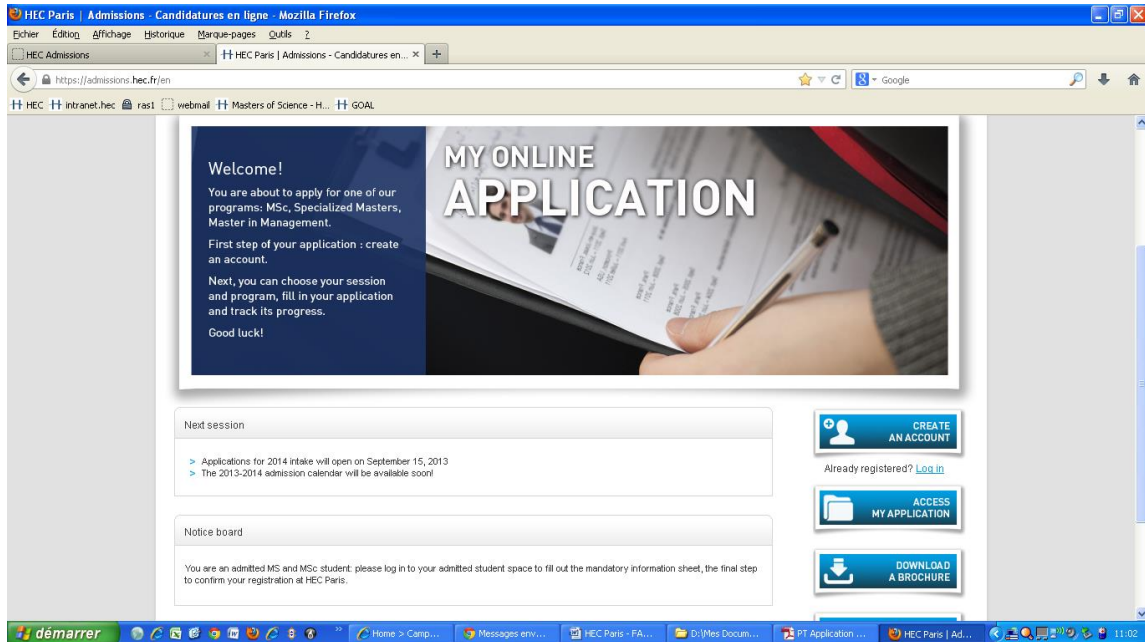


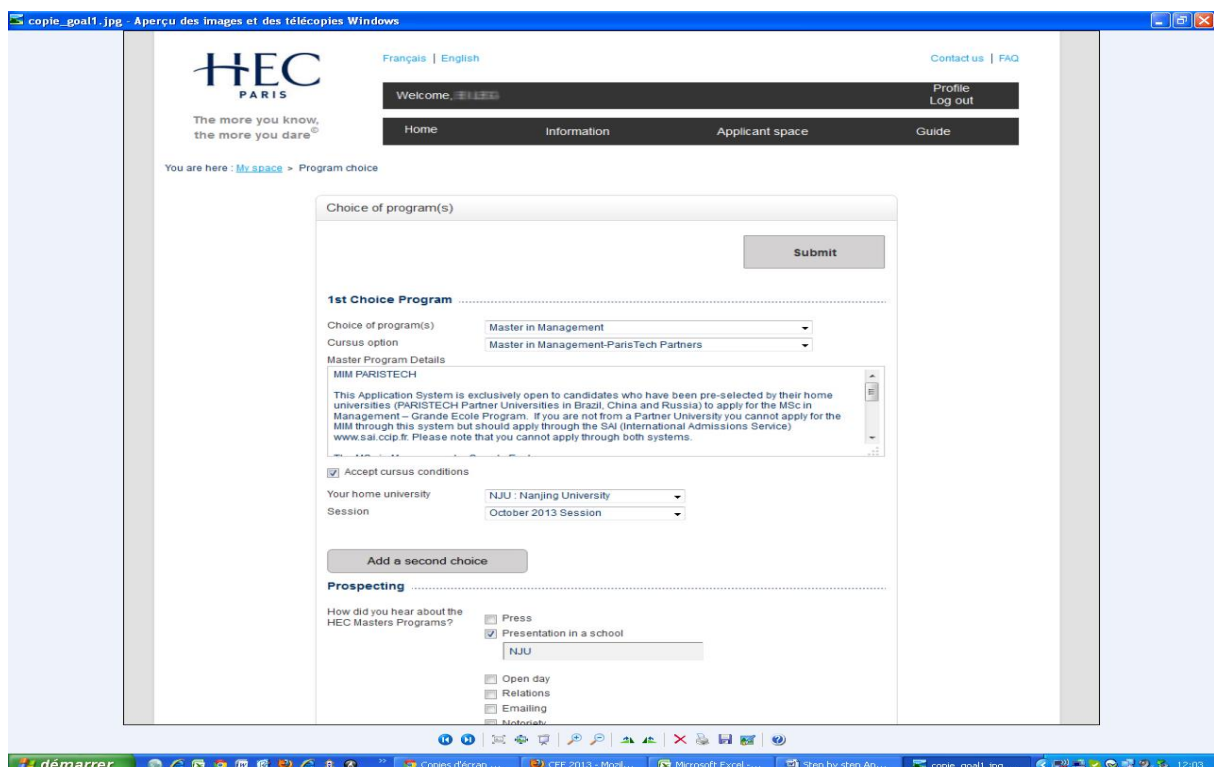
## PARISTECH MEMBERS (Brazil, China, Russia)

### Your application for the MIM on the HEC application system for the 2015 intake

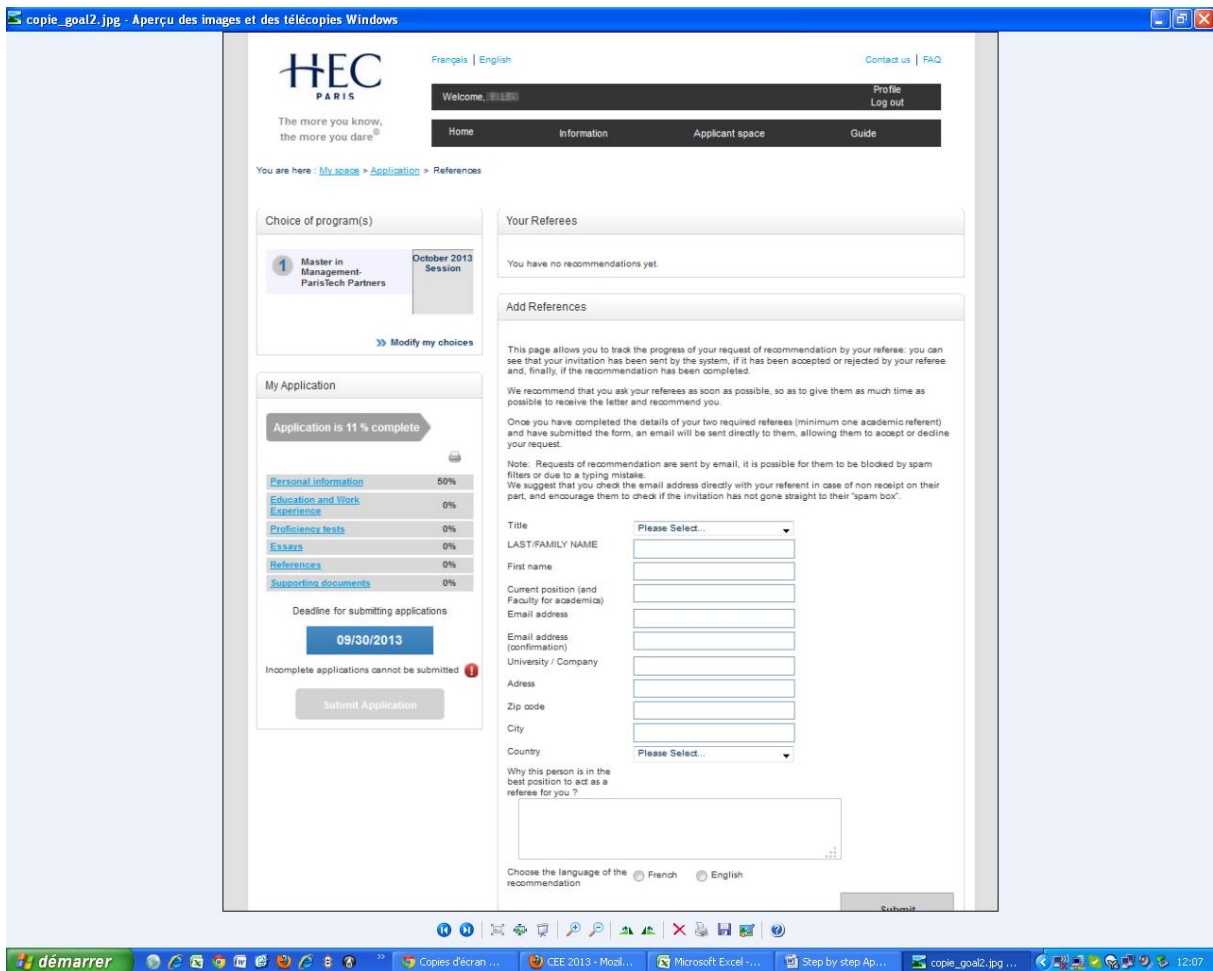
1. To create your account, please go to the following link: <https://admissions.hec.fr/en>
2. **The System is open from August 25<sup>th</sup> 2014 until September 29<sup>th</sup> 2014**
3. This online application is not specifically dedicated to the ParisTech recruitment but also to other programs and therefore some of the information that you may see is not relevant for your application. Please read the below information carefully.



4. Once you have **created your account** and received your login and password, start your application by choosing **Master in Management** then **Master in Management – ParisTech Partners**. You can then select your home school and the session (October 2014 session). Now you can start to fill in all parts of your application (personal information, education, proficiency tests, essays, references, supporting documents). Once you have completed 100%, you may submit.



5. **Proficiency tests:** You are required to take either the GMAT or the GRE test to study at HEC. Results and dates on which you have taken the test must be entered in the specified space. If you haven't taken the test by September 29<sup>th</sup>, enter the date on which you will take the text and contact us for submission.
  
6. **References:** We don't accept letters by post. All references have to be filled out by your referee online. You must fill in the name, position, university, e-mail, etc for each of your referees. They will receive an automatic invitation and, if they accept, will need to fill out a questionnaire. You are informed about sending the invitation, acceptance or refusal and you will be informed when your referee has filled out the form. Two recommendations should be from Professors, but if you have some internship experience and you think that it could be useful for your application, please feel free to add a third referee. Once you have filled out the first information on the referee a new space will automatically appear and allow you to enter the following information.



7. **Supporting documents:** On this page you are required to upload your CV, your transcript, a certificate of attendance, your test scores and a proof of your identity.  
***If you haven't yet taken the GMAT or GRE by the September deadline, please upload a note in pdf format*** on the supporting documents space giving us the date on which you are scheduled to take the test. It is not required to take a language test to apply for the program but you may upload a score sheet if you have one.
8. **Submitting your application:** Only 100% completed applications can be submitted from your side. If you have any problems with submitting, please contact the Admissions office ([admissionsmasters@hec.fr](mailto:admissionsmasters@hec.fr)) as soon as possible. This is important for candidates who haven't yet taken the GMAT or GRE. You must submit by September 29<sup>th</sup> even if the test results are not yet available.
9. **VERY IMPORTANT:**
- **The System is open from August 25<sup>th</sup> until September 29<sup>th</sup> 2014. The application must be completed by this date. Only candidates yet to take their GMAT or GRE test (in November/December) are requested to upload proof of their scheduled test in the test space and are required to send us the unofficial score as soon as possible to [admissionsmasters@hec.fr](mailto:admissionsmasters@hec.fr). In all cases we must have received an official score by December 15<sup>th</sup> 2014 at the latest (for candidates having received a conditional offer).**
  - **Candidates who have taken the test by the end of November at the latest **are eligible** to apply for the French Government Eiffel Scholarship if admitted at HEC Paris (<http://www.campusfrance.org/en/eiffel>).**
  - **Candidates who **submit** the test score by the end of November will receive a firm offer of admission, if admitted. Candidates **who haven't** submitted any test result by the end of November will receive a conditional offer from HEC and this offer will be firm and final only upon reception of your test scores by December 15<sup>th</sup> 2014.**

## REMINDER

2014/2015 Admissions Calendar:

- **Between 25th August and 29th September 2014:** Submission of your application before the deadline
- **6<sup>th</sup> October:** Admissibility results for Interview
- **28<sup>th</sup>-30<sup>th</sup> October:** Interview by Skype
- **By 3<sup>rd</sup> December at the latest: Publication of admission results** for candidates who have submitted the GMAT or GRE score.  
**A conditional admission** may be offered to candidates, who haven't submitted any test by the end of November. The score must be submitted no later than December 15th 2014. Please Note that these candidates are not eligible to apply for the Eiffel Scholarship
- **15<sup>th</sup> December:** Financial confirmation for Eiffel candidates  
**5<sup>th</sup> January 2014:** Financial confirmation for all candidates.
- **IMPORTANT:** Please note that candidates applying for HEC through ParisTech are not eligible to apply for HEC through SAI.

Your contacts for the HEC Master in Management – Grande Ecole :

*Development Managers for any question on the program:*

- China, Russia: Britta, [hecprograms@hec.fr](mailto:hecprograms@hec.fr)
- Brazil: Nancy, [hecprograms@hec.fr](mailto:hecprograms@hec.fr)

*Admissions Office for any question about the admissions procedure:*

[admissionsmasters@hec.fr](mailto:admissionsmasters@hec.fr)