The American University in Cairo

INSTRUCTIONS

Please refer to these instructions while filling out the application for graduate admission, and be sure to attach the relevant credentials where possible. **All credentials must be in (or translated to) English**, with the exception of the national ID card and the military papers if applicable. Any errors or omissions in your application may lead to delays in its processing.

Application validity:
Please be informed that applications that are not submitted will be deleted, and cannot be retrieved for future use if not completed and submitted for this semester, starting with the instant that data is saved in this form.

Application for Admission

1. Please enter your full name as it appears on your Egyptian national ID card or your passport. If your name has changed, you must provide official documentation and a brief letter explaining any other names you have used. Your family name should be entered last.

2. Enter your country of citizenship. If you possess an Egyptian national ID card (*Al Rakam Al Qawmi*) or an Egyptian passport, enter Egyptian. If you are a dual national (have passports from two different countries), you may write both nationalities and submit proof of the second citizenship or your Green Card number. This information is used for statistical purposes and determining tuition levels.

3. If you have been issued a Social Security number (SSN) by the Canadian or U.S. government, **your SSN is required if applying for U.S. financial aid via FAFSA, the Hope Scholarship and for U.S. IRS tax purposes.** If you have a Social Security number, it will not be used as your student ID number by the University. You will be issued an AUC student ID number. Providing your Social Security number or passport information is not required for admission consideration.

4. Information is used for statistical purposes only.

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7. Enter your permanent mailing address, phone number and email address. This is where all future University communications will be sent once the information in item 8 has expired.

8. Enter your current mailing address and indicate how long it will be valid.

9. If you previously applied for admission to any academic program at AUC, please mark yes and the semester you applied for.

10. If you have attended any academic program at AUC, you must include it here.

11. **If you were ever issued an AUC student ID number, you must include it here.**

12. Indicate the semester and year you intend to start your studies at AUC.

13. All applicants must mark the degree type and preferred program.

14. Mark the second degree type and preferred program. This is optional as you may select up to two programs to apply for.
    If you are not admitted to your first choice, you might be admitted to the program of your second choice. If you are interested in only one field of study, please indicate only one program.
    Please see the list of graduate programs offered at AUC at
    https://catalog.aucegypt.edu/content.php?catoid=40&navoid=2030.

15. Include information regarding university education that you received, starting with the most recent degree first. Information should be provided even if you did not complete a program or if university credit was not given. PhD applicants must also include their master's thesis title and the name of their supervisor(s). Please see the graduate admissions requirements and details at www.aucegypt.edu/admissions/graduate.

16. If you have published any articles or belong to scholarly or professional organizations, provide the relevant information. Journalism and mass communication applicants and applicants of television and digital journalism must submit published/broadcast work and writing samples.

17. If you have been awarded any special honors, describe them.

18. If you are required to take an English language test, please indicate the exam dates only if you have registered for one. The checklist for the degree-seeking application form lists the possible English test results and their corresponding placements at AUC. GMAT or GRE test results are optional.

19. Indicate the language you are most comfortable with and grew up speaking in your home. If you can speak and write additional languages, list them and specify your proficiency level.

20. List the names of people at AUC with whom you have discussed this application.

21. **All applicants are required to submit a minimum of two online letters of recommendation. Otherwise, their applications cannot be processed.**

Useful guidelines:

- Only online letters of recommendation, requested through online graduate admission application forms, will be considered.
- **It is also highly recommended that more than two referees be approached to ensure that at least the required minimum of two is fulfilled by the deadline to complete the application form. Incomplete applications will not be processed.**
- In accordance with the United States Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), applicants have the right to review and inspect their own educational records. If you choose, you may waive the right to see specific confidential statements and letters of evaluation. To submit your request for online letters of recommendation, you must indicate whether you waive your right or not.
- Before submitting your request for letters of recommendation, please read the important guidelines. Once submitted, the form cannot be changed, which will cause significant delays. To proceed, select **"Letters of Evaluation"** at https://www.applyweb.com/auc/index.ftl.

22. Some graduate programs at AUC require that candidates have relevant work experience. Use the table provided to list positions that you have recently held.

23. (a) Candidates must prove they can afford AUC tuition and cover their living expenses prior to enrolling at the University. Mark all boxes that apply and attach the relevant documentation. If you will be applying for non-AUC funds, attach a statement with further details. If applying to an AUC fellowship, you must submit a fellowship application form, which is separate from this application and can be found at www.aucegypt.edu/index.php/admissions/fellowships.

    (b) U.S. citizens applying for U.S. Federal Loans via FAFSA – please see this link for details: www.aucegypt.edu/index.php/admissions/financial-aid/us-loans.

    (c) Only applicants who have been admitted can be considered for institutional financial aid. For more information on the institutional financial aid process and online form, visit www.aucegypt.edu/index.php/admissions/financial-aid.
    You may also contact the Office of Enrollment, Admissions and Student Service Center at enrolauc@aucegypt.edu.

24. It is important for the University to obtain the name(s) of person(s) whom we should contact in case of emergency. If, at any time, your emergency contact information changes, please notify the Office of Enrollment, Admissions and Student Service Center or the Office of the Registrar.

25. **Students with disabilities:**
Students with disabilities who need accommodations should email our Student Disability Services at sds@aucegypt.edu before their arrival.

Supporting Documents: Please complete the required information as thoroughly as possible. Indicate your name, the graduate program in which you intend to enroll and your AUC student ID number – if you have one – on all your attachments. If you are applying for two programs, you must provide two different statements of purpose. Carefully read through the list of required supporting documents to identify and submit the relevant requirements.

Egyptian males must present the original military service status certificate to be photocopied and stamped only at the Student Service Center, where a valid true copy can be made.

Additional Information: Please complete this form along with your application.

Student Data Form: For International applicants only. Details and important notes are included in the form.

University Residences

For information about University housing, visit www.aucegypt.edu/index.php/students/residences. Online housing applications are not accessible except to admitted students who pay the deposit for admission and then create an AUC email account.

Once your application is submitted, the Office of Enrollment, Admissions and Student Service Center will send a confirmation email to you, which includes your AUC ID number, as well as instructions to upload credentials that you may wish to include with your submitted application form. Alwaysinclude this AUC ID number in the subject line of all your correspondences with AUC and on any hard copy credentials submitted at AUC.

When your application reaches the Office of Graduate Admissions, you will be contacted by a team member who will be responsible for the processing of your application for admission.

❑ I confirm that I have carefully read the instructions and acknowledge that I am responsible for completing the application as indicated.

As per AUC's admission policy, credentials submitted by applicants who are not admitted will be terminated after two years if not claimed by applicants.

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