

ADMISSION PROCEDURE

Step 1 – Application process

- Complete the application form including the documents on page 5, before the 1st of July.

Step 2 – Document review

- We will process your application on the basis of all the information provided and will let you know the outcome as soon as possible.
- In certain circumstances we may contact you to request further information.

Step 3 – Admission process

- Once your Application form has been assessed by the department, you will have a telephone interview.
- If accepted, an unconditional offer letter will be sent; you will also need to pay a deposit of 15% of the tuition fees, plus 120€ for administrative fees.

Step 4 – Admission letter

- After receiving the deposit, an admission letter will be sent for your visa application.

Step 5 – Visa, fees and accommodation

- If you wish to apply for accommodation, a reservation fee of 500€ and one month's rent must be sent with your accommodation request form.
- The certificate of accommodation to confirm the application will then be sent.
- Once the visa is obtained, the deposit will be considered as part of the tuition fees.

In case the visa is not obtained, our Business school will retain the administrative fees and the accommodation reservation cost. The 15% deposit of the tuition fees will be reimbursed.

- In case of non-payment of the remaining tuition fees the student will not be allowed to attend classes.