

HOW TO APPLY ONLINE

APPLICATION DEADLINES

Do you want to start in the academic year 2020-2021 in Double Degree program in Master of Sciences?

Online application start	Application deadline	Tuition fee deposit
November 7th	June 15 th	July 15 th

N.B. Upon the online Form closure deadline, no more further applying is permitted!

HOW TO APPLY ONLINE IN 10 STEPS

Please complete your [ONLINE APPLICATION](#) with all required documents and pay application fee (80€ non-refundable) before **June 15th, 2020**. If this step is not complete before the date mentioned, the admission board will have to reject your application.

- Step 1: [Application form](#)
- Step 2: [Online registration and application account](#)
- Step 3: [Update your personal data](#)
- Step 4: [Upload all application required documents](#)
- Step 5: [Submit your application for verification](#)
- Step 6: [Application fee \(80€ non-refundable\)](#)
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Step 1: Application form

Complete the [ONLINE FORM](#). Fill in the application form with care. All fields marked with an asterisk (*) are mandatory. Please note that you can edit the application form later on by yourself in your personal online account. Pay attention to check the spelling when you fill in your **correct e-mail address** or **data concerning the contact person in case of emergency!**

Once you have filled in the form click on the **“Send application”**-button. Your application form is sent directly to Admissions Office.

Please note that filling in the online application is **just the first step of your application** and there are still further steps that need to be completed before your application is complete. After you have filled in your online application form, you will automatically receive an email of confirmation asking you to proceed the registration online and with further instructions application form.

Step 2: Online registration and application account

You will receive an email confirming that the application process has started. Click on the **link** in end of the email. Fill in your Date of birth (DD.MM.YYYY) and click **“Next step”**.

Attention: Put the same date of birth as you entered in your application!

Create a username and a password that have minimum 6 and maximum 12 characters, at least one number, at least one upper case letter and no special characters. As soon as login and password information entered, click on the **“Continue”**. You will see a message about the successful online registration.

Enter or Login to Mobility-Online portal (you are automatically directed to your application account). You will receive an e-mail about the application procedure after this. All the following steps of the application process will explained in this e-mail.

Step 3: Update your personal data

Complete personal data: Click **“Complete Personal Data”** link to complete your personal details. Save the data by clicking **“Create”** - button.

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Step 4: Upload required documents:

- **Valid passport** or ID card
- **ID photo**
- **Personal statement**
- **Curriculum Vitae (CV)**
- **Undergraduate degree** or **diploma** with a legalised translation in French, English or Spanish
- **Certified transcripts** from prior graduate programs with a certified translation in English or French
- **English language proficiency certificate** (can be uploaded at the latest stage)

EasySpeaking Test : minimum score B2 level

TOEFL iBT – Test of English as a foreign language (score minimum 78)

TOEIC – Test of English for international communication, Listening & Reading (score min 750)

CAE – Cambridge Certificate in Advanced English

FCE – Cambridge English First

IELTS – International English Language Testing System (score minimum 6)

Legalise the copy or copies of your **degree(s)** which you need to upload. Use the proper legalisation method. Also, note that if a translation is required, it has to be done by a sworn translator and the translation also has to be legalised (in English, French or Spanish). **Transcripts** do not need to be legalised. It is sufficient if they are certified by the awarding institution.

Step 5: Submit your application for verification

Once you have completed all the above mentioned steps, your application is ready to be submitted. Click on the link "**Submit your application**". The Admission Office will receive your application with all submitted enclosures online and will verify it.

Step 6: Application fee (80€ non-refundable)

In order to finalize your application, you will need to pay an application fee 80€. You will receive an invitation to pay an application fee with the secured link for payment. Please upload the payment receipt into your online account.

Step 7: Screening or verification check

As soon as the application with all enclosures submitted and its fee is paid, your application is being formally verified. Please wait for the return email from Admission's Officer.

We will review your data and will check the downloaded documents. If your application data is incomplete or there is an appropriate document uploads, you will be notified by email if you have some missing elements or some documents should require revision. Screening or verification for authenticity of your documents is a step of this procedure.

Verification can take up to 4 weeks after application submission.

Step 8: Interview

IMT-BS Admission Board organizes a Skype interview. MSc program Director and IMT-BS Associate Dean of Study programs will take part of this interview. This interview allows us to see your motivation for the program and your communication skills.

Step 9: Admission

After the Admission Committee, you will be notified by email of the result of admission. **An invitation for tuition fee deposit** will be sent with the direct link for payment.

Step 10: Enrollment required documents

At the latest stage, in order to complete your Online Application, you are asked to upload the rest of documents online. **This step is not mandatory and has been created for your convenience.**

You can always provide us with the following documents on arrival:

- **Health Insurance** including the repatriation and public liability insurance
- Original copy of your **Birth Certificate** with filiation and a certified legal French translation
- **Long term Visa**
- Payment receipt for **CVEC** (91€)

Contacts Admission's Office at admissionsmsc@imt-bs.eu Any technical problem, contact us at support-mobility-online@imt-bs.eu