

1871

**EN**

**NORMANDIE**  
**BUSINESS SCHOOL**



P R É S E N T A T I O N

# **Application form User's guide**

**START A NEW  
APPLICATION**

# START A NEW APPLICATION

website

<https://join.em-normandie.com/Inscription>

1)  
Fill in and check the  
boxes

Start a new application


Title \*

Name \*

First name \*

Mail \*

Confirm your email \*

Birth date \*  

Chosen intake

Program \*

Application type \*

How did you learn about EM Normandie ? \*

☐ I would like to follow the news of EM Normandie. I can unsubscribe at any time.

☐ By submitting this form, I accept that the information entered will be used as part of my application.\*

Activer Windows

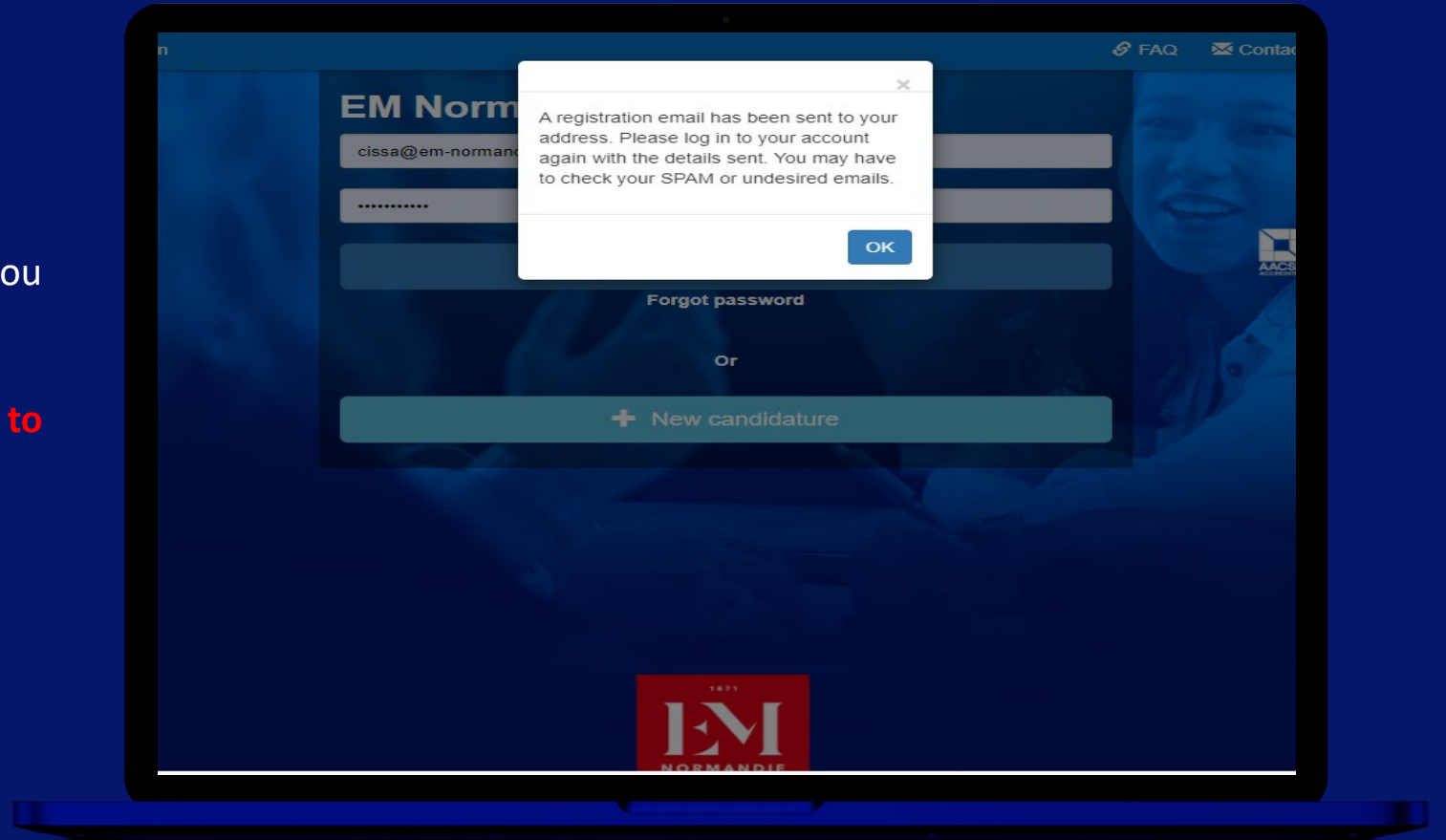
2)  
Click on the button  
« Save and go back »

# CREATION OF YOUR LOGIN

# CREATION OF YOUR LOGIN

Once you have validated your application, you will receive an email with your login details.

**Be careful, sometimes this email goes to your spambox.**



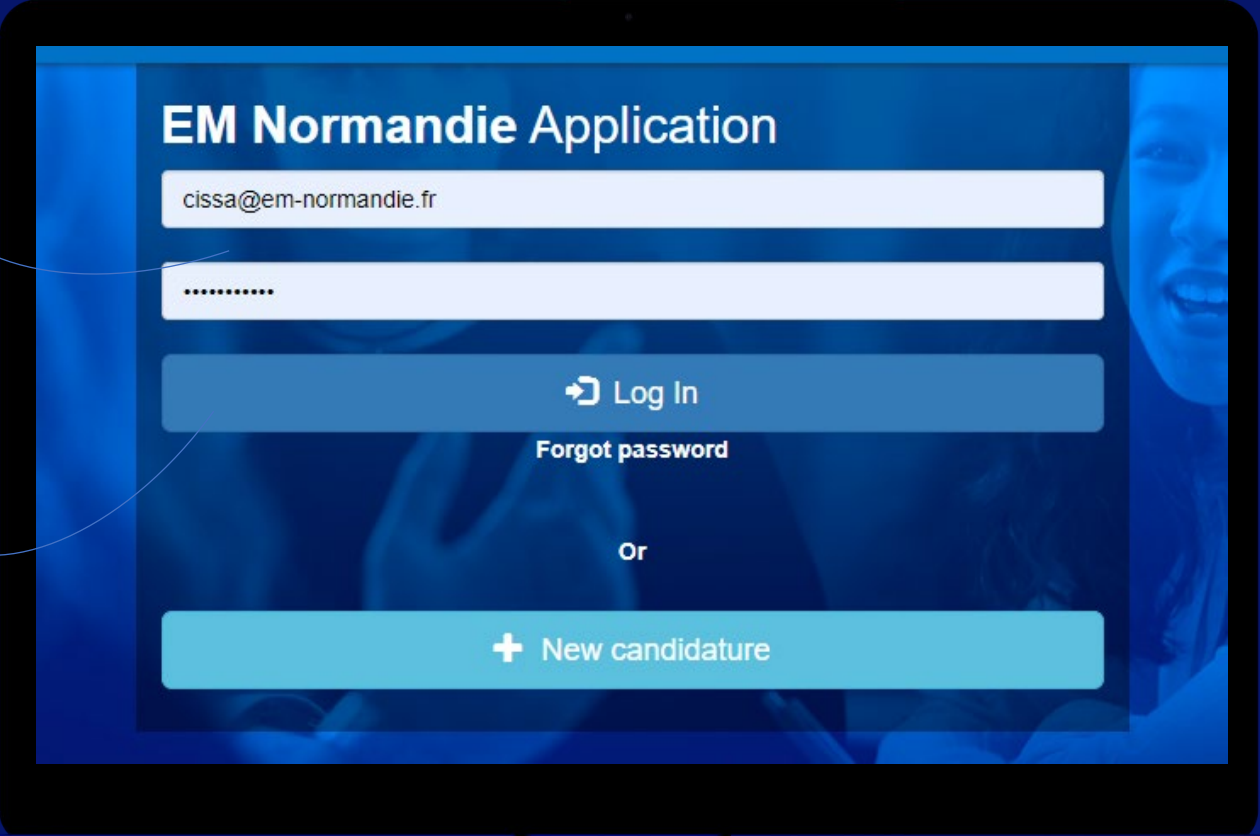
# LOGIN AND PASSWORD

1)

Fill in with the login and password you received by email.

2)

Click on « Log in »



The image shows a laptop screen displaying the 'EM Normandie Application' login interface. The screen has a blue background with a faint image of a person. The login form consists of two white input fields: the first contains the email 'cissa@em-normandie.fr' and the second contains masked characters '\*\*\*\*\*'. Below these fields is a blue button with a right-pointing arrow icon and the text 'Log In'. Underneath the button is a link that says 'Forgot password'. Below this is the word 'Or' and a light blue button with a plus icon and the text 'New candidature'. A white curved line points from the text 'Click on « Log in »' to the 'Log In' button.

**FILL IN YOUR  
APPLICATION**



# FILL IN YOUR APPLICATION

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**INM**  
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BUSINESS SCHOOL

AACSB  
ACCREDITED

EQUIS  
ACCREDITED

CONFÉRENCE DES  
GRANDES  
ÉCOLES

Upload my photo

**Clarisse ISSA**

Contact information

✉ 1

**Programme**  
MSc Digital Marketing and Sales  
MSc Digital Marketing and Sales (Taught in English) - 2  
year track - September intake

Your registration form is  
completed at  
**36%**

Your application form will appear

You can add a profile picture

You can see the percentage of  
your application that is filled

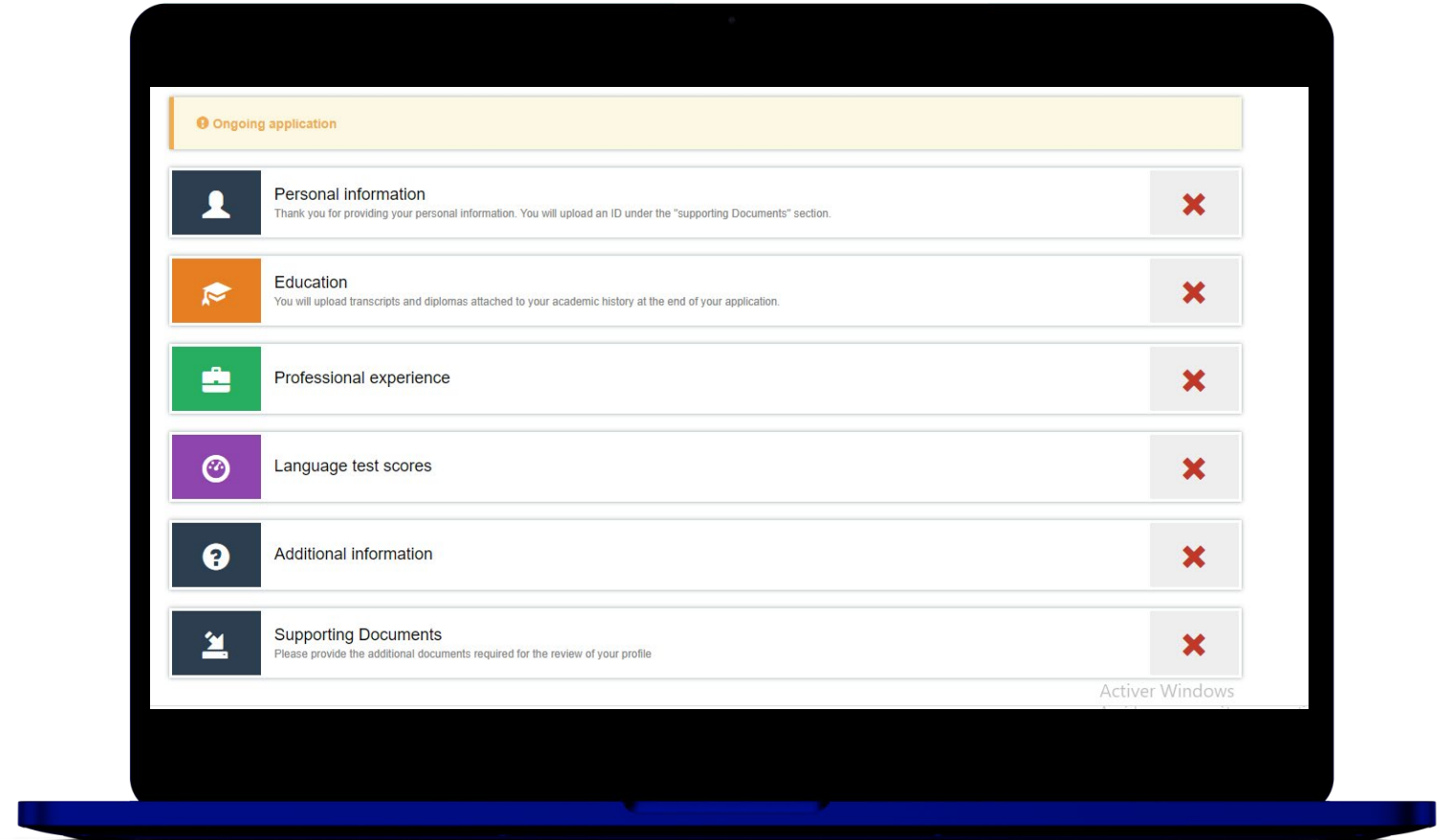
# FILL IN YOUR APPLICATION

Click on the different categories to fill in and add your documents.

Prepare your:

- CV
- Cover letter
- Diplomas
- Transcripts of records
- Identity document
- English certificate

Any other document you wish to attach



# PERSONAL INFORMATION

The screenshot shows a web application interface for a user named 'Clarisse ISSA'. The top navigation bar includes a home icon, a user profile icon, and several other icons. The main content area is titled 'Personal information' and contains a form with the following fields:

- Title \***: Radio buttons for 'Mrs' (selected) and 'Mr'.
- First name \***: Text input field containing 'Clarisse'.
- Name \***: Text input field containing 'ISSA'.
- Common firstname \***: Text input field containing 'Clarisse'.
- Common name \***: Text input field containing 'ISSA'.
- Address \***: Text input field.
- Additional address details**: Text input field.
- Postal code \***: Text input field.
- City \***: Text input field.
- Country \***: Dropdown menu with '-- Select --'.
- Mail \***: Text input field containing 'charb.issa@gmail.com'.
- Phone**: Text input field containing '+33 1 23 45 67 89' with a French flag icon.
- Mobile phone \***: Text input field containing '+33 6 12 34 56 78' with a French flag icon.
- Birth date \***: Text input field containing '05-11-1991' with a calendar icon.
- City of Birth \***: Text input field.
- Country of birth \***: Dropdown menu with '-- Select --'.

A red arrow points to the 'First name' field. The form is marked with an asterisk and the text '\* mandatory information' in the top right corner. The bottom right corner of the form has the text 'Activer Windows' and 'Accédez aux paramètres pour activer'.

Please make sure to fill in the required information

# Education

1)

Click on this icon

In this section, you will fill in your education as on a CV.

2)

This window appears.

Fill in all the fields and repeat this operation for all your diplomas

**Education**

Education ☐ Secondary / ☒ Higher

Institution \*

Diploma or programme prepared \*

City \*

Estate \*

Country \*

Main subject \*

Starting date (or estimate) \*

Ending date (or estimate) \*

This diploma is obtained ☐

Date of graduation (or estimate)

**Education history**

Please detail the highest level of studies that you have reached. Secondary applicants : please input details about your high school diploma, whether you have already obtained it or will obtain it this academic year. Higher Education students : please input details about your highest level of studies in Higher Education.

# PROFESSIONAL EXPERIENCE

1)

Click on this icon

In this section you will fill in your diplomas as on a CV.

2)

This window appears.

Fill in all the fields and repeat this operation for all your diplomas

The image shows a web form titled 'Professional experience'. It has a main section with a yellow header 'Professional experience' and a yellow box containing the instruction: 'Please provide details about your most significant professional experience(s) ; this may be multiple.' Below this is a button with a pencil icon and the text 'Add professional experience'. At the bottom of the main section is a checkbox labeled 'I do not have professional experience to communicate'. A red circle highlights the pencil icon. A blue line points from the text 'Fill in all the fields and repeat this operation for all your diplomas' to the form fields. A modal window is open, showing the 'Professional experience' form with fields for 'Function', 'Company', 'Country', 'Starting date (or estimate)', 'Ending date (or estimate)', and 'Mission'. The 'Mission' field is a large text area. At the bottom of the modal are 'Back' and 'Save and go back' buttons.

Professional experience

Function \*

Company \*

Country \*

Starting date (or estimate) \*

Ending date (or estimate)

Mission \*

Please provide relevant details for the appreciation of your profile in the application process

✕ Back

✓ Save and go back

✕ Back

✓ Save and go back

(If you do not have professional experience you can just check the box « I do not have professional experience to communicate »)

# LANGUAGE TEST

1)

Click on this icon to add a test result or a language test waiver

## Language test scores

### Language test scores

Enter your French or English test results (depending on the language of instruction of the chosen programme). If you are a native speaker, or hold another reason for a test waiver, please select "Test Waiver" and then one of the proposed reasons, as well as the current date and a score of 0.



### Add a test result or waiver reason

#### Language test scores

English Test

IELTS

IELTS

Test date \*

Score \*

✕ Back

✓ Save and go back

2)

This window appears.  
Fill in all the information

If you don't have a test yet, you can ask to do our “Easy Speaking test” which we charge 46 euros. Be careful, if you don't need to provide a test you still have to fill in a score and a date to validate this section (any random score and date).

# ADDITIONAL INFORMATION

## Informations complémentaires / Additional information

**1. \* LETTRE DE MOTIVATION - Pourquoi candidatez-vous à ce programme? / STATEMENT OF PURPOSE - Why are you applying to this programme?**  
(5000 characters max)

**2. \* Merci de décrire vos réussites académiques et vos compétences extracurriculaires. / Please describe your academic achievement and your extracurricular skills.**  
(5000 characters max)

**3. \* Quels sont vos objectifs professionnels à long-terme? / What are your long-term career objectives?**  
(5000 characters max)

Activer Windows

Accédez aux paramètres pc

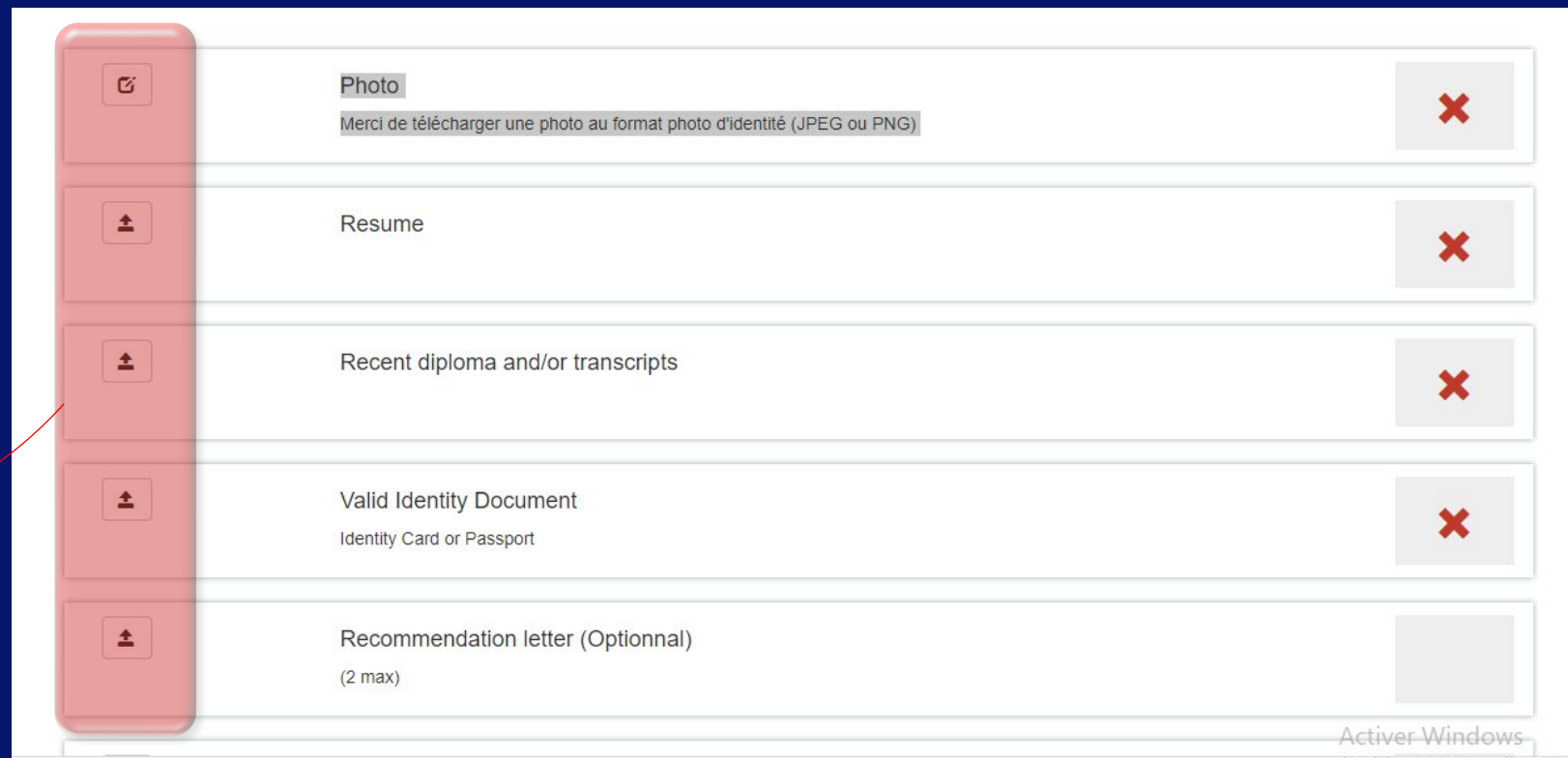
In this part you have to answer several questions about your motivation, academic success, professional goals etc...

It is mandatory and very important for us to better know you

# SUPPORTING DOCUMENTS

Here you can download the required supporting documents.

Click on the arrows to access your files.



The screenshot shows a web interface for uploading supporting documents. On the left, a vertical red sidebar contains five square buttons, each with a white download arrow icon. A red curved line points from the text 'Click on the arrows to access your files.' to the second button from the top. The main area consists of five horizontal rows, each representing a document type. The first four rows have a red 'X' icon in the top right corner, indicating a missing or invalid document. The fifth row has a grey placeholder box. The text for each row is as follows:

Document Type	Status
Photo Merci de télécharger une photo au format photo d'identité (JPEG ou PNG)	Missing (Red X)
Resume	Missing (Red X)
Recent diploma and/or transcripts	Missing (Red X)
Valid Identity Document Identity Card or Passport	Missing (Red X)
Recommendation letter (Optionnal) (2 max)	Placeholder (Grey Box)




**SEND YOUR  
APPLICATION**

# SEND YOUR APPLICATION

Completed


Your profile is now completed. Please finalize it by clicking on the button 'Validate'.


Validate



Personal information


Thank you for providing your personal information. You will upload an ID under the "supporting Documents" section.







Education


You will upload transcripts and diplomas attached to your academic history at the end of your application.







Professional experience






Language test scores





Additional information



Activer Windows  
Accédez aux paramètres pour activer

Once your application is complete, you will see this box, click on "validate".

# SEND YOUR APPLICATION

**1)**  
You will have to accept by checking the general conditions of sale

Your candidature is now completed.  
You can still correct or modify certain informations before finalizing your candidature.

☒ I have read and I accept the terms of the document downloadable here : [General Terms of Sale](#)

[I finalise my candidature](#)

By pressing the button below you confirm that you finalize your candidature.

[I confirm](#)

[Back](#)

Activer W

**2)**  
Then click on "I finalize my candidature"

**3)**  
Finally, click on "I confirm"

# **APPLICATION FEES PAYMENT**

# APPLICATION FEES PAYMENT

## Payment of fees

### Payment of 50.00 Euros

After submitting your profile, please pay the fees associated with processing your application.

Click on "**Proceed to payment**" to be redirected to our secure payments platform Flywire. You can choose to pay €50.00 by credit card or bank transfer. The conversion is automatic in the currency of your choice.

Upon receipt of this amount, your application will be considered complete and the admission process can officially begin.

If you have any questions, please contact us at [applyto@em-normandie.fr](mailto:applyto@em-normandie.fr)

[✕ Back](#)

[✓ Proceed to payment](#)

For any questions regarding the payment of fees, please contact the accounting department:  
00 44 1865 681 407 [info@em-normandie.fr](mailto:info@em-normandie.fr)



This window appears, click on  
"proceed to payment"


# APPLICATION FEES PAYMENT


You have the choice between two methods of payment:



- By bank transfer
- By credit card

Select your preferred payment method

 **Best Price Guaranteed** Subject to terms and conditions 

 Bank Transfer in Euros (EUR)  
**50,00 €** [SELECT](#)

 Debit/Credit in EUR  
**50,00 €** [SELECT](#)

Supports:  

[I want to pay in another currency](#) ▼



# MOTIVATION INTERVIEW

Thank you for your application, if you are selected, you will be contacted soon by our admissions team for your interview or if your application is missing any documents.

Keep an eye on your mailbox! ;)



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