

MASTER OF PUBLIC HEALTH PROGRAM

Instructions for Applicants **2022-23 intake**

*Applications need to be filled **in English**, and all attached documents provided with an English official/sworn translation if the original documents were issued in another language than English OR French.*

1. Create an account on the platform

First, you need to register on the application platform: create an account: <https://candidatures.ehesp.fr/en/> OR open a new application if you already have an account.

- Fill in: **Civility, Family/Married Name, First Name, Email, Password**

Please note that the email address that you use for your registration will also be used by the MPH team to contact you.
(Compulsory information that candidates are required to fill in/attach is identified by a star)

- Choose the relevant masters program applying to your choice: **Master of Public health (MPH)**

Please note that the MPH application campaign won't be accessible before 10 December 2021 (for the 1st round) and 7 February 2022 (for the 2nd round).

2. Activate your account on the platform

After registration you will receive an email (at the address you provided during registration) to activate your account. Once you have activated your account, you will be able to start filling in the application form, attach all mandatory documents and submit your application.

3. Filling in your application

The Item **Forms** presents all forms that you need to fill in, divided into sub-items: **Personal Details, Highest level of degree obtained, Professional experience, Language Proficiency, References, Financing, Additional questions** (each part is explained below).

Remember to save all information you provide in each form (click “Save & Continue” button in the bottom of each page).

- **Part: Personal Details**

Please provide all required information (names, residence address, phone number...).

- **Part: Highest level of degree obtained**

Please list all higher education institutions, regardless of the length of attendance. Begin with the most recent one. If parts of the previous studies were followed online, please indicate it clearly in your application.

On the “Mandatory documents” section you will find a space for attaching previous degrees and university transcripts.

- **Part: Professional experience**

Please list and describe all **work experience (internship, volunteer or employed activity)** since undergraduate studies.

- **Part: Language Proficiency**

You must prove that your English language skills meet the minimum admission requirements.

Please also precise which type of document is provided as English proficiency proof (IELTS/TOEFL, passport as native speaker, relevant previous higher education degree...).

Information on minimum language requirements and acceptable type of proof can be found on the [MPH website](#).

- **Part: References**

Please list **two different referees** who will fill in an online recommendation form for you. Please provide an institutional email address for each of them – no private email addresses. Once you have saved their contact details, your two referees will receive an automatic email from the platform with instructions on how to fill in the online recommendation form that will be added to your application file. Please note that **you cannot fill in the reference forms yourself.**

At least one form of recommendation should be from an academic or professional contact (lecturer, supervisor, work manager, etc).

If you cannot submit your application even though you have uploaded all required documents, it may be because your referees have not completed their recommendation forms yet. **Please note that your application cannot be submitted without one reference form at least.**

Please note that **two references** are expected . At least one reference must be provided, in order for the MPH application to be considered as complete and be submitted. Should you not be able to obtain more than one reference by the deadline, please write a letter explaining the reasons (upload this explanatory note within the additional document space). Please note that if you do not provide at least 1 reference, your application will not be considered as eligible. Should you have additional reference letters you would like to share with the MPH admission committee, please upload them within the additional document space

If your referees have not received the automatic email yet: Please ask them to check their spam-box. E-mails from our system may be placed there. If your referee still cannot find the email, you can send it again by logging into your account, going to the "Application Form" -> "References" and clicking on "Send the request for providing reference forms". A new e-mail will be sent to your referee immediately.

- **Part: Concentration choice**

You need to choose which specialization (among the five tracks listed below) you wish to follow **during your 2nd year**. You can find more information about the concentrations and the modules [here](#) .

- Track : Social & Behavioural sciences in public health – SBSPH
- Track : Epidemiology – EPI
- Track : Health policy and management – HPM
- Track : Information sciences and biostatistics – ISB
- Track : Environmental and occupational health sciences - EOHS

- **Part: Additional Questions**

Please indicate how did you hear about the MPH Program.

4. Uploading the requested documents

The items **Mandatory documents** and **Optional documents** include places to upload all documents (as attachments).

All attachments need to be uploaded into the application form in the dedicated fields. Files' maximum size is 2 MB, format pdf, jpg (if the size or format is not correct, you will not be able to upload the document).

- **Copy of identity document:**

- **For Non-European students:** [valid passport](#) (scanned copy of the page with the photo)
- **For European students:** [ID](#) (front and back copy) or [valid passport](#) (scanned copy of the page with the photo).

- **Motivation letter:** motivations for the course and career plans.
 - Your letter should not exceed 600 words
 - Write about your motivations for the course: why would you like to study public health, how are your career plans connected with this programme
 - Do not repeat information already provided in your CV, however you may develop it E.g. if you mention some facts in your CV (voluntary work, internships, other activities etc.), in your motivation letter you may emphasize aspects of this experience that in your opinion are important to justify your predispositions for a public health programme.
 - This essay should not be a literary work. It should provide a concrete justification of why you are a good candidate for the MPH programme.
 - It is recommended to mention the specific interest in the area of public health you would like to work on during your studies or/and after.
- **CV:** CV **should** be provided in the European format (Europass) (template available on [Europass website](#)). For each experience listed on your CV, please clearly indicate the **city and country** where it took place.
- **A scanned copy of your last diploma in English or in French:** (scan copy of both original university diploma and official or sworn English translation, if the original documents are not in English or in French. Please do not translate your official academic degree yourself (it has to be either an official document in English issued by your university, or a copy of the original document translated by a sworn translator).
 If you are finishing Bachelor studie sin 2021-2022, you may still submit an application. In that case, please clearly indicate the expected date of graduation in your CV as well as provide an official certificate from your University informing on expected graduation date. In case you are selected to join the course for 2022-2023 intake, it will be under the condition that you provide a proof that you obtained your degree prior to the beginning of the programme.
- **Official transcripts and mark sheets in English or in French** (scan copy of both original university transcripts and official or sworn English translation, if the original transcripts are not in English or in French. Please provide all your higher education transcripts to date. Do not try to interpret grading scales by converting your country's system into the French scale. In addition, please do not translate your official academic degree yourself (it has to be either an official document in English issued by your university, or a copy of the original document translated by a sworn translator).
- **Language proficiency proof** to confirm your English level – more details on language requirements are available on the [MPH website](#).

⚠ Any applicantion that does not include **either** a valid English language test **among those specified on the MPH website OR** meet one of the two exemption conditions **specified on the MPH website won't be eligible**. Please upload a copy of the proof you referred to in the section called "Language Proficiency" of the application form.
- **First / second reference form** will be filled in directly by your referees (if you correctly fill in the application form with their contact details in the "References" section); if the form is successfully completed you will see a green tick/check here. You won't be able to submit your application if your referees have not filled in their reference forms.
- **Additional documents**
 Other document you want to communicate. For instance, for the MPH course application you may attach as optional document, a third reference letter, another university degree...
 You can upload 3 extra documents.

The section on the right shows which documents are missing or sent (attached) and which forms you have filled in (it will help you identify what is left for you to do in order to successfully submit your application).

5. Submitting your application

Do not forget to **SUBMIT your application**: when you fill in the form and attach all mandatory documents (and optional if relevant) you need to click the “Send application file” button to finish your application process (you will receive an automatic confirmation email). Only then your application will be considered by the Selection Committee.

BEFORE SUBMISSION, PLEASE CHECK CAREFULLY WHETHER ALL NEEDED INFORMATION IS INCLUDED AND ALL NEEDED DOCUMENTS UPLOADED IN A PROPER FORM. ANY MISSING INFORMATION/DOCUMENTS OR WRONG FORMAT OF DOCUMENTS (e.g. lack of documents translation, wrong format of CV etc.) WILL CAUSE CONSIDERING THE APPLICANT AS NON-ELIGIBLE.

If you have any questions or if you face any technical problem filling in the form, uploading documents or submitting your application, you may contact : mph@ehesp.fr