

Dear Applicant,

Each year INSEAD selects a limited number of talented young professionals who have demonstrated high potential to succeed in an international business career.

Selection is based on a combination of an individual's academic performance, managerial potential, personal characteristics and international motivation, as well as willingness to learn and contribute to the exchange of ideas at INSEAD.

The purpose of the admissions procedure is to identify evidence of these qualities and to select classes with an overall balance of academic competence, diversity of background, work experience, personal characteristics and a strong commitment to international business.

For further information about the INSEAD MBA Programme and the admissions process, please consult our website <http://mba.insead.edu/>.

Thank you for considering the INSEAD MBA Programme. We look forward to receiving your application.

The MBA Admissions Team

APPLICATION FOR ADMISSIONS January & September Intakes

Application Version:

Last Updated:



Collection, Processing and Use

Your personal information is intended to be used by INSEAD's representatives and divisions for administration purposes. You have the right, on compelling legitimate grounds, to object to the collection and processing of your personal information.

INSEAD is the owner of the database and controls the data processing collected by virtue of this application. The French supervisory authority ("Commission Nationale de l'Informatique et des Libertés") has been notified of this process.

Confidentiality

This application, together with all materials submitted in its support, becomes the confidential property of INSEAD and is not returnable. The Admissions Office will not reproduce copies of any part of the INSEAD application material for individuals not involved in the admission procedure, companies, or institutions requesting this information, except upon written consent from the candidate. Candidates and INSEAD participants do not have access to the letters of recommendation and interview reports.

Rights of Access, Modification and Deletion

You are granted statutory rights of access, modification, update and deletion of your personal information ("Loi n°78-17 du 6 janvier 1978 relative à l'Informatique, aux Fichiers et aux Libertés" as amended). You may exercise these rights by writing or sending an email to INSEAD at the address indicated below.

Transfer of Data Abroad

You consent to the transfer of your personal information to INSEAD's representatives and divisions located outside the European Union, with the knowledge that INSEAD guarantees security and confidentiality.

If you object to the transfer of your personal information to INSEAD's representatives and divisions located outside the European Union, please contact INSEAD at the following address. INSEAD, MBA Admissions Office, Boulevard de Constance, 77305 Fontainebleau Cedex, France.

From time to time, photographs may be taken on campus of participants in class or in working groups. These photographs will only be used in INSEAD material promoting the programmes. If you have any objections, please contact the following address:

INSEAD, MBA Programme Management, Boulevard de Constance, 77305 Fontainebleau Cedex, France.

Non-Discrimination Policy

INSEAD does not discriminate against any person on the basis of race, colour, religion, sex, sexual orientation, national or ethnic origin or disability in its programmes and activities.

Tools

Applying Online via this PDF Form

Check Application Version

Check if your application version is up to date or if you need to download a more recent form. If your application is not up to date, please use “Export” and “Import” buttons below.

Check Deadline

Connect to the INSEAD site to check application deadlines and relevant information.

Check Your Progress

Check how far you have gone in terms of completing the application fields.

Save a Local Copy

Save your application locally on your computer as you progress.

Export Application Data

Export your data in a raw format in order to transfer it to a newer application version.

Import Application Data

Complete the transfer by importing your data to a newer application version.

Requirements to fill-in and save the NetApply application form on your local hard drive:

You will need the free Adobe Acrobat Reader version 7.0 or above.



Requirements to submit the form:

You will need a connection to the Internet at the time of submitting your application, and when triggering your **letters of recommendation links**.

Instructions/Guidelines:

- 1) Fill in your information into the supplied fields on the form.
- 2) Make sure the email addresses that you supply are correct as the online application system will send you a receipt via email.
- 3) You may save your application to your local hard drive or onto a USB key, at any time. (No Internet connection required)
- 4) Make sure you trigger your **letters of recommendation links** early in the application process and follow the indicated steps. Your recommenders will submit their forms online.
- 5) Once you have signed and submitted your application online, a personal identification number will be displayed and sent to you by email. This number will be useful if you want to check your status in the online status centre.
- 6) Upon submission of this pdf application, you will be prompted to upload a digital photo (.jpg/JPEG format). Please note that if your application is accepted, this photo will be used for internal publications. You will also be prompted to pay the application fee and upload your supporting documents (transcripts, additional recommendation etc.) online.
- 7) Please note that applications will not be reviewed until all materials have been received, including test scores and transcripts. Candidates are responsible for ensuring that all items are submitted on time.

Should you wish to send supporting documents by post (regardless of requested starting campus), please mail them to:

INSEAD - MBA Admissions Office
Boulevard de Constance
77305 Fontainebleau Cedex, France

It is INSEAD policy not to answer requests about the status of applications. We will acknowledge receipt of your application and contact you by email as soon as decisions are made.

Technical Support:

If you encounter technical difficulties when completing your application form, please first consult our list of [Frequently Asked Questions](#). Should you still require technical support, please contact NetApply2INSEAD@etheryl.com. Please note that the MBA Admissions & Marketing Offices will not be able to provide you with technical support should you contact them.



MBA Programme

Please complete all sections of the application form in the spaces provided by typing directly into the PDF file. You may work on this document offline. Save your application as often as you wish.

Personal Data

FAMILY NAME

FIRST NAME(S)

PREFERRED FIRST NAME

MAILING ADDRESS UNTIL | |
DAY MONTH YEAR

STREET

TOWN POSTAL CODE STATE

COUNTRY

PERMANENT ADDRESS

STREET

TOWN POSTAL CODE STATE

COUNTRY

HOME PHONE PERSONAL MOBILE PHONE
COUNTRY CODE AREA CODE NUMBER COUNTRY CODE AREA CODE NUMBER

BUSINESS PHONE PERMANENT PHONE
COUNTRY CODE AREA CODE NUMBER COUNTRY CODE AREA CODE NUMBER

PERSONAL E-MAIL
(MUST BE VALID UNTIL PROGRAMME START)

BUSINESS E-MAIL
(ONLY IF YOU ACCEPT TO BE CONTACTED AT THIS ADDRESS)

MALE FEMALE

DATE OF BIRTH | | PLACE OF BIRTH: TOWN COUNTRY
DAY MONTH YEAR

SINGLE MARRIED CHILDREN AGED

NATIONALITY OTHER CITIZENSHIP

N.B. Only complete the business telephone if it is convenient for you to be contacted at work.

CANDIDATE FOR THE MBA PROGRAMME JANUARY SEPTEMBER YEAR:

INSEAD will endeavour to accommodate your choice of campus but cannot guarantee your first choice in every instance. Please tick ONE of the boxes below to indicate your starting campus preference. Campus choice is not taken into account in admission decisions and your preference will not be included in your file when presented to the Admissions Committee.

Fontainebleau campus Singapore campus Either campus

ARE YOU A CANDIDATE FOR THE DUAL-DEGREE PROGRAMME BETWEEN THE INSEAD MBA AND SAIS MA IN INTERNATIONAL RELATIONS?

YES NO MAYBE

HAVE YOU PREVIOUSLY FILED AN APPLICATION TO THE INSEAD MBA PROGRAMME?

If yes: JANUARY SEPTEMBER YEAR:

Academic Background

GMAT RESULTS

How many times have you taken the GMAT test in the last 5 years?
Please make sure to have ALL your official scores sent to us.

TOTAL	VERBAL %	QUANTITATIVE %	DATE TEST TAKEN/TO BE TAKEN		
			DAY	MONTH	YEAR
			DAY	MONTH	YEAR
			DAY	MONTH	YEAR
			DAY	MONTH	YEAR

GRE RESULTS

How many times have you taken the GRE test in the last 5 years?
Please make sure to have ALL your official scores sent to us.

VERBAL %	QUANTITATIVE %	DATE TEST TAKEN/TO BE TAKEN		
		DAY	MONTH	YEAR
		DAY	MONTH	YEAR

TOEFL/TOEIC/CPE/IELTS/PTE Academic

TEST TYPE	SCORE (if applicable)	DATE TEST TAKEN	DAY	MONTH	YEAR

If not applicable, please indicate the reason

ACADEMIC DEGREES

Starting with the most recent, please list all colleges and universities attended.

COUNTRY	INSTITUTION	DEGREE RECEIVED	STARTING DATE (MM/YY)	LEAVING DATE (MM/YY)	FINAL GRADE*	MAJOR FIELD	F (FULL TIME)
							P (PART TIME)

* If you are currently completing a degree, please send interim results, and final results as soon as available

Major Field of Studies

Please select one. If you have a double major, please use the box entitled Major Field (in the table above) to manually insert your other subjects.

Please list academic distinctions, honours and awards.

Professional Background

CURRENT OR MOST RECENT FULL-TIME POSITION

COMPANY/ORGANISATION NAME

STREET

TOWN

POSTAL CODE

COUNTRY

TELEPHONE

FAX

COUNTRY CODE AREA CODE NUMBER

COUNTRY CODE AREA CODE NUMBER

SECTOR OF ACTIVITY

NUMBER OF STAFF DIRECTLY REPORTING TO YOU (IF APPLICABLE)

TOTAL STAFF UNDER YOUR RESPONSIBILITY (IF APPLICABLE)

NUMBER OF EMPLOYEES LOCALLY

NUMBER OF EMPLOYEES WORLDWIDE

SUBSIDIARY OF

CURRENT JOB TITLE

JOB FUNCTION

DEPARTMENT

DATE OF APPOINTMENT TO CURRENT POSITION

EXPECTED LEAVING DATE*

MONTH YEAR

MONTH YEAR

*If position ongoing, please state anticipated end date if you join the INSEAD MBA Programme.

CURRENT GROSS ANNUAL SALARY

CURRENCY

CURRENT GROSS ANNUAL SALARY IN EUROS**

CURRENCY

** You may use any currency converter website to convert your salary

BONUS & OTHER COMPENSATION

CURRENCY

COMPANY REVENUE

CURRENCY

MAY WE CONTACT YOUR CURRENT EMPLOYER?

YES

NO

IF YES, WHOM MAY WE CONTACT? FULL NAME

EMAIL

TITLE

DIRECT TELEPHONE

COUNTRY CODE AREA CODE NUMBER

WILL YOUR COMPANY PAY YOUR INSEAD TUITION FEES?

YES

NO

TO BE NEGOTIATED

PREVIOUS FULL-TIME POSITIONS

COMPANY NAME IN FULL	STARTING DATE (MM/YY)	LEAVING DATE (MM/YY)	JOB TITLE	CITY/COUNTRY OF WORK	GROSS ANNUAL SALARY	CURRENCY

STARTING GROSS ANNUAL SALARY

CURRENCY

TOTAL DURATION IN MONTHS OF FULL-TIME POSITIONS HELD

(by the beginning of the MBA programme)

Please list part-time work, internships and summer jobs starting with your most recent position.

COMPANY NAME*	STARTING DATE (MM/YY)	LEAVING DATE (MM/YY)	JOB TITLE	CITY/COUNTRY OF WORK	GROSS ANNUAL SALARY	CURRENCY

Please explain any gaps of time since you left high school for which you have not accounted.

International Exposure

Please list your most significant examples of international exposure that you have experienced living, studying, working or travelling outside your own country.

ACTIVITY	FROM (MM/YY)	TO (MM/YY)	COUNTRY/REGION

LANGUAGES

Prior to completing the table below please refer to INSEAD’s Language Policy:

<http://www.insead.edu/admissions/languages.cfm>

Please declare and self-assess the languages you speak in the table below by using INSEAD’s scale as follows:

- Native** Native language
- Fluent** Ability to communicate very fluently and precisely in complex situations
- Business** Ability to interact with a degree of fluency and communicate on a wide range of subjects including in a professional context
- Practical** Ability to understand and communicate on familiar matters regularly encountered in work, school, leisure, etc.
- Basic** Ability to communicate in a simple and direct exchange of information on routine matters
- Beginner** Limited knowledge of a language

LANGUAGE	SELF ASSESSED LEVEL	MEANS OF ASSESSMENT
ENGLISH		

IN WHICH LANGUAGE (S) WAS YOUR UNIVERSITY DEGREE TAUGHT?

WHAT LANGUAGE (S) DO YOU USE AT WORK?

Letters of Recommendation

Please make sure to first enter your personal details in the Profile section before generating the corresponding Internet links and providing them to your recommenders. Once your details are complete, please use the **Show Recommendation Links** button below. You will receive two different Internet links.

CANDIDATE FAMILY NAME			FIRST NAME		
DATE OF BIRTH			CANDIDATE FOR THE PROGRAMME STARTING	JANUARY	SEPTEMBER YEAR
DAY	MONTH	YEAR			

[Show Recommendation Links](#)



Note 1: A web connection is required to obtain the two Internet links.

Note 2: Once you have obtained the links, please forward them to your recommenders as soon as possible and in parallel to completing your application to ensure that the recommendation forms are completed by the deadline for the round for which you wish to apply (see Check List at the end of this application).

Note 3: Your recommenders will be asked to create a password before filling in the recommendation forms.

Note 4: Should your recommenders encounter any technical difficulties, please have them contact Etheryl directly via email at: netapply2insead@etheryl.com

Note 5: Once you have successfully submitted your application and received your application ID, you will be able to verify that your recommenders have properly submitted their letters via the following link: <http://www.etheryl.net/INSEAD/application/> by providing your ID in the indicated space.

[Restore Links](#)



Job Description Essays

1. Briefly summarise your current (or most recent) job, including the nature of work, major responsibilities, and, where relevant, employees under your supervision, size of budget, clients/ products and results achieved. (250 words maximum)

2. Please give a full description of your career since graduating from university. If you were to remain with your present employer, what would be your next step in terms of position? (250 words maximum)

3. If you are currently not working, what are you doing and what do you plan to do until you start the MBA programme if applicable? (250 words maximum)

Essays

Please answer each essay topic in the below and subsequent pages, unless otherwise stated.

1. Give a candid description of yourself, stressing the personal characteristics you feel to be your strengths and weaknesses and the main factors, which have influenced your personal development, giving examples when necessary. (600 words maximum)

ESSAYS

CONFIDENTIAL

2. Describe what you believe to be your two most substantial accomplishments to date (if possible specify one personal and one professional), explaining why you view them as such. (400 words maximum)

ESSAYS

CONFIDENTIAL

3. Describe a situation taken from your personal or professional life where you failed. Discuss what you learned. (400 words maximum)

4. a) Discuss your short and long term career goals. (300 words maximum) and
b) How will studying at INSEAD help you achieve your vision? (250 words maximum)

5. Please choose one of the following two essay topics:

- a) Have you ever experienced culture shock? What insights did you gain? (250 words maximum)
- b) Describe the ways in which a foreigner in your country might experience culture shock. (250 words maximum)

ESSAYS

CONFIDENTIAL

6. Is there anything that you have not mentioned in your application that you would like the Admissions Committee to know? (350 words maximum) This section is optional.

7. In case of reapplication, please provide an update on any new aspects of your professional, international, academic or personal profile that would not have been included in your previous application. Please also explain your motivation for re-applying to INSEAD. (400 words maximum)

Check List

Please use this check list to ensure that your application is complete before you submit:

Profile (pages 1-6 of application)

Job Description Essays

Essays

1st Letter of Recommendation Link generated and sent to the recommender

2nd Letter of Recommendation Link generated and sent to the recommender

Transcripts of Grades and Diploma with certified translation in English where applicable (to be uploaded after submitting this form)

Original GMAT score report sent by PearsonVue

Original GRE score report sent by ETS

Original TOEFL/TOEIC/CPE/IELTS/PTE Academic score report (where applicable). To complete your application, we require results higher than or equal to the minimum required level.

Second language certification (if English is your native language)

Please see our website <http://mba.insead.edu/admissions/languages.cfm> for details of acceptable certification of languages. If you are unable to supply certification at the time of your application, then you should supply this proof no later than November 1st for the January intake and June 1st for the September intake.

Signed statement of Integrity

Photograph in digital format (jpg) to be uploaded after submitting this form

Application Fee of 200 € to be paid after submitting this form (by VISA, American Express, or Master card).

Deadlines

It is your responsibility to ensure that all application materials arrive at INSEAD by the deadline for your chosen round at 23:59 CET (Paris time). Please check admissions deadlines on the following page:

http://mba.insead.edu/admissions/dates_deadlines.cfm

All application materials received after the day of the deadline will be considered late and the application will automatically be considered for the next round. Please note that a limited amount of flexibility may exceptionally be provided in the case of natural causes outside your control (postal strikes, lost packages, etc.).

Mail any additional documents to:

INSEAD, MBA Admissions Office

Boulevard de Constance

77305 Fontainebleau Cedex, France

Direct Fax: 33 (0)1 60 72 44 46

E-mail: mba.candidates@insead.edu

Statement of Integrity

I hereby certify that I have provided accurate information in this application. I am the sole author of the essays that follow. I authorise INSEAD / the Admissions Office to verify my credentials. I understand that any misrepresentation or omission of facts in my application may result in denial of admission, cancellation of admission or expulsion from the MBA Programme. This is my honest statement to INSEAD.

SIGNATURE

The electronic signature above should contain your name and email address. This digital identification formalises your application and helps the Admissions Office catalogue your data. You can create a self-designed digital ID following the [instructions](#) provided by Adobe.

Submitting the Form

This final step cannot be reversed. Please make sure that all the information is correct. Once you have submitted the form, you may want to save it locally for your records. Upon successful application data transfer, you will receive a receipt via email.

[Submit Application](#)