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# **CUPA is an independent study abroad** program for students seeking an enriching academic experience in Paris.



# **Application Instructions**

## **Returning users**:

# **First-time users:**

Log in to continue an application.

Create an account to start a new application.

If this is your first time starting an application with CUPA (any program), please click on Create an Account under First Time Users

If you have already started an application (or wish to change your application type) with CUPA, you are a Returning User and should click on Log In to either continue or change your application.

### The Center for University Programs Abroad

12 rue Vavin 75006 Paris, France T +33 1 42 22 87 50 info@cupa.paris.edu



# Create an account if you don't have one yet

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# **Application Instructions**

**Your Applications** 

Туре

You have not yet started an application using this account.

Start New Application

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# Click here to start a new application



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## **Application Instructions**

Туре

You have not yet started an application using this account.

	Start New Application		
The Center for University Programs Abroad	Select an application type: 2024-2025 🗘 CUPA Immersion 2024-25		
12 rue Vavin 75006 Paris, France <u>T +33 1 42 22 87 50</u> info@cupa.paris.edu	Create Application Cancel		

Select in the dropdown menu the term for which you wish to apply. You can apply for different terms, but one application per term is required.



# **Application Instructions**

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# Summer Application Instructions

### Please read these instructions carefully, as well as the instructions in each section.

Complete the information on each page of this application, preferably sequentially. If you are not prepared to complete your application in one sitting, you can close and return to it via the apply.cupa.paris.edu/apply page.

Once you are ready to submit your application, review and sign it. When you click submit you will be required to pay a \$50 (USD) application fee. You will then have access to your Applicant Status Portal via which you can review requirements, upload additional materials and receive updates on your application.

In order for CUPA to review your application and make an admissions decision, make sure all of the following have been submitted:

- Transcript
- Short essay in French
- French language recommender
- Study Abroad office contact
- ID-style photo
- Photo of passport

These materials can be uploaded via your Applicant Status Portal *after* you submit the application – you will be able to see which materials are still missing in your Status Portal.

During the application process, you will receive important notifications from CUPA via email from addresses on the cupa.paris.edu domain. Please be sure that your spam filter does not block emails from this domain.

If you have questions about the application process, please contact Tary Coppola, Assistant Director for Admissions at cupa@cupa.paris.edu or by phone at (1) 413.549.6960

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### -Choosing the term is required to proceed with the application.

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# **Personal Background**

Name	
Prefix	\$
First (Given)	Test
Middle	
Last (Family)	Xxxx
Suffix	•
Preferred First	
Other Last Names Used	
Addresses	
Permanent Address	
Country	United States
Street Address	
City	
State	Select State
Postal Code	
Mailing Address	
Country	Same as Permanent Address United States
-	

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<u>Delete</u>

<u>Delete</u>



<u>Home</u>	Education History Form
Summer Application Instructions	
Program of Study	what school are you currently attending
Personal Background	
Academic History	Please indicate your major(s), minor(s), certificates, etc.
<u>French &amp; Other Language</u> <u>Background</u>	Major
More About You	Second Major
Recommendations	
Financial Assistance	Minor
ID Photo and Passport Uploader	
<u>Signature</u>	Second Minor
<u>Review</u>	
	Third Minor
	Please list concentrations, certificates, or any additional information you think would be relevant for CUPA to know.

### **Click here to add your school**

and upload your transcript. This material is **required** for your application to be eligible for review.

\*Make sure to add your school manually using the search bar (see screenshot on the right).

Current GPA
Current school year
Expected Graduation Date

#### Transcripts

If you are a transfer and/or have attended more than one university, **please make sure your CURRENT institution is entered LAST**. Our system automatically assigns the *last* school entered as your *primary* school.

You may also upload your transcript after you submit your application through your Status Portal.

chool	l Name	
dd Yo	our School	

Level of Study

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### \*

Harvard College Cambridge, MA Harvard College: Undergraduate Transfer Admissions Cambridge, MA Harvard Community High School	
Harvard College: Undergraduate Transfer Admissions Cambridge, MA Harvard Community High School	
Harvard Community High School	
Harvard II.	
Harvard High School	
Harvard International Academy	
Harvard University Enrolled Students	
Harvard University: Harvard Medical School Boston, MA	
Harvard-Westlake School Studio City, CA	
The Bromfield School	
nciar transcript, including.	
our name	
our school name	
ourses taken and in progress	
jrades received	
3PA	
ourses should be in order of semester taken	
nust be readable	
	Harvard, NE Harvard International Academy Pembroke Pines, FL Harvard University Enrolled Students Cambridge, MA Harvard University: Harvard Medical School Boston, MA Harvard-Westlake School Studio City, CA The Bromfield School Harvard, MA Incrair transcript, incrucing. OUT name our school name courses taken and in progress grades received SPA courses should be in order of semester taken nust be readable

Home	French & Other Language Background
Summer Application Instructions	
Program of Study	* indicates required field
Personal Background	Please estimate your current level of French
Academic History	You can get an idea of levels here: CEFR language levels Wikipedia
French & Other Language Background	Please list the French language courses you've taken at the university level, and the year/semester ta
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Please list all additional French language experience or instruction (high school courses, previous study abroad experience, francophone family, International Baccalaureate, etc.).

Please list any other foreign languages you speak and your level of proficiency.

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taken. If none, enter "none" \*

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# More About You...

We'd like to get to know you a little better, and to understand why you have chosen CUPA for your study abroad experience. Please take a moment to thoughtfully, but briefly, answer the questions below.

Why did you choose Paris as a study abroad destination?

How does a term with CUPA fit into your overall college experience?

Name three personal goals for your abroad experience.

### **French Statement**

Décrivez vos raisons de vouloir étudier en immersion à Paris en citant vos principaux objectifs académiques et personnels. Expliquez la façon dont vous pensez vous adapter à une nouvelle culture. (500-750 mots, écrit en français) You may upload a French Statement now, or you can do this after you have submitted the application through your application portal. Choisir le fichier aucun fichier sélectionné

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# **Recommendations**

Please add the following recommenders:

- French (required)
- Study Abroad Office (required)
- Major department (optional)

Additional recommenders by criteria:

If you have selected "Other Foreign Languages" in Spec

• Foreign Language Department

If you have selected "Advanced Music Lessons" in Spec Prefix

Music

Last Name Note that your recommender(s) will receive a link to a rec strongly suggest you contact your recommender(s) to giv School Name Position/T Add Recommender Relationsh

Continue

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### FRENCH RECOMMENDATION and STUDY ABROAD APPROVAL are mandatory. Also make sure you click on the right type of recommandation when you add a new one.

All fields must be completed, except for the phone number which is optional.

Add Recommender		×
Туре	<ul> <li>French Department Recommendation</li> <li>Major Department Recommendation</li> <li>Study Abroad Approval</li> <li>Foreign Language Department Recommendation</li> <li>Music Recommendation</li> </ul>	
Prefix	<b>\$</b>	
First Name		
Last Name		
School		
Position/Title		
Relationship		
Telephone		
Email		
	Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.	
	Your name will be diaplayed to recommander as:	

Send To Recommender

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### You will need to upload this material only if you apply for **CUPA** Financial Assistance

# **Financial Assistance**

CUPA believes that study abroad is an enriching and essential part of an undergraduate education. It can also be expensive. For students whose home schools can not or do not release institutional financial aid to study abroad, CUPA may be able to help defray some the burden of these costs.

To be eligible you must submit proof of your home institution's Financial Aid package, including all awards, grants, loans, work study, etc., as well as the expected yearly/semester family contribution.

Summer students: You must also submit a letter explaining your current financial situation, and whether you are expecting outside awards/scholarships.

Semester/Year students: You are encouraged to submit any additional documentation you feel would be helpful for the financial assistance committee to better understand your unique situation.

CUPA aid funds are limited, and we cannot guarantee to match your home school financial aid package. To receive the best possible package you should apply for CUPA financial assistance as soon as you have submitted your application for admission.

\*CUPA financial assistance can only be considered for students whose home schools can not, or do not, release institutional financial aid to study abroad.

I would like to apply for a CUPA Financial Assistance

Yes

O No

### Please upload proof of your Home School Financial Aid.

\*Note: If you need to upload more than one document, you must leave this page after each upload in order for the upload widget to refresh. You may upload now or after you submit your application. Choisir le fichier aucun fichier sélectionné

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# **ID Photo and Passport Uploader**

Please upload a headshot/ID-style photo. This photo will be used for your CUPA student ID card and your Paris transportation pass and must adhere to French or US governmental guidelines and CANNOT BE a casual photo, a senior picture, a picture of your US or school ID card, or any other format of photo other than the guidelines from this link here or here.

### DO NOT UPLOAD A PICTURE OF YOUR ID CARD! UPLOAD ONLY A HEADSHOT PHOTO PER THE GUIDELINES IN THE LINKS ABOVE!

Please upload an ID-style photo here. You may upload now or after you submit your application. Choisir le fichier aucun fichier sélectionné

It is important for CUPA to have proof of your current citizenship(s) in order to pre-register for classes and to determine eligibility requirements\* for a French student visa. If your passport expires within three months of your expected departure from France, then you must renew it now. If you do not have a current and valid passport, you must apply for one immediately as it can take between 5 and 12 weeks to process.

\*While EU citizens are exempt from applying for a French student visa, possession of a current and valid passport is still required for entry to France and for registration in Paris universities. You must still upload a copy of your EU passport.

Please upload a scan of the picture/information page of your passport (if available). You may upload now or after you submit your application. Choisir le fichier aucun fichier sélectionné

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The Center for University Programs Abroad In place of your signature, please type your full legal name:

Confirm

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## **Review**

Items in red in the "Required Field or Error" rubric below (if applicable) must be uploaded or completed before you can submit your application.

All other items in orange in the "Warning" rubric below (if applicable) will not prevent you from submitting your application now. However, these items are still required for your application to be eligible for review and you will have an opportunity to upload later via your Application Status Portal.

If you choose to wait to upload or add this information now, missing and required items will be indicated on your Application Status Portal for easy reference.

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
French & Other Language Background	Please list French courses taken
Recommendations	Missing French Recommender
<b>Recommendations</b>	Missing Study Abroad Approval

We have detected the following potential problems with your application:

Section	Warning	
Academic History	Missing Transcript	

Save for Later

Test Xxxx

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## **Review**

Items in red in the "Required Field or Error" rubric below (if applicable) must be uploaded or completed before you can submit your application.

All other items in orange in the "Warning" rubric below (if applicable) will not prevent you from submitting your application now. However, these items are still required for your application to be eligible for review and you will have an opportunity to upload later via your Application Status Portal.

If you choose to wait to upload or add this information now, missing and required items will be indicated on your Application Status Portal for easy reference.

We have detected the following potential problems with your application:

Section	Warning
Academic History	Missing Transcript

**Submit Application** 

Save for Later

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The Center for University Programs Abroad

#### CUPA Summer 2024, 441850428 X

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### Welcome to your Status Page, Test!

If you need to contact us regarding your application, provide your name and this reference number: 441850428.

#### Payment Due: 50.00 USD

Application Fee - Submit Payment for 50.00 USD 🗙 Awaiting

#### Application Checklist

Items marked as awaiting need to be submitted to complete your application. Upon first submission of your application it may take a few minutes for your checklist to update.

Status	Details	Date	Mailing Address XXXXXX XXXXXX	
🗙 Awaiting	English CV		, NY	
🗙 Awaiting	French CV		Permanent Address	
✓ Received	French Statement	03/21/2024	XXXXXX XXXXXX	
✓ Received	Transcript for Georgetown College	03/21/2024	NEW YORK, NY United States	
✓ Received	Transcript for Harvard College	03/21/2024		
✓ Received	ID Photo	03/21/2024	<u>Edit Addresses</u>	
✓ Received	Passport Scan - Primary Citizenship	03/21/2024	Admissions Contact Info:	
🗙 Awaiting	Recommendation from Xxx Xxx, XXX Sent to recommender on 03/21/2024.		Assistant Director for Outrea Admissions	
🗙 Awaiting	Recommendation from Xxx Xxx, XXX Sent to recommender on 03/21/2024.		She/Her/Hers stary.coppola@cupa.paris	
🗙 Awaiting	Recommendation from Xxx Xxx, XXX Sent to recommender on 03/21/2024.		<u>cupa@cupa.paris.edu</u> 11.413.549.6960	

Verifv Address

We have your addresses listed as follows:

ich and <u>.edu</u> or

You will need to pay the application fee and make sure every item is noted as **RECEIVED** for your application to be eligible for review

# Now you are on your Status Page : your application is almost done !

### Portfolio

We have received the following portfolio submissions from you:

#### Title

Portfolio TEST

Edit Portfolio

### **Upload Materials**

Check back in a few days.

We have received the following documents from you:

- 03/21/2024 08:59 AM French Essay
- 03/21/2024 09:15 AM Transcript (Official): Georgetown College

### Payment Due: 50.00 USD

💥 Awaiting

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Format

document, 1 page

Please note: materials uploaded in this section (e.g. after submission of your application) may not appear right away as received.

- 03/21/2024 09:03 AM ID Photo
- 03/21/2024 09:03 AM Passport Scan Primary Citizenship
- 03/21/2024 09:19 AM Transcript (Official): Harvard College

Choisir le fichier aucun fichier sélectionné

Upload

Application Fee - Submit Payment for 50.00 USD

Change Email Address Change Password Logout

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