

### Application Process

The HEC MBA Program has adopted an online, rolling admissions process, which allows participants to proactively manage their application throughout the entire process.

All applications must be submitted online. Applicants create an online account that is password protected. Pre-selected candidates take part in interviews that are conducted at one of our many interview sites around the world. These interviews consist of an oral presentation, followed by an open discussion focusing on the candidate's application and MBA career goals.

Updates on the status of each application and admissions decisions will be posted on the online accounts. Pre-selected applicants will be invited to attend evaluative interviews in one of HEC's locations worldwide. All candidates admitted to the HEC MBA Program must be interviewed. The availability of the interviewer could affect the intake date.

Applications are processed on a rolling admissions basis. Our goal is to provide participants with a final admissions decision within six to eight weeks from the time applications have been submitted.

Once admitted to the program, candidates may submit an online scholarship application form.

### Application Checklist

- Completed online application
- Official GMAT test results, which should be less than five years old  
(Code: 0TL-6C-28 nb: The first digit is a "zero".)
- TOEFL, TOEIC or IELTS results. These are either for candidates whose mother tongue is not English or for those who do not hold a university degree from an English-speaking institution. Scores should date from less than two years before the date of application. (Code: 0649 for TOEFL, TOEIC and IELTS results.)
- Official academic transcripts
- Two letters of recommendation from individuals well acquainted with the candidate's professional or academic performance
- Administrative documents, including a copy of passport or birth certificate
- Application fee of 130 euros (payable online by credit card only).

Candidates may enclose other documents which they believe to be relevant in support of their application. Documents sent along with the application form will not be returned.

### Deferrals

Prior to the final admissions decision, candidates may request a deferral to the next intake. Once a final decision has been made, requests for deferral are handled on a case-by-case basis. It is expected that candidates have fully considered their personal and professional obligations before submitting an application. It is also recommended that candidates pay close attention to the rolling admissions calendar.

### **Language Requirements**

English is the only language required for admission. Non-native English speakers who do not hold a university degree from a university where English is the teaching language must submit test results showing English proficiency. These results must be less than two years old.

French is not required for admission, although we recommend that participants begin the program with some knowledge of French. Admitted candidates wishing to enroll in the bilingual section, whose native or professional language is not French, and those who do not hold a University degree from a francophone university will be asked to prove French proficiency. A French test is held during Orientation week. All non-francophone participants will be required to take French classes during their studies.



### **Sending Application Materials**

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#### **HEC MBA Program**

Admissions Office

1, rue de la Libération

78351 Jouy-en-Josas cedex

France

Tel: +33.1.39.67.95.46

Fax: + 33.1.39.67.74.65

email: [admissionmba@hec.fr](mailto:admissionmba@hec.fr)