ECLA APPLICATION GUIDELINES

DEAR APPLICANT

Thank you for your interest in ECLA. Before filling out your application form please read these guidelines carefully. If you have any questions which are not answered by these guidelines, please contact the admissions office (admissions@ecla.de).

For questions related to financial aid please contact the financial aid office (finaid@ecla.de).

ADMISSION REQUIREMENTS

Students who want to attend ECLA are required to have a high school degree. For admission to the German BA degree programme this degree needs to be recognized by the German State. For information on the prerequisites, visit the database anabin.de (only available in German), the DAAD's admissions database at: http://www.daad.de/deutschland/wege-durchs-studium/zulassung/06550.en.html, the uni-assist database at: http://www.uni-assist.de/zulassungsvoraussetzungen/index.php?id=1&ebene=1&lang=en (only available for some countries) or contact the admissions office.

ECLA's programmes are taught entirely in English. Therefore, applicants need to provide documentation of knowledge of English equivalent to level C1 of the Common European Framework of Reference for Languages, e.g. TOEFL IBT: 90, IELTS: 6.5. See p. 4 for a detailed list of equivalent test scores.

APPLICATION PROCESS

Please go through the application checklist below to make sure your application is complete. Only complete applications that have arrived on time will be considered. Please note that no documents will be returned to you. Make sure to only submit originals if you do not need them back.

1. Fill out and submit the online application form. **(Please only submit it once!)**

2. After submission you will receive an email with your login information to the ECLA portal.

3. Submit your essays (and additional material if applicable) through the ECLA portal.

4. Upload your additional documents as scanned pdfs to the ECLA portal (copies of high school degree, including certified translations, school and university transcripts, etc.) or send them by postal mail to:

> European College of Liberal Arts
> Admissions Office
> Platanenstr. 24
> 13156 Berlin
> Germany

5. Applicants for the Project Year, submit your Statement of Purpose and Project Proposal through the ECLA portal.

6. Download the recommendation form from ECLA's website and ask two teachers/professors to submit their letters of recommendation to the address above.

Financial aid applications need to be sent directly to the financial aid office (see financial aid section).

ECLA does not charge an application fee.

There are two admissions deadlines. We recommend that you submit your application as early as possible, especially if you will need to apply for a visa. **Please note that for some countries the visa application takes up to 3 months. In this case you will not be able to attend ECLA if you apply for the second deadline!**

Applications will be reviewed by the admissions committee after each deadline. Occasionally, the admissions committee will conduct phone interviews. Therefore it is important that you keep us informed about your current contact details.

Applicants will be informed about the admissions decision via email by the date indicated below. If you are admitted, you will need to confirm your intention to attend ECLA by returning the acceptance form and making a down payment by the candidate reply deadline.

APPLICATION CHECKLIST

Your application is complete if ECLA's admissions office has received the following documents by the deadline. Only complete applications will be reviewed. Use this section as a checklist to make sure you have completed each step:

- application form (submitted online)
- 3 required essays, as published on the website (submitted online through the ECLA portal)
- Two faculty recommendations (sent directly to ECLA by your referees, either by postal mail or by email to applications@ecla.de)
- High school leaving certificate/ high school diploma: if you have not yet graduated, the certificate can be submitted later (submitted online through the ECLA portal or by postal mail)
- School/university transcripts: official transcripts from your last 4 years of secondary school and all university level work (submitted online through the ECLA portal or by postal mail)
- Evidence of English proficiency level C1 according to the Common European Framework of Reference for Languages (CEF), e.g. TOEFL IBT: 90, IELTS: 6.5. See pg. 4 for a detailed list of equivalent test scores (submitted online through the ECLA portal or by postal mail)
- Photocopy of the first page of your passport (submitted online through the ECLA portal or by postal mail)
- Any additional material you believe might strengthen your application (submitted online through the ECLA portal)
- Statement of Purpose **(only Project Year applications,** submitted online through the ECLA portal**)**
- Project Proposal **(only Project Year applications,** submitted online through the ECLA portal**)**

APPLICATION FORMS

There is a common application form for the Bachelor programme, the Academy Year and the Project Year. Please indicate which of the programmes is of special interest to you, and submit the requested additional documents accordingly (see application checklist above).

WAITING LIST

Applications that arrive by the late applications deadline will be considered for a waiting list in case places in the programmes are still available after the acceptance period. **Please note that it will not be possible for you to receive your visa in time if you are admitted through the waiting list. Therefore this option is only open to students who do not need a visa.**

ADMISSIONS DEADLINES

There are two deadlines for application to the B.A., Academy Year, and Project Year:

DEADLINE I Recommended for all, but particularly for students who are required to apply for visa	January 31st 2012
ADMISSIONS DECISION	March 30th 2012
CANDIDATE REPLY Students accept ECLA's offer of admission by returning signed acceptance forms and making the down payment	May 4th 2012
DEADLINE II	April 16th 2012
ADMISSIONS DECISION	May 25th 2012
CANDIDATE REPLY	June 15th 2012
LATE APPLICATIONS FOR WAITING LIST (Only possible for applicants who do not require a visa) **Late applications will be processed as received, provided there are still spaces available.**	July 16th 2012

It is advisable to have all materials in by deadline I.

FACULTY RECOMMENDATIONS

Download the recommendation form from the admissions website. Fill it out and give one to each of your referees.

Recommendations should be written on institutional letterhead and sent directly by the faculty member to our postal address or by email to applications@ecla.de. Recommendations sent by e-mail should include the contact number of the referee. Both evaluators should be familiar with the quality of your academic work.

PROJECT YEAR APPLICATIONS ONLY

If you are applying for the Project Year, you need to submit a Statement of Purpose and a Project Proposal.

The central questions of the PY programme concern the pursuit of knowledge, and the ideals guiding that pursuit (for details, please refer to our website). The **Statement of Purpose** explains why – in the light of these questions – the Project Year is of special interest to you in this stage of your academic career, how your studies so far have prepared you for the programme, and how the Project Year can help shape your plans for the near future.

The **Project Proposal** is a one-page outline of a project you believe you can undertake over the course of a year under faculty supervision. The outline clearly states your general field of interest, which may be identified in several ways including: a part of a discipline (e.g. philosophical aesthetics or the 19th century Russian novel), an intellectual problem, or a particular author or group of authors. The proposal should offer examples of concrete issues which might provide your focus. It may outline up to two fields of interest. Because ECLA's ability to admit applicants depends on providing the appropriate supervision, it is advisable to consult the profiles of faculty members as you formulate your proposal. In some cases ECLA also works with external supervisors.

ACADEMIC RECORDS

No documents will be returned to you. Please only submit originals if you do not need them back.

Please submit original transcripts and copies of your other academic records. In individual cases we might request certified copies later on in the application process. Certified copies need to bear the fresh seal or stamp of the issuing institution. Certification should be made by a school or university official or by a notary.

If there is anything we should know about your school's grading system, please attach a separate sheet of explanation to your transcript.

LANGUAGE OF DOCUMENTS

All documents need to be submitted in German or English, or together with a translation by a registered, sworn translator. Translations made by translation agencies or bureaus are not accepted. Please make sure to submit the documents in the original language, as well. Just the translation is not sufficient.

DOCUMENTATION OF ENGLISH PROFICIENCY

If you are a non-native speaker of English you need to provide documentation of English proficiency at the level C1 (CEF). The following standardized tests are accepted:

Name	Score
ALTE	Level 4
IELTS	6.5
Cambridge	CAE (A-C), CPE (A-C)
TOEFL (paper-based)	*577*
TOEFL (computer-based)	233
TOEFL (internet-based)	90
UNIcert	III
International Baccalaureate (IB) Standard or Higher Level (SL/HL)	5 in English

If you have successfully completed one year of High School or University with English as the language of instruction, you will not need an additional test.

ECLA TEST CODES

If you are sending test scores, use the following institutional codes: TOEFL 8527; SAT 4422.

APPLYING FOR FINANCIAL AID

If you want to apply for financial aid, please read the information in the financial aid section of our website carefully and follow the instructions. If you submit your programme application for Deadline I (January 31st 2012), you need to submit your financial aid application by February 15th 2012. If you apply for Deadline II (April 16th 2012), you need

to submit your financial aid application by April 30th 2012. If you apply later to be considered for the waiting list, please submit your programme application and your financial aid application at the same time.

INFORMATION FOR INTERNATIONAL STUDENTS

If you are admitted to ECLA, begin the visa application process promptly. Background checks for international students are time-intensive. The visa application process generally takes 6-8 weeks, and - for individual countries - may even take up to 3 months. Once we receive your acceptance form, we will send you an official confirmation letter for the embassy. You can expect to receive this letter within 2 weeks after accepting our offer. File your visa application as soon as you receive this document. Please note that it sometimes takes a few weeks to schedule an appointment with the embassy. In the end, you are responsible for making sure that all visa procedures are completed well ahead of your travel to Berlin. ECLA has a strict attendance policy and absences due to late arrival will count as unexcused absences and may jeopardize your student status. For more information on ECLA's absence policy, please read our student handbook available on the website.

ATTENDING OTHER ACADEMIC PROGRAMMES WHILE AT ECLA

The active attendance of other academic programmes while also studying at ECLA is generally permitted only when it has been approved by the Admissions Committee as one of the conditions of your enrolment. This includes having exams or writing your thesis. If you fail to inform us about enrolment in other programmes, this may result in probation or dismissal. BA students are not allowed to be enrolled in other programmes.

NON-DISCRIMINATORY POLICY

The European College of Liberal Arts Berlin admits students of any race, colour, national origin, ethnic origin, sex, gender identity, religion, sexual orientation, and age to all the rights, privileges, programmes, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, colour, national origin, ethnic origin, sex, gender identity, religion, sexual orientation, and age in administration of its educational policies, admission policies, scholarship and loan programmes, and athletic and other school-administered programmes.

AND FINALLY...

The application is our way of learning about you, your background, achievements, interests and aspirations. The best strategy for completing the application is to be clear, honest and direct – to show us who you are, rather than to tell us what you think we would like to hear.

We look forward to receiving your application!

Fiona Schnüttgen
Admissions Officer