



Master of Science in Management

Entry in Fall 2014

ADMISSION CRITERIA

Our objective is to admit internationally-minded, talented and motivated candidates from all around the world. Candidates should also possess creativity and integrity as well as a commitment to success.

To be considered for admission, candidates must be able to demonstrate the following through the application form, CV, two references, GMAT or TAGE-MAGE, undergraduate transcripts and the compulsory interview.

- **Leadership Potential**

We want people who can assume leadership roles throughout the world, not people who simply know about business disciplines. We consider your personal and professional achievements carefully when assessing your suitability as a future leader.

- **Education Level**

Are eligible to apply:

- Candidates with a Bachelor degree or equivalent of which a minimum of 3 years studied out of France.

- **Work experience**

Three to six months work experience is preferred.

- **Personal Motivation and Maturity**

The MSc in Management is a demanding experience which can change your life. We look for evidence that participants will be reflective, mature and realistic, as well as ambitious and highly motivated.

- **Team Skills**

We place particular emphasis on working in multicultural groups from diverse backgrounds. We need to be certain that candidates will share in the development of their fellow team members and contribute to the collaborative learning environment of the School.

- **International Exposure**

Our MSc in Management is a truly international program with students from over 70 countries. The students who benefit most are those with an international outlook, or those who can build on existing international exposure.

- **Creativity and Responsibility**

Creativity, the taste for entrepreneurship, involvement in the community all are part of the study program. Acquiring the confidence to carry these forward is also part of the learning experience at ESSEC.

- **Language Ability**

The Program is taught in English and/or in French.

APPLICATION INSTRUCTIONS for International Applicants - Entry in September 2014

YOU ARE RESPONSIBLE FOR SUBMITTING A COMPLETE APPLICATION FILE (on-line application form, application materials and application fee) **BY THE REQUIRED APPLICATION DEADLINES.**

APPLICATION SESSIONS:

Admissibility	Session 1	Session 2	Session 3	Session 4
Deadline to send application file	15 October, 2013	15 January, 2014	7 March, 2014	22 April, 2014
Short-listed results	5 November, 2013	6 February, 2014	28 March, 2014	16 May, 2014
Admission				
Admission results	6 December, 2013	11 March, 2014	29 April, 2014	6 June, 2014

IMPORTANT: INCOMPLETE APPLICATION FILES WILL NOT BE REVIEWED.

Please make sure that you give yourself enough time to gather all the necessary information and documents.

In addition, sufficient time should be allowed to arrange visa, funding, accommodation facilities, etc.

We insist that you have a valid e-mail, phone number (mobile when possible) and current postal address in order to be able to contact you as fast as possible during the whole application process.

All materials should be sent to the following address:

ESSEC BUSINESS SCHOOL
Elizabeth DEMARS
International Recruitment
Avenue Bernard Hirsch
95021 CERGY PONTOISE CEDEX
FRANCE

PROVISO

All your application documents and materials are confidential and will be treated accordingly by ESSEC Business School.

This information will be used only by ESSEC's representatives for administrative purposes.

Your application, with all materials submitted with it, becomes the confidential property of ESSEC and will not be returned. Candidates and ESSEC students do not have access to personal recommendations and interview reports.

APPLICATION PROCEDURE

Complete the International Online Application Form. Instructions for completing the form are available via the HELP button on each page.

• Your Data

The system keeps all information in your application confidential and will only release the entire application to the institution after you submit the application. Once you submit the application, you relinquish all rights in the application and it becomes the sole and absolute property of the institution which may be used or modified according to the institution's needs and internal policies.

A page is automatically generated after you have submitted your application. Via this page you can pay your application fee on-line. You will automatically receive your on-line application in .pdf format by e-mail. It should be printed out, signed and dated, and joined to all the required documents in the application file.

For payment by bank transfer or cheque consult the **Application fee** section below.

APPLICATION MATERIALS

- **1 page resume or CV**

Indicate your current address, e-mail address and telephone (mobile if possible).

- **1 page letter of motivation**

- **Certified copies* of all Degrees /Diplomas or, if you are currently studying, a Certificate of attendance**

* **A certified copy** is a photocopy of a document, in its entirety, that is sworn to be a true copy of the original by an authority (stamped, dated and signed). **WE DO NOT ACCEPT SIMPLE PHOTOCOPIES THAT ARE NOT CERTIFIED COPIES.**

- **All official or certified copies* of Transcripts obtained at each of the colleges or universities attended**

The transcripts should come from all colleges, universities and higher education schools attended, **exchange programmes included**. They should include a comprehensive record of completed courses, grades or marks, and class degrees received, as well as a class ranking, if available.

Be sure that your transcripts indicate course names and grades received together with the original signature and stamps of the administrative officer of the institution, along with an explanation of the grading scale used by the institution.

If the original is not in English or French then you should provide a certified translation in one of those languages.

* **A certified copy** is a **photocopy** of a document, in its entirety, that is sworn to be a true copy of the original by an authority (stamped, dated and signed). **WE DO NOT ACCEPT SIMPLE PHOTOCOPIES THAT ARE NOT CERTIFIED COPIES.**

- **2 Letters of Recommendation – AS IT CAN TAKE TIME TO OBTAIN YOUR RECOMMENDATION LETTERS WE STRONGLY RECOMMEND YOU ASK FOR THEM SUFFICIENTLY IN ADVANCE**

We require every applicant to provide at least two personal recommendation letters that can be either sent with your application materials or sent by the referees directly to ESSEC Business School.

All personal recommendations should be made, if possible, on the ESSEC Business School Reference form (downloadable on the Admissions to the MSc in Management web page or via the link on the Referee page of Apply on Line). If not, your referees may write their own letters. The references should be in a **sealed** envelope. Remember your references are confidential materials and **should not be opened prior to being sent**.

Please make sure your referees put your name on the recommendation letters. You can provide academic letters as well as professional letters. Referees should be people who know you well and hold a position that allows them to comment on your suitability for the ESSEC MSc in Management Program.

The references will be kept confidential by ESSEC Business School. ESSEC Business School reserves the right to contact your referees for further information in connection with your application.

- **Copy of TOEFL, IELTS or TOEIC score**

Proficiency in speaking, writing and reading in English is essential in the business world. You will therefore have to take an English proficiency test (TOEFL, IELTS or TOEIC):

- If English is not your mother tongue,
- If you have not been through an academic curriculum (of at least 3 years) taught entirely in English.
- If you have not lived or worked at least 3 years in an English speaking country.

We will not accept test scores that are more than two years old **at the time of applying**.

Our minimum recruitment requirements for TOEFL are a **580** score for paper based test and **90** for internet based test, a **6.5** score for the IELTS or a **800** score for the TOEIC.

IMPORTANT: APPLICATION FILES PRESENTED WITH ENGLISH PROFICIENCY SCORES BELOW THE MINIMUM REQUIREMENTS WILL NOT BE EVALUATED.

INCLUDE A PHOTOCOPY OF YOUR TEST SCORE IN YOUR FILE and arrange for your score to be accessible by ESSEC when registering for the test.

Our institution code number for the TOEFL is 0520.

For more information we suggest that you visit the TOEFL, IELTS or TOEIC official websites at www.ets.org/toefl, www.ielts.org or www.ets.org/toeic

- **Copy of GMAT, GRE or TAGE-MAGE score**

All applicants, with no exception, have to take either the GMAT, GRE or TAGE MAGE test.

We strongly recommend that you allow yourself enough time to get prepared for the GMAT, GRE or TAGE-MAGE test.

The ESSEC MSc in Management Admissions Office will not take into consideration files with missing GMAT, GRE or TAGE MAGE scores.

INCLUDE A PHOTOCOPY OF YOUR TEST SCORE IN YOUR FILE and arrange for your official score to be accessible by ESSEC when registering for the test.

For the GMAT select either: **Cergy-Pontoise - MSc in Management** or **Graduate School of Management - MSc in Management**.

Our institution code number for the GRE is 0839.

GMAT, GRE and TAGE MAGE are only one of several admission criteria taken into account by the Admission Committee.

GMAT & GRE scores that are **more than five years old at the time of applying are not accepted.**

TAGE MAGE scores that are **more than 2 years old at the time of applying are not accepted.**

For more information we suggest that you visit the GMAC, GRE or TAGE-MAGE official websites at www.gmac.com/gmac, <http://www.ets.org/gre> or www.fnege.fr

- **Copy of current Passport or Identity Card**

- **Print out of your On-Line Application, dated and signed**

- **2 identity photographs (passport type photos) with your full name and your login ID (B00 _ _ _ _ _) written on the back. 1 of the photos is to be stuck on the 1st page of your On-line application in .PDF format**

- **Application fee of 75 euros** - The application fee is payable by:

- **CREDIT CARD - Payment on-Line**

Cards accepted include CB / VISA / EUROCARD / MASTERCARD.

Please note: American Express cards cannot be accepted.

2 methods for payment on-line:

- 1) Just after you have submitted your on-line application a "Confirmation" page is automatically generated. Via this page you can pay your application fee on-line by clicking on "Processed applications". Login to your account, select in the "Processed applications" section "ESSEC MSc in Management Non French degree".
- 2) If you do not pay on-line via the automatically generated page re-login to your Apply on Line account and select in the "Processed applications" section "ESSEC MSc in Management Non French degree".

When payment is complete you will receive an e-mail of confirmation of payment.

- **CHEQUE** in Euros made payable to "ESSEC".

- **BANK TRANSFER.** Please use the following IBAN and/or BIC codes:

IBAN (International Bank Account Number) **FR76 3000 4018 5600 0250 0069 711**

This IBAN information can be described as follows:

Bank code: 30 004 (code for BNP Paribas bank)

Branch code: 01856 (code for branch located in Cergy)

ESSEC account number: 000 250 00697

Key (RIB): 11 (eleven)

Some foreign banks can also ask for the following - **BIC or SWIFT: BNPAFRPPINF**

Cergy BNP Paribas Postal Address:

BNP Paribas Cergy Parvis

Tour EDF

F-95000 Cergy

IMPORTANT: please complete the [Bank Transfer Payment Form](#) on following page and send it either by fax (+33 (0)1 34 43 28 20) or e-mail payment@essec.fr

The application fee is non-refundable under any circumstances.

For more information please contact payment@essec.fr

Bank Transfer Payment

Document prepared by the Office of Student Affairs

Payment by bank transfer, please send this form completed

Candidate's information		
Family Name		Given Name
Your e-mail		
ESSEC ID number	B 0 0 _ _ _ _ _	
Concerned Program	ESSEC MSc in Management	
Reason of payment	<input type="checkbox"/> Application <input type="checkbox"/> Deposit <input type="checkbox"/> Tuition fees	
Payer's bank information		
Bank Name Agency Address		Country
IBAN or BIC number		
Identity of the person paying / (if the candidate is not the holder of the account)	Family Name	Given Name

Keep a copy of the receipt you receive from your bank

Please send this form by :
 E-mail : payment@essec.fr
 Fax : +33 1 34 43 28 20

CHECK LIST

Please use this check list to make sure that your application file is complete:

- Dated and signed print out of your On Line Application in .PDF format, which is automatically sent by e-mail after you have submitted your application.
 - 2 identity photographs (passport photo size) with your full name and your login ID (B00_ _ _ _ _) written on the back. 1 of the photos is to be stuck on the 1st page of your On-line application in .PDF format.
 - 1 page resume or curriculum vitae.
 - 1 page letter of motivation.
 - Certified copies of all degrees or diplomas, or certificate of attendance.
 - All official or certified copies of transcripts obtained at each of the colleges or universities attended, **exchange programs included.**
 - 2 letters of recommendation **in sealed envelopes.**
 - TOEFL, IELTS or TOEIC score (if applicable). Photocopy of your test score. **ESSEC must be given access to the official score.**
 - GMAT, GRE or TAGE-MAGE score. Photocopy of your test score. **ESSEC must be given access to the official score.**
 - Copy of current Passport or Identity Card.
- **All materials should be sent to the following address:**

<p style="text-align: center;">ESSEC BUSINESS SCHOOL Elizabeth DEMARS International Recruitment Avenue Bernard Hirsch 95021 CERGY PONTOISE CEDEX FRANCE</p>

ADMISSION STAGES

- **ACKNOWLEDGEMENT OF APPLICATION**

We will acknowledge receipt of your application file by e-mail.

We strongly advise you to send all your documents via a courier company or by any means that will confirm delivery of your materials.

- **REVIEW OF APPLICATION AND SHORT LISTING STAGE**

Your application file will be reviewed once it is complete, **and only if it is complete**, by an Examination Committee to decide if you are short listed for the interview stage. The decision will be announced by e-mail and via your On-line Application account.

- **INTERVIEW STAGE**

ESSEC Business School invites for interviews only those students who have been declared successful and short-listed at the review stage.

All short-listed applicants will be invited for a personal interview that will be arranged as locally as possible.

The interviewers will normally be two or three with diverse backgrounds (ESSEC professors, ESSEC executives or ESSEC Alumni).

- **ADMISSION DECISION STAGE**

When the interview is completed, the Admission Committee will review your full application details.

The decision taken will be one of the following:

- Admission to the ESSEC MSc in Management program for the year of entry applied for.
- Invitation to reapply at a later date. The reasons will be communicated to the candidate so that he or she might get better prepared for a later application.
- Rejection of the application.

The decision will be announced by e-mail and via your On-line Application account.

The ESSEC MSc in Management Admission Committee decision is final and confidential.

NO APPEAL CAN BE CONSIDERED OR LODGED.

- **CONFIRMATION OF ENROLLMENT**

Confirmation fees are 2000 euros for European Union Nationals and 3000 euros for non-European Union Nationals.

The amount of your confirmation fee will be deducted from the first instalment of your tuition fees.

THE CONFIRMATION FEE IS NON-REFUNDABLE UNDER ANY CIRCUMSTANCES.

- **ESSEC MSc in Management DEFERRAL**

Requests for deferred entry to the next year can only be made by an applicant that has been formally admitted.

Deferral requests will be submitted to the Associate Dean for Admissions and Academic Affairs.

Granting deferrals is rare. Deferral is only possible for one year.

Deferrals for above one year will not be accepted and applicants will be asked to reapply.

A sum of 2000 euros for European Union Nationals and 3000 euros for non-European Union Nationals will be requested to keep the seat available for the following year.

- **REAPPLICATION**

Reapplication is not possible in the same academic year.

- **FINANCIAL PLANNING**

Undertaking an MSc in Management is a major personal investment. It is therefore extremely important that you get fully prepared in advance and plan accordingly. Early planning of your financing is of the utmost importance and will allow you to explore the widest range of financing sources available (e.g. bank loans, scholarships, personal savings, family contributions, etc). We strongly advise our applicants to explore varied funding sources and not to rely on one single source.

For more information we invite you to visit <http://www.essec.edu/student-life/financing-your-studies.html>

ESSEC also helps foreign candidates, upon request, to apply for partial tuition scholarships granted by the French Ministry of Foreign Affairs (Eiffel Program), on the basis of excellence of the candidate. ***Be aware that we do need your complete file for the 1st admission session to apply for an Eiffel Scholarship.***

- **TUITION FEES (in euros)**

Total tuition fees (2 years) for students entering in 2013 academic year are estimated at:

- 31.000 euros for European Union Nationals
- 38.000 euros for non-European Union Nationals

- **PROVISO**

Tuition fees for entry in October 2014 will be officially approved in Spring 2014.

The definite amount will be available on our website after May 2014.

THE INTERNATIONAL RECRUITMENT TEAM - YOUR CONTACTS



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Recruitment



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