

STEP BY STEP – HOW TO APPLY TO THE SUMMER SCHOOL PROGRAMME

<https://ecampus.montpellier-bs.com/faces/CreationCompte.xhtml?auth=candidature>

A/ CREATE AN ACCOUNT :

First if you need change the language: click on the profile image in the right corner of the page.

The screenshot shows the 'Mon compte' (My account) page on the Montpellier Business School website. The page is titled 'Informations générales' (General information) and contains a form for creating an account. The form includes fields for: Civilité (Madame, Monsieur, Neutre), Nom, Prénom, Sexe (Masculin, Féminin, Non-binaire), Date naissance, Nationalité (with a 'Saisir ici' button), Adresse (Rue, Code postal et Ville (en France), Ville (Hors France), Pays), and Email personnel (sans lettres majuscules). A navigation menu on the left shows 'Mon compte' with expandable options. At the top right, there are links for 'Se connecter' and 'Langue'. A welcome message at the top states: 'Bienvenue sur le processus de candidature de Montpellier Business School. Le processus vous prendra quelques minutes. Vous pouvez le reprendre à tout moment dès lors que vous aurez validé la première étape ci-dessous.'

Mon compte

Bienvenue sur le processus de candidature de Montpellier Business School. Le processus vous prendra quelques minutes. Vous pouvez le reprendre à tout moment dès lors que vous aurez validé la première étape ci-dessous.

Informations générales

Civilité * Madame Monsieur Neutre

Nom *

Prénom *

Sexe * Masculin Féminin Non-binaire

Date naissance *

Nationalité * ⓘ

Adresse *

Rue *

Code postal et Ville (en France)

Ville (Hors France)

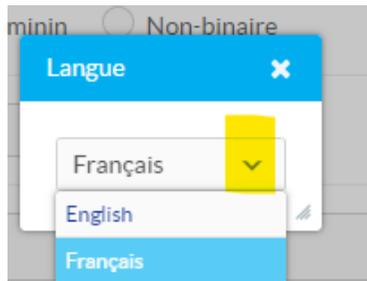
Pays *

Email personnel (sans lettres majuscules) *

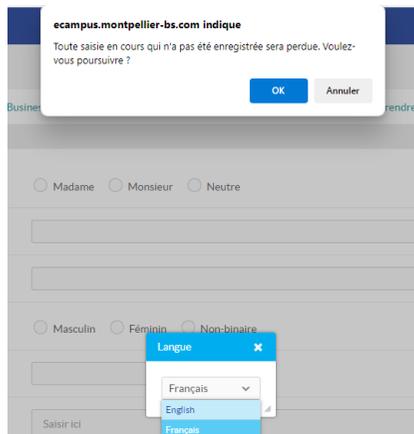
✓ Valider ma saisie

Se connecter Langue

Then click on “Langue” then click on the arrow then select English



Then click on “OK”



RUBRIQUE_ROOT

Welcome to the Montpellier Business School application process. The process will take you a few minutes. You can resume it at any time once you have completed the first step below.

General information

Civility *

Mr Mrs Neutral

Name *

First name *

Gender *

Male Female Non-binary

Date of birth *

Nationality *

Address *

Street *

Postal code and City (in France)

Postcode



City (Outside France)

Country *

Personal email (without capital letters) *

✓ Validate

⌛ Cancel

➔ I already have an account: authenticate me

Fill in the information required (NAME in CAPITAL LETTERS, First Name etc.) then validate

B/ GO BACK TO YOUR ACCOUNT: Click directly on “I already have an account: authenticate me” and put your email address, password and click on “sign in”

C/ CHOOSE A STUDY PROGRAMME

The screenshot shows the 'My profile' page of the MBS application portal. The page has a dark blue header with the MBS logo and a user profile icon. A dark sidebar on the left contains navigation options: 'Apply@MBS', 'Choose a study programme', 'My applications to finalize', and 'My submitted applications'. The main content area is titled 'My profile' and contains a form with the following fields:

- Diploma being prepared by current studies (or previous highest diploma awarded)***: A dropdown menu with the selected value 'High school graduate/diploma + 3 years of university studies'.
- Foreign or French diploma***: A dropdown menu with the selected value 'French'.
- « Your preferred language for correspondence***: A dropdown menu with the selected value 'French'.
- Does your disability situation require special accommodation, do you have any special needs (third time, computer typesetting, exam secretary, etc.)?***: A dropdown menu with the selected value 'No'.

Below the form, there is a disclaimer: "By answering this question, you authorize MONTPELLIER BUSINESS SCHOOL to collect and process the data collected for the purpose of managing your specific needs, and this for the duration of your need (or for the duration of the schooling if the need justifies it). We invite you to consult our Personal Data Protection Policy." At the bottom of the form, there are three buttons: a green 'Validate' button with a checkmark, a grey 'Cancel' button with a circular arrow, and a green 'Next' button with a right-pointing arrow. A legend below the form states: "*: mandatory entry".

1 - Click on « choose a study programme” then fill in the information, Click on “Validate” and then on “Next” (if you have to change an information, click on “Edit”)

My profile > Apply for an entrance exam > Your photo

Apply for an entrance exam

Please select one programme only and register for the entrance exam.

Zoom 0 + -

1 result found.
All these words: sum

sum x Q Advanced search

Entrance exam	Opening date	Closing date	
Summer School Programme - Application	15/01/2024	30/04/2024	+ Register

2- Search “summer school programme” and click on “register”

The screenshot shows a web application interface for MBS. On the left is a dark sidebar with navigation options: 'Apply@MBS', 'Choose a study programme', 'My applications to finalize', and 'My submitted applications'. The main content area is titled 'Apply for an entrance exam' and 'Summer School Programme - Application'. It contains three sections: 'Welcome text', 'Application process', and 'Application stages'. The 'Welcome text' section lists required documents and contact information. The 'Application process' section provides a list of steps and deadlines. The 'Application stages' section details the submission and payment process. At the bottom, there are buttons for 'Validate', 'Cancel', 'Return', and 'Next'.

My profile > Apply for an entrance exam > ...

Apply for an entrance exam

Summer School Programme - Application

This application process is for the Summer School programme only.

Welcome text

Required documents:

- Curriculum Vitae in English
- Motivation letter in English
- Copy of ID card (for UE students) or passport
- Photograph with blank background (jpeg 100ko max. 90X116)
- Transcript of records for the current year if available, or a screenshot of your home university personal student area
- Certificate of University Enrollment (or Certificate of Company Employment, if applicable) - duly signed and stamped - issued by your Home University (or Company, if applicable) in the past 30 days
- Proof of English proficiency, including TOEIC, TOEFL, IELTS, Duolingo, Cambridge Certificates, among others (if you are not a native English speaker), or a letter from your home university certifying that you achieved at least a B2 level in English

If you have any questions please send an email at: summerschool@montpellier-bs.com

Best regards,
The Summer School Team

Application process

To successfully complete your application, you will find below some advice:

1. Submit your application duly completed before the deadline.
Early bird: March 22nd, 2024 / Standard registration deadline : April 30th, 2024
2. Within approximately 5 working days after the submission of your application, we will inform you of the decision of our admission board, which is based on the provided documents (academic background and performance, English proficiency, motivation).
3. You will have to send the proof of payment for the programme fee by email to summerschool@montpellier-bs.com before:
Early bird : March 31st, 2024 / Standard : within 7 calendar days after the date of admission into the program.
4. The Summer School Team will send you all the necessary information for your arrival in France and your program at MBS.

If you have any questions, feel free to contact us at summerschool@montpellier-bs.com

Best regards,
The Summer School team

3 – Read then click on « validate » and then click on « next »

MBS

My profile > Apply for an entrance exam > Languages spoken > ...

Languages spoken

Please fill in at least two languages spoken and specify if they are your mother tongues.

First language

Language *

This is my mother tongue

Second language

Language 2

This is my mother tongue

Third language

Language 3

This is my mother tongue

*: mandatory entry

4- Indicate the languages that you speak, click on “validate” and then click on “next”

Choice of your block

Summer School Programme - Application

Description of the choices

- o Block 1 "Dive into French Luxury and Lifestyle" from June 17 to 27, 2024
 - Module 1: French excellence and savoir-faire - 3 ECTS credits
 - Module 2: French culture and society - 3 ECTS credits
- o Block 2 "Discover sustainable business in Europe" from July 1 to 11, 2024
 - Module 1: Doing Business in Europe - 3 ECTS credits
 - Module 2: Managing otherwise - 3 ECTS credits
- o Block 1 & 2 from June 17 to July 11, 2024
 - Module 1: French excellence and savoir-faire - 3 ECTS credits
 - Module 2: French culture and society - 3 ECTS credits
 - Module 3: Doing Business in Europe - 3 ECTS credits
 - Module 4: Managing otherwise - 3 ECTS credits

Your choice *

*: mandatory entry

5 – Choose if you want to come for the Block 1 from June 17th to 27th, Block 2 from July 1st to 11th or Both Block 1 & 2 from June 17th to July 11th

The screenshot shows a web application interface for MBS. On the left is a dark sidebar with the MBS logo and navigation options: 'Apply@MBS', 'Choose a study programme', 'My applications to finalize', and 'My submitted applications'. The main content area has a blue header with a breadcrumb trail: 'My profile > Apply for an entrance exam > Languages spoken > Choice of your block > Documents to upload > ...'. Below the header, the page title is 'Documents to upload'. The main section is titled 'Summer School Programme - Application'. Underneath, there is a sub-section 'Uploads' with the heading 'Documents to send'. This section contains six rows, each with a document name followed by an 'Add...' button with an upload icon. The documents are: 'ID Card *', 'Résumé *', 'letter of application in English *', 'Transcript of marks (current year) *', 'Certificate of university enrollment (or company employment, if applicable) - signed and stamped - issued by your home university (or company, if applicable) within the last 30 days *', and 'Proof of English proficiency, including TOEIC, TOEFL, IELTS, Duolingo, Cambridge Certificates, among others (if your native language is not English), or a letter from your home university certifying that you have achieved at least a B2 level in English *'. At the bottom of the main content area are two buttons: a green 'Validate' button with a checkmark icon and a grey 'Cancel' button with a close icon.

6 – Upload the documents as follows:

← Apply@MBS

Choose a study programme

My applications to finalize

My submitted applications

My profile > Apply for an entrance exam > Languages spoken > Choice of your block > Documents to upload > ...

Documents to upload

Summer School Programme - Application

Uploads

Documents to send

ID Card *	Copy Passport or European ID card.jpg (6 Ko)		
Résumé *	CV Fist name SURNAME.jpg (46 Ko)		
letter of application in English *	motivation letter for the summer school program.jpg (51 Ko)		
Transcript of marks (current year) *	Transcript of records - current academic year.jpg (35 Ko)		
Certificate of university enrollment (or company employment, if applicable) - signed and stamped - issued by your home university (or company, if applicable) within the last 30 days *	Current enrollment Certificate.jpg (54 Ko)		
Proof of English proficiency, including TOEIC, TOEFL, IELTS, Duolingo, Cambridge Certificates, among others (if your native language is not English), or a letter from your home university certifying that you have achieved at least a B2 level in English *	Official score certificate English Test.jpg (60 Ko)		

7 - Once uploaded the documents validate and click on “Next”

ID Card : Copy of Passport or UE ID card

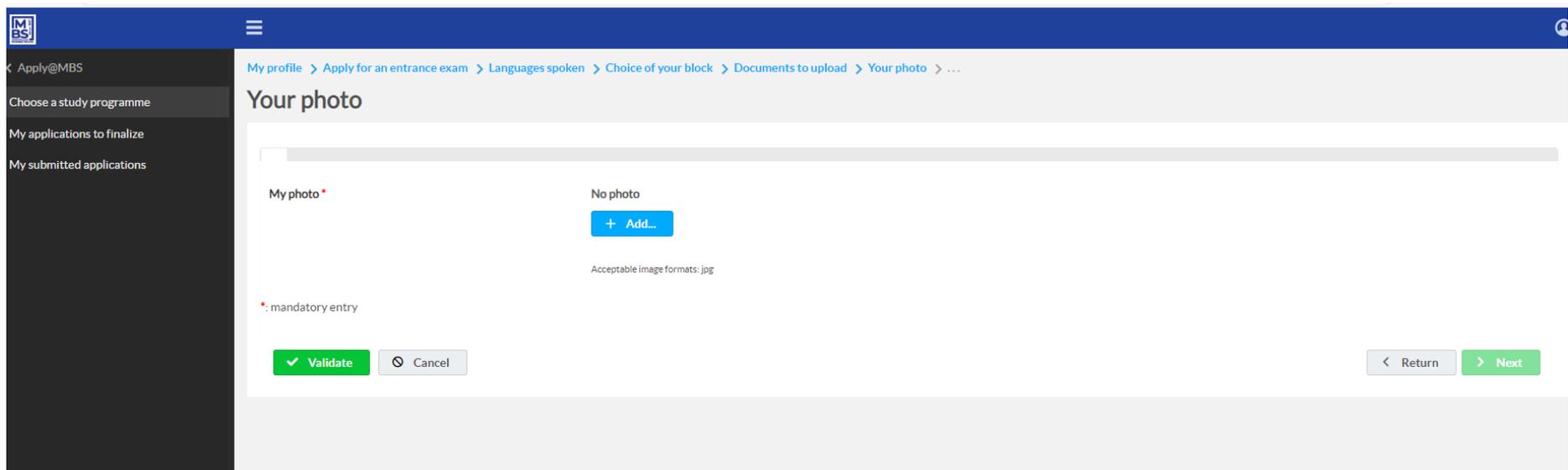
Résumé : Curriculum Vitae

Letter of application in English : Motivation letter in English for the summer school program

Transcript of marks : transcript of records – current academic year

Certificate or university enrollment : Current enrollment certificate

Proof of English : Official score certificate of your English Test results



8 – click on «+add » to upload your picture (JPG format) - a picture of yourself, a selfie, or a picture you can use for official documents such as passport as follows:

MBS

Apply@MBS

Choose a study programme

My applications to finalize

My submitted applications

My profile > Apply for an entrance exam > Languages spoken > Choice of your block > Documents to upload > Your photo > ...

Your photo

My photo *

delete photo



*: mandatory entry

Validate Cancel

Return Next

9 – click on “validate” and then on “next”

MBS

Apply@MBS

Choose a study programme

My applications to finalize

My submitted applications

My profile > Apply for an entrance exam > Languages spoken > Choice of your block > Documents to upload > Your photo > Application confirmation details > ...

Application confirmation details

Summer School Programme - Application

Dear student,

If you have any questions, feel free to contact us at summerschool@montpellier-bs.com

Best regards,
The Summer School Team

I certify that the information entered previously is correct and confirm my wish to register for this training programme.

I acknowledge that I have understood the General sales conditions applicable to Montpellier Business School's primary training courses Programmes.

I agree to receive by email information on MBS training offers. You can unsubscribe at any time via an unsubscribe link at the bottom of each emailing. Authorize Do not authorize

I confirm that the diplomas I have submitted are valid.

*: mandatory entry

10 – Check all 4 boxes, click on “validate” and on “next”

The screenshot shows a web application interface for MBS. At the top left is the MBS logo. A navigation menu on the left includes 'Apply@MBS', 'Choose a study programme', 'My applications to finalize', and 'My submitted applications'. The main header contains a breadcrumb trail: 'My profile > Apply for an entrance exam > Languages spoken > Choice of your block > Documents to upload > Your photo > Application confirmation details > Admission process > Registered application'. The page title is 'Admission process' and the sub-header is 'Summer School Programme - Application'. The main content area contains the following text:

Admission process

Application process

To successfully complete your application, you will find below some advice:

1. Submit your application duly completed before the deadline.
Early bird: March 22nd, 2024 / Standard registration deadline: April 30th, 2024
2. Within approximately 5 working days after the submission of your application, we will inform you of the decision of our admission board, which is based on the provided documents (academic background and performance, English proficiency, motivation).
3. You will have to send the proof of payment for the programme fee by email to summerschool@montpellier-bs.com before:
Early bird: March 31st, 2024 / Standard: within 7 calendar days after the date of admission into the program.
4. The Summer School Team will send you all the necessary information for your arrival in France and your program at MBS.

If you have any questions, feel free to contact us at summerschool@montpellier-bs.com

Best regards,
The Summer School team

At the bottom right of the content area, there are two buttons: a grey 'Return' button with a left arrow and a green 'Next' button with a right arrow.

11 – Read carefully, then click on “next”.

The screenshot shows a web application interface. At the top left is the MBS logo. A dark sidebar on the left contains navigation options: 'Apply@MBS', 'Choose a study programme', 'My applications to finalize', and 'My submitted applications'. The main content area has a breadcrumb trail: 'My profile > Apply for an entrance exam > Languages spoken > Choice of your block > Documents to upload > Your photo > Application confirmation details > Admission process > Registered application'. Below this, the heading 'Registered application' is displayed. The main content is titled 'Summer School Programme - Application' and contains a confirmation message:

Dear student,
Thank you for submitting your application.
We will get back to you within approximately 5 business days of submitting your application.
Best regards,
The Summer School Team

A '< Return' button is located at the bottom right of the message area.

12 – The application is finished. Our team will study your application; it will take a few days. If something is incorrect or missing, we will contact you by email. Any question, please contact summerschool@montpellier-bs.com

You will receive 2 emails :

Fwd: Bienvenue à Montpellier Business School - Welcome to Montpellier Business School



LinkedIn

☺ Répondre ↶ Répondre à tous → Transférer 📧 ⋮

lun. 15/01/2024 12:10

+ Autres compléments

----- Forwarded message -----

De : <Noreply.eCampus@montpellier-bs.com>

Date: lun. 15 janv. 2024 à 11:24

Subject: Bienvenue à Montpellier Business School - Welcome to Montpellier Business School

To: [REDACTED]

***** English below *****

Bonjour [REDACTED]

Chère candidate, Cher candidat, Bienvenue sur notre site de candidature en ligne. Nous vous remercions pour l'intérêt que vous portez au programme de Summer School de Montpellier Business School. Si vous avez des questions, n'hésitez pas à nous contacter par mail à : summerschool@montpellier-bs.com Bien cordialement, L'équipe de la Summer School

Hello [REDACTED],

Dear student, Welcome to our online application platform. Thank you for your interest in Montpellier Business School Summer School programme. If you have any questions please send an email at: summerschool@montpellier-bs.com Best regards. The Summer School Team

The second is to pay :

Fwd: Montpellier Business School - Paiement de vos frais de candidature - Payment of your application fee



LinkedIn

😊 Répondre ↶ Répondre à tous → Transférer

lun.

+ Autr

Vous avez également la possibilité d'utiliser le portail de paiement **FLYWIRE** qui vous permet de régler votre facture dans la devise locale, via un virement ou par carte bancaire, avec des taux de change et des frais de commission très compétitifs : <https://montpellier.flywire.com>

Cordialement,

Montpellier Business School
2300, Avenue des Moulins
34185 Montpellier Cedex 4
Site Web : www.montpellier-bs.com

Hello [redacted]

In order to definitively validate your application, you still have to pay the associated application fee.
To do so, please connect to our online payment system:

https://payment.montpellier-bs.com/BriquePaiementCentrale.aspx?module=MOD_DOSSIER_CAND_INSC

You will be asked for the following information :

- Your application number [redacted]
- Your personal email [redacted]

For international payments outside the Euro zone :

You also have the possibility to use the **FLYWIRE** payment portal which allows you to pay your invoice in the local currency, via a transfer or by credit card, with very competitive exchange rates and commission fees : <https://montpellier.flywire.com>

Kind regards,

Montpellier Business School
2300, Avenue des Moulins
34185 Montpellier Cedex 4
Site Web : www.montpellier-bs.com

Please follow the instructions to realize the payment, if you have any doubt please contact us by email at summerschool@montpellier-bs.com

D/ MY APPLICATION TO FINALIZE

If you don't have all the information and documents, you can save and come back later. Click directly on "I already have an account: authenticate me" and put your email address, password and click on "sign in" and then go to "my application to finalize."

