

INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in EM Strasbourg Business School

APPLICATION DEADLINES

The application deadline for EM Strasbourg Business School's Master in International and European Business is **Thursday April 30th 2009**. This deadline applies to applicants applying to commence the MIB in September 2009.

INTERVIEWS

Interviews with selected candidates will take place from **Friday 22nd May to Wednesday 10th June 2009**. These interviews can be conducted remotely or through a *Passerelle World* network office should you not be available to come to Strasbourg.

GMAT

Your **GMAT (Graduate Admissions Test) results are a compulsory component** to your application for the EM Strasbourg Business School MIB. If you have already taken the GMAT, **your test results are to be no more than 2 years old**. Should you need to take the GMAT and would like more information, please visit www.gmac.com to find out where you can sit the test in your local area.

ENGLISH LANGUAGE & FRENCH COURSES

The Master in International & European Business at EM Strasbourg Business School is delivered in English. All applicants are required to have a comprehensive command of the language to meet the demanding level of study required for our MIB. A comprehensive French language program is integrated into our MIB. It is possible to qualify your French language learning by taking the DELF / DALF language exams. During the second year it is planned to deliver lectures in French.

REFERENCES

Two letters of recommendation are required to be included with your application. These recommendation letters can be from an employer or former teacher for instance. We ask that these recommendation letters be attached to your application.

APPLICATION CHECKLIST

A full application checklist can be found on page 6. It is essential that all documents requested be attached along with your application form. Failure to do this may lead to a delay in processing your application.



Paste your
photo here

(use standard
passport sized
photos
please)

MASTER IN INTERNATIONAL & EUROPEAN BUSINESS

*It is essential that all relevant sections be completed.
Failure to do so may lead to a delay in processing your application.*

PERSONAL DETAILS		
Surname / Family Name:		
First / Given Names:		
Date of Birth:		
City of Birth:		
Nationality 1:		
Nationality 2:		
Sex: Male / Female		
Home Address:		
City:	Post Code:	Country:
Telephone: <i>Please include country code</i>		
Email Contact:		
Postal Address: <i>If different from home address</i>		
City:	Post Code:	Country:
Telephone: <i>Please include country code</i>		

ACADEMIC QUALIFICATIONS

1. Secondary Education Information

Name of Secondary Education Certificate:	
Date of Graduation:	
City of Study:	Country of Study:

Providing certified **readable** copies of your transcripts is an essential component to completing your MIB application form.

2. Please Specify Last Two Educational Establishments Attended

1. Name of Education Establishment:		
Last Degree Awarded:		
Bachelor	Master	Other:
Areas of Study: - <i>please circle relevant areas</i>		
Economics	Accounting	Marketing
Business Admin	Law	Arts & Literatures
Sciences	Languages	Engineering
Other: <i>please specify</i>		
Full Time / Part Time:		Dates Attended:
Address of Education Establishment:		
City:	Post Code:	Country:
Website:		

2. Name of Education Establishment: <i>if necessary</i>		
Last Degree Awarded:		
Bachelor	Master	Other:
Areas of Study: - <i>please circle relevant areas</i>		
Economics	Accounting	Marketing
Business Admin	Law	Arts & Literatures
Sciences	Languages	Engineering
Other: <i>please specify</i>		
Full Time / Part Time:		Dates Attended:
Address of Education Establishment:		
City:	Post Code:	Country:
Website:		

5. GMAT Score

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1. Where GMAT was Taken:	
2. GMAT Score / Result:	
3. Date when GMAT was Taken: <i>Please make sure that copy of test results are attached</i>	
City:	Country:

4. Languages

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What is your mother tongue:	
If you are not a native English speaker what is your level? <i>Please circle your response.</i>	Advanced / Intermediate / Beginner
If English is not your native language please give an indication of your level of written English: <i>Please circle your response.</i>	Advanced / Intermediate / Beginner
Other Languages Spoken:	
	Advanced / Intermediate / Beginner
	Advanced / Intermediate / Beginner
	Advanced / Intermediate / Beginner

WORK EXPERIENCE

Please give details of any work experience, training and professional employment that you wish us to consider in your application for the EM Strasbourg Business School's Master in International & European Business. **(continue on separate sheet if necessary)**

1. Name & Address of Organization:		
City:	Post Code:	Country:
Job Title & Nature of Work / Training:		
Full Time / Part Time:	Dates Employed:	
2. Name & Address of Organization:		
City:	Post Code:	Country:
Job Title & Nature of Work / Training:		
Full Time / Part Time:	Dates Employed:	
3. Name & Address of Organization:		
City:	Post Code:	Country:
Job Title & Nature of Work / Training:		
Full Time / Part Time:	Dates Employed:	

PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

In support of your application for the Master in International & European Business we require you provide a personal statement. This must be handwritten with legible handwriting.

In this personal statement we would like you to address the following:

1. **Please explain the reasons why you are doing a Master in International Business and why you would make a good candidate for our program. (500 words)**
2. **Please explain where do you see yourself professionally with this qualification? (500 words)**
3. **Please give us an overview of your international exposure. What are your experiences growing up, living, studying, working or traveling abroad? (250 words)**

DOCUMENTS TO BE ATTACHED TO THE FILE

It is essential that all documents requested be attached along with your application form. Failure to do this may lead to a delay in processing your application.

Application Checklist.	Tick that item is included
1. Four (4) recent passport photos (1 to be pasted on page two of this application form & 3 spare for our administrative purposes – (Student Card / Cultural Card / File)	
2. Readable photocopy of your passport	
3. * <u>Certified copy</u> of your birth certificate <u>translated into French</u>	
4. * <u>Certified copies</u> of your last diploma <u>translated into French with transcripts</u>	
5. * <u>Certified copy</u> of your GMAT score results	
6. Reference Letters (2 required)	
7. Personal Statement (handwritten with legible handwriting) 1250 words	
8. Copy of your full curriculum vitae	
9. Please check that all relevant information in this application is filled out correctly.	

***Certified Copies mean students must provide:**

- * a birth certificate translated into French by an accredited translator
- * copies of diplomas translated into French by an accredited translator

In addition, translations of birth certificate and qualifications **must be certified by the embassy or consulate of France in the country of departure.** Your local French Embassy can assist you in finding accredited translators in your local area.

FEES

The cost of our MIB Program is **approximately 5,500 Euros per academic year**, this includes all tuition and administration fees (administration component also includes the mandatory French *Sécurité Social* coverage).

HOW DID YOU FIND OUT ABOUT OUR MIB PROGRAM

How did you find out about our Master in International & European Business?

Our Website / Advertising / Word of Mouth / Passerelle World/Other

Please circle appropriate response(s)

If Other:

Briefly explain

FINANCE & DECLARATION

How will you be financing the MIB Program?

Self Sponsored / Scholarship / Company Sponsored / Bank Loan

Please circle appropriate response(s)

Other:

Briefly Explain

Declaration:

I certify that the answers and other documents given in support of this application are true and correct. If my application is accepted I undertake to observe EM Strasbourg Business School's rules and regulations and to ensure that all payment of fees will be met for the duration of the MIB Program I am enrolled in.

I agree and understand the above statement.

Date:

Surname/ First Name: _____

Signature: _____

APPLICATION TO BE ADDRESSED TO:

**EM Strasbourg Business School
International Relations Office
Master in International & European Business Application
61, avenue de la Forêt Noire
F-67085 STRASBOURG CEDEX
FRANCE**

For further information regarding your application please telephone.

Tel : +33 3 90 41 42 21

Please be advised that applications will not be accepted by fax or email.