

## **Application Procedure**

### Admission deadline:

The admissions committee reviews applications as they are received. The application deadline for class of 2019 is June 30th, 2019 (program starts September 2019).

### International MBA Program 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.

### 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.

### Degrees and transcripts:

Candidates must submit one copy of their degrees including transcript.

### 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 completed your application with all required documents.

### Application fee:

The application fee for the International MBA Program is 100 €  
(Application fee, approved by Decision of the Board of Directors of March 15th, 2016.)

Check should be made to order of: "Agent comptable IAE", and sent to :  
IAE Paris  
12 rue Jean Antoine de de Baïf  
75013 Paris

Non-French citizens should pay with a foreign draft made payable to: "Agent comptable IAE".

Or by transfer:

IBAN: FR76 1007 1750 0000 0010 0517 284

BIC: TRPUFRP1

## Instructions

Please fill in the application form and send with the following documents to:  
imba.iae@univ-paris1.fr

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

- Copy of Passport
- Photo ID
- Copy of degrees earned and transcripts of grades
- Score of a test of English language skills (for non-native speakers, not holding a degree fully taught in English): TOEIC, TOEFL, IELTS, PTE or BULATS.
- CV (resume)
- A letter of motivation including 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 these goals.
- Two letters of recommendation from academic, professional and or social relationships
- A one-page essay in which you will discuss the most significant personal or professional risk you have taken and say what was the outcome
- Copy of application fee payment

## Information

### Program fee:

The program fee is 19 500 € and includes:

- Tuition and fees
- University registration fees for years 2019-2020 & 2020-2021
- Books and material
- Seminars (accommodation, train/plane tickets between Paris and destination, activities / companies visits)
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### Admission decision:

Once you have completed your application with all required documents and after the interview with the Selection Committee has been conducted, you will be notified within 10 days regarding admissions decision.

### For more information:

Please contact Mr. Alexandre PALEOLOGOS

+ 33 (0) 1 44 08 73 67

imba.iae@univ-paris1.fr

You may also refer to our website at [www.iae-paris.com](http://www.iae-paris.com)

## LETTER OF RECOMMENDATION

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 :