

Guidelines for the FIFA Master Application

Dear Applicant,

Welcome to the online application of 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 and comprehensively. If you have any specific questions or problems with your online application that are not covered by this document or on the [CIES website](#), please contact us at the following email address: fifamaster.admin@cies.ch, or via our [website](#).

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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1) BEFORE YOU START: PREPARE YOURSELF

Before starting with your application and access the platform, please take note of the 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 [Fees and scholarship](#) and the [Terms and Conditions](#). This information can be accessed by clicking on the links to CIES website. 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 instruction 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 technical issues with that browser.

For uploading your supporting documentation, please see section 4 of this document.

2) COMPLETE THE APPLICATION FORM: GENERAL REMARKS

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 menus (1 to 8) of the application form. Please note that all fields marked with a * are mandatory fields which must be completed.

Please answer all of the questions clearly and fully.

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!

Every time a menu content is correctly saved and all mandatory fields have been filled, a green tick will appear on the relevant Section.

Save your application form regularly by clicking on the “Save Draft” button at the bottom of each section.

The screenshot shows the FIFA Master application form interface. At the top, there is a navigation bar with the FIFA Master logo, 'USER MENU', 'ADMIN', and a 'Logout (lara.benassi@cies.ch)' button. The form fields include: Country Dialing Code (dropdown), Work N° (text), E-Mail (text), a dropdown for 'Please specify which is your preferred mailing address', and an emergency contact field. A 'Save Draft' button is located at the bottom left of the form, and a 'Next Section' button is at the bottom right. A green arrow points from the 'Save Draft' button to the footer area. The footer contains contact information for CIES and a list of quick links.

Contact
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Tel: +41 (0)32 718 39 00
> fifamaster.admin@cies.ch
Facebook, Instagram, LinkedIn icons

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

When you are satisfied with your application, you must “submit” the form (Menu 8). 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 the form, you will receive an email confirmation. If you do not receive confirmation, then your application has not been submitted.

3) COMPLETE THE APPLICATION FORM: INSTRUCTIONS PER MENU

Menu 1: Personal information

This menu displays your comprehensive personal data and information.

Menu 2: Educational background

This menu includes all relevant information about your secondary education (high school/A-levels/baccalaureate), university/academic degrees and other professional qualifications (vocational training, continuous learning, ...).

In addition, four short open questions must be answered (Sports, Non-Sport interests, International experience, Short autobiography). We strongly recommend that you write your answers to these open questions first by hand or in separate computer file. When you are finished with your texts, then copy the text into the online application.

Menu 3: Work experience

This menu covers all information related to your professional experiences both current and previous. Beside your current professional activity, two previous experiences can be inserted.

Menu 4: Personal statement

This menu includes your Personal Statement. The Personal Statement is essential to your application because it outlines your vision of sport and your motivation for applying. To demonstrate your curiosity and academic interest, you are also asked to submit 2 questions about sport that you would like to reflect upon during the year. Consider carefully the instructions given above the related field. Once again, we strongly recommend that you write your answers to the 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.

Menu 5: Funding

This menu is dedicated to financial aspects of your application, especially funding and scholarships.

- 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”.

- Selecting this latter option will roll out a set of questions that you need to answer. You must complete the scholarship application form in full, providing as much detail as possible.
- 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.

Important remarks concerning the scholarships

- If the only way for you to successfully attend the course is through a scholarship, then you must complete the scholarship application form.
- 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.
- 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.

Menu 6: Personal needs

This menu serves to inform CIES about your accommodation needs as well as any other personal needs you may have.

Menu 7: Documents upload (see as well point 4 below)

- This menu deals with your supporting documents (diplomas, passport, transcripts and letters of reference). The supporting documentation hereafter an integral part of your application.
- Please read the “Guidelines to Upload file” document to get technical guidance if and where needed.

- Your Curriculum Vitae/Résumé must be in English. Other documents, while still preferred in English, can be accepted in French, Italian, German 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).

Menu 8: Submit application

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.

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.

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.

4) SPECIFICS CONCERNING THE SUPPORTING DOCUMENTATION

The supporting documentation to your application must be uploaded under Menu 2 and Menu 7, as described below.

Menu 2: Educational Background

– **GMAT (GRADUATE MANAGEMENT ADMISSION TEST) / GRE (GRADUATE RECORD EXAMINATIONS)**

GMAT (Graduate Management Admission Test) / GRE (Graduate Record Examinations) scores are optional but welcome. If you do have these test results, they should be included as part of your application file and supporting documents.

– **PROOF OF ENGLISH**

You need to provide a certification of English proficiency. The TOEFL test, the most widely respected English-language test worldwide, 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, please also have a look at the [Self-assessment grid](#)), Then please be sure that your level is equal to the aforementioned minimum TOEFL requirements. The score conversion tables are available here: [Toefl scores comparison](#).

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 upload here your Diploma of the English-speaking University where you graduated. 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 this exception, 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 an official proof of your English level through an English proficiency certification. More information at www.toefl.org.

Menu 7: Documents Upload

- PICTURE

Please provide a professional or passport-style picture.

- LETTERS OF REFERENCE (REFERENCE #1-ACADEMIC, REFERENCE 2#-PROFESSIONAL)

Letters of reference are an important aspect of the application. These are letters written by someone else testifying to your academic and professional competencies. Ideally, these should explain how and why you are a perfect candidate for the FIFA Master. If the referee is not familiar with the FIFA Master, then you should explain the course to him/her in order for them to write the best letter for your application.

One reference should be a professional reference, ie. from your current employer or someone who knows you well in a professional capacity, and the other should be an academic reference, ie. from someone, eg. a former professor, who can vouch for your academic capabilities and potential. If you are unable to obtain both sorts of reference, then it is acceptable to provide either two academic or two professional references.

Your references can be in English, French, German, Spanish or Italian. References in any other language must be accompanied by a certified English translation. The references should be as detailed as possible, ie. 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) on the reference in case we wish to contact them for further information.

Please ask your referees to submit their reference to you – not to us - for you to then include with your application.

If you are including a reference letter from an alumna/alumnus, it should be uploaded in addition to the two required references. A letter of support from alumni should not replace a Reference letter unless the alumnus was in fact your former teacher/professor or former employer.

– **CV**

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

– **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.

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 (below the “high school” section) for you to upload your diploma and transcript, called “OTHER POSTGRADUATE DEGREE/DIPLOMA” and “OTHER POSTGRADUATE TRANSCRIPT(S)”.

These documents can be submitted in English, French, German, Italian or Spanish. If they are in any other language they must be accompanied by a certified English translation. Please note that, in case of acceptance in the programme, you must present the originals of these documents when you arrive at the University of Neuchâtel, a mandatory step for you to complete your matriculation as a postgraduate.

– **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 baccalauréat) or a diploma and a transcript with your marks (e.g. High School diploma and your grades separately on a transcript). These documents can be submitted in English, French, German, Italian or Spanish. If they are in any other language they must be accompanied by a certified English translation. Please note that, like your degree certificate, you must also present the original of your single certificate (e.g. A-Levels...) or diploma (High School graduation certificate) when you arrive at the Université de Neuchâtel, a mandatory step for you to complete your matriculation as a postgraduate.

– **YOUR ID/PASSPORT**

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.

5) AFTER SUBMISSION

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.