

My Application Guide - Bachelor Programs a.a. 2020/21

How to complete the online application through My Application Portal

Required Tools

Before starting the online application, please check the availability of the following tools:

- a desktop computer (with the Mozilla Firefox browser installed)
- a printer (some documents submitted in the "My Application" will need to be printed and filled out)
- a scanner (to save documents that you filled out in .PDF format)

Required Documents

My Application requires the following documents:

- a scan of a valid ID or passport (and a parental guardian ID or passport for candidates under the age of 18)
- official final transcripts of the third-last and second-last years of secondary school (please notice that mid-term transcripts, first semester transcripts, 1er/2eme trimester grades, predicted grades, effort marks will not be considered)
- a scan of any language certificates
- the official .pdf SAT/ACT score (if you choose to apply with SAT or ACT)
- the PayTool receipt of payment of the application fee (see the payment instructions in the section "Application fee")

You are not required to complete the admissions application in one sitting. You may re-open the "My Application" at any time before the deadline and continue working from the last step completed.

How to fill out the "My Application"

You are invited to complete the sections on My Application **in the given order**: viewing and/or printing several sections depends on the previous ones.

In My Application you find four different areas:

1. Data Area
2. Print Area
3. Upload Area
4. Notifications Area

In order to complete your online application, you are asked to:

1. Complete all the data sections and click on **"Confirm data"**
2. Check the Print Area: download the documents, print, fill out and sign them, then scan the documents in .pdf files.
3. Upload all the required documents and click on **"Submit application"**

1 DATA AREA

In this Area, next to each section there is a grey symbol "-" indicating that the section has not been filled out yet. Once the section has been filled out and saved, the grey symbol will become a green tick: "Completed". All sections marked with an asterisk "*" are mandatory.

Below you can find the list of the section to fill out:

- Contacts details;
- Mother tongue;
- Secondary School details;
- Third-last year transcript;
- Second-last year transcript;
- Programs choice (you can express up to 4 choices, in order of preference);
- English Requisite;
- Selection Test;
- Language certificates;
- Questionnaire

Once filled out all the sections, please click on "Submit Data"



This button will be replaced by "You have confirmed data on dd/mm/aa"



2. Print Area

After clicking on the button "Confirm data", please check the Print Area and download the following documents on your desktop (please note that all the document in the Print Area can be downloaded only after filling out the required data):

- Declaration about personal details form;
- Diploma requirements form

After the download, please print, fill out and sign the documents.

3. Upload Area

Technical guidelines

The "Upload Area" gives you the possibility to upload all the documents required for the selection. In order to upload them, you need to save on your desktop all the necessary files. Some documents are available in the Print Area, other documents must be prepared on your own.

Please pay attention to the following technical information:

- Files may not exceed 5 MB
- Avoid to upload .jpg file
- to attach very large files or a folder containing more than one attachment, you will need to use one .zip file.

Documents required

Below the list of the documents you need to upload:

- Declaration about personal details form;
- ID card or passport (and a parental guardian ID or passport for candidates under the age of 18);
- Diploma requirements form;
- Final transcript of the third-last year of secondary school;
- Final transcript of the second-last year of secondary school;
- SAT or ACT official score;
- Curriculum vitae and motivation letter;
- Language certificates;
- Application fee.

When you have finished all the uploads, please click on the button “Submit application”



This button will be replaced by “You have submitted application on dd/mm/aa”



4. Notifications Area

Your online application is submitted only once you click on the following button:

- “Confirm data”;
- “Submit application”

In order to know if your application has been submitted properly, please verify this messages (on the right of the page):

- “You have confirmed data on gg/mm/aa”;
- “You have submitted application on gg/mm/aa”

Please note that the Admissions Commission will verify that all documents have been uploaded into the system.