

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 highlights certain key points for ensuring your application is valid.

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

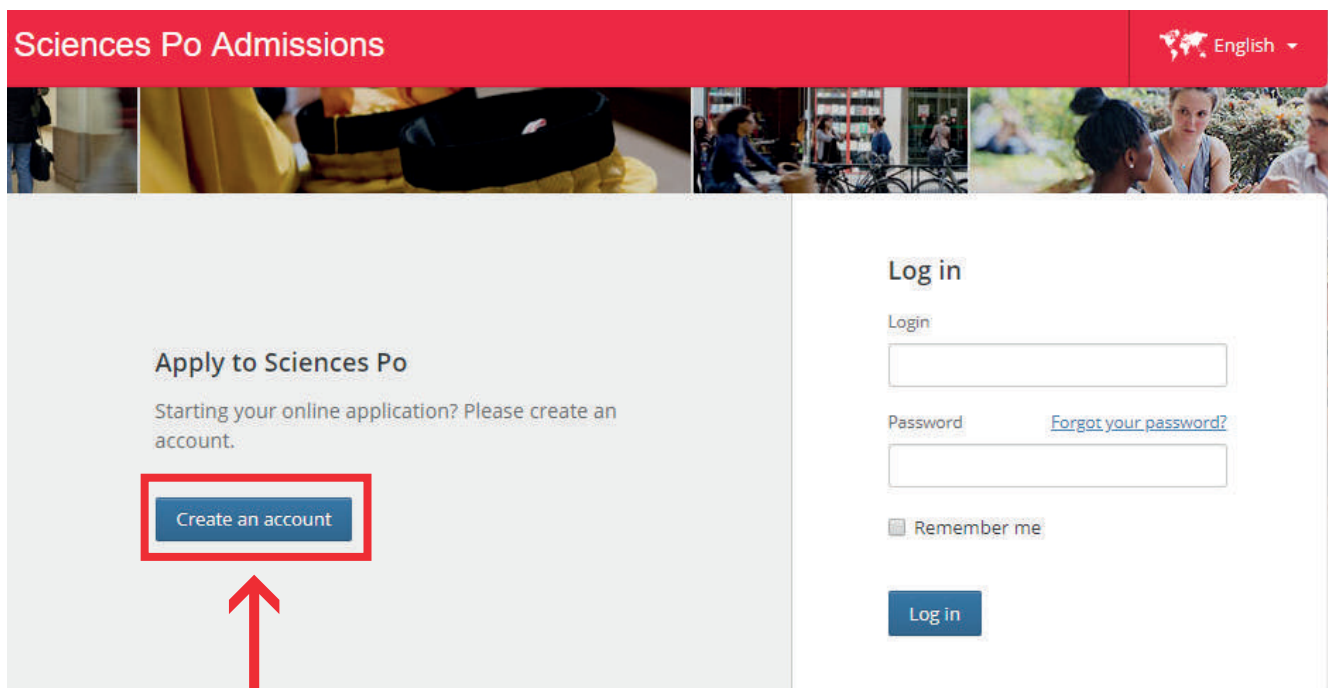
If you have questions or difficulties, the Admissions Office will help you prepare your application. You can contact us using the contact form or by phone.

# THE FOUR STEPS FOR APPLYING TO SCIENCES PO

## A) SET UP YOUR ACCOUNT

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

➤ Click “Create an account”



The screenshot shows the Sciences Po Admissions website. The header is red with 'Sciences Po Admissions' on the left and a language selector 'English' on the right. Below the header is a banner with three images. The main content area is split into two columns. The left column has a light gray background and contains the text 'Apply to Sciences Po' followed by 'Starting your online application? Please create an account.' Below this text 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 white background and contains a 'Log in' section with input fields for 'Login' and 'Password', a 'Remember me' checkbox, and a 'Log in' button. A link for 'Forgot your password?' is also present.

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.

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Creating an account

**1** Choosing an admissions procedure

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You are interested in our training programmes:

☒ Master's programme

☐ Ph.D. programme

☐ One-year master's programmes

☐ Partnership programmes

Select the  
situation that  
concerns you

➔

Please specify if you are:

☐ Higher education at a French institution

☒ Higher education at a non-French institution (undergraduate level)

☐ You are applying based on your accreditation of prior experiential learning

☐ You are in your third year at Sciences Po and you want to apply to a double-degree programme

This is the  
procedure  
appropriate to  
your situation

➔

The procedure(s) appropriate to your situation

International Students Master Programme Admissions Procedure : [For further information, see admissions](#)

Next

Select the  
chosen level  
of study

←

## ➤ Fill in the personal details required to create an account

Creating an account

2 Your information

You must complete all fields to create your account

Title: ☐ Ms. ☐ Mr.

First name:

Last name:

Date of birth:

Nationality:

Country of residence:

Email address (username):

Password:

Min. 8 chars with 1 capital letter, 1 small letter et 2 digits, without your firstname and your name

Password confirmation:

Identity verification - Please answer the following question:

What is the color in Moscow, Black, zucchini and four?

[Consult the conditions of use](#)

☐ I accept the conditions of use

➤ 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

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Dear Tracey WATSON,

You have just created an account in order to apply to Sciences Po.

[https://admissionpprd.sciencespo.fr/applicants/activate\\_account?token=8f06bedea3898cfce31747690d8d994f7ec20732&lng=en\\_US](https://admissionpprd.sciencespo.fr/applicants/activate_account?token=8f06bedea3898cfce31747690d8d994f7ec20732&lng=en_US)

← Click on the link to  
activate your account

Please retain the email address and password linked to your Sciences Po application file.

Once you have entered your email and password you will be directed to the « Tracking my application » page. Click the « Complete my application » link to access the various fields.

On the tracking page you will be able to upload the required documents until the moment the application is submitted. It will also allow you to visualize your progress in completing your application and give you access to online help at any time by clicking the « Actions » link.

The Sciences Po Admissions staff is at your disposal to answer questions about our programmes and to guide you through the application process.

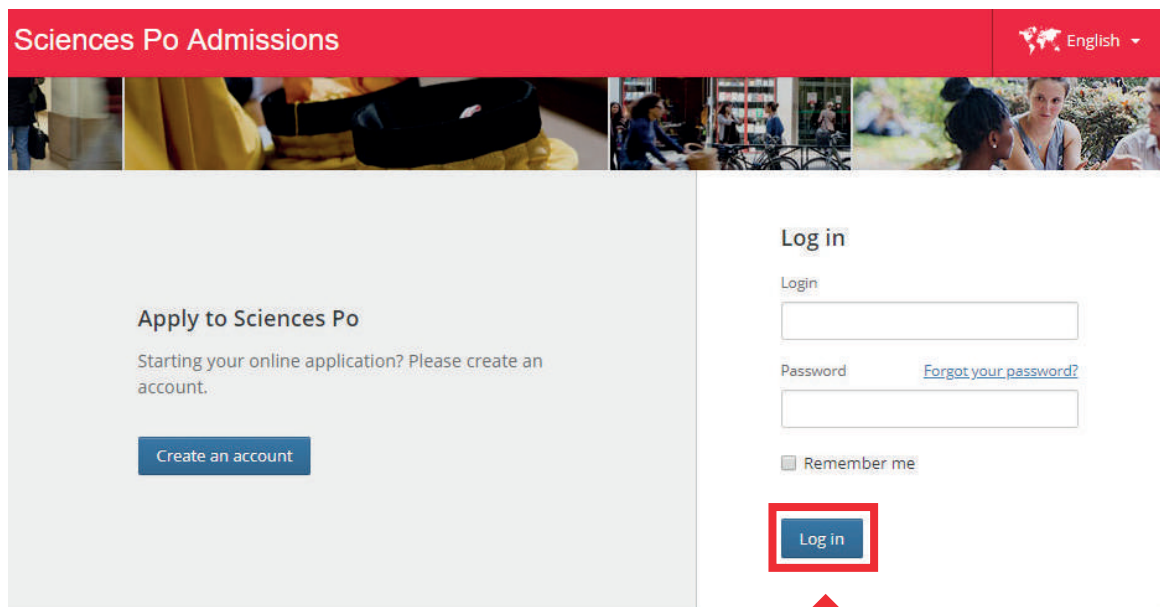
Sincerely,

Sciences Po Admissions  
Tel. + 33 (0)1 45 49 50 82  
Fax: + 33 (0)1 45 48 47 49  
<http://www.sciencespo.fr>

## 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.



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?](#)

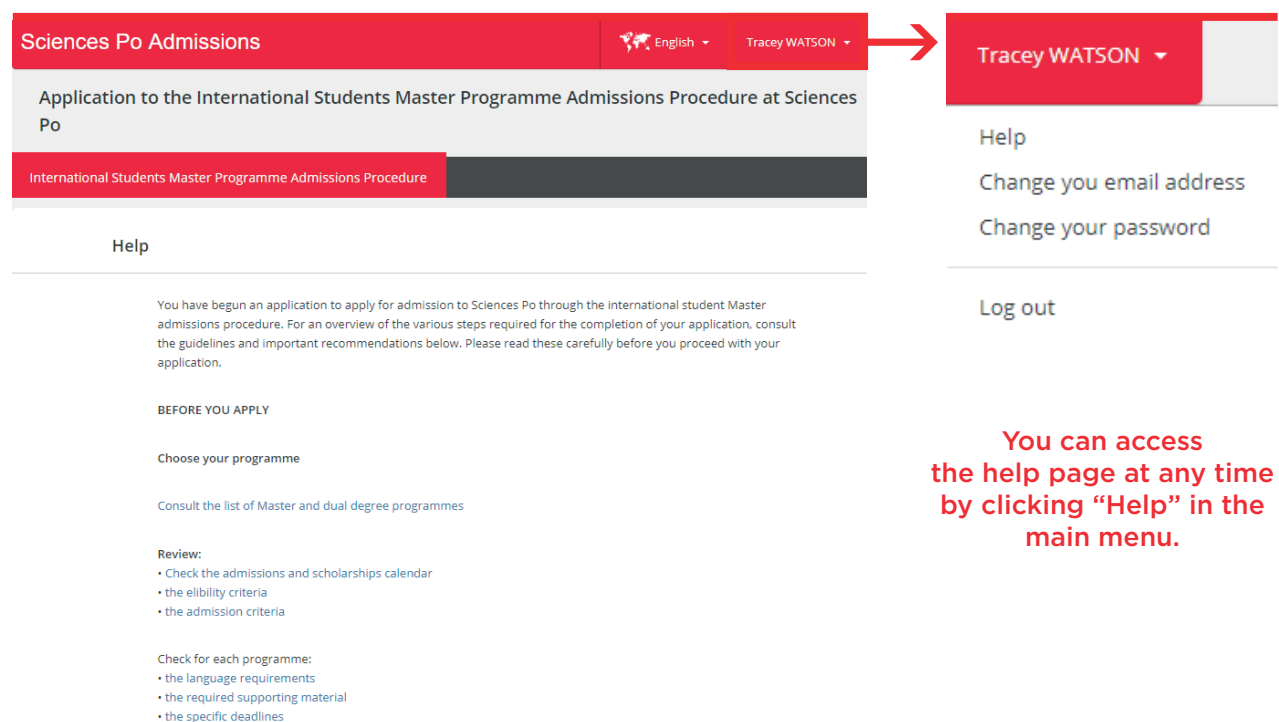
☐ Remember me

Log in

Enter the email address  
you provided when creating  
your account

## ADVICE

The first time you log in, a **help page** offers you 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.



The screenshot shows the Sciences Po Admissions website interface. The top navigation bar is red with the text "Sciences Po Admissions" on the left, a language selector "English" with a dropdown arrow in the center, and a user profile "Tracey WATSON" with a dropdown arrow on the right. Below the navigation bar, the main content area has a header "Application to the International Students Master Programme Admissions Procedure at Sciences Po" and a sub-header "International Students Master Programme Admissions Procedure". A red arrow points from the "Tracey WATSON" dropdown menu to a separate user menu on the right. This menu includes a "Help" link, "Change your email address", "Change your password", and "Log out". The "Help" link is highlighted. Below the navigation bar, the main content area has a "Help" section with the following text: "You have begun an application to apply for admission to Sciences Po through the international student Master admissions procedure. For an overview of the various steps required for the completion of your application, consult the guidelines and important recommendations below. Please read these carefully before you proceed with your application." Below this text, there are sections for "BEFORE YOU APPLY", "Choose your programme", "Consult the list of Master and dual degree programmes", "Review:", "Check for each programme:", and "the specific deadlines".

Sciences Po Admissions

English

Tracey WATSON

Application to the International Students Master Programme Admissions Procedure at Sciences Po

International Students Master Programme Admissions Procedure

Help

You have begun an application to apply for admission to Sciences Po through the international student Master admissions procedure. For an overview of the various steps required for the completion of your application, consult the guidelines and important recommendations below. Please read these carefully before you proceed with your application.

BEFORE YOU APPLY

Choose your programme

Consult the list of Master and dual degree programmes

Review:

- Check the admissions and scholarships calendar
- the eligibility criteria
- the admission criteria

Check for each programme:

- the language requirements
- the required supporting material
- the specific deadlines

Tracey WATSON

Help

Change your email address

Change your password

Log out

You can access the help page at any time by clicking "Help" in the main menu.

## C) COMPLETE THE APPLICATION FORM

### ➤ 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 form interface with three main filter sections at the top, each with a red downward arrow above it:

- Type of programme:** Includes checkboxes for 'Dual degree' and 'Master' (which is checked). A 'Delete criteria' button is at the bottom.
- Sciences Po schools and programmes:** A list of schools with checkboxes: 'Doctoral School', 'Law School', 'Paris School of International Affairs', 'School of Journalism', 'School of Management and Innovation', 'School of Public Affairs' (checked), and 'Urban School'. A 'Delete criteria' button is at the bottom.
- Partnerships:** Displays 'No choice possible'. A 'Delete criteria' button is at the bottom.

Below the filters, the 'List of programmes (4 results)' section shows four entries, each with a blue link:

- Sciences Po : Master European Affairs - english policy streams
- Sciences Po : Master European Affairs - french policy streams
- Sciences Po : Master Public Policy - english policy streams
- Sciences Po : Master Public Policy - french policy streams

To the right, the 'Programme description' section shows the details for 'Master European Affairs - english policy streams' and a link for 'Further information'. At the bottom of this section, two buttons are highlighted with a red box:

- Submit as 1st choice
- Submit as 2nd choice

#### 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, there's a red header with the title and a '+ New procedure' button. Below the header, the user's application is identified as 'Your application (N° 201811100008)' with an 'Actions' dropdown. A yellow banner displays the '1st choice' programme: 'Master European Affairs - english policy streams - Digital, New Technology & Public Policy' at 'Sciences Po', with a submission deadline of 'Friday, 1 March 2019'. Below this, a section titled '1 Application being compiled' shows the 'Application submission deadline' as 'Friday, 1 March 2019'. A progress indicator shows '0 / 10 FIELDS' remaining to complete, with a 'Time remaining' of '141 days'. A blue button labeled 'Completing your application' is highlighted. To the right, 'No alerts' are shown. The bottom section is divided into 'Academic recommendations (0/2)' with two 'Indicate a referee' buttons, and 'Proof (4/4)' which lists submitted documents: 'CV' (WATSON - CV.jpg), 'Piece of identification (passport or identity card)' (WATSON - PASSEPORT.jpg), and 'Undergraduate transcripts' (WATSON - undergraduate transcripts - Official.jpg). Each document entry includes a 'Sent' status and a 'Modify file' button.

(1) Choice →

→ (2) Deadline

(3) Progress →

← (4) Notifications

← (5) Supporting documents

Click "Completing your application" to

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

## ➤ 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.

☐ Personal information

☐ Contact Information

☐ Academic background

☐ Professional experience

☐ Personal background

☐ Languages

☐ Personal Statement

☐ Financial information

☐ Additional questions

☐ Application fee

### Personal information

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

#### Your identity

Sex \*

☒ Female ☐ Male

First name \*

Tracey

Middle name (optional)


Last name \*

WATSON

Name used (optional)

← Mandatory information

Only the fields followed by an asterisk\* are required to complete the section.

Once a section is complete, a green tick (  ) will appear.

☒ Personal information

☐ Contact Information

☐ Academic background

☐ Professional experience

### Personal information

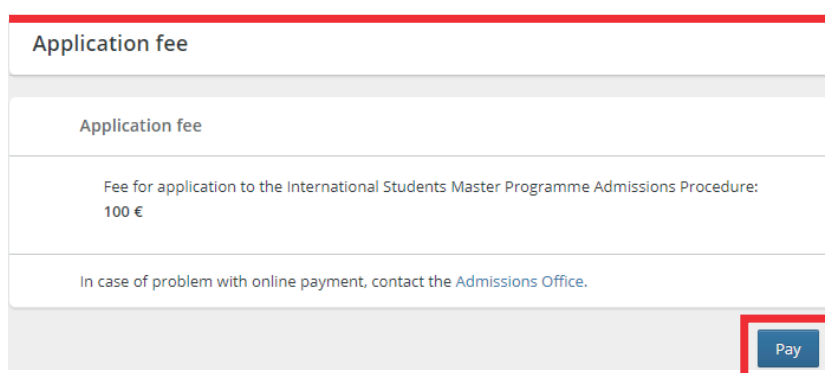
All fields marked with an asterisk (\*) are required for submitting the application.

✓ Information has been saved. The field is complete. X

## > Payment of application fees

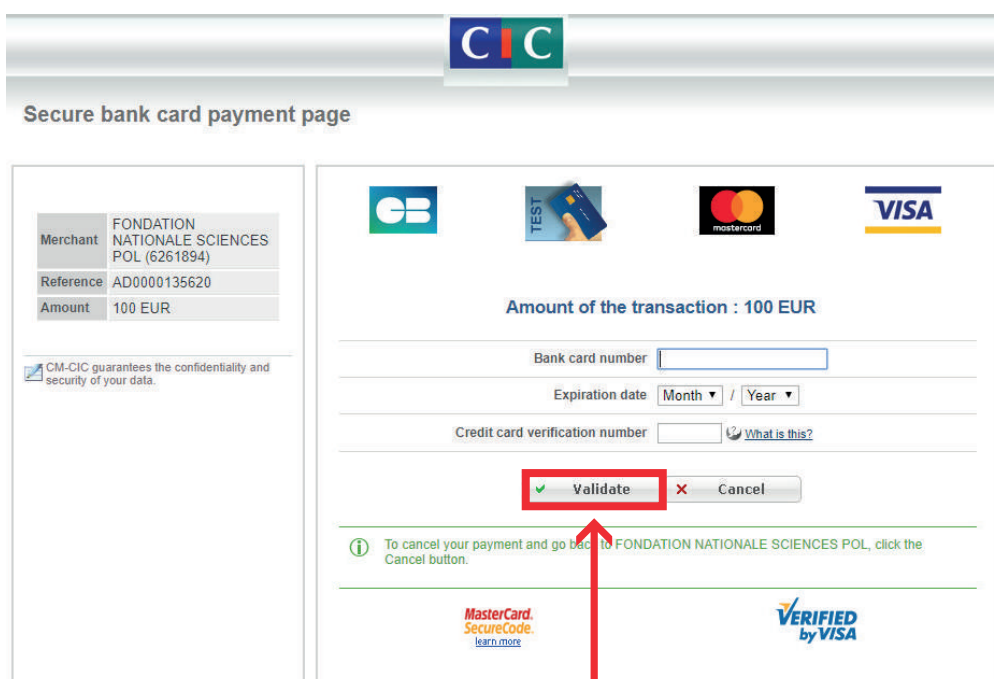
The application fee must be paid online by bank card in the “Application fee” section.

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



Application fee
Application fee
Fee for application to the International Students Master Programme Admissions Procedure: 100 €
In case of problem with online payment, contact the <a href="#">Admissions Office</a> .
<div>Pay</div>

Enter your bank card details and submit your payment.



**CIC**

Secure bank card payment page

Merchant	FONDATION NATIONALE SCIENCES POL (6261894)
Reference	AD0000135620
Amount	100 EUR

CM-CIC guarantees the confidentiality and security of your data.

Amount of the transaction : 100 EUR

Bank card number

Expiration date Month / Year

Credit card verification number  [What is this?](#)

*To cancel your payment and go back to FONDATION NATIONALE SCIENCES POL, click the Cancel button.*

MasterCard SecureCode. [learn more](#)

VERIFIED by VISA

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.

Submitting your application

You are about to submit your application to Sciences Po.  
Your application will be sent to the administration and it will no longer be possible to make any changes to it.

Declaration of truthfulness

☒ I hereby swear that all the information provided is complete and truthful and that I am the sole author of the application's content.

Click «Confirm» to send your application ➔ Confirm

Submit application



Click «Submit application»

## Once your application has been submitted:

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

Dear Tracey WATSON,

### (1) notification email

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,

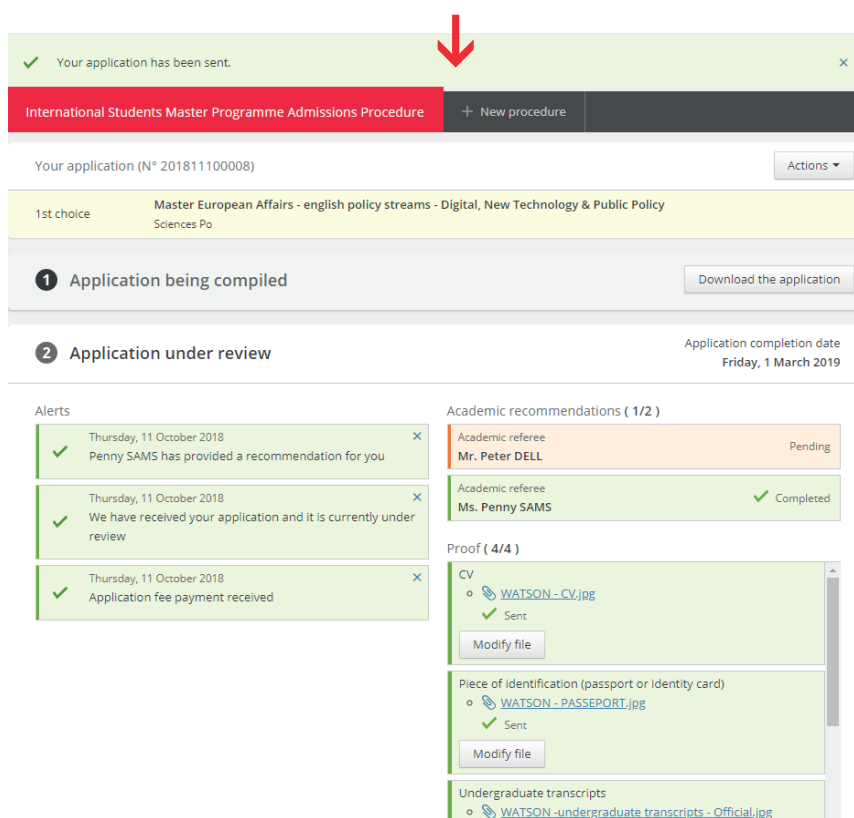
Sciences Po Admissions

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 a dashboard with a green success message at the top: "Your application has been sent." Below this is a navigation bar with "International Students Master Programme Admissions Procedure" and a "+ New procedure" button. The main content area shows the application details for "Master European Affairs - english policy streams - Digital, New Technology & Public Policy" at Sciences Po. The application is in the "1 Application being compiled" stage, with a "Download the application" button. Below this, the "2 Application under review" stage is shown, with an "Application completion date" of Friday, 1 March 2019. The dashboard also features an "Alerts" section with 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 (1/2)" section shows "Mr. Peter DELL" as pending and "Ms. Penny SAMS" as completed. The "Proof (4/4)" section shows the upload status of various documents: CV (WATSON - CV.jpg), Piece of identification (WATSON - PASSEPORT.jpg), and Undergraduate transcripts (WATSON - undergraduate transcripts - Official.jpg), all marked as "Sent".

✓ Your application has been sent.

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 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 - PASSEPORT.jpg Sent
- Undergraduate transcripts
  - WATSON - undergraduate transcripts - Official.jpg

## 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)

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, there's a header with the procedure name and a '+ New procedure' button. Below this, a section titled 'Your application (N° 201811100008)' shows the application details: '1st choice', 'Master European Affairs - english policy streams - Digital, New Technology & Public Policy', and 'Sciences Po'. An 'Actions' dropdown menu is visible. The main section shows the application status: '1 Application being compiled' and '(2) Download the application' with a red arrow pointing to a 'Download the application' button. Below this, '2 Application under review' is shown with the 'Application completion date' as 'Friday, 1 March 2019'. The dashboard is divided into two columns. The left column, labeled 'Alerts', contains 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'. A red arrow points to this column with the label '(1) Track notifications'. The right column, labeled 'Academic recommendations ( 1/2 )', shows two referees: 'Mr. Peter DELL' (Pending) and 'Ms. Penny SAMS' (Completed). Below this, the 'Proof ( 4/4 )' section shows two files: 'WATSON - CV.jpg' and 'WATSON - PASSEPORT.jpg', both marked as 'Sent'. A red arrow points to this section with the label '(3) Add supporting documents'.

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 - PASSEPORT.jpg ✓ Sent

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

If you can't find the answer to your question, you can:

**Contact us via our contact form:**

[www.sciencespo.fr/admissions/en/content/contact-us-1187](http://www.sciencespo.fr/admissions/en/content/contact-us-1187)

**Call us during our telephone hours:**

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

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

**Come and meet us at a range of events:**

[www.sciencespo.fr/admissions/en](http://www.sciencespo.fr/admissions/en)

## Sciences Po

27 rue Saint Guillaume  
75007 Paris – France  
[www.sciencespo.fr](http://www.sciencespo.fr)



[facebook.com/sciencespo](https://facebook.com/sciencespo)



[twitter.com/sciencespo](https://twitter.com/sciencespo)



[linkedin.com/edu/sciences-po-12454](https://linkedin.com/edu/sciences-po-12454)



[youtube.com/sciencespo](https://youtube.com/sciencespo)



[instagram.com/sciencespo](https://instagram.com/sciencespo)



Suivez Sciences Po sur Snapchat