

1. PURPOSE

This policy outlines the minimum entry requirements and procedure to apply to The American University of Paris as an undergraduate student, including the content of the application and the way in which The Office of Admissions reviews applications and makes decisions.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate Applicants, Staff

3. LEGAL CONTEXT OR REGULATORY BODY

The University complies with the Statement of Students' Rights and Responsibilities in the College Admission Process of the National Association of College Admissions Counselors (NACAC).

4. POLICY STATEMENT

Candidates for admission should have attended or should be attending a high school recognized or accredited by their state, regional, or national educational certifying agency. The American University of Paris evaluates applicants based on the breadth of their program of study, their academic record, the results of national examinations, and the evaluation of teachers and counselors. The applicant's written statement of purpose, as well as evidence of his or her maturity, also weigh heavily in admission decisions. The Admissions Committee welcomes any other supporting material that reflects the applicant's special qualities and achievements. In the American system, all applicant qualifications are taken into consideration. All qualifications are considered, in combination with academic accomplishments.

All documents must be certified and submitted in either English or French. Original documents in other languages should be accompanied by a certified translation into one of these two languages. Official transcripts from all schools previously attended must be submitted as part of the application process. Failure to submit an official transcript or submission of incomplete or false information may be grounds for rejection of an application or subsequent disciplinary action, including dismissal from the University.

The Office of Admissions reviews all completed applications in a fair and open manner, according to the admissions requirements of the University. Decisions on admission are made without regard to a candidates' age, race, color, sex, religion, national origin, sexual orientation or disability.

See the Office of Admissions website for [procedures for applying](#).

5. RESPONSIBILITIES

Applicants are responsible for understanding and adhering to this policy. The Vice President of Enrollment Management oversees the Office of Admissions and is responsible for ensuring that Office of Admissions staff and the Admissions Committee adhere to this policy and assist applicants in understanding it.

6. APPROVALS & HISTORY

Leadership Team approval on July 3, 2018.
Next review on November 1, 2021.

7. ISSUING OFFICE AND CONTACT

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