PhD in Management

Application instructions

Important dates to note for the mid-August 2024 intake:

Preferred deadline: Thursday, 15 December 2023

Last day of submission of online application: Monday, 08 January 2024, 23:59 CET

End times for all deadlines are the end of Fontainebleau time. To view the corresponding time in your local area, please click here.

Last day of submission of open one-way interview (mandatory): Sunday, 14 January 2024, 23:59CET. To view the dates in calendar format, go to https://inse.ad/phd-google-calendar.

To jump to the section, click on the below:

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Password

Change your password within 24 hours since you created your account (for the first time). You can change it using the link sent to you directly to your registered email or via your dashboard (Edit Password beside the photo section).

Open One-Way Interview (mandatory)

You will receive your Open One-Way Interview link upon **submitting your online application.**

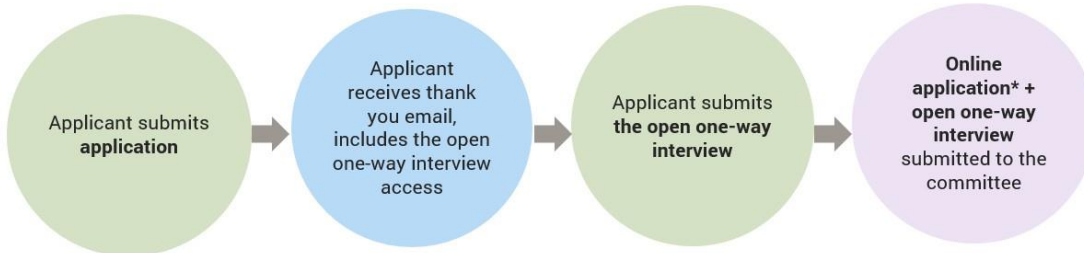The committee views the open one-way interview as adding value to your application.

We encourage you to submit it after you submit your online application.

Last day of submission of open one-way interview: Monday, 09 January 2023, 23:59 CET

Open One-Way Interview

Encourage to submit along with your online application

What is the Open One-Way Interview? The admissions committee uses the open one-way interview to learn more about the applicant's research potential, supplementing the online application. Applicants also use this opportunity to discuss their interests in a spoken format.

The recorded interview consists of 3 to 4 general questions that are the same across all eight (8) areas of specialisation. It is an integral part of the selection process; hence, the committee views this as adding value to the prospect's application.

We encourage all applicants to submit this on or before the deadline mentioned on https://inse.ad/phd/admissions-deadlines

Education section

Please indicate your education where you have earned a degree or are still completing a degree by listing the earliest date followed by the latest—for example, a bachelor's degree, followed by a master's degree. If you have multiple degrees attained under each category, please list them by order of earliest degree earned.

You do not need to declare your campus or degree exchange where you did not earn or complete a degree. The committee will see your campus or degree exchange details on your application form and your degree transcripts. Also, please do not indicate certifications where you did not earn a degree.

GMAT or GRE test

Take the GMAT or GRE test (or TOEFL, if applicable) at least two to three weeks before the application deadline to ensure that the PhD Office receives your official score results in time. Ideally, the last day of taking the test is on 30 November.

Submit your GMAT or GRE test along with your online application by uploading the test taker score results and, at the same time, sending us the official scores via the test administrators. State the institution codes when sending the official scores to us:

GRE Institution code: 3244 INSEAD PhD France OR 7324 INSEAD PhD Singapore
* If you chose 'Either Campuses', you do not need to send the scores to two institution codes. Instead, you can send the GRE score to either centre code.
GMAT Institution code: DL3-S8-08
TOEFL institution code: 3244

* If you have taken the test more than once, indicate your scores from the 'same' test date. Do not indicate quants and verbal scores from different test dates.

**Please visit https://inse.ad/phd/admissions *for the latest GRE or GMAT test submission updates.*

TOEFL test

Submit a TOEFL test only if your native language is <u>not</u> English. However, if you have taken your degree (undergraduate or master's) in English, you are no longer required to submit a TOEFL test. If your degree is still in progress, you will only be given the TOEFL waiver upon completing this degree (i.e. you've been awarded the degree). Otherwise, you still need to submit the TOEFL exam.

Your transcript from the said degree should clearly state that the medium of instruction is English.

Recommendation Letters

- Click on the link **'Send an email to your recommenders now'** to send the email to your referees. Recommenders are required to use our online recommendation form.

- In the same form, referees can upload a referee letter if they prefer a supporting document.

- Once the online application is submitted, you can no longer change the referee details. Thus, it is essential to liaise ahead of time with your referees to secure their recommendation nod.

- Indicate only the official email addresses of your referees.

Important: Certain organisational email clients block automated emails like the recommendation request forms. Thus, we encourage you to check with your referees if they have received the

- **Your dashboard will reflect the status of submission from your referee/s**. We will not entertain any updates on recommendation statuses. Please follow up directly with your referees if they have received the letter and submitted it online.

- Your referees can submit the online forms anytime, even before submitting your application. However, the last day of submission follows the online application deadline.

Supplementary Information Survey

The Supplementary Information Survey form is part of your PhD application. You can find the link on the last page of your application.

Failure to submit the Supplementary Information Survey form will render your application 'incomplete'.

If you have more questions about the application process and admissions details, visit https://inse.ad/phd/admissions and scroll at the bottom for the Admissions FAQs or email

Other online application instructions

1. To successfully access the online application, download or upgrade your browsers to the following (minimum requirements):

   a. Internet Explorer 9 or above
   b. Firefox 10 and above
   c. Chrome 10 and above
   d. Safari 5 and above
   e. Opera 10 and above

2. Select the appropriate application form corresponding to your chosen area of specialisation. For example, if you apply to two fields of specialisation, you must complete two application forms and upload the same electronic documents.
   a. **IMPORTANT**: Please refrain from creating a new profile (with a unique email ID). Instead, select the application form of your intended 2nd area under the same profile. Some fields are already pre-filled in the new application and will save you time accomplishing the form.

3. Once you have started accomplishing the application, make it a habit to save it regularly to avoid losing any changes or data.

4. Photo is now optional.

5. On the 'Supporting Documents' section/page

   a. Before you upload any supporting documents in PDF, you need to resize your attachments to a maximum of 1MB file size only. Several free online software applications compress your PDF files into smaller sizes. Search online for these types of software.
   b. Do not forget to accomplish the Supplementary Information Survey form. Internet connection is required to complete the survey form.

6. Letters of Recommendation
   a. We have our online recommendation form that your referees have to use. You can send this online form to them through your online application. Your referees will receive an email request when you click on the link 'Send an email to your recommenders now' on your application form.
   b. When entering the details of your referees, ensure that you key in their correct 'official' email address. Yahoo, Gmail, Hotmail, Outlook, AOL, etc., are not acceptable.
   c. **IMPORTANT:** If you wish to change your recommender's email address, you can do so while you still accomplish the form. Once you have made the changes, please click the 'Send an email to your recommenders now' link again. Only the recommender with an updated email will receive the recommendation form.

d. We will not entertain any change requests for recommender details once the online application is submitted.

e. You will see the submission status of your recommendation forms on your dashboard. We will not entertain any recommendation submission status.

7. Once you have completed the application form and uploaded all the minimum admission requirements, click the submit button and then pay the application fee.

8. The application fee is nonrefundable. Please note your order reference # on the payment page for future reference. The online application is considered incomplete in the absence of the application fee.

9. If you are applying to two fields of specialisation, you need to pay for each application submitted. Therefore, you are paying for two applications.

To ensure a successful application, complete all the relevant fields on the application form, and submit it with the supporting documents required for admission.

For any questions on the application process, email phd.info@insead.edu
For technical assistance, email 5555-ITservicedesk@insead.edu