

Admissions Information & Application Checklist

Please enclose the following items along with your completed application form. To expedite the application process, please send all application materials together – except GMAT and TOEFL scores and transcripts. Please submit two copies of all items listed below:

- Application Fee of €100.** Please send an international money order or check (drawn on a French bank or a French branch of a foreign bank) made out to ENPC MBA – MIB Développement. You may also wire the application fee. For wiring instructions, please contact the ENPC School of International Management at admissions@enpcmbaparis.com.
- 4 passport-sized photos.**
- Essays regarding Motivation, Goals and Professional Plans.** Refer to item 19 on the application form.
- Résumé or Curriculum Vitae.** Refer to item 15 on the application form.
- Two Reference Reports (recommendations).** Send the reference reports to two people who have known you in an academic or professional capacity. Fill out the top of the forms, address the confidential envelopes to yourself, and send the forms and envelopes to your references. When the sealed envelopes are returned to you, DO NOT OPEN THEM. Include them in your completed application package or have them sent directly to the ENPC MBA Admissions office.
- Transcripts (original language and English translations).** Submit official transcripts of all post-high school education. Transcripts list courses taken, grades obtained, and degree(s) granted. A Bachelor's Degree or equivalent is required for admission. Original language transcripts (non-English) should be accompanied by English translations furnished by either the institution you have attended or by a certified translating agency (available through www.wes.org and www.ece.org). It is preferred that transcripts be sent directly by the institution or evaluating agency to the ENPC School of International Management. The ENPC School of International Management cannot accept transcripts sent directly by students unless they are sent in a sealed envelope provided by the school. Transcripts should indicate, whenever possible, the meaning of the grading system used.
- GMAT.** All applicants must submit an official GMAT score. The score report must be sent directly to the ENPC School of International Management at **school code JZ3-F7-08**. A GMAT score report (original or photocopy) sent directly by students to the International MBA Program office is NOT acceptable.
- TOEFL.** Any applicant whose native language is not English or who has not received an undergraduate degree from an institution whose language of instruction is English must submit an official TOEFL score. The score report must be sent directly to the ENPC School of International Management using our **school code 0484**. A TOEFL score report (original or photocopy) sent directly by students to the ENPC School of International Management is NOT acceptable. For the MBA in International Business and the MBA in Technology & Entrepreneurship, you may also submit a TOEIC, IELTS, or CPA (Cambridge Certificate of Proficiency in English).

To register for both exams, applicants must call the regional registration center nearest them in order to set up an exam time in the city of their choice. It is possible to take both exams several times, on condition that there is at least a one-month interval between exam sittings. It is highly recommended that applicants familiarize themselves with test contents beforehand. Preparation material is available through GMAT and TOEFL (books, CD-ROMs) or can be purchased at many English-language bookstores.

GMAT scores are valid for five years, and TOEFL scores are valid for two years. There is a fee for both exams. See the GMAT and TOEFL bulletins for more details or check out their respective websites below.

GMAT / ETS

Website: www.gmat.org
E-mail: gmata@ets.org

TOEFL / TSE Publications

Website: www.toefl.org
E-mail: toefl@ets.org



Please answer all questions in English, print or write legibly, and limit the length of your answers to the space allotted for each question. You are encouraged to keep a copy of the completed application. Please Type or Print Clearly.

Personal Details

1. For which program are you applying?

FALL 200_____

2. Passport Country and Number _____

3. Full Legal Name

SURNAME GIVEN MIDDLE

4. If you have ever used a name other than your current name, list the previous name used:_____

5. **Date of Birth** _____ / _____ / _____
DAY / MONTH / YEAR

6. **Gender:** Male Female

7. **Countries of Citizenship** _____

8. **Permanent Address**

STREET

CITY STATE POSTAL CODE COUNTRY

TELEPHONE (INCLUDE COUNTRY & AREA CODES) FAX

E-MAIL (required)

Current mailing address if different from permanent address Until ____/____/____
MO. / DAY/ YEAR

STREET

CITY STATE POSTAL CODE COUNTRY

TELEPHONE (INCLUDE COUNTRY & AREA CODES) FAX

9. **Business Telephone Number** (_____) _____ **Business Fax** (_____) _____
(Do not include if it is inconvenient for you to be contacted at work)



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Educational Background

10. List ALL colleges and universities (post-high school institutions) that you have attended, including Temple University.

Name	Location	Major	Dates Attended From To	Degree Awarded

List any academic distinctions, honors and awards:

11. **GMAT** Date taken / to be taken _____ Score _____
MONTH / YEAR

12. **TOEFL** Date taken / to be taken _____ Score _____
MONTH / YEAR

Ask the Educational Testing Service (ETS) to send your GMAT and TOEFL score reports directly to the ENPC School of International Management (code 0484)

13. To which other universities are you applying?

14. List the names and titles of those who will be supplying your reference reports (recommendations).

NAME TITLE

NAME TITLE



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Professional Background

15. **Professional Background** (Teaching, Industrial, Business, or other Professional Experiences as well as any Internships and Volunteer Work). List positions starting with most recent / current position. Please include your résumé or C.V. with your completed application.

Employer's Full Name	Location	Position Title	Dates: Begin / End

16. **Briefly summarize your most recent position of employment.**

17. **Activities in professional, community or collegiate organizations.**

18. **Awards, professional, military, or other non-academic honors, training programs and creative work.**



Personal Statements

19. Short Essays of Goals and Professional Plans – to be completed by ALL applicants.

On separate sheets of paper (8-1/2 x 11 or A4), please provide answers to the following topics. Answers should be about a ½ page to 1 full page per topic. Please be sure to be articulate and concise:

- **Essay Topic #1:** What particular experiences in your background or previous exposure (academic, professional, etc.) have prepared you or motivated you for pursuing this degree program?
- **Essay Topic #2:** State your career objectives or potential career path(s) you may be considering for post-MBA employment. Indicate any sectors, companies, roles, functions, regions and countries you are particularly interested in as part of your potential career path. Indicate your reasons for seeking admission to ENPC MBA program for which you are applying and state how these match with your career goals.
- **Essay Topic #3:** Given the importance of teamwork, collaboration and network building in an MBA program, what are the most significant strengths or contributions you bring to the group and the program? What particular experiences have you had with team development?

The quality of your statement may be of critical importance to the success of your application for admission as well as for any awarding of financial aid.

20. Statement of Exceptional Circumstances (optional).

Indicate on a separate sheet of paper any personal information which may help the admissions committee interpret and evaluate your academic and/or professional background.



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Recommendation Form

Complete the information below and send this form with a reference envelope to the individual who will be providing your reference. Write your name and address on the envelope when it has been returned to you, and mail the SEALED envelope with the rest of your application materials. DO NOT OPEN THE ENVELOPE WHEN IT HAS BEEN RETURNED TO YOU. If the seal has been broken on the envelope, your entire application will be returned to you. Once received, this reference will be the property of ENPC School of International Management, and will not be returned.

Applicant

Name of applicant _____

Current address _____

Evaluator

Please complete the information requested on both sides of this form. If you need to use additional sheets of paper, please staple them to this form. Your comments will be held completely confidential, if the applicant has waived his or her rights. Your candid completion of this evaluation is appreciated.

Name of evaluator _____

How long and in what capacity have you known the applicant? _____

In evaluating this applicant, with what reference group are you making comparisons? _____

What do you consider to be the applicant's major strengths? _____

In what area(s) does the applicant need further development? _____





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Keeping in mind your reference group, please evaluate the applicant as fairly as you can in each of the categories below by placing an X in the appropriate box beneath the scale at the top:

Outstanding Upper 3% Excellent Upper 10% Good Upper 25% Average Upper 50% Below Average Lower 50% Unable To Judge

Academic Achievement						
Intellectual Ability						
Initiative						
Creative Qualities						
Maturity and Emotional Stability						
Leadership Potential						
Ability to Express Ideas and Feelings Orally						
Ability to Communicate in Writing						
Ability to Accept Constructive Feedback						
Ability to Work With Others						

Summary Evaluation

_____ I strongly recommend this applicant for admission and believe that she/he has the capability to perform at a superior level.

_____ I recommend this applicant for admission and believe her/his performance should be comparable to that of most MBA students.

_____ I believe the applicant's qualifications are marginal, but the applicant has potential and would benefit from study in your program.

_____ I do not recommend this applicant for admission to your MBA program.

EVALUATOR'S SIGNATURE

DATE

EVALUATOR'S NAME (TYPE OR PRINT)

EVALUATOR'S POSITION OR TITLE

EVALUATOR'S EMPLOYER

EVALUATOR'S TELEPHONE NO.

Thank you for your time in completing this recommendation. Please kindly put it in a sealed envelope, sign the seal, and return it to the candidate, who will submit this form with their application.



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- _____ I do not recommend this applicant for admission to your MBA program.

EVALUATOR'S SIGNATURE DATE

EVALUATOR'S NAME (TYPE OR PRINT) EVALUATOR'S POSITION OR TITLE

EVALUATOR'S EMPLOYER EVALUATOR'S TELEPHONE NO.

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Candidate's Agreement

All applicants please read and sign the following:

I understand that the ENPC School of International Management and Temple University admissions personnel will have access to my student record and that withholding information requested or giving false information will make me ineligible for admission to ENPC School of International Management and Temple University and subject to dismissal. With this in mind, I certify that the above statements are correct and complete and if admitted, I agree to abide by the published policies, rules, requirements, and exemptions for the International MBA. In the event I am not admitted into this degree program, I understand that I will not be entitled to any application or tuition fee refund for any courses taken while my application is under consideration.

SIGNATURE

DATE: MONTH / DAY / YEAR

Please forward your application and materials to:

ENPC School of International Management
MBA Admissions Office

15, rue de la Fontaine au Roi
75127 Paris Cedex 11- France

Tel: +33.(0)1.44.58.28.52
Fax: +33.(0)1.44.58.24.61

E-mail: admissions@enpcmbaparis.com