



# ONLINE APPLICATION HELP GUIDE

## CONTENTS

- **Introduction**
- **Before you begin filling in your online application**
- **Applying to the SAI**

### **STEP 1: Completing and submitting the online application form**

- Section I. Registration and ID Information
- Section II. Personal information
- Section III. Education
- Section IV. Language skills
- Section V. Essays
- Section VI. Submit your application

### **STEP 2: Paying the SAI application fee**

### **STEP 3: Uploading the required application material**

- I. Required documents to be uploaded
- II. Required documents not to be uploaded

- **Review of your application**

## INTRODUCTION

The SAI manages the common selection process for the Master in Management programme offered by 5 top-ranking Management Schools: **AUDENCIA Nantes, EMLYON Business School, ESCP Europe, HEC Paris and SKEMA Business School.**

If you have not yet explored our website, we encourage you to do so **BEFORE** starting to fill in your online application. The website will inform you about the SAI, the member schools and the Master in Management programmes they offer. It will also present the SAI selection as well as the SAI admission calendar. Please also read carefully the selection rules to be informed of the SAI eligibility conditions.

Once you are ready to start your application, please have this document with you. This is a step-by-step guide intended to assist you in completing your online application.

If you have any further question, please do not hesitate to contact us: **sai@ccip.fr**

## BEFORE YOU BEGIN FILLING IN YOUR ONLINE APPLICATION

As we principally correspond with applicants through email, you will need to hold a valid email account in order to start your online application and to receive the informative email we will be sending you.



4 emails will be sent to you in the course of the online application process:

- **A CREATION EMAIL** which will provide you with a personal application number and the password you indicated when creating your application. You will be able to access your application by entering both your application number and password in the appropriate space on the upper right corner of the welcome page.
- **A VALIDATION EMAIL** which will confirm that your online application has been submitted to the SAI.
- **A RECEPTION EMAIL** which will confirm you that all requested documents have been correctly uploaded and received.
- **AN ELIGIBILITY EMAIL** which will confirm that you are eligible to the SAI selection (see our selection rules for eligibility conditions). Should you not be declared eligible, you will also receive an email informing you accordingly.

## APPLYING TO THE SAI

The SAI online application is an easy 3-step process:

- **STEP 1. Completing and submitting the online application form**
- **STEP 2. Paying the SAI application fee**
- **STEP 3. Uploading the required application material**

Your application will only be reviewed once all 3 steps have been correctly completed.

## STEP 1 - COMPLETING AND SUBMITTING THE ONLINE APPLICATION FORM

To begin the application process, please:

- go to **www.sai.ccip.fr**
- select your preferred language (English or French) using the flag on the upper right corner of the screen
- click on **Application** on the menu to choose your session

The online application is divided into **6 sections**:

- I. REGISTRATION and ID INFORMATION**
- II. PERSONAL INFORMATION**
- III. EDUCATION**
- IV. LANGUAGE SKILLS**
- V. ESSAYS**
- VI. SUBMIT**



We encourage you to take the time to go through each section carefully and thoroughly. There is no time limit to complete your application. Once you have started it, you can log off at any point and return to it later to continue filling it out. **However, you should ensure to respect the application deadline date when submitting it. No application submitted after the application deadline will be considered.**



**Please note** that given the high volume of applications we process and in order to avoid traffic interruption on our server, we ask you to avoid submitting your application too close to the application deadline.

## SECTION I: REGISTRATION / ID INFORMATION

In this section, you are required to provide the following information in order to create your application:

- **Reference school:** this is your first choice school. If you choose to apply to several SAI member schools, the choice of a reference school does not influence your application to these schools.
- **Your ID Information:** Family Name, First Name and Date of birth.
- **Email:** this is a valid email address which you check on a regular basis. It is important that your email is correctly indicated as we will use it to contact you about your application. If you change your email address after submitting your application please contact us and let us know accordingly.
- **Other applications:** these are the schools you are interested to apply to in addition to your reference school.
- **Written test:** please choose the written test you wish to take. This can be the GMAT or the TAGE MAGE. Please note that if you are applying for the Autumn session, you must choose the GMAT only.
- **Oral test examination centre:** this is where you would like to take the interview should you have been declared admissible pending review of your application and result at the GMAT or TAGE MAGE



Click on **Apply** to create your application and to move to the next section. **A creation email with your application number and password will then be automatically sent to you.**



**Please note** that once you have saved section 1 information, you will be automatically taken to the second section. You will not be able to go back to this first creation section.

## SECTION II: PERSONAL INFORMATION

In this section, you are asked to provide your personal details. As you will see on the online form, some fields need to be filled in using capital letters only.

This personal information will be used to process your application only. Your personal details remain confidential to the SAI and the member schools and will not be shared with any third party.

- **Date of birth:** please enter your date of birth in the required format.
- **City of birth:** is the place where you were born as indicated in your passport or your birth certificate.
- **Country of birth:** please select your country of birth using the drop down menu.
- **Nationality 1:** please choose your first nationality using the drop down menu.
- **Nationality 2:** if you hold a dual nationality, please indicate your second nationality using the drop down menu.
- **Gender:** please select only one.
- **Family Status:** please select only one.

You will also be asked to provide a **valid address** where you wish to receive all correspondence and **2 telephone numbers** (if applicable) in order we can contact you if needed. For all telephone numbers outside France, please indicate the country code.

Should any of your details change (e.g. your Family Name, your postal or email address) please let us know accordingly.

Click on **Save** to save your information and to move to the next section.

## SECTION III: EDUCATION

In this section you are asked to provide details on your academic and pre-academic qualifications. We also ask you to describe your professional activities and internships.

There are **3 sub-sections**:

- 1. Most recent qualification obtained outside France (your academic qualifications)**
- 2. Secondary Education (your school qualification)**
- 3. Professional activities and internships**

**1. MOST RECENT QUALIFICATION OBTAINED OUTSIDE FRANCE.** Please use the drop down menus to inform us precisely of your academic qualifications. It is very important to take the time to read the suggestions in the drop down menus and select the correct one:

- **Country where you have obtained or will obtain your degree:** select the country using the drop down menu. If the country is not listed, please select OTHER and inform us accordingly. We will add your country to this list.
- **University:** select your university using the drop down menu. If your university is not listed, please select OTHER and enter the name of your university in capital letters in the text box provided.
- **Degree level:** select your degree level in the drop down menu.
- **Degree title:** select your degree title in the drop down menu. This menu is French/English. If your degree title is not listed, please select OTHER and inform us accordingly. We will add your title to this list.
- **IMPORTANT: If you are graduating from a Chinese university, please select BENKE.**
- **Specialization:** enter your main specialization in capital letters in the text box provided.
- **Graduation year:** if you have graduated, enter the year in which your degree was awarded. If you are still studying, enter the expected year of your graduation. Please do not indicate the matriculation year.
- **GPA (grade point average):** enter your GPA as it is indicated on your transcript or grade report. If your university does not use a GPA system, enter your average grade or honours. If you do not have average grade or honours, you should indicate **N/A** (non applicable)
- **I have graduated:** Check this box only if you have already graduated.

You can add additional qualifications by clicking on **Add a degree**.

**2. SECOND EDUCATION.** Please indicate the name of the high school you attended, the qualification obtained (e.g. Baccalauréat, A-level, Abitur, Gaokao) as well as the high school graduation year.

**3. PROFESSIONAL ACTIVITIES AND INTERNSHIPS.** Please describe all relevant work activities in chronological order. This question has a character limit. You will not be able to include more than **2000 characters** (not words) spacing and line spacing included.

Click on **Save** to save your information and to move to the next section.

## SECTION IV: LANGUAGES SKILLS

In this section you are asked to provide accurate information about your language skills. Please indicate the level (fluent, very good, average or weak) of your reading, writing and speaking fluency in a given language.

**Please note** that you must indicate your level in English in addition to your level in other languages. If you do not fill in your level in English you will not be able to save this page.

Click on **Save** to save your information and move to the next section.

## SECTION V: ESSAYS

Our member schools are interested in learning more about you and how you work, think, and act. Please answer this section as sincerely as possible. Essays questions are:

- *Which personal achievements are you most proud of?*
- *Describe a situation where you failed. What lessons did you learn from it?*
- *Why is your application an added-value for the SAI member schools?*
- *Describe your extra-curricular activities over the last few years (leisure time, social life, clubs, volunteer work, etc.)?*

You may prepare the essays responses in advance and simply paste your answers into the appropriate space. Please also respect the character limit of 500 characters (not words) spacing and line spacing included.

Click on **Save** to save your information and move to the next section.

## SECTION VI: SUBMIT YOUR APPLICATION

You are now going to submit your application form to the SAI. You will be asked to choose the language of your interview (French or English). **Only admissible applicants will be invited for the interview.**

Please also review each completed section carefully as it will not be possible to make any change to your application form once it has been submitted.

When you are ready to submit your application, tick the box **"I declare having read, understood and accepted the terms of the SAI selection rules"**, and click on **Submit my application**. This saves your data into our system and takes you to your applicant space.



After submitting your application form, you will receive an email confirming that it has been submitted correctly.

### STEP 2 – PAYING THE SAI APPLICATION FEE

Once you have submitted your online application form, click on sub-tab **Payment page in My application** tab on the menu. This will bring you to the page where you can pay the SAI selection fee.

Application to the SAI selection is subject to the full payment of a non-refundable **application fee of 175 Euros** payable either by credit card (except American Express), or by bank transfer, or by cheque. The application fee remains of 175 Euros whether you decide to apply to one or more schools.

Simply download, print, complete and sign the payment page; then scan this page and save it onto your computer. When uploading your application material you will need to upload your completed payment page. Please read the following information carefully in order to avoid delay in processing your payment:

- If paying by **bank transfer**, please upload the payment page as well as a copy of your bank transfer voucher.
- If paying by **credit card**, please only upload the payment page with your full credit card references (16-digit code, the expiration date information and the three-digit code found on the back of Visa or MasterCard).
- If paying by **cheque**, please only upload the payment page and post your cheque directly to the SAI. The cheque is payable to the CCIP in Euros. It should have your First name and Last name on the back, and should be sent by rapid mail only (DHL, Fedex, UPS...) to:

SAI - International Admissions Service - DRI/E  
Paris Chamber of Commerce and Industry  
28 rue de l'Abbé Grégoire  
75006 Paris – France



**Please note** that applications are not considered complete until full payment of the application fee has been received by the SAI.

### STEP 3 – UPLOADING THE REQUIRED APPLICATION MATERIAL

In order for your application to be reviewed, you will need to prepare required documents in support of your online application form. Some of these documents are to be uploaded (see I below) and some are to be sent to us directly (see II below).



**Please note** that if offered admission you will be required to provide originals of all these documents.

You can upload documents using the uploading portal. Simply go to **My application** and to **Upload documents page** once you have submitted your online application.

You must upload **official documents only**. Please make sure to have at hand a digital/scan copy of all required documents. Please refrain from uploading any other documents than those required as these will not be considered in your application.

Have each document saved separately and clearly label all documents exactly as they appear on the checklist.



If the official 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. Please upload the officially translated document only.

You may upload documents **up to 1 Mo** and in the following formats: **.jpeg** and **.pdf only** for all documents.

**Illegible, invalid or incomplete documents will not be taken into consideration thereby delaying the review of your application.**



We will email you in both cases: to confirm that all requested documents have been correctly uploaded and received or to inform you which documents are to be correctly re-uploaded if you have uploaded an incorrect document.

## **I. REQUIRED DOCUMENTS TO BE UPLOADED**

Please find detail on the required documents below:

- **DOCUMENT PROVING YOUR IDENTITY (.JPEG or .PDF only)**

This document must show clearly your last name, first name and your date of birth.

You may upload **(one choice only)**: your birth certificate OR your ID card OR your passport. If you upload your passport, please upload ONLY your biographic data page. This is the page of the passport which shows your name and date of birth, passport number, issue and expiry date, and photograph.

Do not upload the copy of your driver's license or university ID card.

- **RESUME (.JPEG or .PDF only)**

This one-page only resume (CV) must be written in English or in French. It must also incorporate a passport-size photograph on the upper right of the page.

The resume (CV) should highlight your academic background and achievements, your work experience (if applicable), as well as extra-curricular activities.

- **ACADEMIC DEGREE(S) AWARDED (.JPEG or .PDF only)**

This is your official degree(s) certificate(s) awarded after at least 3 years of higher education outside France.

**Please note** that all applicants having studied in China must upload a translated copy of their official **Benke**.

If your degree(s) has not been awarded but that you have completed all academic requirements leading to your qualification, you must upload an official statement by your admissions or registration office or by the student services in your university.

If you are currently in your last year of study, you may leave this field blank. However, we will need you to upload an enrollment verification certificate (see below).

- **ENROLLMENT VERIFICATION CERTIFICATE (.JPEG or .PDF only)**

This is your official enrollment verification certificate. This document is provided by your admissions or registration office or by the student services in your university.

It must clearly indicate your ID, the qualification for which you are currently registered, the beginning date of your degree as well as the expected date for the completion of your degree.

- **ACADEMIC TRANSCRIPTS (.JPEG or .PDF only)**

These are your official transcripts for all academic courses you attended. Transcripts should clearly indicate the name of the course or subject you have followed as well as the grade or credit earned.

- **PAYMENT PAGE (.JPEG or .PDF only)**

This page will allow us to process the payment of your application fee to the SAI selection.

If you have not yet done so, go to **My application** tab on the menu and click on the **Payment page** sub-tab to have all information regarding the payment of the SAI selection application fees (see Page 4 of this Guide).

**Please do not forget to complete and to sign this page before uploading it.**

- **BANK TRANSFER VOUCHER (.JPEG or .PDF only)**

If you are paying the SAI application fee by bank transfer, this voucher, provided by your bank, is mandatory. It will allow us to check and process your payment.

If you have not yet done so, go to **My application** tab on the menu and click on the **Payment page** sub-tab to have all information regarding the payment of the SAI selection application fee.

- **YOUR PHOTOGRAPH (.JPEG only)**

This is a passport-size photograph (35 mm wide by 45 mm high) for administrative use only.

- **ENGLISH LEVEL TEST SCORE (.JPEG or .PDF only)**

If you are taking the **TAGE MAGE**, you must provide an IELTS, TOEFL or TOEIC (Listening & Reading or Speaking & Writing) test score.

**Please note that your English test score must be less than 2 years old.** It is compulsory for ALL admissible applicants having taken the TAGE MAGE and must be uploaded no later than:

- **13 February 2012 for Winter session applicants**
- **30 April 2012 for Spring session applicants**

**If you are taking the GMAT, you are NOT required to provide an English level test score.**

## **II. REQUIRED DOCUMENTS NOT TO BE UPLOADED**

- **WRITTEN TESTS**

It is the applicant's responsibility to arrange for their written test score to be sent to the SAI before the application deadline:

If taking the GMAT test, your score must be sent directly by GMAC. Non-official scores (test taker copy) will not be accepted by the SAI. Please indicate our programme code when taking the GMAT test: **D14-M2-03**. To ensure that we receive your score in due time, we encourage you to take your test **no later than**:

- **18 October 2011 for Autumn session applicants**
- **10 January 2012 for Winter session applicants**
- **1 March 2012 for Spring session applicants**

If taking the TAGE-MAGE at the winter or at the spring session, your official score will be directly sent to us by FNEGE. Please take your TAGE MAGE test:

- **from 1 December 2011 to 20 January 2012 for Winter session applicants**
- **from 1 December 2011 to 10 March 2012 for Spring session applicants**

- **TWO ACADEMIC RECOMMENDATION LETTERS**

The two letters must be sent directly by your professors by email at **sai@ccip.fr**. They should reach us before the application deadline and must meet the following requirements:

- The e-mail with the recommendation letter attached must be sent from a valid institutional e-mail address. Electronic letters sent from public domain addresses such as Hotmail, Gmail, Yahoo Mail will not be accepted.
- The recommendation letter attached must be written on an institutional letter head.
- The academic referees must indicate his/her position and full contact information at the academic institution, as well as the first name, last name, birth date and file number of the applicant.
- The academic referees writing the recommendation letter on your behalf should give details on your academic achievements, leadership abilities, interpersonal skills and personal achievements.

If recommendation letters cannot be emailed, we will accept to receive them by mail at:

SAI - International Admissions Service - DRI/E  
Paris Chamber of Commerce and Industry  
28 rue de l'Abbé Grégoire  
75006 Paris – France

If the applicant send himself his recommendation letters, these letters must be sent in sealed envelopes.

## **REVIEW OF YOUR APPLICATION**

Once your **(1)** application form, **(2)** your payment and **(3)** application material have been received, they will be forwarded for review. Once your application has been reviewed, you will be sent an email confirming your eligibility or not to the SAI selection.

**Please note** that no other documents (except the English level test score) can be added or modified once you are declared eligible by the SAI.

Thank you for having taken the time to read these instructions. We wish you all the best with your application and thank you for your interest.