

**EXCHANGE STUDENT  
APPLICATION FORM  
ACADEMIC YEAR 2011/ 2012**

**STUDENT'S FIELD OF STUDIES:** .....

This form must be completed in capital letters in black ink in order to be easily photocopied or faxed.

**SENDING INSTITUTION**

Name and complete address: .....

Name, e-mail address, telephone and fax number of the departmental coordinator: .....

Name, e-mail address, telephone and fax number of the International Office coordinator: .....

**STUDENT'S DATA (to be completed by the student)**

Surname: ..... First name: .....

Date of birth: ..... Place of birth: .....

Gender: ..... Nationality: .....

Current address: ..... Permanent address: .....

Address valid until: ..... Telephone number: .....

Telephone number: .....

E-mail address: .....

**PROGRAMMES OFFERED: (please tick the study period and language of instruction)**

• **BACHELOR IN BUSINESS :**

*Introductory courses to Business and Management. Applies to those students who have never studied Business.*

- in English  
 in French  
 Autumn Semester       Spring Semester       Full year

• **MASTER IN MANAGEMENT LEVEL 1 / PROGRAMME GRANDE ECOLE**

*1<sup>st</sup> year of Master. Equivalent to the 4<sup>th</sup> year of Bachelor.*

*Please note that it is possible to mix languages **only** in the Spring semester.*

- in English  
 in French  
 Autumn Semester       Spring Semester       Full year

• **MASTER IN MANAGEMENT LEVEL 2 / PROGRAMME GRANDE ECOLE**

*2<sup>nd</sup> year of Master. Open to those students holding a Bachelor's degree and to other students in specific cases.*

- in English  
 in French  
 Autumn Semester only

Student's name: .....  
 Sending institution: ..... Country: .....

Explain briefly why you plan to study abroad  
 .....  
 .....  
 .....

**LANGUAGE SKILLS**  
 Mother tongue: ..... Language of instruction at home university (if different): .....

**English Language Proficiency (English track students) :**  
 Identify any English language proficiency test you have taken :  
 Score:

**French Language Proficiency (French track students):**  
 Identify any French language proficiency test you have taken :  
 Score:

Other languages	I am currently studying this language		I have sufficient knowledge to follow classes		A supplementary training would give me sufficient knowledge to be able to follow classes	
	yes	no	yes	no	yes	no
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PROFESSIONAL EXPERIENCE RELATED TO YOUR STUDIES**

Type of professional experience	Company/organisation	Dates	Country
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**PAST AND CURRENT STUDIES**  
 Name of the degree that you are currently preparing: .....  
 Number of years of higher education studies prior to departure abroad: .....  
 Have you ever studied abroad? Yes  No   
 If so, when and where ? .....

**DISABILITIES / SPECIAL NEEDS**  
 Please mention any physical or sensory disability which might in some way affect your studies at the institution (e.g.: dyslexia, diabetes, epilepsy, asthma,...)  
 .....  
 .....

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**  
 Name:  
 Relationship to you:  
 Address:  
 Telephone:

**Please check you have enclosed the following documents:**

- Completed Application form with your photo
- 1 photo for BSBU student ID card.
- A certified copy of your degree translated into French or English, if applicable
- Curriculum vitae / résumé in French or English
- Enrollment certificate in English (from your home university)
- Official transcript in English from the home university (courses attended + grades)
- Copy of passport / identity card, and visa if applicable
- Copy of European Health Insurance Card (European students) or copy of certificate in **English or in French** from your insurance company stating that you are personally insured abroad (non European students who stay one semester only)
- Registration for courses (online)
- Completed Accommodation form
- Copy of the birth certificate (only for non European students who stay for the full academic year)

**Please return before May 15<sup>th</sup> 2011 to :**

Groupe ESC Dijon Bourgogne  
International Office  
Sanaa LEFDOU  
29, rue Sambin  
F - 21000 DIJON

**Sanaa LEFDOU**

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