EUCLID
Pôle Universitaire Euclide

ADMISSION AND ENROLLMENT CHECKLIST

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THE EUCLID ADMISSION PROCESS – WHAT TO EXPECT

Prospective students must start with the online "Register Now" option. Applicants who are affiliated (Ministry staff) with a EUCLID Participating States should also follow these steps and inform their National Point of Contact of their interest.

The online pre-registration is a two-step process:

First, a contact email / user name is associated with a secure password for initial registration in the EUCLID database. In the next step, you will be requested to enter basic information about yourself. This part of the process takes less than 5 minutes. You are now able to login to your (prospective) student account. Before you can access the main menu, you will be prompted to select your degree program. At this end of this process, an email will be sent with additional instructions and you will be redirected to the main student menu. At this point, if you have not already done so during your inquiry phase, you will be able to download your official program curriculum and syllabus package.

You should then receive an email acknowledgment from Admissions / Faculty Coordinator and/or your assigned Faculty.

In order to be officially admitted and start your first course, the following actions must still take place.

- You must have an admissions interview with an admissions officer or faculty member. You should send an email to admissions@euclid.int with your contact information and preferred time to call (do not forget to indicate your time-zone). You email (a) a good quality scan of an official identification documentation (national ID card, passport, driver's license) + a recent resume (CV) to your request for interview. We also suggest that you email a sample of your papers or writings if available to help us assess your English writing skills. Please note that any official decision is communicated by email.
- You must complete your online student profile (personal, professional, education, technological).
- You must submit evidence of eligibility by emailing or faxing your transcripts to the Director of Admissions and Operations (admissions@euclid.int)

In general, this means contacting your undergraduate institutions to mail official transcripts to EUCLID. North American institutions may send the transcripts to EUCLID's US liaison office. African institutions may send the transcripts to

EUCLID's headquarters office in Bangui. Institutions from all other regions should send the transcripts to EUCLID's Brussels' office.

- You will be able to enroll and start your courses based on your copies, but an official transcript is required (except special cases or when unavailable) within 6 weeks of enrollment.

TUITION / PAYMENTS

You must send payment for your initial enrollment fee (see web page "Tuition and Costs" for updated fees and payment information).

You must send payment for your course tuition fee(s) before being able to mark a course as "Started".

While it is possible to pay for one course at a time, it may more convenient to pay for a block of courses or credits, especially if you would like to start more than one course at a time.

The current cost per credit chart is available at:
http://www.euclid.int/tuition.asp

(E.g.: 6 credits at the Master level represent a payment of 6x$145)

Available payment methods - to be confirmed with the Director of Admissions and Operations - are wire transfer, check, credit card or Paypal.

EQUIVALENCIES

If after reviewing the curriculum you feel that courses completed at other institutions may qualify for equivalency, please send your request with supporting evidence to the Admissions Officer who will do an academic evaluation with the assistance your Primary Faculty. If equivalencies are granted, the courses will be marked "Y" (completed). No grade will be assigned. Please note that there is a $40/US credit fee for every equivalency request. If the equivalency is denied or partially accepted, no refund will be issued.

DEGREE ROADMAP / COURSE PROGRESSION

Once the Initial Admission Fee has been received, EUCLID will sequence and validate your roadmap.

Upon receipt of your payments, you profile will be set to E (enrolled) and your first course(s) will be set to P (paid) and S (started). Once you are all clear to go, you can download the syllabus, start your course(s) by ordering the required textbook or courseware.

Feel free to contact your assigned faculty / instructor if you have any questions or if you would like additional guidance on the course. You may be required to contact the instructor before choosing a topic for your paper. Once you have submitted your

paper by email, please use "View Roadmap" to mark the course complete and request grading. Your instructor will be notified by email and will contact you by phone for the oral exam / completion interview.

In application of current guidelines, you will be able to provide feedback on your satisfaction for every completed course. We encourage you to do so.

IN SUMMARY, YOUR CHECKLIST:

❑ Register online – enter basic information – select program
❑ Download curriculum PDF + this document
❑ Wait for automatic email from Admissions Officer
❑ Email (1) ID document(s) (2) Resume / CV (3) sample papers if possible
❑ Request and schedule an admissions interview
❑ Sign and return EUCLID Enrollment Agreement
❑ If / when approved to enroll, pay Initial Admission Fee + we suggest 3 credits
❑ After online profile and roadmap is finalized, flag your first courses as "Started"