



MPH Application Form – instructions for applicants

Application forms needs to be filled in English, attached documents may be in English or French (or have official English/French translations)

A. First, you need to register to MPH application tool – create an account. Only **ONE account/applicant can be accepted.**

Step 1: Please enter your personal details

Fill in the following fields: *Title, First name, Family name, Date of birth, Citizenship, Phone number (international format), E-mail, Address, Postcode and/or City, Country of residence, Password (these fields are mandatory).*

Your password must be at least 6 characters long.

Please note that your citizenship will impact both your status and the possibility or not to apply to a grant.

If you are interested in applying to a EHESP scholarship, please choose “Yes” for this question.

You have the possibility to correct or validate data entered.

After registration you will receive a registration confirmation e-mail (on the e-mail address that you entered) containing the information you have entered. **We strongly advise you to keep this e-mail.**

Step 2: Please upload all required documents

B. Once your account has been created, you are now able to upload the necessary documents. You may either upload all your documents in the same time, or do it piece by piece over several days/months, and by the latest 11th March 2012.

You may only submit your application when all of the necessary documents have been uploaded.

Please note that maximum file size is 2MB.

Supported files are pdf,rtf,doc,docx,gif,jpeg,jpg,png,zip.

MPH course application

You need to upload the following mandatory documents (you should scan original documents/translation in English):

✓ **Application Form***

(download it from the MPH website, fill it in, name it appropriately i.e.:

“mph_application_form_name_surname”, then upload it)

- ✓ **Reasons for applying and career plans***
- ✓ **Curriculum Vitae***
(we suggest using Europass CV, see template in English here : <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>)
- ✓ **A scanned copy of your last diploma in English***
- ✓ **Official transcripts and mark sheets in English***
(if you have several documents for several semesters for instance, you should compile them into only one document size not exceeding 2 Mb)
- ✓ **Evidence of English proficiency***
(you should attach either:
 - English-language certificate as indicated on our website if your native language is not English,
 - certificate of attending at least 1 year of studies in English,
 - personal statement/certifying letter if your native language is English).
- ✓ **First letter of recommendation***
- ✓ **Second letter of recommendation***
(or if not available, provide a letter explaining the reasons)
- ✓ **Copy of identity document***
(either passport or national Identity card)

EHESP scholarship application

You need to upload the following mandatory documents (you should scan original documents/translation in English. If you have several documents try compiling them or attach some of them as optional documents):

- ✓ **Scholarship Application Form***
(download it from the MPH website, fill it in, name it appropriately i.e.: "ehesp_scholarship_request_form_name_surname", then upload it)
- ✓ **Official Proof of income***
(Official proof of your income, and your partner's if you are married or in domestic partnership. Official proof of your parents' income.
Official proofs are: Government notifications (income tax return), pay slips delivered by an employer or Institution (January – August and December) if in your country income tax doesn't exist.)
- ✓ **Proof of having (e.g.: certificate of school attendance, etc.) or statement of not having dependent persons on you/your parents***
(Certificate of attendance delivered by the school for children dependent on you/your parents, or other person dependent on you/your parents if concerned)
- ✓ **Statement letter describing your financial situation and projected needs***

MPH course and EHESP scholarship application

If needed, you may also upload 3 optional documents for the two applications, or for only one of them. We advise you to name them clearly and accordingly (type of document + your name and surname)

Other document you want to communicate - 1
Other document you want to communicate - 2
Other document you want to communicate – 3

For instance, for the MPH course application you may attach as optional document:

- A third reference letter
- Another university degree

For the EHESP scholarship application you may attach as optional document:

- Official sponsor's grant attribution letter with the amount, period and duration (if concerned)

C. Do not forget about **SUBMITTING your application**: when you attach all mandatory documents (and optional if needed) you need to click "**Submit**" button to finish your application process. Only then your application will be considered by the Selection Committee.

If you face problems with filling in the form, uploading documents
or submitting your application, you should contact:
MPH Team at mph@ehesp.fr or Scolarite@ehesp.fr
**Do not send any documents on these email addresses before previous
agreement
with MPH Team!**