

How to Apply – Postgraduate Programmes

1. **Identify the programme that you would like to apply for and consult the relevant brochure and webpages.**

2. **Check your eligibility to apply for the programme that interests you:**
 - **Master of Science programmes:** If you have a 4-year bachelor, or a 3-year bachelor with 1 year of full-time working experience, and a good English level. You will be informed at the early stage if you are eligible in case some programmes require a special background (like Finance or Marketing).
 - **Pre Master:** If you have a 3-years bachelor degree or a non-business background.

3. **Register on our online application site:** <http://apply.neoma-bs.fr/> You do not have to complete your profile in one go. Here is a list of the elements that you will be asked for:
 - Contact information: please make sure that you indicate the correct email address and phone number (*mobile phone preferred*) so that we can contact you easily
 - Your CV
 - A copy of your University transcripts (all those that you possess even if not complete)
 - A copy of your diploma, if available; otherwise, a certificate indicating when you will receive your diploma
 - Some online questions (regarding your personality and your future career plan)
 - Two recommendation letters from professors that know you well or from someone from work. Note that letters from friends or family members are not accepted. Letters must be on headed letter paper and signed by the referees. If not signed, letters should be sent to admissions@neoma-bs.fr directly from the referees, who shall provide their work email and telephone number.
 - Language score, requested unless your highest education was instructed in the same language (with a certificate as proof) or it is your native language.

Pre-Master entry (2-year programme)	MSc programmes * (1-year programme)
<ul style="list-style-type: none"> ▪ IELTS 6.0 ▪ TOEFL ibt 83 ▪ TOEIC (800 in Listening & Reading, 160 in Speaking, 170 in Writing) ▪ Cambridge FCE/CAE 175 ▪ Duolingo 105 	<ul style="list-style-type: none"> ▪ IELTS 6.0 <i>except</i> <ul style="list-style-type: none"> - *MSc Marketing – Luxury Marketing - *MSc Strategy, Organisation & Consulting - *MGM DD → require IELTS 6.0 (with 6.0 in each band) ▪ TOEFL ibt 83 ▪ TOEIC (800 in Listening & Reading, 160 in Speaking, 170 in Writing) ▪ Cambridge FCE/CAE 175 ▪ Duolingo 105

4. **Application fee payment:** once you complete your profile and submit your application, you will need to pay for the application fee: €100, either by credit card or bank transfer. (If you do not have a credit card, contact us for bank details)

Once we have received your completed application, it will undergo a pre-selection to make sure that your application is suitable for the program. The International Recruitment Team will inform you if your application has been selected.

5. **ICIMS or video interview:** Once you pass the pre-selection, you will be invited to record a video to present yourself and answer a few online questions from your smartphone, tablet/computer. You will have access to it through our application system once being invited, and you have 3 days to finish the videos after you go to the platform: <https://app.qualify.talentplatform.eu> It is suggested you finish all videos in one go. **Or/and Admission Interview:** Your interview can be done face-to-face on campus or by ZOOM, making sure that you have good internet connection and a working webcam, together with a telephone that we can call you (in case if there is a problem with the video connection). Your interviewer will be the Head of the Programme that you are applying for (or by a professor nominated by them).
6. **Admission result:** Once your interview is complete, your interviewer will transfer your dossier and the results of your interview to the Admissions Committee. They will make the final decision on your admission based on your interview and your profile.

You will be informed by Email of the admission result within 2 weeks after the interview; and you have 3 weeks to decide whether you accept our offer, by confirming your choice in our application system and then making a down payment of €2,500 to confirm your registration. **If there is no response within three weeks after receiving offer, your application status will be revised.** International students accepted in our programs will benefit from the international support service (help with housing, documents required for visa).

NEOMA Business School supports and encourages the best international students to join via an ambitious programme as **Excellence Scholarship**. If you are eligible, you will receive the form to apply for it.

For any questions, please contact us at admissions@neoma-bs.fr.

