



ÉCOLE POLYTECHNIQUE – MASTER OF SCIENCE AND TECHNOLOGY

## ONLINE APPLICATION CHECKLIST

### FOLLOW THE STEPS BELOW

- Create an account on our [application website](#). Please use the same email address for your application and any enquiries to us.
- Fill in the online application form. (Printed copies of the application form are not available).
- Upload all the required documents. You do not need to send us any paper copies.

Important: Once you submit an application, you will not be able to access the online form again. If you see a mistake or wish to provide updated information or any additional documents, please contact us directly to [gdadmissions@polytechnique.fr](mailto:gdadmissions@polytechnique.fr)

### LIST OF REQUIRED DOCUMENTS:

- Scanned copies of transcripts of all previous post-secondary education (including exchange programmes and programmes you did not complete).
- Official document or letter from your university explaining the grading and ranking system.
- All official scanned copies of completed academic degrees.
- For programs still in progress: certificate of enrolment by your home university stating the title of the expected degree and date of completion. This document must prove that you are at least in your final year of undergraduate studies.
- Personal Statement. Minimum: approx. 700 words, in French or English. Please use the form provided in the online application system. The form includes the following questions:
  - Please explain your motivation and interest in the subject for which you have applied. Which particular areas of the subject interest you?
  - Describe the academic level and qualification that you have gained in this area of study from your previous and/or current studies. Please highlight the most relevant courses (seminars, lectures) and individual or collective projects that you have completed.
  - Describe any relevant work experience that you may have in this field/sector (job, internship, voluntary/unpaid work, assistantship, entrepreneurial activities, student associations, etc.)? How do the responsibilities and skills you have gained from previous work experience match the program for which you have applied?
  - Describe a challenging situation where you had to demonstrate leadership and teamwork skills. What was your role and what was the outcome? You may include non-academic activities such as involvement in student organizations, clubs and sports.
  - What are your career goals and plans? How will this program help you achieve them?
  - Please explain what makes you an outstanding candidate for this program. You may list any awards, honors or prizes that you have received?
- Contact details from two referees (Names, positions & emails). A letter of recommendation form will be sent directly to them. It is your responsibility to tell your referees about the deadline and make sure they fill out the form in time. Therefore, we advise you to start your application by confirming your referees' contact details. You must have at least one reference from a professor/lecturer/academic supervisor at your current or latest academic institution. Your second recommender may be a direct manager or company supervisor (

internship/previous or current job). Letters of recommendation signed by the applicants themselves will not be accepted.

- CV or resume, maximum: 2 pages, in French or English: Please include your extracurricular activities, awards and honors (both academic and extracurricular), work experience, community service, etc.
- Copy of passport (or ID card for European students).
- Copy of TOEFL/IELTS (taken less than 2 years before). The minimum overall scores required are:

TOEFL IBT..... 90

IELTS (Academic) ..... 6,5

Test de Cambridge - First (FCE)..... B - 176

The English test may be waived only if:

- English is your native language
- You have earned your last degree from an institution in which ALL instruction is conducted in English. The degree certificate must state the official language of the degree program or it must be mentioned in the transcript of records or its supplement.

*Please note that:*

- GRE scores are not mandatory. However, applicants who have already taken the exam may include an unofficial copy of the results to support their applications.
- GMAT is required only for the MSc Data Science for Business, for more information about the admission process please visit: <https://www.hec.edu/en/master-s-programs/ecole-polytechnique-hec-programs/master-science-data-science-business-ecole-polytechnique-hec/admissions>
- All documents must be submitted in French or English. For any document not originally written in French or English, you must enclose the original version along with a translation either from your home university or from a recognized official translation agency or professional translator with their seal of authenticity and accuracy. Personal translations will not be accepted.

## APPLICATION FEE

- The application processing fee for the Master of Science and Technology is 90. You can pay by credit card or through an electronic bank transfer. Please note that this fee is non- refundable.

*We advise that you pay the application fee by credit card, as the bank transfer usually takes more time. If you wish to pay the application fee via a bank transfer, it has to be processed by the bank several days before the admission deadline. If the bank transfer is made by a third party (family member, company, etc.) please make sure to inform the Admissions team by sending an email to the MSc & T Admissions office: [gdadmissions@polytechnique.fr](mailto:gdadmissions@polytechnique.fr)*