



## **APPLICATION PROCEDURE**

### Master and Advanced master PROGRAMS

#### **I. APPLICATION online**

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

- **Choose your program**
- Create and complete the online application form
- Upload all required documents:
  - CV
  - A cover letter in English for program in English or in French for program in French
  - 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 required degrees
  - Transcripts of records in English or French
  - Syllabus of previous trainings
  - One or two letters of recommendation in English or French
  - English level certificate for program in English: TOEFL, IELTS, TOIC, Cambridge CAE or Bachelor/Master degree taught in English
  - French level certificate for program in French: mother tongue, or B2
  - A copy of identity document
  - In case of admissibility: Birth certificate for candidates from outside Europe. The document must be translated into French by an official translator and accompanied by the original document
- Pay the 60€ application fees (non-refundable) by credit card or by bank transfer (bank details are indicated on the platform at the time of payment choice)
- 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.

Your application will then be examined by the Master Jury during the commissions scheduled from December 2023.

Only complete applications will be considered by the committee.

**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: end of June (if programmes are not full)



## 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.

Students declared admissible by the jury must confirm their enrolment by paying a deposit on the tuition fees (non-refundable in the event of withdrawal) within 3 weeks of being declared admissible. From May onwards, this deadline may be reduced. An instruction detailing the terms of payment will be sent to you when your eligibility is announced

## III. ADMISSION

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

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)

## IV. Online REGISTRATION and PAYMENT of the balance of tuition and school fees

In July, you will receive an email from IMT Mines Albi's recruitment department ([for-inscription@listes.mines-albi.fr](mailto:for-inscription@listes.mines-albi.fr)) to inform you of the registration procedures on IMT Mines Albi's information system.

Registration for the program at IMT Mines Albi will be validated only after receipt of the requested documents\* and full payment of the tuition fees before the end of August.

\*A repatriation insurance is required for international students.

## V. Your arrival at IMT Mines Albi

Your attendance at IMT Mines Albi is required early or mid September 2024. The exact date will be indicated in your admission letter.

You will be able to finalise the administrative procedures (distribution of the student card, insurance, accommodation, etc.).

More information will be communicated to you at the beginning of July 2024.