

Amsterdam University College Application Guidelines 2021-2022

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WELCOME TO AMSTERDAM UNIVERSITY COLLEGE

Thank you for your interest in applying to Amsterdam University College! 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. After you have created a personal login and Embark account, 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. Please note, all information is required unless stated otherwise.

TIMELINE OF APPLICATION PROCESS

The review of the submitted applications is conducted in accordance with the following timeline:

- Early bird applications: review period until 1 February 2022, acceptance/rejection/waiting list decisions rendered in the first week of February 2022.
- Regular applications: review period until 1 April 2022, acceptance/rejection/waiting list decisions rendered in the first week of April 2022.

IMPORTANT DATES

YOU WANT TO START AT AUC IN:	SUBMIT YOUR APPLICATION BY:	DECISION ON ADMISSION BY:
<ul style="list-style-type: none">• SEPTEMBER 2022	<ul style="list-style-type: none">• 1 DECEMBER 2021 (early-bird)• 1 FEBRUARY 2022 (regular)	<ul style="list-style-type: none">• FIRST WEEK FEBRUARY 2022 (early bird)• FIRST WEEK APRIL 2022 (regular)

What is an 'early-bird'? You can read more about the differences between applying for the 'early-bird' deadline and the regular deadline on our website [here](#).

TIP 1: USE A VALID EMAIL ADDRESS THAT WILL REMAIN ACCESSIBLE

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



BEFORE YOU START

APPLICATION PREPARATION

- You will save time if you collect all of the documents you need to submit (see checklist on the following page) in digital/scanned format before starting.
- Any documents you send to us that are not in English, Dutch, German or French must be accompanied by an official translation in English.
- Recommendations are also completed online. Please make sure your recommenders know in advance that they will receive a personal login by email and that they 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 several 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 you have provided the requested information, you will continue to the Document Uploads page where you will submit the four sets of documents that are required from all applicants:

1. Your motivation to study at AUC, personal study plan and self-assessment
2. Official transcripts/certified copies of diplomas/most recent grade lists (secondary education)
3. Proof of identity (copy of passport/ID card)
4. Recent identification photograph of yourself

TIP 2: WHITE LIST IMPORTANT ADDRESSES

Make sure that both 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.

PLEASE NOTE

- 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 at your earliest convenience by emailing [servicedesk@auc.nl](#).

TIP 3: HOW TO CONTACT AUC ADMISSIONS

If you run into issues or have questions about the application form, you can always reach out to AUC Admissions via the following methods:

- **Web:** [auc.nl/contact](#)
- **Email:** [servicedesk@auc.nl](#)
- **Office hours:** [Zoom and/or telephone](#)

What you need for your application

When getting ready to work on your digital application, it will be helpful to have the following information and documents ready:

- ❑ **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), including your chosen [theme, course](#) and three preferred [fields of study](#).
- ❑ **Check our [English](#) and [Maths](#) requirements** (how will you meet the maths requirements for your desired major?).
- ❑ **Prepare your motivation, personal study plan and self-assessment** in a digital format that can be copied and pasted into the text boxes on the application form.
- ❑ **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 for secondary school and beyond (if you have not yet taken your final exams then submit your most recent school reports and grade transcripts). Don't forget your most recent maths grades!
 - Proof of identity (copy of your passport or national identity card).
 - Recent portrait-style photograph of yourself.
 - Official English translations of documents (if required).

Required information



REQUIRED INFORMATION

PERSONAL INFORMATION

In this section, we ask for 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.

EDUCATION

Information about your educational background is crucial for the assessment of your application. We ask that you list all of the schools that you have attended in the last 4 years with details of the diplomas/certificates you have obtained or will obtain. Please list first the highest level of education taken, then continue listing education taken previously. Note that the information and documentation provided is used to assess your eligibility for admission to a Dutch research university. You therefore need to ensure sufficient information is provided to assess this, including university or college transcripts, College Board AP certificates, university entrance exams, plus clear information on the education system and diploma (to be) awarded.

TIP 4: CHECK YOUR DIPLOMA

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

ENGLISH PROFICIENCY AND MATH 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.

In addition to an excellent command of English, it's also important 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 to evaluate your application and to ensure you will be successful in the programme. Please see our website [here](#) for full details on our maths requirements. In case math requirements would not be met in a way listed on our website, we might require you to apply with the results of the OMPT math test set for your major.

TIP 5: DEADLINES FOR MATHS/ENGLISH REQUIREMENTS

Deadlines for sending AUC the official proofs that you meet our English/maths requirements is 1 July 2022 for a September 2022 start.

TIP 6: HOW TO IMPROVE YOUR MATHS BEFORE THE DEADLINE

Need to improve your maths to meet the requirements for your desired major? See our website [here](#) for more details on options to help you fill your maths deficiency.

TIP 7: INFORM US IF YOU CHANGE HOW YOU WILL MEET YOUR MATHS REQUIREMENT

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

REQUIRED INFORMATION (CONTINUED)

ACADEMIC FOCUS & OTHER INTERESTS

Which academic area(s) interest you the most and what would you like the focus of your studies at AUC to be? Please 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 significantly 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).

In addition, within your [major](#), we will ask you to select your preferred [theme course](#) as well as three corresponding [fields of study](#). Please note that you will have the possibility to re-confirm your selection at a later stage.

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, have work experience or served as a volunteer, please describe your activities in the relevant 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.

REQUESTING A TRANSFER OF CREDIT

If you have already completed or will complete (the equivalent of) at least 30 European credit points (ecp), you can apply for a transfer of 30 ecp (and in exceptional cases, 60 ecp). The programme where you obtained your credits must be recognised as and/or meet the criteria of a first year of study at a Dutch university. A request for a transfer of credit can only be considered in combination with a complete application to AUC, and the requests are only officially reviewed for students who are accepted to AUC. The request for a transfer of credit and all necessary documentation must be received before 15 June to be considered. If the request for a transfer of credit is submitted after this deadline, we cannot guarantee that the request can be taken into account. You can read more about the conditions for applying for a transfer or credit, including the necessary forms and documents you will need to submit, on our website [here](#).

APPLYING FOR A SCHOLARSHIP FROM THE AUC SCHOLARSHIP FUND (ASF)

ASF Scholarships are meant to help support diversity and equitable access to the AUC programme in the form of full and partial scholarships. You can find more information about the process of applying for an ASF Scholarship on the AUC website [here](#), and links to other possible sources of aid [here](#). When applying for admission to AUC, we also ask you to inform us if you will be applying for an ASF Scholarship. Please note that applying for an ASF Scholarship does not have any bearing nor influence on your application for admission to AUC. The AUC Admissions Committee and ASF Board are separate entities and do not share information regarding applicants.

TIP 8: DON'T WAIT TO APPLY FOR ASF SCHOLARSHIP

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 2022 for a September 2022 start.

Motivation, personal study plan & self-assessment

Prospective students may find making their personal study plan a challenging exercise. However, it is an important one, as it will help you better understand the AUC curriculum and to realise the freedom, as well as the limitations, that 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, and you may make use of any documents provided on our website. No matter which format you choose, your study plan should demonstrate your understanding of the AUC curriculum. Please note, each section should be no longer than 3000 characters/500 words.

A. YOUR INTEREST IN THE AUC PROGRAMME

Provide some information on your personal background and experience, and how this relates to your ambition to study the Liberal Arts and Sciences programme at AUC.

B. YOUR PERSONAL STUDY PLAN

At AUC you build your own curriculum, but this must include a significant number of mandatory courses. Keeping this in mind, please devise your intended study plan for the full first two years. This plan should consist of 20 courses, ordered by semester, and should mention required, major and elective courses (a tabular format is well-suited for this). The information regarding requirements is fully outlined in the Academic Standards & Procedures, which together with additional resources, you can find under '[Downloads](#)' on the AUC website. Through your study plan you can show that you have a good understanding of the programme you are applying to. Please note that you will not be tied to this study plan if you come to study at AUC as you will design your actual curriculum in consultation with your AUC tutor.

C. YOUR SELF-ASSESSMENT

The AUC programme is meant for talented and ambitious students who identify with the values that AUC embraces. Reflect on how you relate to the kind of student AUC is looking for, focusing on the following aspects.

- i. **Your capacities and ambitions.** Explain what makes you a suitable candidate to study at AUC, both in terms of your approach to learning, your curiosity and interests, and what you want to achieve.
- 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.** Reflect on your weaknesses and what you find most challenging, both in general and academically. Please also reflect on how you would like to address your challenges at AUC.
- 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 would 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.

D. MEETING REQUIREMENTS

If you do not fully meet the entrance requirements at the moment of your application then outline your plan to meet them. If you feel your current grades do not fully reflect your true academic potential, please explain why.

Document uploads



DOCUMENT UPLOADS

You will be asked to upload various documents while completing your application. These documents are explained below.

YOUR MOTIVATION TO STUDY AT AUC, PERSONAL STUDY PLAN AND SELF-ASSESSMENT

Here you can introduce yourself to the AUC Admissions Committee as an individual, show your motivation and prove that you have carefully considered 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 should:

- Reflect your own ideas and be written by yourself;
- Be no longer than 3000 characters/ 500 words per section.

Please note that your study plan and self-assessment play an important part in the evaluation of your application. Therefore, we advise you to:

- 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 information on page 10 ('Motivation, personal study plan and self-assessment') and think about each of the sections.

SECONDARY EDUCATION

You will upload your secondary school diploma and grade transcripts or, if you have not yet taken your final exams, your grade transcript for the last 2 years. 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.

PROOF OF IDENTITY

In this section, 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). We require these documents so we can verify your identity if necessary. All of your personal data will be kept according to strict safeguards and in compliance with the GDPR. 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. This information will be then used to determine the correct immigration protocol.

RECENT PHOTOGRAPH

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

ADDITIONAL UPLOADS

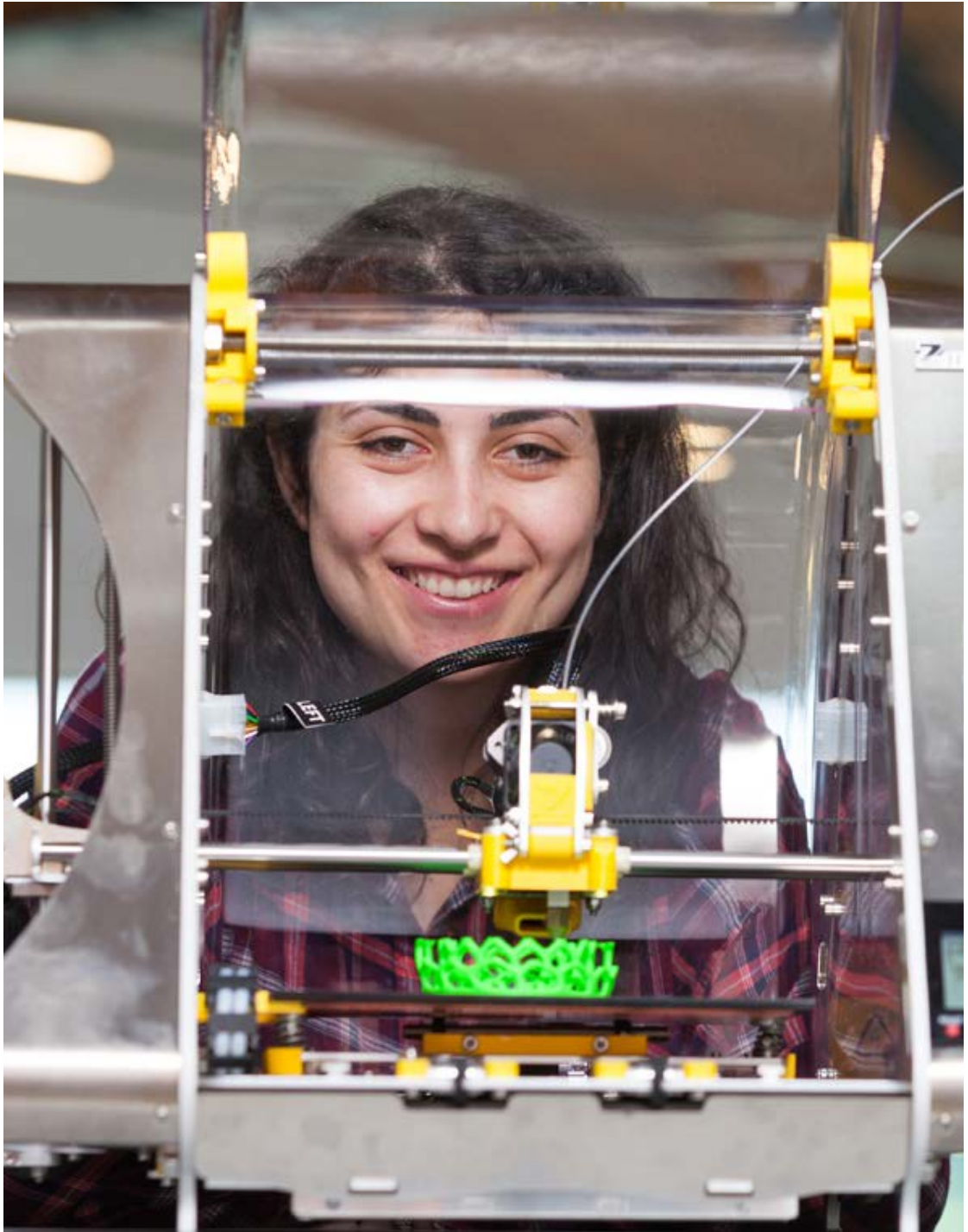
You can use these additional upload pages to submit any other documents that you need or wish to include in your application and bring to the attention of the Admissions Committee. For example:

- Proof of English proficiency
- Proof of meeting the mathematics requirement
- Further diplomas, qualifications, transcripts, certificates, etc.

TIP 9: SEPARATE LETTER OF RECOMMENDATION? ADD IT AS AN UPLOAD

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

Recommendations



RECOMMENDER REGISTRATION

REGISTERING YOUR RECOMMENDERS IN THE ONLINE SYSTEM

AUC uses an online recommendation system. We ask that you provide at least two academic recommendations for your application (teachers and/or study advisers). You can register one additional recommender if you wish, for a maximum of three recommenders in total.

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 10: SUBMIT YOUR APPLICATION AS SOON AS YOU HAVE REGISTERED YOUR RECOMMENDERS

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 have been submitted.

AFTER SUBMITTING YOUR APPLICATION

WHAT HAPPENS AFTER YOU SUBMIT YOUR APPLICATION?

After submitting your application you will receive an automatic confirmation email. If there is anything missing or unclear in your application, we will contact you. After a final technical check by our Admissions Office, your complete application will first be reviewed by AUC's Admissions Tutors who together make a preliminary selection of students who may be eligible to study at AUC. On the basis of this preliminary selection, the AUC Admissions Committee then meets to ultimately determine which students receive an offer of a place to study at AUC. If you submit your complete application before 1 December 2021 (early-bird deadline), then you should receive a decision on admission by the end of the first week of February 2022. If you submit your complete application before 1 February 2022 (regular deadline), then you should receive a decision on admission no later than by the end of the first week of April 2022. Please note that we cannot guarantee that late applications (those submitted after the 1 February deadline) will be reviewed. You can find an overview of the entire application procedure on our website [here](#) and more information on our policy on admissions [here](#).

HOW TO CONTACT AUC ADMISSIONS

Web: auc.nl/contact

Email: servicedesk@auc.nl

Office hours: [Zoom and/or telephone](#)

Postal address:

PO Box 94160

1090 GD Amsterdam

The Netherlands

Visiting address:

Science Park 113

1098 XG Amsterdam

The Netherlands

www.auc.nl

MORE INFORMATION ABOUT STUDYING IN THE NETHERLANDS

- Study in Holland [website](#)
- Dutch Immigration and Naturalisation Service [website](#)

Thank you
for applying
to Amsterdam
University
College!