



CHECKLIST - WINTER SESSION

This list will help you to check the supporting documents you are required to submit electronically (**part A and C**) and those you are required to send directly (**part B**).

Only the documents in English or in French will be accepted. If the original document is not in English or in French, you should ensure to upload an official translation by a sworn translator. The official stamp and signature of the translator should appear on the document.

A. BEFORE 20 JANUARY 2012: DOCUMENTS TO BE UPLOADED

- Document proving your identity**
You may upload a copy of your passport (only the biographic data page), **OR** your birth certificate, **OR** your ID card.
- If the applicant has already graduated : **degree certificate(s)**
If the applicant is currently in his/her last year of study : **enrollment verification certificate**
- Academic transcripts for all academic courses attended**
- One-page resume (CV)** including a passport-size photograph on the upper right of the page.
- One passport-size photo**
- The payment page for the SAI application fee (175 €)**

ATTENTION:

If paying by **credit card**, please upload the payment page with your full credit card references.

If paying by **cheque**, please send the cheque by rapid mail to SAI (see address below).

If paying by **bank transfer**, please upload a bank transfer voucher.

- Bank transfer voucher** if paying by bank transfer

B. BEFORE 20 JANUARY 2012: DOCUMENTS TO BE SENT AND NOT UPLOADED

- Official GMAT test score** for applicants taking the GMAT
ATTENTION: Copies and non official scores (**test taker copy**) are not considered by the SAI. **Only official GMAT scores reported by GMAC will be considered.**
- Official TAGE MAGE test score** for applicants taking the TAGE MAGE. This is sent directly by the FNEGE to the SAI if the applicant has indicated his/her SAI application number when taking the test.
- Two academic reference letters** giving details on applicant's academic achievements.
The reference letters must be sent directly by the professors by email at sai@ccip.fr or by mail to SAI (see address below).
- Cheque of 175 € for the application fee.** It should have your First name, Last name on the back, and should be sent by rapid mail only (DHL, UPS, Fedex...) to:
 - SAI - International Admissions Service - DRI/E
Paris Chamber of Commerce and Industry
28 rue de l'Abbé Grégoire
75006 Paris - France

C. BEFORE 13 FEBRUARY 2012: DOCUMENTS TO BE UPLOADED

- English level test score** (for all admissible applicants taking the TAGE MAGE test)
This must be an IELTS or TOEIC or TOEFL official score.