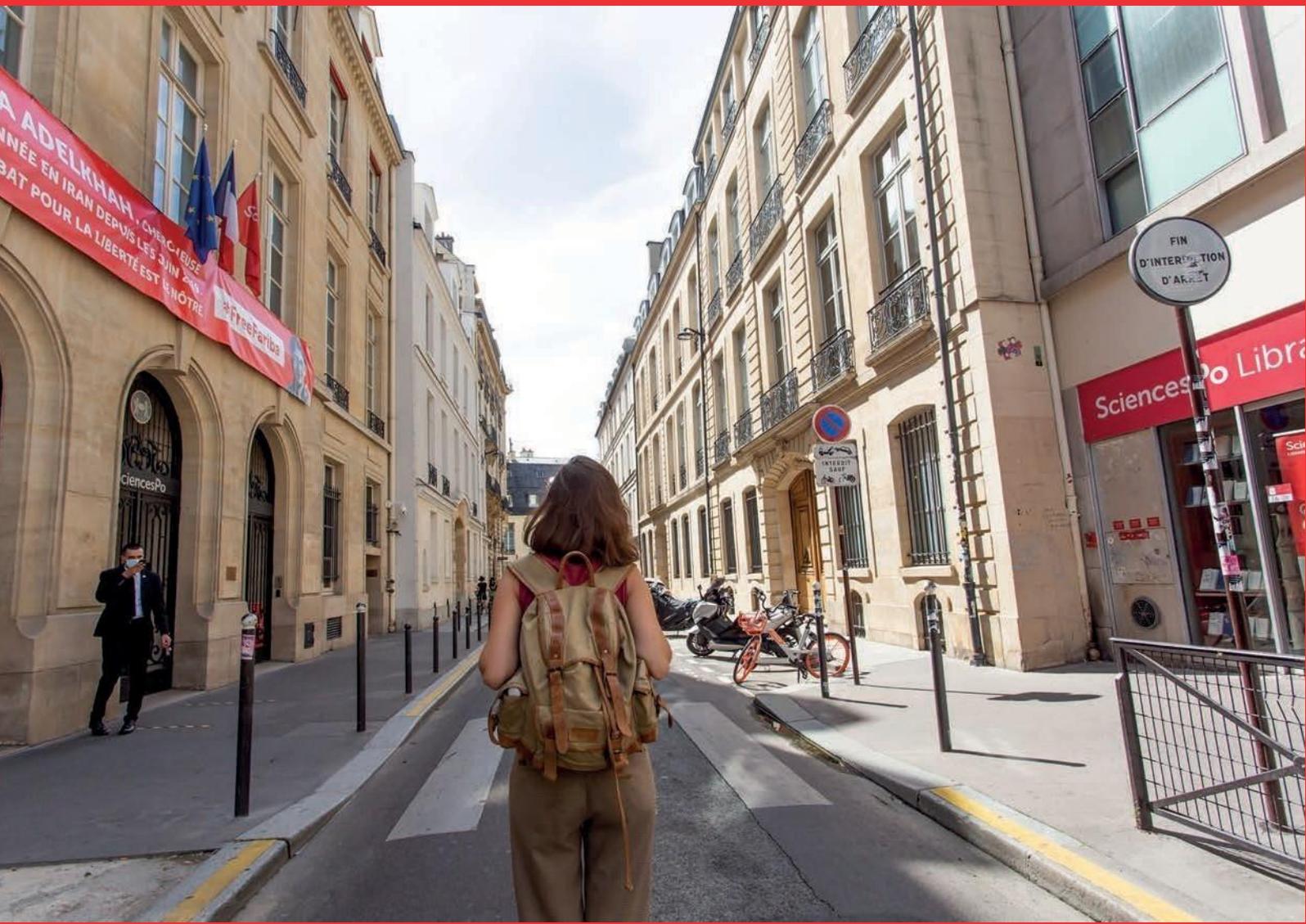


SciencesPo

APPLICATION GUIDE



FOREWORD

This tutorial is for applicants whose admission procedure is offered on the Sciences Po application portal.

It details the various steps to fill and validate a complete application for an undergraduate or graduate programme. 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 the admissions website, www.sciencespo.fr/admissions/en.html, to check the admissions calendar, the prerequisites for your chosen programme and the supporting documents you will need.

If you have questions or difficulties, you may contact the Admissions office. You can contact us using the contact form.

Candidates preparing for a French baccalaureate who must use the Parcoursup Portal to complete their application are not concerned by this tutorial.

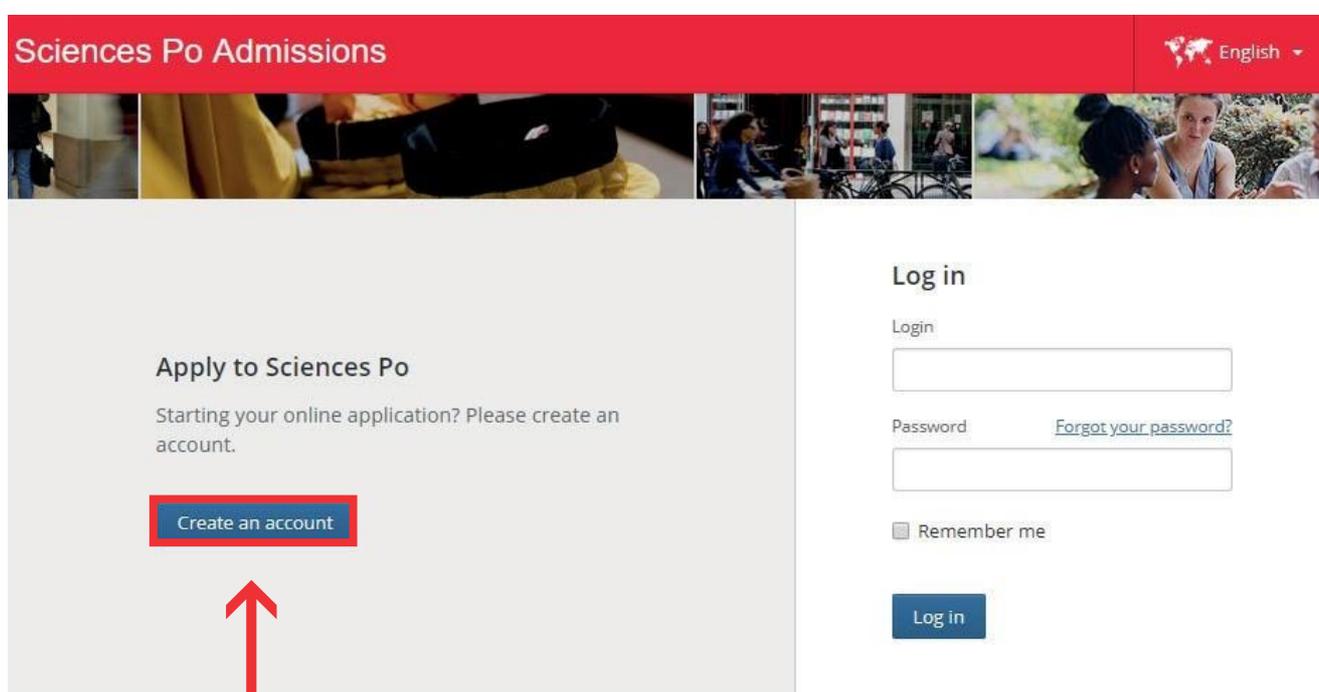
THE FOUR STEPS TO APPLY TO SCIENCES PO

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 filling out your application as early as possible to make sure it is completed and validated on schedule.



The screenshot shows the Sciences Po Admissions website. At the top, there is a red navigation bar with the text "Sciences Po Admissions" on the left and a language selector "English" with a dropdown arrow on the right. Below the navigation bar is a horizontal strip of four small images: a person in a yellow lab coat, a person in a black lab coat, a person in a blue lab coat, and a group of people talking. The main content area is divided into two columns. The left column has a grey 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 with the text "Create an account" highlighted by a red rectangular box. A red arrow points upwards from the text "Click 'Create an account'" below the screenshot to this button. The right column has a white background and contains a "Log in" section with a "Login" label, a text input field, a "Password" label, a "Forgot your password?" link, another text input field, a "Remember me" checkbox, and a blue "Log in" button.

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.

1 Creating an account Choosing an admissions procedure

You are interested in our training programmes:

- Master's programme
- One-year master's programmes
- Partnership programmes
- Preparation for French civil service examinations - School of Public Affairs

You have obtained or will obtain (this academic year) a:

- Non-French undergraduate degree (or 180 ECTS credits / bachelor's degree or equivalent) from an institution located in France or abroad
- French undergraduate degree (or 180 ECTS credits / bachelor's degree or equivalent) from an institution located in France or abroad

Which situation applies to you?

- You are a Sciences Po student (and will obtain your bachelor this year) and you wish to apply to a dual degree programme
- You have already obtained an undergraduate degree (Licence/Bachelor) or 180 ECTS credits
- You will obtain an undergraduate degree (Licence/Bachelor) or 180 ECTS credits at the end of this academic year
- Your school has signed an agreement with Sciences Po
- You are currently in khûbe (repetition of the second year in French preparatory class)

The procedure(s) appropriate to your situation

Domestic Graduate Admissions Procedure : For further information, see admissions

Next

➤ Fill in the personal details required to create an account

Please note: Make sure you use your main email address otherwise you might miss important information.

Creating an account
2 Your information

You must complete all fields to create your account

| | | |
|--|---|---|
| Title <input type="radio"/> Ms. <input type="radio"/> Mr. | Email address (username) <input type="text"/> | ← Your email will serve as your login and will be used to contact you in the future |
| First name <input type="text"/> | Password <input type="text"/> | ← Choose a new password |
| Last name <input type="text"/> | <small>Min. 8 chars with 1 capital letter, 1 small letter et 2 digits, without your firstname and your name</small> | |
| Date of birth Chor ▾ Choose an c ▾ Choose ▾ | Password confirmation <input type="text"/> | |
| Nationality Choose an option ▾ | Identity verification - Please answer the following question: What is the color in Moscow, Black, zucchini and four? <input type="text"/> | ← Answer the security question |
| Country of residence Choose an option ▾ | Consult the conditions of use <input type="checkbox"/> I accept the conditions of use | |

Cancel **Apply**

↑
Click "Apply" to create your account

➤ Click "Apply" to finalize 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

Sciences Po - Creating an account Email

De : Back Office à : Tracy WATSON

2022-09-22 14:47:50

Dear Tracy WATSON,

Thank you for creating an application file at Sciences Po! In order to complete your online application, please follow the steps below:

1. Please read our practical guide and check all the mandatory documents you have to provide before completing your application. **Please note that Sciences Po requires a minimum undergraduate average grade.**
2. Activate the following link: https://admissionpprd.sciencespo.fr/applicants/activate_account?token=abcf820c-1607-4614-af82-e5af85d7b5b2&lng=en_US. The e-mail address and password associated with your application will serve as your login for future connections, so please keep them safe.
3. Carefully read the help section by clicking on your name in the top right corner of your online application.
4. Fill out your file and upload the required documents by clicking on "Completing my application" on the "Tracking my application" page. You don't have to complete your application in one go. We advise you to start your application with the reference section. This will ensure referees have adequate time to reply. As soon as you have filled out the contact details of your referees, they will receive an automatic email asking them to fill out our recommendation form directly online. Make sure they know when the reference is due and in which language they should fill the form.
5. Pay and submit your application with **ALL** necessary supporting documents (including recommendations) before the deadline. Please check the admission website for more information.

Thank you for your interest in our Master's programmes. Our team remains at your disposal for any question you may have regarding the admission process.

Best regards,

Sciences Po Admissions

B) LOG IN TO YOUR APPLICATION AREA

To log in to your account, enter the login (email address) and password you have chosen 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](#)

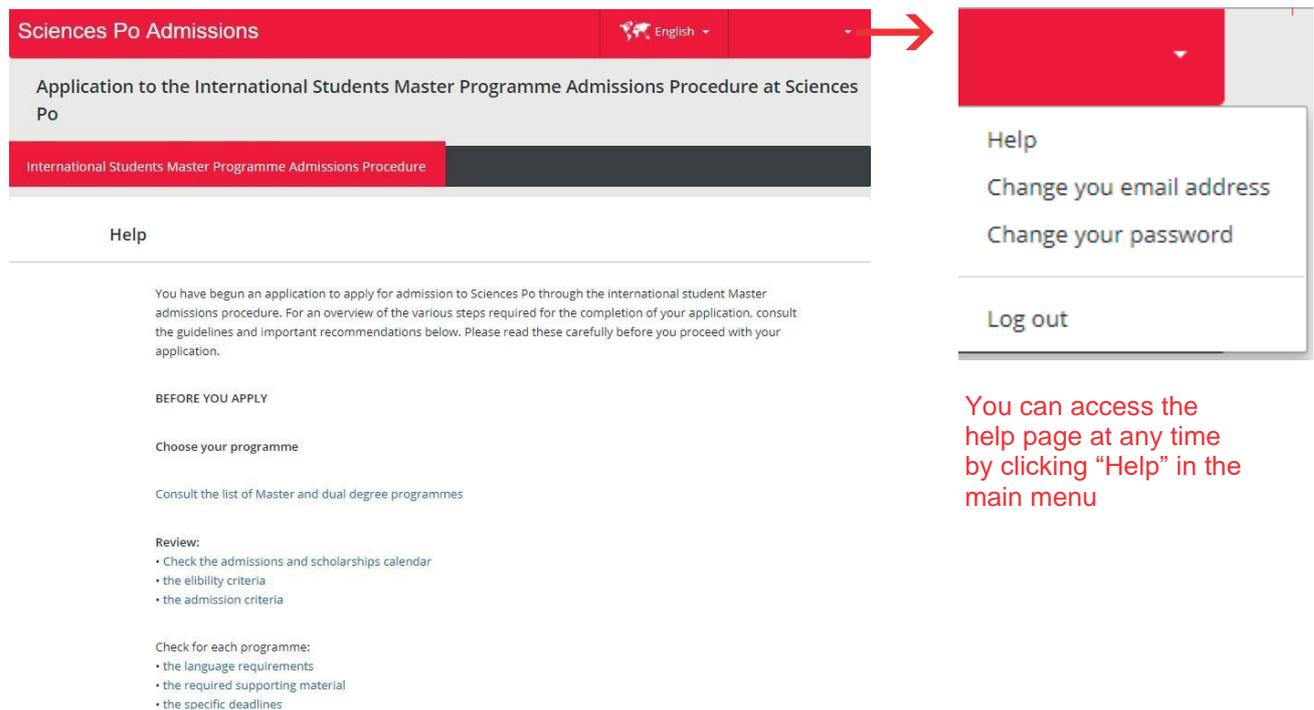
Enter the email address you provided when creating your account

ADVICE

The first time you log in, a **help page** offers 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 online 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 navigation bar with the text "Sciences Po Admissions" on the left and a language selection dropdown menu on the right showing "English". Below the navigation bar, the main content area is titled "Application to the International Students Master Programme Admissions Procedure at Sciences Po". A red arrow points from the language dropdown menu to a callout box on the right. This callout box is a white menu with a red header and contains the following options: "Help", "Change your email address", "Change your password", and "Log out". Below the callout box, there is a red text box stating: "You can access the help page at any time by clicking 'Help' in the main menu".

Sciences Po Admissions English

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

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

Please read before you start completing your application

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 check the Admissions website:

www.sciencespo.fr/admissions/en.html

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.

Please note:

- Make sure to save the information entered each time.
- We remind you that it is your responsibility to ensure that your application is complete and that all required documents are attached in the correct format before the application deadline. An incomplete file is not a quality application.

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' (with a green checkmark icon), 'Contact Information', 'Academic background', and 'Professional experience'. The main content area is titled 'Personal information' and contains a note: 'All fields marked with an asterisk (*) are required for submitting the application.' Below this, a green notification box with a checkmark icon and the text 'Information has been saved. The field is complete.' is visible, with a close button (X) on the right. Red boxes highlight the checkmark icon in the sidebar and the notification box.

THE VARIOUS SECTIONS OF YOUR APPLICATION FILE

> Choice of programme

Use the filters to select your programme(s):

- 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 1st/2ndchoice”. Dual Degree programmes must always be submitted as a first choice. If you apply to a Master and a Dual Degree programme, the Dual Degree programme will automatically be positioned as your first choice. This is only a technical constraint which will not prevent you from choosing whichever programme you want to attend, should you be admitted to both programmes

1. Select the type of programme

2. Select your chosen school

3. For a dual degree, select your chosen partner

| | | |
|---|---|---|
| <p>Type of programme</p> <p><input type="checkbox"/> Dual degree</p> <p><input checked="" type="checkbox"/> Master</p> <p><input type="button" value="X Delete criteria"/></p> | <p>Sciences Po schools and programmes</p> <p><input type="checkbox"/> Law School</p> <p><input type="checkbox"/> Paris School of International Affairs</p> <p><input type="checkbox"/> School of Journalism</p> <p><input type="checkbox"/> School of Management and Impact</p> <p><input checked="" type="checkbox"/> School of Public Affairs</p> <p><input type="checkbox"/> School of Research</p> <p><input type="checkbox"/> Urban School</p> <p><input type="button" value="X Delete criteria"/></p> | <p>Partnerships</p> <p>No choice possible</p> <p><input type="button" value="X Delete criteria"/></p> |
| <p>List of programmes (4 results)</p> <p>Sciences Po : Master European Affairs - english policy streams</p> <p>Sciences Po : Master European Affairs - french policy streams</p> <p>Sciences Po : Master Public Policy - english policy streams</p> <p>Sciences Po : Master Public Policy - french policy streams</p> | | <p>Programme description</p> <p>Master European Affairs - english policy streams</p> <p>Further information</p> <p><input type="button" value="Submit as 1st choice"/></p> <p><input type="button" value="Submit as 2nd choice"/></p> |

4. Select your chosen programme

5. Submit as your 1st or 2nd 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 have entered (5)

The screenshot shows the 'International Students Master Programme Admissions Procedure' dashboard. At the top, there's a navigation bar with 'International Students Master Programme Admissions Procedure' and '+ New procedure'. Below this, the user's application details are shown: 'Your application (N° 201811100008)' with an 'Actions' dropdown. The main content area is divided into several sections:

- Choice:** A yellow box displays '1st choice', 'Master European Affairs - english policy streams - Digital, New Technology & Public Policy', 'Sciences Po', and the submission deadline 'Friday, 1 March 2019'. An arrow labeled '(1) Choice' points to this section.
- Application being compiled:** A grey box with a '1' icon. It shows 'Application submission deadline Friday, 1 March 2019' (labeled '(2) Deadline') and 'You have 10 fields remaining to complete' (labeled '(3) Progress'). A circular progress indicator shows '0 / 10 FIELDS'. A 'Time remaining 141 days' box is also present. A 'No alerts' notification is shown (labeled '(4) Notifications'). A blue button labeled 'Completing your application' is highlighted with a red box and an arrow pointing to it.
- Academic recommendations (0/2):** Two rows, each with 'Academic referee' and an 'Indicate a referee' button. A red arrow points from the 'Completing your application' button to this section, with the text 'Click "Completing your application" to start' below it.
- Proof (4/4):** A green box containing three document categories: 'CV' (with 'WATSON - CV.jpg' and 'Sent'), 'Piece of identification (passport or identity card)' (with 'WATSON - PASSEPORT.jpg' and 'Sent'), and 'Undergraduate transcripts' (with 'WATSON - undergraduate transcripts - Official.jpg'). An arrow labeled '(5) Supporting documents' points to this section.

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).

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 *
2 January 2019
Day Month Year

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 the 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)

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 *
Country code: France (+33) Telephone number: 0101010101

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

Same as permanent address? *
 Yes No

(3)

Emergency contact | ← Person to call in case of emergency

First name *

Last name *

Telephone *

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 starting with the most recent.

| | | |
|----------|----------|--|
| SEP 2017 | JUL 2019 | Master in Public Policy Public Administration Sciences Po Paris PARIS France |
| SEP 2014 | JUL 2017 | Bachelor in Political Science Political Science Sciences Po Paris France |

+ Add programme

Academic exchange programmes (optional)

List 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).

| | | |
|----------|----------|--|
| JAN 2018 | MAY 2018 | Duration: 4 Month National University of Singapore Singapore |
|----------|----------|--|

+ Add exchange programme

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

Enter your academic exchange programmes (4)

- Academic recommendations: contact your academic referees using their professional email address (as applicable) (5)

At any time while filling out 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.

The screenshot shows a form titled "Academic recommendations *". It contains two entries for referees:

- Mr. John SMITH**, Professor, Sciences Po PARIS, France. Contact: (+33) 010101010101, john.smith@sciencespo.fr. Status: Pending.
- Mr. Victor HUGO**, Professeur de littérature, Sciences Po PARIS, France. Contact: (+33) 010101010101, victor.hugo@sciencespo.fr. Status: Pending.

At the bottom, there is a button labeled "+ Indicate an academic referee" which is highlighted with a red box. A red arrow points to it with the text "Click on this box to add a referee (5)".

On the right side, there is a red arrow pointing to a red 'X' icon next to the "Pending" status of the second referee, with the text "The 'pending' status allows you to delete a referee (6) and add a".

A "Save changes" button is located at the bottom right.

The screenshot shows a dialog box titled "Delete academic recommendation". It asks: "Are you sure you want to delete the following academic recommendation?".

The following information is listed:

- Mr. John SMITH**, Professor, Sciences Po PARIS, France. Contact: (+33) 010101010101, john.smith@sciencespo.fr.

At the bottom right, there is a red arrow pointing down to a red box around the "Remove" button. The text "(6) Remove a referee" is written in red above the arrow.

A "Cancel" button is also visible at the bottom left.

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.

We draw your attention that once your recommendations have been submitted by your referee, you can no longer modify or delete them.

1 Application being compiled

Application submission deadline
Friday, 7 January 2022



You have **0 fields** remaining to complete

🕒 Time remaining
93 days

[Complete your application](#)

Tuesday, 5 October 2021
⚠️ To submit your application form, you have to click on the 'Completing your application' button and on 'Submit application'.

Tuesday, 5 October 2021
✓ Application fee payment received

Tuesday, 5 October 2021
✓ Amy DARLING has provided a recommendation for you

Tuesday, 5 October 2021
✓ Peter WHITE has provided a recommendation for you

Academic recommendations (2/3)

| | |
|---|---------------------------------|
| Academic referee Ms. Ella FITZGERALD | Send a reminder |
| Academic referee Mr. Peter WHITE | ✓ Completed |
| Academic referee Ms. Amy DARLING | ✓ Completed |

Proof (1/6)

CV

- 📎 [CV Watson.png](#)
- ✓ Sent

[Modify file](#)

Piece of identification (passport or identity card) [Add 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)
- Click on “add a referee” and enter their professional email address (2)
- Remove a professional referee that is not responding favourably to your request (3) 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).

Home > Professional experience

Professional experience

Professional experience

If you have had a professional experience or internship of more than one month, whether in the past or ongoing, you should describe it.

| | | |
|-------------------|----------|--------------------------|
| JAN 2013 | JUN 2013 | Clerk |
| Duration: 5 Month | | Sciences Po PARIS France |
| | | Document filling |

← Enter your professional

+ Add professional experience

Professional recommendations ⓘ (optional)

Mr. Tony STARK
CEO

Stark Industries
New York
États-Unis

(+11) 010101010101
tony.stark@starkinc.com

→ Pending

The “pending” status allows you to send a reminder to a referee (3) or to remove a referee (4) and add a new one (5)

+ Indicate a professional referee ← Add a second professional referee (2)

Submit application

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 your file with optional documentation.

The screenshot shows the 'Personal background' section of an application form. On the left is a sidebar with navigation options: Personal information, Contact Information, Academic background, Professional experience, Personal background (highlighted), Languages, Personal Statement, Financial information, and Additional questions. Below the sidebar is a 'Submit application' button. The main content area is titled 'Personal background' and includes a note: 'All fields marked with an asterisk (*) are required for submitting the application.' Below this is the 'International experience (optional)' section, which prompts the user to 'Describe your language study summer school, or significant experiences abroad, other than academic exchanges, here.' An example entry shows 'JAN 2015 / FEB 2016' for a 'Stay in Allemagne' 'School trip' with a 'Duration: 13 Month'. A red box highlights the '+ Add stay abroad' button, with an arrow pointing to it and the text 'Enter your experiences (1) and the periods you have spent abroad (2)'. Below this is the 'Extra-curricular activities' section, which prompts the user to 'Indicate the extra-curricular activities you think we should know about: distinctions, involvement with organisations, interests, sports, artistic activities. (optional)'. A red box highlights the question 'Are you a high-level athlete? (only those mentioned on the ministry list) *', with an arrow pointing to it and the text 'If you declare to be a "high-level athlete", supporting documentation is mandatory (3)'. At the bottom right is a 'Save changes' button.

➤ 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 from being complete. We invite you to read carefully the prerequisites of each programme before you apply.

The screenshot shows a web form titled 'Languages'. On the left is a sidebar with navigation options: Personal information, Contact Information, Academic background, Professional experience, Personal background, Languages (highlighted), Personal Statement, Financial information, and Additional questions. Below the sidebar is a 'Submit application' button.

The main content area is titled 'Languages' and contains the following sections:

- Required languages:** A red box highlights the 'Required languages' header. A red arrow points to it with the text 'Specify your level in the required language (1)'. Below this header, there is an entry for 'English' with a 'Test' type and details: 'Cambridge , Date of exam: May/20/2018 , Score: Cambridge English Advanced (CAE)'. There are edit and delete icons for this entry.
- Recommended languages:** A red box highlights the 'Recommended languages' header. A red arrow points to it with the text 'Mention the other languages you know (2)'. Below this header, there is a prompt: 'Please indicate your level in the languages below'. There is an entry for 'French' with a 'Test' type and details: 'TCF (French language test) , Date of exam: Jan/21/2018 , Score: 500'. There are edit and delete icons for this entry.
- Other Languages:** A section with the prompt: 'You may indicate here any other languages spoken or studied'. Below this is a '+ Add language' button.
- Supporting documents:** A section with the prompt: 'Attach documents required for your application'. It contains two entries:
 - French language test:** Includes a file named 'Test de français - Tracy Watson.pdf' (TCF - 500 112 Ko). A red box highlights the 'Add files' button next to it. A red arrow points to this box with the text 'Attach supporting documentation (3)'.
 - English language test:** Includes a file named 'English test - Tracy Watson.pdf' (Cambridge English test 112 Ko). A red box highlights the 'Add files' button next to it.

At the bottom right of the form is a 'Save changes' button.

➤ 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 French or English depending on the programme you are applying for.

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 displays the 'Motivation' section of an application portal. On the left, a sidebar lists various sections: Personal information, Contact Information, Academic background, Professional experience, Personal background, Languages, 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 includes 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 motivations for each of them.' A note states: 'All fields marked with an asterisk (*) are required for submitting the application.'

There are three text input fields:

- Dual Degree personal statement:** The prompt asks for motivations for a Dual Degree choice (1000 words). The text area contains a paragraph of text. A red box highlights the word count '198/1000' at the bottom left, with a red arrow pointing to it and the text 'Maximum word requirement (1)'.
- Master programme personal statement:** The prompt asks for motivation for a choice of programme at Sciences Po (1000 words). The text area contains a paragraph of text. The word count '410/1000' is visible at the bottom left.
- School of Public Affairs programmes:** The prompt asks to explain motivations for policy streams choice(s) (250 words). The text area contains a paragraph of text. A red box highlights the word count '138/250' at the bottom left, with a red arrow pointing to it and the text 'Indicate your motivation for the specialised course(s) you have'.

> 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).

Home > Financial information

Financial information

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

Financing your studies

Do you have a CROUS scholarship for the current year? *

Yes No

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

Yes No

Save changes

Submit application

(1) Declare your current situation

Financing your studies

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

Yes No

(2) Indicate whether you are applying to a scholarship

Eiffel Scholarship

Do you wish to apply for the Eiffel Scholarship? *

Yes No

(3) Before applying, please make sure that you are eligible to the listed scholarship programmes

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. Social criteria may also be taken into account. 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) from Y-2 *

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

Are any of your siblings currently pursuing higher education? *

Yes

No

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

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 [Admissions Office](#).

Pay

Enter your bank card details and submit your payment.



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 /

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

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

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 on “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.

A vertical progress bar on the right side of the page. It consists of 11 items, each with a green checkmark icon and a text label: Personal information, Contact Information, Academic background, Professional experience, Personal background, Languages, Personal Statement, Financial information, Additional questions, and Application fee. Below the list is a red button with the text "Submit application".

↑
Click “Submit application”

A screenshot of the "Submitting your application" page. On the left is a vertical progress bar with 11 items, all marked with green checkmarks: Personal information, Contact Information, Academic background, Professional experience, Personal background, Languages, Personal Statement, Financial information, Additional questions, and Application fee. Below the progress bar is a red button labeled "Submit application". The main content area has the title "Submitting your application" and a message: "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." Below this is a "Declaration of truthfulness" section with a checked checkbox and the text: "I hereby swear that all the information provided is complete and truthful and that I am the sole author of the application's content." At the bottom right of the main content area is a blue button labeled "Confirm". A red arrow points to this button. Below the "Confirm" button is a white box with the text: "Click “Confirm” to submit you 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 admissions dashboard. At the top, a green notification bar states "Your application has been sent." with a checkmark and a close button. Below this is a navigation bar for "Internacional Students Master Programme Admissions Procedure". The main content area shows the user's application details: "Your application (N° 202114604810)", "1st choice: Master European Affairs - english policy streams - Digital, New Technology & Public Policy Sciences Po", and a progress bar with two steps: "1 Application being compiled" and "2 Application under review". The "Application under review" step is active, showing an "Application completion date" of "Sunday, 28 February 2021". Below the progress bar, there are sections for "Alerts" (three notifications from Wednesday, 9 June 2021 stating "We have received your application and it is currently under review") and "Academic recommendations (2/2)" (Mr. Peter DELL and Ms. Penny SAMS, both "Completed"). The "Proof (4/4)" section lists uploaded files: "WATSON-CV.pdf", "WATSON-PASSPORT.pdf", and "WATSON-BACHELOR TRANSCRIPTS.pdf", each with a "Send" status and a "Modify file" button.

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 if asked (3)

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

The screenshot displays the application tracking interface. At the top, it shows the procedure name and a 'New procedure' button. Below, the application details are listed, including the application number and the chosen program. The status is 'Application being compiled', with a 'Download the application' button highlighted by a red box and an arrow. The next step is 'Application under review', with a completion date of Sunday, 28 February 2021. The 'Alerts' section shows three notifications from Wednesday, 9 June 2021, indicating that the application has been received and is under review. The 'Academic recommendations' section shows two referees, Mr. Peter DELL and Ms. Penny SAMS, both with 'Completed' status. The 'Proof' section shows four documents: CV (WATSON-CV.pdf), Piece of identification (passport or identity card) (WATSON-PASSPORT.pdf), and two others. A 'Modify file' button is visible next to the CV document.



(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>

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75007 Paris – France
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