1871
EM
NORMANDIE
BUSINESS SCHOOL

PRÉSENTATION

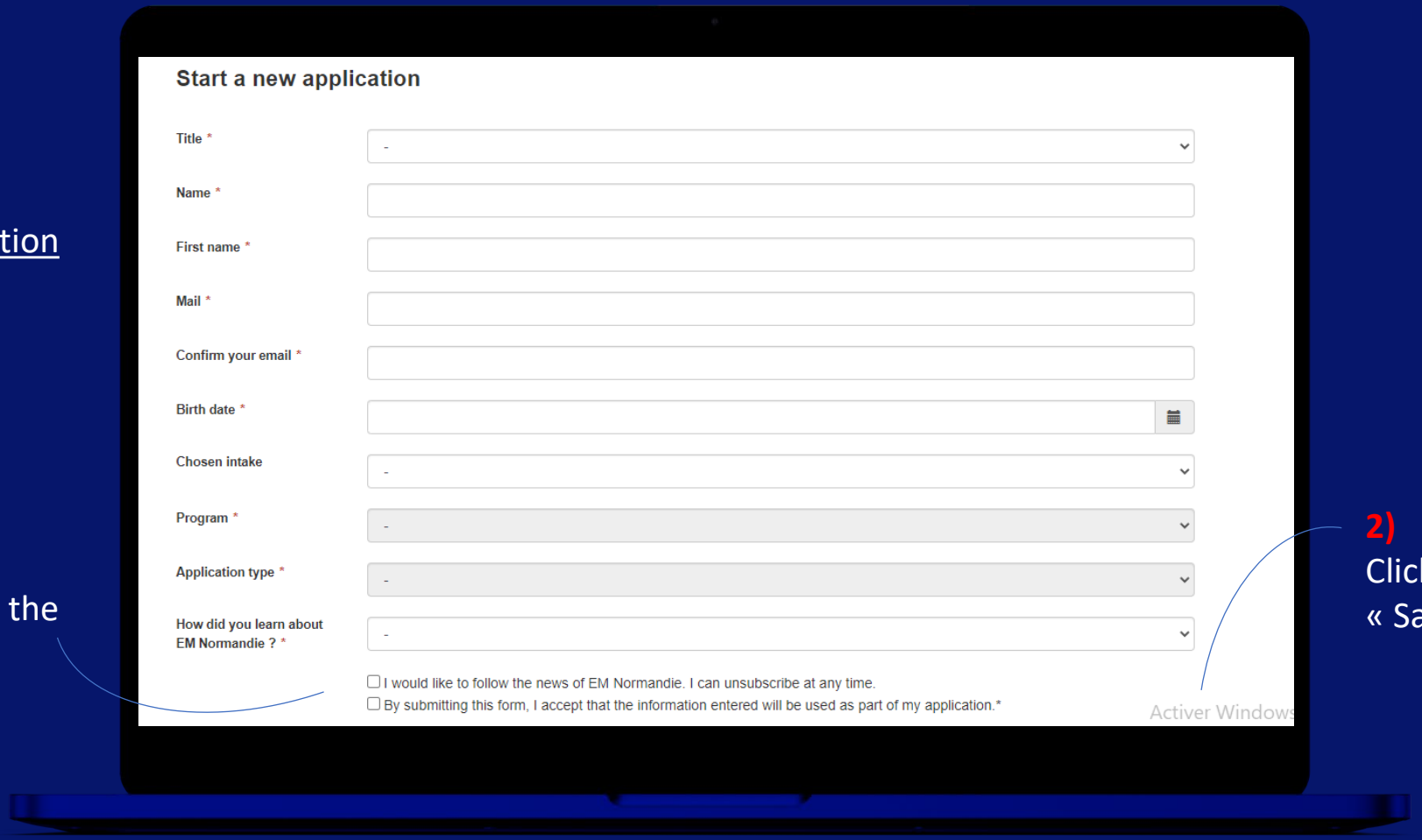
Application form User's guide

START A NEW APPLICATION

START A NEW APPLICATION

website

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



1)
Fill in and check the boxes

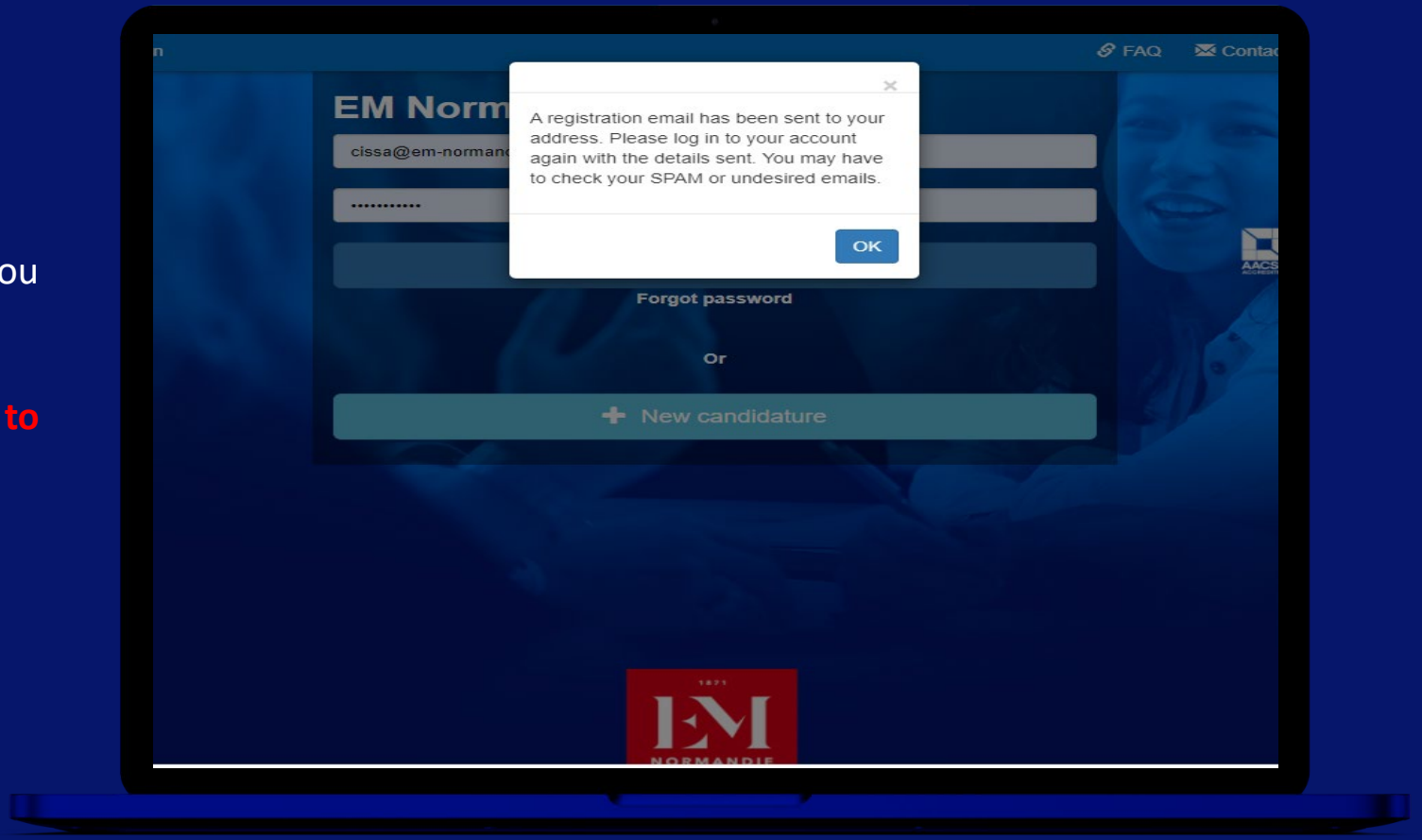
2)
Click on the button « Save and go back »

CREATION OF YOUR LOGIN

CREATION OF YOUR LOGIN

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

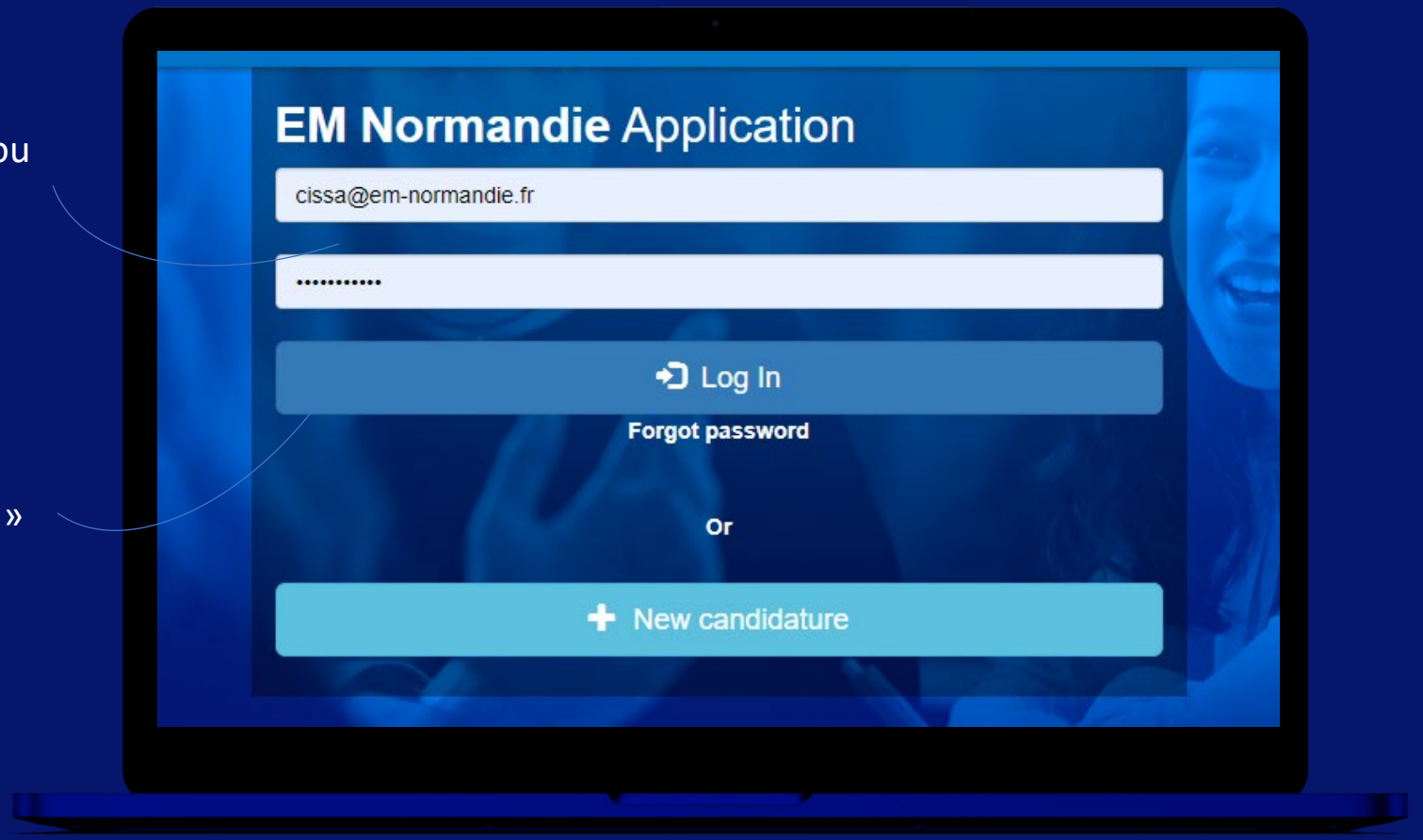
Be careful, sometimes this email goes to your spambox.



LOGIN AND PASSWORD

1)
Fill in with the login and password you received by email.

2)
Click on « Log in »



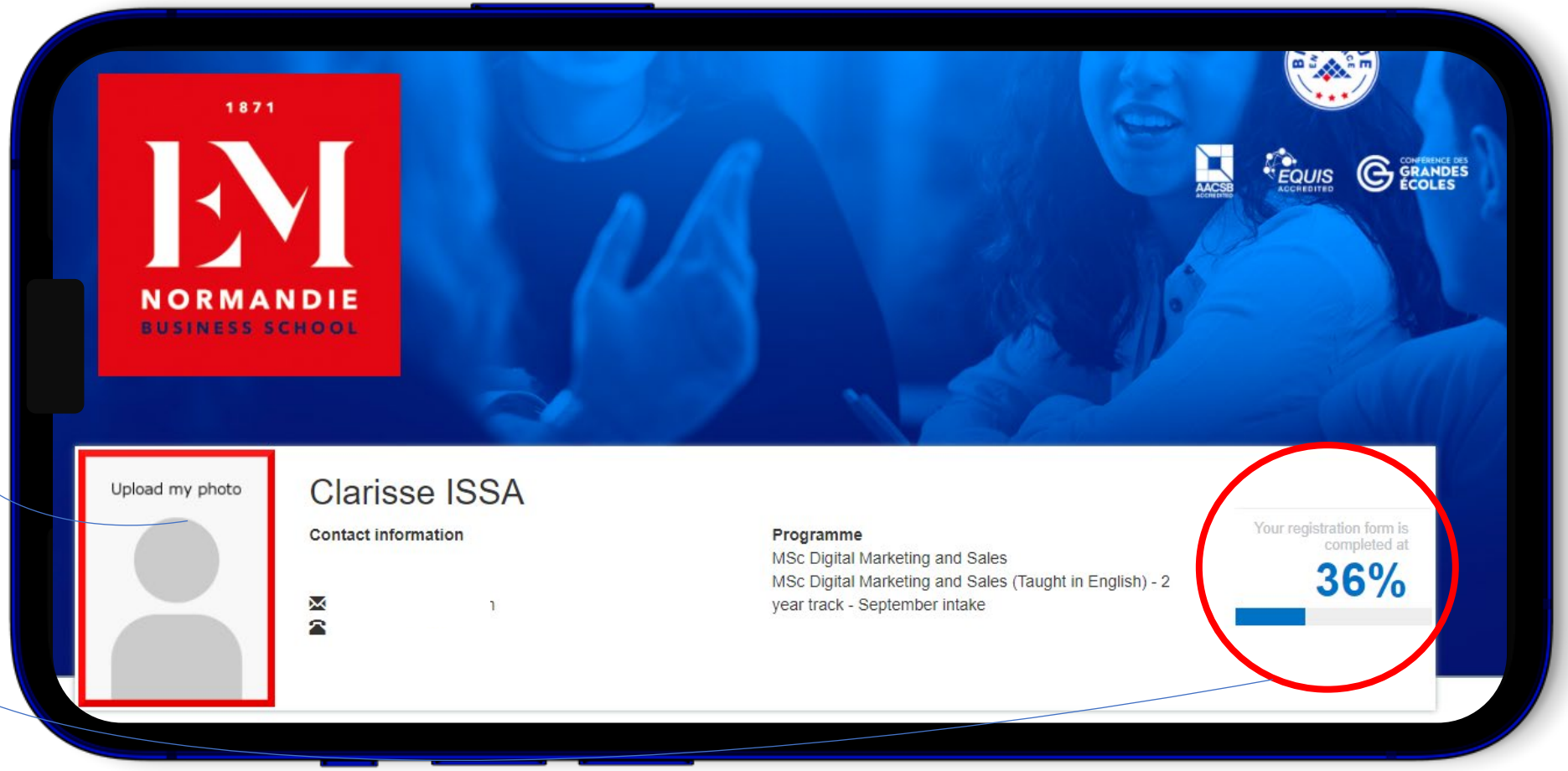
FILL IN YOUR APPLICATION

FILL IN YOUR APPLICATION

Your application form will appear

You can add a profile picture

You can see the percentage of your application that is filled

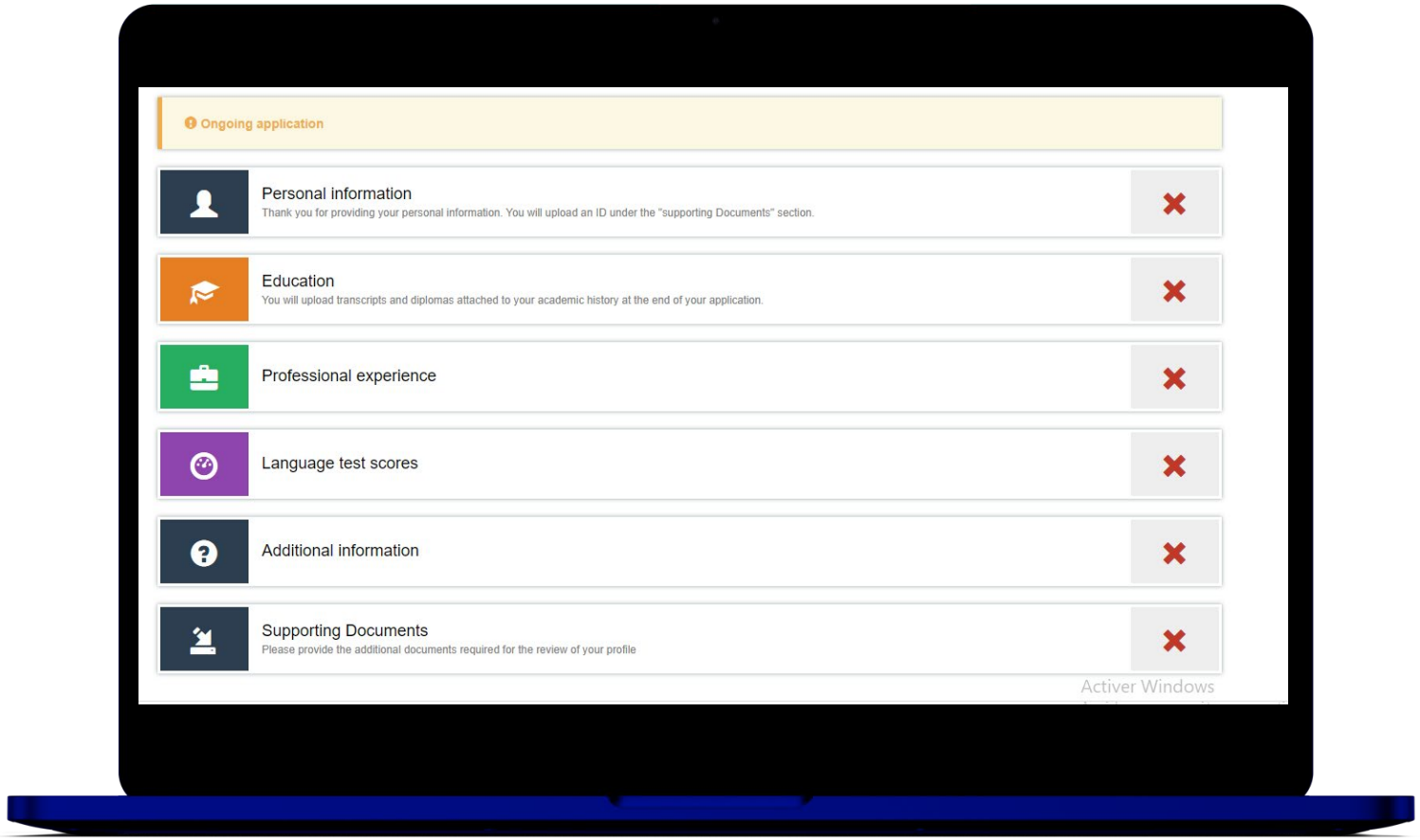


FILL IN YOUR APPLICATION

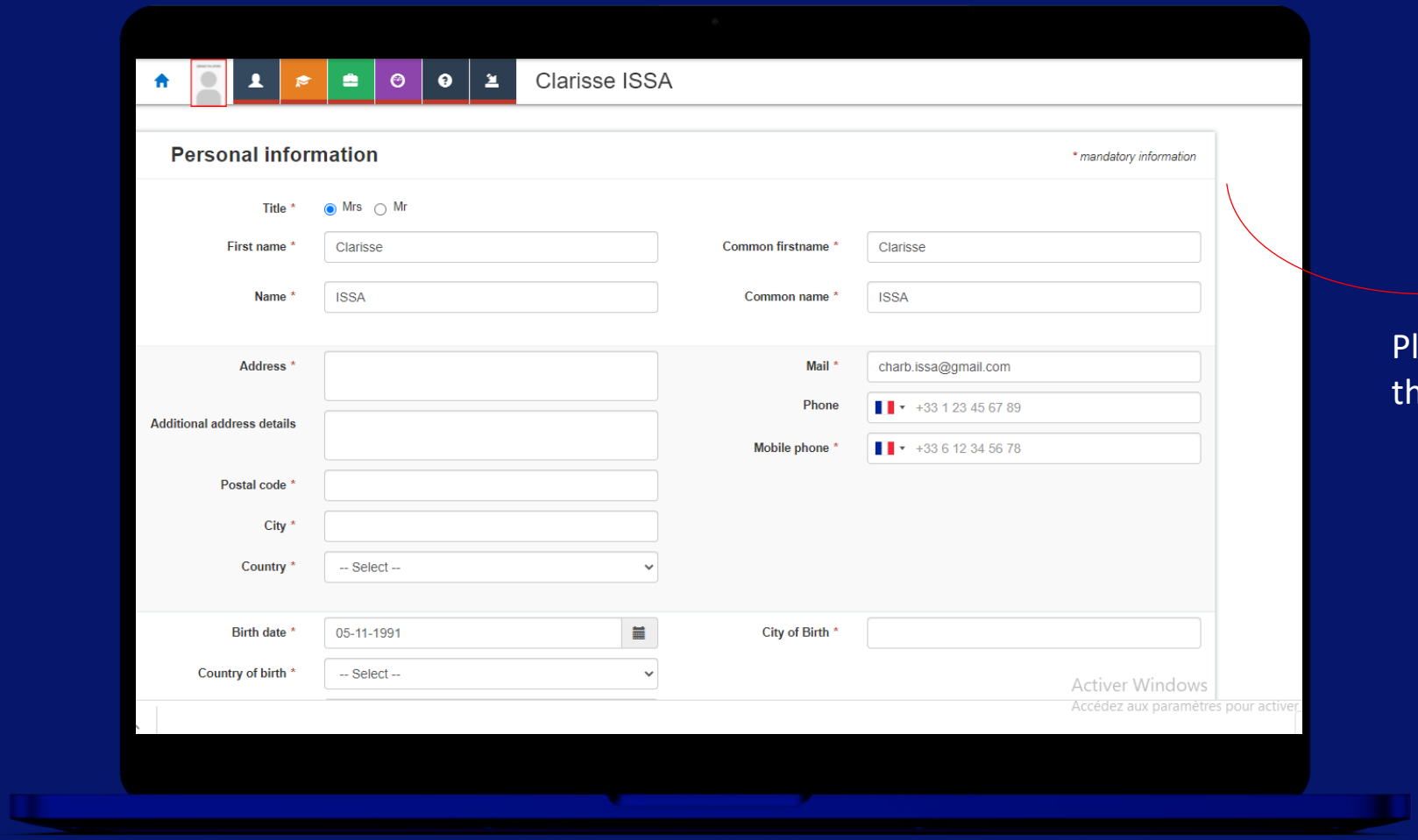
Click on the different categories to fill in and add your documents.

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

Any other document you wish to attach



PERSONAL INFORMATION

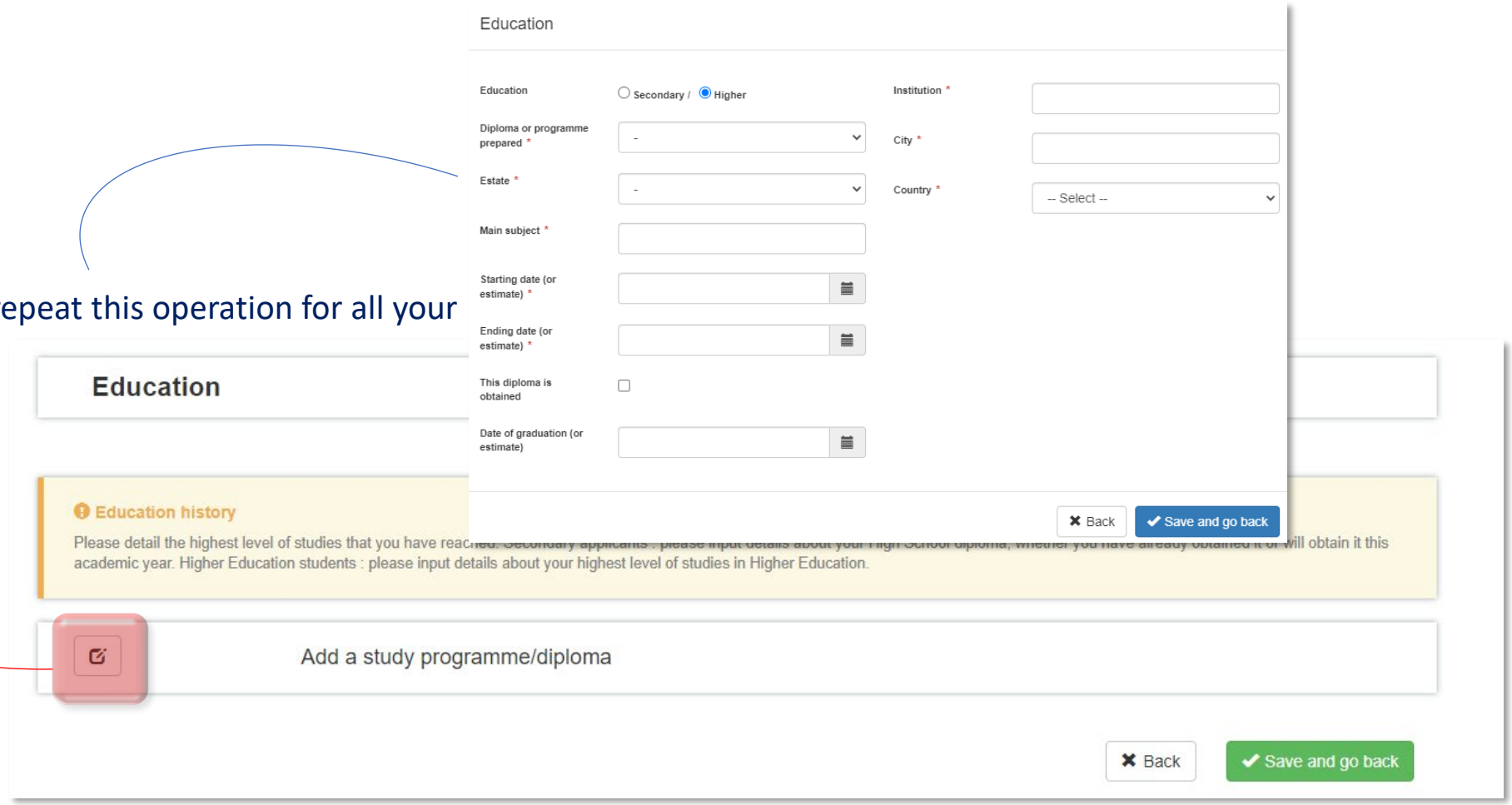


Please make sure to fill in the required information

Education

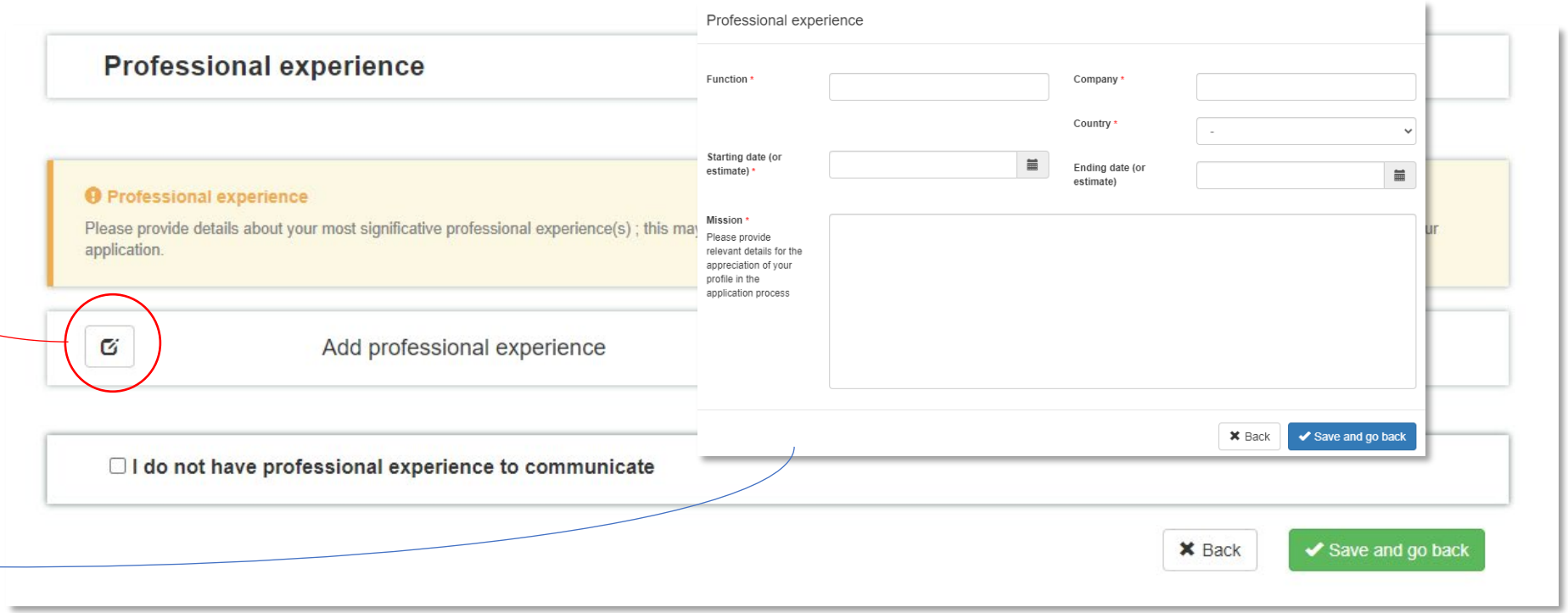
1)
Click on this icon
In this section, you will fill in your education as on a CV.

2)
This window appears.
Fill in all the fields and repeat this operation for all your diplomas



PROFESSIONAL EXPERIENCE

1)
Click on this icon
In this section you will fill in your diplomas as on a CV.

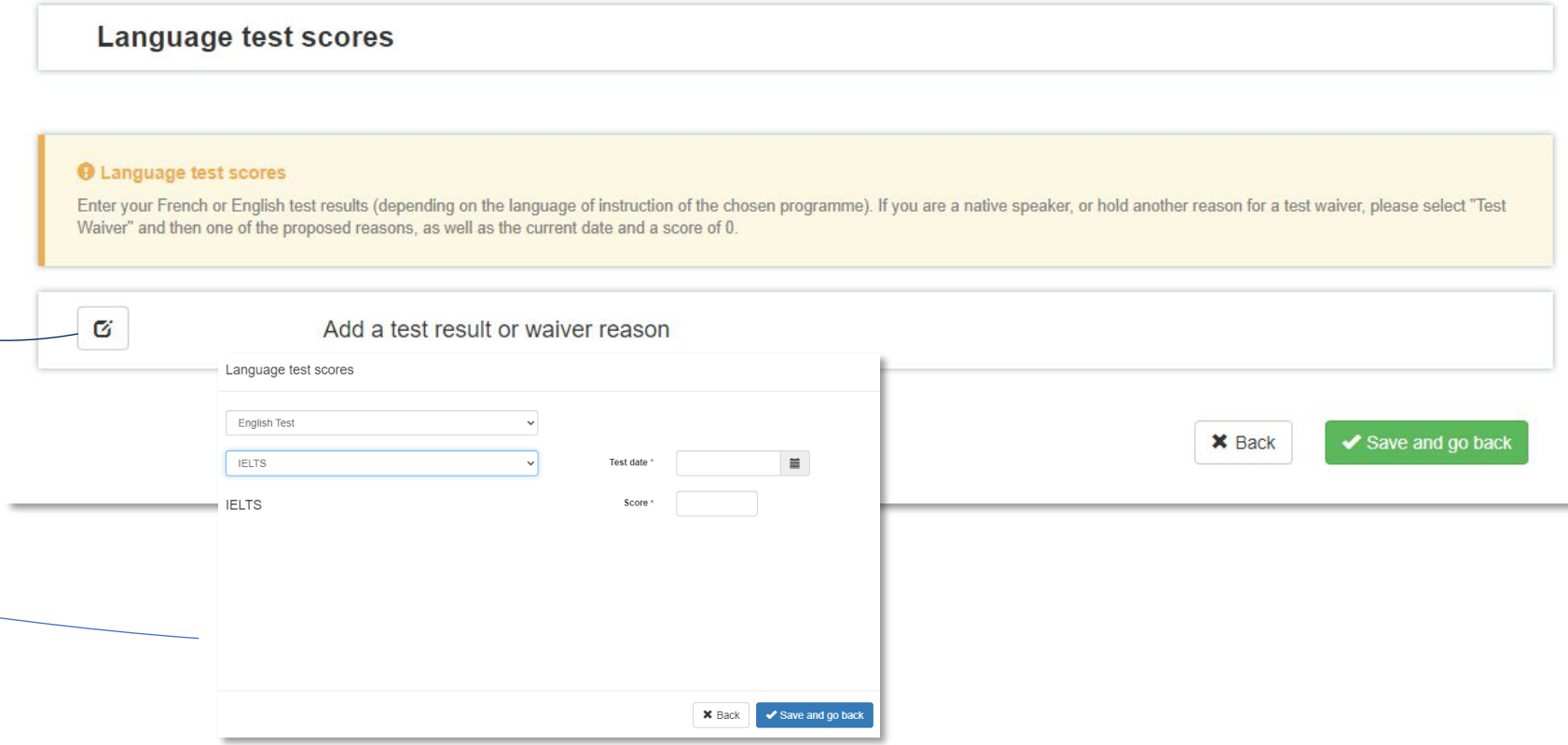


2)
This window appears.
Fill in all the fields and repeat this operation for all your diplomas

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

LANGUAGE TEST

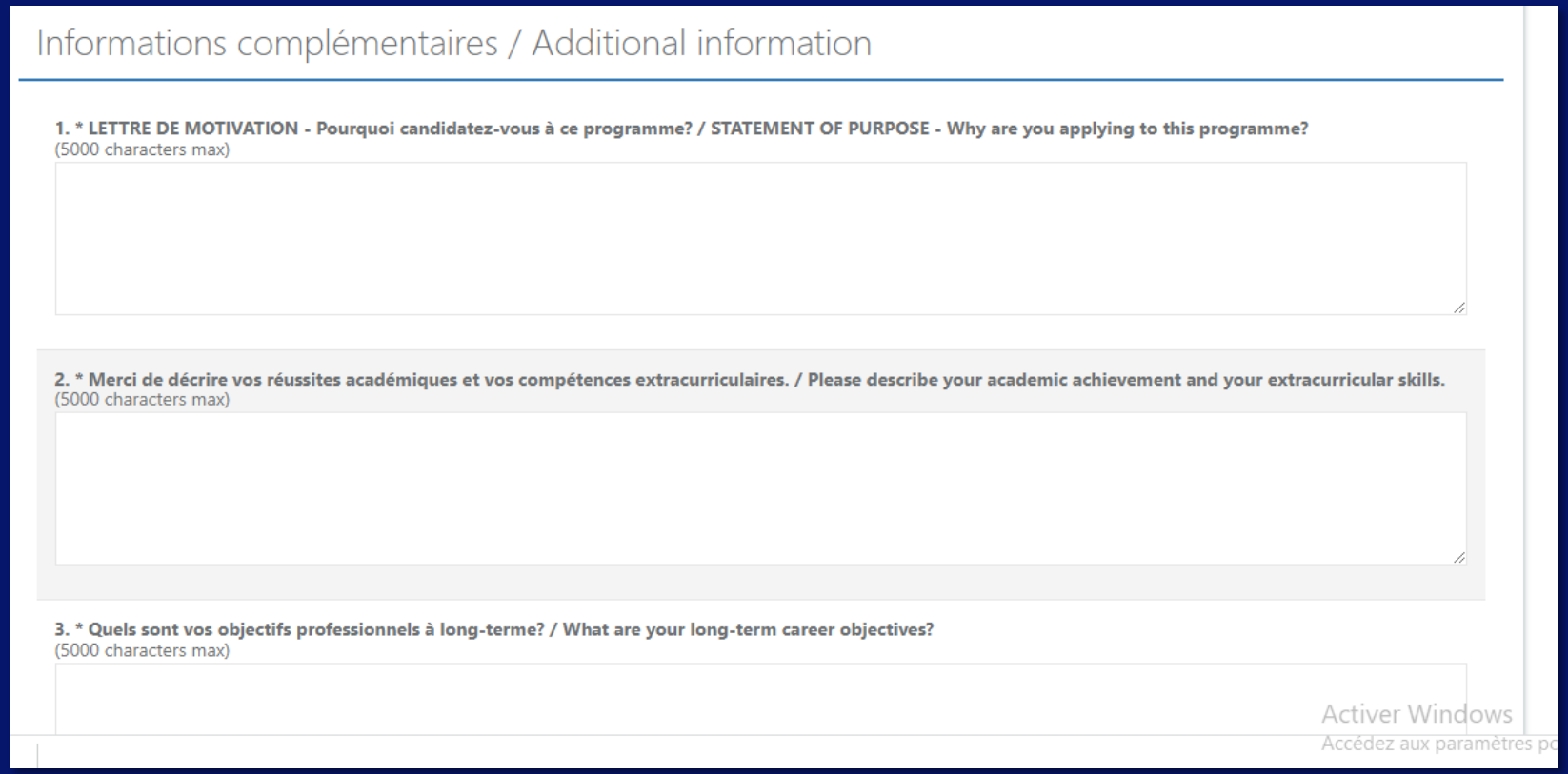
1)
Click on this icon to add a test result or a language test waiver



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.

SEND YOUR APPLICATION

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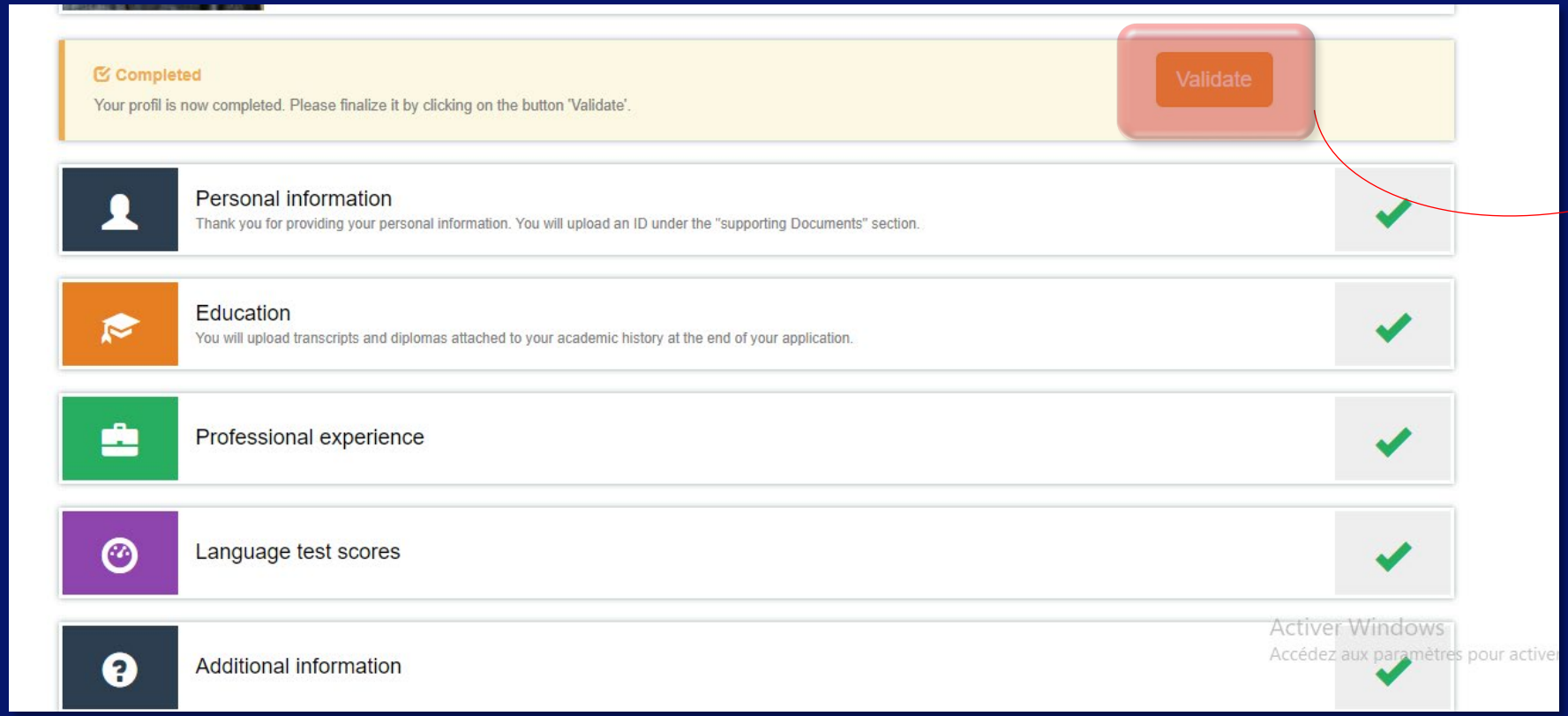
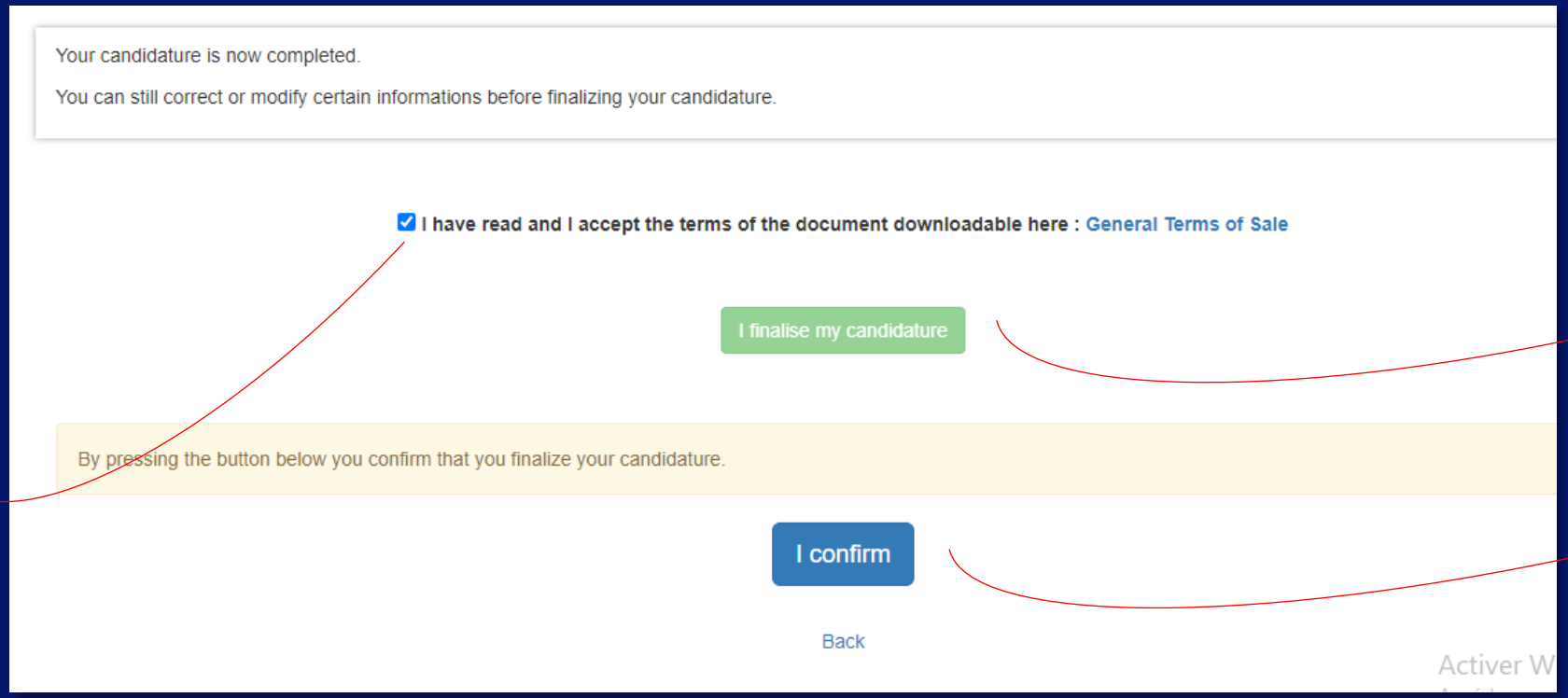


Once your application is complete, you will see this box, click on " validate ".

SEND YOUR APPLICATION

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



2)
Then click on "I finalize my candidature"

3)
Finally, click on "I confirm"

APPLICATION FEES PAYMENT

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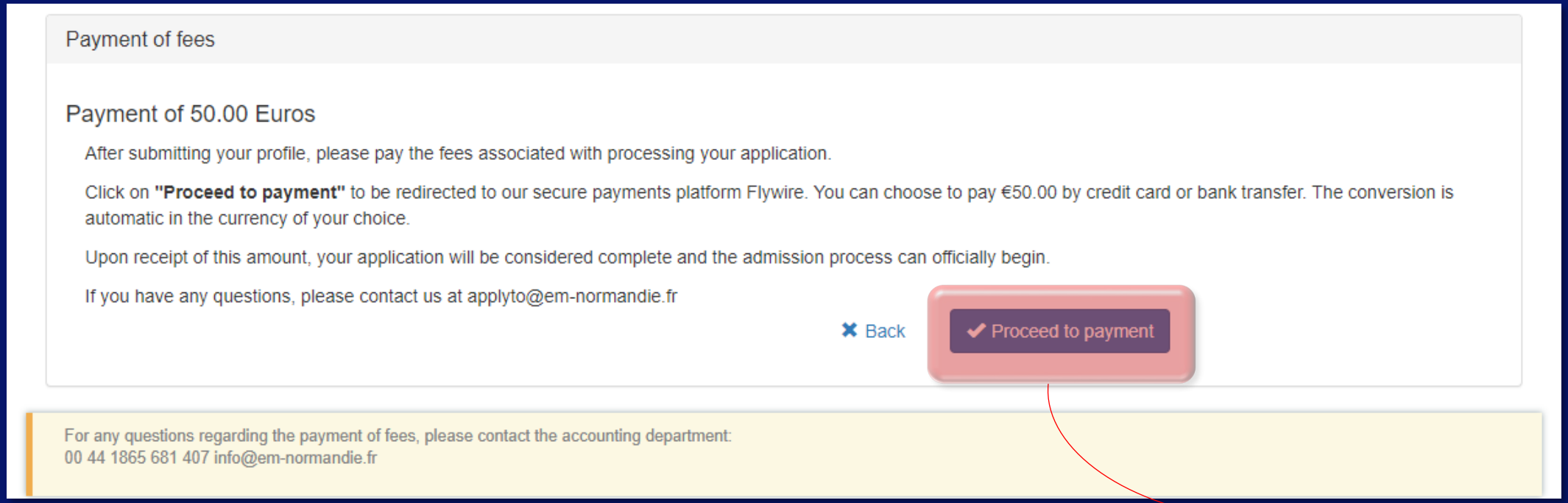
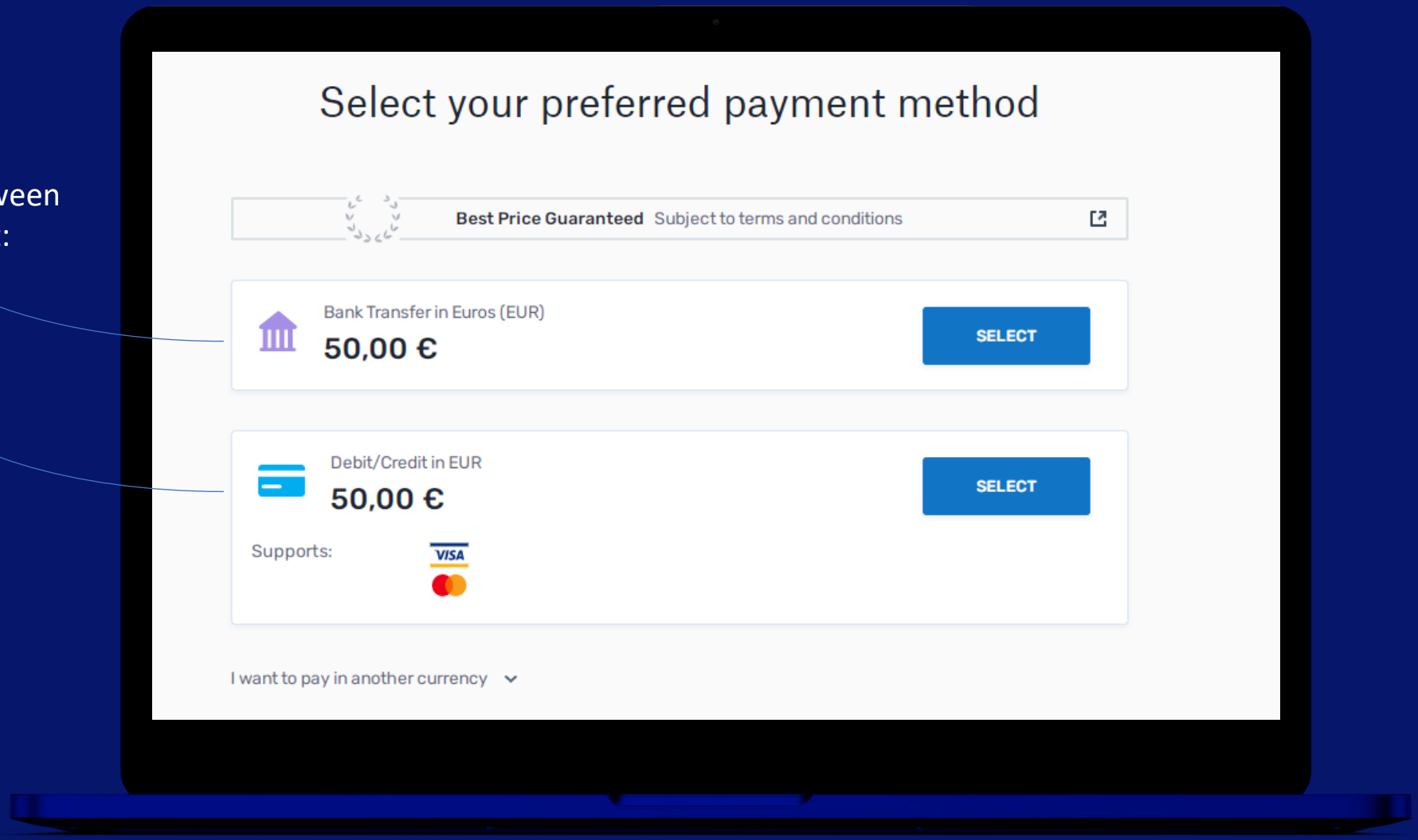


This window appears, click on “proceed to payment”

APPLICATION FEES PAYMENT

You have the choice between two methods of payment:
- By bank transfer
- By credit card



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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