

Anglo-American University

Admission Policy

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A. Introduction

1. Scope of the Policy

This policy regulates admission to all undergraduate and graduate degree programs where Anglo-American University (AAU) is the degree-granting institution. Special admission policies apply to programs offered in cooperation with other universities, specifically the LLB and LLM programs, where the degree-granting institution is the University of London, and the MBA program, where the degree-granting institution is Chapman University.

2. Student Types

- i. It is possible to study at AAU as a **degree-seeking** student, a short-term **visiting** student, an **auditing** student, or a life-long learning student.
- ii. Degree-seeking students can enter AAU as **first year students** if they obtained no academic credits at the level of study they apply for or if they did obtain such credits yet do not want to or cannot have them transferred to AAU. Students with credits transferable to AAU enter as **transferring students**.
- iii. There are three categories of visiting students:
 - (a) **Erasmus exchange students** come from a university with which AAU has an **Erasmus+** agreement.
 - (b) **University exchange students** come from universities with which AAU cooperates on a different type of **university exchange** agreement. Please note that students must be nominated by their host university to be qualified as exchange students.
 - (c) **Study abroad students** come from other colleges/universities abroad or universities with which AAU cooperates on a non-exchange basis.
- iv. **Auditing students** are those who take courses for their self-enrichment without the benefit of a grade and academic credits.
- v. **Life-long learning students** take courses for credits but do not receive an academic degree.

3. Deadlines

- i. AAU has a rolling admissions policy, which means that applications may be accepted at any time of the year. AAU stops accepting applications from non-visa seeking applicants for the upcoming semester one week before the semester starts. Students with visa requirements who are not eligible for a visa waiver are requested to apply no later than 10 weeks before the start of the term. (The official visa processing time by Czech authorities is 60 to 90 days from an interview at the Czech embassy or consulate, however delays are not uncommon.) Applicants who submit the application later will be considered for admission to the following term. Students admitted to the US accreditation only should apply for the visa type “other”. Students admitted to the US and Czech accreditation should apply for the visa type “study”.
- ii. The specific application deadlines for each year will be posted on the AAU website.
- iii. Admitted applicants can commence their studies either at the beginning of regular fall intake (beginning of September), late fall intake (end of September), or spring intake (February). Study abroad and auditing applicants can also enroll in the shortened winter (January) and summer (late May or June) terms. Special deadlines apply to Erasmus and University exchange students who must submit their applications for the fall term by **May 31** and for the spring term by **November 15**.

B. Admission Procedure

1. Application

- i. The application procedure starts upon the registering and submitting an online application via the AAU Application Portal. There is a CZK 2000 (non-refundable) application fee which can be completed online through the portal. Students will also be able to submit all the required documents directly through the portal. AAU also accepts applications through the CommonApp platform.¹ Students who are admitted and enroll to AAU will receive this application fee (CZK 2000) as credit towards their tuition payment. Students who are admitted and do not enroll or students who are not granted admission to AAU will not be refunded the application fee.
- ii. After AAU receives the payment, the applicant’s documents are reviewed. The admissions counselor reserves the right to request additional information if deemed necessary.
- iii. Upon successfully submitting all required documents (original or scanned), the applicant will have an interview with the Dean or Assistant Dean responsible for the program the applicant is applying to. The interview will be scheduled once all required documents are submitted and reviewed. Relevant experience, basic interest in the field, future goals, motivation to succeed, and language skills will all be assessed.

2. Admission

- i. The decision on admission of degree-seeking students is made by the Dean of the school of study of the program which the applicant applied to. In all other cases it is made by the Dean of Students. This will be communicated to the applicant within one week of the interview or completion of the application, should an interview not be necessary. The decision is delivered to the applicant by means of the electronic information system if the applicant agreed to this method of delivery in the application. Otherwise, it is delivered in person or by means of mail

¹ Please note that Erasmus exchange students, other visiting student, and students applying through the ComonApp platform may have the application fee waived.

service providers. The admission is valid for the semester marked in the decision (exchange students) or for the semester marked in the decision and one subsequent (degree-seeking and study abroad students). If an applicant is not able to matriculate and start their studies within these deadlines, the admission expires, and the student must reapply.

- ii. If the applicant fulfills all the relevant requirements set forth by AAU, the applicant will be **admitted**.
- iii. If the applicant fulfills all the relevant requirements set forth by AAU except for a completed previous education, the applicant will be **provisionally admitted**. Upon confirming the completion of the previous education, the status will be adjusted to admitted. **Only admitted students can commence their studies at AAU**. If the applicant fails to get admitted by the start of the semester marked in the decision on provisional admission, the applicant will be **rejected**. The applicant can appeal the decision to the President within 30 days of the receipt of the decision.
- iv. If the applicant's application receives a negative evaluation, the applicant will be **rejected**. The applicant can appeal the decision to the President within 30 days of the receipt of the decision.
- v. AAU may also **postpone** the decision and request additional documents, or an additional interview should any doubts about the authenticity or accuracy of the provided information arise.
- vi. By default, degree-seeking students are admitted within the US accreditation. To be admitted also as degree-seeking students within the Czech accreditation, they must submit authenticated hard copies of documents proving the previous qualification (see below). **Applicants cannot be admitted provisionally within the Czech accreditation.**

3. Registration and Matriculation

- i. To register for courses, degree-seeking, study abroad, exchange and auditing students must contact the Assistant Dean of the relevant school of study. The Assistant Dean will advise and guide the student on the available options and the registration process. The deadline for registration coincides with the end of the add/drop period of the term the applicant is applying to.
- ii. Admitted degree-seeking, exchange and study abroad applicants **matriculate** on the first day of the first semester in which they have registered courses or on the day of course registration (whichever comes last). Auditing students do not matriculate and are not eligible for any visa type.
- iii. Degree-seeking students who do not provide authenticated documents proving completion of previous studies before matriculation are only **matriculated conditionally**. Conditional matriculation lasts until authenticity of the documents has been proven according to the standards defined below but no later than by the end of the first semester. Failure to prove authenticity of the documents will be considered violation of AAU's Academic Codex and will lead to termination of studies. Students terminated for this reason are not entitled to receive an official university-studies transcript.
- iv. **Students who prove authenticity of the documents regarding previous qualification yet will not have them recognized as equal and valid in the Czech Republic under Act 561/2004 Coll. (undergraduate students) or Act no. 111/1998 Col. (graduate students) or the respective intergovernmental agreement (see sections Previous Qualification below), may only be matriculated within the US accreditation. Such students will not be entitled to all tax and other benefits pertaining to students studying within the Czech accreditation. For record keeping purposes under Act no. 111/1998 Col., such students will be automatically registered as students of lifelong learning programs within AAU's**

accredited degree programs registered as students of lifelong learning programs within AAU's accredited degree programs.

- v. Within the Czech accreditation, students matriculate on the first day of the first semester in which they have registered courses, or on the day of course registration, or on the day of admission (whichever comes last). **Students cannot matriculate conditionally within the Czech accreditation.**

4. Payment Information

- i. In order to complete registration, non-visa seeking students must pay at least 50% of the tuition for the upcoming semester, and all applicable fees. Upon admission, the Admissions Office will send a detailed invoice with the total tuition and applicable fees for the respective semester. The Admissions Office will also confirm with the student once the tuition payment is received.
- ii. In order to complete registration, visa-seeking students must pay the total tuition and all applicable fees for the upcoming semester. They will receive a detailed invoice which contains the exact amount and payment method details upon admission. AAU can issue the documents necessary to start the visa application procedure only after it receives full payment. Since the visa procedure takes 60 to 90 days from the day of submitting the documents at the respective embassy, students must process the payment as soon as possible. The confirmation of studies for visa purposes is not valid more than 180 days from the issuing date. Students admitted to the US accreditation only, should apply for the visa type "other" for educational purposes. Students admitted to the US and Czech accreditation should apply for the visa type "study".
- iii. Should the applicant's visa be rejected for reasons beyond the student's control, AAU will provide a full tuition refund upon submitting the official decision issued from the respective embassy. In the case of other reasons preventing the student from beginning the studies, AAU requires a written personal statement detailing those reasons. The full refund policy can be found in Financial Policy.

C. Requirements for Undergraduate Degree-Seeking Applicants

1. English Proficiency

- i. All applicants must prove proficiency in the English language at level B2 of the Common European Framework of Reference for Languages (CEFR) for enrollment in undergraduate programs.
- ii. Degree seeking applicants must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:
 - (a) TOEFL (iBT min. 71, PBT min. 525)
 - (b) IELTS (min. overall 6 plus the minimum of 5.5 in each subtest)
 - (c) FCE (min. C)
 - (d) CAE (min. 160)
 - (e) BULATS (min. 60)
 - (f) City & Guilds - IESOL (Communicator, B2, First class pass)
 - (g) Pearson PTE (min. 59)
 - (h) IGCSE First Language English (C or better)
 - (i) IGCSE English as a Second Language (B or better)
 - (j) IB (English C or better at HL/SL)

- iii. Applicants eligible for an English proficiency waiver must meet one of the following criteria:
- (a) complete a minimum of twelve months academic education leading to an awarded qualification, in a “majority English speaking” country (see below), no more than two years prior to the proposed date of enrollment, or
 - (b) complete high school education in an institution accredited by an officially recognized authority in a “majority English speaking” country (see below),
 - (c) hold West African Senior School Certificate Examination, or
 - (d) complete the International Baccalaureate Diploma (IB) Programme.
- These students will have to prove their English proficiency within an AAU admissions interview. AAU reserves the right to request English Proficiency exam score if deemed necessary.
- iv. The following countries are considered majority English speaking:
- | | |
|-------------------------|------------------------------------|
| (a) Antigua and Barbuda | (k) Jamaica |
| (b) Australia | (l) New Zealand |
| (c) Bahamas | (m) St. Kitts and Nevis |
| (d) Barbados | (n) St. Lucia |
| (e) Belize | (o) St. Vincent and the Grenadines |
| (f) Canada | (p) South Africa |
| (g) Dominica | (q) Trinidad and Tobago |
| (h) Grenada | (r) USA |
| (i) Guyana | (s) UK |
| (j) Ireland | |

2. Previous Qualification

- i. AAU accepts proof of previous qualification issued in the Czech, English, or Slovak language. Documents issued in other languages must be officially translated into Czech or English language by a certified translator. In case that the certified translation is performed by a certified translator of other than Czech nationality, the sheets of paper with the translation must be tied with verified copies of the documents they relate to in such a way that makes it impossible to additionally swap or replace the sheets with the translation. Translations tied with non-authenticated copies of documents will not be accepted.
- ii. **While a scan of the documents listed below is sufficient for application, admission, registration of courses and conditional matriculation, only the authenticated hard copy entitles the student to continue studying in subsequent semesters. Within the Czech accreditation, even admission and matriculation are not possible without the authenticated hard copy.** Within U.S. accreditation, scans of diploma and transcript are acceptable and sufficient for matriculation, if complemented by a certificate that generally recognizes equality and validity of the foreign high school diploma obtained under Act 561/2004 Coll. (so called nostrification certificate²).
- iii. Undergraduate applicants must present evidence of their **secondary education**. The type of the evidence differs according to the country of the secondary education and according to what accreditation applicants seek. AAU holds both U.S. and Czech accreditation for most of its undergraduate degree programs. This means that AAU diploma is automatically valid both in the U.S. and the Czech Republic. However, the document-submission requirements are more complex on the Czech side.

² Nostrification certificates are issued by Czech authorities and the procedure may require passing comparative examinations in selected secondary school subjects. AAU is ready to help applicants with this procedure.

- (a) Documents required within the US accreditation:
- High School Diploma or an equivalent document (like IB diploma, A levels³ certificate, GED certificate) that entitles its holder to apply for admission to university studies in the country under which jurisdiction the document was issued, and
 - document proving the contents and scope of completed previous education (High School Transcript).
- (b) Documents required within the Czech accreditation:
- Czech High School Diploma (“vysvědčení o maturitní zkoušce”), or
 - German High School Diploma (“Zeugnis der Allgemeinen Hochschulreife”), or
 - Hungarian High School Diploma (“érettségi bizonyítvány”), or
 - Polish High School Diploma (“świadectwo dojrzałości”), or
 - Slovak High School Diploma (“vysvedčenie o maturitnej skúške”), or
 - Slovenian High School Diploma (“Spričevalo o Splošni/Poklicni maturi”), or
 - European Baccalaureate diploma, or
 - certificate that generally recognizes equality and validity of the foreign high school diploma obtained under Act 561/2004 Coll.
- iv. If needed, the University may require the applicant to submit the following additional documents:
- (a) Additional information concerning the contents and scope of foreign secondary education,
 - (b) additional information that the study program was offered by an institution authorized to provide education comparable with the secondary education under the Act 561/2004 Coll.;
 - (c) a statement of the relevant foreign secondary school or other relevant foreign body certifying that the applicant who completed a secondary educational program at the relevant secondary school is entitled to apply for admission to university at the country under which jurisdiction the document was issued.

3. Authenticity of Documents

How the authenticity of documents must be proven depends on the country where the document was issued. Below is a table providing all details for respective countries.

Education completed in	Documents required
Afghanistan, Albania, Algeria, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Czech Republic, Montenegro, France, Georgia, Germany, Yemen, Croatia, People’s Republic of Korea (North Korea), Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/FYROM, Moldova, Mongolia, Poland, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam	Original High School Diploma and High School Transcript or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service.
Australia, Denmark, Estonia, Finland, Great Britain and its territories (i.e., Jersey, the Bailiwick	Original High School Diploma and High School Transcript or their copies authenticated by a

³ Anglo-American University recognizes Cambridge International A Levels for matriculation purposes and welcomes applicants who achieve a minimum of three (3) full A Level subjects in 1 academic year with grade C or above.

<p>of Guernsey, the Isle of Man, Anguilla, Bermuda, British Antarctic Territory, British Virgins Islands, British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and South Sandwich Islands, Turks and Caicos Islands), Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands and its territories (i.e., the Netherlands Antilles, Aruba), New Zealand, Norway, Portugal, Sweden, the United States of America and its territories (i.e., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands of the United States)</p>	<p>Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service,</p> <p>AND</p> <p>Confirmation that the applicant is a graduate of a foreign secondary school sent electronically by a relevant representative of the school to AAU, or</p> <p>confirmation that the applicant is a graduate of a foreign secondary school accessible through an official electronic portal of the school,</p> <p>OR</p> <p>Original High School Diploma and High School Transcript sent to AAU in a sealed envelope by the relevant school or submitted by the applicant in an envelope sealed by the foreign secondary school.</p> <p>(If the applicant is not able to get a confirmation from the secondary school, the scenario in the next row below applies.)</p>
<p>Andorra, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, the Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cook Islands, Chile, China – only Hong Kong and Macao (legalization is required in the case of other territories of China), Democratic Republic of São Tomé and Príncipe (from 15 July 2008), Dominica, Dominican Republic (authentication by Apostille clause from 30 August 2009), Ecuador, Fiji, French territories (i.e., French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Komodo Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (from 7 April 2002 – up to this date it was covered under Great Britain), Guatemala, Honduras, India, Iceland, Israel, Japan, Republic of South Africa, Kazakhstan, Colombia, Republic of Korea (South Korea), Kosovo, Costa Rica, Lesotho, Liberia, Liechtenstein, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Niue, Oman, Panama, Paraguay, Peru, Salvador, Samoa, San Marino, the Seychelles, Suriname, Saint Lucia, Saint Kitts and Nevis, Saint</p>	<p>Copy of High School Diploma and High School Transcript with an Apostille. An Apostille is a certificate that authenticates the origin of a public document. It is issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities is available from the website of the Hague Conference at http://hcch.e-vision.nl</p>

Vincent and the Grenadines, Swaziland, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, Vanuatu, and Venezuela.	
Other states	Superlegalized High School Diploma and High School Transcript. Superlegalization means that the authenticity of signatures and stamps on the original documents is verified by the Ministry of Foreign Affairs (or by the relevant body) of the state where the secondary school document has a registered address, and by the relevant embassy of the Czech Republic. Czech Embassy/Consular contacts can be found here .

4. Academic Preparedness

- i. Academic preparedness must be proven in the interview and the personal statement. AAU looks for students who show initiative, motivation, leadership, persistence, and service to others.
- ii. In the personal statement, applicants should elaborate about their academic, personal, and extracurricular achievements. The personal statement must be written in the students' own words and reflect their own opinions. Plagiarism of any part of the personal statement is considered as a serious violation of academic integrity and of AAU's internal rules and will lead to the rejection of the application.
- iii. In order to pass the admission interview, students must provide accurate information and demonstrate sufficient preparedness to succeed in the program of study.

5. List of Documents Attached to the Application

- (a) CV/Resume
- (b) Personal statement
- (c) Language exam results unless the applicant qualifies for an English exam waiver
- (d) Copy of passport/ID
- (e) Passport size photo
- (f) High School Transcript (transferring students must also provide a transcript from the previous institution and make sure that it is sent directly by the previous school)
- (g) High School Diploma
- (h) Optional: ACT or SAT score (welcome as a supportive document).

D. Requirements for Graduate Degree-Seeking Applicants

1. English Proficiency

- i. All applicants must prove proficiency in the English language at level C1 of the Common European Framework of Reference for Languages (CEFR) for enrollment in graduate programs.
- ii. Degree seeking applicants must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:
 - (a) TOEFL (iBT min. 87, PBT min. 567)
 - (b) IELTS (min. 7)
 - (c) CAE (min. C)
 - (d) CPE (min. C1)

- (e) BULATS (min. 75)
- (f) City & Guilds – IESOL (expert, C1)
- (g) Pearson PTE (min. 76)

iii. Applicants eligible for an English proficiency waiver must meet one of the following criteria:

- (a) complete a minimum of twelve months academic education leading to an awarded qualification, in a “majority English speaking” country (see below), no more than two years prior to the proposed date of enrollment, or
- (b) complete high school education in an institution accredited by an officially recognized authority in a “majority English speaking” country (see below), or
- (c) hold West African Senior School Certificate Examination.

These students will have to prove their English proficiency within an AAU admissions interview. AAU reserves the right to request English Proficiency exam score if deemed necessary.

iv. The following countries are considered majority English speaking:

- | | |
|-------------------------|------------------------------------|
| (a) Antigua and Barbuda | (k) Jamaica |
| (b) Australia | (l) New Zealand |
| (c) Bahamas | (m) St. Kitts and Nevis |
| (d) Barbados | (n) St. Lucia |
| (e) Belize | (o) St. Vincent and the Grenadines |
| (f) Canada | (p) South Africa |
| (g) Dominica | (q) Trinidad and Tobago |
| (h) Grenada | (r) USA |
| (i) Guyana | (s) UK |
| (j) Ireland | |

2. Previous Qualification

- i. AAU accepts proofs of previous qualification issued in the Czech, English or Slovak language. Documents issued in other languages must be officially translated into Czech or English language by a certified translator. In case that the certified translation is performed by a certified translator of other than Czech nationality, the sheets of paper with the translation have to be tied with verified copies of the documents they relate to in such a way that makes it impossible to additionally swap or replace the sheets with the translation. Translations tied with non-authenticated copies of documents will not be accepted.
- ii. **While a scan of the documents listed below is sufficient for application, admission, registration of courses and conditional matriculation, only the authenticated hard copy documents entitle the student to continue studying in subsequent semesters. Within the Czech accreditation, even admission and matriculation are not possible without the authenticated hard copy.** Within U.S. accreditation, scans of diploma and transcript are acceptable and sufficient for matriculation, if complemented by a certificate that generally recognizes foreign university education in the Czech Republic obtained under sections 89 and 90 of the Act no. 111/1998 Col. or obtained according to the prior legal regulations.
- iii. Graduate applicants must present evidence of completion of their undergraduate studies. The type of the evidence differs according to the country of education and according to what accreditation applicants seek. AAU holds both U.S. and Czech accreditation for most of its graduate degree programs. This means that AAU diploma is automatically valid both in the U.S. and the Czech Republic. However, the document-submission requirements are more complex on the Czech side.
 - (a) Documents required within the US accreditation:

- University Diploma and Transcript.
- (b) Documents required within the Czech accreditation:
- Czech, German, Hungarian, or Polish University Diploma, or
 - Slovak University Diploma (with the exception of diplomas issued by Czech branches of Slovak universities after 28 March 2015), or
 - Slovenian Master’s diploma, or
 - document that generally recognizes foreign university education in the Czech Republic obtained under sections 89 and 90 of the Act no. 111/1998 Col. or obtained according to the prior legal regulations.
- iv. If needed, the University will require the applicant to submit the following documents:
- (a) Additional information concerning the contents and scope of the foreign university study.

3. Authenticity of Documents

How the authenticity of documents must be proven depends on the country where the document was issued. Below is a table providing all details for respective countries.

Education completed in	Documents required
Afghanistan, Albania, Algeria, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Czech Republic, Montenegro, France, Georgia, Germany, Yemen, Croatia, People’s Republic of Korea (North Korea), Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/FYROM, Moldova, Mongolia, Poland, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam	Original University Diploma and Transcript or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service.
Australia, Denmark, Estonia, Finland, Great Britain and its territories (i.e., Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermuda, British Antarctic Territory, British Virgins Islands, British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and South Sandwich Islands, Turks and Caicos Islands), Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands and its territories (i.e., the Netherlands Antilles, Aruba), New Zealand, Norway, Portugal, Sweden, the United States of America and its territories (i.e., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands of the United States)	Original University Diploma and Transcript or their copies authenticated by a Czech or foreign notary, at a Czech Embassy abroad or made by means of Czech Point service, AND Confirmation that the applicant is a graduate of a foreign secondary school sent electronically by a relevant representative of the school to AAU, or confirmation that the applicant is a graduate of a foreign secondary school accessible through an official electronic portal of the school, OR Original University Diploma and Transcript sent to AAU in a sealed envelope by the relevant

	<p>university or submitted by the applicant in an envelope sealed by the university.</p> <p>(If the applicant is not able to get a confirmation from the university, the scenario in the next row below applies.)</p>
<p>Andorra, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, the Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cook Islands, Chile, China – only Hong Kong and Macao (legalization is required in the case of other territories of China), Democratic Republic of São Tomé and Príncipe (from 15 July 2008), Dominica, Dominican Republic (authentication by Apostille clause from 30 August 2009), Ecuador, Fiji, French territories (i.e., French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Komodo Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (from 7 April 2002 – up to this date it was covered under Great Britain), Guatemala, Honduras, India, Iceland, Israel, Japan, Republic of South Africa, Kazakhstan, Colombia, Republic of Korea (South Korea), Kosovo, Costa Rica, Lesotho, Liberia, Liechtenstein, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Niue, Oman, Panama, Paraguay, Peru, Salvador, Samoa, San Marino, the Seychelles, Suriname, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, Vanuatu, and Venezuela.</p>	<p>Copy of University Diploma and Transcript with an Apostille. An Apostille is a certificate that authenticates the origin of a public document. It is issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities is available from the website of the Hague Conference at http://hcch.e-vision.nl</p>
<p>Other states</p>	<p>Superlegalized University Diploma and Transcript. Superlegalization means that the authenticity of signatures and stamps on the original documents is verified by the Ministry of Foreign Affairs (or by the relevant body) of the state where the secondary school document has a registered address, and by the relevant embassy of the Czech Republic. Czech Embassy/Consular contacts can be found here.</p>

4. Academic Preparedness

- i. Academic preparedness must be proven in the interview and the personal statement. AAU looks for students who show initiative, motivation, leadership, persistence, and service to others.

- ii. In the personal statement, applicants should elaborate about their academic, personal, and extracurricular achievements. The personal statement must be written in the students' own words and reflect their own opinions. Plagiarism of any part of the personal statement is considered as a serious violation of academic integrity and of AAU's internal rules and will lead to the rejection of the application.
- iii. In order to pass the admission interview, students must provide accurate information and demonstrate sufficient preparedness to succeed in the program of study.

5. List of Documents Attached to the Application

- (a) CV/resumé
- (b) Personal statement
- (c) Language exam results unless the applicant qualifies for an English exam waiver
- (d) Copy of passport/ID
- (e) Passport size photo
- (f) University Transcript
- (g) University diploma
- (h) 2 letters of recommendations sent directly to AAU
- (i) Optional: GRE score (as a supportive document)

E. Requirements for Study Abroad Applicants

1. English Proficiency

Study abroad applicants must meet the same requirements as degree-seeking students. Should they fall short of the required English proficiency test score and not qualify for a test waiver then they may be allowed to demonstrate sufficient English proficiency in an interview with a designated AAU official. Upon the approval of AAU President, specific requirements can be agreed on the basis of bilateral agreements.

2. Previous Qualification

No evidence of prior education is required.

3. Academic Preparedness

Academic preparedness must be proven by a transcript with no less than 15 semester credits (30 ECTS) and an overall GPA of 2.5 or higher from a home university. Students with a lower GPA may apply for a GPA waiver by submitting a personal statement and two letters of recommendation. Upon the approval of AAU President, specific requirements can be agreed on the basis of bilateral agreements.

4. List of Documents Attached to the Application

- (a) Official transcript
- (b) Language exam results (if available)
- (c) Copy of passport/ID
- (d) Passport size photo

F. Requirements for Erasmus and University Exchange Students

1. English Proficiency

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

2. Previous Qualification

No evidence of prior education is required.

3. Academic Preparedness

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

4. List of Documents Attached to the Application

- (a) Completed Learning Agreement (only Erasmus exchange)
- (b) Copy of passport/ID
- (c) Passport-size photo

G. Requirements for Auditing Students

1. English Proficiency

- i. All applicants must prove proficiency in the English language at level B2 of the Common European Framework of Reference for Languages (CEFR) for enrollment in undergraduate programs and at the C1 level for enrollment in graduate programs.
- ii. Auditing applicants must prove sufficient English proficiency in an interview with a designated individual at AAU.

2. Previous Qualification

No evidence of prior education is required.

3. Academic Preparedness

There are no requirements.

4. List of Documents Attached to the Application

- (a) Copy of passport/ID
- (b) Passport size photo

H. Final Provision

This Policy supersedes the President's Policy no. 12/2020.