

Guidelines: How to apply for Master's programs at TSE on eCandidatures platform

Please read this entire document carefully before starting your application for Toulouse School of Economics.

These guidelines concern:

- the Master's 1 programs applications for students holding a French or foreign degree
- the Master's 2 programs applications for students holding a foreign degree only

Application dates: January 13th to February 9th, 2021

All applications must be made online via the eCandidatures platform. The platform will only accept applications as of January 13th, 2021. It is not possible to apply before this date.

Furthermore, please note that it is in your interest to avoid applying at the last minute, in case your file is incomplete.

To apply for a Master's in first year or Master's in second year, please click on the following link: <https://v2-ecandidatures-tse.ut-capitole.fr/ecandidat-V2/#!accueilView>

Create your account on eCandidatures

Please create an account on eCandidatures and fill in the following sections (**compulsory**):

- Personal information
- Address
- Baccalaureate ► it means your high school diploma. Tick "J'ai un diplôme de Bac" and then choose "0031 – Titre étranger admis en équivalence" (= equivalent foreign diploma).
- External course ► it means your undergraduate courses (Bachelor's and/or Master's). Choose "Licence" to indicate your Bachelor's degree. For course description, write the title of your Bachelor's and/or Master's degree.

Internal Curriculum does not apply to you. On-the-job training and Professional Experience sections are recommended but optional.

Finally, click on the "**Applications**" section and select the Master's program in which you wish to apply.

Computing tips for your application

Warning: the documents uploaded on eCandidatures must contain a single file in PDF format (or JPEG/PNG for an image) and **should not exceed the allocated size of 2 MB.**

1) **Merge documents**

Merge multiple documents into PDF format. You can use the free website PDF merge (<https://www.pdfmerge.com/>) to merge your documents.

2) **Compress documents**

Compress multiple documents into PDF format. You can use the free website I love PDF (https://www.ilovepdf.com/compress_pdf) to compress your documents and reduce their size (2 MB maximum).

3) **"Application blocked by another user" message**



This message means that you have opened eCandidatures on several pages or different browsers. Please close everything and reopen only one page.

Required documents to apply for a Master's program

Applications for Master's 1st and 2nd year	
Required documents	Remarks
1) Curriculum vitae (CV)	Upload your CV onto the required location.
2) Covering letter	Write a covering letter in English for International track Master's, and in French for Standard track Master's. Upload your covering letter onto the required location.
3) A photocopy of your grade sheets	Merge all your undergraduate transcripts (and graduate transcripts if available) into one single PDF. Upload this single document onto the required location.
4) Copies of your qualifications or certificates of achievement <i>(Only for Master's second year applications)</i>	Upload the copy of your Bachelor's degree onto the required location.
5) Certificate of English or French language - Conditions of transmission	Download the guidelines "Conditions of transmission" and <u>read it carefully</u> . 1) Students with the required language certificate: upload the certificate onto the required location.



	<p>2) Students exempted from providing a language certificate (see exceptions in the guidelines "Conditions of transmission"), please sign and date the corresponding paragraph. Then upload this document onto the required location.</p> <p><i>Please note that language tests can be taken online. Certificates must be submitted at the time of application. Delays won't be accepted.</i></p>
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Download the guidelines:



[Certificate of English or French language - Conditions of transmission](#)

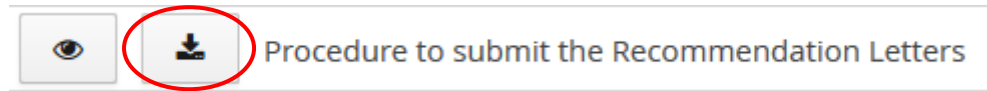
<p>6) Graduate Record Examination</p>	<p>Students holding a foreign degree : upload your GRE scores onto the required location. Your provisional results are accepted if you do not have the official document yet. <i>Please note that GRE tests can be taken online. Certificates must be submitted at the time of application. Delays won't be accepted.</i></p> <p>Students holding a French degree are exempted from providing a GRE test. Download the guidelines "Conditions of transmission", sign and date the corresponding paragraph. Then upload this document onto the required location.</p>
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Download the guidelines:



[Graduate Record Examination for students holding a foreign degree](#)

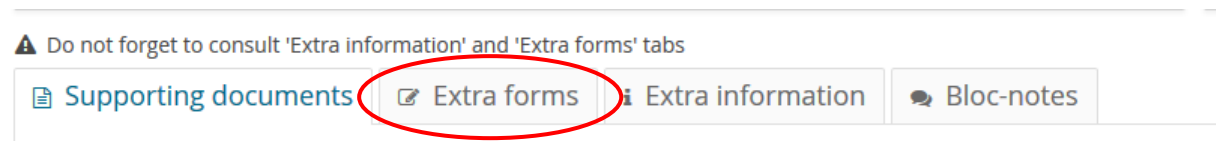
<p>7) Recommendation letters (academic)</p>	<p>Download the guidelines "Procedure to submit the Recommendation Letters" and <u>read it carefully</u>. You need to respect the procedure and not send the recommendation letters by yourself.</p> <p>Please sign and date this document. Then upload it onto the required location.</p>
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Download the guidelines:



Fill out the Limesurvey questionnaire

Once you have uploaded all the required documents, it is compulsory to fill out the Limesurvey questionnaire, on eCandidatures platform. You can find it in the "Extra forms" section.



NB: when you fill out the Limesurvey questionnaire, your answers will only appear the next day. Besides, when you fill out the questionnaire, you need to stay connected on eCandidatures.

When you have finished with the required documents and the Limesurvey questionnaire, you need to click on "Submit my application" to send your application.

- **If you cannot find the answer to your question in these guidelines, please contact the TSE Admissions Department at the following email address: tse-studentsrecruitment@ut-capitole.fr**