# APPLICATION GUIDELINES - Master

## A. Application timeline:

The deadlines for the Master application sessions are as follows:

☐ First session: February 28, 2020

☐ Second session: April 30, 2020

☐ Third Session (optional): June 30, 2020 (only if there are availabilities remaining after the 2 first sessions)

Applications not finalized for a session will automatically be carried over to the next session.

You shall receive an answer 2 months after the application deadline of the session.

## B. Documents checklist:

**Please review the list of mandatory documents you will be asked to upload to complete your application. Incomplete applications will not be assessed.**

All documents can be provided as scanned copies as the admission process is exclusively an online process. However if you are admitted you may be asked to provide official or certified hard copies of the documents during the registration process.

Supporting documents include:

1. **TRANSCRIPTS & DEGREES**

☐ Transcripts of your post-secondary/bachelor degree (Translated either into English or French if necessary). You must submit all your academic records from these years, including records from exchange programs and programs you did not complete.

2. **COVER LETTER**

A letter substantiating your interest in joining the program you are applying for.

### 3. REFERENCE LETTERS

☐ Information details for two referees:

| | |
|---|---|
| -Gender | -Position title |
| -Family name | -Relationship to you |
| -First name | -E-mail |
| -Organization | -Referee's website (if applicable) |

At least one of the referees must be a professor/lecturer in your major at your current institution. Your referees cannot be members of your family or family friends, and you cannot write your recommendation letters yourself.

We strongly suggest you let your referees know that you are involving them in your application process. After you fill out the recommendation request on your application form, your referees will immediately receive a link so that they can connect to the recommendation platform where:

-They will fill in a short inquiry to assess some of your competencies
-They will upload the recommendation letter in PDF format

**BEWARE:**
Your referees must submit their recommendation letters themselves. We will not accept letters given by the candidates as official recommendation letters.

*It is your responsibility to make sure that your referees upload their recommendation letter before the deadline. Please check with them to make sure that they have done so.*

You may want to change referees during the application process (allowed only once for each referee). If so, you should input the details of a new referee directly on the platform. The new referee will then receive a link to the platform.

### 4. CURRICULUM VITAE OR RESUME

Curriculum vitae (CV) in French or English.

### 5. PHOTO & ID

☐ Copy of passport (or ID card for European students).
☐ Photo ID (recent, colour, with a white background, 30mm x45mm).

### 6. OPTIONAL

If applicable (depending on the medium of instruction), you will have to provide a certificate of proficiency either in English or in French. (Language prerequisites may vary – make sure to check the languages prerequisites for the program - *Level B2 or higher is required*)

☐ <u>Competence in English:</u>

You may provide scores for either one of the following English language test results:

-The International English Language Testing System (IELTS)

-The Internet-based Test of English as a Foreign Language (TOEFL ibt)

- TOEIC (*Test of English for International Communication)*

- Cambridge ESOL

☐ <u>Competence in French:</u>

You may provide scores for either one of the following French language test results:

Diplôme d 'Etude en Langue Française (DELF)

Diplôme Approfondi de Langue Française (DALF)

Test de Connaissance du Français (TCF)