The American University in Cairo

INSTRUCTIONS

Please follow the below instructions when completing the graduate nondegree admission application for exchange or study abroad students. Errors or omissions may result in processing delays.

Application for Admission (Exchange and Study Abroad)

1. Please enter your full name as it appears on your valid passport or your valid Egyptian national ID card. 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.

5. Information is used for statistical purposes only.

6. Information is used for statistical purposes only.

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.

    To avoid delays in processing your application, you are advised to include with your application a list of preferred graduate courses in which you are interested to enroll. **Only graduate courses will be processed through this application**. Nondegree applicants applying only for undergraduate courses need to complete an undergraduate admission application form. International nondegree applicants are advised to provide a minimum of six courses as choices.

13. Indicate the name of your home your current home university.

14. **Graduate exchange or study-abroad applicants must provide a copy of the most recent graduate transcript from the home university with which AUC is a partner in the exchange program**. In the table, provide 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.
    Please see the graduate admissions requirements and details at www.aucegypt.edu/admissions/graduate.

15. If you are required to take an international English-language test, please indicate the exam date only if you have registered for one. The checklist for this application form lists the possible English test results and their corresponding placements at AUC. **For admission to graduate nondegree studies, the minimum acceptable cut-off score corresponds to 'full' admission where academic English courses will not be assigned**. If the partnership agreement waives the English test requirement, do not submit English test results unless you want to enroll in ECLT or TESL courses, where the waiver does not apply. Please consult your home adviser before completing this section.

16. 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.

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

18. For U.S. income taxpayers only.

19. 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.

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

Additional Information Form
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 https://www.aucegypt.edu/student-life/housing-and-dining.
Online housing applications are not accessible except to admitted students after they are directed to create their AUC email accounts.

Once your application is submitted, the Office of Enrollment, Admissions and Student Service Center (EASSC) will send you a confirmation email that includes your AUC ID number. Always include this ID number in the subject line of all your correspondences with AUC and on any hard copy credentials submitted at AUC.

You will be contacted by a team member from the Office of Graduate Admissions (OGA), who will assist you with your application and to whom you should forward any soft copies of the credentials required to complete you file.

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

Once you have completed the application, read the certification statement carefully and then sign the application.

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.