

# Post-Admission Guide & Checklist

For Newly Admitted  
Fall 2025 Degree Students

## Table of Contents

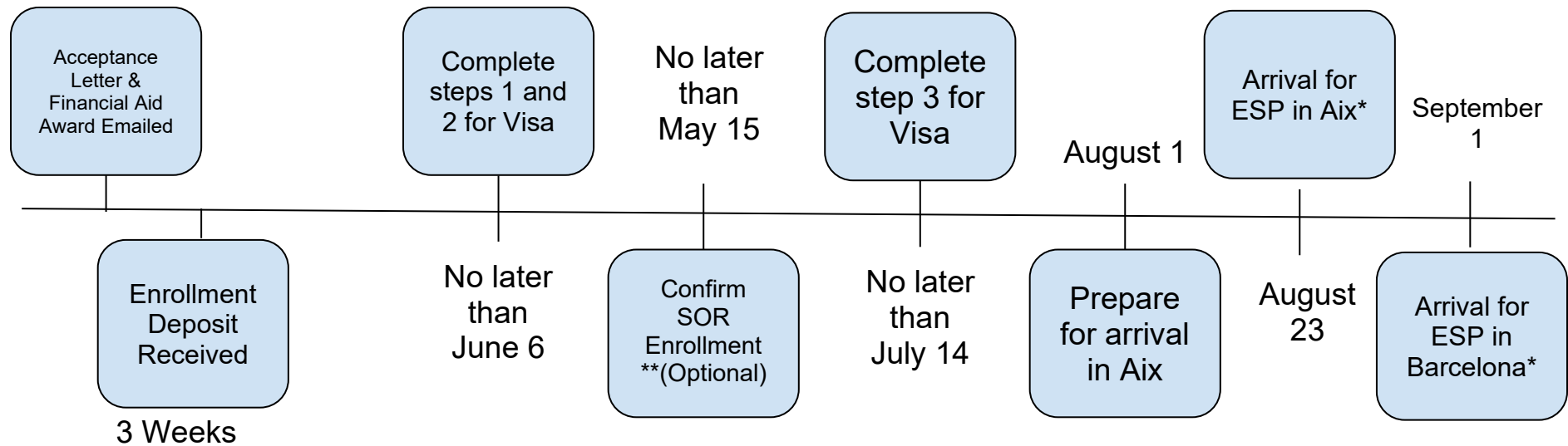
ACM Checklist	3
Suggested Timeline Post-Admission	4
Enrollment Agreement	5
Financial Aid	5
Award Letter	5
Tuition Costs and Additional Expenses	5
Tuition and Fees Payments	5
Official Transcripts	5
ACM-IAU Email	6
Accessing Email	6
Microsoft Teams	6
ID Photos	6
Housing Information	7
Homestay Requirement	7
Housing Form	7
Health and Safety	7
School of Record (SOR)	7
Benefits of Enrolling in a SOR	7
Graduate Students – Enrolling with NIU	8
Instructions to Enroll with NIU	8
Undergraduate Students – Enrolling with Fairfield	9
Instructions to Enroll with Fairfield	9
Language Placement Exam	10
Wellness and Accommodations	10
Wellness and Accommodations Form	10
Visa	10
Required Documents to Apply for Visa	10
Campus France Platform Études en France	11
France-Visas Application	12
Visa Appointments	12
Scheduling Your Visa Appointment	12
Preparing for Your Appointment	12
Completing the Visa Process (In France)	13
BA and MFA Students	13
Arrival to Aix-en-Provence/Barcelona (MBA/MAIE/MAMS)	14
Early Start Program	14
Arrival Questionnaire	14

# ACM Checklist

Use the checklist below to begin submitting and completing the required items to prepare for your arrival to ACM. Please [click here](#) to access the checklist submission webpage.

√	Item or Activity	Due Date
VISA REQUIREMENTS		
	1. Campus France Online Application & Fee	May 30
	2. France-Visas Online Application	June 6
	3. Schedule In-Person Visa Appointment <ul style="list-style-type: none"> <li>Attend appointments as early as May 26<sup>th</sup> but no later than July 9</li> </ul>	July 9
ACM REQUIREMENTS <a href="#">Complete online here</a>		
	Enrollment and Policy Agreement	June 30
	Housing Form	June 30
	Language Placement Exam <ul style="list-style-type: none"> <li>Instructions emailed to you.</li> </ul>	June 30
	ACM Wellness and Accommodations Online Form <ul style="list-style-type: none"> <li>Required to request or opt-out of accommodations</li> </ul>	June 30
	Official Transcript <ul style="list-style-type: none"> <li>Only if you did not submit your official transcript at the time of application</li> </ul>	July 1
	ACM Student ID Photo	August 1
	ACM Arrival Questionnaire and Travel Itinerary	August 1
	Passport Upload	August 21
	French Visa Upload	August 21
SCHOOL OF RECORD (SOR) ENROLLMENT Note: You can only opt into a SOR prior to starting your courses. <i>This cannot be retroactively applied.</i>		
	Fairfield University for Undergraduate Students (Optional)	August 12
	Northern Illinois University for Graduate Students (Optional) <ul style="list-style-type: none"> <li>Only for MAAH, MAFS, MAIR, and MFA students</li> </ul>	July 15**

## Suggested Timeline Post-Admission



\*The Early Start Program (ESP) is required for all newly admitted undergraduate students & graduate students and includes a one-unit credit course.

\*\* NIU SOR has a rolling admission deadline.

**Please note that this is a suggested timeline for applicants who have been admitted by the regular admission deadline of May 16, 2025.**

Applicants admitted after the early deadline should connect with the Admissions team to ensure they are adhering to the recommended deadlines. It is essential that students do not postpone actions related to the visa application as that may delay or impede your arrival to Aix-en-Provence or Barcelona.

## Enrollment Agreement

ACM requires all student review and sign “The American College of the Mediterranean Enrollment and Policy Agreement 2025-2026”. The enrollment agreement details the program costs and credits, ACM’s academic policies, and the student liability release and travel release.

## Financial Aid

### Award Letter

Financial Aid Award Letter

The Financial Aid application is submitted when you apply for admission. All financial information should be provided during this time.

See our Tuition and Aid page on our website for a list of all ACM [scholarships and grants](#).

### On-site Professional Development Grant/Institutional Work-Study Agreement

If you have been interested in work study, please contact [nina.bello@acmfrance.org](mailto:nina.bello@acmfrance.org)

- For more information on work study go [here](#).

## Tuition Costs and Additional Expenses

Review Estimated Additional Expenses and ACM tuition program cost by visiting [Tuition and Fees](#)

## Tuition and Fees Payments

[See payment methods](#) for instructions on how to make a payment via ACH, wire, or check.

- This is the best option to avoid an additional \$150 fee for total payments of \$5k or more through the online system.

### Private Loans

To apply for Private student loans see [the SOR](#) section of this document.

## Official Transcripts

If you did not submit your official transcript as part of your application for admission, please submit an official transcript by **July 1st, 2025**

Official transcripts can be sent electronically to [admissions@acmfrance.org](mailto:admissions@acmfrance.org) or by mail to:

The American College of the Mediterranean

Office of Admissions

409 Camino del Rio South, Suite #200

San Diego, CA 92108

If you are set to graduate this spring, you should have the official transcripts sent after your graduation to ensure we receive your most complete academic record.

## ACM-IAU Email

You must **first** accept your admission offer (by making your enrollment deposit) so that we can create an email address for you.

Your email address will follow the structure [FirstName.LastName@iau.edu](#). This email account will be used while you are on campus to communicate with your professors and on-site staff regarding your courses, campus events and lectures, important updates, and more. Please note that although you have an IAU email address, which is the study-abroad branch of ACM, you are an ACM degree-seeking student.

**Note:** If you are an ACM or IAU alumnus, you are able to access your previous email account with your existing password.

## Accessing Email

You will receive an email from Microsoft Office and Xavier Henry, IT Manager, [xavier.henry@iau.edu](mailto:xavier.henry@iau.edu), with details regarding your ACM-IAU email account. The email will ask you to reset your password and will grant you access to your ACM-IAU email account.

## Microsoft Teams

You will also be able to access the Fall 2025 Students: Aix-en-Provence Microsoft Teams group, a shared communication resource for all ACM degree students and IAU study abroad students. We recommend using this group to ask questions pertaining to your upcoming travels, to find out more about student life, and to meet your fellow peers.

## Student ID Photos

Submit a JPEG or PNG passport-style photo of yourself. This photo will be used for your ACM student ID.

Do's	Don'ts
<ul style="list-style-type: none"><li>• Take the photo in front of a plain white background</li><li>• Take the photo head-on to show your face clearly</li><li>• Submit photo in color</li><li>• JPG/JPEG format</li><li>• 100kb or less in size</li></ul>	<ul style="list-style-type: none"><li>• Wear hats, sunglasses, costumes, or pets</li><li>• Include hand gestures, signs, or props</li><li>• Use photo filters or portrait mode</li></ul>

## Housing Information & Form

The American College of the Mediterranean has different housing options available to both undergraduate and graduate students, including a homestay with a French host family, residence halls, or apartment housing. Visit the Housing website for more information regarding these options: <https://www.acmfrance.org/studentlife/housing>

### Homestay Requirement

All undergraduate students are required to live in a homestay during their first year of study. MAFS and MAIR graduate students are required to live in a homestay during their first semester of study. MAIE graduate students are required in their second semester of study.

### Housing Form

The housing form must be submitted ASAP.

- Contact us at [admissions@acmfrance.org](mailto:admissions@acmfrance.org) if you have any questions regarding the housing questionnaire.

## Health and Safety

ACM prides itself on having experienced staff who are committed to the health and safety of every student. Review the details of ACM's Health and Safety Guidelines at:

<https://www.acmfrance.org/studentlife/health>

## School of Record (SOR)

ACM is currently pursuing accreditation with The New England Commission of Higher Education (NECHE). The process of becoming regionally accredited in the United States is comprehensive and can take several years. Until then, ACM offers its students the option to enroll with one of its schools of record to receive a transcript from a U.S. university and to be eligible to apply for private student loans in the United States.

## Benefits of Enrolling in a SOR

Students eligible to enroll in a SOR may opt to do so due to its academic and financial benefits. Enrolling in a SOR allows you to:

- Receive an official transcript from a U.S. regionally accredited institution.
  - Some employers and graduate institutions require degrees be conferred by U.S. regionally accredited institutions. The SOR transcript gives students peace of mind that their graduate courses will be recognized in the United States.
- Apply for private student loans.
  - Private Loans are offered through private lenders and may cost more than loans offered through federal aid. While private loans are an option for funding your education, it is in your best interest to get as much information as possible about your financing options before signing loan documents.
    - To learn more about private loans, visit the Federal Student Aid website: <https://studentaid.gov/understand-aid/types/loans/federal-vs-private>
    - [Review NIU's Private Loan information](#) (Graduate Only)
    - [Review Fairfield's Private Loan Information](#) (Undergraduate Only)

**NOTE: You can only opt into SOR prior to starting your courses.** This cannot be retroactively applied. For example, if you do not opt into a SOR but apply to a job that requires a specific number of credits awarded by a U.S. regionally accredited institution, ACM cannot provide a transcript to meet the criteria at this time. Students will always receive an ACM transcript regardless of if they enroll in a SOR.

## Graduate Students – Enrolling with NIU

The following programs have the option of receiving a transcript from ACM's School of Record, Northern Illinois University (NIU), a public U.S. institution accredited through the Higher Learning Commission:

- Master of Arts in Art History (MAAH)
- Master of Arts in French Studies (MAFS)
- Master of Arts in International Relations (MAIR)
- Master of Fine Arts (MFA)

Students enrolled in the following programs **do not** have the option to receive a transcript from NIU:

- Master of Arts in Media Studies (MAMS)
- MBA
- Master of Arts in International Education Administration (MAIE)

### Instructions to Enroll with NIU

- Go to NIU's Study Abroad page:  
<https://niu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&ProgramID=57829>



- Click “Apply Now”
- Select “Create Account”
  - Complete security questions and create your password
- Complete the application phases:
  - **Pending** – You begin the “Student at Large (SAL)” application and digitally sign documents such as the application and health, safety, and legal forms. You will also be required to send documentation to NIU’s Graduate School and will receive instructions on how to do so while filling out your SAL application.
  - **Accepted** – After completing all the pre-decision components mentioned in the “pending phase,” NIU’s Study Abroad Office will accept you and change your status to “Accepted” in their system. You will then move on to the post-decision forms on the portal.
  - **Committed** – In the post-decision phase, you must:
    - Change your status from "Accepted" to "Committed" by choosing the “Commit” button
    - Complete health, safety, liability, and other important online forms by electronic signature

After your initial login, you can access your application at any time by going to <https://niu.studioabroad.com> and selecting the “NON-NIU Login” link located in the middle of the webpage.

If you have any issues logging in, please contact [niuabroad@niu.edu](mailto:niuabroad@niu.edu) or Jill Vodden at [jvodden@niu.edu](mailto:jvodden@niu.edu) and she will be able to assist you with any login concerns.

## Undergraduate Students – Enrolling with Fairfield

ACM offers its undergraduate students the option of receiving a transcript from ACM's School of Record, Fairfield University, a private U.S. institution accredited through the New England Commission of Higher Education (NECHE).

Though it may not be necessary for students to have transcripts from an accredited U.S. institution when applying for future jobs and graduate institutions, opting for a transcript from Fairfield can give students peace of mind that their undergraduate courses will be recognized in the United States, as well as enable them to be eligible for private student loans in the US.

ACM will invoice students directly in their final semester for a one-time fee of \$550 for a transcript request from Fairfield University. **NOTE: You can only opt into SOR prior to starting your courses.**

*Please note: Students who are pursuing their bachelor’s degree with ACM, Fairfield will receive the grade report at the end of each term. The courses and grades will be recorded in Fairfield’s system each term but the actual transcript will not be finalized or issued until the student has completed their studies. Students*

*who are pursuing their bachelor's degree with ACM must only submit the SOR Transcript Request forms and fee one time. Students are able to request a copy of their current Fairfield transcript prior to the end of their ACM program, but the transcript request form and fee would be applied each time.*

### Instructions to Enroll with Fairfield

- Contact ACM Admissions to enroll at [admissions@acmfrance.org](mailto:admissions@acmfrance.org)

## Language Placement Exam

A placement exam will be sent to you by the Office of Admissions to properly place you in French or Spanish courses. We will send you an exam ranging from levels 1-5 based on your current proficiency and knowledge of the language.

## Wellness and Accommodations

Individuals with disabilities may find accessibility and accommodation in programs abroad vastly different from what you find in the United States. There may be a lot of walking or the regular use of public transportation depending on your degree program. ACM cannot guarantee access to public transportation, buildings, or public sites.

Although ACM cannot guarantee the accessibility of its program sites and traveling seminar locations, ACM believes in providing reasonable accommodations for students with documented disabilities on an individual and flexible basis. Students will receive a notification to complete this form.

Visit the Accessibility Abroad website for more information:

<https://www.acmfrance.org/studentlife/accessibility>

## Wellness and Accommodations Form

To better assist students while on campus, we request that you complete the enclosed Health Questionnaire. This information will allow ACM to provide support should health/mental health concerns arise during the study experience, particularly in a health emergency. While you must complete this form, the information you disclose is at your discretion.

## Student Visa

As a reminder, you will receive detailed step-by-step instructions for student visa application in the ACM Visa Application Guide.

## Required Documents to Apply for Visa

- Acceptance letter **with start and end dates** for Visa (Provided to you by ACM)
- Attestation & Proof of Insurance (Provided to you by ACM **after you make your enrollment deposit**)
- Passport
  - Must be up-to-date and valid for at least 6 months after your return from France
- *Campus France* application
  - Complete this step between now and three/four weeks prior to your scheduled visa appointment.
- *France-Visas* application

## BA and MFA Students

After the first year of your program, you will be required to apply for a residence card in order to renew your visa for the following year of your program. It is required that you bring an original copy of your birth certificate with you to France in order to complete this.

## Arrival to Aix-en-Provence

The official arrival date for returning ACM students for the fall semester in Aix-en-Provence is Saturday, August 30, 2025.

- The Early Start Program (ESP) arrival date for new ACM students is on **Saturday, August 23, 2025**.
- You can review the [2025-26 Academic Calendar](#) for more details about scheduling.

You should plan to arrive between 9am and 7pm. On this day, we will have staff ready to greet arriving students at the Marseille-Provence Airport (MRS) and the Aix-en-Provence TGV Train Station and connect you to your host family or provide you with transportation into Aix. More information about arrival day and travel logistics can be found on this page. If you decide to arrive before August 23rd, you will be responsible for finding your own lodging for the extra days and for facilitating your own transportation from the airport. \*List ACM-IAU address in case luggage is misplaced\*

## Arrival to Barcelona (MBA/MAIE/MAMS)

The official arrival date for returning ACM students for the fall semester in Barcelona is Monday, September 8<sup>th</sup>, 2025.

- The Early Start Program (ESP) arrival date for new ACM students is on **Monday, September 1, 2025**.
- You can review the [Fall 2025 Academic Calendar](#) for more details about scheduling.

Students are expected to arrive before 2:00pm local time on Arrival Day. For most students, this means departing the day before, as you will lose hours due to the change in time zone and transatlantic flight.

Students should fly into Barcelona Airport (BCN). One week prior to arrival, ACM-IAU staff will provide students with instructions on how to travel from the airport to their housing arrangements. Students will be met by ACM-IAU staff at their housing arrangements for check-in procedures. For students already in Europe, it is also possible to arrive by train at the Barcelona Sants train station.

## Early Start Program

All new ACM undergraduate and graduate students are **required** to participate in the Early Start Program, a week-long pre-orientation program. The Early Start Program is a 1-credit course that goes toward your degree program. The program will begin on Saturday, August 23<sup>rd</sup> for **Aix-en-Provence** students and on Monday, September 1<sup>st</sup> for **Barcelona** students (MBA/MAIE/MAMS) and we will share the itinerary for the Early Start Program prior to departure.

## Arrival Questionnaire and Travel Itinerary

The Arrival Questionnaire will ensure the on-site staff are available to assist you upon arrival. Please complete the survey by **August 1, 2025**, detailing your exact arrival plans.

Students who have previously stayed in Aix or Barcelona as an ACM or IAU student should still complete the form and can indicate if they will need assistance from staff.