

Application Guidelines

2018-2019

Application Deadlines

You want to start AUC in:

September 2019

Application Deadline

- 1 December 2018 (early birds)
- 1 February 2019 (regular)



Application Guidelines

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 your application and guide you through the first phases of the application process.

Applications to AUC are done completely online through our application system supported by Embark. You must first create a personal login and Embark account, and then you can 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 submitting it. We only accept applications submitted through this online system.

TIP 1

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

BEFORE YOU START

Application preparation

- You will save time if you collect all the documents you need to submit (see checklist below) in digital/scanned format before starting.
- 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 on the AUC website to the online application form [here](#) and follow the instructions to log in and start completing your application.

There are five sections of the online application form that ask 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 these questions, you will continue to the Document Uploads page where you will submit 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

Following the required documents upload section, you will be asked to enter the information for your two (or more) recommenders. At the end of the application form, there is also an additional upload page for any other documentation you may need or wish to send with your application.

Remember

- You only need to upload scans/digital versions of your qualifications at this stage. If your application is successful, we will then ask for 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 please do not send us your original diplomas.
- If your personal situation changes, please inform AUC Admissions immediately by emailing servicedesk@auc.nl.

TIP 2

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

Contact AUC Admissions

- **Web:** auc.nl/contact
- **Email:** servicedesk@auc.nl
- **Telephone:** +31(0)20 525 8780 (during office hours)

Application Checklist

- ✓ Gather all details and documents related to your personal data: full name (as in your passport), address, nationality, date of birth, details of your educational background (schools attended, dates of attendance, diplomas received (or to be received)).
- ✓ Choose your prospective major (Sciences, Social Sciences or Humanities).
- ✓ Check our English and Maths requirements (will you meet the maths requirements for your desired major?).
- ✓ Prepare your personal study plan and self-assessment in digital format, ready to upload.
- ✓ Scan/digitise all the documents that you are required or wish to submit and have them ready, such as:
 - Your educational diplomas/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.
 - Proof of identity (copy of your passport or national identity card).
 - Recent passport-style photograph of yourself.
 - Official translations of documents (if required).
- ✓ Find at least two academic recommenders and have their email addresses ready for registration in our confidential online recommendation system.

PERSONAL INFORMATION

Starting date

You can apply to start in September 2019 only. To apply for future years, you must wait until the application form for that year is open.

Personal information

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

Addresses

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

EDUCATION

Education

Information about your educational background is very important. We ask that you list all of the schools that 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 3

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

TIP 4

Unsure if your diploma meets the university entrance requirements? Check the AUC website [here](#) for general guidance on diplomas that are considered equivalent to the Dutch VWO.

ENGLISH PROFICIENCY AND MATHS REQUIREMENTS

English requirements

It is essential that you start your studies at AUC with an excellent level of English, as it is the language of instruction and interaction. You may apply to AUC before you have proof that your proficiency meets our requirements, as long as you will be able to send us said proof by the deadline (see Tip 5). Please see our website here for full details on our English requirements.

TIP 5

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

- 15 July 2019 for a September 2019 start

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 these requirements before you can be admitted to the programme. Such evidence is necessary as you will begin 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 an appropriate level during 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 proof of your maths level as long as you will meet the requirements and be able to send us said proof by the deadline (see Tip 3). Please see our website [here](#) for full details on our maths requirements.

TIP 6

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

ACADEMIC FOCUS

Academic focus

What academic area(s) interest you the most and what would you like the focus of your studies at AUC to be? Make sure you have read and carefully considered 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 during the application process is your choice of major.** Although AUC students do not confirm their major until the end of their first year, your choice of major 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 that you are well-matched to your desired study programme and to create a good balance of the different majors across the student body. So please take care when selecting your prospective major (and make sure you will meet the maths requirements before your desired starting date).

TIP 7

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

Other experiences and interests

Your activities outside of 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 hobbies or interests, such as sports or music, and your involvement in clubs and community groups.

FINANCES

Finances

No matter where you go to study, you will need to think about financial matters and plan ahead. Not only for tuition fees, but also in terms of rent, food, textbooks, etc. See the 'Fees and Costs' page on our website [here](#) for information that will help you budget for your studies at AUC. In this section, you are asked to confirm that you have considered the financial aspects and are aware of the costs and commitments involved.

If you may need financial support, you can find more information on the AUC Scholarship Fund [here](#) and other sources of aid [here](#).

TIP 8

Don't wait to hear if you are being offered a place at AUC before applying for an ASF Scholarship, or you may miss the scholarship deadline: 1 April 2019 for a September 2019 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, please see the UvA website [here](#).

ADDITIONAL INFORMATION

Additional information

Finally, we are interested to know if you are also applying to other higher education institutions. However, 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 for a transfer of credit.

DOCUMENT UPLOADS

Document Uploads

This section of the application form will ask you to upload various documents. The four listed below are required.

1. Personal study plan and self-assessment (required)

Your personal study plan and self-assessment is an exercise you use to introduce yourself to the AUC Admissions Committee as an individual, show your motivation and prove that you understand the AUC programme, how it fits with your interests and to 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 an A4 and no longer than four sides of an 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](#) carefully.
- Study in particular the structure of the programme, graduation requirements, course catalogue, academic standards and procedures, and codes of conduct.
- Look at the advice (see the red box on page 5) 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.

2. Secondary education (required)

Here you will upload 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 a university, please upload your secondary school education here, and use the additional upload pages for your university education.

3. Proof of identity (required)

Here you will upload a copy of your current valid passport (picture page) or national ID card. If you have more than one passport, and/or a 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, please make sure that you upload it on this page. You should have also given this nationality as your main or first nationality in the Personal Information section.*

4. Recent photograph (required)

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

DOCUMENT UPLOADS CONTINUED

Additional uploads

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 have it)
- Proof of meeting the mathematics requirement (if you have it)
- Further diplomas, qualifications, transcripts, certificates, etc.

Advice: Your personal study plan and self-assessment

Prospective students may find making their personal study plan a challenging exercise. But it is an important one, as it will help you better understand the AUC curriculum, and to realise both the freedom as well as the limitations you have in shaping your personal programme. There is no right or wrong format for the study plan: you are free to create a table or to explain your choices in a narrative; you may use any documents provided on our website etc. But whatever the format you choose, your study plan should demonstrate your understanding of the AUC curriculum!

A. Your personal study plan (please list your name at the top)

In your study plan you list the courses you plan to take in your first two years, ordered by semester and including the academic core and mandatory courses for your major. Also briefly explain why you plan to take these courses. Adding the third year to your plan is not necessary. The most important information regarding AUC's degree requirements are outlined in the Academic Standards & Procedures, which you may download from the AUC website.

You will not be tied to these choices if you come to study at AUC, as you will design your actual curriculum at AUC in close consultation with your AUC tutor.

B. Your self-assessment (please list your name at the top)

- 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.
- Knowing your strong points.** Describe your strong points, and what you are best at, both in general and academically.
- Facing up to challenges.** Address your weaknesses and what you find most challenging, both in general and academically.
- 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.
- 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.

RECOMMENDER REGISTRATION

Recommendations

Recommendations are also an important part of your application. AUC uses an online recommendation system. You must register at least two academic recommenders for 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 be sure that 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 confidential and submitted directly to AUC. When registering their names and email addresses, please ensure that you click the 'Invite Recommenders' button before you save or close the application form.

TIP 9

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 10

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. However, we will only process your application once at least two of the recommendations are complete.

AFTER SUBMITTING YOUR APPLICATION

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. After a final technical check by the Admissions Office, your application will be reviewed by AUC faculty members who will then select students to be invited to an AUC Admissions Day. You can find an overview of the entire admissions procedure on our website [here](#).

We look forward to receiving your application. If you have any questions, please feel free to contact the AUC Admissions Office. You can find the contact details below.

CONTACT AUC ADMISSIONS

Web: auc.nl/contact

Email: 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 INFO ABOUT STUDYING IN THE NETHERLANDS

[Study in Holland website](#)

[Dutch Immigration and Naturalisation Service website](#)