

EXCHANGE PROGRAMME

PROCEDURE & APPLICATIONS

FAQ

Language requirements

- ❖ **If English/French is my mother tongue, do I need to submit a proficiency certificate?** In this case, please select “mother tongue” on the language tab of the application; no supporting documents are needed to prove your English/French proficiency.

- ❖ **English/French is the language of instruction at my home university. Do I need to hand in an English/French proficiency certificate?** If you have been instructed in this language for at least 2 years, select “language of instruction” on the language tab of the application; no supporting documents are required.

- ❖ **I would like to enroll in courses taught only in English. Do I need to upload a French proficiency certificate?** If you do not intend to take any classes in French, no proficiency test result is required. You may leave this section blank or upload a blank document instead.

- ❖ **I am a Master student and I studied English/French for more than 2 years. Can I upload my transcript showing the relevant language course as proof of exemption?** No, if your academic programme's instruction language is neither English nor French, you must submit a valid language proficiency certificate.

- ❖ **What is the difference between "Documentation of language level in English/French" and the "English/French language test"?** There is no significant difference between the two fields; upload your language certificate once and leave the second field empty

Required documents

- ❖ **What should be included in the cover letter/personal statement?** Your personal statement should reflect your motivation and explain why you wish to participate in Sciences Po's exchange programme. You may also include your study plan and explain your campus preferences. Please note that you will need to type it directly into your application on the Personal Statement tab.

- ❖ **Is my CV different from the cover letter?** Your CV should detail your professional and academic history. You may add extracurricular activities you think might be relevant.

- ❖ **How should I answer the question « Number of semesters of university study »?** In this section, please indicate the completed semesters at your home university.

- ❖ **My official transcript is not available yet. What should I do?** You can upload a screenshot of your results or an online transcript, ensuring your full name is visible.

Undergraduate Students: Campus Choice

- ❖ **I have selected 2 campuses, which one will I get?** Both choices will be considered. The admissions team will place you based on your motivation, qualifications, and available spots.

- ❖ **When will I know which campus I am affiliated to?** Approximately 4 weeks after the submission of your application, you will receive an admission email which states which campus you have been accepted into.

- ❖ **Can I change my campus choices?** No, your application cannot be modified after submission. Our teams carefully review numerous incoming applications. Please carefully consider your choices before applying.

Courses and Programmes

❖ **I am a Master student, may I select courses from different Master's programmes?** Once admitted to the master programme of your choice, you will be requested to choose courses offered within this programme. There is no possibility to take classes from other programmes' course lists.

❖ **Additional question: Do you want to follow a language class?** This question is optional and provides the Sciences Po teams with information about your intention to enroll in one of the [language classes offered](#).

❖ **Which year of Bachelor will I be enrolled in?** Bachelor's students enter the 2nd year of a 3-year programme, with access to 1st and 2nd-year courses. At Sciences Po the 3rd year is typically spent abroad, thus there are no 3rd year courses offered.

❖ **Which year of the Master programme will I be enrolled in?** Master's students are enrolled in the 1st year of a 2-year programme, with the possibility to take courses from both the 1st and 2nd years, depending on the school's offerings.

❖ **When is the course catalog updated?**

The catalog is refreshed 1-2 weeks before registration begins. The academic team will email you updates.

❖ **Who validates my learning agreement?**

Send your completed learning agreement to centreeurope.daie@sciencespo.fr (for European students) or to regional center assistants (for students from other areas).