

Application Instructions

As an applicant to the Certificate of Advanced Studies program, you are responsible for ensuring that all admissions materials are completed accurately and submitted in a timely manner. For their application to be considered candidates should have an undergraduate degree from a university or an institute of technology.

The following documents are required:

- Completed/Signed Application Form
- Grant Application Form [if applicable]
- Letter of Motivation
- Curriculum Vitae
- Copies of University degree(s), Certificates and/or equivalent titles
An authenticated translation is required for languages other than French, German, Italian, Spanish and English
- Copies of official transcripts from each college or university attended
An authenticated translation is required for languages other than French, German, Italian, Spanish and English
- Two Letters of Recommendation
- Copy of Passport or Identity Card
- Passport Photo, high resolution, JPEG format

The Application Form duly signed, including ALL accompanying documents, should be submitted in an electronic format MaDePro@epfl.ch no later than **31 July, 2011**.

NOTE:

Once accepted, applicants will be required to provide the official transcripts/mark sheets from where they obtained their undergraduate or graduate degree. The records should not be issued to the student and must be sent directly by the college or university in a sealed envelope (with appropriate certification) to:

Ms. Elisa Sauthier
EPFL AA DAF SAC
BP 1234, Station 16
CH-1015 Lausanne
Switzerland

Photocopies or facsimiles are not accepted. In addition to the above, an authenticated translation is required for languages other than French, German, Italian, Spanish and English.

EPFL – AA – DAF – SAC
BP 1234 (Bâtiment BP)
Station 16
CH - 1015 LAUSANNE

Téléphone: +41 21 693 6048
Site Web: <http://www.epfl.ch/formation-continue/>

Le formulaire complété est à retourner à l'adresse spécifiée à la dernière page.

Please note, that once completed, this form must be returned to the address specified on the last page.

Certificate of Advanced Studies in Management of Development Projects
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Décision EPFL	<input type="checkbox"/> Admis	<input type="checkbox"/> conditionnel	<input type="checkbox"/> non-admis
Décision EFC	<input type="checkbox"/> Admis	<input type="checkbox"/> conditionnel	<input type="checkbox"/> non-admis
Date : Signature(s)			
Remarque :			

1. Identification

Formule de politesse <i>Title</i>	<input type="checkbox"/> Mme / Mrs	<input type="checkbox"/> M / Mr			
Nom <i>Surname</i>			Prénom <i>First name</i>		
Date de naissance <i>Birth date (dd.mm.yyyy)</i>			Sexe <i>Sex</i>	<input type="checkbox"/> féminin/ female	<input type="checkbox"/> masculin male
Nom de naissance <i>Maiden name</i>			Nom court <i>Shortened surname</i>		
Nom officiel <i>Official surname</i>			Prénom officiel <i>Official first name</i>		

2. Données personnelles / Personal information

Etat civil / <i>Marital status</i>	<input type="checkbox"/> célibataire <i>single</i>	<input type="checkbox"/> marié(e) <i>married</i>	<input type="checkbox"/> divorcé(e) <i>divorced</i>	<input type="checkbox"/> séparé <i>separated</i>	<input type="checkbox"/> veuf (ve) <i>widowed</i>
Nombre d'enfant(s) <i>Number of children</i>			N° AVS (Swiss residents)		
Lieu de naissance <i>Place of birth</i>			Canton ou Pays <i>Swiss canton or country</i>		
Nationalité / <i>Nationality</i>					
Domicile légal des parents au moment de la maturité <i>Parents' legal address at time of school diploma before university</i>					
Canton ou pays <i>Swiss canton or country</i>					
Pour les Suisses / For Swiss nationals:					
Lieu d'origine 1 / <i>Swiss commune of origin 1</i>			Canton		
Lieu d'origine 2 / <i>Swiss commune of origin 2</i>			Canton		

3. Information sur les études / Study information

Avez-vous déjà été candidat à des études supérieures à l'EPFL <i>Have you previously applied to study at EPFL</i>	oui <input type="checkbox"/> non <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/>
Autres institutions auxquelles vous êtes candidat <i>Other institutions to which you are applying</i>	

4. Diplôme de fin d'études secondaires (maturité, baccalauréat) *School diploma leading to university studies*

Titre exact et complet du diplôme / <i>Exact title of diploma</i>				
Année d'obtention / <i>Year awarded</i>				
Type	<input type="checkbox"/> latin-grec <i>Latin-Greek</i>	<input type="checkbox"/> latin-langues vivantes <i>Latin-modern languages</i>	<input type="checkbox"/> moderne <i>Modern languages</i>	<input type="checkbox"/> commercial <i>Business studies</i>
	<input type="checkbox"/> scientifique <i>Sciences</i>	<input type="checkbox"/> maths /sciences nat. <i>Maths /biology</i>	<input type="checkbox"/> autre: <input type="checkbox"/> Other:	
Sans type - Option spécifique <i>No particular type</i>				
	<input type="checkbox"/> maths standard / <i>Standard maths</i>		<input type="checkbox"/> maths renforcés / <i>Advanced maths</i>	
Nom de l'établissement <i>School name</i>				
Localité / <i>Place</i>			Canton / Pays <i>Canton / Country</i>	

5. Langues pratiquées / Languages

	Langue maternelle <i>Mother tongue</i>	Compréhension / <i>Understanding</i>		Diplôme obtenu <i>Diploma (Enclose copy)</i>	Date / <i>Date</i>
		Ecrit/ <i>Written</i>	Oral/ <i>Oral</i>		
Français / <i>French</i>	<input type="checkbox"/>	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent		
Allemand / <i>German</i>	<input type="checkbox"/>	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent		
Italien / <i>Italian</i>	<input type="checkbox"/>	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent		
Anglais / <i>English</i>	<input type="checkbox"/>	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent		
Other 1:	<input type="checkbox"/>	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent		
Other 2:	<input type="checkbox"/>	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent	<input type="checkbox"/> poor <input type="checkbox"/> fair <input type="checkbox"/> fluent		

6. Etudes universitaires antérieures / Previous university studies

Année (début) Year (start)	Durée (années) Duration (years)	Nom de l'établissement Institution name	Localité Place	Pays Country	Type d'étude Study type	Faculté/section Major/field	Diplôme ou grade Diploma or degree	Date effective ou prévue Date conferred or expected

Numéro matricule fédéral Federal registration no	
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À compléter seulement si vous avez déjà été immatriculé dans une autre haute école suisse (uni, HES, etc.). Ce numéro figure sur une étiquette collée sur votre diplôme de fin d'études secondaires
 To be completed only if you have already been enrolled at a Swiss university or higher education college (uni, HES, etc.). This number is then found stuck to the back of your school-leaving diploma

8. Adresses de l'étudiant / Applicant's addresses

	Domicile actuel Current address	Durant les études à l'EPFL During your EPFL studies
Rue / Street		
NP et Localité ZIP or postcode and Town		
Canton / Pays Canton / Country		
Téléphone / Phone		
Email		

9. Comment avez-vous eu connaissance de la filière d'étude choisie ?

How did you get to know about the course you are applying for?

Quels outils d'information, quelles personnes avez-vous consultés pour choisir votre filière ? (plusieurs réponses possibles)
What kind of information tools and which people did you consult before choosing your course (several replies possible)

1. Un site web / A web site

- du programme / *the programme's* (Lien/Lien
- EPFL formation continue / *EPFL continuing education* (Lien/Link
- EPFL (Lien/Link
- Swissuni (Lien/Link

2. Par un mailing / *From a leaflet mailing* (Nom/Name.....)

3. Un article dans un journal / *From a newspaper or magazine article* (Nom/Name.....)

4. Par une publication scientifique / *via a scientific paper* (Nom/Name.....)

5. Une publicité / *From an advertisement*

- a. journal / *newspaper* (Nom/Name.....)
- b. magazine (Nom/Name.....)
- c. affiche / *poster* (ou/where

6. Par des étudiants / *From students* (Nom/Name.....)

- a. actuels / *studying now, on the course*
- b. anciens / *who have already been on the course*
- c. en échange/ *exchange students*

7. Par un Alumni / *From an Alumni* (Nom/Name.....)

8. Par un stage ou visite à l'EPFL / *From visits or work experience within the EPFL* (ou/where

9. Une séance organisée par le programme/ *An event organised by the course* (ou/where

10. Par un parent, ami ou connaissance / *From a member of family, friend or acquaintance* (Nom/Name.....)

11. autre / *other*:

10. Annexes / Enclosures

Liste des certificats/documents (copies certifiées conformes) ci-joints pour immatriculation par le service académique
List of certificates and documents (certified copies) enclosed for the registrar's office admission purposes

1.
2.
3.
4.
5.
6.
7.

11. Publications (articles, livres), inventions brevetées

List articles, books or other publications, or inventions you have patented

1.
2.
3.
4.
5.
6.
7.

12. Prix et bourses obtenus

List academic honors, prizes and fellowships you have received

1.
2.
3.
4.
5.
6.
7.

13. Indiquer ici les résultats de tests TOEFL, GRE et GMAT si disponibles
 (pas obligatoire, mais recommandé pour les candidats qui n'ont pas suivi plus de 3 ans d'études en français ou anglais)

*Specify here your TOEFL and GRE scores and provide copies of records if available
 (not mandatory, but highly recommended for students who have not followed more than three years of study in French or English)*

TOEFL
GRE oral / verbal quantitatif / quantitative analytique / analytical
Autres tests ou certificats de capacité en anglais ou français / Alternative test(s)/certificate(s) of English or French proficiency
GMAT

14. Liste des personnes auxquelles vous avez demandé des recommandations
List of referees to whom you have requested recommendations

1) Nom / Name: Adresse / Address :
2) Nom / Name: Adresse / Address :
3) Nom / Name: Adresse / Address :

15. Signature et engagement/ Signature and agreement

Le candidat soussigné certifie avoir donné des renseignements exacts et complets dans le présent questionnaire et demande son admission en qualité d'étudiant. Il autorise l'EPFL à faire usage de la photographie qu'il lui a remise à des fins purement administratives internes à l'EPFL. <i>The undersigned certifies having given true and complete information in this questionnaire and requests to be enrolled as a student. He/she authorises the EPFL to use his/her photo for EPFL administrative purposes.</i>	
Lieu et date / Place and date:	Signature du candidat / Applicant's signature [INSERT ELECTRONIC SIGNATURE]

Formulaire à retourner avec tous les documents requis à : MaDePro@epfl.ch
Questionnaire and required documents be returned to: MaDePro@epfl.ch

2011 GRANT APPLICATION FORM

Certificate of Advanced Studies in Management of Development Projects

Please note that grants are only available for participants from developing or emerging countries

1. Applicant Profile

Name	Family	First	Middle		
Designation					
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Birthplace		Nationality
Qualifications	Bachelor <input type="checkbox"/>	Master's <input type="checkbox"/>	Doctorate <input type="checkbox"/>	Post-Doctorate <input type="checkbox"/>	Other (please list below)
Age group (in years)	< 25 <input type="checkbox"/>	25 - 35 <input type="checkbox"/>	35 - 45 <input type="checkbox"/>	45 - 55 <input type="checkbox"/>	55 > <input type="checkbox"/>
N° of years of work experience	< 5 <input type="checkbox"/>	5 - 10 <input type="checkbox"/>	10 - 15 <input type="checkbox"/>	> 15 <input type="checkbox"/>	

2. Employment History (please attach supporting documents)

Company/Organisation	Department/ Section	Position	Duration Month/Year <input type="checkbox"/> Month/Year	Gross Monthly Income (in US\$)
				\$
				\$
				\$
				\$
				\$

FUNDING: The scholarship does not cover travel expenses. Furthermore, in the event that the EPFL can grant only partial funding for your scholarship, would you be in a position to identify an additional source of funding, and how much would you be able to cover?

\$

3. Essay Questions

<p>Briefly provide your reasons for taking this course <u>as an individual</u></p>	
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<p>Briefly provide your reasons for taking this course <u>as part of an organization</u></p>	
<p>Describe your career objectives and why you believe that attending this course will have a positive impact on your career</p>	
<p>Please give us your reasons for seeking the scholarship</p>	

4. Applicant's Certification

<p>I understand that all applications will be evaluated on educational achievement, related activities, and the essay submission, and that scholarships will be awarded based on merit. Submission of an application in no way guarantees that a scholarship will be awarded. I understand that my application will not be considered if it is incomplete or submitted after the 31 July 2011 deadline.</p> <p>I certify that all information mentioned in this application is correct.</p>	
<p>Date</p>	
<p>Name</p>	
<p>Signature</p>	<p>[INSERT ELECTRONIC SIGNATURE]</p>