The American University in Cairo
DEGREE SEEKING APPLICATION CHECKLIST

Application validity:
Please be informed that applications that are not completed and submitted for this semester will be deleted and cannot be retrieved for future use. This applies from the moment data is saved in this form.
If you're applying for the TLG fellowship, please submit your application only through the TLG Graduate Admission form: https://www.applyweb.com/forms/aucgtlg.

Scanned originals (soft copies) of all credentials are accepted only for the purpose of processing graduate admissions applications, but the original documents may be required prior to the announcement of the final decision. Electronic credentials can be attached to this application form or submitted after receiving your AUC ID number from the University's Office of Enrollment, Admissions and Student Service Center (EASSC).

To be considered for admission, you must submit the following completed forms and documents:

❑ **Completed application form**
Application fee of $50 (nonrefundable). This fee is **not** required from the following applicants: African Graduate Fellowship, applicants who have refugee status, and Hadhramout Foundation applicants.
Applicants who are not eligible to apply for application fee waiver will not have this form processed for admission consideration.

❑ **Supporting documents**
- Statement of purpose for each program requested – All applicants except those applying for admission to the Master in International Management (MIM/CEMS) program
- Updated CV (résumé) – All applicants
- Clear copy of valid national ID card (Egyptians only) or valid passport information pages (for non-Egyptians); attach both for dual nationals
- For Master in International Management (MIM/CEMS) applicants only:
  - Letter of Motivation
  - Evidence of good international exposure
  - Mother Tongue declaration form
- Complete any program-specific requirements needed for admission consideration
- A clear scanned copy of a recent official photograph
- For Egyptian males only: An original certificate of the military service status must be presented to the student service center (SSC), where a valid true copy is made.

❑ **Official transcript**
(*Bayan daragat* - an academic record of courses completed per semester and their corresponding grades) from all higher education institutions that you have attended other than AUC.
If the transcripts or academic records do not clearly indicate a start and end date (or month), you must provide an official enrollment certificate from your home university indicating such details. The documents mentioned here should be sent from your home university directly to you and affixed with a seal.
Original transcripts will only be accepted if they bear an official stamp and are in sealed envelopes. The stamp of the Ministry of Higher Education of the country where the home university is located, verifying the degree and major, is required. In instances, determined by the Office of Graduate Admissions at AUC and based on the available proof of degree/major accreditation, an equivalency letter from the Egyptian Supreme Council of Universities will be required.
Photocopies or unofficial transcripts will be accepted for evaluation purposes only. Final official transcripts with proof of degree completion and graduation may be requested by the Office of Graduate Admissions, and these can be submitted in person at the Student Service Center at AUC New Cairo (entry through Gate 1) or sent to the address indicated at the end of this application form. Applicants may retrieve their original documents at the beginning of the semester.

Students applying to the Master in International Management (MIM/CEMS) program: In addition to the above, the bachelor's degree must be:
- In business, economics or accounting; for students holding a non-business bachelor's degree, a minimum of 30 credit hours
  of business courses are required (60 ECTS
- Of high academic standing - GPA not less than 3.4/4.0, or an equivalent from other systems
- Awarded within the last two calendar years, as measured to the start day of the MIM/CEMS program

❑ **Letters of recommendation (Online only)**

All applicants are required to submit **a minimum** of two online letters of recommendation. It is the responsibility of the applicant – not that of AUC – to follow up with the evaluators and ensure the timely submission of the required letters. You are highly advised to request letters from more than two recommenders to ensure that the required minimum is provided. Letters submitted to AUC in previous semesters will not be used to complete newly submitted admission application forms.

❑ **Required test results**

- Unofficial, online copies or scanned copies are acceptable only for processing the graduate admission application. The official results will be required at a later stage.
- Applicants are required to demonstrate a certain level of English-language proficiency to participate and be successful in the AUC graduate studies. Language proficiency is evaluated through the international TOEFL, academic IELTS exams or either the Advanced or Proficiency Cambridge Assessment English tests. These tests are offered at numerous locations around the world.
- Band scores from different tests **cannot be combined** for final placement.
- The 'One Skill' retake of the academic IELTS is acceptable for valid official results that are verified online.
- Graduate applicants who hold degrees from an accredited English-language-only university may be exempted from presenting evidence of academic English proficiency, where at least one consecutive academic year of full-time studies was recently completed. This exemption is determined by the Office of Graduate Admissions upon evaluation of the graduate applications and credentials. Please note that applicants to the African Graduate Fellowship must provide satisfactory valid English test results, as exemptions do not apply. Some programs request higher scores; please refer to the cut-off scores and the minimum placement requirement. Important details are available at https://documents.aucegypt.edu/Docs/admissions_grad_req/English%20CUT%20OFF%20SCORES.pdf.
- Official online TOEFL test scores should be sent to the AUC institutional code 0903.
- Applicants to the MBA program must have at least three years of work experience and are advised to provide valid GMAT scores (minimum 500). While GMAT scores are currently not required, you are highly advised to include them in your application, especially if you are also applying for fellowship support. In the absence of these scores, and if at the time of the interview with the program, you are asked to submit satisfactory GMAT scores, please know that final admission will be contingent on submitting the required GMAT scores.
- Applicants must arrange for official score reports for the GMAT results to reach AUC by means of authorized online access. Additionally, applicants should ensure submission of at least a soft copy of the unofficial results as soon as they are available to complete the application for admission evaluations.
- Applicants to the Master in International Management/CEMS need to provide proof of English proficiency. The required cut-off scores for admission to this program differ from those of all other graduate programs. Details can be found at the end of the checklist.
  Also specific to this program, exemptions from the English language examinations are only allowed for applicants who received a degree solely taught in English from an EQUIS or AACSB accredited institution, if in a country where English is the official language.
- English test results are valid for 2 years, starting from the test date, and must remain valid through the first day of classes of the semester to which the student is admitted.

❑ **For international applicants only:**

• Complete the Student Data Form.

• Once admitted, two hard copy passport-size photographs should be submitted to the Business Support Unit for student visa purposes.

❑ **Applicants are responsible for completing the application requirements as listed above. Delaying the submission of the required documents will hinder the processing of the application form.**

The cut-off scores and placement of the following tests apply to all graduate programs except the Master in International Management (MIM/CEMS) program.
Cut-off scores for admission to MIM/CEMS – Details to follow.
Details at this link: https://catalog.aucegypt.edu/preview_program.php?catoid=44&poid=8307&returnto=2286

For English-language requirements, visit www.aucegypt.edu.

INTERNATIONAL TOEFL

iBT TOEFL	iBT writing	"New iBT TOEFL (scale 6-1) overall"	"New iBT TOEFL (scale 6-1) Writing"	English Placement
100 or above	27 or above	5.5 or above	5.5 or above	TESOL Fellow
99-92	26-25	5	5	TESOL/ECLT
91-79	24-21	4.5	4.5	Full admission – Non degree admission
78-74	20-19	4	4	*ENGL 0312-0311-0310
73-62	18-17	3.5	3.5	ELIN 0302
61-45	16-14	3	3	ELIN 0301
Below 45	Below 14	Below 3	Below 3	Not eligible for admission

*ENGL 0310, 0311 and 0312 are academic English modules for graduate students.

For modules placement details:
https://documents.aucegypt.edu/docs/admissions_grad_req/TOEFL_PLACEMENT_%20GRADUATES.pdf

ELIN 0301-0302 are advanced and intermediate intensive English for graduate students.

TOEFL placement is based on achieving the cut-off of the two scores: total score and iBT Writing. If one score is lower, then placement is based on the lower score.

PBT: paper-based test • CBT: computer-based test • iBT: Internet-based test

ACADEMIC IELTS

IELTS Band Score	IELTS Writing	English Placement
7.5	7.5	TESOL FELLOW
7	7	TESOL/ECLT
6.5	7	Full admission - Nondegree Admission
6.5	6.5 or 6	ENGL 0310
6*	6.5 or 6	ENGL 0310-0311-0312
5.5	5.5	ELIN 0302
5	5	ELIN 0301
Below 5	Below 5	Not eligible for admission

*A Writing score of 6.5 or 6 will be placed in ENGL 0310.
A Reading score lower than 6.5 will be placed in ENGL 0311.
A Listening or Speaking score lower than 6.5 will be placed in ENGL 0312.

IELTS placement is based on achieving the cut-off level score/band and the writing score/band. If one score is lower, placement is based on the lower score.

Cambridge Assessment English: Advanced or Proficiency

Overall Score	Writing Score	English Placement
191	191	TESOL FELLOW
185	185	TESOL/ECLT
176	185	Full admission - Nondegree Admission
176	169	ENGL 0310
169	169	ENGL 0310-0311-0312
162	162	ELIN 0302
154	154	ELIN 0301
Below 154	Below 154	Not eligible for admission

Graduate English modules are assigned based on the scores achieved in the writing, reading and listening or speaking scores, when above 162 and below 185.

However, placement is based mainly on both the overall and writing scores. The lower of these scores determines placement.

*Notes:
1. Unofficial online test results, scanned copies or photocopies are acceptable only for the purpose of processing graduate admission applications. Original, official hard copy results or official online results will be required at a later stage.

2. If the two-year validity of these English language exams expires before the first day of classes of the semester in which you can enroll, then these results will not be considered.

3. Both TESL (Teaching English to Speakers of Other Languages) and ECLT (English and Comparative Literature) programs will not admit students provisionally with English language courses as prerequisites. The required minimum scores on the exams approved for admission must first be achieved to be admitted to either program.

Cut-off scores for admission to the Master in International Management (MIM/CEMS)

Applicants to this program need to provide proof of English proficiency through any of the following methods and at these cut-off scores:

• International (iBT) TOEFL cut-off scores:

A minimum overall iBT TOEFL score of 100 and a minimum iBT writing score of 4.5

Or

• Academic IELTS cut-off scores:

A minimum IELTS band score (total) of 7.0 and a minimum IELTS writing score of 7.0

Or

• Cambridge Assessment English cut-off scores:

- Cambridge English Proficiency (CPE) (Grade C*)

A minimum overall score of 200 and a minimum writing score of 200

- Cambridge English Advanced (CAE) (Grade B*)

A minimum overall score of 193 and a minimum writing score of 193

(*) Letter grades will not be taken into account for the English language tests, only numerical scores.

GMAT Test Results

The MBA program highly recommends that applicants submit their Graduate Management Admission Test (GMAT) results. The department currently considers applicants who score 500 and above.

Note: Kindly ensure that original test results or authorization for online access reach AUC to the attention of the Office of Graduate Admissions.

Learn more about the TOEFL exam
www.ets.org

Learn more about the GMAT exam
www.mba.com

Learn more about the IELTS exam
www.ielts.org

Learn more about the Cambridge Assessment English
www.cambridgeenglish.org