Amsterdam University College
Application Guidelines 2024-2025

www.auc.nl

UNIVERSITY OF AMSTERDAM

VU · VRIJE UNIVERSITEIT AMSTERDAM

CONTENTS

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 starting your application and guide you through the procedure of applying.

Applications to AUC are completed online through our application system supported by Embark. You can follow the link to the online application form to create a personal login and Embark account. 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 FOR APPLYING: SEPTEMBER 2025
Applications are submitted and reviewed according to the following timeline:

- **Early-bird applications**: Deadline for submission is 1 December 2024. The review period will take place until 1 February 2025. Acceptance/rejection/waiting list decisions will be rendered in the first week of February 2025.
- **Regular applications**: Deadline for submission is 1 February 2025. The review period will take place until 1 April 2025. Acceptance/rejection/waiting list decisions will be rendered in the first week of April 2025.
- **Late applications:** The late application form will open on 1 March, with a deadline for submission of 1 May 2025. The review period will take place until 1 June 2025. Acceptance/rejection decisions will be rendered in the first week of June 2025. Please note that the late application round will have additional conditions an applicant must meet. See "*What are the differences between the deadlines?*" below for more information.

IMPORTANT DATES

YOU WANT TO START AT AUC IN:	SUBMIT YOUR APPLICATION BY:	DECISION ON ADMISSION BY:
• **SEPTEMBER 2025**	• **1 DECEMBER 2024** (early bird) • **1 FEBRUARY 2025** (regular) • **1 MAY 2025** (late)	• **FIRST WEEK FEBRUARY 2025** (early bird) • **FIRST WEEK APRIL 2025** (regular) • **FIRST WEEK JUNE 2025** (late)

What are the differences between the deadlines? *You can read more about the differences between applying for the 'early-bird' deadline and the regular deadline on our website here. For the late deadline, only candidates with an EU/EEA nationality will be considered and there are restrictions on which major you can apply for. Full details of the conditions for the late application deadline will be posted on our website here on 1 March 2025.*

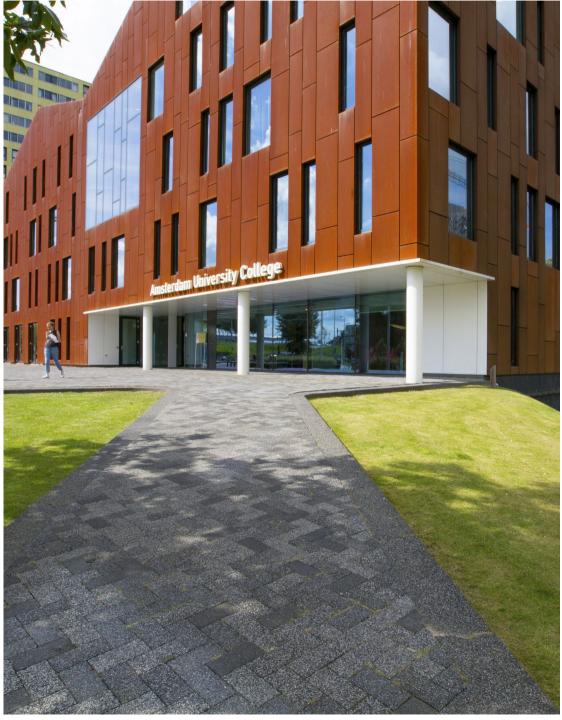**TIP 1: USE A VALID EMAIL ADDRESS THAT WILL REMAIN ACCESSIBLE**
The email address you use for your login will be used for all email correspondence. Please use an email address that you check regularly and that will remain valid until after your desired start date at AUC.

TIP 2: WHITE LIST IMPORTANT ADDRESSES
Make sure that both the embark.com and auc.nl domains, and info@auc.nl and servicedesk@auc.nl, are on your email 'white list' so that messages do not end up in your 'Bulk' or 'Junk' folders by accident.

Before you start

BEFORE YOU START

APPLICATION PREPARATION
- You will save time if you collect all of the documents you need to submit (see checklist on Page 6) 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 form online.

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 personal data: name, date of birth, nationality, address, educational background and qualifications, other interests and so on. You also have to indicate which major you're applying for (Sciences, Social Sciences or Humanities).

After you have provided the requested information, you will continue to the 'Document Uploads' page where you will be asked to submit the three sets of documents 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 your qualifications plus the originals of any official translations. Any documentation you send to AUC for your application becomes the property of AUC and cannot be returned, so please do not send your original diplomas.
- If your situation changes during the application process, please inform the AUC Admissions Office by emailing 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
- **Email**: servicedesk@auc.nl
- **Office hours:** Online or by telephone

What you need for your application

When preparing your application, it will help 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 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. You can find more information on what to include in these documents on Page 10.

☐ **Scan/digitise all documents you will submit and have them ready**, including:

- Your educational diplomas/certificates, grade transcripts for secondary school and beyond, including maths grades. If you have not yet taken your final exams, please submit your most recent school reports and grade transcripts. 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

www.AUC.nl

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 previous education. 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 2025)

You must have an excellent level of English when you start your studies at AUC. You may apply to AUC before you have proof that your proficiency meets our requirements as long as you can send us proof before 1 July 2025. 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 knowledge in mathematics for your desired major. You 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. If your specific maths 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 indicated for your major. You do not need to have the results of the OMPT when submitting your application but you will need to provide these before 1 July 2025. 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 and the required level per major can be found on our website here.

Students who complete the OMPT and include the results in their application will be prioritised in the offer selection rounds. This means that students who submit their OMPT results before 1 December (for the early-bird deadline), before 1 February (for the regular deadline) or before 1 May (for the late deadline) will have priority in being made an offer of admission over those who plan to take the exam later (i.e. those who have only indicated that they intend to take the OMPT and submit their results before 1 July 2025, but do not have the results at the time of submission). Please note that all applications submitted before the respective deadlines will still be reviewed even without the results of an OMPT.

> **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.

> **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.

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 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 at AUC. In addition, the Admissions Committee will assess your application in the context of your major to ensure that you are well-matched to your desired study programme, and to create a balance of the different majors in the cohort. Please select your major with care (and make sure you will meet the maths requirements before your desired start date) as it is not allowed to change major until you start your studies at AUC, and even then you will need to meet additional requirements. 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.

As 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 courses at a university programme, you may be eligible to transfer credits to AUC. You can apply for a transfer of credit ranging from 6 ecp (equivalent to a single course) up to 60 ecp (equivalent to a full academic year). Note that not all courses completed at a university can be considered for a transfer of credit. Depending on your educational background, a certain amount of university-level studies may be required for admission to a Dutch research university. University-level studies that are necessary for admission cannot be considered for transfers of credit. Furthermore, the programme and courses from which your credits were obtained must meet certain criteria before a transfer of credit can be approved. You can read more about the conditions for transfers of credit, including the necessary documentation, on our website here. Note that all transfer of credit requests must be received by 15 June. We strongly advise you not to make your decision to attend AUC contingent on receiving transfer credits. The deadline for submitting transfer of credit requests is later than the deadline for accepting an offer of admission to AUC. This means you will not know until starting at AUC whether credits from previous studies will count towards your degree programme.

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 our website here and more information about applying for a Talent Fellowship here. When applying for admission to AUC, we ask that you inform us if you plan on applying for an ASF Scholarship or Talent Fellowship. Please note that applying for an ASF Scholarship or Talent Fellowship does not have any 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 SCHOLARSHIPS**
> 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 2025 for starting your studies at AUC in September 2025.

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 the programme AUC offers aligns with your expectations. Your motivation, study plan and interests help us learn more about you while ensuring you're well-informed about our academic 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.
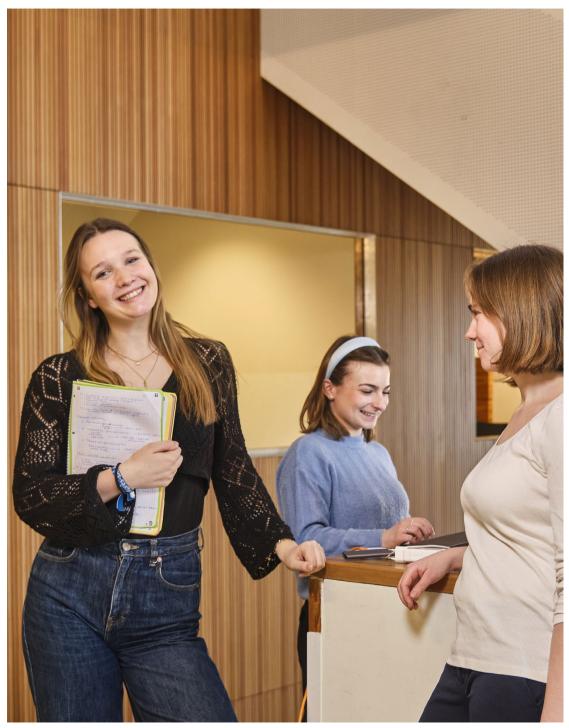
B. PERSONAL STUDY PLAN

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. 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 courses 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 required to follow this exact 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. Which 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

www.AUC.nl

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 know 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 (A, B and C are separate sections)

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, course catalogue, Academic Standards and Procedures, and Social and Academic Codes of Conduct
- Review 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. Please note that predicted grades (common in some programmes such as the International Baccalaureate) are not accepted and we kindly request that you do not submit them.

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. 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 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

www.AUC.nl

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. 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 be sure that you click the 'Invite Recommender' button before you save or close the application form.

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.

TIP 10: MAKE SURE YOUR APPLICATION IS COMPLETE

Please remember that it's your responsibility to make sure that your application is complete before submitting it. Double-check to ensure it is complete and all requested documents have been included. The Admissions Office will not contact you should information or documents be missing from your application. Incomplete applications will be rejected and applicants have only one chance to apply per cycle.

AFTER SUBMITTING YOUR APPLICATION

WHAT HAPPENS AFTER YOU SUBMIT YOUR APPLICATION?
After submitting your application you will receive an automatic confirmation email. After a final technical check by our Admissions Office, your complete application will be reviewed by two AUC 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 meets to ultimately determine which students receive an offer of a place to study at AUC.

If you submit your complete application before 1 December 2024 (early-bird deadline), then you can expect to receive an admissions decision by the end of the first week of February 2025. If you submit your complete application before 1 February 2025 (regular deadline), then you can expect to receive an admissions decision by the end of the first week of April 2025. If you submit your complete application before 1 May 2025 (late deadline), then you can expect to receive an admissions decision by the end of the first week of June 2025. If you receive an offer of a place to study at AUC, you will have around two weeks to accept the offer.

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
Email: 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

MORE INFORMATION ABOUT STUDYING IN THE NETHERLANDS
- Study in NL website
- Dutch Immigration and Naturalisation Service website

www.AUC.nl

Thank you

for applying
to Amsterdam
University
College!