

# APPLICATION FORM Transfer Credit / Exchange Programmes

Please attach or scan your passport photo here.

## APPLICANT

**GENDER:**  Female  Male

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**TITLE:**  Miss  Mrs  Ms  Mr

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**FAMILY NAME:** \_\_\_\_\_  
*(as shown in passport)*

**FIRST NAME:** \_\_\_\_\_  
*(as shown in passport)*

**HOME UNIVERSITY AND COUNTRY:** \_\_\_\_\_

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**DATE OF BIRTH:** \_\_\_\_\_  
*(dd / mm / yyy)*

**PLACE OF BIRTH:** \_\_\_\_\_  
*(city and country)*

**NATIONALITY:** \_\_\_\_\_

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**PERSONAL E-MAIL ADDRESS:** \_\_\_\_\_

### For Rennes School of Business official use only:

RSB N°		<b>Programme :</b> <input type="checkbox"/> PGE1 <input type="checkbox"/> UGTC3 <input type="checkbox"/> UGTC4 <input type="checkbox"/> PGTC <input type="checkbox"/> PGE2 <input type="checkbox"/> PGE3 <input type="checkbox"/> IBPM3 <input type="checkbox"/> MAIB <input type="checkbox"/> MSc_____	
<b>Decision:</b> <input type="checkbox"/> Unconditional approval <input type="checkbox"/> Conditional approval <input type="checkbox"/> Refused	<b>If conditional:</b> <input type="checkbox"/> Diploma <input type="checkbox"/> Language test <input type="checkbox"/> Other: _____	<b>Period :</b> <input type="checkbox"/> AY <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> DD <b>Academic Year:</b> 20 ____/____	
<b>International Mobility Officer's Signature:</b>  <b>Date:</b>		<input type="checkbox"/> TOEFL/IELTS/TOEIC score: _____	

# Transfer Credit / Exchange Programmes

Only fully completed application forms will be considered. Please complete in capital letters.

## 1. STUDENT INFORMATION

ADDRESS FOR CORRESPONDENCE OR PERMANENT ADDRESS: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

country code / area code / telephone

country code / area code / telephone

PERSONAL E-MAIL ADDRESS: \_\_\_\_\_

(if different from the one mentioned in page 1)

## 2. 2017/2018 ACADEMIC BACKGROUND

NAME OF SCHOOL / UNIVERSITY: \_\_\_\_\_

DATE OF ENTRY (mm / yyyy): \_\_\_\_\_

EXPECTED COMPLETION DATE (mm / yyyy): \_\_\_\_\_

NAME OF DIPLOMA OR CERTIFICATE CURRENTLY BEING PREPARED: \_\_\_\_\_

IS THE PROGRAMME TAUGHT IN ENGLISH? :  Yes  No

## 3. LANGUAGE PROFICIENCY

Please indicate your written and oral level in the following languages:

	NATIVE LANGUAGE	FLUENT	GOOD WORKING KNOWLEDGE	CONVERSATIONAL	NON-EXISTENT
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRENCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For transfer credit students only, please note that the home university must provide an official document certifying that the student's level of English (oral and written) is sufficient to follow and participate in business classes (at least equivalent to a B2 level or IBT TOEFL = 79).

For double degree candidates, the students must provide a recent TOEFL, TOEIC or equivalent result as mentioned in our prerequisites or according to bilateral agreement.

Have you completed one of the following official English Tests in the last 24 months?  Yes  No

If so, please attach a certified copy of the results.

TOEFL (score): \_\_\_\_\_ IELTS (score): \_\_\_\_\_ TOEIC (score): \_\_\_\_\_

OTHER TEST (score): \_\_\_\_\_

## Transfer Credit / Exchange Programmes

 Please, complete part 4 or part 5

### 4. ADMISSION INFORMATION for Transfer Credit students

Please, refer to [Annex 1](#) before completing the table below.

<b>LENGTH OF STAY:</b>
<input type="checkbox"/> Fall Semester (Sept - Dec 2018)
<input type="checkbox"/> Spring Semester (Jan - April / May 2019)
<input type="checkbox"/> Whole Academic Year (Sept 2018 - April / May 2019)

<b>LEVEL OF STUDIES TO BE FOLLOWED AT RENNES SCHOOL OF BUSINESS:</b>
<input type="checkbox"/> Undergraduate Transfer Credit Programme <i>taught in French</i> (UGTC French)
<input type="checkbox"/> Undergraduate Transfer Credit Programme – Level 3 (UGTC3)
<input type="checkbox"/> Undergraduate Transfer Credit Programme – Level 4 (UGTC4)
<input type="checkbox"/> Postgraduate Transfer Credit Programme (PGTC)

*All programmes are taught in English unless mentioned otherwise.*

**NB:** Please, choose only one programme among the above mentioned.

### 5. ADMISSION INFORMATION for Double Degree students

*Bilateral agreement signed between Rennes School of Business and the Host Institution is required in order to apply for a Double Degree programme.*

Please, refer to [Annex 2](#) before completing the table below.

<b>LENGTH OF STAY:</b> Whole Academic Year (Sept 2018 - April / May 2019)
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<b>LEVEL OF STUDIES TO BE FOLLOWED AT RENNES SCHOOL OF BUSINESS: *</b>
<input type="checkbox"/> International Bachelor Programme in Management (IBPM, year 3)
<input type="checkbox"/> Master Programme in Management *

*\* Bachelor Degree in Business required*

*All programmes are taught in English unless mentioned otherwise.*

## Transfer Credit / Exchange Programmes

### 6. MISCELLANEOUS

Please tell us of any special circumstances we need to know about (e.g., disabilities, whether you will be bringing other family members with you, etc).

.....  
 .....  
 .....

#### EMERGENCY CONTACT INFORMATION:

NAME: .....

RELATIONSHIP TO YOU: .....

TELEPHONE: .....

*country code / area code / telephone*

MOBILE PHONE: .....

*country code / area code / telephone*

E-MAIL ADDRESS: .....

### 7. HOME INSTITUTION INFORMATION

*This section is to be filled out by the Home University Coordinator.*

CONTACT'S NAME (Study Abroad Coordinator, International Relations Director, Academic Advisor, etc.)

TITLE:  Dr  Mr  Mrs  Ms .....

FAMILY NAME: .....

FIRST NAME: .....

POSITION: .....

ADDRESS: .....

ZIP CODE: .....

CITY: .....

COUNTRY: .....

STATE: .....

TELEPHONE: .....

*country code / area code / telephone*

FAX: .....

*country code / area code / telephone*

E-MAIL ADDRESS: .....

I hereby authorise the student ..... to participate to the exchange programme at *Rennes School of Business* during the following period:

- Fall Semester (Sept - Dec 2018)  
 Spring Semester (Jan - April / May 2019)  
 Whole Academic Year (Sept 2018 - April / May 2019)

DATE: .....

*(dd / mm / yyy)*

HOME COORDINATOR'S SIGNATURE: .....

STAMP: .....

## 8. APPLICATION PROCEDURE

Before mailing your application, please ensure that you have enclosed:

### TRANSFER CREDIT STUDENTS:

- Fully completed and signed application form
- Copy of your passport (or identity card if EU citizen)
- Official Transcripts with the official stamp of your home institution *(refer to annex 1 for details)*
- Letter of motivation in English
- Your CV in English
- English certificate *(refer to annex 1 for details)*
- One passport-sized photo attached to the application
- List of courses you would like to attend

### DOUBLE DEGREE STUDENTS:

- Fully completed and signed application form
- Copy of your passport (or identity card if EU citizen)
- Official Transcripts with the official stamp of your home institution *(refer to annex 1 for details)*
- Letter of motivation in English
- Your CV in English
- Copy of your official TOEFL, TOEIC or IELTS score report *(refer to annex 2 for details)*
- One passport-sized photo attached to the application

### REMINDER:

Fall semester application deadline: **31 May 2018**

Spring semester application deadline: **22 October 2018**

## 9. CHECKING STEP

Before sending us your application package:

- Please make sure that you fully complete the application (application form + supporting documents).
- Non-EU citizens: please take into account the visa formalities. Time needed to obtain a visa after acceptance: about 2 months. Further details will be given to you upon acceptance.

Please scan the application form and supporting documents separately and send them by email to [exchange@rennes-sb.com](mailto:exchange@rennes-sb.com) before the application deadline.

**(!)** Documents must be sent in .pdf format, no photos of the documents will be accepted.

## 10. STUDENT DECLARATION

I am aware of the extent of the living costs associated with studying on the programme of studies for which I am applying and I am able to meet all these expenses.

I understand that it is my responsibility to provide to *Rennes School of Business* school records from each academic institution I have attended. I certify that the information that I have provided on this application, and on all other admission application materials, is complete, accurate and true to the best of my knowledge.

I understand that misrepresentation of any information may result in cancellation of the application or registration.

I authorise *Rennes School of Business* to forward my transcripts to the Home Registrar.

DATE: ..... STUDENT'S SIGNATURE: .....

(dd / mm / yyy)

*N.B. Your application will not be considered if you do not sign here.*

# Transfer Credit / Exchange Programmes

## CONTACT INFORMATION

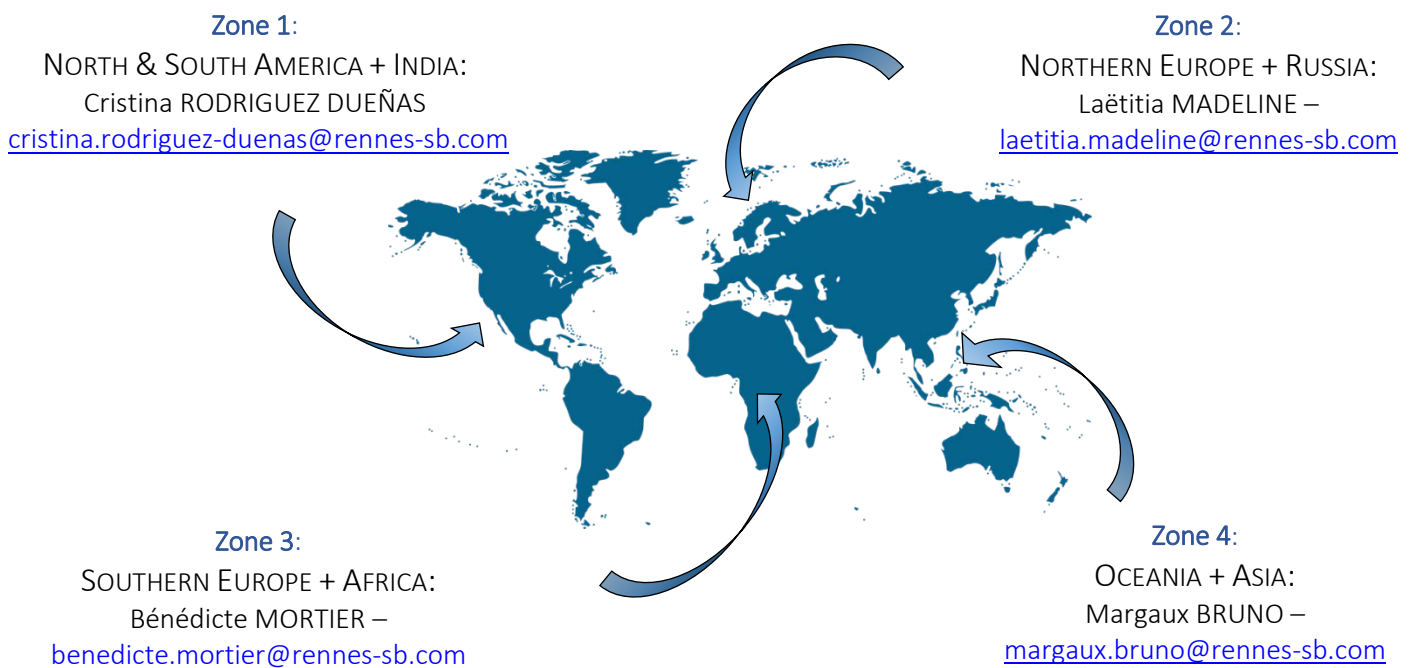
Please email the application form and supporting documents to:

[exchange@rennes-sb.com](mailto:exchange@rennes-sb.com)

### ANY QUESTION?

Please refer to our online FAQ: <http://www.rennes-businessschool.com/onboarding/>

Or contact us by email:



International Mobility Assistant:

Justine DURAND – [justine.durand@rennes-sb.com](mailto:justine.durand@rennes-sb.com)

## ANNEX 1: Application Procedure (Transfer Credit students)

### LEVEL OF STUDIES:

- Undergraduate students: 2 years minimum of studies in business/social science, ideally in the last year of their undergraduate programme (with the equivalent of 120 ECTS credits in Business).
- Postgraduate students: must have obtained the level "Bachelor Degree" (BA, *Licenciatura*, etc.) or at least the equivalent of 180 ECTS credits in Business Studies.

LANGUAGE REQUIREMENTS	<p>The level of English is left up to evaluation of the home university. We ask the home institution to provide a certificate confirming a <u>B2 level in English</u> – or equivalent TOEFL/IELTS/TOEIC, which is sufficient to take classes at <i>Rennes SB</i> (equivalent to TOEFL: IBT = 79, computer based = 213, paper based = 550, TOEIC = 750, IELTS = 6.5).</p> <p>All or most classes are conducted in English, therefore students are expected to have a sufficient command of English language to be able to understand, make oral presentations, write reports and exams etc.</p> <p><b>China requires students to have a minimum of <u>6.5</u> IELTS in order to obtain their visa.</b></p>
APPLICATION PROCEDURE	<ul style="list-style-type: none"> <li>• Fully completed application form signed by the candidate and the Home University.</li> <li>• Official transcripts for the entire education of the student at the home university (translated into English if the transcripts are not in English, French, German, Spanish or Italian) <u>with the official stamp</u> of your home institution.</li> <li>• CV (in English).</li> <li>• Motivation letter (in English).</li> <li>• A copy of the identity page of your passport.</li> <li>• One passport-sized photo attached to the application.</li> <li>• An official certificate provided by your home institution certifying the level of your oral and written business English language skills, equivalent to IBT TOEFL = 79.</li> <li>• If electives taught in French are chosen, an official certificate provided by your home institution certifying the level of your oral and written business French language skills is required (B2 level minimum required).</li> <li>• List of courses you would like to attend.</li> </ul>
NOMINATION DEADLINES	<p>Fall semester → 20 May 2018</p> <p>Spring Semester → 15 October 2018</p>
APPLICATION DEADLINES	<p>Fall semester → 31 May 2018</p> <p>Spring semester → 22 October 2018</p>



## ANNEX 2: Application Procedure (Double Degree students)

*Bilateral agreement signed between Rennes School of Business and the Host Institution is required in order to apply for a Double Degree programme.*

### LEVEL OF STUDIES:

- International Bachelor Programme in Management (IBPM): 2 years minimum of studies in business, ideally in the last year of their bachelor programme (with the equivalent of 120 ECTS credits in Business).
- Master in Management (Grande Ecole Programme): students must have obtained the level "Bachelor Degree" (BA, *Licenciatura*, etc.) plus meet the specific requirements of each programme.

<b>LANGUAGE REQUIREMENTS</b>	<p>One of the following English language tests is required (except for native English speakers):</p> <ul style="list-style-type: none"> <li>• TOEFL: IBT = 79, computer based = 213, paper based = 550.</li> <li>• TOEIC = 750.</li> <li>• IELTS = 6.5.</li> </ul> <p>No French test required unless electives in French are chosen (B2 level minimum).</p>
<b>APPLICATION PROCEDURE</b>	<ul style="list-style-type: none"> <li>• Fully completed application form signed by the candidate and the Home University.</li> <li>• Official transcripts for the entire education of the student at the home university (translated into English if the transcripts are not in English, French, German, Spanish or Italian) <u>with the official stamp</u> of your home institution.</li> <li>• CV (in English).</li> <li>• Motivation letter (in English).</li> <li>• A copy of the identity page of your passport.</li> <li>• One passport-sized photo attached to the application.</li> <li>• A copy of your official TOEFL, TOEIC or IELTS score report.</li> </ul>
<b>NOMINATION DEADLINE</b>	20 May 2018
<b>APPLICATION DEADLINE</b>	31 May 2018