

APPLICATION PROCEDURE MASTER PROGRAMS

I- First step: 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**
 - **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 in 2018
 - **A cover letter**
 - **A copy of identity document**
 - **One or two letters of recommendation**
 - **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 50€ 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.

Deadline: end of June

II- Second step: 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 1000 euros (one thousand euros) within 3 weeks after the admissibility decision and send the proof of the payment of the deposit. From 1 May, the deposit of 1000 (thousand) EUROS has to be paid within one week after the admissibility decision.

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** /Certificat de naissance traduit en français par le Consulat du pays, la traduction doit être accompagnée d'une photocopie du certificat de naissance original
- **Grant certificates (if relevant)** /Attestation de bourse

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



IMT Mines Albi-Carmaux
École Mines-Télécom

III- Third step: ADMISSION

After reception of all the documents and of the deposit, the official admission letter and attestation of residence will be send by email and by regular mail, at the indicated postal address.

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** / *Une assurance de rapatriement sanitaire en cas d'accident grave pour la période totale de votre séjour en France*

You can find information about housing, insurances, transportation on our website <https://www.imt-mines-albi.fr/students-handbook>

Students can start paying tuition fees by bank transfer or credit card (online payment by installments <https://paiement.imt-mines-albi.fr/en>).

IV- At your arrival: INSCRIPTION

The administrative inscription and payment of the Master tuition fees balance for the current study year will be done on your arrival.

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)	15000 € (2 years)
AeroMat Innovation	18000 € (2 years)	15000 € (2 years)
BiWEM	18000 € (2 years)	15000 € (2 years)

II - Payment schedule for the tuition fees

The students declared admissible by the Master Jury should pay a non-refundable deposit of 1000 (thousand) EUROS within 3 weeks, after the admissibility decision.

From 1 May, the deposit of 1000 (thousand) EUROS has to be paid within one week after the admissibility decision.

Tuition fees of the year (100% of the total fees minus 1000€ already paid for registration confirming) of the Master have to be paid before the inscription in each year (September) by bank transfer or CB online . The online payment (<https://paiement.imt-mines-albi.fr/en>) allows you to pay in several installments (7 installments in 2018/2019)

III -Refund policy for the deposit

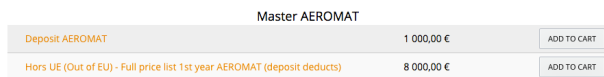
Cancellation must be notified by letter, dated and signed.

- If the Master student became in the meantime sick (with official proof)
- If the Master student does not receive his/her passport/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 :

Online payment by credit card (ideally)	Payment by transfer to Ecole des Mines d'Albi
<p>https://paiement.imt-mines-albi.fr/en Choose your program (Adpharming, Biwem, AeroMat) Deposit 1000€ or First year Add to cart</p>  <p>Click on “your cart” Click on “update cart” Click on : “ Create an account</p>	<p>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</p>

Please, your transfer has to mention: the chosen Master (BiWEM, AeroMat.), ALBI, your first and family name.

This will help the school to identify your transfer. Scan the proof of your bank payment as soon as possible and email it to the Master admission email address.

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

1st step: online application

- Copy of valid passport** / Copie du passeport en cours de validité
- CV** (in French or in English)
- Cover letter (in French or in English)** / Lettre de motivation
- Copy Diplomas** / Copie des diplômes
- Copy transcript of records 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/** Copie des relevés de notes
- 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)
- Recommendation letter with e-mail of the person who provides the letter of recommendation** / Lettre de recommandation

2nd step : 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** / Certificat de naissance traduit en français par le Consulat du pays, la traduction doit être accompagnée d'une photocopie du certificat de naissance original²
- Grant certificates (if relevant)** / Attestation de bourse

3rd step : before your arrival

- Insurance which covers repatriation in case of accidents serious illness and death for the total period on your staying in France** / Une assurance de rapatriement sanitaire en cas d'accident grave pour la période totale de votre séjour en France

4th Step : FINAL Registration at your arrival at 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 (compulsory) / Sécurité Sociale (obligatoire) : private health insurance for student over 28 years old.
- 2/ A civil liability and individual insurance (compulsory) / une assurance responsabilité civile et individuelle (obligatoire)
- 3/ Tuition fees / school fees of the year of the Master

You can find information about housing, insurances, transportation on our website <https://www.imt-mines-albi.fr/students-handbook>

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