Guidelines: How to apply for a 2ⁿᵈ year Master's program (M2) at TSE on eCandidatures platform

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

These guidelines concern the French degree applications for Master's 2 (M2) programs. Only students holding a French degree can apply.

Application dates: 7ᵗʰ to 17ᵗʰ of May 2021.

All applications must be made online via our eCandidatures platform. The platform will only accept applications as of May 7, 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 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 the appropriate diploma.
- External course ►it means your undergraduate courses (Bachelor and/or Master). Choose "Licence" to indicate your Bachelor's degree. For course description, write the title of your Bachelor 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 2 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 2 program

Applications for Master's 2nd year	
Required documents	**Remarks**
1) **Curriculum vitae (CV)**	Upload your CV onto the required section.
2) **Covering letter**	Write a covering letter in English for International track Masters, and in French for Standard track Masters. Upload your covering letter onto the required section.
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 section.
4) **Copies of your qualifications or certificates of achievement**	Upload the copy of your Bachelor's degree onto the required section.
5) **Certificate of English or French language - Conditions of transmission**	Download the guidelines "Conditions of transmission" and read it carefully. 1) Students with the required language certificate: upload the certificate onto the required location. 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.

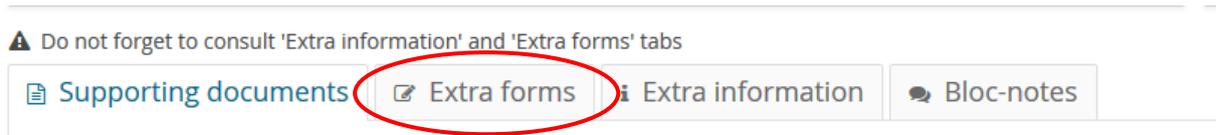**Download the guidelines (you can find this button on eCandidatures):**

👁   ⬇   Certificate of English or French language - Conditions of transmission

6) Recommendation letters (academic)	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. Please sign and date this document. Then upload it onto the required location.

Download the guidelines (you can find this button on eCandidatures):

👁   ⬇   Procedure to submit the Recommendation Letters
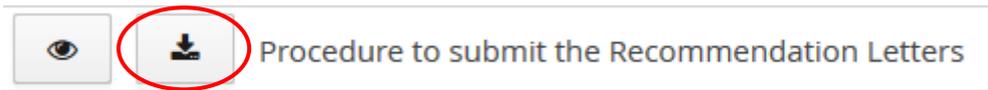
Fill out the Limesurvey questionnaire

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.

⚠ Do not forget to consult 'Extra information' and 'Extra forms' tabs

📄 Supporting documents   ☑ Extra forms   ℹ Extra information   💬 Bloc-notes

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.

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

➢ **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**