

FULL-TIME ESSEC MBA PROGRAM

Entry in September 2010

ESSEC MBA 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, 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.

- Education Level

A bachelor degree or an equivalent qualification is required.

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

APPLICATION INSTRUCTIONS for International Applicants - Entry in September 2010

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

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

ESSEC has a rolling admission process spread over 3 sessions:

	Application deadlines	Short-listed results	Admission results
Session 1	4 November 2009	20 November 2009	4 December 2009
Session 2	15 January 2010	1 February 2010	19 February 2010
Session 3	26 March 2010	3 May 2010	11 June 2010

At the end of each session we issue confirmed admissions by e-mail and via the ESSEC online application system.

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 home 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. ***Do NOT mail a print version.***

• Use of Online Application

Access to the online application is available through a unique personal identification number (Login) and password (PIN) that will be created for you in the 'create account' process. You are responsible for maintaining the confidentiality of your login and password.

If you forget your login & password, please contact the IT Help Desk (sosdsi@essec.fr).

If you believe your login and password have been compromised or your account has experienced unauthorized access, it is your responsibility to notify ESSEC as soon as possible at sosdsi@essec.fr

• 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 "**Signature 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 the Signature page 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 check consult *Application fee* below.

APPLICATION MATERIALS

- **1 page resume or CV.** Please indicate your current address, e-mail address and telephone (mobile if possible).
- **Certified copies*** of all Degrees /Diplomas or, if you are still 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 Transcripts of grades obtained at each of the colleges or universities attended**

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

The transcripts should come from all the 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.**

- **1 page maximum and typed Professional Project (in English or French).** Your professional project, **which is not a letter of motivation**, 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. **It is very important for the quality of your application to take time to submit a carefully written and well thought out professional project. Hand written copies will not be accepted.**
- **1 page maximum and typed Candid Description of yourself (in English or French)** including personal characteristics and achievements. **It is very important for the quality of your application to take time to submit a carefully written and well thought out candid description. Hand written copies will not be accepted.**
- **2 Letters of Recommendation – AS IT CAN TAKE TIME TO OBTAIN YOUR RECOMMENDATION LETTERS WE STRONGLY RECOMMEND YOU TO ASK FOR THEM SUFFICIENTLY IN ADVANCE.**

We require every applicant to provide at least two (2) 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 on ESSEC Business School reference forms if possible (see pages 9 & 10 for .pdf version or download the **Word version** on 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 MBA 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.

- **Official 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 a test of English (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 **250** score for the computer based test, **600** for paper based test and **100** for internet based test, a **7** score for the IELTS or a **850** score for the TOEIC.

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

- **Official GMAT score sent by Pearson VUE or TAGE-MAGE score**

All applicants, with no exception, have to take either 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.

The ESSEC MBA Admissions Office will not take into consideration files with missing GMAT or TAGE MAGE scores.

You must arrange for your score to be sent directly to our School by Pearson VUE. For the GMAT select either:

MBA, Full Time or **MBA, Full Time ESSEC**. TAGE MAGE should be sent directly to you.

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

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

Our minimum recruitment requirements are a **600** score for the GMAT and a **330** 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 or the FNEGE website at www.fnege.fr

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

- **2 identity photographs (passport photo),**

- **Signature page (page obtained after submitting your Application on Line).**

- **Application fee of 160 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 Application on Line a "Signature page" is automatically generated. Via this page you can pay your application fee on-line by clicking on "Processed applications". Select "ESSEC MBA Non French degree".
- 2) If you do not pay on-line via the "Signature page" re-login to Apply on Line and select in the "Applications in Progress" section "ESSEC MBA Non French degree".

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

- **CHECK** 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 : BNPAFRPP1FN**

Cergy BNP Paribas Postal Address:

BNP Paribas Cergy Parvis

Tour EDF

F-95000 Cergy

IMPORTANT: please complete the Bank Transfer Payment Form on the 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. An application will not be considered as completed until the application fee payment is made.

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 MBA	
Reason of payment	<input type="checkbox"/> <i>Application</i> <input type="checkbox"/> <i>Deposit</i> <input type="checkbox"/> <i>Tuition fees</i>	
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

Or

- Fax : +33 1 34 43 28 20

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

- 1 page resume or curriculum vitae
- 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
- 1 page professional project
- 1 page candid description of yourself with personal characteristics
- 2 letters of recommendation
- Official TOEFL, IELTS or TOEIC score
- Official GMAT or TAGE-MAGE score
- Copy of current Passport or Identity Card
- 2 identity photographs
- Signature page

• **All materials should be sent to the following address:**

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

ADMISSION STAGES

• 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

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 forwarded to you by e-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 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, including candid description, professional project, references and your interview.

The decision taken will be one of the following:

- Admission to the ESSEC MBA 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 ESSEC MBA Admission Committee decision is final and confidential. ***No appeal can be considered or lodged.***

• CONFIRMATION OF ENROLLMENT

If you are admitted, we request that you send us a **non-refundable confirmation fee**.

Confirmation fees are 1500 euros for European Union Nationals and 4000 euros for non-European Union Nationals. The amount of your confirmation fee will be deducted from the first instalment of your tuition fees.

• ESSEC MBA 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.

A sum of 750 euros for European Union Nationals and 2000 euros for non-European Union Nationals will be requested to keep the seat available for the following 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 calendar 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-businessschool/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 for the 1st admission session to apply for an Eiffel Scholarship.***

• TUITION FEES (in euros)

Total tuition fees (2 years) for students entering in 2009 academic year are estimated at:

- 27.000 euros for European Union Nationals
- 37.000 euros for non-European Union Nationals

PROVISO

Tuition fees for entry in September 2010 will be officially approved in Spring 2010.

The definite amount will be available on our website after May 2010.

THE INTERNATIONAL RECRUITMENT TEAM - YOUR CONTACTS



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Director of International Recruitment



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PERSONAL RECOMMENDATION

*Candidate: Please fill in your name and date of birth, and forward to the person who will write the recommendation.
 Ask your referee to return the recommendation form to you in a 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 a **sealed envelope, 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.

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

.....

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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Mrs. Ms. Mr. Pr. Dr.

Name:

Company/University :

Position and responsibility :

Address :

E-mail : Telephone : +

Date : Signature