

SciencesPo

# SCIENCES PO **APPLICATION GUIDE**



# FOREWORD

This guide is for people intending to apply for an undergraduate or graduate programme at Sciences Po.

Its four sections explain how to:

- A. Create an account
- B. Log in to the online application area
- C. Complete your application
- D. Track your application

There are a number of screen captures to take you through the procedure step by step.

The guide contains practical information and comments to help you complete the application process, and it highlights certain key points to ensure your application is valid.

Before you begin your application, please visit our admissions website, [www.sciencespo.admissions.fr](http://www.sciencespo.admissions.fr), to check the admissions calendar, the prerequisites for your chosen programme and the supporting documents you will need. You may also want to read our FAQ.

If you have questions or difficulties, the Admissions Office will help you prepare your application. You can contact us using the contact form or by phone.

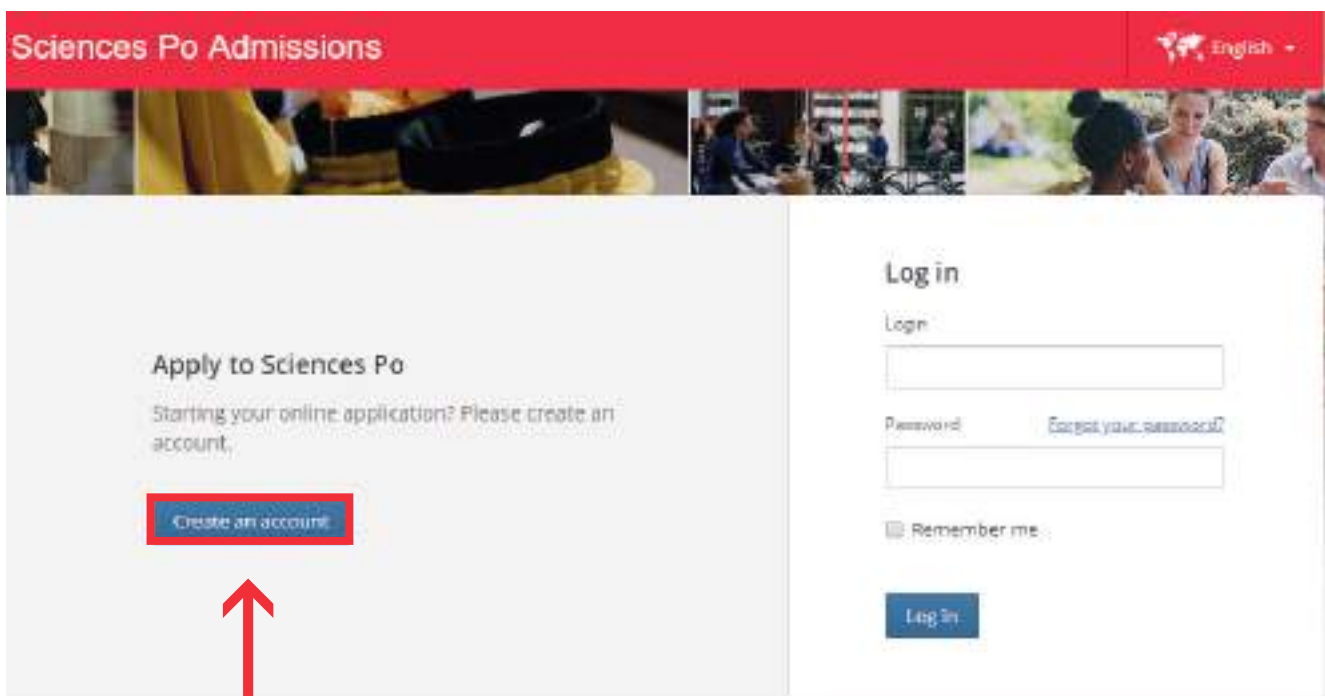
# THE FOUR STEPS TO APPLY TO SCIENCES PO

## A) CREATE AN ACCOUNT

In order to apply you first need to create an online account:

➤ Click “Create an account”

We suggest that you start building your application as early as possible to make sure it is completed and validated on schedule.



The screenshot shows the Sciences Po Admissions website. The header is red with the text "Sciences Po Admissions" and a language selector set to "English". Below the header is a banner image. The main content area is split into two columns. The left column has the heading "Apply to Sciences Po" and the text "Starting your online application? Please create an account." Below this is a blue button labeled "Create an account" which is highlighted with a red rectangular box. A red arrow points from below the box up to the button. The right column has a "Log in" section with fields for "Login" and "Password", a "Remember me" checkbox, and a "Log in" button. A link "Forgot your password?" is also visible.

Click “Create an account”

- Enter the level of study you are interested in (undergraduate, Master's, etc.) and specify your current situation

These factors determine which admissions procedure you need to follow. The result will appear at the bottom of the page. You can then click on the link for detailed information about this procedure.

The screenshot shows a web form with two main sections. The first section, titled "You are interested in our training programmes:", contains a list of radio buttons: "Undergraduate College", "Master's programme" (which is selected), "Ph.D. programme", "One-year master's programmes", "Partnership programmes", and "Summer School". A red arrow points from the text "Select the chosen level of study" to this list. The second section, titled "Please specify if you are:", contains a list of radio buttons: "You have obtained or will obtain this year an undergraduate degree (minimum Licence/Bachelor) or 180 ECTS credits in a non-French institution" (which is selected), "You have obtained or will obtain this year an undergraduate degree (minimum Licence/Bachelor) or 180 ECTS credits in a French institution", "Your school has signed an agreement with Sciences Po", "You are applying based on your accreditation of prior professional experiential learning", and "You are in your third year at Sciences Po and you want to apply to a double-degree programme". A red arrow points from the text "Select the relevant situation" to this list. Below these sections, the text "The procedure(s) appropriate to your situation:" is followed by a list of radio buttons, with "International Students Master Programme Admissions Procedure (2019) : For further information, see admissions" selected. A red arrow points from the text "This is the procedure appropriate to your situation" to this list. At the bottom of the form is a blue button labeled "NEXT".

You are interested in our training programmes:

- ☐ Undergraduate College
- ☒ Master's programme
- ☐ Ph.D. programme
- ☐ One-year master's programmes
- ☐ Partnership programmes
- ☐ Summer School

Please specify if you are:

- ☒ You have obtained or will obtain this year an undergraduate degree (minimum Licence/Bachelor) or 180 ECTS credits in a non-French institution
- ☐ You have obtained or will obtain this year an undergraduate degree (minimum Licence/Bachelor) or 180 ECTS credits in a French institution
- ☐ Your school has signed an agreement with Sciences Po
- ☐ You are applying based on your accreditation of prior professional experiential learning
- ☐ You are in your third year at Sciences Po and you want to apply to a double-degree programme

The procedure(s) appropriate to your situation:

- ☒ International Students Master Programme Admissions Procedure (2019) : For further information, see admissions

[NEXT](#)

➤ Fill in the personal details required to create an account

The screenshot shows a web form titled 'Creating an account' with a sub-header 'Your information'. Below the title is a grey bar with the text 'the next step is to create your account'. The form is divided into two columns. The left column contains fields for 'Title' (Mr, Ms, Mrs, Dr), 'First name', 'Last name', 'Date of birth' (with a calendar icon), 'Sex' (male, female), and 'Country of residence'. The right column contains fields for 'Email address (user name)', 'Password' (with a strength indicator), 'Repeat password', 'Security question' (with a dropdown menu), and 'Answer' (with a text area). Below the form are 'Cancel' and 'Apply' buttons. Red arrows point to the 'Email address', 'Password', 'Repeat password', 'Answer' fields, and the 'Apply' button. Red text annotations explain the purpose of each field.

Creating an account  
Your information

the next step is to create your account

Title: Mr, Ms, Mrs, Dr

First name: [text input]

Last name: [text input]

Date of birth: [calendar icon]

Sex: male, female

Country of residence: [dropdown menu]

Email address (user name): [text input]

Password: [text input]

Repeat password: [text input]

Security question: [dropdown menu]

Answer: [text area]

Cancel Apply

Your email will serve as your login and will be used to contact you in the future

Choose a new password

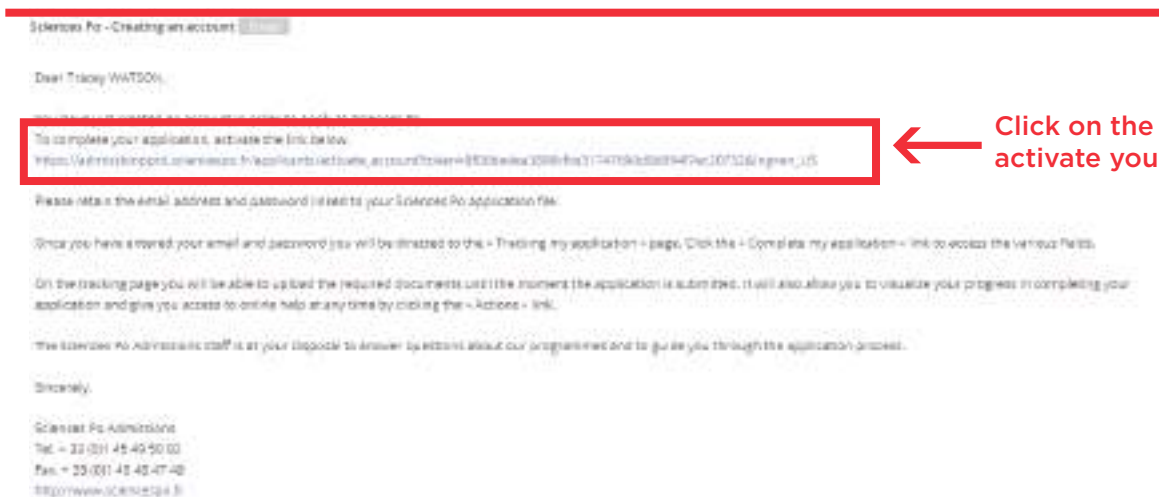
Answer the security question

Click "Apply" to create your account

➤ Click "Apply" to finalise the creation of your account

Your account is now set up but you still need to activate it by clicking on the link in the confirmation email you were sent.

➤ To activate your account, click on the activation link

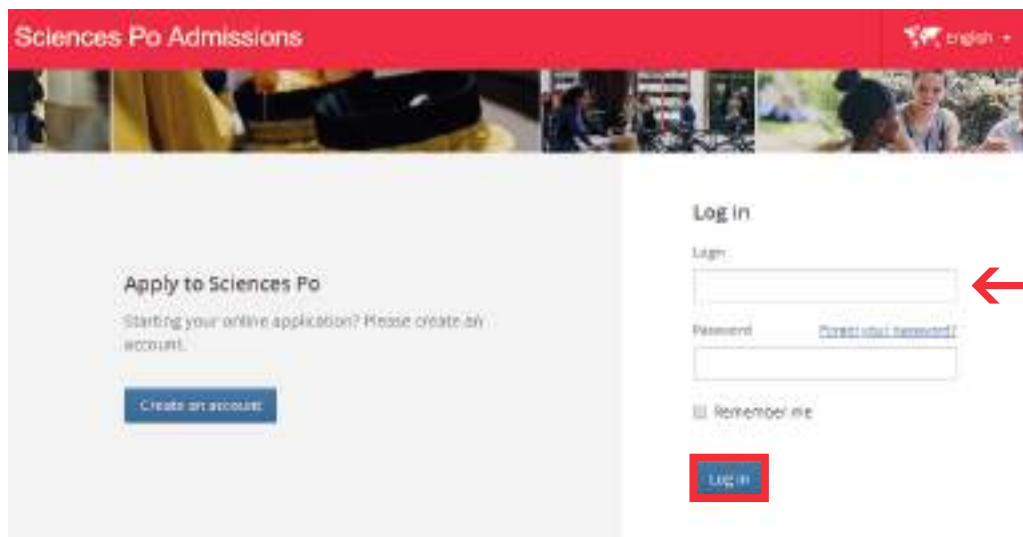


Click on the link to  
activate your account

## B) LOG IN TO YOUR APPLICATION AREA

To log in to your account, enter the login (email address) and password you chose when you created your account.

**Please note:** you can only log in to your application area once you have activated your account through the link in the confirmation email.



The image shows the Sciences Po Admissions login page. The header is red with the text "Sciences Po Admissions" and a language selector "English". Below the header is a banner image. The main content area is split into two columns. The left column has the heading "Apply to Sciences Po" and the text "Starting your online application? Please create an account." with a "Create an account" button. The right column has the heading "Log in" and a login form. The form has two input fields: "Login" and "Password". The "Login" field is highlighted with a red arrow pointing to it from the text "Enter the email address you provided when creating your account". Below the "Password" field is a "Remember me" checkbox. At the bottom of the login form is a "Log in" button.

Sciences Po Admissions

English

Apply to Sciences Po

Starting your online application? Please create an account.

Create an account

Log in

Login

Password [Forgot your password?](#)

☐ Remember me

Log in

Enter the email address you provided when creating your account

## ADVICE

The first time you log in, a **help page** offers useful details about your procedure. This page contains all the information you need to complete your application. We recommend you read it carefully before you start filling in your application.

## SELECT A LANGUAGE

You can change the language of your on-line application by clicking on the button located in the upper-right corner of your dashboard.



The screenshot shows the Sciences Po Admissions dashboard. At the top, there is a red header with the text "Sciences Po Admissions" and a language selector set to "English". To the right of the header, the user's name "Tracey WATSON" is displayed with a dropdown arrow. A red arrow points from the language selector to the user profile area. Below the header, the main content area is titled "Application to the International Students Master Programme Admissions Procedure at Sciences Po". A red button labeled "Help" is visible in the top left of the main content area. The dropdown menu for the user profile is open, showing options: "Help", "Change your email address", "Change your password", and "Log out".

You can access the help page at any time by clicking “Help” in the main menu



## **C) COMPLETE THE APPLICATION FORM**

### **DOCUMENTATION FORMAT**

All your attachments should:

- Be scanned copies of official documents (no document should be sent by post); we will not be able to send back original documents;
- Be PDF files;
- Not exceed 2 MB;
- Be grouped by category (e.g.: all your bachelor's degree academic transcripts should be aggregated into a single file).

Upon your admission, the original supporting documents attached to your application will be reviewed during your administrative registration.

#### **How to convert a file into PDF**

- Save the document as a PDF file, or
- Print the document to a PDF

You might want to download Acrobat Reader if necessary.

#### **Name your files**

In order to make the review of your application easier, we invite you to name each attachment, in French or English, as follows: LAST NAME - Document type (e.g.: LAST NAME - CV)

Your documents should be grouped by category (e.g.: all your bachelor's degree academic transcripts should be aggregated in a single file).

Please note that the required documentation differs for each programme. We invite you to visit the Admissions website.

## FILLING IN THE APPLICATION

The application form is made up of several sections (listed on the left of your screen), all of which must be completed before you submit your application.

You can:

- fill in the sections in whichever order you prefer
- save any modifications and come back later
- fill in a section in several goes.
- attach mandatory supporting documentation. We invite you to avoid overloading your application with optional documents.

Only the fields followed by an asterisk\* are required to complete the section. Once a section is complete, a green tick (👍) will appear.

The screenshot displays the application form interface. On the left, a sidebar lists sections: 'Personal information' (marked with a green checkmark), 'Contact information', 'Academic background', and 'Performance evaluation'. The main content area is titled 'Personal information' and includes a note: 'All fields marked with an asterisk (\*) are required for submitting the application.' Below this, a green notification box states 'Information has been saved. The field is complete.' with a green checkmark icon and a close button (X).

## THE VARIOUS SECTIONS OF YOUR APPLICATION FILE

### ➤ Choice of programme

Use the filters to select your programme:

- Type of programme (dual degree, Sciences Po programme)
- School
- Partner university for a dual degree

Once you have selected the programme(s) you want, click on “Submit as 1<sup>st</sup>/2<sup>nd</sup> choice”. If requested, you must also select your specialisation/concentration and click “Submit my choice of programme”.

1. Select the type of programme



2. Select your chosen school



3. For a dual degree, select your chosen partner



The screenshot displays the application selection interface. It is divided into three main filter sections at the top: 'Type of programme' with options for 'Dual degree' and 'Master' (selected); 'Sciences Po schools and programmes' with a list of schools including 'School of Public Affairs' (selected); and 'Partnerships' with the text 'No choice possible'. Below these filters is a 'List of programmes (4 results)' table. The table lists four programmes: 'Sciences Po : Master European Affairs - english policy streams', 'Sciences Po : Master European Affairs - french policy streams', 'Sciences Po : Master Public Policy - english policy streams', and 'Sciences Po : Master Public Policy - french policy streams'. To the right of the table is a 'Programme description' section for the selected 'Master European Affairs - english policy streams' programme, which includes a 'Further information' link and two buttons: 'Submit as 1st choice' and 'Submit as 2nd choice'. The 'Submit as 2nd choice' button is highlighted with a red box.

| Type of programme                                                                  | Sciences Po schools and programmes                                                                                                                                                                                                                                                                                                                                          | Partnerships       |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <input type="checkbox"/> Dual degree<br><input checked="" type="checkbox"/> Master | <input type="checkbox"/> Doctoral School<br><input type="checkbox"/> Law School<br><input type="checkbox"/> Paris School of International Affairs<br><input type="checkbox"/> School of Journalism<br><input type="checkbox"/> School of Management and Innovation<br><input checked="" type="checkbox"/> School of Public Affairs<br><input type="checkbox"/> Urban School | No choice possible |

| List of programmes (4 results)                                 | Programme description                                                                                                               |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Sciences Po : Master European Affairs - english policy streams | Master European Affairs - english policy streams<br>Further information<br><div>Submit as 1st choice<br/>Submit as 2nd choice</div> |
| Sciences Po : Master European Affairs - french policy streams  |                                                                                                                                     |
| Sciences Po : Master Public Policy - english policy streams    |                                                                                                                                     |
| Sciences Po : Master Public Policy - french policy streams     |                                                                                                                                     |

4. Select your chosen programme

5. Submit as your 1<sup>st</sup> or 2<sup>nd</sup> choice

## ➤ Your application dashboard

On your dashboard you can:

- Check your choice of programme (1)
- Check the deadline to submit your application (2)
- Monitor the progress of your application (3)
- Check the notifications about your application (4)
- See the supporting documents you need to provide according to the details you've entered (5)

The screenshot shows the 'International Students Master Programme Admissions Procedure' dashboard. At the top, it says 'Your application (N° 201811100000)' with an 'Actions' dropdown. Below this, a yellow bar displays '1st choice' for 'Master European Affairs - english policy streams - Digital, New Technology & Public Policy' with a deadline of 'Friday, 1 March 2019'. A progress indicator shows '0 / 10 FIELDS' with a 'Time remaining: 141 days'. A blue button labeled 'Completing your application' is highlighted. The bottom section is divided into 'Academic recommendations (0/2)' and 'Proof (4/4)'. The 'Proof' section lists documents: 'CV' (WATSON\_CV.pdf), 'Piece of identification (passport or identity card)' (WATSON - PASSPORT.jpg), and 'Undergraduate transcripts' (WATSON - Undergraduate transcripts - Official.pdf). Annotations with red arrows point to these elements: (1) Choice points to the programme name; (2) Deadline points to the submission date; (3) Progress points to the 0/10 fields indicator; (4) Notifications points to the 'Completing your application' button; and (5) Supporting documents points to the list of required files.

(1) Choice ➔

➔ (2) Deadline

➔ (4) Notifications

(3) Progress ➔

Click "Completing your application" to start

➔ (5) Supporting documents

To start filling in the required information, click **"Completing your application"**.

## ➤ Personal Information section

In this section you may enter information regarding your identity (1) and your parents (2).

Applicants who suffer temporary or permanent disability may specify it and attach supporting documentation (3).

The screenshot shows a web application interface for 'Personal Information'. On the left is a sidebar with a list of sections: Personal information, Contact information, Academic background, Professional experience, Personal background, Languages, Interview, Personal Statement, Financial information, Additional questions, and Application fee. The 'Personal information' section is selected and highlighted with a red bar. The main content area is titled 'Personal information' and includes a note: 'All fields marked with an asterisk (\*) are required for submitting the application.' Below this is a section titled 'Your identity' containing several form fields. A red vertical line is drawn next to the fields from 'First name' down to 'City of birth'. A red arrow points from the text '(1) Fill out all mandatory sections related to your identity' to this line.

Home > Personal information

☐ Personal information  
☐ Contact information  
☐ Academic background  
☐ Professional experience  
☐ Personal background  
☐ Languages  
☐ Interview  
☐ Personal Statement  
☐ Financial information  
☐ Additional questions  
☐ Application fee

Submit application

### Personal information

All fields marked with an asterisk (\*) are required for submitting the application.

#### Your identity

Sex\*  
☒ Female ☐ Male

First name\*  
Tracy

Middle name (optional)

Last name\*  
WATSON

Name used (optional)

Date of birth\*  
Day: 2 Month: January Year: 2019

Nationality\*  
Irish

Nationality 2\*  
American

Country of birth\*  
Ireland

City of birth\*  
Dublin

(1) Fill out all mandatory sections related to your identity

## National Student Identification

National Student Identification (INE) (optional) 

## Parent 1

 (2) Fill out information related to your parents' situation

Socio-economic category \*

Shopkeepers or related workers ▼

Profession \*

Sales manager

## Parent 2

Socio-economic category \*

School teachers or related ▼

Profession \*

School teacher

## Disability

 (3) Declare your disability and attach a certificate

*The following documents are accepted as proof of disability: disability card, disability allowance certificate or recognition of the status of disabled worker. The following documents are accepted as proof of need of accommodations: a certificate from your school or university regarding accommodations for exams, or an attestation from the local education authority (Rectorat) concerning accommodations for taking the Baccalauréat (if you cannot provide any of the above documents, you may have to attach to your application a certificate from a school or university doctor).*

Do you have a disability? \*

☐ Yes

☒ No

Do you need specific academic and/or access accommodations for the entrance exams? \*

☐ Yes

☒ No

Save changes

## ➤ Contact information section

In this section you must enter:

- Your permanent address and a phone number (1)
- Your correspondence address during the application process (2)
- An emergency contact (3)

The screenshot shows a web application interface for 'Correspondence'. On the left is a sidebar with a list of sections: 'Personal information' (checked), 'Contact information' (checked), 'Academic background', 'Professional experience', 'Personal background', 'Languages', 'Interview', 'Personal Statement', 'Financial information', 'Additional questions', and 'Application fee'. The main content area is titled 'Contact Information' and includes a note: 'All fields marked with an asterisk (\*) are required for submitting the application.' Below this, there are two main sections. The first section, 'Permanent POSTAL address', is highlighted with a red arrow and the label '(1) Permanent address'. It contains a heading 'PLEASE INDICATE YOUR POSTAL ADDRESS' and several input fields: 'Postal address line 1 \*' (filled with '1 rue de la Paix'), 'Postal address line 2 (optional)' (empty), 'Postal address line 3 (optional)' (empty), 'Postal code \*' (filled with '75002'), 'City \*' (filled with 'Paris'), 'State or province (optional)' (empty), 'Country \*' (a dropdown menu showing 'France'), and 'Telephone #' (a dropdown menu showing 'France (+33)' and an input field for the number '0101010101'). The second section, 'Current address', is also highlighted with a red arrow and the label '(2) Your correspondence address for the current year'. It contains a heading 'Same as permanent address? \*' and two radio buttons: 'Yes' (selected) and 'No'.

Home > Correspondence

☒ Personal information

☒ **Contact information**

☐ Academic background

☐ Professional experience

☐ Personal background

☐ Languages

☐ Interview

☐ Personal Statement

☐ Financial information

☐ Additional questions

☐ Application fee

Submit application

### Contact Information

All fields marked with an asterisk (\*) are required for submitting the application.

**Permanent POSTAL address** | ← (1) Permanent address

PLEASE INDICATE YOUR POSTAL ADDRESS

Postal address line 1 \*

1 rue de la Paix

Postal address line 2 (optional)

Postal address line 3 (optional)

Postal code \*

75002

City \*

Paris

State or province (optional)

Country \*

France

Telephone #

France (+33) 0101010101

Country code Telephone number

**Current address** | ← (2) Your correspondence address for the current year

Same as permanent address? \*

☒ Yes ☐ No

**Emergency contact** | ← (3) Person to call in case of emergency

First name \*

John

Last name \*

WATSON

Telephone \*

France (+33) Telephone number

01010010101

Country code Telephone number

Save changes

## ➤ Academic Background section

In this section you may enter information regarding your academic career in the various subcategories.

- Secondary or higher education (as applicable)

You may give details on:

- o Your academic career from latest to oldest (1)
- o The degrees you have received (as applicable) (2)
- o The cumulative grade average for your prior academic years (as applicable) (3)
- Exchange programs: you may mention the semesters or years you have spent as an exchange student (4)

**Academic background**

All fields marked with an asterisk (\*) are required for submitting the application.

Higher education \*

Provide a detailed description of the degrees you have received or will receive during or after graduation.

|              |              |                                                                                       |
|--------------|--------------|---------------------------------------------------------------------------------------|
| 2020<br>2019 | 2019<br>2018 | Master in Public Policy<br>Public Administration<br>Sciences Po Paris, Paris Dauphine |
| 2020<br>2019 | 2019<br>2018 | Bachelor in Political Science<br>Political Science<br>Sciences Po Paris, Paris        |

← Enter your academic career (1), the degrees you have received (2), and the cumulative grade average for your prior academic years (3)

+ Add programs

Academic exchange programs (optional)

Only the academic exchange programmes undertaken as part of a degree programme (summer school and language study programmes) should be listed in the personal background field.

|              |              |                                                                      |
|--------------|--------------|----------------------------------------------------------------------|
| 2018<br>2018 | 2018<br>2018 | Duration: 4 Month<br>National University of Engineering<br>Singapore |
|--------------|--------------|----------------------------------------------------------------------|

← Enter your academic exchange programmes (4)

+ Add exchange programme

Submit application



- Academic recommendations: contact your academic referees (as applicable) (5)

At any time while building your application, you may send a reminder to a referee (8) or – if applicable – remove (6) and replace (7) a referee. When you remove a referee, he or she is automatically notified of your decision.

**Please note:** It is your responsibility to inform referees of your admission procedure deadline, as well as the language in which they must write their evaluation.

Academic recommendations \*

Mr. John SMITH  
Professor  
Sciences Po  
PARIS  
France  
(+33) 010101010101  
john.smith@sciencespo.fr  
Pending

Mr. Victor HUGO  
Professeur de littérature  
Sciences Po  
PARIS  
France  
(+33) 010101010101  
victor.hugo@sciencespo.fr  
Pending

+ Indicate an academic referee

Click on this box to add a referee (5)

The “pending” status allows you to delete a referee (6) and add a new one (7)

Save changes

Delete academic recommendation

Are you sure you want to delete the following academic recommendation?

Mr. John SMITH  
Professor  
Sciences Po  
PARIS  
France  
(+33) 010101010101  
john.smith@sciencespo.fr

(6) Remove a referee

Cancel Remove

At any time while building your application, you may send a reminder to a referee (4) or – if applicable – remove (5) and replace (6) a referee.

**Please note:** It is your responsibility to inform referees of your admission procedure deadline, as well as the language in which they must write their evaluation.

1 Application being compiled

Application submission deadline  
Monday, 10 December 2018



You have 4 fields remaining to complete

No alerts

⌚ At the earliest

Complete your application

Professional recommendations ( 0/1 )

Professional referee  
Mr. Tony STARK

Send a reminder

Academic recommendations ( 0/2 )

Academic referee  
Mr. Victor HUGO

Send a reminder

Academic referee  
Mr. John SMITH

Send a reminder

Proof ( 2/8 )

CV

Add file

Piece of identification (passport or identity card)

Add file

Undergraduate degree

Add file

French language test

• [Test de français - Tony Watson.pdf](#)

✓ Sent

Modify file

(8) Send a reminder to your referee

## ➤ Professional experience

Professional experience can be either **required or optional, depending on the programme to which you are applying.**

In this section, you may:

- Mention a professional experience (1) and attach supporting documentation (2)
- Click on “add a referee” (3)
- Remove a referee that is not responding favourably to your request (4) as long as your application is still “pending”
- Follow up with your referee from your dashboard (see aforementioned instructions about academic referees)

**Please note:** It is your responsibility to inform referees of your admission procedure deadline, as well as the language in which they must write their evaluation (depending on the programme you have chosen).

The screenshot shows the 'Professional experience' section of an application portal. The sidebar on the left contains links to various sections: Personal information, Contact information, Academic background, Professional experience (highlighted), Personal background, Languages, Personal Statement, Financial information, and Additional questions. The main content area is titled 'Professional experience' and includes a sub-header 'Professional experience'. Below this, there is a text box for entering professional experience, followed by a table with columns for dates, duration, and description. A red box highlights the first entry, which is for a 'Clerk' position at 'Sciences Po Paris France' from January 2015 to January 2015, with a duration of 3 months. A red arrow points to this entry with the text 'Enter your professional experiences (1) and attach supporting documentation (2)'. Below the table is a button labeled '+ Add professional experience'. The next section is 'Professional recommendations (1) (optional)'. It shows a list of referees, with the first one being 'Mr. Tony STARK CEO' from 'Stark Industries' in 'New York' and 'Estate-Lime'. A red box highlights the 'Pending' status next to the referee's name, with a red arrow pointing to it and the text 'The “pending” status allows you to send a reminder to a referee (4) or to remove a referee (5) and add a new one (6)'. Below the list of referees is a button labeled '+ Indicate a professional referee', with a red arrow pointing to it and the text 'Add a second professional referee (3)'. At the bottom right of the page is a button labeled 'Save changes'.

## ➤ Personal background section

In this section you may tell us about **your extra-curricular activities (1)** and **the various periods you have spent abroad (2)**.

If you are a **high-level athlete**, you may let us know and attach supporting document (3).

**Please note:** supporting documentation is optional in this section; we kindly suggest you do not overload you file with optional documentation.

The screenshot shows a web form titled 'Personal background'. On the left is a sidebar with a list of sections: Personal information, Contact information, Academic background, Professional experience, Personal background (highlighted with a red box), Language, Personal Statement, Financial Information, and Additional questions. Below the sidebar is a 'Submit application' button. The main content area has a header 'Personal background' and a note: 'All fields marked with an asterisk (\*) are required for submitting the application.' Below this is a section for 'International experience (optional)' with a description: 'Describe your language study, summer school, or significant experiences abroad, other than academic exchanges, here.' It contains a table with columns for start and end dates and a text field for the experience. An example entry shows 'JAN 2015' to 'FEB 2016' for 'Stay in Allemagne' with a 'Duration: 12 Month'. Below the table is a red-bordered box containing a red arrow pointing to a button labeled '+ Add stay abroad'. This is annotated with the text: 'Enter your experiences (1) and the periods you have spent abroad (2)'. Below the international experience section is a section for 'Extra-curricular activities' with a description: 'Indicate the extra-curricular activities you think we should know about: distinctions, involvement with organizations, interests, sports, artistic activities (optional)'. It contains a large text area. At the bottom of this section is a red-bordered box containing a red arrow pointing to a checkbox labeled 'Are you a high-level athlete? (only those mentioned on the ministry list)'. This is annotated with the text: 'If you declare to be a "high-level athlete", supporting documentation is mandatory (3)'. At the bottom right of the form is a 'Save changes' button.

Personal background

All fields marked with an asterisk (\*) are required for submitting the application.

International experience (optional)

Describe your language study, summer school, or significant experiences abroad, other than academic exchanges, here.

| Start    | End      | Experience                       |
|----------|----------|----------------------------------|
| JAN 2015 | FEB 2016 | Stay in Allemagne<br>School trip |

Duration: 12 Month

+ Add stay abroad

Extra-curricular activities

Indicate the extra-curricular activities you think we should know about: distinctions, involvement with organizations, interests, sports, artistic activities (optional)

Are you a high-level athlete? (only those mentioned on the ministry list)

Save changes

## ➤ Languages section

In this section you may:

- Declare your level about the required language for the chosen (1).
- and mention the other languages you know (2).

**Please note:** The language displayed by default is the mandatory language required for the chosen programme. The lack of supporting documentation for that language (3) may keep your application as **considered incomplete**. We invite you to read carefully the prerequisites of each programme before you apply.

The screenshot shows the 'Languages' section of an application form. On the left is a sidebar with navigation links: Personal information, Contact information, Academic background, Professional experience, Personal background, **Languages** (highlighted), Personal statements, Financial information, and Additional questions. A 'Submit application' button is at the bottom of the sidebar.

The main content area is titled 'Languages'. It contains three sections:

- Required languages:** A red box highlights this section header. A red arrow points to it with the text 'Specify your level in the required language (1)'. Below the header, there is a table with one row: English, Test, Cambridge, Date of exam: May/20/2018, Score: Cambridge English Advanced (CAE).
- Recommended languages:** A red box highlights this section header. A red arrow points to it with the text 'Mention the other languages you know (2)'. Below the header, there is a table with one row: French, Test, TCF (French language test), Date of exam: Jan/21/2018, Score: 500.
- Other Languages:** A section with a heading 'Other Languages' and a subtext 'You may indicate here any other languages spoken or studied'. Below this is a '+ Add language' button.

At the bottom of the 'Languages' section is a 'Save changes' button.

Below the 'Languages' section is the 'Supporting documents' section. It has a subtext 'Attach documents required for your application'. It contains two rows of document entries:

- French language test: A red box highlights the 'Add file' button next to the entry. A red arrow points to it with the text 'Attach supporting documentation (3)'. Below the entry is a file icon and the text 'Text de français - Prév Watson.pdf', 'TCF - 500 112 Ko'.
- English language test: Below the entry is a file icon and the text 'English test - Prév Watson.pdf', 'Cambridge English test 112 ko'.

## ➤ Personal statement section

In this mandatory section, you must explain in details the reason why you are applying to Sciences Po, especially to the programme(s) you have selected.

The statement must be written in the programme's language (French or English).

Make sure you do not exceed the maximum word requirement (1)  
For some specialised courses, additional motivation arguments may be required if applicable (2).

The screenshot shows the 'Personal Statement' section of the Sciences Po application portal. On the left is a sidebar with navigation links: Personal information, Contact information, Academic background, Professional experience, Personal background, Language, Interview, Personal Statement (highlighted), Financial information, and Additional questions. Below these is a 'Submit application' button.

The main content area is titled 'Personal Statement' and contains instructions: 'If you are applying to a double-degree programme, provide a paragraph in each of the programme's languages (for example, English, German, Russian). You must respond in French if the programme's language is French, in English if the programme's language is English. If you are applying to two programmes, you must provide motivation for each of them.' Below this is a note: 'All fields marked with an asterisk (\*) are required for submitting the application.'

There are three text input areas:

- Dual Degree personal statement:** The instruction is 'Please indicate your motivation for your choice of Dual Degree (1000 words: \*)'. The text area contains a paragraph of placeholder text. A red box highlights the word count '196/1000' at the bottom left, with a red arrow pointing to it and the text 'Maximum word requirement (1)'.
- Master programme personal statement:** The instruction is 'Please indicate your motivation for your choice of programme in Sciences Po (1000 words: \*)'. The text area contains a paragraph of placeholder text. The word count '210/1000' is visible at the bottom left.
- School of Public Affairs programmes:** The instruction is 'Please explain your motivation for your policy streams choices (250 words: \*)'. The text area contains a paragraph of placeholder text. A red box highlights the word count '125/250' at the bottom left, with a red arrow pointing to it and the text 'Indicate your motivation for the specialised course(s) you have chosen (2)'.

## ➤ Financial information section

The financial information section focuses on information relating to your current situation (1), the financing of your studies (2) or your potential scholarship application(s) (3).

The information requested depends on your nationality and mandatory personal information is required (4).

The screenshot shows the 'Financial information' section of an application form. On the left is a sidebar with navigation links: Personal information, Contact information, Academic background, Professional experience, Personal background, Languages, Interview, Personal Statement, Financial information (highlighted), and Additional questions. The main content area is titled 'Financial information' and includes a note: 'All fields marked with an asterisk (\*) are required for submitting the application.' Below this is a section titled 'Financing your studies' containing two questions:

Do you have a CRO US scholarship for the current year? \*

☒ Yes ☒ No

Do you plan to finance your studies with the help of a scholarship? \*

☒ Yes ☐ No

A red box highlights these two questions, with a red arrow pointing to them and the text: (1) Declare your current situation

Below this is another question:

Do you plan to finance your studies with the help of a scholarship? \*

☒ Yes ☐ No

A red box highlights this question, with a red arrow pointing to it and the text: (2) Indicate whether you are applying to a scholarship

Below this is a section titled 'Eiffel Scholarship' containing a question:

Do you wish to apply for the Eiffel Scholarship? \*

☒ Yes ☐ No

A red box highlights this question, with a red arrow pointing to it and the text: (3) Before applying, please make sure that you are eligible to the listed scholarship programmes

At the bottom right of the 'Financing your studies' section is a 'Save changes' button. At the bottom left is a 'Submit application' button.

## Boutmy Scholarship

The *Emile Boutmy Scholarship* is awarded by Sciences Po based on criteria of academic excellence, and according to the profile of student sought by the programme. Need based criteria are also taken into consideration. Please review the conditions of eligibility by [clicking here](#). If you decide to apply, please be sure to provide all supporting documents.

Do you wish to apply for a Boutmy Scholarship? \*

☒ Yes

☐ No

Please indicate the country in which you are resident for tax purposes 1 \*

Choose an option ▼

Please indicate the country in which you are resident for tax purposes 2 (optional)

Choose an option ▼

Total annual income (in euros) \*

Number of dependent children in the household (including yourself) \*

Are any of your siblings currently pursuing higher education? \*

☒ Yes

☐ No

(4) You must provide some details and supporting documents for your application to be processed

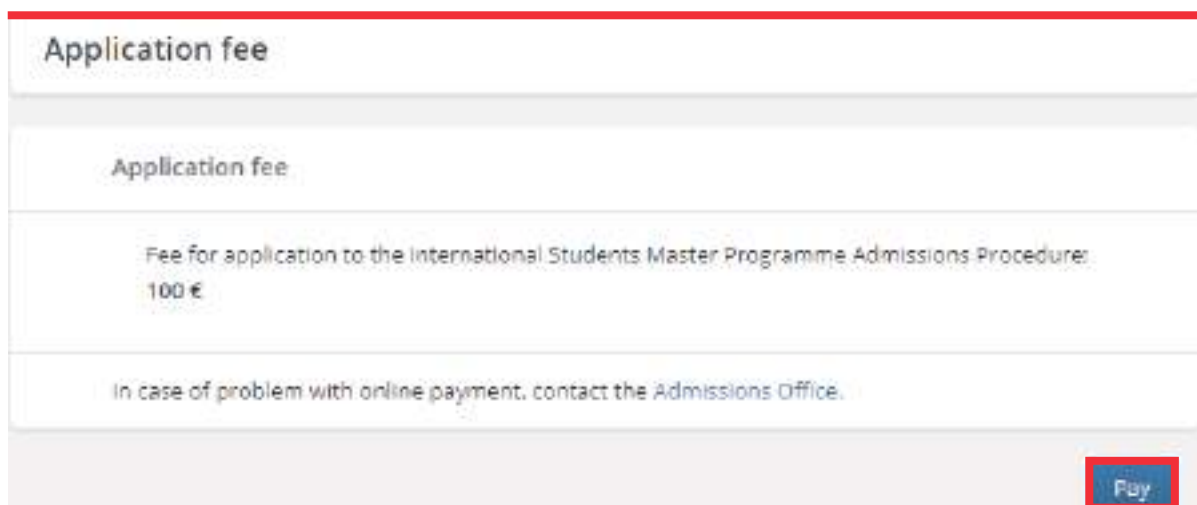
Save changes



## ➤ Payment of application fees

The application fee must be paid online by bank card in the “Application fee” section.

Click “Pay” and you will be directed to the **secure online payment gateway**.

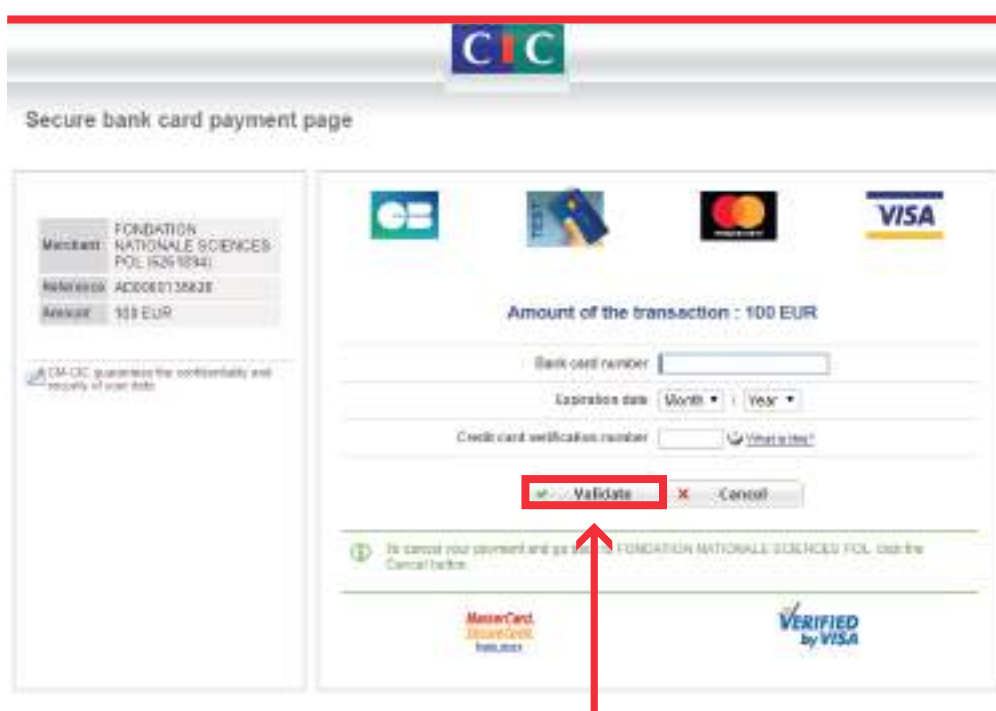


The screenshot shows a web interface titled "Application fee". It contains a table with the following information:

| Application fee                                                                                   |
|---------------------------------------------------------------------------------------------------|
| Fee for application to the International Students Master Programme Admissions Procedure:<br>100 € |
| In case of problem with online payment, contact the Admissions Office.                            |

At the bottom right of the table, there is a blue button labeled "Pay".

Enter your bank card details and submit your payment.



The screenshot shows a "Secure bank card payment page" with the CIC logo at the top. On the left, there is a box with the following details:

Merchant: FONDATION NATIONALE SCIENCES POL (5251834)  
Reference: ADD000135828  
Amount: 100 EUR

Below this box, it states: "CIC-GIC guarantees the confidentiality and security of your data."

On the right, there are logos for American Express, Discover, MasterCard, and VISA. Below these logos, it says "Amount of the transaction : 100 EUR".

The form fields include:

- Bank card number
- Expiration date (Month and Year dropdowns)
- Credit card verification number
- A "Validate" button (highlighted with a red box and a red arrow pointing to it from below)
- A "Cancel" button

At the bottom, there is a green bar with the text: "To cancel your payment and go back to FONDATION NATIONALE SCIENCES POL, click the Cancel button." Below this bar are logos for MasterCard, Discover, and Visa, along with a "VERIFIED by VISA" logo.

Submit your payment

## ➤ Submit your application

Paying the application fee does not automatically complete your application.

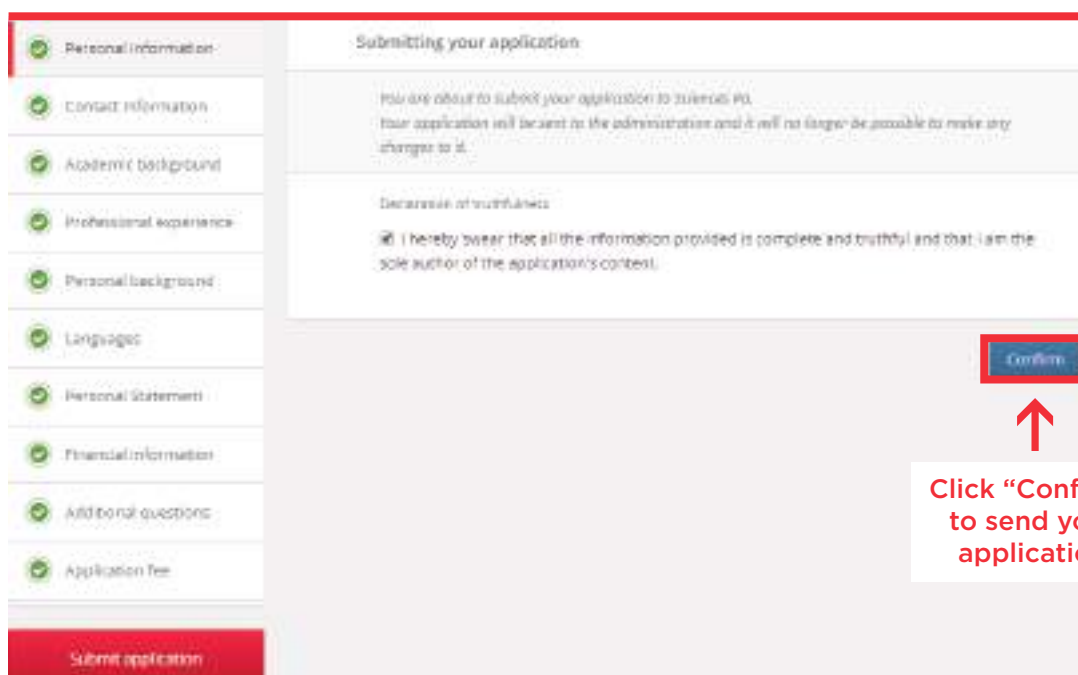
To submit it, you must click “Submit application” once all the sections are complete.

### Please note:

After you’ve clicked “Submit application”, you need to **click “Confirm”** to send it. This step is essential. If you do not click confirm your application will not be received. Our platform cannot invalidate incomplete files, it is your responsibility to submit an application that includes all required documents.



Click “Submit application”



Click “Confirm”  
to send your  
application

## Once your application has been submitted:

- A confirmation email (1) is sent to you
- A notification (2) appears on your dashboard

### (1) Notification email

Dear Tracey WATSON,

Congratulations! You have just submitted your Sciences Po application. We thank you for your interest in our programmes.

To track your application through the next phase of the admissions process, you should consult your « Tracking my application » page regularly, using the email address and password linked to your application.

The Admissions Office will be in touch via email so be sure to check your email account regularly.

The Sciences Po Admissions staff is at your disposal to guide you through the application process.

Sincerely,

Sciences Po Admissions

Tel. + 33 (0)1 45 49 50 82

Fax. + 33 (0)1 45 48 47 49

<http://www.sciencespo.fr>

### (2) Notification on dashboard

The screenshot shows the Sciences Po application dashboard. At the top, a green notification bar states "Your application has been sent." Below this is a red navigation bar with "International Students Master Programmes Admissions Procedure" and a "+ New promotion" button. The main content area shows the application ID "18181100058" and a list of selected programs: "Master European Affairs - English policy streams - Digital, New Technology & Public Policy" and "Sciences Po". The status "Application being compiled" is shown with a "Download the application" button. Below this, the status "Application under review" is displayed, with an "Application completion date" of "Friday, 3 March 2018". The dashboard is divided into two columns. The left column, titled "ABOUT", lists three items with green checkmarks: "Penny SAME has provided a recommendation for you", "We have received your application and it is currently under review", and "Application fee payment received". The right column, titled "ACADEMIC RECOMMENDATION 1/2", shows two items: "Academic referee Mr. Peter DEL" (Pending) and "Academic referee My Penny SAME" (Completed). Below these, the "Proof (A4)" section shows two items: "CV" (with a link to "WATSON\_ESS" and a "Verify file" button) and "Pass of identification (passport or identity card)" (with a link to "WATSON - PASSPORT.jpg" and a "Verify file" button). At the bottom, there is a section for "Undergraduate transcripts" with a link to "WATSON - undergraduate transcripts - PDF.docx".

## D) TRACK THE PROGRESS OF YOUR APPLICATION

Once you have submitted your application, you can track it on your dashboard.

Here you can:

- monitor its status in real time (1)
- download your application (2)
- add files to support your application (3)

**Please note:** Sciences Po reserves the right to refuse or request supporting documents.

The screenshot displays the 'International Students Master Programme Admissions Procedure' dashboard. At the top, it shows the application number 'Your application (N° 201811100008)' and an 'Actions' button. Below this, the '1st choice' is listed as 'Master European Affairs - english policy streams - Digital, New Technology & Public Policy' at 'Sciences Po'. The application status is '1 Application being compiled', with a red arrow pointing to a 'Download the application' button. Below the status bar, the '2 Application under review' section shows the 'Application completion date' as 'Friday, 1 March 2019'. The dashboard is divided into two main sections: 'Alerts' and 'Academic recommendations'. The 'Alerts' section on the left lists three notifications: 'Penny SAMS has provided a recommendation for you', 'We have received your application and it is currently under review', and 'Application fee payment received'. The 'Academic recommendations' section on the right shows two recommendations: 'Mr. Peter DELL' (Pending) and 'Ms. Penny SAMS' (Completed). Below these, the 'Proof (4/4)' section shows two files: 'WATSON - CV.jpg' (Sent) and 'WATSON - PASSPORT.jpg' (Sent). A red arrow points to the 'Alerts' section, and another red arrow points to the 'Proof' section.

International Students Master Programme Admissions Procedure + New procedure

Your application (N° 201811100008) Actions

1st choice Master European Affairs - english policy streams - Digital, New Technology & Public Policy Sciences Po

1 Application being compiled (2) Download the application → Download the application

2 Application under review Application completion date Friday, 1 March 2019

Alerts

- Thursday, 11 October 2018 Penny SAMS has provided a recommendation for you
- Thursday, 11 October 2018 We have received your application and it is currently under review
- Thursday, 11 October 2018 Application fee payment received

Academic recommendations ( 1/2 )

- Academic referee: Mr. Peter DELL Pending
- Academic referee: Ms. Penny SAMS Completed

Proof ( 4/4 )

- CV WATSON - CV.jpg Sent
- Piece of identification (passport or identity card) WATSON - PASSPORT.jpg



(1)Track notifications



(3) Add supporting documents

# DO YOU HAVE QUESTIONS OR NEED MORE INFORMATION ABOUT ADMISSIONS?

If you cannot find the answer to your question, you can:

**Contact us via our contact form:**

<https://forms.sciencespo.fr/en/contact-admissions>

**Call us during our telephone hours:**

Ph. + 33 (0)1 45 49 50 82

From Monday afternoon to Friday morning, 10:00 am to 12:00 noon and 2:00 pm to 4:00 pm

## Sciences Po

27 rue Saint Guillaume  
75007 Paris – France  
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Suivez Sciences Po sur Snapchat