

# SCIENCES PO'S EXCHANGE PROGRAMME

## STUDENTS GUIDE - HOW TO APPLY ONLINE?

## GUIDELINES

You have begun an application to apply for admission to Sciences Po through the exchange programme. For an overview of the various steps required for the completion of your application, consult the guidelines and important recommendations below. Please read these carefully before you proceed with your application.

First and foremost, in order to ensure that the application file you have opened corresponds to your profile, we strongly advise you to consult the conditions of eligibility and the specific prerequisites for the programmes to which you intend to apply on the following link:

<https://www.sciencespo.fr/international/en/content/exchange-programme>

## What documents do you need to attach to your application?

The exchange programme requires the following documents:

1. Curriculum Vitae ou CV (in English or in French)
2. Cover letter outlining your study plan at Sciences Po - to be completed directly online without exceeding 1000 words
3. ID photo
4. Academic transcript for all semesters of higher studies you have taken so far (gathered in one document)
5. Proof of language ability (French and English) must be included in your application at the same time as the other documents. We strongly advise you to consult the language requirements on the [Sciences Po International website](#).

## How to activate your applicant account?

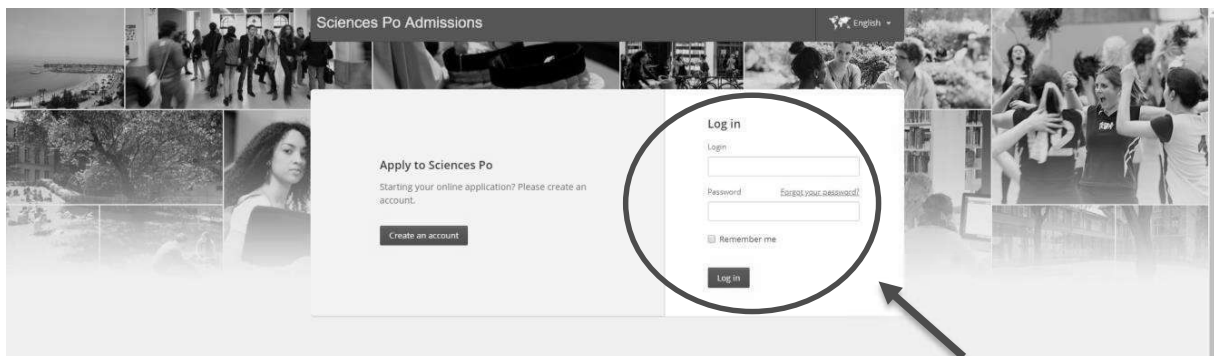
You have received an email from [candidature.echange@sciencespo.fr](mailto:candidature.echange@sciencespo.fr) with an **activation link**.

You may activate your « applicant » account at any time by clicking on this link and use your email address as ID connection. You'll be asked to create a password.

### How to connect ?

Once your account activated, you will have the possibility to log in and access to the exchange admission platform. **Pay attention to clicking on "log in" and not "apply to Sciences Po" on the homepage of the platform.**

- In English <https://admission.sciencespo.fr/applicants/login?lng=en>
- In French <https://admission.sciencespo.fr/applicants/login>



Use your email address as ID connection and the password you choose previously. If you lost your password, click on the link "Forgot your password" on the connection screen.

## HOW TO COMPLETE YOUR APPLICATION?

### ***By when does your application need to be completed?***

The deadline is mentioned on your application «Dashboard» page. A complete application is one that contains all requested documents, including attached documents.

### ***Do you have to complete your application all at once?***

The online application is composed of several fields. Each field can be saved by clicking on the **«save changes»** link at the bottom of the page. This allows you to save your information as you are completing your application. It will be saved until the next connection. Thus, you can complete your application in several steps.

### Application Summary section

The screen shows your nomination information (provided by your advisor)

Sciences Po Admissions		English	Laure SYNRO
Exchange Procedure Application			
Incoming Students Collège			
Application summary			
Your university :	TEST ne pas supprimer	Your advisor(s) :	GEST Christophe
Your department :	STY / ECO	Mandatory disciplines :	Economics
Semester of entry at Sciences Po:	Incoming Exchange - Fall 2019	Does your university pay for the welcome programme fees?	Not paid by your university
Level :	Bachelor		
Duration of study abroad :	1		

### Language levels section

Firstly, kindly consult Sciences Po's International website:

- [the language prerequisites for the « Collège Universitaire » \(Bachelor programme\)](#)
- [the language prerequisites for the Master's programmes](#)
- [the list of language tests accepted](#)

You can complete your level in English and French:

#### Evaluation of your language levels

Your language levels are required to match you to the proper programme

<p>Language level : English</p> <p><input type="radio"/> Test</p> <p><input type="radio"/> 2 years of study in the language</p> <p><input type="radio"/> Certificate delivered by your university</p> <p><input type="radio"/> Mother tongue</p> <p><input type="radio"/> No level</p>	<p>Language level : French</p> <p><input type="radio"/> Test</p> <p><input type="radio"/> 2 years of study in the language</p> <p><input type="radio"/> Certificate delivered by your university</p> <p><input type="radio"/> Mother tongue</p> <p><input type="radio"/> No level</p>
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- 1 Select the 'Test' option to provide your official language evaluation test
- 2 Select the second option if you have studied **exclusively in this language** for at least 2 years
- 3 Select the "certificate" option if your university provides you with a language certificate (minimum B2 level for undergraduate exchange applicants) - it doesn't replace an official test, please [consult the requirements](#)
- 4 Select the fourth option if the language is your mother tongue
- 5 Select 'No level' if you don't practice the language

**Please be informed that if you select « 2 years of study\* », « Mother tongue », or « No level », you will not have to upload a justificative document for this choice in your application.**

*\* Your transcript required in another session will be sufficient*

### “Options” section

You can select the following options:

- Obtain an exchange certificate
- Take a French language course
- Follow a specific area studies focus

**Your options**

Do you wish to obtain a Sciences Po exchange certificate? (Only in Reims and Paris)

Yes
  No

French course option :

Yes
  No

Area studies focus:

No  
 North America and Africa  
 Latin America, Spain and Portugal  
 Asia and Pacific  
 Central and Eastern Europe  
 Franco-German area  
 Middle East and Mediterranean


### “Our programmes” section

The choice of programmes is determined by:

- your English level and your French level
- the options you selected in the previous section
- the Sciences Po campus to which your university has assigned you if the agreement has a restriction.

**Our Programmes**

Collège - Campus de Dijon - 1 semestre  
 Collège - Campus de Menton - 1 semestre  
 Collège - Campus de Nancy - 1 semestre  
 Collège - Campus de Paris - Coursus en anglais - 1 semestre  
 Collège - Campus de Paris - Coursus en anglais et français - 1 semestre  
 Collège - Campus de Paris - Coursus en français - 1 semestre  
 Collège - Campus de Poitiers - 1 semestre  
 Collège - Campus de Reims - Coursus en anglais - 1 semestre  
 Collège - Campus du Havre - 1 semestre

Choose a programme and click on  button to reach the dashboard and complete your application.

### DASHBOARD

**What information does the «Dashboard» page provide?**

While you are compiling your application, it will give you alerts and notifications as well as remind you of programme deadlines.

Once you have submitted your application, you can track its administrative processing.

We therefore encourage you to check your application dashboard page regularly!

### 1. Application being compiled

The dashboard shows the following information:

- Dashboard** header with navigation: Incoming Students Collège | + New procedure
- Your application (N° 201911800005) with an **Actions** dropdown menu.
- 1st choice: Collège - Campus du Havre - 1 semestre Collège universitaire. Application submission deadline: Wednesday, 15 May 2019.
- 1 Application being compiled** (indicated by a red circle with the number 1).
- Progress indicator: 1 / 6 FIELDS (represented by a circular progress bar).
- Status: You have 5 fields remaining to complete. No alerts.
- Time remaining: 56 days.
- Buttons: Complete your application.

The 'Actions' dropdown menu contains the following options:

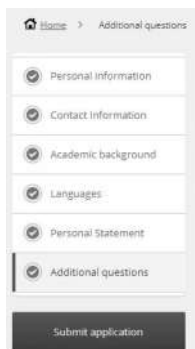
- Change my choices
- Help
- Withdraw my application

From the “Actions” menu, you can modify your choice of programme as long as your application has not yet been submitted.

### Complete your application:

Click on [Complete your application](#) to complete the 6 sections and upload the required documents.

**You must complete your application form and upload the required documents by the submission deadline; failing to do so will disqualify you!**



### Submit your application:

Once you have completed all sections and uploaded all the required documents, the "Submit application" button becomes active. Click on it!

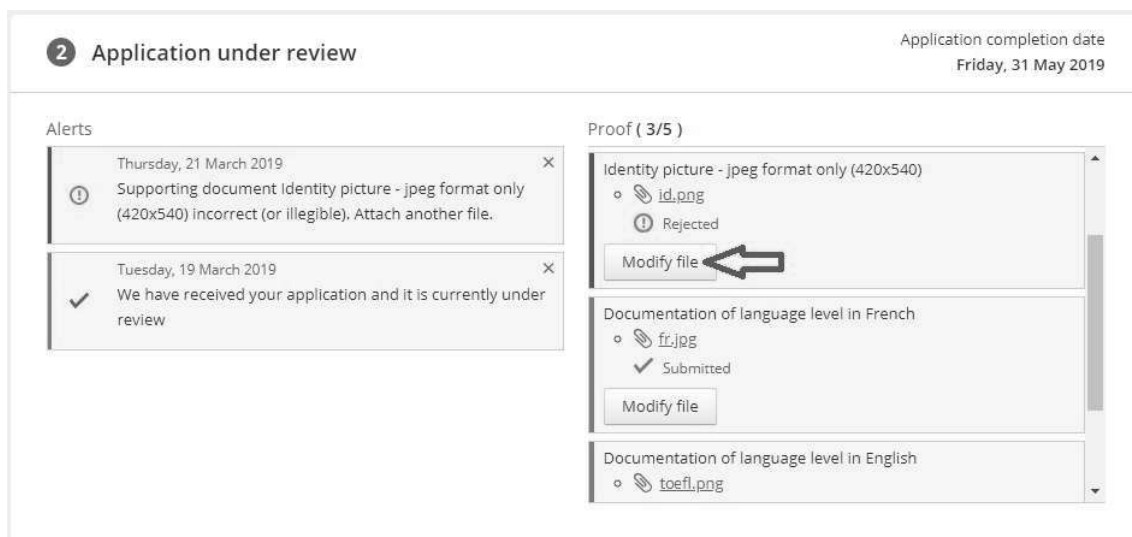
Once your application has been submitted:

- you will receive an email confirmation
- your application will be sent to the Sciences Po administration and it will no longer be possible to modify it.

## 2. Application under review

If one of your documents is incorrect, you will be notified by email.

*In this example, the photo ID. was rejected by Sciences Po administration. You will be prompted (by email) to upload another by clicking on the "Modify file" button in your dashboard.*





### 3. Results

#### 3 Results

The results of the admission process are now published.

**Important:** The admissions jury may decide to assign you to another programme or campus.

## EXCHANGE PROGRAMME PROCEDURE & APPLICATIONS FAQ

- ❖ **English/French is my mother tongue. Do I need to hand in an English/French proficiency certificate?** In this case, please select the corresponding selection “mother tongue” on the language tab of the application, there is no need to upload any supporting document proving your English/French level.
- ❖ **English/French is the language of instruction at my home university. Do I need to hand in an English/French proficiency certificate?** If you follow the courses from 2 years minimum in this language, you can select the corresponding selection “language of instruction” on the language tab of the application, there is no need to upload any supporting document proving your English/French level.
- ❖ **I would like to take exclusively English-taught courses. Do I need to upload a French proficiency certificate?** If you do not intend on taking any classes in French, no test result is required. You may leave this section blank or upload a blank document instead
- ❖ **I studied English/French for more than 2 years. Can I upload my transcript showing the relevant language course as proof of exemption?** No - if your academic programme’s language of instruction is not English or French, you are required to submit a valid language proficiency certificate. The language class followed is not sufficient.
- ❖ **What is the difference between "Documentation of language level in English/French" and the "English/French language test"?** There is no significant difference between the two fields, you should just upload your language certificate once and leave the second field empty.
- ❖ **What should be included in the cover letter/personal statement?** Your personal statement should reflect your motivation and explain why you wish to participate in Sciences Po's exchange programme. You may also include your study plan. Please note that you will need to type it directly into your application on the Personal Statement tab.
- ❖ **Is my CV different from the cover letter?** Your CV should be a detailed document highlighting your professional and academic history. You may add extracurricular activities you think might be relevant.

- ❖ **How should I answer the question « Number of semesters of university study »?** In this section, please enter the number of semesters you have already completed at your home university.

## SciencesPo

- ❖ **My official transcript is not available yet. What should I do?** You can upload a screenshot with your results / an online transcript (please note that your full name must appear on the document).
- ❖ **I am a Master student, may I select courses from different Master's programmes?** Once admitted to the master programme of your choice, you will be requested to choose courses offered within this programme. There is no possibility to take classes from other programmes' course lists.
- ❖ **Additional question: Do you want to follow a language class?** This question is optional and gives to Sciences Po teams information about your intent to follow one of the language classes offered.
- ❖ **Which year of Bachelor will I be enrolled in?** You will be enrolled in the 2nd year of this 3-years programme. You will have the possibility to follow courses from the 1st and the 2nd year (depending on the specificities of the campuses). There are no 3rd year courses offered, because at Sciences Po the 3rd year is a year abroad.
- ❖ **Which year of the Master programme will I be enrolled in?** You will be enrolled in the 1st year of this 2-years programme. You will have the possibility to follow courses from the 1st and the 2nd year of Masters (depending on the specificities of the schools).
- ❖ **When will the course catalog be updated?**  
The course catalog is updated one or two weeks before the course registrations. You will receive information by email from the academic team.
- ❖ **Who will validate my learning agreement?**  
The learning agreement is to be sent completed to : [centreeurope.daie@sciencespo.fr](mailto:centreeurope.daie@sciencespo.fr) (for European students)  
and to the assistants of the regional centers (for other areas students)