

The next academic year 2011/2012 is coming very soon and, as always, it is a pleasure to welcome your exchange students at SKEMA Business School. In the attached documents, you will find our fact sheets 2011/2012.

### 1- New – ONLINE APPLICATION:

For the academic year 2011/2012, your students may choose their campus ONLINE:

<https://admission.skema.edu/ExchangeIN>

- Sophia Antipolis
- Lille
- Paris La Defense
- Suzhou (China)\*
- Raleigh (USA)\*

\* We are pleased to announce that for the first time we are also opening up a limited number of places for exchange students at our overseas campuses in **Suzhou** (China) and **Raleigh** (USA). Please note that for these campuses, there is an additional fee for both regular and exchange students (500€ for one semester and 850€ for the year for our Suzhou campus and 1500€ for one semester and 2500€ for the year for our Raleigh campus). For all information, please get in touch with the International Office, [incomingexchange@skema.edu](mailto:incomingexchange@skema.edu).

Students should carefully consider the different specialisations at each campus and indicate their choice on the online application.

### **Important information concerning the application procedure for incoming exchange students 2011/2012:**

This year, your selected exchange students will be requested to fill in the application form and send all required documents online. Before starting the application, they must prepare Pdf formats of the following documents: **motivation letter, CV (resume), proof of their level in English for non native speakers (TOEFL, IELTS score or recommendation letter), academic transcripts indicating grades and degree awarded, certified copy of their diploma (only required for the Dual Degree), copy of passport or ID card, birth certificate translated into French or English and one photograph.**

➔ **This process is compulsory for all exchange students even if they have already filled in the old version.**

So, please forward the link below for our new application online to your selected exchange students:

<https://admission.skema.edu/ExchangeIN>

The deadline is Wednesday 25 May 2011.

Acceptance letters will be sent by mid-June 2011.

### 3- COURSE CATALOGUE 2011/2012:

The **course catalogue** for Fall 2011 will be available on our website by June 2011 and we will send further information about our **online course choice** procedure subsequently.

(<http://www.skema.edu/en/international/exchange-students/campus-sophia-grande-ecole-program>)

### 2- PRACTICAL INFORMATION:

Practical information on our SKEMA Campuses can be found in our updated [International students' guide "EasyGoing"](#), to be downloaded from our website: <http://www.skema.edu/en/pdf/international/easygoing-skema.pdf>

In our housing website, exchange students can find accommodation offers, using the link below with this code: **SKLS**. Our housing Assistant: **Sophie KUOCH** (+33 (0)4 93 95 44 89 and her email [sophie.kuoch-staff@skema.edu](mailto:sophie.kuoch-staff@skema.edu)) will be available from 9 May to 31 August 2011.

<http://www.skema.edu/en/SOPHIA-ANTIPOLIS/Housing%20services>

Please do not hesitate to contact us for any further inquiries.  
Best regards,

The International Office