Thank you for your interest in applying to Amsterdam University College! In this document, we will explain what you need to know 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 2023, acceptance/rejection/waiting list decisions rendered in the first week of February 2023.
- Regular applications: review period until 1 April 2023, acceptance/rejection/waiting list decisions rendered in the first week of April 2023.

IMPORTANT DATES

<table>
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<th>YOU WANT TO START AT AUC IN:</th>
<th>SUBMIT YOUR APPLICATION BY:</th>
<th>DECISION ON ADMISSION BY:</th>
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<tbody>
<tr>
<td>• SEPTEMBER 2023</td>
<td>• 1 DECEMBER 2022 (early-bird)</td>
<td>• FIRST WEEK FEBRUARY 2023 (early-bird)</td>
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<td>• 1 FEBRUARY 2023 (regular)</td>
<td>• FIRST WEEK APRIL 2023 (regular)</td>
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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. Please use an email address that you check regularly and that will remain 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 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, 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 three 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]

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 ‘Junk’ 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 officially certified paper copies 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 during the application process, please inform the AUC Admissions Office 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 the AUC Admissions Office via the following methods:
• Web: auc.nl/contact
• Email: servicedesk@auc.nl
• Office hours: Zoom
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 in 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).
- 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 and then continue listing education taken previously. Note that the information and documentation provided are 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 the 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 diploma.

ENGLISH PROFICIENCY AND MATHS 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 of 1 July 2023 (see Tip 5). Please see our website [here](#) for full details on our English requirements.

In addition to an excellent command of English, you must 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 start at AUC. Please see our website [here](#) for full details on our maths requirements. Please note that if your specific math programme is not listed on our website, you will need to take the OMPT (Online Mathematics Placement Test) and submit the results of the test set for your major. You do not need to have the results of the OMPT test when submitting your application but you will need to be able to provide these before 1 July 2023. The details about the OMPT test and which level is required per major can be found on our website [here](#).

Cost of OMPT test may be covered by AUC
If your maths system is not listed on the website and you will take the OMPT test before 1 April 2023, you may be eligible to have the cost of your OMPT test covered by AUC. You can find out if you are eligible for a reimbursement of OMPT test costs and how to request the reimbursement by viewing our website [here](#).

TIP 5: DEADLINES FOR MATHS/ENGLISH REQUIREMENTS
The deadline for sending AUC the official proof that you meet our English/maths requirements is 1 July 2023 for a September 2023 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 by emailing [servicedesk@auc.nl](mailto:servicedesk@auc.nl).
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 of the information available on AUC's academic programme on the website and have thought about the choices for your 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 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. Please take care when selecting your prospective major (and make sure you will meet the maths requirements before your desired start date).

In addition, within your major, we 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 selections 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 the 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, and Talent Fellowships. 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 or Talent Fellowship 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 application deadline: 1 April 2023 for a September 2023 start.
Motivation, personal study plan & AUC values

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 & SELF ASSESSMENT
Here you can introduce yourself and explain why you would like to study Liberal Arts and Sciences at AUC. The AUC programme is meant for talented and ambitious students, and here we also ask you to reflect on how you relate to the kind of students AUC is looking for. Think about how your capacities and ambitions relate to AUC, what strengths you bring to AUC, consider your weaknesses, and discuss in which areas you would like to develop at AUC, both in general and academically.

B. YOUR PERSONAL STUDY PLAN
At AUC you build your own curriculum, but this must include a number of mandatory courses. Keeping this in mind, please devise your intended study plan for the 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. 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 community if you came to study at AUC, and what you would hope to gain from it.
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, prove that you have carefully considered the AUC programme, how it fits with 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 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 prospective student sections 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 of this document ('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 transcripts for the previous 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 that 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.

**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 requirements
- 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 after 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 anything is 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. Based on 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 2022 (early-bird deadline), then you can expect to receive a decision on admission by the end of the first week of February 2023. If you submit your complete application before 1 February 2023 (regular deadline), then you can expect to receive a decision on admission no later than by the end of the first week of April 2023. 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

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 NL website
• Dutch Immigration and Naturalisation Service website
Thank you for applying to Amsterdam University College!