

## 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](http://www.cies.ch) website, please contact us at the following email address:*

[fifamaster.admin@cies.ch](mailto: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*

### Table of Contents

<b>I. Before you start</b> .....	2
<b>II. Creating a Login and Password</b> .....	6
<b>III. FIFA Master On-Line Application (steps 1-8)</b> .....	8
<b>1. PERSONAL INFO</b> .....	8
<b>2. EDUCATIONAL BACKGROUND</b> .....	9
<b>3. WORK EXPERIENCE</b> .....	10
<b>4. ESSAYS</b> .....	10
<b>5. FUNDING</b> .....	12
<b>6. PERSONAL NEEDS</b> .....	14
<b>7. DOCUMENTS UPLOAD/ SEND</b> .....	15
<b>8. SUBMIT APPLICATION</b> .....	16
<b>IV. After Submitting</b> .....	17
<b>V. Miscellaneous/FAQs</b> .....	17

## 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](mailto: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 Firefox. 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](#).

NB: When you see the word **LINK** it means that there will be a real link in the email/webpage.

### **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**

If English is not your mother tongue, then we ask you 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 circumstances:

- You studied for your university degree at an English-speaking university;
- You are currently working, or have worked, in an English-speaking company or organisation and have done so for a number of years;
- Your spouse/partner is English mother tongue and you communicate on a daily basis in English.

---

If you fulfil one of 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). 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](http://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)**

GMAT or GRE are not required but if you have done GMAT or GRE, we strongly encourage you to attach a copy of your score along with the other supporting documents. Similarly, we encourage you to do a GMAT or GRE test, if you have the opportunity to do so.

---

- **Submitting your Supporting Documentation**

In order to include/send these documents, you have two options: uploading on the website or sending by normal post.

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 choose to send some or all of these documents by post. In this case, you must insert the courier reference number on the application form. You should send these in one envelope. The only exceptions allowed are for your references and English proficiency certification which can be sent separately, should your referees

and the English proficiency provider prefer to send these documents directly. In this case, please provide him/her with the CIES mailing address.

Please note, all documents, however they come to us, should be received at our offices no later than the deadline. Send your documents to the following address:

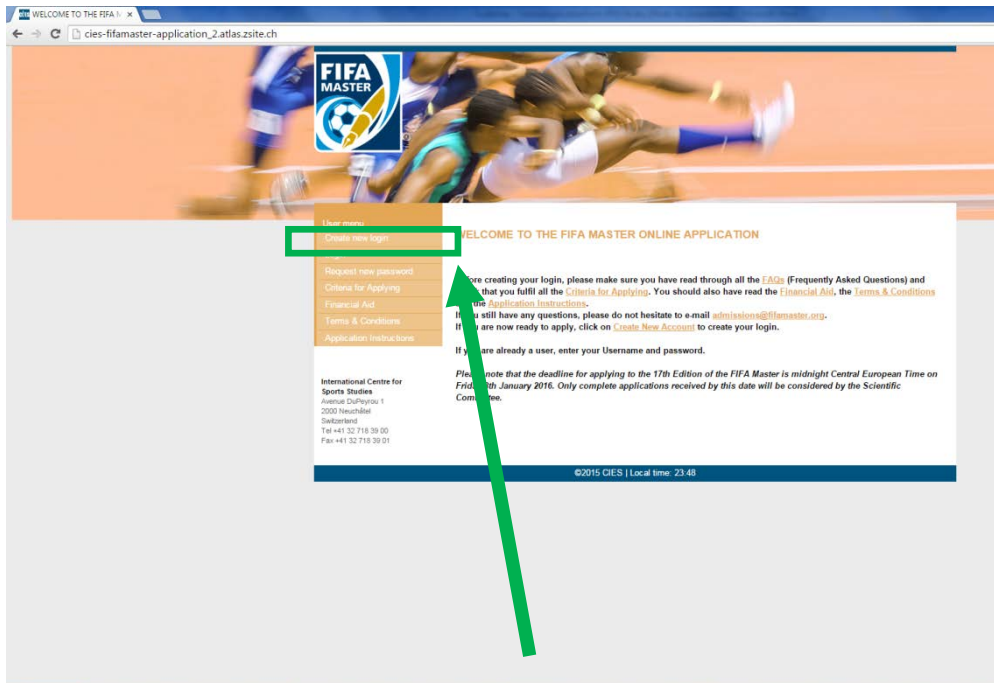
CIES (Centre International d'Etude du Sport)  
For the attention of: Admissions Office  
Hôtel DuPeyrou  
Avenue DuPeyrou 1  
CH – 2000 Neuchâtel  
Switzerland

Uploading through the application website is by far the best way of sending your documents since it means that you have total control of your application which comes to us in one file, and you do not risk delays or documents being lost in the post. We therefore strongly encourage you to apply in this manner!

As soon as your documents are received, the administrator will mark that the documents have been received in your online FIFA Master Application account. Please note, many applications arrive in the last week or two before the deadline and, as a result, the CIES administrator will not answer e-mails from you asking if your documents have been received, it is therefore your responsibility to keep an eye on your account at all times. In order to avoid the stress of knowing if your application is complete and has arrived on time, we strongly encourage you to submit your application early.

## II. Creating a Login and Password

The online application can be found at <https://www.cies-fifamaster-application.ch>



Start by clicking on “Create a new login” (highlighted in **green** above)

After creating your login you will receive the following email with your password:

----- Forwarded message -----  
**From:** <no-reply@cies-fifamaster-application.ch>  
**Date:** 2015-09-28 11:52 GMT+02:00  
**Subject:** Account details for sport.julie at FIFA MASTER ONLINE APPLICATION  
**To:** YOUR EMAIL ADDRESS

Dear username,

Thank you for registering in the FIFA Master online application form. You may now log in by clicking this link or copying and pasting it to your browser:  
[http://cies-fifamaster-application\\_2.atlas.zsite.ch/user](http://cies-fifamaster-application_2.atlas.zsite.ch/user)

username: your username  
 password: Your password

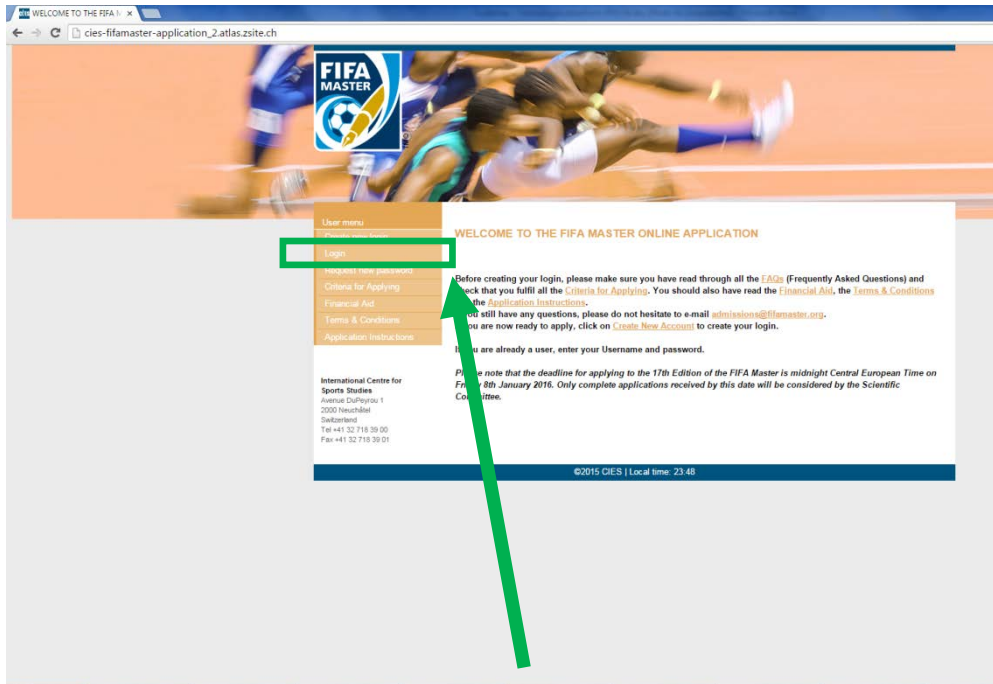
Please contact [fifamaster.admin@unine.ch](mailto:fifamaster.admin@unine.ch) if you have any questions and always remember to cite your username.

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

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



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

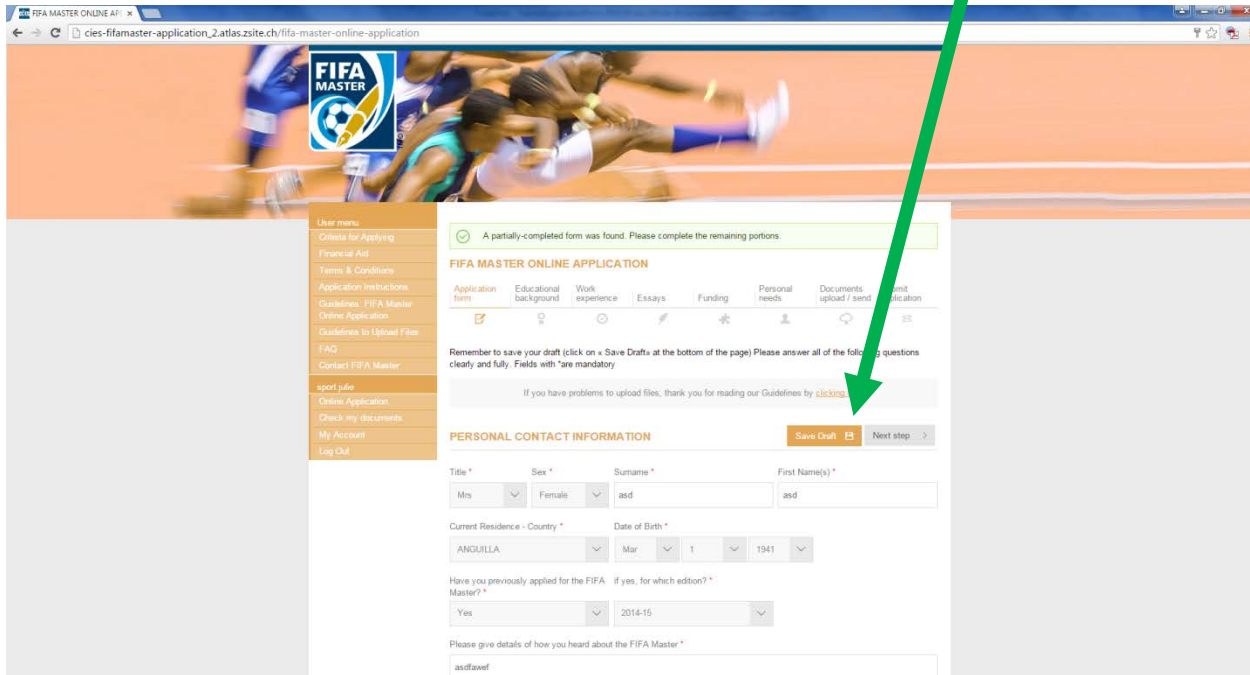


### III. FIFA Master On-Line Application (steps 1-8)

#### 1. PERSONAL INFO

**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 top of each section.



The screenshot shows the 'FIFA MASTER ONLINE APPLICATION' interface. A green arrow points to the 'Save Draft' button in the 'PERSONAL CONTACT INFORMATION' section. The form includes a navigation menu on the left and a progress bar at the top. The 'PERSONAL CONTACT INFORMATION' section contains the following fields:

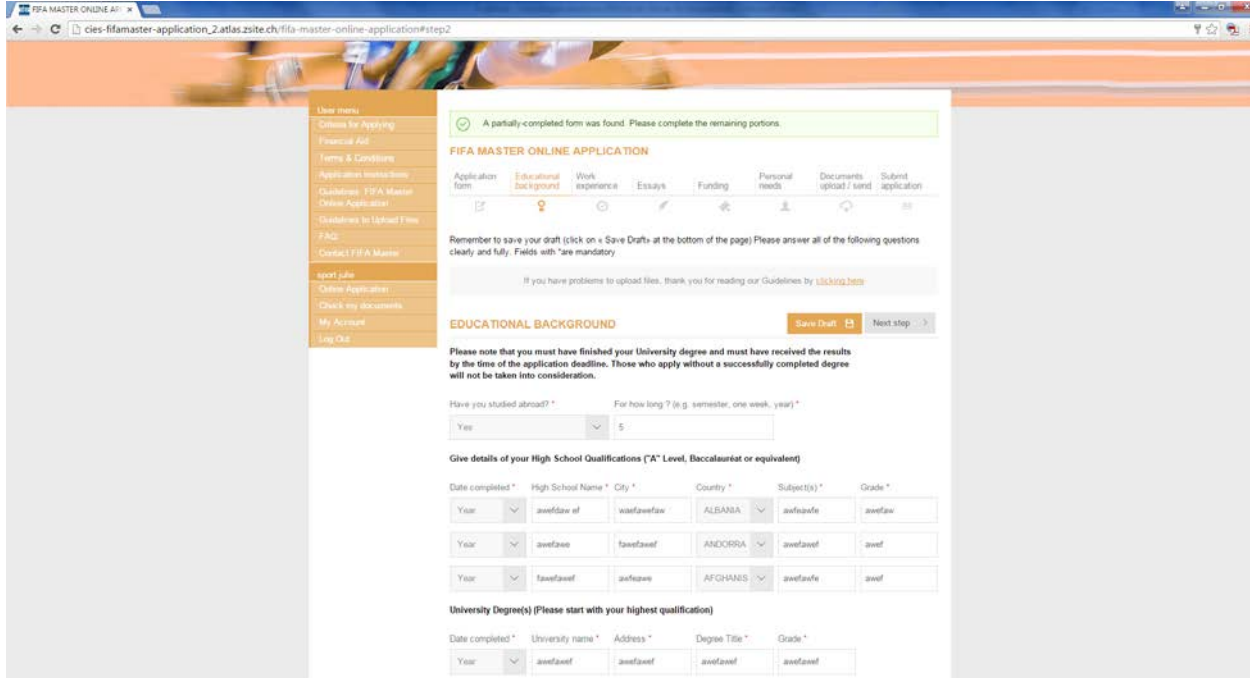
- Title \* (Mrs)
- Sex \* (Female)
- Surname \* (asd)
- First Name(s) \* (asd)
- Current Residence - Country \* (ANGUILLA)
- Date of Birth \* (Mar 1, 1941)
- Have you previously applied for the FIFA Master? \* (Yes, 2014-15)
- Please give details of how you heard about the FIFA Master \* (asdfawef)

The first 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.

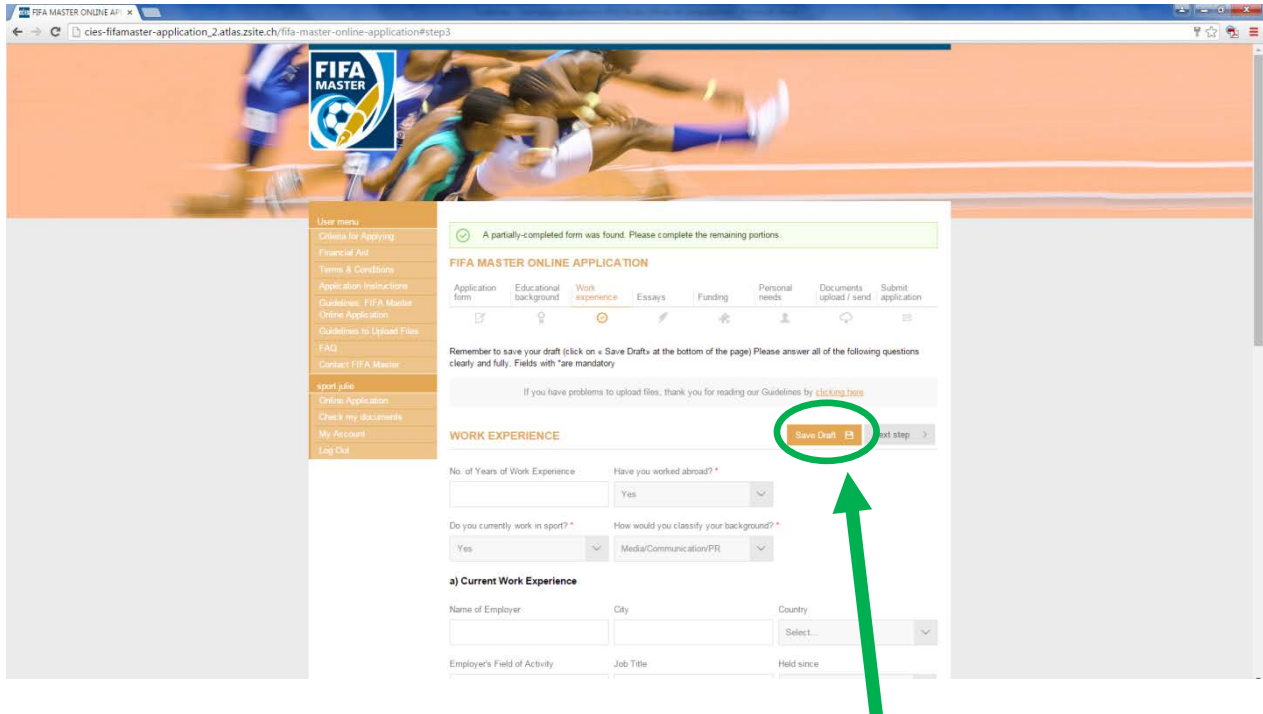


The screenshot shows the 'FIFA MASTER ONLINE APPLICATION' interface. A green notification bar at the top states: 'A partially-completed form was found. Please complete the remaining portions.' The application progress bar shows 'Educational background' as the current step. The 'EDUCATIONAL BACKGROUND' section includes a warning: 'Please note that you must have finished your University degree and must have received the results by the time of the application deadline. Those who apply without a successfully completed degree will not be taken into consideration.' Below this, there are input fields for 'Have you studied abroad?' (Yes/No) and 'For how long?' (in weeks, months, or years). The 'Give details of your High School Qualifications' section features a table with columns for Date completed, High School Name, City, Country, Subject(s), and Grade. The 'University Degree(s)' section has a table with columns for Date completed, University name, Address, Degree Title, and Grade.

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 and paste the text into the online application.

### 3. WORK EXPERIENCE

Section 3 concerns your professional experiences both current and previous.





Remember to save your application regularly by clicking on the “Save Draft” button

### 4. ESSAYS

Page 4 you are asked to respond to two essay questions. 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.

FIFA MASTER ONLINE APPLICATION

← → cles-fifamaster-application\_2.atlas.zsite.ch/fifa-master-online-application#step4

User menu

- Criteria for Applying
- Financial Aid
- Terms & Conditions
- Application instructions
- Guidelines - FIFA Master
- Online Application
- Guidelines to Upload Files
- FAQ
- Contact FIFA Master
- SPORT PAGE
- Online Application
- Check my documents
- My Account
- Log Out

✔ A partially-completed form was found. Please complete the remaining portions.

### FIFA MASTER ONLINE APPLICATION

Application form
Educational background
Work experience
Essays
Funding
Personal needs
Documents upload / send
Submit application

Remember to save your draft (click on « Save Draft» at the bottom of the page) 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](#)

Save Draft
Next step >

#### ESSAYS

**Please note that you must have finished your University degree and must have received the results by the time of the application deadline. Those who apply without a successfully completed degree will not be taken into consideration.**

Using examples based on what you have read or observed, identify the most critical challenge facing sport leaders in the coming decade. You should also present a way to deal with this challenge and argue why yours is the best method.\*

0 / 300 Words

What are your reasons for applying to the FIFA Master and have you applied to other sport management programs? What do you hope to gain from the programme and, at the same time, what will you bring to

## 5. FUNDING

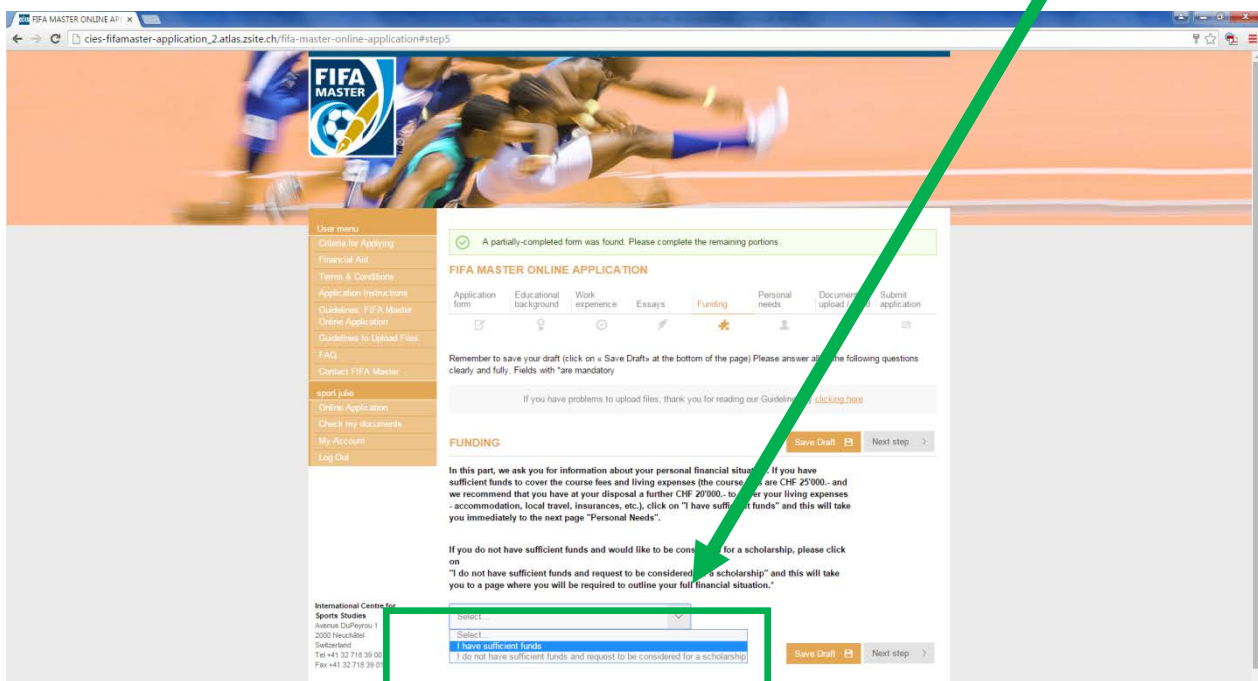
Section 5 is dedicated to Funding and Scholarships.

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.



The screenshot shows the 'FUNDING' section of the FIFA Master Online Application. A green arrow points to the 'I have sufficient funds' option in a dropdown menu. The page includes a navigation menu on the left, a main content area with instructions, and a 'FUNDING' section with two options: 'I have sufficient funds' and 'I do not have sufficient funds and request to be considered for a scholarship'.

**FIFA MASTER ONLINE APPLICATION**

Application form | Educational background | Work experience | Essays | **Funding** | Personal needs | Documents upload | Submit application

Remember to save your draft (click on a Save Draft) at the bottom of the page! Please answer the following questions clearly and fully. Fields with \* are mandatory.

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

**FUNDING** Save Draft Next step >

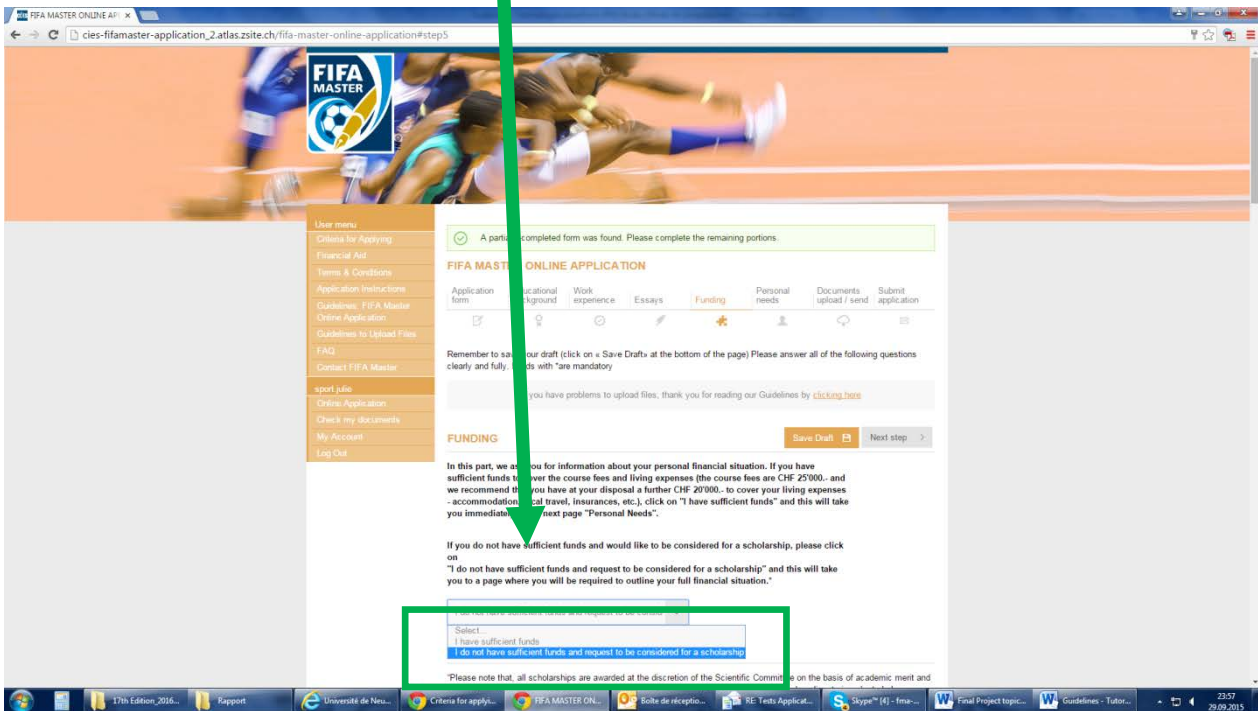
In this part, we ask you for information about your personal financial situation. If you have sufficient funds to cover the course fees and living expenses (the course fees are CHF 22'000.- and we recommend that you have at your disposal a further CHF 20'000.- to cover your living expenses - accommodation, local travel, 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."

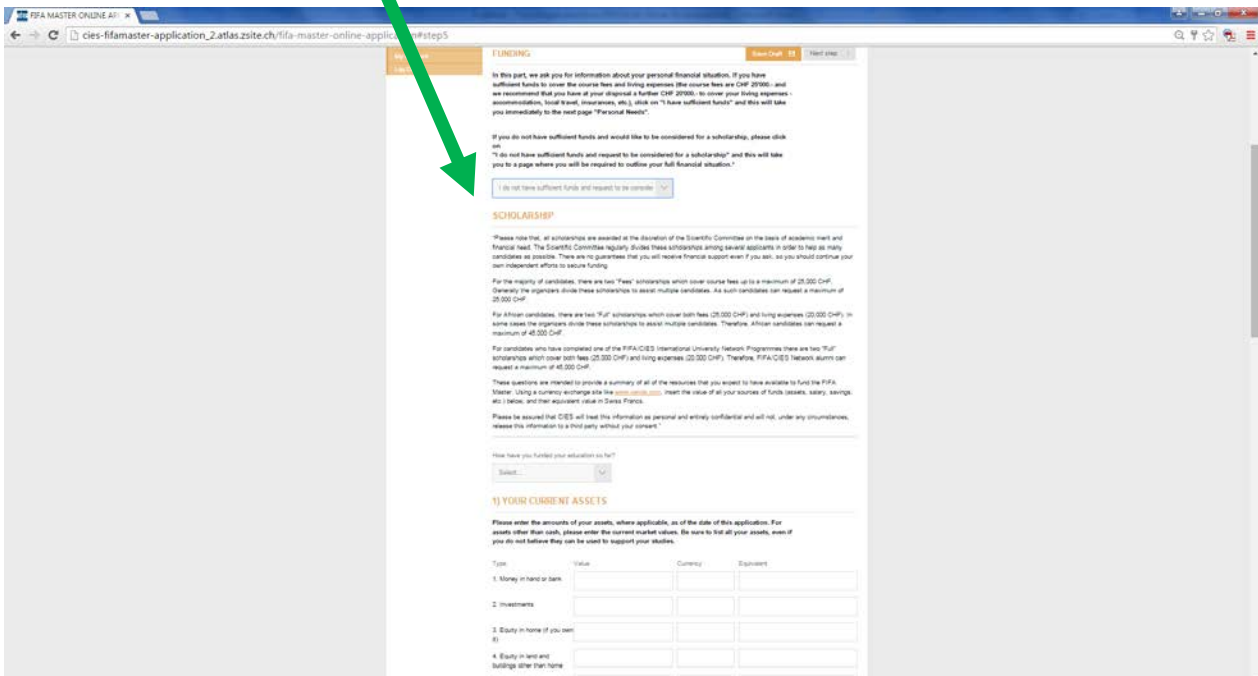
**I have sufficient funds**  
I do not have sufficient funds and request to be considered for a scholarship.

Save Draft Next step >

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 and hereby request consideration for a scholarship.”*

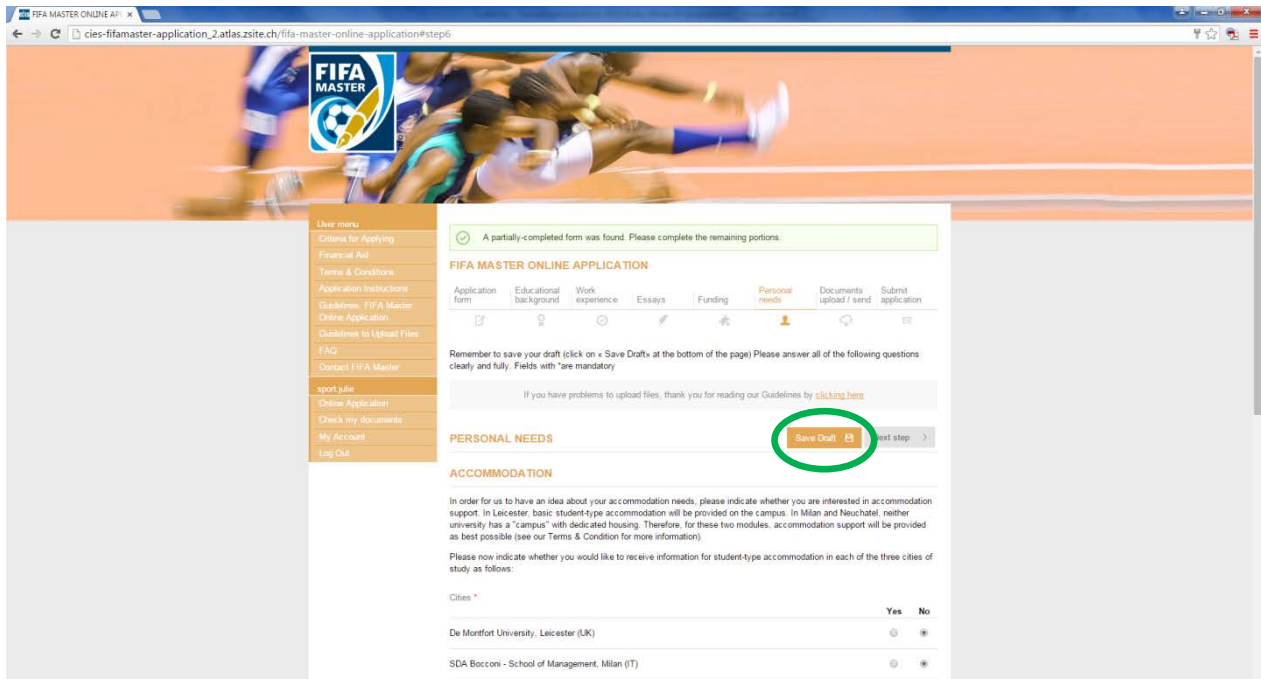


Clicking here will roll out a set of questions that you should answer below.



## 6. PERSONAL NEEDS

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



The screenshot shows the FIFA Master Online Application interface. At the top, a navigation bar includes links for Application form, Educational background, Work experience, Essays, Funding, Personal needs, Documents upload / send, and Submit application. The 'Personal needs' section is currently active. Below the navigation bar, a message states: "A partially-completed form was found. Please complete the remaining portions." The 'PERSONAL NEEDS' section contains a "Save Draft" button, which is circled in green, and a "next step" button. The 'ACCOMMODATION' section provides instructions on how to indicate accommodation needs and includes a table for selecting cities.

**PERSONAL NEEDS**

**ACCOMMODATION**

In order for us to have an idea about your accommodation needs, please indicate whether you are interested in accommodation support. In Leicester, basic student-type accommodation will be provided on the campus. In Milan and Neuchatel, neither university has a "campus" with dedicated housing. Therefore, for these two modules, accommodation support will be provided as best possible (see our Terms & Condition for more information).

Please now indicate whether you would like to receive information for student-type accommodation in each of the three cities of study as follows:

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

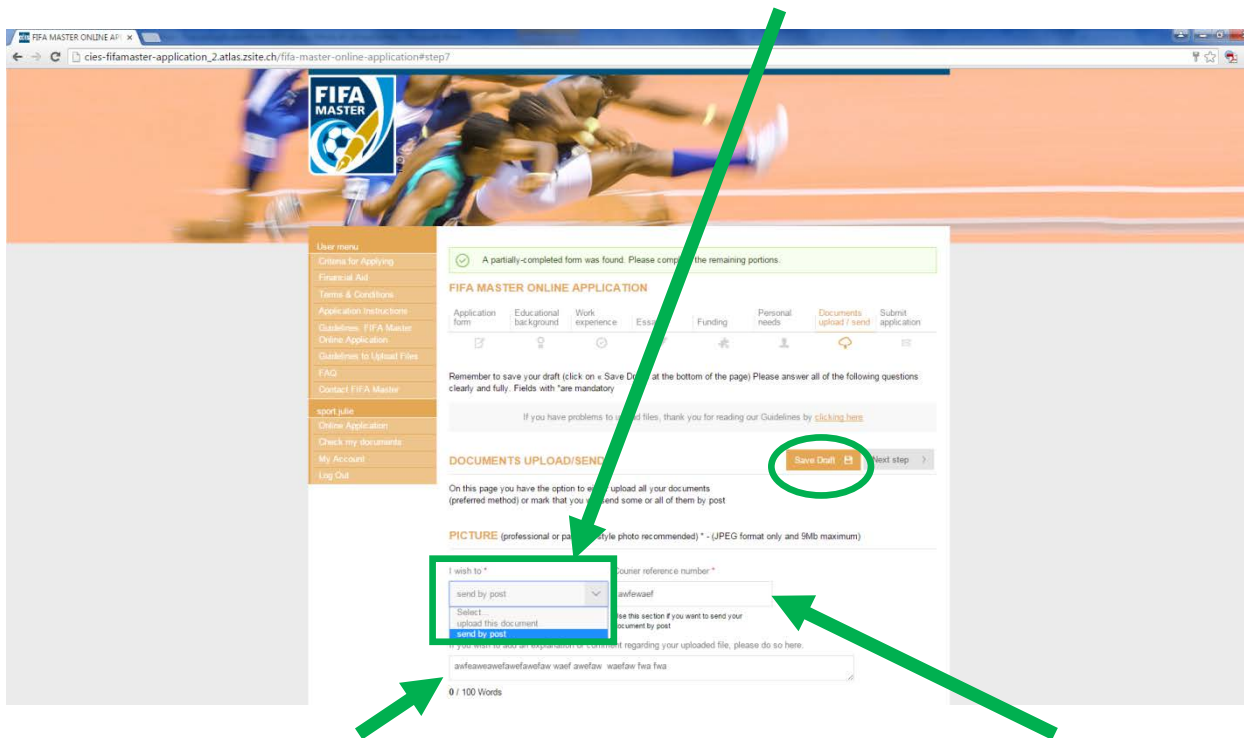


## 7. DOCUMENTS UPLOAD/ SEND

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, you will be asked to choose between “upload” or “send documents by post”. If you wish to upload the document then please click on the red “Click here to upload your document”.



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

In case you choose to “send by post”, you must include a Courier Reference Number

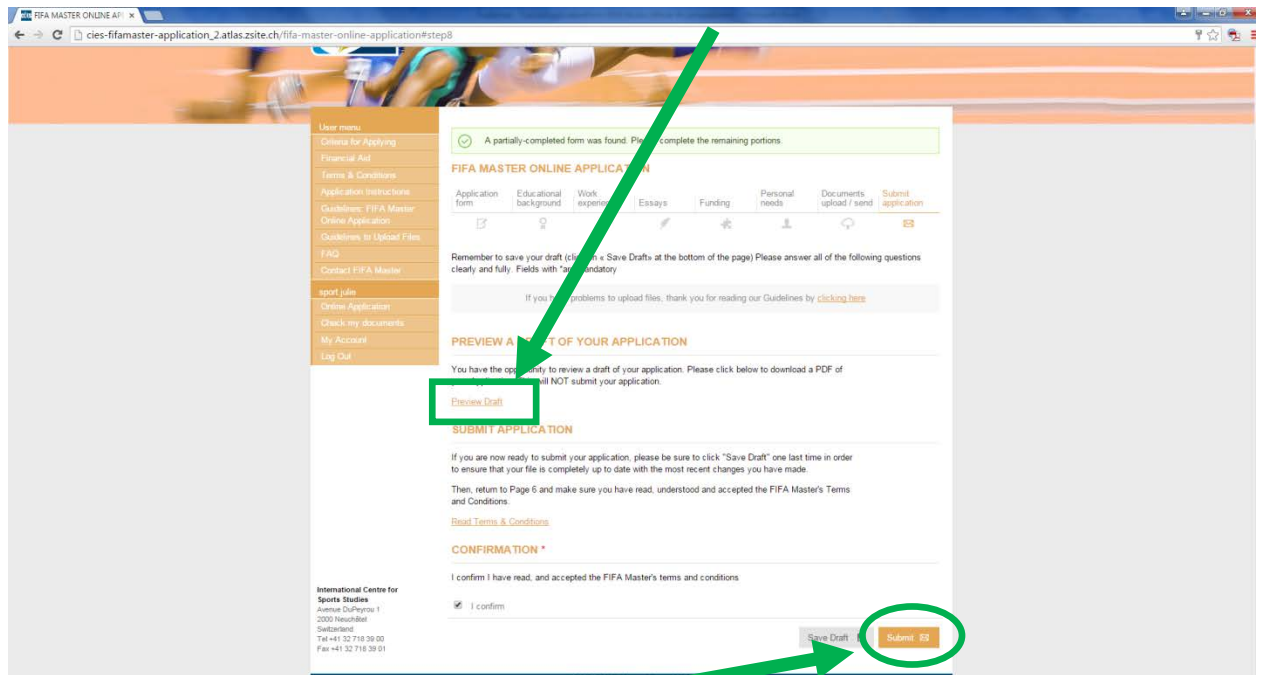
Note that if you have more than one university degree (e.g. a second Bachelor, a Master, an MBA or PhD...), there are two additional fields for you to upload your diploma and transcript called “OTHER POSTGRADUATE DEGREE/DIPLOMA” and “OTHER POSTGRADUATE TRANSCRIPT(S)”

**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!).



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 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.

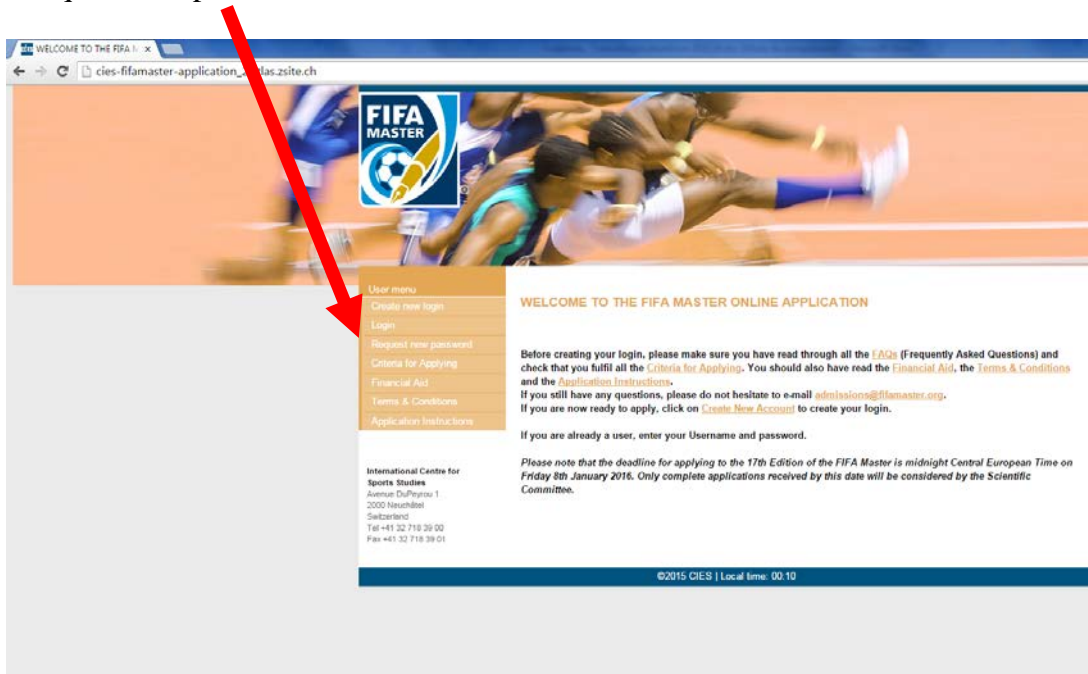
## IV. After Submitting

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@unine.ch](mailto:fifamaster.admin@unine.ch).

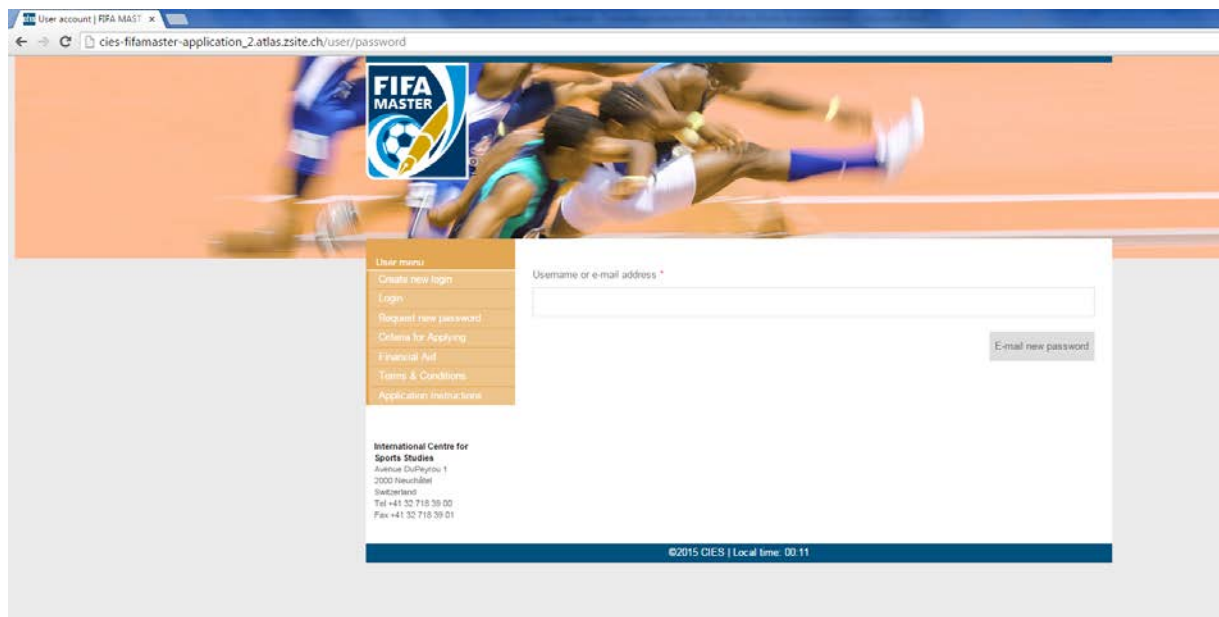
## V. Miscellaneous/FAQs

### 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”.



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



User account | FIFA MASTER

cies-fifamaster-application\_2.atlas.zsite.ch/user/password

**FIFA MASTER**

User menu

- Create new login
- Login
- Request new password
- Online for Applying
- Financial Aid
- Terms & Conditions
- Application Instructions

International Centre for Sports Studies  
Avenue DuPayton 1  
2000 Neuchâtel  
Switzerland  
Tel +41 32 718 39 00  
Fax +41 32 718 39 01

©2015 CIES | Local time: 00:11

After resetting the password you will receive the following email:

Dear *User*,

*A request to reset the password for your account has been made at FIFA MASTER ONLINE APPLICATION.*

*You may now log in by clicking this link or copying and pasting it to your browser:*

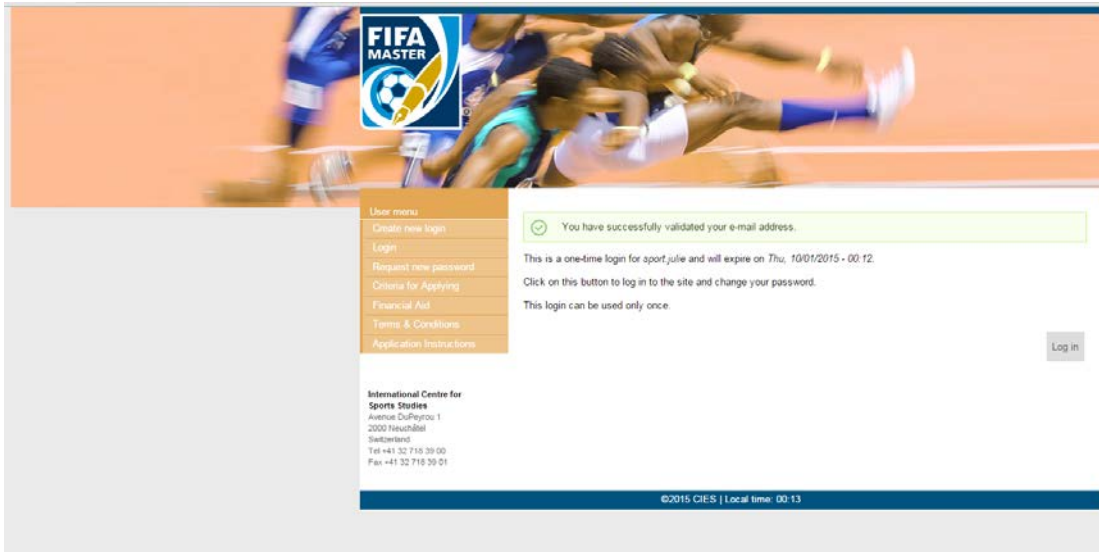
**[LINK](#)**

*This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.*

*With our best regards,*

*The FIFA Master team*

Click on the link and you will be asked to reset your password.



You will then have to change your password. Click on 'My Account' and change your password.

