



**A Private Institution
of Higher Learning**

*Recognized by the
French Ministry of Education*

APPLICATION PROCEDURE

In an effort to reduce the use of paper and to simplify application to our programs, the AUCP is shifting to an entirely on-line application procedure. We, therefore, highly encourage Advisors to recommend that their students apply on-line. Certain universities may still have a small supply of the AUCP paper-based application form. Paper applications are still accepted and this procedure is also detailed below.

ON-LINE APPLICATION

Students applying on-line are provided with a personal space, login and password allowing them to follow, step-by-step, the status of their registration process. Original transcripts and other necessary documents may be scanned and uploaded. Student essays may be written directly on-line and letters of recommendations may be requested on-line. The application fee, payable in Euros, may also be made directly on-line. The sequence is as follows:

1. Students fill out and submit the on-line application form*.
2. Students print their completed application form and submit it to Dean/Study Abroad Officer for approval & signature.
3. Students log on to their personal application space and submit the following:
 - Dean or Study Abroad Officer Recommendation* (signed and scanned)
 - Parents/Guardian Statement* (signed and scanned)
 - Current photograph (passport style)
 - Official or unofficial university transcript
 - Two letters of recommendation attesting to academic work and personal maturity (at least one letter should address the student's level in French)
 - Brief essay discussing personal and academic motivations for study in France and, specifically, at the AUCP, indicating understanding of the special nature of the AUCP program.
 - 40€ non-refundable application fee payable on-line

PAPER-BASED APPLICATION

1. Print, complete and sign the paper application form (including the Dean or Study Abroad Officer Recommendation* and Parents/Guardian Statement*)
2. Prepare the following elements
 - Current photograph (passport style)
 - Official or unofficial university transcript
 - Two letters of recommendation attesting to academic work and personal maturity (at least one letter should address the student's level in French)
 - Brief essay discussing personal and academic motivations for study in France and, specifically, at the AUCP, indicating understanding of the special nature of the AUCP program.
 - \$50 non-refundable application fee – personal or cashier's check
3. Send completed application and all items listed above to AUCP, Head Admissions Office, 19, cours des Arts-et-Métiers, 13100 Aix-en-Provence, France.

APPLICATION DEADLINES

The AUCP has a "rolling admissions" policy and thus does not have an official application deadline; however, places are limited and priority will be given to applications received by **November 1 for the Spring semester, March 15th for the Summer program and April 15 for the Fall semester.** The application fee is non-refundable.

**These documents are available on www.aucp.fr in the main menu, under "Application".*

AUCP - Head Admissions Office: 19, cours des Arts-et-Métiers - 13100 Aix-en-Provence - France
Tel: (33) 442.38.42.38 - Fax:(33) 442.38.95.66 - info@aucp.org – www.aucp.fr

*Etablissement privé d'enseignement supérieur dont l'ouverture est reconnue par le ministère de l'Éducation nationale, Académie d'Aix-Marseille
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