



# EXECUTIVE INTERNATIONAL MBA

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## Application file

- Application instructions
- Application form
- Letter of recommendation template

Class of 2024-2026



## APPLICATION INSTRUCTIONS

### **Application process:**

Fill in the **application form** and return it with the **required documents** and **application fee** to:  
[imba@iae.pantheonsorbonne.fr](mailto:imba@iae.pantheonsorbonne.fr)

Upon reception of your complete application, we will schedule a selection interview, either in person or remotely.

After the interview the committee will make a decision and notify you within 10 days.

If you are admitted, you will have to confirm your participation and the way you wish to finance the program, within a month of the notice.

Upon reception of your confirmation we will issue your contract.

With your signed contract and the first instalment paid, your seat in the next intake will be secured.



### **Application deadline:**

Applications are processed as they are received, year-round.

Admissions are pronounced year-round. The application process ends once the capacity is reached, and at the latest by June 30th, 2024 (program starts mid-September 2024).



## **Required documents:**

Please name files as follows: *Your Last name\_First name\_nature of the document*

- IMBA application form

The application form asks for biographical and educational data. Short questions provide an opportunity for candidates to highlight their experience that is relevant to their application.

- A letter of motivation

It shall include a description of your short-term and long term goals after completing the IMBA Program. You may highlight the characteristics you possess that would make you a good fit for the program.

- Copy of degrees earned and transcripts

Applicants must submit the copy of their degrees including transcripts (at least of the highest degree).

- Two letters of recommendation

Two letters of recommendation are required from academic, professional and/or social relationships who can provide a personal testimony of your strengths, weaknesses and qualifications for the International MBA Program. Please feel free to use the template enclosed at the end of this document.

- A one-page essay

You will discuss the most significant personal or professional risk you have taken and say what was the outcome.

- Copy of application fee payment

The application fee for the International MBA Program is 100 €.

- Score of a test of English language skills (does not apply for native speakers or those holding a degree earned through a program taught in English). For non-native speakers, or those that do not hold a degree fully taught in English: you can provide any of the following score TOEIC, TOEFL, IELTS, PTE or BULATS (if your test was taken more than two years ago, explain why it may still be relevant).

- Copy of Passport

- Photo ID

- CV (resume)



## INFORMATION

### **Application fee:**

The €100<sup>1</sup> application fee can be paid:

by wire transfer

IBAN: FR76 1007 1750 0000 0010 0517 284

BIC: TRPUFRP1

by check

only if issued by a French Bank, made to order of: "Agent comptable IAE".

Please write "International MBA 2024 – intake 19" at the back of the check, and send to:

International MBA

IAE Paris

12 rue Jean Antoine de Baïf

75013 Paris

### **Personal interview:**

An interview will be scheduled with the International MBA Program Selection Committee. The interview allows an assessment of the candidate's motivation, ability to succeed in the program, and language skills. The interview also offers the candidate an opportunity to gain a greater perspective of the program and to discuss individual interests. The interview will take place in person or remotely (e.g. by video conference). Personal interviews will be scheduled only once you have submitted your application with all required documents and application fee.

### **Program fee:**

The program fee is €20 000:

This is inclusive of all tuition fees, University registration fees for 2 academic years, all books and material, seminars abroad (transport, accommodation and activities on site).

Payment schedule: 10% upon signature of the contract, 30% in September, 30% in January and 30% in May.

Nota: students fully self-financing their program will be granted a 20% discount

## CONTACT

Alessandra THERON

+ 33 (0) 1 44 08 73 67

imba@iae.pantheonsorbonne.fr

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<sup>1</sup> Application fee, approved by Decision of the Board of Directors of March 15th, 2016



# EXECUTIVE INTERNATIONAL MBA

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## Application form

### APPLICANT INFORMATION

Mr.      Ms.

Last name:

Maiden name:

First name:

Date of birth (dd/mm/yyyy):

Place of birth (City /Country):

Country of Citizenship:

Address in France or permanent address:

City:

Zip/Postal Code:

Country:

Phone:

E-mail address:

Passport number:

Date of expiry:

Sécurité Sociale number (If you live in France):

Please select one of the following:

I would prefer an in-person interview in Paris

I would prefer a remote interview



EMPLOYMENT & PROFESSIONAL EXPERIENCE

Experience:

- Total number of years of full-time work experience (post graduate employment<sup>2</sup>):
- Total number of years of managerial experience:

Employment:

Beginning with your current position, please provide the following information regarding your professional experience.

If you have held more than one position with the same employer, please list them separately.

Current Position:

Company/Employer:

Title/rank:

Nature/type of business:

Number of people under your supervision:

Time in current position:

Summary of responsibilities:

Previous Position:

Company/Employer:

Title/rank:

Nature/type of business:

Number of people under your supervision:

Time in current position:

Summary of responsibilities:

List other activities, achievements, distinctions, honors or awards that you wish to mention:

<sup>2</sup> from Bachelor or above



EDUCATION

Highest Degree earned:

Major or concentration (if relevant):

Name of college or university City / Country:

Date of graduation (Month/Year):

- While attending college, were you employed?  

Yes                      No

if yes,  

full time              part time
- Are your grades an accurate indication of your potential in a graduate business program?  

Yes                      No

If not, please explain:

- List chronologically all other institution and universities attended:

Name of college or university City / Country:

Dates:

From                      to

Degree awarded and date:

Name of college or university City / Country:

Dates:

From                      to

Degree awarded and date:

Use extra space if necessary



## ENGLISH & OTHER LANGUAGE SKILLS

- What is your mother tongue?
- Unless your mother tongue is English or if you hold a degree fully taught in English, please provide a score of a test of English language skills

Test:

Score:

Date of test:

If you do not have a score yet, do you plan to take a test?

Which test:

When:

- Please indicate any other languages you speak and your proficiency (basic, intermediate or advanced/fluent):

## ADDITIONAL INFORMATION

Please list the names of the individuals that are providing a letter of recommendation for your application.

Name:

Title:

Company:

Address:

Phone number:

e-mail address:

Name:

Title:

Company:

Address:

Phone number:

e-mail address:





**THIS FORM MUST BE SIGNED.**

I certify that the information provided on this form and on any attached documents is true and accurate to the best of my knowledge. I understand that this form is only one part of the application process and that all application materials required by the International MBA Program and the IAE de Paris must be submitted for me to be considered for admission.

Please write full last name and first name as a signature:



## Letter of recommendation template

The following applicant has requested you as a recommender to the INTERNATIONAL MBA Program at IAE Paris – Sorbonne Business School.

Letters of recommendation are considered an important part of the application process.

Please answer to the questions below as thoroughly as possible.

Feel free to create a separate document. You may return your letter to the student.

Your time and thoughtfulness are greatly appreciated.

Name of applicant

Name of recommender

Title

Institution

Address

Telephone

How long have you known the applicant?

Under what circumstances have you known the applicant?

What do you consider the applicant's most outstanding talents or characteristics?

What are the applicant's chief liabilities or weaknesses?

To what extent does the applicant demonstrate originality and independence in thinking?

Under what circumstances have you observed this?

How will the International MBA Program help the applicant to realize his or her goals?

Why would the candidate be an asset to an 18-month International MBA program?

Overall recommendation:

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

Date:

Signature:

