The American University in Cairo

THE GRADUATE EXCHANGE/ STUDY-ABROAD APPLICATION CHECKLIST

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

❑ **Completed application form. You are not required to pay the application fee.**

❑ **Official transcripts**
Attach clear copies of your most recent graduate transcripts. These documents should be provided by your home university upon your nomination for the exchange or study-abroad programs at AUC

❑ **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 level of English sufficient to participate and be successful in the AUC graduate studies. Language proficiency is evaluated through the international TOEFL, academic IELTS or either the Advanced or Proficiency Cambridge Assessment English tests. These tests are offered at numerous locations around the world.

 ❑ 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 refer to the cut-off scores and the minimum placement requirement on the next page. **Official TOEFL scores should be sent to the AUC institutional code 0903.**
 Nondegree applicants, including exchange or study-abroad students, must achieve at least "full admission" scores to be admitted.

 ❑ Exchange or study-abroad applicants can provide proof of English language proficiency by means of:
 A) An official email or letter from your home university indicating that based on their evaluation, you have satisfied the English language requirements for admission to their graduate program. This may be based on a recently earned bachelor's degree that was instructed in English only and that qualified for admission to the partner university's graduate program, or if the partner university's entrance exam confirms the applicant's English language proficiency, or lastly, if the current graduate program in question is instructed in English only.

 Or **B**) Submit valid satisfactory English test results (tests and cut-off scores indicated on the next page)*. Please be reminded that for AUC to access online results, applicants must provide the IELTS TRF code (Test Report Form code) or TOEFL registration number, or the Cambridge Assessment English numbers.

 Or **C**) Least recommended: Applicants can send a scanned copy of a signed official attestation letter indicating responsibility and ability to cope with graduate nondegree studies instructed in English at AUC and that they will not be able to provide documentation verifying English proficiency as indicated in points (**A**) and (**B**). The home school official would be required to confirm by signing in acknowledgment of this choice.
 Please refer to this link for important details:
 https://catalog.aucegypt.edu/content.php?catoid=38&navoid=1909#non_degr_admi

❑ **For international applicants only**:
Once on campus, two hard copy passport-size photos should be submitted to the Business Support Unit for student visa purposes. However, to complete your application for admission, you are required to submit a clear, scanned copy of a passport-size photo and a copy of the page(s) in your passport showing your photo, passport number, expiration date, personal information and visa stamps. Applications will not be processed without a clear copy of your valid passport.

❑ **Nondegree applicants** are advised to list a minimum of six courses for which admission approval will be obtained. For international nondegree applicants, the resident visa policy indicates that nondegree-seeking students will not be allowed to register for fewer than nine credit hours to maintain the full-time status mandated by this policy.

❑ **The student data form must be submitted with all fields filled in.**

❑ **For Egyptian applicants only: A clear copy of your national ID card (*Al Rakam Al Qawmi*). Applications will not be processed without a clear copy of your valid national ID card.**

❑ **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.**

❑ I confirm that I am responsible for completing the application as indicated.