

ESSEC

MBA

APPLICATION  
FOR ADMISSION

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ENTRY IN SEPTEMBER 2007

# FULL-TIME ESSEC MBA PROGRAM

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## A P P L I C A T I O N F I L E

### ESSEC MBA ADMISSION CRITERIA

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*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, essays, CV (résumé), two references, GMAT, 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.

#### ■ Intellectual Capacity

A good undergraduate degree or an equivalent qualification. We also consider candidates who do not have a degree if they have worked in a position with a high level of responsibility.

#### ■ Personal Motivation and Maturity

The MBA 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 MBA 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, involment 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 French and in English. If English is not your native language you will need to take the TOEFL or IELTS tests. French language proficiency is not required, although it is highly recommended that non-French speakers take advantage of ESSEC's French-language courses.

# ADMISSION PROCEDURE

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## COMPLETING YOUR APPLICATION

You are responsible for submitting a complete application by the required dates.

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

Please remember that we will not review incomplete applications.

We insist that you have a **valid e-mail, phone number and home address** in order to be able to contact you and exchange mails as fast as possible during the whole application process.

All materials should be sent to the following address:

ESSEC BUSINESS SCHOOL  
Monique MERIZIO  
International Recruitment Associate  
Avenue Bernard Hirsch  
BP 50105 CERGY  
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.

# REQUIREMENTS

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**Requirements for International candidates for the ESSEC MBA Program are:**

- **This admission procedure is for applicants holding a non-French degree (Bachelor...) obtained upon successful completion of at least three years of higher education studies outside France.**
- **Have an international profile.**
- **Be fluent in either French or English.**
- **Be born after 31<sup>st</sup> December 1974.**

### ■ APPLICATION FORM

You must complete each page of the application form that you can download from our website at [www.essec.edu](http://www.essec.edu)  
If you do not use a typewriter, please print in block letters, using black ink only. Make sure you keep a copy of your application for future reference.

### ■ ONE-PAGE RESUME OR CURRICULUM VITAE

### ■ ONE-PAGE CANDID DESCRIPTION OF YOURSELF

### ■ ONE-PAGE PROFESSIONAL PROJECT

Your professional project should explain how you would describe yourself as a professional ten years from now, and how the ESSEC MBA program will help you in your endeavour.

### ■ TWO IDENTITY PHOTOGRAPHS

### ■ GMAT or TAGE MAGE

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

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

We also recommend that you take one or the other test **BEFORE submitting your application.**

You must arrange for your score to be sent directly to our School by Pearson VUE. **Our program code number for the GMAT is X6R-FV-75.** TAGE MAGE should be sent directly to you. If not, we can request the results from FNEGE.

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

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

**Our minimum recruitment requirements are a 600 score for the GMAT and a 300 score for the TAGE MAGE.**

For more information we suggest that you visit the Graduate Management Admission Council official website at [www.gmac.com/gmac](http://www.gmac.com/gmac) or the FNEGE website at [www.fnege.fr](http://www.fnege.fr)

### ■ ENGLISH LANGUAGE TESTS : TOEFL or IELTS

Proficiency in speaking, writing and reading in English is essential in the business world.

You will therefore have to take a test of English (TOEFL or IELTS):

- If English is not your mother tongue,
- If you have not spent at least 3 years in a ranked English speaking University. **This specific criterion will be appreciated by our Associate Dean for Admissions and Academic Affairs.**
- If you have not lived or worked at least 3 years in an English speaking country.

**Our institution code number for the TOEFL is 0520.**

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

**Our minimum recruitment requirements for TOEFL are a 250 score for the computer based test, 600 for paper based test and 100 for internet based test, or a 6.5 score for the IELTS.**

For more information we suggest that you visit the TOEFL or IELTS official websites at [www.ets.org/toefl/](http://www.ets.org/toefl/) and [www.ielts.org/](http://www.ielts.org/).

## ■ PERSONAL REFERENCES

We require every applicant to provide **at least two personal recommendation letters**.

All personal recommendations should be made on ESSEC Business School reference forms if possible. If not, your referees may write their own letters and send them in a sealed envelope either to yourself or directly to the School. Please make sure your referees put your name on the recommendation letters.

You can provide academic letters as well as professional letters. Remember your references are confidential materials and should not be opened prior to being sent and they will be kept confidential by ESSEC Business School.

Referees should be people who know you well and hold a position that allows them to comment on your suitability for the ESSEC MBA Program.

ESSEC Business School reserves the right to contact your referees for further information in connection with your application.

## ■ CERTIFIED COPIES OF DEGREES OR DIPLOMAS OBTAINED, OR CERTIFICATE OF ATTENDANCE

## ■ OFFICIAL TRANSCRIPTS OF GRADES

All applicants must provide official or certified original transcripts of grades or certified copies.

We do not accept simple photocopies that are not certified original.

The transcripts should come from all the colleges, universities and higher education schools attended. 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 include 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.

## ■ APPLICATION FEE

The application fee for the 2007-2008 academic year is set at 160 euros and is payable by:

• **CHECK** made payable to "ESSEC".

• **BANK TRANSFER** references:

BNP PARIBAS  
Groupe ESSEC  
Ile de France Nord Entreprises (02414)

RIB: 30004 01856 00025000697 11  
IBAN: FR76 3000 4018 5600 0250 0069 711  
BIC or SWIFT: BNPAFRPPFIN

Please indicate on the bank transfer "MBA programme"

## • CREDIT CARD:

a) **By fax**, indicating the following information:

- Your credit card number
- The expiry date
- The 3 figure number on the back of the card (last 3 digits)

and **fax to + 33 1 34 43 28 20**. This fax arrives directly in the accountancy dept. so your card information will remain confidential.

b) **By e-mail to [sancho@essec.fr](mailto:sancho@essec.fr)**. To avoid any risk of fraud, we ask you to send three messages, each one containing part of the card information:

- Your credit card number
- The expiry date
- The 3 figure number on the back of the card (last 3 digits)

**Please note that ESSEC cannot accept payments by American Express.**

**The application fee is non-refundable under any circumstances.**

An application will not be considered as completed until the application fee payment is made.

**For more information please contact Olivier Sancho at [sancho@essec.fr](mailto:sancho@essec.fr).**

## ■ TIMING

ESSEC has a rolling admission process spread over 4 sessions. At the end of each of session we issue confirmed admissions and waiting list places.

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

	<i>Application deadline</i>	<i>Admission dates</i>
<i>Session 1</i>	<i>October 6<sup>th</sup> 2006</i>	<i>November 24<sup>th</sup> 2006</i>
<i>Session 2</i>	<i>January 8<sup>th</sup> 2007</i>	<i>March 2<sup>nd</sup> 2007</i>
<i>Session 3</i>	<i>February 23<sup>rd</sup> 2007</i>	<i>April 6<sup>th</sup> 2007</i>
<i>Session 4</i>	<i>May 4<sup>th</sup> 2007</i>	<i>June 13<sup>th</sup> 2007</i>

Send your file to  
**ESSEC Business School**  
**Mrs. Monique MERIZIO**  
*International Recruitment Associate*  
Avenue Bernard Hirsch - BP 50105 Cergy - 95021  
Cergy-Pontoise - France

# ADMISSIONS STAGES

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## Acknowledgement of application

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

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

## Review of application and short listing stage

Once your application is complete it will be reviewed by an Examination Committee to decide if you are short listed for the interview stage.

The decision will be forwarded to you by e-mail and confirmed by mail.

You are kindly requested not to contact us before the decision dates.

## Interview stage

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

All shortlisted 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 (Alumni, ESSEC professors or directors).

## Admission decision stage

When the interview is completed, the Admission Committee will review your full application details, including motivation letters, professional project, references and your interview.

The decision taken will be one of the following:

- Unconditional place for the year of entry applied for.
- Conditional place subject to specific conditions for the year of entry applied for.
- Waiting list.
- 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 ESSEC MBA Admission Committee decision is final and confidential. No appeal can be considered or lodged.

## ■ DEFERRAL

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

Requests for deferred entry to the next year can only be made by an applicant that has been formally admitted and offered a place. A sum of 4000 euros will be requested to keep the seat available for the next year.

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

## ■ REAPPLICATION

Reapplication is not possible in the same academic year.

## ■ FINANCIAL PLANNING

Undertaking an MBA 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/study-international-business-school/student-services/student-administration/financing> - «scholarships for international students».

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 by mid-October to apply for an Eiffel Scholarship.

## ■ TUITION FEES (in euros)

Total tuition fees (2 years) for students entering in 2007 academic year are estimated at:

- 21.500 euros for European Union Nationals
- 34.000 euros for non-European Union Nationals

## PROVISO

Tuition fees will be officially approved in spring 2007. The definite amount will be available on our website after may 2007.

# APPLICATION FORM - *September 2007*

### PERSONAL PROFILE

Gender:  Male  Female

Family Name .....

First Name (Given Name) .....

Birth Date 

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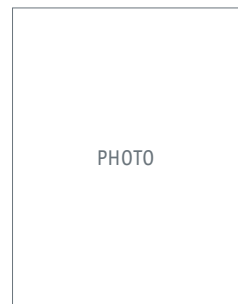
 / 

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 Age .....



Country of Birth ..... Country(ies) of Citizenship .....

E-mail .....

Telephone ..... Mobile .....

Current Address (if different from permanent address) until 

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 .....

..... Country .....

Permanent Address .....

..... Country ..... Telephone .....

Please let us know immediately if any of your contact details change at any time during the application process

### EDUCATION

Please state (**starting with the most recent**) colleges and universities attended / degrees received and include official transcripts of your grades from each institution listed:

**Degree** ..... **Major/Concentration/Subject** .....

Year conferred ..... Dates of attendance from 

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 to 

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Institution name .....

Country ..... Language of study .....

**Degree** ..... **Major/Concentration/Subject** .....

Year conferred ..... Dates of attendance from 

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 to 

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Institution names .....

Country ..... Language of Study .....

## PROFESSIONAL EXPERIENCE

Total number of years of full-time post-graduation work experience .....

Place of work (city, country) ..... Field of activity .....

Current or latest annual salary .....

Current or latest position ..... From 

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 to 

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(Month/year) (Month/year)

Initial position ..... From 

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 to 

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(Month/year) (Month/year)

Describe your responsibilities and career path (Please attach a one page resume or curriculum vitae)

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Previous full-time work experience (starting with the most recent)

DATE	EMPLOYER	LOCATION	JOB
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Previous part-time work experience or summer jobs (starting with the most recent)

DATE	EMPLOYER	LOCATION	JOB
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## EXTRA-CURRICULAR AND/OR EXTRA-PROFESSIONAL ACTIVITIES

(i.e. sports, associations, performing arts, etc.)  
in order of importance:

ACTIVITY	DURATION IN YEARS	POSITION/OFFICE HELD
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

# INTERNATIONAL EXPERIENCE

International experience (residence abroad/visits/study/travel/job context) in order of importance:

	ACTIVITY	DURATION	COUNTRY/REGION
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....

## KNOWLEDGE OF LANGUAGES

	MOTHER-TONGUE	FLUENT	GOOD	BASIC	NO KNOWLEDGE
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### GMAT or TAGE-MAGE

Score ..... Date .....

Test will be taken:..... Date .....

### TOEFL or IELTS

Score ..... Date .....

Test will be taken:..... Date .....

## CHECK LIST

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

- 2 identity photographs
- 1 page resume or curriculum vitae
- 1 page candid description of yourself with personal characteristics
- 1 page professional project
- Certified copies of all degrees or diplomas, or certificate of attendance
- All official transcripts of grades obtained at each of the colleges or universities attended
- Copy of current Passport or Identity Card
- 2 letters of recommendation
- Original TOEFL or IELTS score
- Original GMAT score sent by ETS or TAGE-MAGE score
- Application fee of 160 €  
Payment     Check     Credit Card     Bank transfer     Cash

Please provide any additional information not included in your application that you feel is appropriate and relevant in considering your request:

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I CERTIFY THAT I HAVE PROVIDED ACCURATE INFORMATION IN THIS APPLICATION AND AUTHORIZE ESSEC TO VERIFY MY CREDENTIALS FOR ADMISSION. TO THE BEST OF MY KNOWLEDGE THE INFORMATION IN THIS APPLICATION IS TRUE AND ACCURATE.

Date .....

Candidate's name .....

Signature

## PERSONAL RECOMMENDATION

*Candidate: Please fill in your name and date of birth, and forward to the person who will write the recommendation along with the recommendation envelope. Ask your referee to return the recommendation form to you in the sealed and signed envelope. Do not open the envelope but return it with the application file.*

**CANDIDATE'S LAST NAME** \_\_\_\_\_ **FIRST NAME** (Given Name) \_\_\_\_\_

Date of Birth: DAY \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

*NOTE TO REFEREE: This person has applied for admission to ESSEC MBA. We would appreciate your providing us with an honest assessment of the candidate. Please return the form to the candidate in the envelope provided, signing it across the seal. Thank you for enclosing your daytime telephone number and business card should it be necessary to contact you to discuss this recommendation further. You may fill out question 2 and answer questions 1, 3 to 5 on a separate sheet of paper. Please use black ink if your answers are handwritten.*

1. How long have you known the candidate? In what context?

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2. Please rate the candidate on the following criteria:

	Outstanding (top 5%)	Excellent (top 15%)	Good (top 1/3)	Average (middle 1/3)	Poor (bottom 1/3)	No information
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determination to pursue an objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills in team work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION FOR (Candidate's Name) \_\_\_\_\_

3. What do you consider to be the candidate's major strengths?

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4. What are the candidate's major weaknesses?

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5. Would you recommend the candidate's admission to a demanding post-graduate course in business administration?

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Name of Referee \_\_\_\_\_

Company/University \_\_\_\_\_

Position and responsibility \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

## PERSONAL RECOMMENDATION

*Candidate: Please fill in your name and date of birth, and forward to the person who will write the recommendation along with the recommendation envelope. Ask your referee to return the recommendation form to you in the sealed and signed envelope. Do not open the envelope but return it with the application file.*

**CANDIDATE'S LAST NAME** \_\_\_\_\_ **FIRST NAME** (Given Name) \_\_\_\_\_

Date of Birth: DAY \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

*NOTE TO REFEREE: This person has applied for admission to ESSEC MBA. We would appreciate your providing us with an honest assessment of the candidate. Please return the form to the candidate in the envelope provided, signing it across the seal. Thank you for enclosing your daytime telephone number and business card should it be necessary to contact you to discuss this recommendation further. You may fill out question 2 and answer questions 1, 3 to 5 on a separate sheet of paper. Please use black ink if your answers are handwritten.*

1. How long have you known the candidate? In what context?

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2. Please rate the candidate on the following criteria:

	Outstanding (top 5%)	Excellent (top 15%)	Good (top 1/3)	Average (middle 1/3)	Poor (bottom 1/3)	No information
Intellectual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Analytical ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Imagination and creativity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Determination to pursue an objective	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interpersonal skills in team work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ability in oral expression	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ability in written expression	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RECOMMENDATION FOR (Candidate's Name) \_\_\_\_\_

3. What do you consider to be the candidate's major strengths?

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4. What are the candidate's major weaknesses?

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5. Would you recommend the candidate's admission to a demanding post-graduate course in business administration?

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Name of Referee \_\_\_\_\_

Company/University \_\_\_\_\_

Position and responsibility \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**For additional information regarding  
international admissions, please contact:**

**Mrs. Monique MERIZIO**

*International Recruitment Associate*

Avenue Bernard Hirsch  
BP 50105 CERGY  
95021 CERGY-PONTOISE - France  
Tel. 33 (0)1 34 43 30 95  
Fax 33 (0)1 34 43 32 60  
E-mail: [merizio@essec.fr](mailto:merizio@essec.fr)  
Internet: <http://www.essec.edu>

**ESSEC**

MBA

ESSEC MBA  
AVENUE BERNARD HIRSCH  
BP 50105 CERGY  
95021 CERGY-PONTOISE CEDEX FRANCE  
TEL. 33 (0)1 34 43 30 95  
FAX 33 (0)1 34 43 31 11  
E-MAIL. [merizio@essec.fr](mailto:merizio@essec.fr)  
[www.essec.edu](http://www.essec.edu)



ESSEC BUSINESS SCHOOL - PARIS  
PRIVATE SCHOOL OF MANAGEMENT  
ACCREDITED AACSB INTERNATIONAL - THE ASSOCIATION  
TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS.  
ACCREDITED EQUIS - THE EUROPEAN QUALITY IMPROVEMENT SYSTEM.  
AFFILIATED TO THE CHAMBER OF COMMERCE  
AND INDUSTRY OF VERSAILLES VAL D'OISE - YVELINES