

# Amsterdam University College Application Guidelines 2023-2024

[www.auc.nl](http://www.auc.nl)

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# WELCOME TO AMSTERDAM UNIVERSITY COLLEGE

Thank you for your interest in applying to Amsterdam University College! In this document, we will explain what you need to know before you start your application and guide you through the various phases of applying.

Applications to AUC are done completely online through our application system supported by Embark. After you have created a personal login and Embark account, you can access the [online application form](#). You do not have to complete your application in one session. You can save it and come back to it as often as you want before submitting it. Please note that all information is required unless stated otherwise.

## TIMELINE OF THE APPLICATION PROCESS

The review of the submitted applications is conducted in accordance with the following timeline:

- **Early-bird applications:** Deadline for submission is 1 December 2023. The review period will take place until 1 February 2024. Acceptance/rejection/waiting list decisions will be rendered in the first week of February 2024.
- **Regular applications:** Deadline for submission is 1 February 2024. The review period will take place until 1 April 2024. Acceptance/rejection/waiting list decisions will be rendered in the first week of April 2024.
- **Late applications:** Deadline for submission is 1 May 2024. The review period will take place until 1 June 2024. Acceptance/rejection/waiting list decisions will be rendered in the first week of June 2024.

## IMPORTANT DATES

YOU WANT TO START AT AUC IN:	SUBMIT YOUR APPLICATION BY:	DECISION ON ADMISSION BY:
<ul style="list-style-type: none"><li>• <b>SEPTEMBER 2024</b></li></ul>	<ul style="list-style-type: none"><li>• <b>1 DECEMBER 2023</b> (early bird)</li><li>• <b>1 FEBRUARY 2024</b> (regular)</li><li>• <b>1 MAY 2024*</b> (late)</li></ul> <p><i>Note: The recommendation for late applicants must be received by 8 May 2024 at the latest.</i></p>	<ul style="list-style-type: none"><li>• <b>FIRST WEEK FEBRUARY 2024</b> (early bird)</li><li>• <b>FIRST WEEK APRIL 2024</b> (regular)</li><li>• <b>FIRST WEEK JUNE 2024</b> (late)</li></ul>

### \*ELIGIBILITY CRITERIA FOR SUBMITTING A LATE APPLICATION FOR SEPTEMBER 2024

Please note that late applications for September 2024 are only being accepted from students who:

- Are applying as a [Sciences](#) or [Humanities](#) major
- Are a national or permanent resident of (and already have a passport and/or permanent residence permit from) an [EU/EEA country](#)
- Meet AUC's [admissions requirements](#) (be sure to check the maths requirements per major)
- Have not previously applied to start at AUC in September 2024 for the early-bird or regular application deadlines

#### TIP 1: USE A VALID EMAIL ADDRESS THAT WILL REMAIN ACCESSIBLE

The email address you use for your login will be used for all email correspondence. Please use an email address that you check regularly and that will remain valid until after your desired start date at AUC.

#### TIP 2: WHITE LIST IMPORTANT ADDRESSES

Make sure that both the embark.com and auc.nl domains, and [info@auc.nl](mailto:info@auc.nl) and [servicedesk@auc.nl](mailto:servicedesk@auc.nl), are on your email 'white list' so that our messages do not end up in your 'Bulk' or 'Junk' folders by accident.

# Before you start



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## BEFORE YOU START

### APPLICATION PREPARATION

- You will save time if you collect all of the documents you need to submit (see checklist on the following page) in digital/scanned format before starting.
- Any documents you send to us that are not in English, Dutch, German or French must be accompanied by an official translation in English.
- Your recommendation is completed online. Please make sure your recommender knows in advance that they will receive a personal login by email and that they will need to complete a short online form.

### ONLINE APPLICATION FORM

Follow the link on the AUC website to the [online application form](#) and follow the instructions to log in and start completing your application. Several sections of the online application form ask about your data: name, date of birth, nationality, address, educational background and qualifications, other interests and so on. You also have to indicate your desired major (Sciences, Social Sciences or Humanities).

After you have provided the requested information, you will continue to the Document Uploads page where you will submit the three sets of documents that are required from all applicants:

1. Your motivation to study at AUC, personal study plan and your interests
2. Official transcripts/certified copies of diplomas/most recent grade lists (secondary education or university)
3. Proof of identity (copy of passport/ID card)

### PLEASE NOTE

- You only need to upload scans/digital versions of your qualifications at this stage. If your application is successful, we will ask for officially certified paper copies of all your qualifications plus the originals of any official translations to complete your admission. Any documentation you send to AUC for your application becomes the property of AUC and cannot be returned, so please do not send us your original diplomas.
- If your situation changes during the application process, please inform the AUC Admissions Office at your earliest convenience by emailing [servicedesk@auc.nl](mailto:servicedesk@auc.nl).

#### TIP 3: HOW TO CONTACT AUC ADMISSIONS

If you run into issues or have questions about the application form, you can always reach out to the AUC Admissions Office via the following channels:

- **Web:** [auc.nl/contact](https://auc.nl/contact)
- **Email:** [servicedesk@auc.nl](mailto:servicedesk@auc.nl)
- **Office hours:** [Zoom](#)

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# What you need for your application

**When getting ready to work on your digital application, it will be helpful to have the following information and documents ready:**

- **Gather all details and documents related to your personal data:** full name (as in your passport), address, nationality, date of birth, details of your educational background (schools attended, dates of attendance, diplomas received [or to be received]).
- **Choose your prospective [major](#)** (Sciences, Social Sciences or Humanities) including your three preferred [fields of study](#).
- **Check our [English](#) and [Maths](#) requirements** (how will you meet the maths requirements for your desired major?).
- **Prepare your motivation, personal study plan and your interests** in a digital format that can be copied and pasted into the text boxes in the application form.
- **Scan/digitise all the documents that you will submit and have them ready**, such as:
  - Your educational diplomas/certificates and grade transcripts for secondary school and beyond (if you have not yet taken your final exams then submit your most recent school reports and grade transcripts), including maths grades. If you are currently attending university, please be sure to submit those grade transcripts as well.
  - Proof of identity (copy of your passport or national identity card).
  - Official English translations of documents (if required).

# Required information



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## REQUIRED INFORMATION

### PERSONAL INFORMATION

In this section, we ask for personal information such as your full name, date of birth, nationality, etc. If you have a current passport from an EU/EEA country, please give this as your first or main nationality.

### EDUCATION

Information about your educational background is crucial for the assessment of your application. We ask that you list all schools that you have attended in the last 4 years with details of the diplomas/certificates you have obtained or will obtain. Please start by listing the highest level of education and continue listing education taken previously. Note that the information and documentation provided are used to assess your eligibility for admission to a Dutch research university. You therefore need to ensure sufficient information is provided to assess this, including university or college transcripts, College Board AP certificates, university entrance exams, plus clear information on the education system and the diploma (to be) awarded. If you are transferring from another university, please be sure to provide grade transcripts from your current university.

#### **TIP 4: CHECK YOUR DIPLOMA**

Unsure if your diploma meets the university entrance requirements? Check the AUC website [here](#) for general guidance on diplomas that are considered equivalent to the Dutch VWO diploma.

### ENGLISH PROFICIENCY AND MATHS REQUIREMENTS (SUBMIT ANY PROOFS BY 1 JULY 2024)

You must have an excellent level of English when you start your studies at AUC as it is the language of instruction and interaction. You may apply to AUC before you have proof that your proficiency meets our requirements as long as you can send us said proof by the deadline of 1 July 2024. Please see our website [here](#) for full details on our English requirements.

In addition to an excellent command of English, you must enter AUC with sufficient skills in mathematics for your desired major and will need to provide proof that you meet these requirements before you start at AUC. Please see our website [here](#) for full details on our maths requirements. Please note that if your specific math programme is not listed on our website, you will need to take an OMPT (Online Mathematics Placement Test) and submit the results of the test set for your major. You do not need to have the results of the OMPT test when submitting your application but you will need to provide these before 1 July 2024. It is important we receive the passing results on time or you will not be able to start at AUC. Further details about the OMPT test and the required level per major can be found on our website [here](#).

#### **Cost of OMPT test will not be covered for late applicants**

If you're applying for the late application deadline (1 May 2024) and will need to take an OMPT test, you will need to cover the cost of the test yourself. There is no reimbursement option for late applicants.

#### **TIP 5: HOW TO IMPROVE YOUR MATHS BEFORE THE DEADLINE**

Need to improve your maths to meet the requirements for your desired major? See our website [here](#) for more details on available options to help you fill your maths deficiency.

#### **TIP 6: INFORM AUC IF YOU CHANGE HOW YOU WILL MEET YOUR MATHS REQUIREMENT**

Already submitted your application and want to change how you will prove that you meet the requirements? Inform AUC as soon as possible (in writing) of your new plans by emailing [servicedesk@auc.nl](mailto:servicedesk@auc.nl).



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## REQUIRED INFORMATION (CONTINUED)

### ACADEMIC FOCUS & OTHER INTERESTS

Which academic area(s) interest you the most and what would you like the focus of your studies to be at AUC? Please make sure you have read and carefully considered all of the information available on [AUC's academic programme](#) and have thought about the choices for your study programme. **One of the most important decisions you will make is choosing your major: Sciences, Social Sciences or Humanities.** Your choice of major will significantly influence the courses you take during your first year. In addition, the Admissions Committee will assess your application in the context of your prospective major to ensure that you are well-matched to your desired study programme and to create a balance of the different majors across the student body. Please select your prospective major with care (and make sure you will meet the maths requirements before your desired start date) as AUC does not allow for changes in major after you have been admitted unless additional requirements are met.

We also ask you to select three corresponding [fields of study](#) within your [major](#). Please note that the fields of study are not binding and you will have a chance to change or confirm your selections should you be accepted to AUC.

Since there is a strong focus on community involvement at AUC, your activities outside of the classroom are also of interest to us. If you are taking or will take a 'gap year' before starting your studies, have work experience, provided care or support for family or community members, or served as a volunteer, please describe your activities in the relevant section. We are also interested in hearing about your hobbies or interests, such as sports or cultural activities, and about your involvement in clubs and community groups.

### REQUESTING A TRANSFER OF CREDIT

If you have already completed or will complete (the equivalent of) at least 30 European credit points (ecp), you can apply for a transfer of 30 ecp (and in exceptional cases, 60 ecp). The programme where you obtained your credits must be recognised as and/or meet the criteria of the first year of study at a Dutch research university. A request for a transfer of credit can only be considered in combination with a complete application to AUC, and the requests are only officially reviewed for students who are accepted to AUC. The request for a transfer of credit and all necessary documentation must be received before 15 June to be considered. We advise prospective students not to base their decision to enrol at AUC on the expectation of receiving transfers of credit to replace certain courses, a semester or a full year. Applicants should understand that they may not know until starting at AUC whether credits from previous studies will count toward their degree programme. You can read more about the conditions for applying for a transfer or credit, including the necessary forms and documents, on our website [here](#).

### APPLYING FOR A SCHOLARSHIP FROM THE AUC SCHOLARSHIP FUND (ASF)

ASF Scholarships help support diversity and equitable access to the AUC programme through full and partial scholarships, and Talent Fellowships. You can find more information about applying for an ASF Scholarship on the website [here](#) and links to other possible sources of aid [here](#). When applying for admission to AUC, we ask that you inform us if you will be applying for an ASF Scholarship. Please note that applying for an ASF Scholarship or Talent Fellowship does not have any bearing or influence on your application for admission to AUC. The AUC Admissions Committee and ASF Board are separate entities and do not share information regarding the content of your application or decision on admission.

#### TIP 7: DON'T WAIT TO APPLY FOR ASF SCHOLARSHIP

Don't wait for a decision on admission to AUC before applying for an ASF Scholarship. If you wait, you may miss the scholarship application deadline of 1 April 2024 for a September 2024 start. Please note that this is the same deadline for late applicants and there will be no extension of the ASF Scholarship deadline.

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# Motivation, personal study plan & your interests

The prompts in this section are about getting to know you better as a person, understanding your study goals and how AUC's programme matches what you want to accomplish. Not only do we want to make sure you understand what you're applying for, but also to confirm that what AUC offers aligns with your expectations. Your motivation, study plan and your interests help us learn more about you while ensuring you're well-informed about our programme. Please note that each section (A, B and C) should be no longer than 600 words each.

## A. ACADEMIC MOTIVATION (3 PARTS)

1. In 200 words maximum, describe your academic interests and what motivates you to learn and explore new subjects. Also give particular attention to subjects or topics that may fall outside of your primary area of interest.
2. In 200 words maximum, describe why you decided to apply to a Liberal Arts and Sciences programme. Please also explain why a standard, disciplinary programme would not be the best fit for achieving your academic and/or career goals.
3. In 200 words maximum, explain and elaborate on how you believe the AUC programme can support you in developing your academic interests as discussed in your reply to part 1 of this question.

## B. PERSONAL STUDY PLAN

You may find making your study plan a challenging exercise, but it is important as it will help you better understand the AUC curriculum and realise the freedom, as well as the limitations, that you have. There is no right or wrong format for the study plan: you are free to create a table or explain your choices in a narrative, and you may make use of any documents provided on our website. No matter which format you choose, your study plan should demonstrate your understanding of the AUC curriculum. While there is substantial choice in the curriculum, there are also several mandatory courses and course types.

Keeping this in mind, please create your intended study plan for your first two years at AUC. This plan should consist of 20 courses, ordered by semester, and should mention required, major and elective courses (a tabular format is well-suited for this). You can find an overview of the curriculum in the "[Programme structure](#)" section of our website. A particularly helpful diagram and explanation can be found in the "[Sample curriculum overview](#)" which further explains course requirements per major. Through your study plan, you can show that you have a good understanding of the academic programme. Please note that you will not be tied to this study plan if you choose to enrol at AUC, as you will design your actual curriculum in consultation with your tutor.

## C. YOUR INTERESTS

Tell us about your interests outside of academics. What hobbies, passions, or activities do you enjoy outside of your studies? How do these interests contribute to your overall well-being and personal growth? Do you have any specific goals, ambitions or achievements related to these interests? We are eager to hear about what makes you unique and how your interests can enhance your experience at AUC and contribute to our community.

# Document uploads



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## DOCUMENT UPLOADS

You will be asked to upload various documents while completing your application. These documents are explained below.

### YOUR MOTIVATION, PERSONAL STUDY PLAN AND YOUR INTERESTS

Here you can introduce yourself to the AUC Admissions Committee as an individual, show your motivation, prove that you have carefully considered the AUC programme, how it fits with your interests and demonstrate that you are aware of what it means to study at AUC. Your motivation, study plan and your interests should:

- Reflect your own ideas and be written by yourself (please avoid using generative AI technologies)
- Be no longer than 600 words per section

Please note that your motivation, study plan and your interests play an important part in the evaluation of your application. Therefore, we advise you to:

- Read the information on the [academic programme](#) and [prospective student](#) sections of the AUC website
- Make sure to carefully look at the [structure of the programme](#), [graduation requirements](#), [course catalogue](#), [Academic Standards and Procedures](#), and [Social and Academic Codes of Conduct](#)
- Look at the information on page 10 of this document ('Motivation, personal study plan and your interests') and think about each of the sections

### SECONDARY EDUCATION

You will upload your secondary school diploma and grade transcripts. If you have not yet taken your final exams, please provide your grade transcripts for the previous 2 years. If you are already studying at a university, please upload your secondary school education here, and use the additional upload pages for your university grade transcripts.

### PROOF OF IDENTITY

In this section, you will upload a copy of your current valid passport (page with your photo) or national ID card. If you have more than one passport, and/or a Dutch residence permit, please upload copies of these as well (use additional upload pages if necessary). We require these documents so that we can verify your identity if necessary. All of your data will be kept according to strict safeguards and in compliance with the GDPR. Important: **If you have a valid passport from an EU/EEA country, please make sure that you upload it on this page.** You should have also given this nationality as your main or first nationality in the Personal Information section. This information will be then used to determine the correct immigration protocol.

### ADDITIONAL UPLOADS

You can use the additional upload pages to submit any other documents that you need or wish to include in your application and bring to the attention of the Admissions Committee. For example:

- Proof of English proficiency
- Proof of meeting the mathematics requirements
- Further diplomas, qualifications, transcripts, certificates, etc.

#### **TIP 8: SEPARATE LETTER OF RECOMMENDATION? ADD IT AS AN UPLOAD**

If you have an additional letter of recommendation, please submit this through the additional upload pages. Please do not submit more than a total of two recommendations (one required, and one optional).

# Recommendation



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## RECOMMENDER REGISTRATION

### REGISTERING YOUR RECOMMENDER IN THE ONLINE SYSTEM

AUC uses an online recommendation system. We ask that you provide **one** academic recommendation for your application (i.e. teacher, principal, headmaster and/or study adviser). You may also submit one additional recommendation in the additional uploads section. The additional recommendation does not need to be registered in the online recommendation system.

**Please be sure to inform your recommender in advance** that you will be registering them and they will receive an email with a personal login to access the recommendation form. They will need to complete a short online form which is confidential and submitted directly to AUC. When registering their name and email address, please ensure that you click the 'Invite Recommender' button before you save or close the application form.

### For late applications: all recommendations must be received by 8 May 2024

Please note that if you are submitting your application for the late deadline (1 May 2024), your recommendation must be received by AUC's Admissions Office by 8 May 2024 (23:59, CEST) at the latest in order for your application package to be considered complete and evaluated for admission.

#### **TIP 9: SUBMIT YOUR APPLICATION AS SOON AS YOU HAVE REGISTERED YOUR RECOMMENDER**

You can submit your application as soon as you have registered your recommender. You don't have to wait until they have completed their recommendation. However, we will only process your application after your recommendation has been received.

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## AFTER SUBMITTING YOUR APPLICATION

### WHAT HAPPENS AFTER YOU SUBMIT YOUR APPLICATION?

After submitting your application you will receive an automatic confirmation email. Please remember that it's your responsibility to make sure that the application is complete before submitting it. After a final technical check by our Admissions Office, your complete application will first be reviewed by AUC's Admissions Tutors who together make a preliminary selection of students who may be eligible to study at AUC. Based on this preliminary selection, the AUC Admissions Committee then meets to ultimately determine which students receive an offer of a place to study at AUC.

- **Early-bird deadline.** If you submit your complete application before 1 December 2023 (early-bird deadline), then you can expect to receive an admissions decision by the end of the first week of February 2024.
- **Regular deadline.** If you submit your complete application before 1 February 2024 (regular deadline), then you can expect to receive an admissions decision by the end of the first week of April 2024.
- **Late deadline.** If you submit your complete application before 1 May 2024 (late deadline), and we receive your recommendation before 8 May 2024, then you can expect to receive a decision on admission no later than by the end of the first full week of June 2024.

You can find an overview of the entire application procedure on our website [here](#) and more information on our admissions policy [here](#).

### HOW TO CONTACT AUC ADMISSIONS

Web: [auc.nl/contact](http://auc.nl/contact)

Email: [servicedesk@auc.nl](mailto:servicedesk@auc.nl)

Telephone: + 31 (0)20 525 8787 ([Wednesdays](#), 16.30 tot 17.30)

Office hours: [Zoom](#)

### POSTAL ADDRESS:

PO Box 94160

1090 GD Amsterdam

The Netherlands

### VISITING ADDRESS:

Science Park 113

1098 XG Amsterdam

The Netherlands

[www.auc.nl](http://www.auc.nl)

### MORE INFORMATION ABOUT STUDYING IN THE NETHERLANDS

- Study in NL [website](#)
- Dutch Immigration and Naturalisation Service [website](#)

Thank you  
for applying  
to Amsterdam  
University  
College!