

## EXCHANGE PROGRAMME PROCEDURE & APPLICATIONS FAQ

- ❖ **English/French is my mother tongue. Do I need to hand in an English/French proficiency certificate?** In this case, please select the corresponding selection “mother tongue” on the language tab of the application, there is no need to upload any supporting document proving your English/French level.
- ❖ **English/French is the language of instruction at my home university. Do I need to hand in an English/French proficiency certificate?** If you follow the courses from 2 years minimum in this language, you can select the corresponding selection “language of instruction” on the language tab of the application, there is no need to upload any supporting document proving your English/French level.
- ❖ **I would like to take exclusively English-taught courses. Do I need to upload a French proficiency certificate?** If you do not intend on taking any classes in French, no test result is required. You may leave this section blank or upload a blank document instead
- ❖ **I studied English/French for more than 2 years. Can I upload my transcript showing the relevant language course as proof of exemption?** No - if your academic programme’s language of instruction is not English or French, you are required to submit a valid language proficiency certificate. The language class followed is not sufficient.
- ❖ **What is the difference between "Documentation of language level in English/French" and the "English/French language test"?** There is no significant difference between the two fields, you should just upload your language certificate once and leave the second field empty.
- ❖ **What should be included in the cover letter/personal statement?** Your personal statement should reflect your motivation and explain why you wish to participate in Sciences Po's exchange programme. You may also include your study plan. Please note that you will need to type it directly into your application on the Personal Statement tab.
- ❖ **Is my CV different from the cover letter?** Your CV should be a detailed document highlighting your professional and academic history. You may add extracurricular activities you think might be relevant.

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

## SciencesPo

- ❖ **My official transcript is not available yet. What should I do?** You can upload a screenshot with your results / an online transcript (please note that your full name must appear on the document).
- ❖ **I am a Master student, may I select courses from different Master's programmes?** Once admitted to the master programme of your choice, you will be requested to choose courses offered within this programme. There is no possibility to take classes from other programmes' course lists.
- ❖ **Additional question: Do you want to follow a language class?** This question is optional and gives to Sciences Po teams information about your intent to follow one of the [language classes offered](#).
- ❖ **Which year of Bachelor will I be enrolled in?** You will be enrolled in the 2nd year of this 3-years programme. You will have the possibility to follow courses from the 1st and the 2nd year (depending on the specificities of the campuses). There are no 3rd year courses offered, because at Sciences Po the 3rd year is a year abroad.
- ❖ **Which year of the Master programme will I be enrolled in?** You will be enrolled in the 1st year of this 2-years programme. You will have the possibility to follow courses from the 1st and the 2nd year of Masters (depending on the specificities of the schools).
- ❖ **When will the course catalog be updated?**  
The course catalog is updated one or two weeks before the course registrations. You will receive information by email from the academic team.
- ❖ **Who will validate my learning agreement?**  
The learning agreement is to be sent completed to : [centreeurope.daie@sciencespo.fr](mailto:centreeurope.daie@sciencespo.fr) (for European students)  
and to [the assistants of the regional centers](#) (for other areas students)