Applicant Guide — Application and Admission

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Welcome

You apply, receive your results and answer your admission offers in a single online space: the IP Paris Graduate School application portal. This guide explains each step from your side of the screen and the rules that apply to your wishes (*vœux*).

It is written for anyone applying to an IP Paris Master's program or PhD Track through the portal. The portal is available in English and French; this guide uses the English wording.

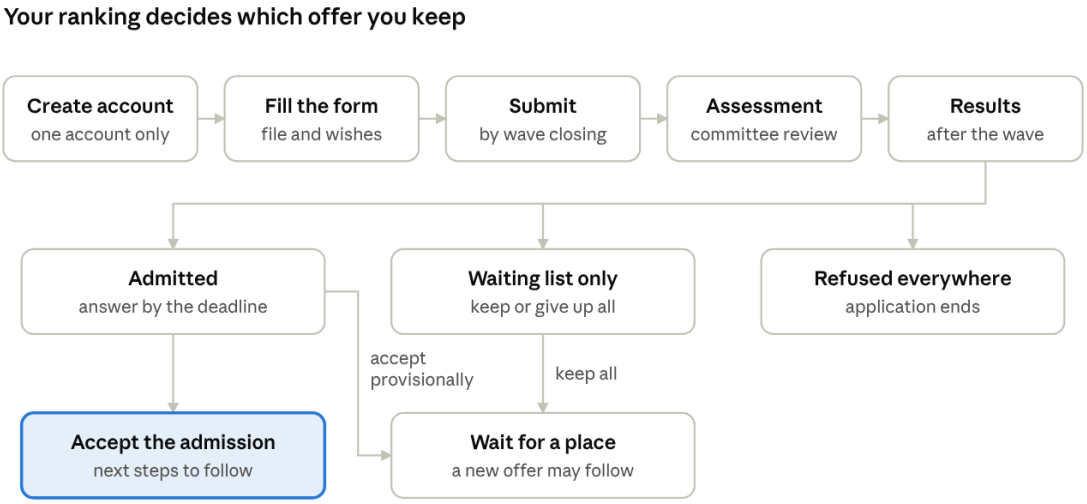
Where to start: begin with the IP Paris admissions page for wave dates, programs and the FAQ. You then apply on the application portal.

Three rules matter more than any others:

1. **Your wishes and their order.** You can submit one application or several, up to a maximum of 5 wishes for the year. If you submit several, their order decides which offer you keep; you can change it until your wave closes, after which it is locked.
2. **One wave only.** If you submit several wishes, they must all be submitted in the same wave as the first one.
3. **Answer your results within the deadline shown on the portal.** Without an answer, the offer is withdrawn automatically.

The journey at a glance

The whole process takes place on one portal: you apply, receive your results, then answer them. Here is the applicant journey, from application to results:



Declining an offer or giving up your waiting lists ends the application at that point.

Before you apply

Waves

Applications open in successive **waves** (*vagues*), each with its own dates. Check them on the IP Paris admissions page and in the Master's programs FAQ. Please note: some programs may not be open for applications in the last wave.

- If you submit several wishes, **they must all be submitted in the same wave** as the first one.
- The number of wishes is **limited to 5 for the whole campaign** (the academic year). Each application, for a Master's program or a PhD Track, counts as one wish.
- Results for a wave are released **after the wave closes**.

Portal or MonMaster?

Some programs are recruited through the national platform **MonMaster**. If your profile falls under MonMaster, an application made on the IP Paris portal cannot be assessed; you are told by email. For these applications, MonMaster sends the results and collects your answer.

Which platform should you use? Fill in the form on the IP Paris admissions page: based on your profile, it tells you the right platform, the IP Paris portal or MonMaster.

What to prepare

- ☐ A personal email address you check often
- ☐ Your academic record: diplomas, transcripts, current enrolment
- ☐ Proof of language level, if your profile requires it
- ☐ The names and email addresses of **two referees**
- ☐ Your motivation for each program

- ☐ Scanned supporting documents
- ☐ If you are already a student at IP Paris or one of its six member schools: your **certificate of enrolment** (*certificat de scolarité*)

Your account and your profile

On the application portal, create **one account only**: it holds all your applications for the year. You receive an email confirming it. Submitting applications from several accounts is strictly prohibited.

The first step of the form (*Étape d'initialisation*) places you in one of six profiles, which decides the steps you will see. If you declare that you are already an IP Paris student, upload your certificate of enrolment: it is checked.

Here is the complete list of the form steps that follow the initial step: 1. Personal information; 2. Previous education; 3. Language skills; 4. Referees; 5. Motivation; 6. Documents; 7. Data protection (GDPR) and submission. Depending on your profile, set in that first step, some steps may be optional or hidden.

Your wishes (vœux)

Each application, for a Master's program or a PhD Track, is one wish. You can submit a single application or several, up to 5 for the year; if you submit several, their order is locked when your wave closes and decides which offer you keep.

- **Ranking.** If you have several wishes, rank 1 is the one you want most. Rank them by genuine preference, not by your chance of success.
- **Changes.** You can change the order until your wave closes. After that, there is no step where you choose between offers.
- **Drafts.** A draft wish can be edited or deleted. Once submitted, an application can no longer be deleted.
- **Level (1st year (M1) or 2nd year (M2) direct admission).** You apply to a program, not to a specific year. Based on your academic profile, education and degrees, your application is placed at a level, shown with your result.

How your ranking is applied to the results

When an admission is confirmed on one of your wishes, **every lower-ranked wish is withdrawn automatically**. Higher-ranked wishes stay as they are: if one is on the waiting list, you can keep your chance there.

Example for an applicant who submitted four wishes:

Wish	Result	After the rule is applied
1 · Program A	Waiting list	Kept: you may still get an offer
2 · Program B	Admitted	Your current offer
3 · Program C	Refused	Withdrawn

Wish	Result	After the rule is applied
4 · Program D	Waiting list	Withdrawn: ranked below your admission

Your application file and submission

You can submit only when every required field and document for your profile is complete; submit before your wave closes.

When you submit

- You receive a confirmation email, and the application can no longer be deleted.
- Your two referees receive an email with a link to an online recommendation form. If they are slow to answer, you receive a reminder so you can follow up; when they submit, you are told.
- Your application is placed at a level (M1 or M2).

Tell your referees that the email will come from the IP Paris portal. If an application is still unsubmitted as the wave closing date approaches, the portal sends you a reminder.

Administrative check

A Graduate School officer then checks your file. Your application is **not assessed** if it belongs on MonMaster or if you already applied from another account; you are told by email.

If something is missing, you receive an **incomplete file** email listing what is needed. Usually you reply by email with the missing documents; in some cases your form is reopened so you can correct it on the portal. Answer quickly.

Assessment and results

A selection committee examines your application, and the Institution takes the final admission decision. Each wish receives one of three results: **Admitted**, **Waiting list** (*Liste complémentaire*) or **Refused**.

At the end of the wave, and after examination by the selection committee, which can take up to two months, you receive an email saying a decision is available. Sign in to the portal to see your result and the level (M1 or M2) concerned.

PhD Track applicants: if admitted, you are also given a Master's program of assignment, a tutor and a laboratory.

What the portal shows you

You see only the wishes that still matter: your best admission and any wishes ranked above it.

Your situation	Wishes shown	What you can do
Admitted on your top-ranked wish	That wish only	Answer the offer
Waiting list above, admitted	The waiting-list wishes and the	Answer the offer on the admitted

Your situation	Wishes shown	What you can do
lower	admitted wish	wish
Waiting list only	All waiting-list wishes	Keep or give up all of them
Refused above, admitted lower	The refused wishes above and the admitted wish	Answer the offer on the admitted wish
Refused everywhere	One refusal message	Nothing: your application ends here

Responding to your results

Answer within the **deadline shown on the portal**; you receive a reminder if you have not answered, and after the deadline the offer is withdrawn automatically. The steps that follow the acceptance of an admission will be communicated to you later.

If you have an admission

Open the **admission form** on your admitted wish and choose one of the options. The portal shows a summary of the consequences before you confirm.

Your choice	Admitted wish	Higher wishes on the waiting list
I accept my admission	Accepted	Withdrawn
I accept my admission provisionally	Held for you	Kept on the waiting list
I decline my admission	Declined	Withdrawn

The provisional option is offered **only if a wish ranked above your admission is on the waiting list**.

If you are only on waiting lists

You answer for **all your waiting-list wishes at once**:

- **Accept all my waiting-list wishes** keeps you on every waiting list; if a place opens, you receive an offer.
- **Give up all my waiting-list wishes** withdraws all of them, **for good**.

When a waiting-list wish changes

Freed places are offered in the order of the waiting-list ranking. You are notified of any change.

- **Your wish becomes Admitted:** an admission form opens. Accepting it cancels all your other wishes; declining is final and cancels all your applications, including a provisional acceptance.
- **Your wish becomes Refused:** if you had provisionally accepted a lower-ranked admission, you now give a final answer on it. Otherwise, the portal tells you that your application to IP Paris Master's programs has been refused.

If all your wishes are refused

There is nothing to do: your application for this year ends here.

Key rules and FAQ

Dates change every year and by wave: always check the IP Paris admissions page first, along with the Master's programs FAQ. Applications are submitted on the application portal.

Good practice

- Use one account and one email address, and check your spam folder.
- If you submit several wishes, check their order before your wave closes: it is locked after that.
- Brief your two referees before you submit.
- Declare your situation truthfully in the initial step.
- Read the confirmation message before each answer: giving up a waiting list or declining an offer is final.

Frequently asked questions

Can I submit several wishes? You may, but you do not have to: a single application is perfectly valid. The number of wishes is limited to 5 for the whole campaign, all in the same wave. Each Master's or PhD Track application counts as one wish.

Can I change my ranking? Yes, until your wave closes. After that the order is locked.

I am admitted to my second wish and on the waiting list for my first. What should I do? Choose to accept your admission provisionally: you keep your admission and your waiting-list place.

Can I keep one waiting list and give up another? No. Without an admission, you keep or give up all of them together.

Your data

Your data is processed to handle your application. You give your consent in the data protection (GDPR) step of the form; the information notice on the portal explains your rights.

For any question not answered here, read the Master's programs FAQ or write to the admissions team at master-admission@ip-paris.fr.