# Master's application guidelines

#### Dear applicant,

Thank you for your interest in TSE! Please find below some key information regarding our **Master's application campaign**. Our service compiled this document to guide you through your application process. We strongly advise you to read it in its entirety before reaching out: we receive a lot of e-mails when campaigns are open, and although we do our best to answer your enquiries quickly, it might take a while for us to get back to you. Hopefully you will find here all the answers to your questions!

Here is what you will find in these guidelines:

- Page 2: How and where to apply
- Page 3: <u>Creating your account on eCandidatures</u>
- Page 4: <u>Documents needed for one application</u>
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TSE's eCandidatures platform will be accessible from January 12<sup>th</sup> up until February 2<sup>nd</sup>, 2026.

Before that, you will only be able to create your account and fill in your information. **We strongly encourage you to avoid applying at the last minute** in case your application would be deemed incomplete. The Admissions office will not accept any application which would have been sent after February 2<sup>nd</sup>, 2026, 11.59 pm (French time)

## How and where to apply?

As a foreign student, you may need a visa to come and study in France.

- If you don't need a visa, you only have to apply through eCandidatures (follow step 1 only).
- ➤ If you do need a visa, you may need to follow the Etudes en France procedure\* to obtain it (step 1, then 2).



Apply to TSE via our **eCandidatures platform**:



eCandidatures

Click on the logo to access the website.

This application procedure is detailed in the next pages.

Start by creating your account, then click on the **link you received** to confirm your e-mail address (link valid for a limited time).

\*If you need a visa but are not required to follow the Etudes en France procedure, please visit the <u>Campus France website</u>, as you can find very useful information about where to begin, but also get in touch with the <u>French embassy in your home country</u>.

Admission offer

#### Etudes en France

Check if your home country requires this procedure <a href="here">here</a>.

If you receive a positive answer on eCandidatures, we will let Campus

France know you are accepted to TSE via the Etudes en France platform.

You will then receive an e-mail inviting you to fill in your file and start the procedure to <a href="here">obtain your visa faster at a cheaper price</a>.

Get in touch with your Campus France contacts for help.





Click on the logos to visit their websites to find out more.



### Creating your account on eCandidatures

Before being able to work on your application, you must fill in your information by clicking on the different items showing in the column on the left. Here are some instructions to help you.

Note that you can change the language in the home screen ("accueil").



#### 1) Personal Info.

- Leave the INE section empty (only former students of the French education system have it).
- 2) Baccalauréat (Name of the secondary school diploma degree in France)
- Tick "I have the baccalauréat or equivalent qualification"
- Then "0031 titre étranger admis en equivalence" (equivalent foreign diploma).
- To specify your grade: Très Bien is A+, Bien is A, Assez bien is B, and Passable is C.

#### 3) Internal curriculum

Leave the section empty

#### 4) External course

- Indicate all the studies you followed after secondary school/ high school (Bachelor's and/or Master's).
- Choose "Licence" for a Bachelor's degree and "Master" for a Master's degree.
- Specify the title of your degree in "Course description"

#### 5) On-the-job training

 Recommended but optional section. Refer any internship or trainee positions you may have had.

#### 6) Professional experience

 Recommended but optional section. Refer any jobs you may have had.

#### Your account is ready!

You can now click on "Applications" to select the Master's program of your choice.



# Documents needed for one application

Please submit **a file for each line** of your application by clicking on the \_\_\_\_\_.

Check our <u>FAQ section</u> for some additional tips regarding size of documents or frequent technical problems

1) Copy of your passport or national ID card

#### 2) Résumé

in English for an International track; in French for a Standard track.

#### 3) Cover letter

in English for an International track; in French for a Standard track.

**4)** Copy of all your **transcripts** (undergraduate and postgraduate grades when available), translated into English or French if needed.

Official translation required. Combined in a single file.

#### 5) Certificate of language proficiency

If exempted, download the **conditions of transmission document**, fill it in, sign it and upload it on the same line.



Certificate of English or French language - Conditions of transmission

#### 6) GRE General Test scores

If you hold a foreign degree, you must provide GRE test results (at least the temporary results showing the first two grades). No minimum score required. Home edition accepted. More information on the downloadable document provided on the platform.

#### 7) Letters of recommendation

Download the *Procedure to submit the Recommendation letters* and follow it carefully. This is where you will find the link to our **recommendation letter form**.



Procedure to submit the Recommendation Letters

Then, **fill in and sign the document** you downloaded, then **upload** it on the dedicated line on eCandidatures.

### Accepted certificates of language proficiency:

#### **International tracks:**

- TOEFL iBT 95/120 at « Best scores » (Home edition accepted) OR
- IELTS Academic 7/9 (One skill retake scores accepted) OR
- Cambridge English Certificate C1 level

### Are exempted from providing a certificate:

- Native English speakers
- Holders of a 2-year degree awarded in an English speaking country
- Holders of a 3-year Bachelor's degree or 2-year Master's degree 100% taught in English.

#### Standard tracks:

• TCF or DALF - C1 level

### Are exempted from providing a certificate:

- Native French speakers
- Holders of a 2-year degree awarded in a French speaking country.



# Filling in the extra form

The mandatory questionnaire in the "Extra forms" tab will give us precious information to help us review your application, including your preferences between the different programs (if you apply to several).

Please note that admission results will be based on the ranking you submitted there, so we encourage you to take extra care when filling it in.

Supporting documents	▲ Do not forget to consult 'Extra info	ormation' and 'Extra for	rms' tabs	
	Supporting documents	🗷 Extra forms	<b>i</b> Extra information	Bloc-notes

#### Technical tips:

- Make sure you're still connected to eCandidatures while you fill it in.
- Please note that your answers will only be visible the next day as the system updates every night.
- Once you fill it in, your answers will be visible in each of your different applications. We would thus advise you to do one application first, to fill in the questionnaire, and then come back the next day to deal with your other applications. That way you can check in the tab that your answers were taken into account.



## Sending your application + What happens next?

#### Send your application by clicking on

✓ Send my application

You will receive a confirmation e-mail.

Once the file is sent, you cannot modify it so make sure everything is finalised before sending it.

TSE Admissions office will review your documents.

Check your e-mails regularly!

If your file is **NOT complete**, please
rectify the missing
documents by the
return deadline
(Fevbruary 2<sup>nd</sup>, 26).
Incomplete files **will not** be reviewed by
our selection
committee.

If your file is **complete**, the selection commitee will review your application.

You will then receive one of three possible answers.

Re-send your application

✓ Send my application

#### 3 possible answers\*

available on eCandidatures by March 12<sup>th</sup> (check your e-mails!)

1) TSE declines your application. We wish you the best in your future projects.

2) TSE puts your application on a waiting list We will get in touch as early as possible if a seat becomes available for you.

3) TSE approves your application

It is then up to you to either confirm or decline the offer by the date specified in your <u>file</u>.

\*Please note that you can only receive one admission offer, even if you applied to several programs.

Whenever possible, applicants' preferences are taken into account.

If admitted in the program you placed first in your ranking, subsequent applications will automatically receive a negative answer.

You decline the offer by <u>the</u> <u>date specified in your file</u>.

You are welcome to apply again for 2027-2028.

Confirm that you accept the offer by the date specified in your file. Enrollment will take place in person at your arrival at TSE in September.

The Admissions office will get in touch to prepare your arrival!

# eCandidatures technical FAQ

"I cannot log in, the website shows a message of error Erreur à la validation du compte."

Depending on your browser or e-mail provider, the link you receive in the automated e-mail to validate your account may not work. You have to close eCandidatures (if already open), then copy the URL address and paste it in your browser.

"I cannot upload my documents because they are too big."

Indeed you need to upload a single PDF file (or JPEG/PNG format) that cannot exceed 2 MB. To merge or compress your documents, you can find free PDF tools online.

"I cannot modify anything in my application file because it is "blocked by another user".

You must have opened eCandidatures in several pages or different browsers (or closed the page and reopened it right away). You need to log out, close everything, and open eCandidatures again after having waited for a couple of minutes.

"I want to modify one of the documents I submitted in my file, how do I change it?"

If you have already sent your file, you need to contact us: application files noted down as "Received" or "Complete" cannot be modified. If you have not, then simply click on the - button to delete the document, and once again on the + to add a new one.

"I want to apply to a specific path of the M2 Environmental Economics and Policy but I cannot find it on eCandidatures..."

Former Master's programs in Economics & Ecology and Environmental Policy & Energy Economics are now two separate paths of the same Master's in Environmental Economics and Policy (EEP): you will only need to create one application to the EEP program, even if you are interested in both paths. In September, you will register into one of the two paths. In the meantime, please specify in your cover letter which path has your preference. In the extra form, you will also have to rank the two paths accordingly. If you're interested in both paths, please explain what are your specific motivations for each of them.

Toulouse