

American University in Cairo (AUC) Online Forms Instructions



The AUC New York office has a number of important forms on their website that you will need to complete by various deadlines. (A list of such forms appears below.) AUC will send links to these forms in emails to you, but you can go ahead and locate them on the AUC/NY website without waiting for links. Carefully read all the forms, follow the instructions, and submit forms plus appropriate payments to the New York office by the various deadlines noted. Print out or photocopy every completed form before sending it, and note the date of sending on the copies.

You may receive an **official letter of admission** by email. Your AUC student ID number should appear in the upper right corner. There will be instructions on the letter for some of the online forms. Keep the letter for visa application purposes.

Forms may include:

- **Instruction sheet or checklist.**
Follow these instructions in addition to the instructions in the admission letter. Especially note the information for students whose fathers are Egyptian.
- **Listing of fees/expenses/budget/calendar.**
 - EAP students DO NOT pay AUC Tuition although AUC may send you an invoice for it in error.
 - Undergraduate EAP students DO NOT pay the Application Fee, the Student Services Fee, the Medical Service Fee, the Comprehensive Insurance Fee, and the Study Abroad Orientation Fee.
 - Graduate EAP students DO pay only the Graduate Application Fee.
 - EAP students DO pay the Reservation Fee. You MUST pay the Reservation Fee by the deadline indicated or you will not be admitted.
 - EAP students DO pay the Housing Deposit (if AUC housing is desired). You MUST pay the Housing Deposit by the deadline indicated or you will not be housed.
 - EAP students who wish to participate in the optional Survival Arabic Course DO pay the cost indicated for this course.
 - The calendar does NOT indicate the EAP Official Start Date. That mandatory start date is found in the Program Calendar on the EAP website.
- **Enrollment plans.**
You do not need to fill in questions about financial aid.
- **Pre-departure addresses and emergency information form.**
Print University of California EAP in the “person responsible for payment” space.
- **Student release form.**

- **Student residence instructions for ONLINE application.**
Be sure to submit the ONLINE residence application and deposit by the indicated deadline. Put the EAP Study Center contact information in the “contact person in Cairo” space. The EAP Study Center address is found in “Program Administration” in the EAP Program Guide on the EAP website.
- **Health insurance form.**
Complete only the name and ID number section, noting on it that you are an EAP student. UOEAP will send documentation directly to AUC/New York on your behalf that completes the remainder of the form.
- **Physical examination record form.**
You may have already completed this form. Check your records to make sure it has been completed and submitted to the New York office. This form must be received by AUC/New York along with the laboratory results of an HIV test. AUC states “final enrollment is dependent upon a satisfactory medical report.”
- **You may see forms for the AUC Study Abroad Application, the ALI Application, the Graduate Application, and/or the Student Data Form.**
You should have already completed and submitted the appropriate application form and the Student Data Form (plus passport photocopy), as part of the application materials you sent directly to the New York office. The Student Data Form (plus passport photocopy) is already being processed by a government office in Egypt for your future student residence permit.
- **Visa instructions and visa application.**
Complete and return to the appropriate Egyptian Consulate. Print the EAP Study Center contact information in the “reference in Egypt” space.
- **Student travel plans and airport pick-up request.** This form is separate from the flight itinerary you will email to the EAP Study Center in Cairo.
- **Survival Arabic Course.** OPTIONAL.
- **Transcript request.**