



APPLICATION PROCEDURE MASTER PROGRAMS TUITION FEES PAYMENT SCHEDULE

I- APPLICATION online

Apply online on our website: <https://inscriptions.mines-albi.fr/index.php?lang=en>.

- Choose the Master program
- Create and complete the online application form
- Upload all required documents:
 - **CV**
 - **Transcripts of records** in English or French
 - **Certified¹ copies of university diplomas** translated into French or English, or a **certified certificate of attendance** translated into English or French, for candidates in the process of obtaining their bachelor degrees
 - **A cover letter** in English
 - **A copy of identity document**
 - **One or two letters of recommendation** in English or French
 - **English level certificate:** mother tongue, Bachelor degree taught in English or TOEFL, IELTS, TOIC, Cambridge CAE) /Attestation officielle de niveau d'anglais (langue maternelle, Bachelor en anglais ou TOEFL, IELTS, TOIC, Cambridge CAE)
- Pay the 60€ application fees (non-refundable) by credit card or by bank transfer
- Submit the application file

Your registration will be effective only if :

1. You have completed and validated all the information required from your personal space.
2. You have downloaded all your documents on your personal space before the deadline.
3. We have a receipt showing your payment for the registration fee.

As soon as we receive your application, we will send you by e-mail the acknowledgement of reception **and the Master Jury will analyze your application.**
Only complete applications will be considered.

As the number of places is limited, it is recommended to apply as soon as possible.
Admission juries are held on a regular basis
Deadline: mid-May

II-ADMISSIBILITY of the application

The Master Jury will pronounce as soon as possible the admissibility (or not) of your application and email it to your email address.

The students declared admissible by the Master Jury, should pay a non refundable deposit of 6000 euros for non European students (six thousand euros) or 3500€ for European students (three thousand five hundred euros) within 3 weeks after the admissibility decision and send the proof of the payment of the deposit. From May the delay of payment can be shorter.

Students have to complete the online application with:

- **Birth certificate issued abroad in a foreign language have to be translated by French Consulate in your country, the translation must be accompanied by a photocopy of the original birth certificate**
- **Grant certificates (if relevant)**

¹ Certified copies are copies of original documents which have been vetted by an authority of the country where the original document was obtained. That authority must be empowered to certify copies as certified true copies by affixing a "certified true copy" stamp, an Apostille, or similar seal or legend on the copies in question. The precise form will vary by country. The authority empowered to do this also varies by country.

Examples include:

- The schools and universities that issued the documents
- Embassies and/or consulates of the countries where the documents were issued
- For some countries: municipal governments or education ministries



III-ADMISSION

After reception of all the documents and of the deposit, the official admission letter and attestation of residence will be send by email.

Before arrival at IMT Mines Albi:

Students have to complete the online application with an **insurance which covers repatriation in case of accidents, serious illness and death for the total period on your staying in France**

The balance of tuition and shool fees for the academic year must be paid before your administrative online registration, end of August

IV- Online REGISTRATION and PAYMENT of the balance of tuition and school fees

In mid-July you will receive a link to fill in the administrative registration form. It will have to be finalized at the end of August.

The balance of tuition and shool fees for the academic year must be paid before the validation of your administrative online registration, end of August

V- At your arrival: student card

Your attendance at IMT Mines Albi is required early September 2021, to complete the administrative formalities (issuing of the students' card, insurance, lodging, opening a bank account).

You will have more information in June.

All original documents have to be in your possession at your arrival in Albi



TUITION FEES PAYMENT SCHEDULE AND REFUND POLICY

IMT Mines Albi adopts the following policy concerning the payment schedule of tuition fees for the Master studies.

I - Amount

According to each Master

Master programs	Non UE applicants	UE applicants
ADPHARMING	18000 € (2 years)	10946 € (2 years)
AeroMat Innovation	18000 € (2 years)	10946 € (2 years)
BiWEM	18000 € (2 years)	10946 € (2 years)

II - Payment schedule for the tuition fees

The students declared admissible by the Master Jury should pay by bank transfer a nonrefundable deposit of 6000€ (six thousand euros) for non-European students or 3500€ (three thousand five hundred euros) for European students within 3 weeks after the admissibility decision and send the proof of the payment of the deposit. From May the delay of payment can be shorter.

Tuition fees of the year (100% of the total fees minus the deposit already paid for registration confirming) of the Master have to be paid before the validation of your registration online in each year (end of August) by bank transfer.

Bank charges are at the expenses of the participant and have to be paid in addition to the registration fees.

III -Refund policy for the deposit

Cancellation must be notified by letter, dated and signed.

- If the Master student became in the meantime sick (with official proof)
- If the Master student does not receive his/her visa through no fault of his own (with official proof) there will be a full refund except the administrative costs: 100 EUROS.

IV - Bank information for your bank transfer or online payment

The account details of the School are as follows:

Payment by bank transfer to IMT Mines Albi	
Account holder:	Mines St Etienne Albi Ales
Account holder address:	à Monsieur l'Agent comptable MINES ST ETIENNE ALBI ALES 158 Cours Fauriel 42023 ST ETIENNE Cedex FRANCE
Bank name:	TPST ETIENNE
IBAN:	FR76 1007 1420 0000 0010 0289 731
BIC/SWIFT:	TRPUFRP1

Your transfer has to mention your FAMILY NAME, your program (BiWEM, AeroMat-Innovaton...) ALBI. This will help us to identify your transfer. Please, scan the proof of your bank payment and email it to: paiement@listes.mines-albi.fr and the Master admission email as soon as possible.



CHECKLIST OF DOCUMENTS

Certified documents will be join in the online application
Original documents have to be in your possession at your arrival in Albi

Online application

- Copy of valid passport
- CV (in French or in English)
- Cover letter (in French or in English)
- Copy Diplomas
- Copy transcript of records (in English or French) of former studies, including full details of previous and current higher education studies. Details not known at the time of application will be provided at a later stage
- English level certificate (mother tongue, Bachelor degree taught in English or TOEFL, IELTS, TOIC, Cambridge CAE)
- Recommendation letter with e-mail of the person who provides the letter of

In case of admissibility

- Birth certificate issued abroad in a foreign language have to be translated by French Consulate in your country, the translation must be accompanied by a photocopy of the original birth certificate ²
- Grant certificates (if relevant)

Before your arrival

- Insurance which covers repatriation in case of accidents serious illness and death for the total period on your staying in
- CVEC: <https://cvec.etudiant.gouv.fr/>

At IMT Mines Albi

All original documents have to be in your possession at your arrival in Albi

At your arrival you have to register and pay the :

- 1/ Health Insurance / or a private health insurance for student over 28 years old.
- 2/ A civil liability and individual insurance
- 3/ An insurance for your apartment.
- 4/ Deposit (guarantee) of 350 € for accomodation

² Certified copies are copies of original documents which have been vetted by an authority of the country where the original document was obtained. That authority must be empowered to certify copies as certified true copies by affixing a "certified true copy" stamp, an Apostille, or similar seal or legend on the copies in question. The precise form will vary by country. The authority empowered to do this also varies by country.

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- Embassies and/or consulates of the countries where the documents were issued
- For some countries: municipal governments or education ministries