

## INSTRUCTIONS

Please refer to these instructions when filling out the application for graduate non degree 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 military papers, if applicable. Any errors or omissions in your application may lead to delays in its processing.

### Application for Admission

1. Please enter your full name as it appears on your valid Egyptian national ID card or your valid 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 or 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 and passport information is not required for admission consideration.
4. Information is used for statistical purposes only.
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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 note on the top line 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. 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.
14. Nondegree applicants must provide information regarding the university education 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](http://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.**
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. Candidates must prove they can afford AUC tuition and cover their living expenses prior to enrolling at the University.
19. For U.S. income taxpayers only.
20. 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.
21. **Students with disabilities:**  
Students with disabilities who need accommodations should email our Student Disability Services at [sds@aucegypt.edu](mailto: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 are included in the form, and important notes are listed at the end of 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 to new students except to admitted students who pay the deposit and then create an AUC email account.

**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, as well as instructions to upload credentials that you may wish to include with your submitted application form. Always include 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.**

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.**