Université Paris II Panthéon-Assas CIFFOP Institute

**Academic Background & Eligibility Check for Applicants \* Academic Year 201*9* - 20*20***

**Deadline: February 15th, 2019** at **23h59 (GMT+1)**

Master 2

International Human Resources Management

**For all questions, please contact the Program Coordinator**

**Sarah CAVANNA:** **sarah.cavanna@u-paris2.fr**

**+33 (0)1 83 97 68 37**

\* Please note that this form is ONLY for applicants, whose most recent diploma was **not** obtained in France.

**The submission instructions are specified on the last page of this document.**

|  |  |  |
| --- | --- | --- |
| Surname \* | Maiden name (if applicable) |  |
| First name(s)\* |
| Date of birth\* (day/month/year) | City of birth and country of birth\* | Citizenship / Nationality\* |
| Sex\*: Male Female | Marital Status: Single Married |
| Postal address (written in Latin alphabet)Street / Building  |  |
| Town Zip Code Country  |
| Mobile phone number (include international country code) |  |
| Email address (state clearly) |

\* as shown on passport

**PERSONAL INFORMATION**

**HIGHER EDUCATION BACKGROUND TO DATE\***

I am currently enrolled in a higher education study program: Yes No

□

□

**Current Studies**

**If yes**, please specify the following:

|  |
| --- |
| Title of Academic Degree to be obtained (e.g. MSc, MA, BSc, …): |
| Program Title / Field of Study: |
| Institution's Full Name & Location (City & Country): |
| URL: |
| Enrolled since: |
| Expected Graduation Date: |
| Length of Study Program (in semesters): |

Mandatory Attachments:

* official transcript(s) with all grades obtained at this point
* official description of the program (see checklist)

|  |
| --- |
| **Finished Studies 1 (Diploma Obtained) / Most recent first** |
| Title of Academic Degree Obtained (e.g. MSc, MA, BSc, …): |
| Program Title / Field of Study: |
| Institution's Full Name & Location (City & Country): |
| URL: |
| Dates attended: |
| Length of Study Program (in semesters): |

Mandatory Attachments:

* copy of official diploma / certificate obtained (in English or French)
* copy of official and complete transcripts (in English or French)
* copy of official description of the program (in English or French)

For more details see the application checklist.

|  |
| --- |
| **Finished Studies 2 (Diploma Obtained)** |
| Title of Academic Degree Obtained (e.g. MSc, MA, BSc, …): |
| Program Title / Field of Study: |
| Institution's Full Name & Location (City & Country): |
| URL: |
| Dates attended: |
| Length of Study Program (in semesters): |

Mandatory Attachments:

* copy of official diploma / certificate obtained (in English or French)
* copy of official and complete transcripts (in English or French)
* copy of official description of the program (in English or French)

For more details see the application checklist.

Other certificates / diplomas / exchange programs you would like to specify:

|  |
| --- |
| **OTHER ACADEMIC DEGREES / ACCOMPLISHMENTS / EXCHANGE****PROGRAMS (e.g. Erasmus)\*****(most recent first)** |
| Dates attended from – to (DD/MM/YYYY) | Institution’s Full Name & Location (City & Country) | Program Title | Field of Study / Specialization | Degree / ECTS / Certifiacte Obtained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ACADEMIC BACKGROUND CHECKLIST (PDF 1)**

# ALL of the following documents

**must be submitted within the deadline in order for the application to be reviewed.**

**PDF 1/2: ACADEMIC BACKGROUND**

* + Filled Out Cover Form (with your surname, name and date of birth)
	+ Academic background form (fully completed)
	+ Copies of ALL university certificates and degrees,

**along with** the certified translation into English or French (if applicable).**\***

* + Copies of ALL university transcripts,

**along with** the certified translation into English or French (if applicable).**\***

* + Official Description (issued by the university) of all previous study programs completed (e.g. university brochure / university website). **For each degree obtained, all**

**of the following information has to be included in the description:**

* + - Admission / access requirements
		- Official length of program (in semesters and years)
		- Mode of study (e.g. full-time vs. part-time)
		- ECTS credits required in order to graduate
		- Other program requirements (in order to graduate)
* All translations must be certified.
* Please submit clear, legible copies only.

**SUBMISSION INSTRUCTIONS**

For the academic year of 2019-2020 you need to complete the following steps:

# Within ONE email attach the following 2 documents

1. Academic Background Form (including attachments) // in a single PDF
2. Application Form (including attachments) // in a single PDF
3. In ONE email, submit the following TWO PDF files:
	* **PDF 1: Academic Background**

The first out of the two PDFs to be submitted are your « Academic Background / Eligibility Check » documents:

* + - consisting of the complete list of documents specified in the checklist above (in the exact order specified)
		- entitled “**SURNAME First Name\_A**.pdf” (e.g. somebody named Alex Smith would name his document “SMITH Alex\_A.pdf”)

o **PDF 2: Application Form**

Within the same email, attach a second PDF file consisting of the complete list of documents specified within the “Application Checklist” (page 4) of the “Application Form”.

ð Send **both** those PDF files within **one** email to sarah.cavanna@u-paris2.fr

ð The object of the email should be **“Application IHRM 2019-2020”**.

**After having received both parts (I & II) the applicant will receive**

**an acknowledgment of receipt of the complete application to the email address the applicant provided.**