

REGISTRATION PROCESS SUMMARY

A TWO-STEP REGISTRATION

On-Campus Session

STEP 1

RESERVE YOUR SPOT

Within two weeks after receiving the admission email

- Fill out the registration form on [Sciences Po's registration platform](#).
- Upload parent's or guardian's proof of identity
- Upload the signed [Acceptance Form](#)
- Confirm your elective course choice depending on its availability
- Pay the 870 € deposit

STEP 2

FINALIZE YOUR REGISTRATION

By May, 2nd 2024

- Fill out the second registration form on [Sciences Po's registration platform](#).
- Upload proof of health insurance, a copy of vaccination records, and any relevant prescriptions
- Upload the signed [Practical Information Form](#)
- Pay the remaining balance (5,000 €)

For more information regarding refunds in the context of COVID-19 please consult the [2024 Pre-College Refund Policy](#).

DETAILED REGISTRATION PROCESS

STEP 1 - RESERVE YOUR SPOT

WITHIN 2 WEEKS OF RECEIVING THE ACCEPTANCE EMAIL

In order to reserve your spot in the programme, please complete the following steps within 2 weeks of receiving the acceptance email:

Connect to the [registration platform](#) :

- Fill out the legal guardian/parent contact details
- Upload the documents listed below



- A copy of the legal guardian/parent **proof of identity** (passport or ID card),
 - The **Acceptance Form**, signed by the legal guardian/parent and student
- **Confirm your choice of elective course** to secure your spot in the class. When an elective course reaches its full capacity, the course is no longer open to registration. Enrolment in the elective course is made on a first come, first served basis once the deposit is paid. If both of your initial choices are no longer open for registration, you will be able to select one course among those open to registration.
- **Proceed to the payment of the 870 € deposit by credit card or bank transfer.** This deposit will be deducted from the total programme fees of 5,870 €. *For more information regarding refunds, please consult the [Pre-College Programme Refund Policy for Summer 2024](#).*

PRE-COLLEGE PROGRAMME REGISTRATION PROCESS

STEP 2 - FINALIZE REGISTRATION

BY MAY 2nd, 2024

Connect to the [registration platform](#):

- **Fill out MEDICAL INFORMATION:** including emergency contact details, medical and dietary information, as well as a record of required immunizations and medical prescriptions. It is the guardian's responsibility to ensure that all information provided will be accurate and up to date. **For students requiring treatment during the programme and for any use of medication, prescriptions are mandatory.**
- **Upload a proof of health insurance** in French or English, explicitly stating:
 - The first and last names of the student
 - Validity in France for the time of the programme
 - Coverage of any expenses which might arise in connection with medical care, emergency hospital treatment and repatriation to home country for medical reasons (for students residing outside of France)
- **Proceed to the payment of the remaining balance of 5,000 €** by credit card or bank transfer. In case of non-payment, the reserved spot in the programme will be forfeited. *For more information regarding refunds, please consult the [Pre-College Programme Refund Policy](#) for Summer 2024.*



- **Upload the signed [Practical Information Form](#)** and select your arrival and departure options among the following:

❖ ARRIVAL

- **Airport pick-up:** Students who have a flight/train to Paris-Charles de Gaulle Airport, **arriving between 7:00 AM and 2:00 PM**, will be met by the Summer School team at the airport. We kindly ask participants to **send their travel plans** to summer.school@sciencespo.fr **before purchasing tickets**, so that we can validate them.
- **Meeting point in Paris:** A specific meeting point will be provided for students arriving independently in Paris.
- **Meeting point in Reims:** A specific meeting point will be provided for students arriving independently in Reims.

❖ DEPARTURE

- **Airport drop-off:** Students who have a flight/train from Paris-Charles de Gaulle Airport **departing between 11:00 AM and 6:00 PM** will be accompanied by the Summer School team.
- **Independent departure:** Students also have the option to leave independently from the Paris residence, with their legal guardian, parent, or on their own.



ON-CAMPUS SESSION	
ARRIVAL DAY	July 6 th , 2024
DEPARTURE DAY	July 23 rd , 2024

The Summer School team will only be able to organize arrivals and departures on the arrival and departure days of the programme, according to the aforementioned options.