

The 2009-2010 REGISTRATION PROCESS at Sciences Po



Registration beginning from June the 29th to October the 30th 2009. Please check the registration calendar (see above).



You must first read the registration conditions available on the registration office's website. **Online pre-registration and registration procedures are compulsory.**



You must complete an **online pre-registration** procedure. You have the possibility of paying the tuition fees online.



After your online pre-registration, come to the registration office with the **required documents**, following the alphabetic timetable or send the file by mail.



www.sciences-po.fr/formation/Accueil_Administratif_et_Inscriptions

Important: you must complete your registration before October the 30th. If you don't, you will not be able to go ahead with your course registration.

IMPORTANT

■ **Do you have a CROUS scholarship?** Register as soon as possible, in order to accelerate the process of receiving your scholarship.

■ The **enrolment certificate** will only be available after the final registration.

■ **The sooner you register, the faster the process will be.** The tuition fees will only be cashed in September (except for online payments).

■ **Temporary certificates of registration will be available** in your "online student space" for getting your transportation card (Imagin'R) and for visa purposes.

■ **Your student card will be valid throughout the time you are enrolled in Sciences Po** (3 years for Bachelor and 2 years for Master), please take good care of it. Continuing students will receive a sticker indicating the current year.

Alphabetic schedule:

If you decide to come to de Registration Office, please follow the schedule below according to the first letter of your surname. This will assure an easier and faster registration process.

The registration office is open from June the 29th to October the 30th. The office will be closed to the public from August the 1st to August the 14th (included)

Day	Morning (9:30am - 12:00pm)	Afternoon (12:00pm - 4:00pm)
Monday	A - B	B - C
Tuesday	D - E - F	F - G - H
Wednesday	I - J - K - L	L - M
Thursday	N - O - P - Q - R	R - S
Friday	T - U - V - W - X - Y - Z	Closed

Visit us - Our address

Sciences Po
Accueil Administratif
9, rue de la Chaise
75007 Paris

Métro: Sèvres Babylone
Closed to the public from August the 1st to the 14th.

Any questions?

+33 (0)1 45 49 55 72

accueil.administratif@sciences-po.fr





REGISTRATION CALENDAR 2009: New students (this is the first time you register at Sciences Po)

Programme	From...	Before...	How?
1st year: «Priority in Education Conventions»		17 August	
1st year: all campuses and entry examinations procedure (Dijon, Le Havre, Menton, Nancy, Paris, Poitiers).	29 June	15 October	<ul style="list-style-type: none"> ■ Visit www.sciences-po.fr/formation, and read the <i>accueil administratif</i> section (in French). ■ Log into your <i>student space</i> and pre-register. ■ Visit the registration office with your complete file, following the alphabetic schedule or send your complete file to the registration office (9, rue de la Chaise, 75007 Paris).
1st year: French Bac with honors (très bien) - Paris IV - Paris VI		17 August	
Agrégation d'Histoire Preparatory year		15 October	
4th year: French procedure, continuing education and double degrees	29 June	17 August	<ul style="list-style-type: none"> ■ For the regional campuses, follow the same steps, and send your complete file to the registration office (9, rue de la Chaise, 75007 Paris).
4th year: non-exchange international students (international procedure)	29 June	15 September	<ul style="list-style-type: none"> ■ The office will be closed to the public from August the 1st to August the 14th (included). Please note that you can send your registration file by mail during this period.
Undergraduate and graduate exchange students	29 June	15 October	
Master of Public Affairs	29 June	15 October	
PhD and HDR (habilitation for supervising research)	29 June	15 October	<ul style="list-style-type: none"> ■ Visit www.sciences-po.fr/formation, and read the <i>accueil administratif</i> section (in French). ■ Log into your <i>student space</i> and pre-register. ■ Send the complete file to Christophe COMTE (9, rue de la Chaise, 75007 Paris).



REGISTRATION CALENDAR 2009: Continuing students (you were enrolled at Sciences Po last year)

Programme	From...	Before...	How?
1st and 2nd year	27 July	31 August	
2nd year, regional campuses: Dijon, Le Havre, Menton, Nancy, Poitiers	27 July	31 August	<ul style="list-style-type: none"> ■ Visit www.sciences-po.fr/formation, and read the <i>accueil administratif</i> section (in French). ■ Log into your <i>student space</i> and pre-register. ■ Visit the Office of the Registrar with your complete file, following the alphabetic schedule or send your complete file to the registration office (9, rue de la Chaise, 75007 Paris).
3rd year*	27 July*	30 October	
4th year and double degrees	27 July	30 October	
Agrégation d'Histoire Preparatory year	27 July	30 October	<ul style="list-style-type: none"> ■ * Students currently beginning their year abroad may visit www.sciences-po.fr/formation/inscriptions/administratives/calendrier.htm, download the file and achieve their «anticipated registration» before July the 27th. After July the 27th registrations must be done login into their <i>student space</i>.
5th year and double degrees	27 July	30 October	
Research Masters and Managerial Skills Certificate	27 July	15 October	
Preparatory year for public service examinations (PPSE)	27 July	31 August	<ul style="list-style-type: none"> ■ Students having earned their degree in July 2009 and PPSE continuing students: log into your <i>student space</i> and pre-register. ■ For everyone else: an electronic version of the file is available at http://prepaconcours.sciences-po.fr/francais. Send your completed file to the registration office (9, rue de la Chaise, 75007 Paris).