

Guidelines for the FIFA Master Online Application Form

Dear Applicant,

Welcome to the online application for the International Master in Management, Law and Humanities of Sport – the FIFA Master. We look forward to receiving your complete application for next year’s edition.

Please read this document carefully. If you have any specific questions or problems with your online application that are not covered by this document or on the www.cies.ch website, please contact us at the following email address:

fifamaster.admin@cies.ch

Thank you for your interest in the FIFA International Master Programme and good luck with your application!

Best wishes from the FIFA Master Team

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I. Before you start

Before creating your login, please read this section which contains important information about the process of applying, the online form, and the supporting documentation you must provide with your application.

First, please make sure you have read through all the [FAQs](#) and check that you fulfil all the [Criteria for Applying](#).

You should also have read the [Financial Aid information](#) concerning scholarships and the [Terms and Conditions](#). If you still have any questions, please do not hesitate to e-mail fifamaster.admin@cies.ch.

Please keep the application deadline in mind. You will not be able to access your application, whether you have submitted or not, after the deadline. Late applications will NOT be considered for selection. (The application deadline follows CET – Central European Time. You should check this according to your specific time zone).

We recommend that you use the most recent versions of Google Chrome or Edge. We do not recommend using Internet Explorer as there can be problems with that browser.

For uploading your supporting documentation, please see the [Guidelines to Upload files](#).

General remarks on completing the application form

- You do not have to complete the online application in one sitting or from one computer. You may access your application and change your answers as many times as you like before submitting it from any computer with Internet access. On the last page, there is an option for you to "Preview" a draft .pdf version of your application. This allows you to view what you have written (please note that this .pdf version of your application is for your own personal use only and should not be posted to CIES under any circumstances!).
- Be sure to complete all sections (1 to 8) of the FIFA Master Online Application. Please note that all fields marked with a * are mandatory fields which must be completed.
- We recommend that you complete the application from a desktop or laptop computer (not from a tablet or mobile device).
- For open questions, please be sure to adhere to the word limit. Extra words will be automatically cut, so please be succinct!
- When you are satisfied with your application, you must "submit" it (Step 8 of the form). Please note that once you decide to submit your application, this is the "point of no return", so be sure you are completely happy with the content and presentation before submitting. We will not receive your application at CIES until you click submit. Once you have submitted you will receive an email confirmation. If you do not receive confirmation, then your application has not been submitted.

Specifics concerning the supporting documentation

The documents below are an integral part of your application. Your Curriculum Vitae/Résumé must be in English. Other documents, while still preferred in English, can be accepted in French, Italian or Spanish. Documents in any other language must be accompanied by a certified English translation (e.g. not a translation by you the applicant, but an approved translation stamped by a notary or a similar person).

- **Your University Degree & University Transcripts**

The degree certificate is the official diploma awarded to you by your university and should show your final degree qualification and title (e.g. Bachelor of Arts). Transcripts are official records of your exams and marks and should show all details of examinations you undertook during the course of your studies. Please note that you will have to present the originals of these documents when you arrive at the Université de Neuchâtel as part of the matriculation process, if you are accepted.

- **Your High School or Secondary School Certificate & Transcripts**

Depending on the country where you went to secondary school, you may have one single certificate (e.g. A-Level results or baccalaureate) or a diploma and a transcript with your marks (e.g. High School diploma and your grades separately on a transcript). Please note that, like your degree certificate, you will have to present the originals of your single certificate (e.g. A-Levels...) or diploma (High School graduation certificate) when you arrive at the Université de Neuchâtel as part of the matriculation process, if you are accepted.

- **Proof of English**

You need to provide certification of English proficiency. The TOEFL test, the most widely respected English-language test in the world, is the only certification recommended.

We request a minimum of 600 points on the paper-based exam which equates to 250 on the computer-based test and to 100 on the internet-based test. If you provide other English certification (for example IELTS or the Common European Framework of Reference (CEFR)), then please be sure that your level is equal to the aforementioned minimum TOEFL requirements. The score conversion tables are available here – <https://www.ets.org/toefl/institutions/scores/compare/#cefr>. Scores on IELTS should be at least 7 and for CEFR you should have at least a C1 level. If your score is not sufficient, then your application may not be taken into consideration or you may be required to re-sit an English test. Please note that you should plan well ahead since obtaining the results takes time in addition to taking the test.

However, an exception can be made to this rule in the following circumstance:

- You have studied your university degree at an English-speaking university in an English-speaking country.

If you fulfil the above criteria, then please state so on your application form, and upload a letter explaining this instead of the TOEFL certificate (Page 5 on the FIFA Master Online Application) and please join your Diploma for this English-speaking University as well. This way we know that the missing certificate of proficiency is not an omission on your part, and we can consider your file as otherwise complete. Nevertheless, even in the case of these exceptions, and given that there is an ever-increasing number of applications for what is a fixed number of places, we do recommend that you obtain official proof of your English level through English proficiency certification. More information at www.toefl.org. Please also have a look at the [EUROPEAN LEVELS - self assessment grid](#).

- **Letters of Reference**

The purpose of these letters is to testify to your academic and professional abilities, as well as your skills, knowledge and experience from a third party's perspective. Ideally, the letters should explain how and why you are a perfect candidate for the FIFA Master. Thus, you should be sure that your referee understands the FIFA Master course well in order to tailor the letter for our course. You should avoid submitting generic references or letters that you used for other Master programmes.

You should provide two letters. One reference should be a “professional” reference, i.e. from your current or former employer and can attest to your professional skills, qualities and how you work in an organisation. The second letter should be an “academic” reference from a former professor or teacher, who can vouch for your academic capabilities and potential in a learning context. If you are unable to obtain both, then it is acceptable to provide either two academic or two professional references.

Your references can be in English, French, Spanish or Italian. References in any other language must be accompanied by a certified English translation. The references should be as detailed as possible, i.e. not just one or two lines, and in the format preferred by your referee. Your referees should provide their full contact details (telephone, e-mail address) in the letter in case we wish to contact them for further information.

Please ask your referees to submit their reference to you – not to us – as you will upload them with your application.

- **Passport/ID card**

Your passport or ID card should be valid through the end of the course programme. If it expires before the start of the course and you are accepted on the programme, you will need to ensure it has been extended by the time the programme starts since otherwise it could affect administrative regulations in the countries of study.

- **Curriculum vitae / résumé**

This document **must be in English** only and be concise on one or two pages.

- **GMAT (Graduate Management Admission Test) / GRE (Graduate Record Examinations)**

The GMAT or GRE are optional. If you have one, we ask you attach a copy of your score along with the other supporting documents.

- **Submitting your Supporting Documentation**

In order to include/send these documents, you need to upload them on the website.

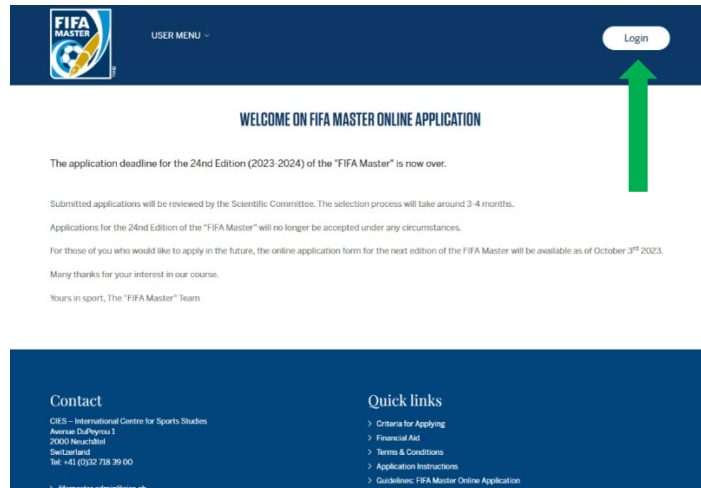
If you have all the documents in electronic format or the possibility of creating electronic documents (access to a scanner), you can upload them. You should note that the **files should be in .pdf format only**. Please download and read carefully the [Guidelines to Upload files](#).

If you do not have access to a scanner and/or the possibility to upload some or all of the documents required, you can contact us at fifamaster.admin@cies.ch and we will guide you towards the best solution.

II. Create a Login

The online application can be found [here](#).

Start by clicking on “Login” (highlighted in **green** below):



You will need to then click on “Sign up” and fill in all the requested fields, including creating a password and entering the displayed verification code.

A Verification email will be sent to you. If you do not receive it, please check your spam folder. Click on the verification link in order to verify your account.

Once done, you will be requested to activate the **double authentication** in order to access your account. The latter is necessary for your personal data protection. You can choose your preferred method and download the relevant app. Once you have downloaded the app, you need to scan the displayed QR code – be careful the QR code appears only once!!

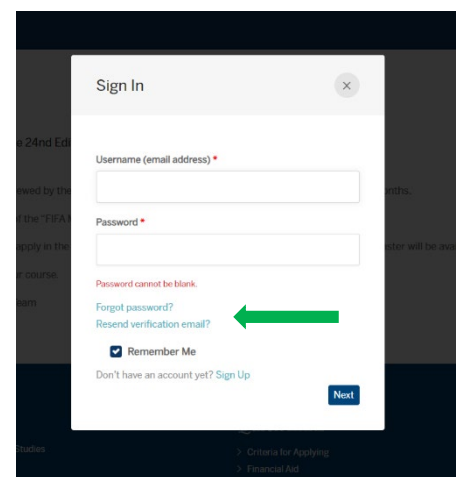
Once you have scanned the QR code, a token will appear on your authentication app (the one you downloaded). Please enter this token in the respective field on the login page after entering your password and click “submit”. You will now enter the application form and will have access to your personal account and online application.

Reset Password

In case you forget your password and/or username it is possible to reset it by clicking on “Forgot Password?” from the login page.

You can also request the verification email to be resent in case you did not receive it by clicking on “Resend verification email?” from the login page.

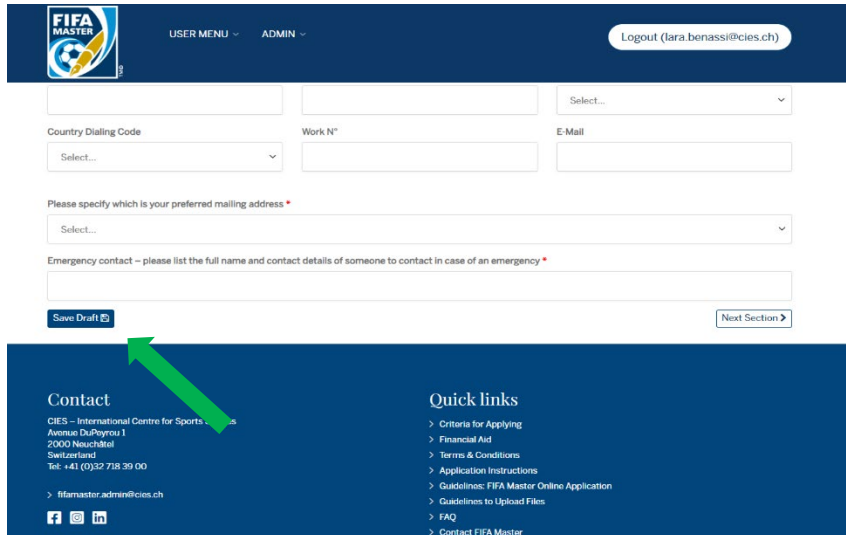
You will then receive an email or to reset your password or to activate your account. Then, the process is the same as explained at the beginning of this chapter.



III. FIFA Master Online Application (steps 1-8)

PLEASE ANSWER ALL OF THE QUESTIONS CLEARLY AND FULLY – FIELDS WITH * ARE MANDATORY.

Remember to save your application regularly by clicking on the “Save Draft” button at the bottom of each section. Every time a Section is correctly saved and all mandatory fields have been filled, a green tick will appear on the relevant Section.



The screenshot shows the top part of the application form. At the top left is the FIFA Master logo. To its right are 'USER MENU' and 'ADMIN' dropdown menus. Further right is a 'Logout (lara.benassi@cies.ch)' button. Below these are several input fields: a 'Country Dialing Code' dropdown, a 'Work N°' text field, an 'E-Mail' text field, and a 'Please specify which is your preferred mailing address *' dropdown. Below these is an 'Emergency contact' text field with a note: 'please list the full name and contact details of someone to contact in case of an emergency *'. At the bottom of the form are two buttons: 'Save Draft' (with a green arrow pointing to it) and 'Next Section'. The footer of the page contains 'Contact' information for CIES and a 'Quick links' section with links to 'Criteria for Applying', 'Financial Aid', 'Terms & Conditions', 'Application Instructions', 'Guidelines: FIFA Master Online Application', 'Guidelines to Upload Files', 'FAQ', and 'Contact FIFA Master'.

1. Personal Information

This section is for your basic personal information.

2. Educational Background

Section 2 is for your educational background. Please include all relevant information about your high school/A-levels/baccalaureate, university and other professional qualifications.

In addition, there are four short questions to answer. We strongly recommend that you write your answers to the open questions first by hand or in separate computer file. When you are finished with your essay, then copy the text into the online application.

3. Work Experience

Section 3 concerns your professional experiences both current and previous.

4. Personal Statement

Page 4 you are asked to respond to one essay question. Once again, we strongly recommend that you write your answers to the essays first by hand or in separate computer file. When you are finished with your essay, then copy and paste the text into the online application.

5. Funding

Section 5 is dedicated to Funding and Scholarships.

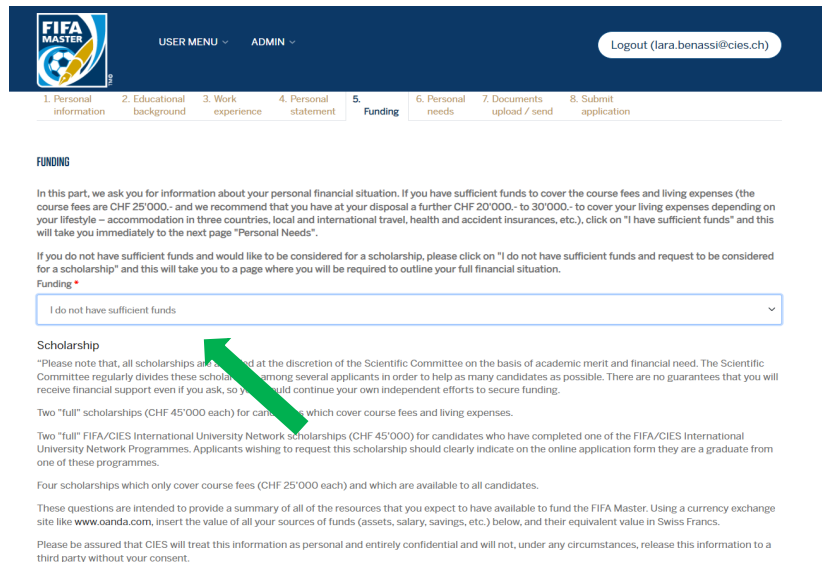
Please note that, all scholarships are awarded at the end of the Selection process and so asking for financial aid does not influence your acceptance or not on the programme. The scholarships are then the discretion of the Scientific Committee of the programme, on the basis of academic standards and financial need. If the only way for you to successfully attend the course is through a scholarship, then you must complete the scholarship application form in full, providing as much detail as possible.

Each year a number of postgraduates succeed in obtaining financial support either through sponsors or government-type loans usually in their home country or country of residence. We strongly recommend that you contact alumni from your home country or country of residence and see directly with them if they obtained funding and if so, how. We can provide details of alumni who come from your region during the application process.

Please be aware that we receive far more requests for scholarships than the resources which are available. There are no guarantees that you will receive financial support even if you ask, so you should continue your own independent efforts to secure funding.

If you do not need assistance, then please click on the first option *“I have sufficient funds”* and you will be redirected to the next step of the application.

However, if you need financial aid and wish to be considered for a scholarship, then you should click on the second option *“I do not have sufficient funds”*.



FUNDING

In this part, we ask you for information about your personal financial situation. If you have sufficient funds to cover the course fees and living expenses (the course fees are CHF 25'000.- and we recommend that you have at your disposal a further CHF 20'000.- to 30'000.- to cover your living expenses depending on your lifestyle – accommodation in three countries, local and international travel, health and accident insurances, etc.), click on "I have sufficient funds" and this will take you immediately to the next page "Personal Needs".

If you do not have sufficient funds and would like to be considered for a scholarship, please click on "I do not have sufficient funds and request to be considered for a scholarship" and this will take you to a page where you will be required to outline your full financial situation.

Funding **▼**

I do not have sufficient funds

Scholarship

"Please note that, all scholarships are awarded at the discretion of the Scientific Committee on the basis of academic merit and financial need. The Scientific Committee regularly divides these scholarships among several applicants in order to help as many candidates as possible. There are no guarantees that you will receive financial support even if you ask, so you should continue your own independent efforts to secure funding.

Two "full" scholarships (CHF 45'000 each) for candidates which cover course fees and living expenses.

Two "full" FIFA/CIES International University Network scholarships (CHF 45'000) for candidates who have completed one of the FIFA/CIES International University Network Programmes. Applicants wishing to request this scholarship should clearly indicate on the online application form they are a graduate from one of these programmes.

Four scholarships which only cover course fees (CHF 25'000 each) and which are available to all candidates.

These questions are intended to provide a summary of all of the resources that you expect to have available to fund the FIFA Master. Using a currency exchange site like www.oanda.com, insert the value of all your sources of funds (assets, salary, savings, etc.) below, and their equivalent value in Swiss Francs.

Please be assured that CIES will treat this information as personal and entirely confidential and will not, under any circumstances, release this information to a third party without your consent.

Selecting this option will roll out a set of questions that you need to answer.

First, you will need to choose the type of scholarship you wish to apply to. Please note that the Scholarships *“FIFA/CIES International University Network”* can only be granted to graduates of such programmes.

6. Personal Needs

Here you should inform CIES about your accommodation needs as well as any other personal needs you may have.

7. Documents Upload

This section deals with your supporting documents (diplomas, passport, transcripts and letters of reference). All documents should be in PDF format. If you need to create a PDF file, we recommend that you use 'PDF Maker' (it is free) since this programme produces PDFs which are compatible with the FIFA Master Online Application form (<http://pdf-maker.fr.softonic.com/>).

Please read carefully the [Guidelines to upload files](#) which can help answer questions or problems you may encounter.

For each document, please do as follows:

- 1- Click on "Choose a file..."
- 2- Click on the "upload" blue button – if you do not click on this button, your document will not be uploaded.

If you have any specific information you wish to add, then please include this in the box.

Note that if you have more than one university degree (e.g. a second Bachelor, a Master, an MBA or PhD...), there are two additional fields for you to upload your diploma and transcript called "OTHER POSTGRADUATE DEGREE/DIPLOMA" and "OTHER POSTGRADUATE TRANSCRIPT(S)"

IMPORTANT: Remember to save your application regularly by clicking on the "Save Draft" button.

8. Submit Application

Once you have completed your application, there is an option for you to "Preview" a draft .pdf version of your application. This allows you to view what you have written (please note that this .pdf version of your application is for your own personal use only and should not be posted to CIES under any circumstances!).

To preview your application, click on the "Download PDF" blue button.

When you are satisfied with your application and all required fields have been filled in, **you must "submit"**. In order to do this, you must confirm that you have read and accepted the FIFA Master Terms and Conditions by ticking the box and then clicking on the "submit application" green button to complete the application process.

Once you have submitted your application it will no longer be possible to retrieve the form and your application will be considered as final. So please ensure you are satisfied with the content and presentation of the application before submitting.

We will not receive your application at CIES until you click submit. Once you have submitted you will receive a confirmation email.

All supporting documents must be sent before the application deadline. It is your responsibility as an applicant to ensure that you have all of the necessary documents. The selection process begins as soon as the application deadline has closed. The Scientific Committee will not accept late or incomplete applications once the selection process has begun.

IV. After Submitting

After completing the Application, you will receive a confirmation email. If you do not receive a confirmation email, then your application has not been submitted and you should try re-submitting. If you cannot do so, please contact fifamaster.admin@cies.ch