

## APPLICATION FORM

The online application includes the following documents:

The documents to be sent are as follows:

1. Completed and signed [application form](#) with your photo inserted
2. A detailed CV
3. A digital photograph
4. Highest diploma or certificate received (only one)
5. A copy of your passport
6. Transcripts from your MBA / MASTER
7. Proposed (not final) subject for your Executive DBA (between 3 and 5 pages)
8. Motivation letter
9. Employer's certificate
10. Recommendation letter
11. [IAE application file](#) (filled/signed – please insert photo)
12. Document saying that you accept to be registered on SKEMA and BSI websites
13. Copy of the bank transfer certificate for 100€ for the selection fees.

**If your application is accepted, this acceptance is valid only for the related recruitment period. Sessions start on 2nd January, 1st April, 1st July, 1st October.**

Your file must be COMPLETE for us to consider your application. Check that each document sent has the following structure in its title: name\_number\_name of document; for instance: gordon\_1\_application form

Your file with all documents must be sent by email to:

[DDBA@business-science-institute.com](mailto:DDBA@business-science-institute.com) and [DDBA@skema.edu](mailto:DDBA@skema.edu)

Please Specify clearly in the subject of the email: "DDBA BSI-SKEMA Application"

If your files are too heavy to be sent by email, you may use "we transfer" software and announce your message by email.

**INCOMPLETE FILES WILL NOT BE TAKEN INTO ACCOUNT.**

The information given will be taken into account in all the administrative documents. A special attention is required to avoid mistakes, which will be difficult to amend.