

- ADMISSION FEES: BY CHEQUE OR BANK DRAFT IN US CURRENCY PAYABLE TO HEC MONTRÉAL
- By filing this application form, you are requesting admission at both HEC Montréal and Southern Methodist University (SMU).

## Identification numbers

### HEC Montréal, SMU and SDA Bocconi university file number(s)

Have you ever applied for admission at:

If you have a file number, please specify:

HEC Montréal? No  Yes  Year: \_\_\_\_\_

SMU? No  Yes  Year: \_\_\_\_\_

SDA Bocconi? No  Yes  Year: \_\_\_\_\_

## Program

Master of Management in International Arts Management. Term: Fall \_\_\_\_\_ (year)

## Personal information

### Legal name of applicant

Your legal name is the name shown on your passport (exact match). It will appear on any diploma or certificate that you may earn.

Name: \_\_\_\_\_  
First (Given) Middle Last (Family) Suffix

List any other name under which your credentials may be sent to us

Name: \_\_\_\_\_  
First (Given) Middle Last (Family) Suffix

#### STATUS IN CANADA

- No status in Canada
- CC Canadian citizen  
Social Insurance Number: \_\_\_\_\_
- RP Permanent resident
- IN (Amerindian (native))
- RF Refugee
- VE Visitor with student visa
- VD Visitor with diplomatic visa

#### STATUS IN THE USA

- No status in the USA
- USC U.S. Citizen  
U.S. Social Security number: \_\_\_\_\_
- USPR Permanent resident  
Alien card identification number: \_\_\_\_\_
- USNI U.S. Non-Immigrant  
Visa status: \_\_\_\_\_

#### STATUS IN ITALY

- No status in Italy
- IC Italian citizen
- IPR Permanent resident
- Other: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_  
(yyyy/mm/dd)

Province/State of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Citizenship(s): \_\_\_\_\_  
(first country of citizenship) (second country of citizenship, if any) (third country of citizenship, if any)

## Parents' names

**Father or parent 1 (even if deceased)** First (Given) Name: \_\_\_\_\_ Last (Family) Name: \_\_\_\_\_

**Mother or parent 2 (even if deceased)** First (Given) Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

## Contact information

### Mailing address

Street address or P.O. Box: \_\_\_\_\_ Apartment \_\_\_\_\_

Valid until: \_\_\_\_\_  
City Province/State Country Zip/Postal Code  
(yyyy/mm/dd)

### Permanent address (if different from above)

Street address or P.O. Box: \_\_\_\_\_ Apartment \_\_\_\_\_

Valid until: \_\_\_\_\_  
City Province/State Country Zip/Postal Code  
(yyyy/mm/dd)

### Telephone

Home: \_\_\_\_\_ Preferred?  Valid until: \_\_\_\_\_  
Country code Area code or city code Number (yyyy/mm/dd)

Work: \_\_\_\_\_ Preferred?  Valid until: \_\_\_\_\_  
Country code Area code or city code Number (yyyy/mm/dd)

Cell: \_\_\_\_\_ Preferred?  Valid until: \_\_\_\_\_  
Country code Area code or city code Number (yyyy/mm/dd)

E-mail \_\_\_\_\_ Preferred?  Valid until: \_\_\_\_\_

Home: \_\_\_\_\_ Preferred?  Valid until: \_\_\_\_\_  
(yyyy/mm/dd)

Work: \_\_\_\_\_ Preferred?  Valid until: \_\_\_\_\_  
(yyyy/mm/dd)

Other: \_\_\_\_\_ Preferred?  Valid until: \_\_\_\_\_  
(yyyy/mm/dd)

## Educational background

### Diploma presented in support of application for admission

Name of last university attended: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Years of study: from \_\_\_\_\_ to \_\_\_\_\_  
(yyyy/mm/dd) (yyyy/mm/dd)

### Highest degree earned or pursued (check only one box)

#### North American educational system

- 60 Undergraduate  
 70 Master's  
 73 Graduate Diploma  
 80 Doctorate

#### European educational system or other

- 42 Bachelor's degree  
 43 Bachelor's degree (Honours)  
 44 Bachiller

#### European educational system or other (continued)

- 90 BTS – Brevet de technicien supérieur  
 72 DEA – Diplôme d'études approfondies  
 73 D.E.S.S. – Diplôme d'études supérieures spécialisées  
 91 DEUG – Diplôme d'études universitaires générales  
 45 Diplom  
 94 Diplôme d'École de commerce  
 62 Diplôme d'ingénieur  
 80 Doctorat

#### European educational system or other (continued)

- 59 Laurea (-L)  
 93 Licence  
 51 Licenciado  
 71 Maîtrise  
 54 Master I  
 55 Master II  
 56 Master's degree  
 58 Titulo

Have you completed or will you complete this program? No  Yes

If you answered yes, please indicate the date you obtained (or will obtain) your diploma \_\_\_\_\_  
(yyyy/mm/dd)

What is the name of the degree that you earned (or will earn)? \_\_\_\_\_

### Field studied to obtain degree (check only one box)

#### Art and culture (ARTS)

- Dance  
 Film  
 History of Arts  
 Literature  
 Museology  
 Music  
 Opera  
 Theatre Studies  
 Visual Arts  
 Other: \_\_\_\_\_

#### Other fields

- (ADM) Business administration  
 (DROI) Law  
 (GENI) Engineering  
 (INFO) Computer science  
 (LETT) Letters  
 (SAPP) Applied sciences  
 (SSAN) Health sciences  
 (EDUC) Education  
 (SHUM) Humanities and social science  
 (SPUR) Pure sciences  
 Other: \_\_\_\_\_

Grade point average \_\_\_\_\_ out of \_\_\_\_\_ (university studies only)

Credits completed (incl. current courses) \_\_\_\_\_ out of \_\_\_\_\_ program credits (university studies only)

or number of years completed (incl. current year) \_\_\_\_\_ years out of a \_\_\_\_\_-year program.

## University education

Please state the list of all universities attended, excluding the one referred to on the previous page, beginning with the last.

Years of attendance	University, city and country	Program	Study level	Diploma you were applying for	GPA (grade point average)	Rank and/or mention	Diploma obtained
							No <input type="radio"/> Yes <input type="radio"/>
							No <input type="radio"/> Yes <input type="radio"/>
							No <input type="radio"/> Yes <input type="radio"/>
							No <input type="radio"/> Yes <input type="radio"/>

Relevant comments regarding your university studies.

## Admission tests

	Planned test	Completed test	Result
LANGUAGE PROFICIENCY TEST			
<input type="checkbox"/> IELTS	_____ (yyyy/mm/dd)	_____ (yyyy/mm/dd)	_____
<input type="checkbox"/> TOEFL University code: 4371	_____ (yyyy/mm/dd)	_____ (yyyy/mm/dd)	_____
<ul style="list-style-type: none"> <li>Applicants who have completed their secondary, college or university studies in English may be exempted from taking the English test. Please send proof of such studies.</li> <li>Applications will not be considered without the admission test results.</li> </ul>			

## Professional experience

### Years of experience

Number of years of full-time work experience:

Number of years of full-time managerial experience:

Number of years of full-time artistic experience:

Number of years of full-time international experience:

### Current main position information

Company: \_\_\_\_\_

City: \_\_\_\_\_ Position title: \_\_\_\_\_

Start date: \_\_\_\_\_ (yyyy/mm/dd) End date: \_\_\_\_\_ (yyyy/mm/dd) Number of hours per week: \_\_\_\_\_

### Economic sector of the main position (check only one box)

#### Primary sector

- 101 Agriculture, energy, forests and mines  
 199 Other primary sector

#### Manufacturing and processing

- 201 Aeronautics and transportation  
 202 Food  
 203 Construction  
 204 Manufacturing (clothing, tools, parts)  
 205 Biomedical and pharmaceutical technologies  
 206 Information technologies  
 299 Other branch of manufacturing and processing

#### Distribution and services sector

- 301 Arts, performing arts, cultural and recreational industries  
 302 Retail  
 303 Wholesale  
 304 Communications, telephony, media  
 305 Law or notarial practice  
 306 Hotels, restaurants and tourism  
 307 Financial services (banking, insurance, brokerage)  
 308 Accounting  
 309 Engineering consulting  
 310 Management consulting  
 399 Other branch of distribution and services

#### Public and parapublic administration

- 401 Education  
 402 Federal or provincial public service  
 403 Health and social affairs  
 404 Non-profit sector  
 405 Municipal government  
 406 Government and parapublic corporations  
 499 Other branch of public and parapublic administration

### Other position

Attach to the last page of the application a *curriculum vitae* summarizing all positions held beginning with the most recent, and specify for each:

- Name of company
- Exact position title
- Main duties, responsibilities and achievements
- Type of company
- Duration of employment (number of hours per week and duration in months)

## Languages

**Mother tongue** (check only one box)  English  French  Italian  Other (specify) \_\_\_\_\_

**Language spoken most often at home** (check only one box)  English  French  Italian  Other (specify) \_\_\_\_\_

### Language proficiency

	Oral expression			Written comprehension			Written expression		
	Excellent	Adequate	Weak	Excellent	Adequate	Weak	Excellent	Adequate	Weak
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
French	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Italian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (specify) _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (specify) _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (specify) _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Financing and scholarship

**How do you plan to finance your studies?** (check only one box)

- My employer will pay all my tuition fees  
 My employer will pay a portion of my tuition fees  
 I will pay all my tuition fees  
 Other (specify) \_\_\_\_\_

If you qualify, would you like to apply for a scholarship? No  Yes  (If you answered "yes," please provide an explanation in essay #1.)

## Compulsory questions under US law

Have you ever been suspended, expelled, or placed on probation at any school for academic or disciplinary reasons? No  Yes

Are you currently under indictment for any crime? No  Yes

Have you ever been convicted, pleaded guilty or received deferred adjudication of any felony? No  Yes

Have you ever received probation? No  Yes

Are you currently on probation? No  Yes

(If you answered "yes" to any of these questions, you MUST provide an explanation in the supplementary essay #2; accompanying documentation regarding your answer may also be required.)

## Motivation letter and essays

There is no specific form for the motivation letter, but each essay should be written on the appropriate pre-formatted form available from the program's website.

### 1) Motivation letter

- Tell us in a short letter why you chose our program.

It could be the path that led you to your passion for the arts, or anything else you think is relevant and that will help us get to know you better.

### 2) Essay 1: Scholarship

- If you would like to apply for a scholarship, please explain your needs and reasons.

### 3) Essay 2: SUPPLEMENTARY

- If you answered "yes" to the questions related to academic/disciplinary issues or criminal history you MUST submit this essay.

## Protection of personal information

By submitting this application for admission, you authorize HEC Montréal and SMU to compile a file with personal information on you. This personal information is confidential. It will be used for analyzing admission criteria, managing your student file and, after you graduate from both schools, for purposes of the Réseau HEC Montréal, the SMU alumni association and HEC Montréal and SMU career management services departments. Your student file will be retained after you leave HEC Montréal and SMU, in keeping with the relevant retention schedule. You also authorize HEC Montréal and SMU to transfer your personal file to SDA Bocconi University.

In order to be admitted to HEC Montréal and SMU, you must complete this application form in its entirety.

You have the right to access to your file, and to have any incorrect, incomplete or misleading information corrected.

The relationship between the students and HEC Montréal will be regulated by the laws of Québec and the Canadian federal laws applicable therein. In case of dispute, the matter will be settled by the relevant tribunals of the judicial district of Montreal.

The relationship between the students and SMU will be regulated by the laws of Texas and the US Federal laws applicable therein. In case of dispute, the matter will be settled by the relevant tribunals of the judicial district of Dallas.

In accordance with the Québec *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*, some personal information concerning you may be exchanged as follows:

- a) The educational institutions you have attended, and the Ministère de l'Éducation, du Loisir et du Sport (MELS) may forward your marks to HEC Montréal through the Conference of Rectors and Principals of Quebec Universities (CREPUQ);
- b) HEC Montréal may forward to CREPUQ the information necessary for managing admissions and producing statistics that may require comparisons between files from different institutions;
- c) HEC Montréal may also forward to the MELS the information necessary to determine and validate your permanent code;
- d) HEC Montréal may obtain from the Ministère de l'Immigration et des Communautés culturelles (MICC) confirmation that a *Certificat d'acceptation du Québec* (Quebec Acceptance Certificate) has been issued in your name.

In accordance with the Canadian *Personal Information Protection and Electronic Documents Act*, individuals may request access to personal information on them held in federal information banks, including those of Statistics Canada. Students who do not wish their personal information to be used may request that Statistics Canada remove their personal information from the national database.

Lastly, by signing below, you also authorize HEC Montréal and SMU to provide your name, address, telephone numbers, electronic addresses, program of studies and degrees to the professional associations you are likely to want to join, the Réseau HEC Montréal alumni association and SMU alumni association. Furthermore, you authorize HEC Montréal, SMU and the parties mentioned in this paragraph to disclose the fact that you are an HEC Montréal and an SMU student or graduate, the program in which you are enrolled and the degrees earned.

Applicant's signature \_\_\_\_\_

date (yyyy/mm/dd) \_\_\_\_\_

By signing the application for admission as well as subsequent registration forms, a student admitted to HEC Montréal and SMU promises to abide by the provisions of the statutes, rules, regulations, resolutions, policies, directives and practices of HEC Montréal and SMU as well as the regulations of the University of Montreal in effect at the time of the application for admission and thereafter, as well as provisions concerning the student pursuant to agreements that HEC Montréal and SMU may enter into with any professional corporation as well as with any other establishment accepting students to enable them to achieve the objectives of the programs to which they are admitted.

Any falsified documents submitted during admission, any false statement or failure to provide required information may lead to cancellation of admission or registration at HEC Montréal and SMU.

**I confirm that I have read the information contained in this form and that to the best of my knowledge the information provided above and in the documents attached is accurate and complete.**

Applicant's signature \_\_\_\_\_

date (yyyy/mm/dd) \_\_\_\_\_

HEC Montréal and SMU are not obliged to admit all candidates who apply for admission.

## Applicant's declaration

If you wish others to make inquiries on your behalf concerning the status of your application, it is necessary for you to authorize the release of information by naming these individuals.

Mr.  Ms.  \_\_\_\_\_ Relationship to you \_\_\_\_\_  
First (Given) Name Last (Family) Name

Mr.  Ms.  \_\_\_\_\_ Relationship to you \_\_\_\_\_  
First (Given) Name Last (Family) Name

Applicant's signature \_\_\_\_\_

date (yyyy/mm/dd) \_\_\_\_\_