved. The University of Amsterdam provides immigration services for student residency for international AUC students, for more information see <http://www.uva.nl/visa>.

Questions 10, 11, 12: Additional information

Finally, we are interested to know if you are also applying to other higher education institutions, but this has no influence on the evaluation of your application. We also ask you to indicate if you will be applying for an AUC scholarship and/or transfer of credit.

Upload pages

The remaining pages in the application form are upload pages for documents. The first four are for required documents.

TIP Can't fit your documents for an upload page into one file of less than 2Mb? Split into smaller files and use more than one upload page.

Page 6: Personal study plan and self-assessment (required)

Your personal study plan and self-assessment is your opportunity to introduce yourself to the AUC Admissions Committee as an individual, show your motivation and prove that you have carefully considered the AUC programme and how it fits to your interests, and demonstrate that you are aware of what it will mean to become an AUC student. Your personal study plan and self-assessment must:

- be written in English;
- reflect your own ideas and be written by you alone;
- be no shorter than two sides of A4 and no longer than four sides of A4 (single-line spacing);

- include your full name and indicate it is your personal study plan and self-assessment.

Before you start writing your study plan and self-assessment:

- Read the information about the academic programme and life at AUC on the AUC website www.auc.nl carefully.
- Study in particular the structure of the programme, the graduation requirements, course catalogue, academic standards and procedures, and codes of conduct.
- Look at the template (see below) and think about each of the sections.

It is important that you compose your study plan and self-assessment carefully. We will not be judging your writing ability, but correct grammar, spelling and sentence structure will all contribute to a more effective document.

Page 7: Secondary education (required)

Upload here your secondary school diploma and grade transcript or, if you have not yet taken your final exams, your most recent school reports and grade lists. If you are already studying at university, please upload your secondary education here, and use the additional upload pages for your university education.

Template for your personal study plan and self-assessment

A. Your full name

B. Your personal study plan

List the courses you think you would like to take during your first two years at AUC (they must be courses from the AUC course catalogue). Explain briefly the background to your choices. You will not be tied to these choices if you come to study at AUC, as you will design your final study programme in consultation with your AUC tutor, but it is important that you make the choices as carefully and realistically as possible, to show you have studied and understood the AUC curriculum, and the requirements of your desired major.

C. Your self-assessment

(i). **Building on prior experience.** Provide some information on your personal background and experience. This could be in the form of a CV if you wish.

(ii). **Knowing your strong points.** Describe your strong points, and what you are best at, both in general and academically.

(iii). **Facing up to challenges.** Address your weaknesses, and what you find most challenging, both in general and academically.

(iv). **Sharing values.** Taking into consideration our mission and values as stated on the website, and our Academic and Social Codes of Conduct, describe ways in which you could exemplify these values and contribute to the AUC community, if you came to study at AUC, and what you would hope to gain from it.

(v). **Meeting requirements.** Are you doing the appropriate level of maths for your desired major? Do you expect to get the required grade in English? Address any specific deficiencies you may have, and outline your plan for filling them so that you will meet all the entrance requirements for AUC.

Page 8: Proof of identity (required)

Upload here a copy of your currently valid passport (picture page) or national ID card. If you have more than one passport, and/or Dutch residence permit, please upload copies of these as well (use additional upload pages if necessary).

Important: If you have a valid passport from an EU/EEA country, make sure you upload it on **this** page. You should have given this nationality as your main or first nationality in Question 2.

Page 9: Recent photograph (required)

Upload a recent photograph of yourself (passport-style photo – a full-face head-and-shoulders portrait).

Pages 10 onwards: Additional upload pages

You can use these additional upload pages to submit any other documents that you need or wish to include in your application and bring to the attention of the Admissions Committee. For example:

- Proof of English proficiency (if you already have it)
- Proof of meeting mathematics requirement (if you already have it)
- Further diplomas, qualifications, transcripts, certificates ...

Recommendations

Recommendations are also an important part of your application. AUC uses an online recommendation system. You must register at least two academic recommenders within your application, preferably the head of your school and a teacher and/or study adviser. You can register additional recommenders if you wish, up to a maximum of five. Please ensure you inform your recommenders in advance that you will be registering them, and tell them that they will receive an email with a personal login. They will need to complete a short online form, which is submitted confidentially direct to AUC.

TIP If one of your recommenders wants to submit a separate letter of recommendation as well, upload it to one of your additional upload pages.

TIP You can submit your application as soon as you have registered your recommenders, you don't have to wait until they have completed their recommendations. But we will only process your application once at least two of the recommendations are complete.

Application fee payment

The application fee for AUC is EUR 50 for all applicants. You can pay online by credit card through the application form, or by bank transfer. To pay by bank transfer, arrange transfer of EUR 50 (with all bank charges to be paid by you/the sender) to:

Bank: Deutsche Bank
Bank address: De Entree 99-197, 1101 HE Amsterdam, The Netherlands
Account number: 62.51.80.364
Account holder: Universiteit van Amsterdam
Account holder's address: Spui 21 1012 WX Amsterdam Amsterdam, The Netherlands
IBAN: NL68DEUT0625180364
BIC: DEUTNL2N

Make sure the bank transfer is accompanied by reference

“WBS R.2911.0100 AUC opbrengsten” and your full name (otherwise AUC may not be able to trace your payment).

If your application is successful and you become a fully registered student at AUC, the application fee will be repaid to you. In all other circumstances the application fee is not refundable.

To apply for an application fee waiver if you have a very low income: please select payment by bank transfer in the application form, and then contact AUC Admissions (servicedesk@auc.nl) and ask for the application fee to be waived. You must explain why you are requesting the waiver, and if possible provide proof of your financial situation.

What happens next?

After you have submitted your application you will receive an automatic confirmation email. If there is anything missing or unclear in your application we will contact you.

The Admissions Office will start to process your application as soon as at least two of your recommendations have been completed and your application fee has been paid. You will receive another automatic confirmation email at this time. You can then start to use the Check track status link in Embark to see the status of your application.

After a final technical check by the Admissions Office, your application will be reviewed by AUC faculty members who select the students to be invited to an AUC Admissions Day. If you are invited to an Admissions Day, congratulations! You will have passed the first stage of the admissions process!

We look forward to receiving your application. Do not hesitate to contact AUC Admissions if you have any questions.

How to contact AUC Admissions

auc.nl/contact

E-mail servicedesk@auc.nl

Telephone +31-20-525 8780 during office hours

Postal address:
PO Box 94160
1090 GD Amsterdam
The Netherlands.

Visiting address:
Science Park 113
1098 XG Amsterdam
The Netherlands

www.auc.nl



General information about coming to study in the Netherlands

[Study in Holland](#) website

[Dutch Immigration and Naturalisation Service](#) website