INSEAD

The Business School for the World®

INSEAD Degree Programmes

Application process

Step by step guide

2015-2016

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Application process – Step by step guide

1. Access the application form:

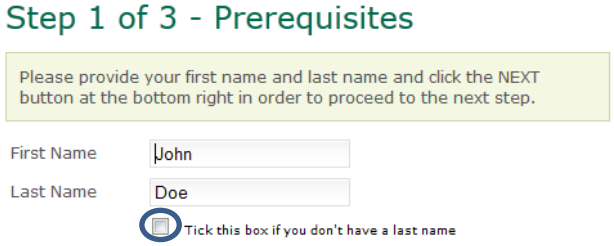
The application form is available through:

- MBA: http://mba.insead.edu/admissions/apply_online.cfm.
- EMBA: http://global.emba.insead.edu/download/application/
- MFIN: http://specialised-degrees.insead.edu/master-in-finance/apply.cfm
- EMCCC:http://specialised-degrees.insead.edu/executive-master-in-consulting-and-coaching-for-change/apply.cfm

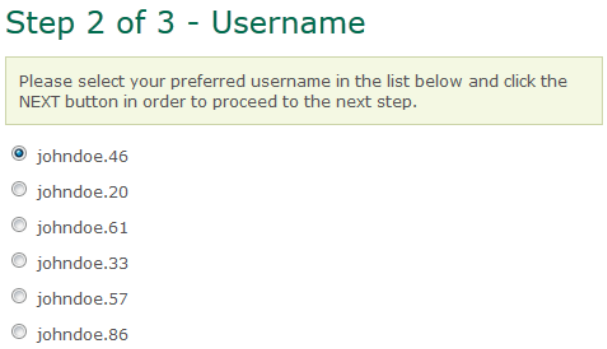
For an optimum experience we recommend that you use Firefox, Safari, Mozilla, or Internet Explorer 10 and above.

2. Register:

The application form is available online. You need to be connected to the internet to access it and to save the pages.



To register, enter your First Name and Last Name (if you do not have a Last Name, please use the tick box). Please note that this will be the name transferred to your application form.



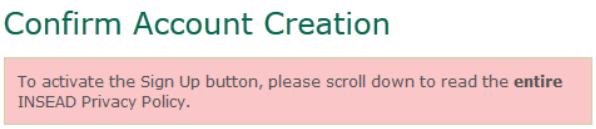
Select a Username

Your username and password will be sent to you via e-mail. Remember to save them as you will need them to access the system again.

We recommend that you register with an e-mail address that will be your **preferred address** to receive future INSEAD communications.

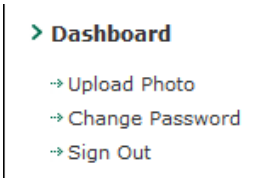
You will not be able to edit this e-mail address once you have registered with it but you can add another e-mail address in your profile section, within the application form.

We encourage you to check your e-mail account settings to add INSEAD to your list of **safe senders** (white list for Gmail accounts or junk box settings) to ensure you receive our automatically generated messages.



On the "Confirm Account Creation" page, you will need to read the Policy, scroll down and click on the Sign Up button.

3. Dashboard and Photograph:



You have successfully registered and are now on the Dashboard page of the Application Online tool. You can upload a picture of yourself and edit your password.
You can start an application for the programme to which you wish to apply (click on the programme name on the right side of your screen).

On this page, you can also set your alerts (automatic reminders to complete your application before the application deadline).

You can come back to this page at a later stage to retrieve the PDF version of your application form or see if your recommenders have submitted your letters of recommendation.

4. Profile pages:

"Profile" information from pages 2 through 10 are hard facts, similar to a detailed resume. You can save a PDF copy of these pages at any time by clicking on the printer icon on the top of your screen.

Note that not all fields are mandatory, so if a field does not apply to you, leave it blank. The mandatory fields appear in light pink colour and are marked with an asterisk *.

Unfortunately, the form does not support decimal or letters score results.

Consequently, if you have taken the IELTS or Cambridge Proficiency test, please attach the score report in the supporting documents section.

5. Letters of recommendation:

Two professional recommendation letters in English are required and should provide information about your leadership and management potential.

Ideally, recommendations should come from your workplace; your current supervisor or manager is usually a good choice. Alternatively it can be from someone who has had a chance to evaluate you in a professional setting, for example, a client, a former supervisor or a colleague from your community service or extracurricular activities. Academic recommendations are acceptable but they are less likely to address our main interest, which is to assess your ability to work with and manage others as well as your potential for senior management.

We require only two recommendations. However, if you feel a third recommendation letter will add value to your profile, you may choose to either upload your optional third letter in the section called Supporting Documents or send it via e-mail to this address: mba.candidates@insead.edu; emba.candidates@insead.edu; emccc.candidates@insead.edu; mfin.candidates@insead.edu. There is no imposed format for this third recommendation letter and you do not need to generate an extra link for it.

Important information regarding the recommendation letters:

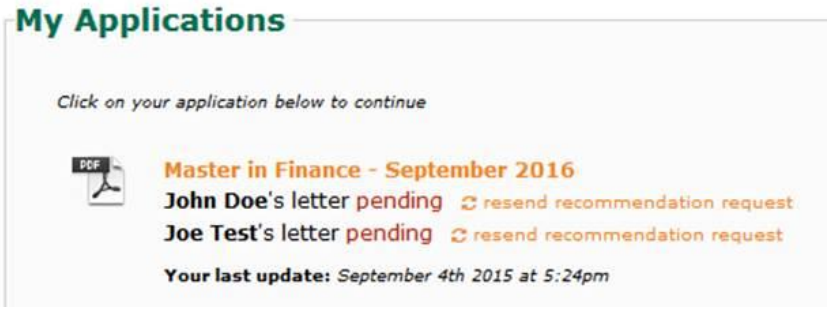
- We encourage you to enter your recommenders' credentials as early as possible to allow them time to prepare the content of the references. After having entered their credentials, please click on the button **Update the list and send my recommendation requests.** which will trigger an e-mail to them containing the link to complete the INSEAD recommendation form. This is to be done on page 11 of the application form in parallel to you completing your application.

- It is important to note that your recommenders **can submit their letters of recommendation to us at any point of time until the application deadline you are aiming for**.

For applicants for the MBA Programme: to be included in a specific round, we strongly encourage you to submit your application ahead of the deadline so that your recommenders can meet the application deadline as well.

- Once you have submitted your application, the Admissions Team will confirm receipt of your application within 2 business days. If you see on your dashboard that your recommenders have not yet submitted their letters you can remind them.

- Once you have entered your recommenders' credentials within the application form, you can monitor the status of your recommendations at any time via your dashboard. You can also resend the recommendation links to your recommenders.



- If you trigger sending the recommendation letters through the application for a specific intake and decide to apply for the next intake using a different application form, please note that you will need to re-enter the details of your recommenders, as this is a mandatory part of the application form. However, rest assured that your recommenders will not need to resubmit their form if already completed and they can ignore the reminders.

- It is recommended that they save a copy of the form on their computer before submitting it.

6. Essays:

There are several essays embedded within the application form. Each essay has a maximum word limit, which is stated under each essay box. You will not be stopped if you exceed the word limit. While it is acceptable to exceed by about 10%, the essays are an important summary exercise and it is recommended that you respect the given word limit.

The job questions are not essays. Hence, the number of words is not so important. People need to be comfortable writing 3 lines or 20. Some applicants work for companies that are well known and only 3 lines are sufficient to describe them; others work for small companies where it is more important to give the full picture.

7. Supporting documents:

You can upload scanned copies of your supporting documents (max 1MB per document and in PDF format only). At this stage, we do not require any documents to be sent to us by post. Should you be admitted to one of our Programmes, you will be asked to send your original transcripts and degree certificate to the Admissions Office by post.
It is also recommended to upload all copies of GMAT/GRE and any other test results even if you have already ordered the official scores to be sent to us.

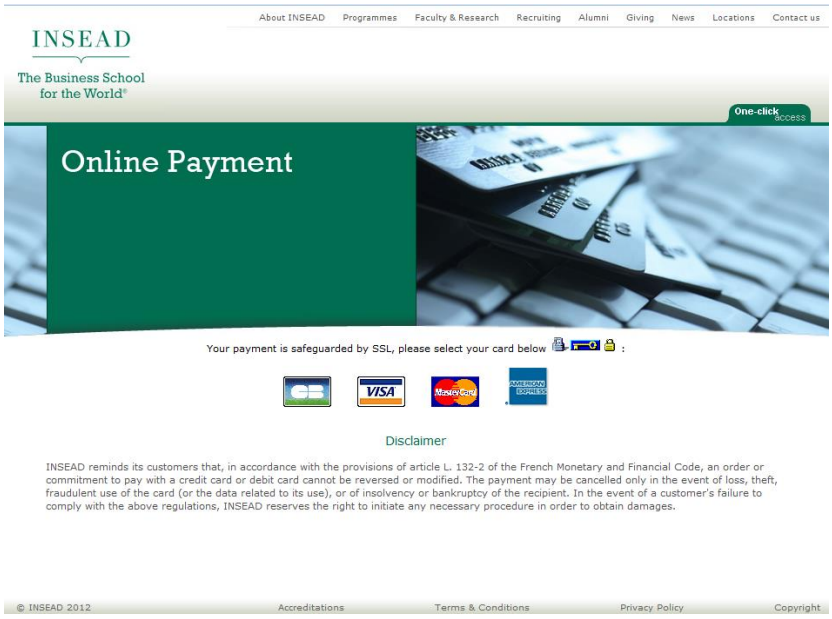
For MBA Applicants, your Curriculum Vitae can either be in your own format or the format of the official INSEAD CV e-book click here to view the template.

8. Ready to submit?

Have you **double-checked your personal data, professional information, supporting documents** and **essays**? Are you all set and ready to submit? If so, you can now click on the "**Submit Application**" button on right side of the screen.

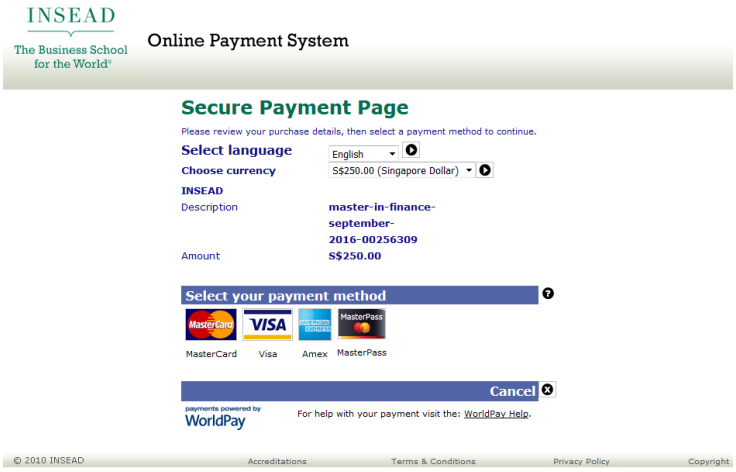
9. Application fee payment:

After submitting your application, your internet browser will automatically direct you to the application fee payment platform. This is a Secure Socket Layer under the authority of Sogenactif:



Please enter your credit card details and proceed with the transaction. To complete the transaction, it is crucial that you please click the "SUBMIT" button:

To pay the application fees for the Master in Finance, the payment system is supported by WorldPay and enables you to select a currency:



Please note that the systems do not support Diners cards.

10. Congratulations! You have successfully submitted your INSEAD Application.

When the status of your application appears as "submitted" on the Dashboard page of the Application Online tool, your application has successfully been submitted to INSEAD! Our Admissions Department will now "post" your application. It will be checked for completion and we will contact you via e-mail within two weeks of your submission to inform you if further information/documents are required.
We encourage you to check your e-mail account settings to add INSEAD to your list of **safe senders** (white list for Gmail accounts or junk box settings) to ensure you receive our automatically generated messages.
You may also check the deadlines on our website to know when you should expect to hear back from us regarding whether you have been selected for the next step in the admissions process.

11. Having technical difficulties?

If you encounter technical difficulties while filling in the online application form, such as problems uploading a file or receiving error messages, please contact the IT Support Team.

12. Keep in mind the deadlines

If the application form for the programme you want is not yet available, you may start completing the currently available form; any information you enter for all common fields can be transferred to another form for a later intake or another programme.

For the MBA programme only, if you start completing the application form for your chosen intake, but you choose not to submit for the upcoming deadline, rest assured that all saved information will be stored for the next round. Please note however that the form will be closed by midnight (23:59 French Time) on the night of the deadline. If you have not submitted your application before this hour, you will be able to recover the information entered once we reopen the form. You will then be included in the next round of applications.
If you miss the last round deadline for a specific intake, the application form will be different for the next intake and you will need to upload the new application form and complete any new information.

We look forward to receiving your application. Best of luck!
INSEAD Admissions Teams