

Guidelines for FIFA Master On Line-Application Form

Dear Applicant,

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

The online application form has been specially designed to be as user friendly as possible.

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 at www.cies.ch please contact us at the following email address:

admissions@fifamaster.org

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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A) Before creating your login please read this document carefully

Before creating your login, 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](#), the [Terms and Conditions](#) and the [Application Instructions](#), the [Guidelines for FIFA Master On Line-Application](#) (this document) and [Guidelines to Upload files](#). If you still have any questions, please do not hesitate to e-mail admissions@fifamaster.org.

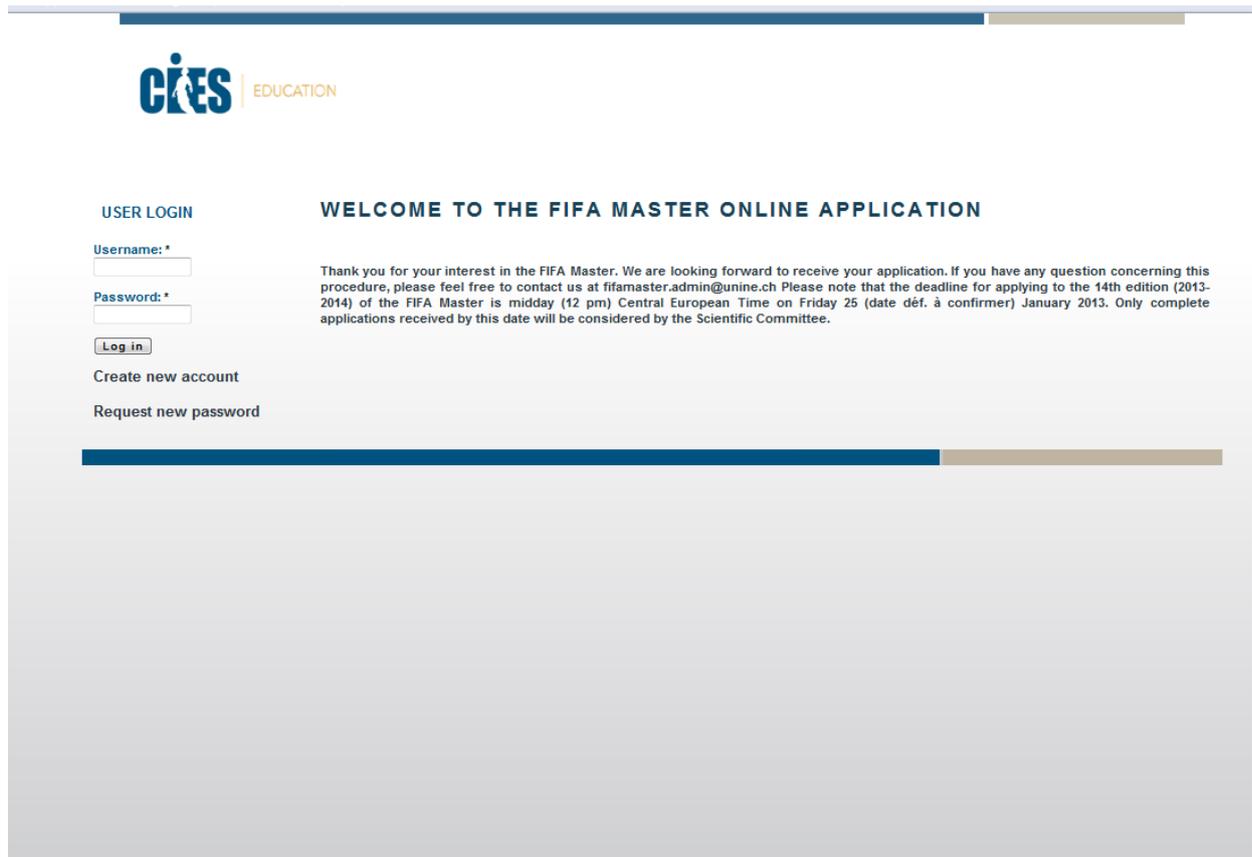
Please keep in mind the application deadline. You will not be able to access your application, whether you have submitted or not, after the deadline. Late applications will NOT be considered for selection. (The application deadline follows CET – Central European Time. You should check this according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

We recommend that you use Microsoft Internet Explorer 8 or Firefox 3.5 or higher.

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.

Notes: when you read the word [LINK](#) means that in the real email it will have link.

B) Creating a Login and Password



USER LOGIN

Username: *

Password: *

[Create new account](#)

[Request new password](#)

WELCOME TO THE FIFA MASTER ONLINE APPLICATION

Thank you for your interest in the FIFA Master. We are looking forward to receive your application. If you have any question concerning this procedure, please feel free to contact us at fifamaster.admin@unine.ch Please note that the deadline for applying to the 14th edition (2013-2014) of the FIFA Master is midday (12 pm) Central European Time on Friday 25 (date déf. à confirmer) January 2013. Only complete applications received by this date will be considered by the Scientific Committee.

After creating your login you will receive an email with your password:

Dear User,

Thank you for registering in the FIFA Master online application form. You may now log in by going to [LINK](#) and using the following username and password:

*username: **User**
password: **Password***

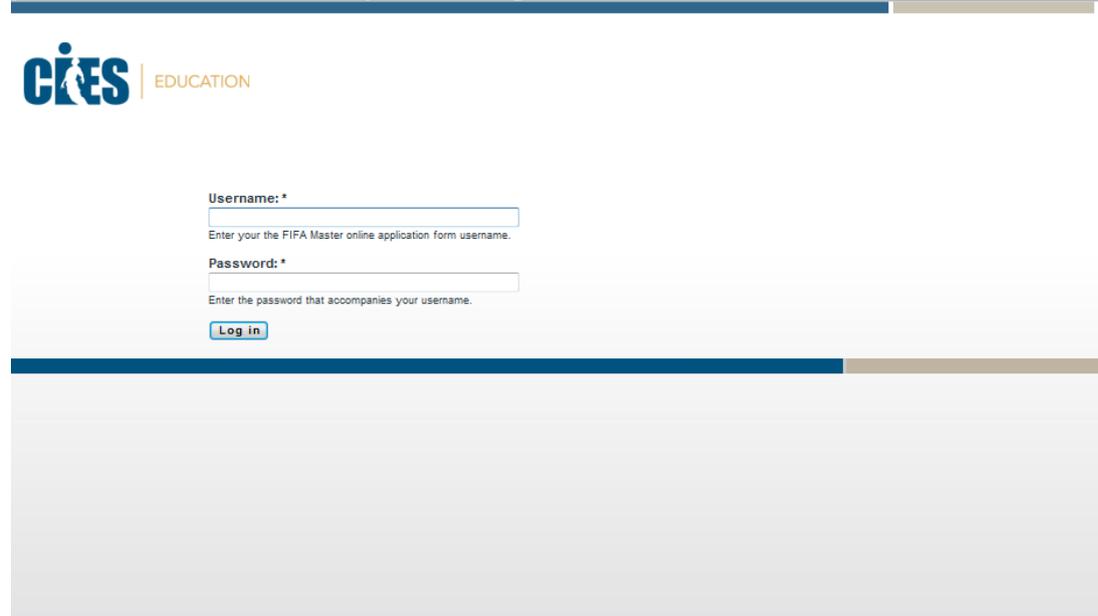
You may also log in by clicking on this link or copying and pasting it in your browser: [LINK](#) This login will expire 24 hours after (Day and Time) so don't forget to change the password after logging. After logging in, you will be redirected to LINK so you can change your password.

Thank you for your interest in our course and we look forward to receiving your application.

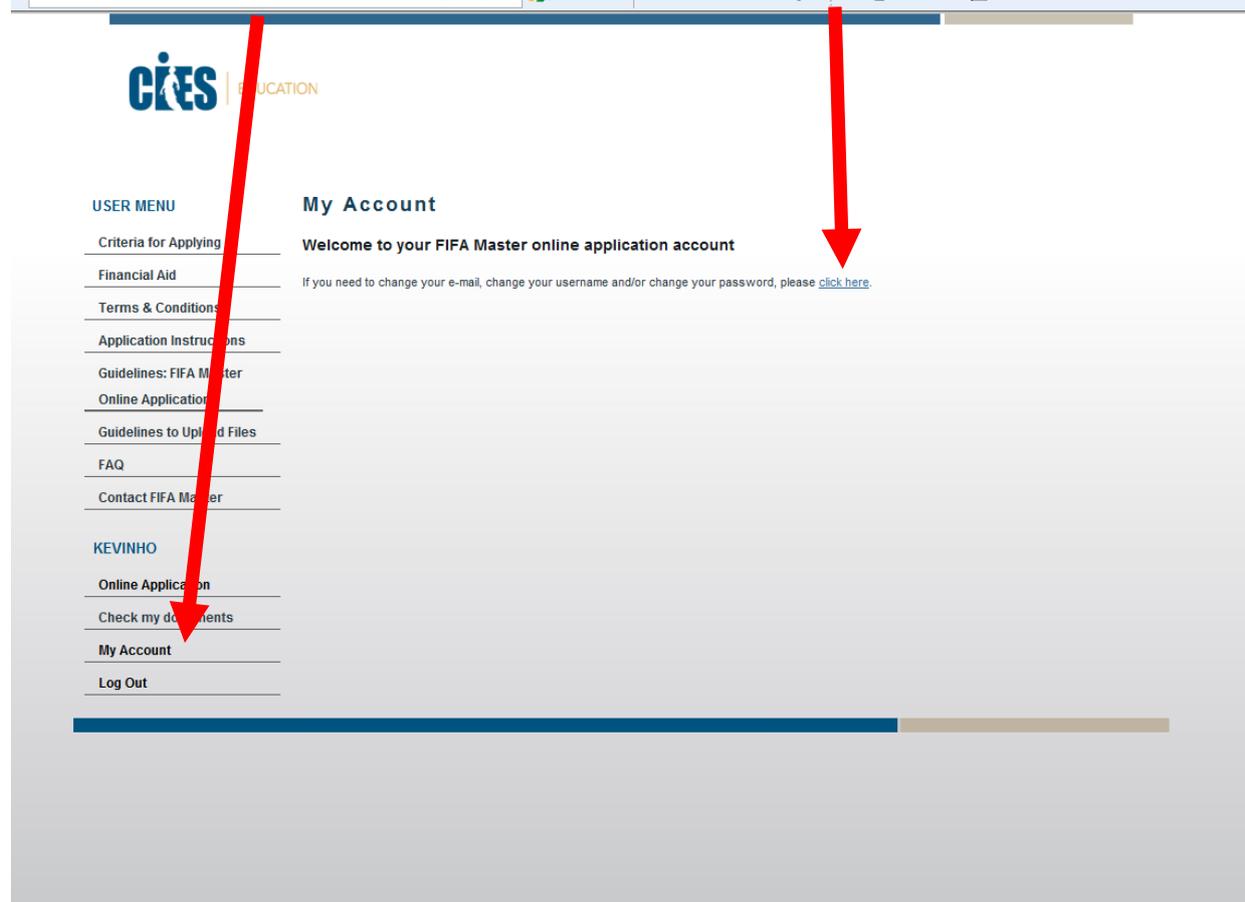
With our best sporting regards,

The FIFA Master Team

Click on the link in the email and then you can login to the Online Application Form where you will then have to enter your initial password.



Since your initial password is valid for only 24 hours, click on 'My Account' on the left side and then click on the link to change your password.



Here, you will have to enter a new password.

The screenshot shows the CIES EDUCATION user account page. On the left is a 'USER MENU' with links: Criteria for Applying, Financial Aid, Terms & Conditions, Application Instructions, FAQ, Contact FIFA Master, TEST, Online Application, Check my documents, My Account, and Log Out. The main content area is titled 'Account information' and contains the following fields:

- Username: *** (text input)
- E-mail address: *** (text input)
- Password:** (text input)
- Confirm password:** (text input)

Below the password fields is a 'Locale settings' section with a 'Default time zone:' dropdown menu set to 'Europe/Zurich'. A 'Save' button is located at the bottom of the form.

Now you can begin the application process by clicking on 'Online Application'.

If you have problems and contact CIES, always remember to mention your username and user number.

The screenshot shows the CIES EDUCATION user account page with the following information:

- USER MENU:** Criteria for Applying, Financial Aid, Terms & Conditions, Application Instructions, Guidelines: FIFA Master, Online Application, Guidelines to Upload Files, FAQ, Contact FIFA Master, AMFOOT N°8, Make a PDF, Check my documents, My Account, Log Out.
- Name & Surname:** Name: Arnaud, Surname: Mangni.
- History:** Member for 1 week 2 days.

A red arrow points to the 'AMFOOT N°8' user number in the 'History' section.

C) FIFA Master On-Line Application (steps 1-6)

1) APPLICATION FORM

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

Where a limit is noted, please be sure to adhere to the word limit in your answers.



USER MENU

- [Criteria for Applying](#)
- [Financial Aid](#)
- [Terms & Conditions](#)
- [Application Instructions](#)
- [Guidelines: FIFA Master Online Application](#)
- [Guidelines to Upload Files](#)
- [FAQ](#)
- [Contact FIFA Master](#)

GERGOTICH

- [Online Application](#)
- [Check my documents](#)
- [My Account](#)
- [Log Out](#)

FIFA MASTER ONLINE APPLICATION

APPLICATION FORM ESSAYS FUNDING PERSONAL NEEDS DOCUMENTS UPLOAD/SEND SUBMIT APPLICATION

Please answer all of the following questions clearly and fully. Fields with * are mandatory

If you have problems to upload files, thank you for reading our Guidelines by [clicking here](#)

PERSONAL CONTACT INFORMATION

Title *	Surname *	First Name(s)*	Gender *
<input type="text" value="select..."/>	<input type="text"/>	<input type="text"/>	<input type="text" value="select..."/>
City of Birth *	Country *	Date of Birth *	
<input type="text"/>	<input type="text" value="select..."/>	Day <input type="text"/>	Month <input type="text" value="select..."/>
Have you previously applied for the FIFA Master? *		If yes, for which edition?	
<input type="text" value="select..."/>		<input type="text" value="select..."/>	
Please give details of how you heard about the FIFA Master *			
<input type="text"/>			
Nationality *	Nationality 2	Nationality 3	
<input type="text" value="select..."/>	<input type="text" value="select..."/>	<input type="text" value="select..."/>	
Marital Status *	Number of Children		
<input type="text" value="select..."/>	<input type="text" value="select..."/>		
Home Address *			
<input type="text"/>			

2) ESSAYS

For the essay questions, please be sure to abide by the word limit, the point of the exercise is to be succinct!

PLEASE ANSWER BOTH QUESTIONS CLEARLY AND FULLY - FIELDS WITH * ARE MANDATORY



USER MENU

- Criteria for Applying
- Financial Aid
- Terms & Conditions
- Application Instructions
 - Guidelines: FIFA Master Online Application
 - Guidelines to Upload Files
- FAQ
- Contact FIFA Master

GERGOTICH

- Online Application
- Check my documents
- My Account
- Log Out

FIFA MASTER ONLINE APPLICATION



Please answer all of the following questions clearly and fully.
Fields with * are mandatory

ESSAYS

The Scientific Committee will consider your answers to the following questions. Each answer should be in English and should be between 200 to 300 words in length.

Are high salaries detrimental to Sport? *

0 / 300 Words

What are your reasons for applying to the FIFA Master? What do you hope to gain from the programme? If you are not admitted, what are your alternative plans? *

3) FUNDING

You must select **one** of two options:

1-“I confirm that I have sufficient funds”

or

2-“I confirm that I don't have sufficient funds and hereby request consideration for a scholarship.”

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

The screenshot displays the 'FIFA MASTER ONLINE APPLICATION' interface. On the left is a 'USER MENU' with links: Criteria for Applying, Financial Aid, Terms & Conditions, Application Instructions, Guidelines: FIFA Master Online Application, Guidelines to Upload Files, FAQ, and Contact FIFA Master. Below this is the 'GERGOTICH' menu with links: Online Application, Check my documents, My Account, and Log Out. The main content area features a progress bar with six steps: 1. APPLICATION FORM, 2. ESSAYS, 3. FUNDING (highlighted), 4. PERSONAL NEEDS, 5. DOCUMENTS UPLOAD/SEND, and 6. SUBMIT APPLICATION. Below the progress bar, a red notice states: 'Please answer all of the following questions clearly and fully. Fields with * are mandatory'. The 'FUNDING' section contains a paragraph of text and two buttons: a blue button 'I confirm that I have sufficient funds' and an orange button 'I confirm that I do not have sufficient funds and hereby request consideration for a scholarship'.

3A) FUNDING

If you have selected “I confirm that I have sufficient funds” you will be redirected to Step 4 of the application.

3B) FUNDING

If you have selected “I confirm that I don’t have sufficient funds and hereby request consideration for a scholarship” you will be asked to supply further details so that we can assess your application for support via our scholarship and bursary schemes.

Be sure to complete section 5 – Personal Statement and indicate the amount of financial aid you are seeking.

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

The screenshot shows the 'FIFA MASTER ONLINE APPLICATION' interface. On the left is a 'USER MENU' with links like 'Criteria for Applying', 'Financial Aid', 'Terms & Conditions', 'Application Instructions', 'Guidelines: FIFA Master Online Application', 'Guidelines to Upload Files', 'FAQ', and 'Contact FIFA Master'. Below that are 'GERGOTICH' links: 'Online Application', 'Check my documents', 'My Account', and 'Log Out'. The main content area features a progress bar with six steps: 1. APPLICATION FORM, 2. ESSAYS, 3. FUNDING (highlighted), 4. PERSONAL NEEDS, 5. DOCUMENTS UPLOAD/SEND, and 6. SUBMIT APPLICATION. Below the progress bar, a red notice states: 'Please answer all of the following questions clearly and fully. Fields with * are mandatory'. The 'FUNDING' section asks for personal financial information and provides two buttons: 'I confirm that I have sufficient funds' (dark blue) and 'I confirm that I do not have sufficient funds and hereby request consideration for a scholarship' (orange). The 'SCHOLARSHIP' section includes a request for assistance and a note that questions are intended to provide a summary of resources. The '1) YOUR CURRENT ASSETS' section asks for asset details and includes a table with columns for TYPE, VALUE, CURRENCY, and EQUIVALENT VALUE IN SWISS FRANCS. The table has two rows: '1 Money in hand or bank' and '2 Investments', each with input fields for the respective columns.

	TYPE	VALUE	CURRENCY	EQUIVALENT VALUE IN SWISS FRANCS
1	Money in hand or bank	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Investments	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 – PERSONAL NEEDS

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



FIFA MASTER ONLINE APPLICATION

USER MENU

- [Criteria for Applying](#)
- [Financial Aid](#)
- [Terms & Conditions](#)
- [Application Instructions](#)
- [Guidelines: FIFA Master Online Application](#)
- [Guidelines to Upload Files](#)
- [FAQ](#)
- [Contact FIFA Master](#)

GERGOTICH

- [Online Application](#)
- [Check my documents](#)
- [My Account](#)
- [Log Out](#)

APPLICATION FORM
1

ESSAYS
2

FUNDING
3

PERSONAL NEEDS
4

DOCUMENTS UPLOAD/SEND
5

SUBMIT APPLICATION
6

Please answer all of the following questions clearly and fully. Fields with * are mandatory

PERSONAL NEEDS

ACCOMMODATION

Assistance with basic student-type accommodation will be provided by the three partner universities (see our Terms & Conditions for more information). Please now indicate whether you need student-type accommodation in each of the three cities of study as follows :

Cities: *

	Yes	No
De Montfort University, Leicester (UK)	<input checked="" type="radio"/>	<input type="radio"/>
SDA Bocconi - School of Management, Milan (IT)	<input checked="" type="radio"/>	<input type="radio"/>
University of Neuchatel, Neuchatel (CH)	<input checked="" type="radio"/>	<input type="radio"/>

LANGUAGE COURSES

Each university organises language courses. The English course, which is run by De Montfort University for all foreign students coming to study at DMU, takes place in the month before the beginning of the FIFA Master. A course fee and accommodation fee is required for this English course. We strongly recommend that you take this course if you have any doubt about your immediate fluency in English. The Italian and French classes, for which costs will vary according to the number of students enrolled, will only be offered if sufficient demand from the class.

Courses: *

Yes No

5 – DOCUMENTS UPLOAD/ SEND

This section deals with your supporting documents (diplomas, passport, transcripts, letters of reference).

For each document, you will be asked to choose between “upload” or “send documents by post”. You will need to select your preferred option via the “I wish to” tab.

- Please read carefully the [Guidelines to upload files](#). 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://code-industry.net/public/PDFMaker.zip>)
- In case you choose to “send by post”, you must include a Courier Reference Number
- If you have more than one university degree (e.g. a second Bachelor, a Masters, an MBA or PhD...), there are two additional fields for you to upload your diploma and transcript.

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

The screenshot displays the FIFA Master Online Application interface. On the left is a 'USER MENU' with links for 'Criteria for Applying', 'Financial Aid', 'Terms & Conditions', 'Application Instructions', 'Guidelines: FIFA Master Online Application', 'Guidelines to Upload Files', 'FAQ', and 'Contact FIFA Master'. Below this is a 'GERGOTICH' section with links for 'Online Application', 'Check my documents', 'My Account', and 'Log Out'. The main content area is titled 'FIFA MASTER ONLINE APPLICATION' and features a progress bar with six steps: 1. APPLICATION FORM, 2. ESSAYS, 3. FUNDING, 4. PERSONAL NEEDS, 5. DOCUMENTS UPLOAD/SEND (highlighted), and 6. SUBMIT APPLICATION. Below the progress bar, a red notice states: 'Please answer all of the following questions clearly and fully. Fields with * are mandatory'. The 'DOCUMENTS UPLOAD/SEND' section contains the heading 'DOCUMENTS UPLOAD/SEND' and the text: 'On this page you have the option to either upload all your documents (preferred method) or mark that you will send some or all of them by post'. A red link says 'If you have problems to upload files, thank you for reading our Guidelines by clicking here'. Below this is a form for 'REFERENCE#1 * - (PDF format only and 10Mb maximum)'. It includes a dropdown menu for 'I wish to:' with 'select...' as the current selection. There are two buttons: 'upload this document' and 'Courier reference number'. A red link 'Click here to upload your document' is positioned between the buttons. Below the buttons is a text input field with the placeholder 'Use this section if you want to send your document by post'. A note says 'If you wish to add an explanation or comment regarding your uploaded file, please do so here.' followed by a large text area and a '0 / 100 Words' indicator. At the bottom, there is a section for 'REFERENCE#2 * - (PDF format only and 10Mb maximum)'.

6 – 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!).

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 selecting "yes" and then clicking on the "submit" 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 an email confirmation.

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

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

USER MENU

- Criteria for Applying
- Financial Aid
- Terms & Conditions
- Application Instructions
- Guidelines: FIFA Master Online Application
- Guidelines to Upload Files
- FAQ
- Contact FIFA Master

GERGOTICH

- Online Application
- Check my documents
- My Account
- Log Out

FIFA MASTER ONLINE APPLICATION

APPLICATION FORM ESSAYS FUNDING PERSONAL NEEDS DOCUMENTS UPLOAD/SEND **SUBMIT APPLICATION**

Please answer all of the following questions clearly and fully. Fields with * are mandatory

PREVIEW A DRAFT OF YOUR APPLICATION

You have the opportunity to review a draft of your application. Please click below to download a PDF of your Application. This will NOT submit your application.

[To preview a draft of your application click here](#)

SUBMIT APPLICATION

If you are now ready to submit your application, please make sure you have read, understood and accepted the FIFA Master's Terms and Conditions.

[Read Terms & Conditions](#)

Confirmation*:

I confirm I have read, and accepted the FIFA Master's terms and conditions

D) After Submitting

After completing the Application you will receive the following email:

Dear User,

Thank you for submitting your application to the FIFA Master. Your application will now be reviewed by the Admissions Team. Once the application deadline is over, the selection process will begin and your application will be submitted to the Scientific Committee for evaluation. We are unable to give you any information regarding the status of your application during this process. You will be informed whether you have been accepted or not in due course.

Many thanks for your interest in our course.

With our best regards,

The FIFA Master Team

When the on-line application system is closed, all users (who opened an account in the system) whether or not they have submitted the application will receive the following email:

Dear User,

The application deadline for the ____ Edition of the FIFA Master is now over.

For this reason, if you had created an account, whether or not you have submitted your application, you will no longer be able to access it.

Submitted applications will be reviewed by the Scientific Committee. The selection process will take around 3-4 months. We kindly ask you to be patient since we are unable to provide you with any detailed information regarding the status of your application during this period.

Applications for the ____ Edition of the FIFA Master will no longer be accepted under any circumstances.

The online application form for the next edition of the FIFA Master will be available in the coming months.

Many thanks for your interest in our course.

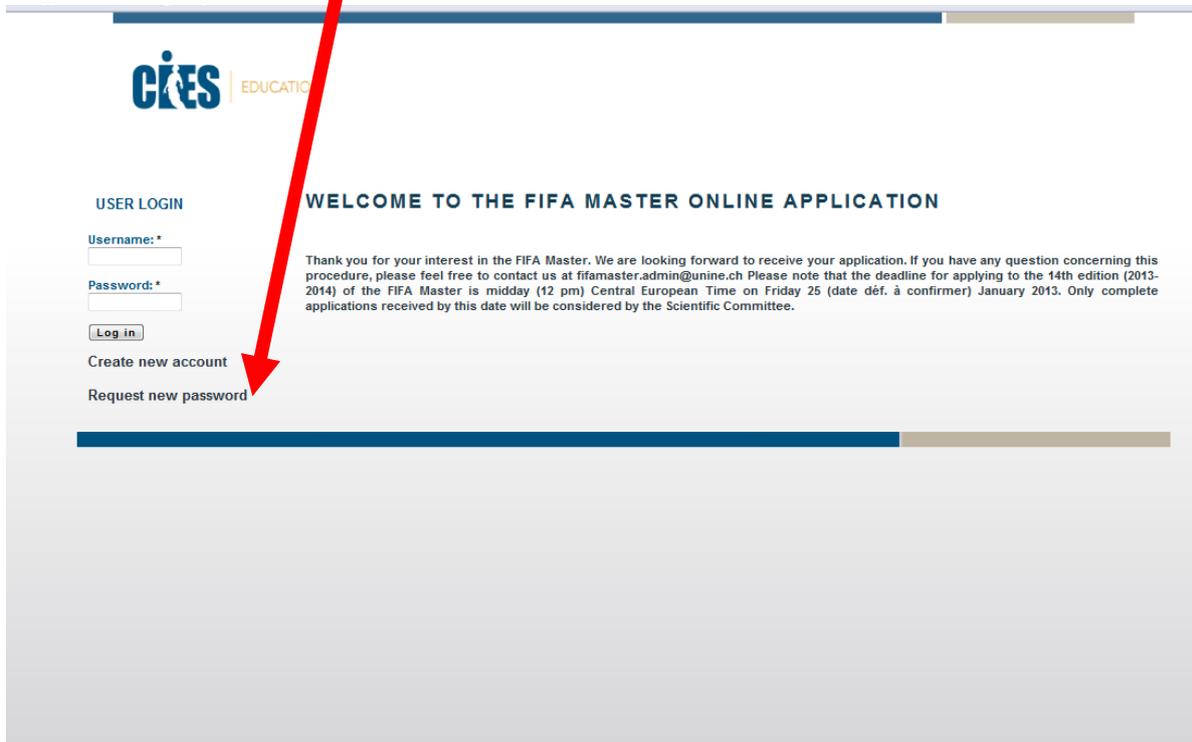
Yours in sport,

The FIFA Master Team

E) Appendix

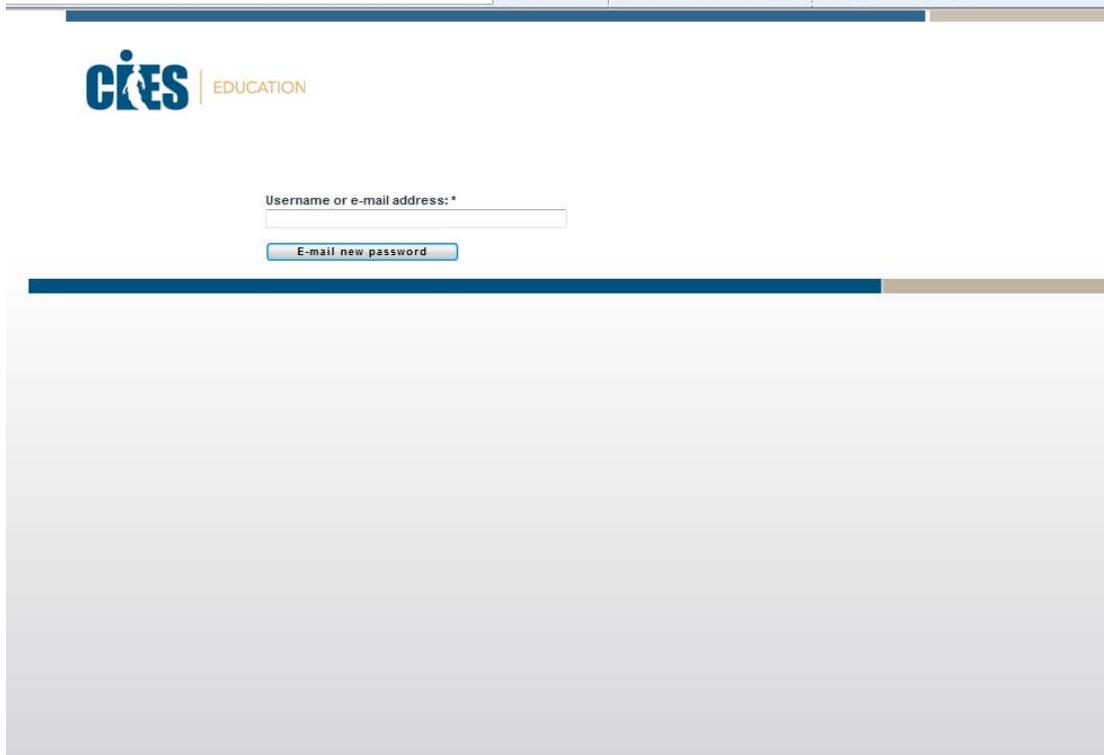
Reset Password/User name

In case you forget your password and/or username it is possible to reset it by clicking on “Request new password”



The screenshot shows the login page for the FIFA Master Online Application. At the top left is the CIES EDUCATION logo. Below it is a 'USER LOGIN' section with fields for 'Username: *' and 'Password: *', a 'Log in' button, and links for 'Create new account' and 'Request new password'. A red arrow points from the text above to the 'Request new password' link. To the right of the login section is a 'WELCOME TO THE FIFA MASTER ONLINE APPLICATION' message with a paragraph of text: 'Thank you for your interest in the FIFA Master. We are looking forward to receive your application. If you have any question concerning this procedure, please feel free to contact us at fifamaster.admin@unine.ch Please note that the deadline for applying to the 14th edition (2013-2014) of the FIFA Master is midday (12 pm) Central European Time on Friday 25 (date déf. à confirmer) January 2013. Only complete applications received by this date will be considered by the Scientific Committee.'

This brings you to a second page. Insert your email address to receive a new password.



The screenshot shows the password reset page. At the top left is the CIES EDUCATION logo. Below it is a text input field labeled 'Username or e-mail address: *'. Below the input field is a button labeled 'E-mail new password'.

After resetting the password you will receive the following email:

Dear *User*,

A request to reset the password for your account has been made. You may now log in to [LINK](#) by clicking on this link or copying and pasting it in your browser:

[LINK](#)

This is a one-time login, so it can be used only once and it expires after 24 hours. After logging in, you will be redirected to

[LINK](#)

With our best regards,

The FIFA Master team



This is a one-time login for Test and will expire on Tue, 30/08/2011 - 08:45.

Click on this button to login to the site and change your password.

This login can be used only once.

[Log in](#)

You will then have to change your password:



USER MENU

[Criteria for Applying](#)

[Financial Aid](#)

[Terms & Conditions](#)

[Application Instructions](#)

[FAQ](#)

[Contact FIFA Master](#)

TEST

[Online Application](#)

[Check my documents](#)

[My Account](#)

[Log Out](#)

Account information

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

Local settings

Default time zone:

Europe/Zurich

Select your current local time. If in doubt, choose the timezone that is closest to your location which has the same rules for daylight saving time. Dates and times throughout this site will be displayed using this time zone.