

INSEAD

The Business School  
for the World®

# Language Policy

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*NB: Last revised in September 2017. Please note that this Language Policy document is subject to change regularly and without prior notice. **This Language Policy applies to all future incoming MBA students. If you are a current applicant, please use this document as a reference only** and be sure to contact the MBA Admissions Office for confirmation.*

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# INSEAD Language Proficiency Measurement Scale

INSEAD uses a four-level scale which measures language competency. This is in line with the Common European Framework of Reference for language levels (CEFR). Below is a table which indicates the proficiency needed to fulfil INSEAD language requirement.

To be admitted to the MBA Programme, a candidate must be **fluent level in English** and have at least a **practical level of knowledge of a second language**. These two languages are referred to as your “**Entry languages**”.

A candidate must also have at least a **basic level of understanding of a third language**. This will be referred to as “**Exit language**”.

LEVEL	DESCRIPTION	INSEAD REQUIREMENTS
Fluent	Ability to communicate very fluently and precisely in complex situations. <i>Equivalent to C1/C2 on CEFR scale.</i>	Minimum Required Level for English Proficiency
Business	Ability to interact with a degree of fluency and communicate on a wide range of subjects including in a professional context. <i>Equivalent to B2 on CEFR scale.</i>	
Practical	Ability to understand and communicate on familiar matters regularly encountered in work, school, leisure etc. <i>Equivalent to B1 on CEFR scale.</i>	Minimum Required Level for Entry Language
Basic	Ability to communicate in a simple and direct exchange of information on routine matters. <i>Equivalent to A2 on CEFR scale.</i>	Minimum Required Level for Exit Language

## **Native Language - Please note the following:**

- ✓ It is important to know that your native language will automatically be listed in your final transcript and **cannot be changed once you have declared it in your application**.
- ✓ In your application, we request that you **declare your native language** and indicate any languages for which you consider yourself to have a beginner’s knowledge.
- ✓ It is **not necessary for you to certify your declared native language** or any beginner level languages. For this reason, native language and a ‘beginner’ level have not been included in INSEAD’s four-level competence scale above.

# Summary of INSEAD Language Requirements

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## Entry Language Requirement

To start the MBA Programme, there are **2** Entry Language requirements:

- ✓ A candidate must be **fluent in English**
- ✓ A candidate must have at least a **B1 “Practical” level** of knowledge in a second language

The certification requirements will differ for each candidate, depending on whether English is your native language or not.

*(More details can be found on Pages 5 & 6.)*

## Exit Language Requirement

### **Exit Language validation is a requirement to graduate**

You are required to certify an ability to speak a third, commercially useful, language at **A2 “Basic” level** in order to graduate from the programme.

The Exit language requirement does not need to be certified before the start of the programme (although we strongly recommend that you do). This can be done any time before or during the MBA Programme (only up to the end of P3 if you are taking a test with FL&C).

Please note that if your Exit language requirement has not been fulfilled by the end of the MBA Programme, your MBA diploma will not be awarded at the time of graduation.

*(More details can be found on Page 7.)*

# English Proficiency Certification

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If English is **NOT** your native language, then official English certification must be sent with your application.

**Only the following methods are considered as acceptable means of certification for English Language proficiency.**

- **A UNIVERSITY DEGREE** - *a minimum of one full-time academic year, taught exclusively in English, with a diploma received from that host university (An exchange programme does not qualify.)*

The transcripts should clearly mention the language of instruction is English to complete an application.

- **TOEFL\***

[www.toefl.org](http://www.toefl.org)

Internet-based test (Recommended minimum score: **105**)

Computerised-based test (Recommended minimum score: **260**)

Paper-based test (Recommended minimum score: **620**)

- **PTE Academic\***

<http://pearsonpte.com/PTEAcademic/Pages/home.aspx> (Recommended minimum score: **72**)

- **TOEIC\***

[www.toeic.com](http://www.toeic.com) Listening & Reading (Recommended minimum score: **950**) **AND** Speaking ((Recommended minimum score: **190**) & Writing sections (Recommended minimum score: **170**)

- **CPE\* - Certificate of Proficiency in English**

<http://www.cambridgeesol.org/exams/cpe.htm> (Recommended minimum score: **Grade B**)

- **IELTS Academic\***

[www.ielts.org](http://www.ielts.org) (Recommended minimum score: **7.5**)

**\* To be valid, the acceptable tests above must be less than two years old, prior to the application deadline, to which you are applying.**

**The combination of your native language along with proof of English proficiency is sufficient means to satisfy the 2 Entry language requirement.**

# Entry Language Requirement

If English **IS** your native language, we do not require proof to certify your level of English.

To satisfy the 2 Entry language requirement, you will need to provide acceptable means of certification of your second Entry language as soon as possible, with the final deadlines being:

**1 June for September intakes**  
**1 November for January intakes**

## Acceptable means to certify competence for the Entry requirement

(other than English):

- **Second native language** **Fluent**  
Examined only on a **case-by-case basis** and requires **evidence** of actual use (i.e. schooling or higher education, **not** just "language spoken at home", or "mother's/father's native language", or "work experience").
- **Final Secondary School Exam** **Fluent**  
Exam and schooling must be conducted **exclusively** in the language:  
E.g. Brevet or Baccalauréat to validate French; Immersion programme in Canada; Abitur for German; Maturita for Italian, (for Singaporeans) GCE "A" level or "O" level for Mandarin, Tamil & Malay; Secondary Education Certificate for Hindi or other national Indian languages (10<sup>th</sup> grade minimum) and for Afrikaans, etc.
- **University education** **Business**
  - a) Conducted **exclusively** in the language for a minimum of one full-time academic year (certification required).
  - b) A **university major** in the language (please note a minor is not sufficient).
- **Certification from state-recognised cultural or commercial bodies currently known to INSEAD** **According to performance**  
You are free to choose which Entry/Exit languages you declare, but it is your responsibility to ensure that the languages you choose are compatible and can be tested (both oral and written) by an official institution. **Only certificates from official bodies\* are recognised as acceptable means of certification for the Entry and Exit language requirement and must be less than 2 years old from the application deadline to which you apply.**  
*\* Please check your private language institution for validation with your Admissions Officer.*
- **Written and oral tests with FL&C (by appointment only)** **According to performance**  
Language Evaluation Tests (written and oral) are available by appointment with FL&C. The written test can be taken during INSEAD test sessions (please contact FL&C to know the dates), or in the future student's country of residence.  
To organise a written test in the country of residence, the future student must find a "Proctor" (e.g.: from a reputable and recognised language school or university). **The proctor must be approved by FL&C. Any charges requested by the proctor for their services remain the student's responsibility.** The oral test can be organised either face to face or via *Skype*. Appointments for tests must be made one month in advance. Test results are sent directly to the MBA Admissions at INSEAD.

# Exit Language Requirement

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**In order to make the most of your INSEAD experience, both academically and socially, we strongly encourage you to put as much time and effort into improving your Exit language before the start of the programme.**

## **Exit language validation is a requirement for Graduation**

**To be eligible for Graduation**, students must validate at least **A2 “Basic” level** of knowledge in a commercially useful language which is the official language of a country other than one’s native or Entry language.

*Please note that you cannot change your Exit language once declared to the MBA Admissions Office.*

**The Exit requirement can be certified by using the same means available for validating the Entry requirement as detailed on Page 6.**

***NB. Students going to Wharton in P5 should plan on certifying their Exit language prior to the exchange in order to fulfil the language requirement in time for graduation.***

**Please note that we take into account linguistic similarities** between the Exit language and the declared Entry languages.

*For example **INSEAD will not allow the following combinations:***

*Danish-Norwegian-Swedish*

*Finnish-Estonian*

*Bahasa Indonesia-Bahasa Malaysia*

*Dutch-Afrikaans*

*Slovak-Czech*

*Croatian-Serbian-Bosnian-Macedonian*

*Mandarin-Cantonese-Taiwanese-Hokkien*

*Hindi-Urdu*

*(Several Indian national languages are also linguistically similar – please check with the Admissions Office for confirmation)*

# FL&C (Fontainebleau Langues & Communication)

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**FL&C is INSEAD's official language training partner for MBA students.**

FL&C organises Entry and Exit language tests, working in close collaboration with INSEAD, and particularly with MBA Admissions and the MBA Academic Office, to ensure quality service that meets INSEAD's standards. Their pedagogy is based on a combination of language and communication skills.

*Entry language tests and courses taken with FL&C are at your own cost.*

*Exit language tests and group courses taken with FL&C before or during Period 1, Period 2 and Period 3 of the programme are included in your INSEAD MBA tuition fees and are of no extra charge.*

**Fontainebleau Langues et Communication (FL&C) contact details:**

**Mailing Address:**

47, Boulevard du Maréchal Foch  
77300 Fontainebleau  
France  
Tel.: +33 (0) 1 64 22 54 37

<https://flclanguage.wordpress.com/>

**FL&C Entry language exams contact:**

**Sandra Brady**  
[sandra.brady@flc-int.com](mailto:sandra.brady@flc-int.com)

**FL&C Fontainebleau campus Officer:**

**Evelyne Felicio**  
[evelyne.felicio@flc-int.com](mailto:evelyne.felicio@flc-int.com)  
(Present on the INSEAD Fontainebleau Campus, Camembert Meeting Point,  
Every Tuesday and Thursday: 1pm to 2pm)

**FL&C Singapore campus Officer:**

**Jocelyn Law**  
[jocelyn.law@flc-int.com](mailto:jocelyn.law@flc-int.com)  
(Present on the INSEAD Singapore Campus, Singapore Camembert,  
Every Tuesday and Thursday: 9am to midday)



## FL&C Language Courses Available

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### Pre-INSEAD Intensive Language Courses on campus

FL&C runs intensive group language courses for **French and Spanish** in Fontainebleau and Singapore prior to the MBA course, only if there is a minimum of 5 participants of a similar level per course.

*N.B. These intensive courses are EXCLUSIVELY for MBA students who wish to validate their declared INSEAD Exit language before the MBA Programme starts.*

- For December classes starting in January, intensive courses take place in November/December; for July classes starting in August, intensive courses take place in July/August
- Courses last between 1 to 3 weeks depending on the student's starting level
- Each week of an intensive course is equivalent to one period of lessons
- The Exit language exam is organised on the last day of this Intensive Course and the level awarded is entered on the student's grade transcript

### Language Evaluation Tests

If you need or want to take courses with FL&C during your MBA studies, please note this strict condition: **Your enrolment in the Language Evaluation Test (LET) session during Launch Week is compulsory** (unless you are a complete beginner).

### Regular Language Courses on campus

Language courses are offered in 10 languages: **Arabic (classic), Dutch, French, German, Italian, Japanese, Mandarin, Portuguese, Russian and Spanish.**

**Group language courses** are conducted during **the first three periods only** of the Programme, in addition to MBA classes and workload.

*N.B. There are no language courses in Period 4 or Period 5.*

**Group Courses in French and Spanish are available on both campuses.**

*German, Italian and Portuguese may also be available in Fontainebleau only depending on the demand within the incoming MBA Class (minimum of 5 participants, of the same language level).*

- Groups can be created with a minimum of 5 students of the same level and in the same MBA Section. Very exceptionally some groups may be formed with 3 or 4 students. In this case, FL&C will adjust the number of hours accordingly.
- Each group (minimum of 5 participants) is comprised of 16 sessions of 1.5 hours including an examination at the end of each period.
- The tests at the end of Periods 1 and 2 are compulsory and on a pass/fail format. In the case of a fail, self-study remedial work must be arranged with the language trainer.
- The final test of the course, validating the Exit language (oral and written LET A2 level), is organised at the end of Period 3 and the level awarded is entered on the student's grade transcript.

## FL&C Language Courses Available *(continued)*

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### Registration for group courses

**When:** Enrolment for group courses (for complete beginners) and/or enrolment for the Language Evaluation Test session during Launch Week (for students who already have some exposure to or knowledge of the language) **must be done when you declare your Exit language to MBA Admissions.**

**How:** You need to register with the relevant FL&C campus officer (*see contact details on Page 8*).

**Once the FL&C Exit test (LET) is taken during Launch Week, if students pass at A2 “basic” level, they have fulfilled the INSEAD Exit language requirements.**

If students do not pass, they are put into groups according to level. Group courses comprise three levels. Courses are offered as follows:

- In Period 1 - Beginner 1 level
- In Period 2 - Beginner 2 level
- In Period 3 - Beginner 3 level

*N.B. Only group courses (not individual one-to-ones) are proposed for Exit language students on campus.*

### Skype Courses

FL&C also offers **Skype courses** (from 10 to 30 hours depending on the starting level spread evenly over the 3 periods) in the following languages: **Arabic (classic), Dutch, German, Italian, Japanese, Mandarin, Portuguese and Russian.**

*N.B. Due to the inherent difficulty of reaching the level required in both written and spoken communication, complete beginners are not accepted for Japanese, Mandarin or Russian.*

**The final test of the course**, validating the Exit language (oral and written LET A2 level), is organised at the end of Period 3 and the level awarded is entered on the student’s grade transcript.

### Self-study

Students may decide to undertake self-study. However, a test is still required to validate at least A2 “basic” level of knowledge. Students need to contact FL&C if they wish to take the LET. For other tests outlined in *Pages 15 to 21*, it is the students’ responsibility to contact the appropriate organisations or language schools to organise their own test and send their test certificate results to INSEAD by the language deadline.

## FL&C Language Courses Available *(continued)*

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### Language courses for “Volunteer students”

Priority for language tuition during the programme is given to students who need to certify the Exit language requirement in order to graduate.

Other students, referred to as “**Volunteer students**”, **may join** group language classes, **only if they have already validated their Exit language with INSEAD**, and under the following conditions:

- If such groups exist in the chosen language
- If there are places available in the groups
- If these students are in the same section and are of the same level as students in the group

Volunteer students may take courses at a higher level than A2 under the following conditions:

- If there are enough students to create a group in the chosen language (minimum of 5 participants)
- If the students are in the same section and have a similar level in the chosen language

*These groups can only be created in Period 2 and are for a maximum of 20 hours of tuition.*

## FL&C Language Tests Available

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All FL&C tests accepted by INSEAD include the two obligatory parts: **written and oral**.

**FL&C tests for 14 languages: Arabic (classic), Bahasa Indonesian, Bahasa Melayu, Dutch, French, German, Hindi, Italian, Japanese, Mandarin (simplified and traditional), Portuguese, Russian and Spanish.**

### **For the Entry language exams** *(at your own cost):*

FL&C can validate your Entry language in 14 languages (see list above).

- The **written test** can either take place at FL&C in Fontainebleau, or in your country of residence under the supervision of a “proctor” from a reputable and recognised language school or university, which has been approved by FL&C
- The **oral test** can take place in Fontainebleau (a face-to-face interview) or via *Skype*

**Your score will be sent directly to the INSEAD MBA Admissions Office for validation of your Entry language.**

### **For the Exit language exams** *(included in your MBA tuition fees):*

**FL&C provides Language Evaluation Tests in 14 languages** (see list above) on both the Singapore and Fontainebleau campuses. These Exit language exams are recognised by INSEAD.

FL&C has **3 testing periods for the Exit language:**

- **Launch Week** (mandatory for all MBA students except for complete beginners)
- **June** (end of P3 for the December Class)
- **February** (end of P3 for the July Class)

**Your score will be sent directly to the INSEAD MBA (Academic) Office for validation of your Exit language.**

## Language Tuition Prior to starting the MBA Programme

(List of institutions familiar with INSEAD's required language standards, in addition to FL&C)

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### French Courses

#### **Alliance Française - Offices Worldwide**

101, Boulevard Raspail  
F-75270 Paris, France  
Tel.: 33 1 42 84 90 00  
Fax: 33 1 42 84 91 01  
[info@alliancefr.org](mailto:info@alliancefr.org)  
[www.alliancefr.org](http://www.alliancefr.org)

#### **Alliance Française – London Office**

1 Dorset Square  
London NW1 6PU, UK  
Mickaël Pointecouteau  
Course Manager  
Tel.: 44 207 723 6439  
[www.alliancefrancaise.london](http://www.alliancefrancaise.london)

#### **Institut Français de Tel-Aviv**

7, Bd Rothschild – 66881 Tel-Aviv  
Evelyne Barbibay  
Responsable pédagogique  
Tél. : 03-796 80 36  
[e.barbibay@ambfr-il.org](mailto:e.barbibay@ambfr-il.org)  
[accueilifta@ambfr-il.org](mailto:accueilifta@ambfr-il.org)

#### **Institut Français du Royaume Uni**

Language Centre  
14 Cromwell Place  
London SW7 2JR, UK  
Tel.: 44 207 581 2701  
Fax: 44 207 581 0061  
[language-centre@ambafrance.org.uk](mailto:language-centre@ambafrance.org.uk)  
[www.institut-francais.org.uk](http://www.institut-francais.org.uk)

#### **Institut de Français**

23, avenue du Général Leclerc  
F - 06230 VILLEFRANCHE SUR MER France  
Tel.: 33 (0)4 93 01 88 44  
Fax: 33 (0)4 93 76 92 17  
[info@institutdefrancais.com](mailto:info@institutdefrancais.com)  
[www.institutdefrancais.com](http://www.institutdefrancais.com)

#### **CLE**

7-9, place de Châteauneuf  
F - 37000 TOURS, France  
Tel.: 33 (0)2 47 64 06 19  
Fax: 33 (0)2 47 05 84 61  
[contact@cle.fr](mailto:contact@cle.fr)  
<http://www.cle.fr>

#### **ELFE: Ecole de Langue Française pour Etrangers**

8, Villa Ballu FR- 75009 Paris  
tel: 33 (0)1 48 78 73 00  
fax: 33 (0)1 40 82 91 92  
[www.elfe-paris.com](http://www.elfe-paris.com)

## Language Tuition Prior to starting the MBA Programme (continued)

(List of institutions familiar with INSEAD's required language standards, in addition to FL&C)

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### German Courses

#### **Goethe Institut - Centres Worldwide**

Main Administration  
Dachauer Strabe  
PO Box 19.04.19  
D-80637 MÜNCHEN  
Tel.: 4989 159 21 0  
Fax: 4989 159 21 450  
[zv@goethe.de](mailto:zv@goethe.de)  
<http://www.goethe.de>

#### **International House Freiburg**

LGS Sprachkurse  
Werderring 18  
D-79098 FREIBURG, Germany  
Tel.: 49761 34751  
Fax: 49761 382476  
[info@ihfreiburg.de](mailto:info@ihfreiburg.de)  
[www.international-house-freiburg.de](http://www.international-house-freiburg.de)

#### **HSF – Heidelberger Sprachinstitut**

Bergheimer Strabe 25  
D-69115 HEIDELBERG, Germany  
Tel.: 496221 587 8865  
Fax: 496221 587 8869  
[info@hsf.de](mailto:info@hsf.de)  
<http://www.hsf.de>

### Spanish Courses

#### **Instituto Cervantes - Offices worldwide**

Sede Central Palacio de la Trinidad  
Francisco Silvela, 82  
E-28028 Madrid, Spain  
Tel.: 34 91 436 7600  
Fax: 34 91 436 7691  
[www.cervantes.es](http://www.cervantes.es)

#### **Las Lilas School**

180B Bencoolen Street #08-01/02/05  
The Bencoolen (Office Tower)  
Singapore 189648  
T: +65 6333 3484  
F: +65 6333 3241  
[enquiries@laslilasschool.com](mailto:enquiries@laslilasschool.com)  
<http://www.laslilasschool.com/>

#### **EEC (Escuela de Español y Cultura Latinoamericana)**

Calle Mariano de los Santos 120  
San Isidro, Lima - Peru  
Tel.: 51 1 934 73116  
[www.eec-spanishschool.com](http://www.eec-spanishschool.com)

#### **Condor Spanish Academy**

603/267 Castlereagh St.  
Sydney - Australia  
[info@condorspanish.com](mailto:info@condorspanish.com)  
<http://www.condorspanish.com/>

#### **Centro Alpha**

Buenos Aires Argentina  
Tel.: 54 11 4962 9040  
[capacitacion@centroalpha.com.ar](mailto:capacitacion@centroalpha.com.ar)  
[www.centroalpha.com.ar](http://www.centroalpha.com.ar)

## List of Official Language Tests recognised by INSEAD

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Please find below language certification from state-recognised cultural or commercial bodies **currently** known to INSEAD.

**For all acceptable tests, please note the following:**

- **Only certificates/diplomas from official bodies** are recognised as acceptable means of certification for the Entry and Exit language requirements
- All certificates/diplomas **must be dated *less than 2 years* prior to the application deadline to which you apply**
- To validate a test with INSEAD, you must take all 4 sections: **Listening, Reading, Writing, Speaking**

**ACTFL with LTI (Language Testing International)** – available in over 100 languages (*English tests not acceptable for INSEAD purposes*) – tests administered in over 40 countries (not on INSEAD campuses). <http://www.languagetesting.com> (<http://www.languagetesting.com/find-a-test>)

### HOW CANDIDATES SHOULD ORDER TESTS

Candidates should go to [www.languagetesting.com](http://www.languagetesting.com), mouse over “Sign In,” and click on “Test Candidates.” From there simply follow the menu to order your test.

*NB: For the OPI, missed appointments will result in a \$55 missed appointment fee. In the event candidates need to cancel an appointment, please contact LTI at least 24 hours prior to the scheduled start time of the test to avoid any cost.*

**Both a Speaking Test (OPI; OPIc; ProFluent+) and a Writing Test (WPT) are compulsory** for INSEAD purposes.

- At least an “**Intermediate Mid**” level in both tests is required to validate an **Entry language**
- An “**Intermediate Low**” level in both tests is accepted to validate an **Exit language**
- You should take the “**Certified**” Test for validating your languages with INSEAD (not the “Commercial” Test)

*We recommend the **OPIc Speaking Test** (interview by computer, live and online for 13 languages) as appointments are more flexible.*

<b>ACTFL</b>	<b>CEFR</b>	<b>INSEAD level</b>
Intermediate Low.....	A1+/A2.....	<i>Basic</i>
Intermediate Mid & Intermediate High .....	B1.....	<i>Practical</i>
Advanced Low & Advanced Mid.....	B2.....	<i>Business</i>
Advanced High & Superior.....	C1/C2.....	<i>Fluent</i>

**TELC The European Language Certificates** – available in 9 languages (German, Turkish, Spanish, French, Italian, Portuguese, Russian, Czech, Arabic - *English tests not acceptable for INSEAD purposes*) – tests administered in 17 countries. <http://www.telc.net/en/home/>

## List of Official Language Tests recognised by INSEAD (continued)

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**The following tests are also accepted:**

### Arabic

- Arabic Language Proficiency Test <http://www.arabacademy.com/> **INSEAD level**  
Intermediate Low.....*Basic*  
Intermediate Mid & Intermediate High.....*Practical*  
Advanced Low & Advanced Mid.....*Business*  
Advanced High & Superior.....*Fluent*

*NB: Students MUST pass sections 4 (Writing) & 5 (Speaking) at a minimum of "Intermediate Low" to validate at an A2 level*

### Danish

- Danish Language Testing Consortium (DLTC) <http://www.alte.org/members/danish/index.php> **INSEAD level**  
Prove i Dansk 1.....*Basic*  
Prove i Dansk 2.....*Practical*  
Prove i Dansk 3.....*Business*  
Studieprøven.....*Fluent*

### Dutch

- CITGroep [www.cito.nl](http://www.cito.nl) **INSEAD level**  
NT2.1 (Staatsexamen Nederlands als Tweede Taal Examen 1).....*Business*  
NT2.2 (Staatsexamen Nederlands als Tweede Taal Examen 2).....*Fluent*
- CNAVt Certificaat Nederlands als Vreemde Taal [www.cnavt.org](http://www.cnavt.org) **INSEAD level**  
PTIT (Profiel Toeristische en Informele Taalvaardigheid).....*Basic*  
PMT (Profiel Maatschappelijke Taalvaardigheid).....*Practical*  
PPT (Profiel Professionele Taalvaardigheid).....*Business*  
PTHO (Profiel Taalvaardigheid Hoger Onderwijs).....*Business*  
PAT (Profiel Academische Taalvaardigheid).....*Fluent*

### Finnish

- National Certificate of Language Proficiency (NCLP / YKI) - <http://www.oph.fi/english/services/yki> **INSEAD level**  
Basic level 2 (perustaso).....*Basic*  
Intermediate level 3 (keskitaso).....*Practical*  
Intermediate level 4 (keskitaso).....*Business*  
Advanced level 5 and 6 (ylin taso).....*Fluent*

## List of Official Language Tests recognised by INSEAD (continued)

### French

- DELF and DALF <http://www.ciep.fr/delfdalf/DELF.php> **INSEAD level**  
 DELF A2 - Diplôme d'Etudes en Langue Française.....*Basic*  
 DELF B1.....*Practical*  
 DELF B2.....*Business*  
 DALF C1- Diplôme Approfondi de la Langue Française.....*Fluent*  
 DALF C2.....*Fluent*
  
- Test de Connaissance du Français (**TCF**) <http://www.ciep.fr/tcf/> **INSEAD level**  
 Epreuves obligatoires, global score 250 (level 2)  
**and** Epreuves Facultatives 7/20.....*Basic*  
 Epreuves obligatoires, global score 350 (level 3)  
**and** Epreuves Facultatives 11/20.....*Practical*  
 Epreuves obligatoires, global score 450 (level 4)  
**and** Epreuves Facultatives 15/20.....*Business*  
 Epreuves obligatoires, global score 550 (level 5)  
**and** Epreuves Facultatives 17/20.....*Fluent*
  
- Test d'évaluation de Français (**TEF**) <http://www.fda.cciip.fr/tef> **INSEAD level**  
 We require the *Epreuves obligatoires* (total sur 900)  
**plus** *Expression écrite* (total sur 450) **and** *Expression orale* (total sur 450)  
 The e.tef is acceptable only if it includes the speaking component  
 (*Expression orale*).  
 TEF Niveau 2.....*Basic*  
 TEF Niveau 3.....*Practical*  
 TEF Niveau 4.....*Business*  
 TEF Niveau 5.....*Fluent*  
 TEF Niveau 6.....*Fluent*
  
- *Institut Français de Tel Aviv*  
 7 Bd Rothschild – 66881 Tel-Aviv [accueilifta@ambfr-il.org](mailto:accueilifta@ambfr-il.org)
  
- *Alliance Française de Londres*  
 1 Dorset Square, London NW1 6PU, UK [www.alliancefrancaise.london](http://www.alliancefrancaise.london)

### German

- Goethe Institut <http://www.goethe.de> **INSEAD level**  
 Start Deutsch 2 (SD2).....*Basic*  
 Goethe Zertifikat (B1).....*Practical*  
 Goethe Zertifikat (B2).....*Business*  
 Zertifikat Deutsch für den Beruf (ZDfB).....*Business*  
 Prüfung Wirtschaftsdeutsch (PWD).....*Fluent*  
 Goethe Zertifikat (C1).....*Fluent*  
 Goethe Zertifikat (C2: GDS).....*Fluent*
  
- Test Deutsch als Fremdsprache TestDaF <http://www.testdaf.de> **INSEAD level**  
 TDN 3.....*Business*  
 TDN 4.....*Business-Fluent*  
 TDN 5.....*Fluent*
  
- Deutsche Sprachprüfung für den Hochschulzugang (DSH) **INSEAD level**  
 DSH 1.....*Business*  
 DSH 2.....*Business-Fluent*  
 DSH 3.....*Fluent*

## List of Official Language Tests recognised by INSEAD (continued)

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### Greek

- Centre for the Greek Language  
<http://www.greek-language.gr/greekLang/certification/index.html> **INSEAD level**  
Level A.....*Basic*  
Level B.....*Practical*  
Level C.....*Business*  
Level D.....*Fluent*

### Italian

- CILS – Certificazione di Italiano come Lingua Straniera  
Universita per Stranieri di Siena [www.unistrasi.it](http://www.unistrasi.it) **INSEAD level**  
CILS A2.....*Basic*  
CILS UNO B1.....*Practical*  
CILS DUE B2.....*Business*  
CILS TRE C1.....*Fluent*  
CILS QUATTRO C2.....*Fluent*
- CELI – Certificazione di conoscenza della Lingua Italiana  
CVCL (Centro per la Valutazione e le Certificazioni Linguistiche [www.cvcl.it](http://www.cvcl.it)  
Universita per Stranieri di Perugia [www.unistrapg.it](http://www.unistrapg.it)  
Italian language school Porta d'Oriente [www.porta-doriente.com](http://www.porta-doriente.com) **INSEAD level**  
CELI 1.....*Basic*  
CELI 2.....*Practical*  
CELI 3.....*Business*  
CELI 4.....*Fluent*  
CELI 5.....*Fluent*

### Japanese

- Business Japanese Proficiency Test (BJT) [www.kanken.or.jp/bjt/english](http://www.kanken.or.jp/bjt/english) **INSEAD level**  
J4.....*Basic*  
J3.....*Practical*  
J2.....*Business*  
J1+/J1.....*Fluent*
- JLPT – Japanese Language Proficiency Test <http://www.jlpt.jp/e/>  
*Japan Foundation & Japan Education Exchanges and Services* **INSEAD level**  
Level N4.....*Basic*  
Level N3.....*Practical*  
Level N2.....*Business*  
Level N1.....*Fluent*

## List of Official Language Tests recognised by INSEAD (continued)

### Korean

- KLAT Korean Language Ability Test [www.kets.or.kr](http://www.kets.or.kr) **INSEAD level**
  - Level 2 (250 - 295).....*Basic*
  - Level 3 (300 - 345).....*Practical*
  - Level 4 (350 - 395).....*Business*
  - Level 5 (400 - 445).....*Fluent*
  - Level 6 (450 - 500).....*Fluent*
- TOPIK - Test of Proficiency in Korean [www.topik.go.kr](http://www.topik.go.kr) **INSEAD level**
  - Level 2.....*Basic*
  - Level 3.....*Practical*
  - Level 4.....*Business*
  - Level 5.....*Fluent*
  - Level 6.....*Fluent*

### Mandarin

- HSK - Hanyu Shuiping Kaoshi - State Commission of Chinese Proficiency Test  
[www.chinesetest.cn](http://www.chinesetest.cn) (*simplified Chinese only*)

**(We require the writing and speaking tests of the HSK)**

<i>HSK Writing Test:</i>	<i>HSK Speaking Test:</i>	<b>INSEAD level</b>
Level III.....	HSK (Intermediate Level).....	<i>Basic</i>
Level IV.....	HSK (Intermediate Level).....	<i>Practical</i>
Level V.....	HSK (Advanced Level).....	<i>Business</i>
Level VI.....	HSK (Advanced Level).....	<i>Fluent</i>

### Norwegian

- Skills Norway <https://www.kompetansenorge.no/> **INSEAD level**
  - Level A2 (old Norskprøve 2).....*Basic*
  - Level B1 (old Norskprøve 3).....*Practical*
  - Level B2.....*Business*
  - Level C1.....*Fluent*
- Norskurs 'The Bergen Test' <https://www.folkeuniversitetet.no/> **INSEAD level**
  - Grunnivaa Litt Ovet A2..... *Basic*
  - Mellomnivaa B1..... *Practical*
  - Hoeyere Mellomnivaa B2..... *Business*
  - Hoeyere Nivaa C1..... *Fluent*

## List of Official Language Tests recognised by INSEAD (continued)

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### Portuguese

- Centro de Avaliação de Português Língua Estrangeira – CAPLE - Universidade de Lisboa (UL)  
<http://caple.lettras.ulisboa.pt/> **INSEAD level**  
CIPLE (Certificado Inicial de Portugues Língua Estrangeira).....*Basic*  
DEPLE (Diploma Elemantar de Portugues Língua Estrangeira).....*Practical*  
DIPLE (Diploma Intermedio de Portugues Língua Estrangeira).....*Business*  
DAPLE (Diploma Avançado de Portugues Língua Estrangeira).....*Fluent*  
DUPLÉ (Diploma Universitario de Portugues Língua Estrangeira).....*Fluent*
  
- CELPE – BRAS (Certificado de Proficiência em Língua Portuguesa para Estrangeiros)  
<http://portal.mec.gov.br/sesu/celpe> **INSEAD level**  
Certificado Intermediario.....*Basic*  
Certificado Intermediario Superior.....*Practical*  
Certificado Avançado.....*Business*  
Certificado Avançado Superior.....*Fluent*

### Russian

- TORFL (TRKI) – Test of Russian as a Foreign Language  
*St Petersburg State University - Russian Language and Culture Institute*  
[www.russian4foreigners.spbu.ru](http://www.russian4foreigners.spbu.ru) **INSEAD level**  
TORFL.Basic.....*Basic*  
TORFL – 1.....*Practical*  
TORFL – 2.....*Business*  
TORFL – 3.....*Fluent*
  
- Russian for Everyday Communication -  
The State Pushkin Institute of Russian Language [www.pushkin.edu.ru](http://www.pushkin.edu.ru) **INSEAD level**  
A2 – Waystage.....*Basic*  
B1 – Threshold.....*Practical*  
B2 – Vantage.....*Business*  
C1 – Effective operational proficiency.....*Fluent*  
C2 – Mastery.....*Fluent*
  
- Russian for Business Communication  
The State Pushkin Institute of Russian Language [www.pushkin.edu.ru](http://www.pushkin.edu.ru) **INSEAD level**  
B1 – Threshold / Fundamental Level.....*Practical*  
B2 – Vantage / Intermediate Level.....*Business*  
C1 – Effective operational proficiency / Advanced Level.....*Fluent*  
C2 – Mastery.....*Fluent*

## List of Official Language Tests recognised by INSEAD (continued)

### Spanish

- DELE – Diploma de Espanol como Lengua Extranjera\* [www.dele.org](http://www.dele.org)  
 Instituto Cervantes [www.cervantes.es](http://www.cervantes.es) **INSEAD level**  
 DELE – Nivel A2.....*Basic*  
 DELE – Inicial Nivel B1.....*Practical*  
 DELE – Intermedio Nivel B2.....*Business*  
 DELE – Nivel C1.....*Fluent*  
 DELE – Superior Nivel C2.....*Fluent*  
 \* Test results available *ONLY* after a 3-4 month delay
  
- SIELE – Servicio Internacional de Evaluacion de la lengua Espagnola  
<https://siele.org/siele-para-todos> **INSEAD level**  
 SIELE – Nivel A2.....*Basic*  
 SIELE – Inicial Nivel B1.....*Practical*  
 SIELE – Intermedio Nivel B2.....*Business*  
 SIELE – Nivel C1.....*Fluent*  
 SIELE – Superior Nivel C2.....*Fluent*
  
- DIE - Diplóma Internacional de Español\*\*  
 FIDESCU <http://www.fidescu.org> **INSEAD level**  
 D.I.E. – Intermedio written **and** oral exam Level 5 or 6 /  
 Diploma Inicial.....*Basic*  
 D.I.E. – Avanzado written **and** oral exam Level 7 or 8  
 Diploma Pre – Avanzado.....*Practical*  
 D.I.E. – Avanzado written **and** oral exam Level 9  
 Diploma Avanzado / Diploma Intermedio.....*Business*  
 D.I.E. – Superior written **and** oral exam Level 9 –  
 Diploma Pre – Superior Diploma Superior.....*Fluent*  
 \*\* Test results available *ONLY* after 2 months delay
  
- Instituto Hispania in India <http://www.institutohispania.com/> **INSEAD level**  
 D.I.E. – Diploma Inicial (level 3).....*Basic*  
 D.I.E. – Diploma Pre-Avanzado (level 4).....*Practical*  
 NB: The “certificado Basico” IS NOT ACCEPTED BY INSEAD
  
- Las Lilas School & Corporate Services (in Singapore only)  
<http://www.lasilasschool.com> **INSEAD level**  
 Las Lilas Diploma - Lower Intermediate.....*Basic*  
 Las Lilas Diploma - Higher Intermediate.....*Practical*  
 Las Lilas Diploma - Advanced.....*Business*  
 Las Lilas Diploma - Proficiency.....*Fluent*

### Swedish

- Swedex – international certificate of Swedish as a foreign language  
[http://www.folkuniversitetet.se/In-English/Swedex\\_In\\_English/](http://www.folkuniversitetet.se/In-English/Swedex_In_English/) **INSEAD level**  
 A2 – Basic User.....*Basic*  
 B1 – Independent User.....*Practical*  
 B2 – Independent User.....*Business*

## Frequently Asked Questions

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### What is the language of instruction at INSEAD?

English is the language of instruction at INSEAD. You need to be fluent in English to apply to the MBA programme. Acceptable valid English proof must be sent **with** your application for it to be considered as complete before your admissions evaluation starts. (See page 5 of the Language Policy.)

### How and when do I prove fluency in English?

**When:** The Admissions Office requires valid English proof to consider an application as complete to start the selection process. (See page 5 of the Language Policy.)

**How:** You can demonstrate English fluency:

- Either with a university degree (*a minimum of one full-time academic year with a diploma received from that host university*) where **all** courses were **taught exclusively** in English. (*An exchange programme does not qualify.*) If your university degree was exclusively taught in English but in a non-English speaking country, please make sure that your transcripts clearly mention the language of instruction is English to complete your application
- Or by taking one of the following English tests and aiming for the recommended scores in brackets hereafter: TOEFL (internet-based test: 105, computer-based test: 260, paper-based test: 620); TOEIC (all 4 sections) Listening & Reading (950), Speaking (190) & Writing (170); IELTS Academic (7.5); CPE (B); PTE Academic (72). **These tests have a validity period of 2 years prior to the application deadline to which you are applying.**

(See page 3 of the Language Policy.)

### Do I require any languages other than English to apply and be admitted to the programme?

No, you do not need to have validated another language other than English to apply and be admitted. However, to make the most of your INSEAD MBA programme, we strongly encourage you to put as much time and effort into improving your Entry and Exit languages before the start of the programme.

### Do I require any languages other than English to start the programme?

Yes, you need to prove at least a B1 “practical” level of a second language (referred to as “Entry language”) to be able to start the programme. This can be your native language for non-English native speakers, for which we do not require proof.

## Frequently Asked Questions *(continued)*

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### **If I am an English native speaker, how and when do I have to provide certification for my Entry language?**

You need to provide acceptable certification no later than **1 June** for the September intake (July Class) and **1 November** for the January intake (December Class). (See page 6 of the Language Policy.) We recommend that you work on satisfying this Entry requirement **as soon as you hear about your acceptance to the programme, if not earlier**. Please make sure that your Entry & Exit languages are compatible (see page 7 of the Language Policy) and can be tested (both oral and written) by a recognised institution.

### **Who is the official language partner school?**

The partner institution for language tuition and testing is FL&C in Fontainebleau.

For test scheduling, recommended books and more information on language instructors, please contact them directly: <https://flclanguage.wordpress.com/> (Full contact details for FL&C can be found on page 8 of the Language Policy.)

### **Am I required to have some knowledge of a third language?**

Yes, you need to prove at least an A2 “basic” level of a third language (referred to as “Exit language”) before or during the programme. We recommend that you work on satisfying this graduation requirement **as soon as you hear about your acceptance, due to the intensity of the programme**. (See page 7 of the Language Policy.)

### **How and when do I certify the Exit language?**

The Exit language can be certified with FL&C before the start of the programme, during Launch Week or at the end of Period 3. We recommend that you work on satisfying this graduation requirement as soon as you hear about your acceptance due to the intensity of the programme. (Other acceptable certification is listed in the Language Policy, pages 6-7.)

### **What is meant by “fluent”, “business”, “practical” and “basic” knowledge of a language?**

“**Fluent**” knowledge (C1/C2 on the CEFR scale) is the ability to communicate very fluently and precisely in complex situations and is the minimum level required to prove English proficiency.

“**Business**” knowledge (B2 on the CEFR scale) is the ability to interact with a degree of fluency and communicate on a wide range of subjects including in a professional context.

“**Practical**” knowledge (B1 on the CEFR scale) is the ability to understand and communicate on familiar matters regularly encountered in work, school, leisure, etc. and is the minimum level required for the Entry language.

“**Basic**” knowledge (A2 on the CEFR scale) is the ability to communicate in a simple and direct exchange of information on routine matters and is the minimum required for the Exit language.

(See page 3 of the Language Policy.)

## Frequently Asked Questions *(continued)*

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### **What do I need to do to declare my languages?**

Once accepted, you will be asked by the MBA Admissions Office to confirm the three languages you will use to satisfy the INSEAD graduation requirement.

### **Do I need to send proof of proficiency for my native language?**

No, **certification is not required for your native language**. However, once you have declared your native language in your application, it will **not be possible to change it**. This native language will automatically be listed in your final transcript.

### **I took one of the official language tests accepted by INSEAD prior to application. Can it certify the requirement?**

Yes, provided that the test is taken within two years of your application to INSEAD. Beyond the two year validity period, you will need to either re-sit for the test or arrange to take another test with our language partner FL&C.

### **I studied abroad in Germany for one academic year in 2001. Would this meet the Entry/Exit language certification for German?**

Yes, university studies abroad (a minimum of one full-time academic year, where instruction is conducted exclusively in the language) or final secondary school exam, or high school leaving certificate (where exam and schooling must be conducted exclusively in the language) are accepted and do not have limited validity dates. *(See page 6 of the Language Policy.)*

### **Can elective courses at university certify the Entry or Exit language other than English?**

No, elective courses at university are not sufficient means of certification. However, a university degree major is an acceptable means of certification *(a minor is not sufficient)*.

### **Although Spanish is not my native tongue, I've lived and worked in Spain for many years. Am I still required to prove my language proficiency?**

Yes, you will still be required to provide us with acceptable proof/certification of your language proficiency. *(See page 6 of the Language Policy.)*

### **Can I declare a second native language?**

Yes, you may but please note that this is accepted only on a **case-by-case review** and requires evidence of actual use (i.e., high school leaving certificate or higher education). *(See page 6 of the Language Policy.)*

## Frequently Asked Questions *(continued)*

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### **If I have no training in the language, do I need to take a test in order to demonstrate a Beginner level in the Exit language?**

No, you can register for on-campus language tuition without taking a placement test and start language courses for beginners in Period 1.

### **Can I take a language exam for the Exit requirement before the MBA programme begins?**

Yes, you can take any of the recognised tests listed in the *Language Policy* or take the test on campus during Launch Week with our language partner, FL&C. (See contact details on page 8 of the *Language Policy*.)

### **Are there any restrictions on the choice of Entry and Exit languages?**

Yes there are certain restrictions:

- a) Entry and Exit languages must be languages officially recognised in different countries
- b) Entry and Exit languages must be linguistically different from each other (See page 7 of the *Language Policy*.)

### **Is it possible to change my Exit language after having informed the Admissions Office?**

Please note that you cannot change the Exit language that you declared to the Admissions Office, as the information will be used when assigning you to a study group to facilitate the scheduling of classes.

### **I would like to take the language test during Launch Week when I arrive. How do I register?**

You need to register with FL&C (see contact details on page 8 of the *Language Policy*) after declaring your Exit language with the MBA Admissions Office. This is a prerequisite to attend the exam.

### **I would like to take the language test before Launch Week. How do I register?**

FL&C offers Entry and Exit tests in 14 languages: Arabic (classic), Bahasa Indonesian, Bahasa Melayu, Dutch, French, German, Hindi, Italian, Japanese, Mandarin (simplified and traditional), Portuguese, Russian and Spanish.

To arrange for a test, please contact FL&C directly. (See contact details on page 8 of the *Language Policy*.)

### **Is the Exit language test during Launch Week only a written test?**

The test includes written and oral components; you will first take a written test – if you succeed in obtaining 50% or more, you will be called for an oral test within two weeks. The oral and written scores are averaged to obtain the final grade/level.

## **Frequently Asked Questions** *(continued)*

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### **If I pass the Exit language test conducted during Launch Week, am I still required to take language tuition?**

No, if you score 50 and above, you reach a “basic” A2 level and automatically satisfy the Exit language requirement. No further language tuition is required.

### **Are language classes available and is it included in the curriculum?**

Language classes are provided on campus by our language partner school FL&C, from Period 1 to Period 3 only. Exit language fees are included in the MBA tuition fees.

### **Can I take up additional language classes, on top of what is required?**

Yes as a “volunteer student”, but please note that priority in language tuition is given to students who need to certify the Exit language requirement in order to graduate. “Volunteer students” may join language classes only if they have already validated their Exit language, and if there are places available in the groups. *(See page 11 of the Language Policy.)*

### **How are the language classes scheduled? Will I miss out on any of my regular classes?**

No, you will not miss out on the regular MBA classes. Language classes will be scheduled around the MBA curriculum.