DBA APPLICATION FORM

When applying to **ISC DBA program**, kindly provide the following documents to Rui MARINHO : rmarinho@iscparis.com.

APPLICATION DOCUMENTS

☐ **Curriculum Vitæ**
CV.

☐ **Cover letter**
Following the structure provided below.

☐ **Copies of all higher education degrees earned**

☐ **Official transcripts for all degrees**

☐ **Proof of English proficiency**

Official score reports from TOEFL, IELTS, or other recognized English language tests.
If you do not have official test scores, please provide a detailed explanation of alternative evidence of proficiency.
(e.g., prior degree earned entirely in English, extensive professional experience in an English-speaking environment).
Include supporting documentation where possible *(e.g., degree certificate, employment letter).*

☐ **Copy of passport or national ID card.**

☐ **Two letters of recommendation**
At least one professional, one academic or professional.

☐ **Professional certifications**
 Optional.

If relevant to the program or your area of research interest, you can submit copies of professional certifications.
(e.g., PMP, CFA, etc.). This is not essential but can add value to your application.

ISC Paris - Institut Supérieur du Commerce dont le siège social est situé 22, boulevard du Fort de Vaux, 75017 Paris.
Numéro SIRET : 48498107100026 - N° TVA : FR67484981071 - Tél.: 01 40 53 99 99 – contact@iscparis.com – www.iscparis.com

1

STRUCTURED COVER LETTER

The purpose of this cover letter is to assess your potential for success in the ISC Paris DBA program.
Your letter will be evaluated based on your demonstrated interest in pursuing doctoral-level research in business,
your ability to identify and articulate relevant business problems within your professional context, the clarity
and feasibility of your proposed research direction, and your critical thinking skills.

1. Opening
1,000 characters maximum.

Briefly introduce yourself and any connections you have to ISC Paris.
(e.g., alumni, attended an information session, spoke with a faculty member or alumnus).

2. Motivation and career aspirations
1,700 characters maximum.

Clearly articulate your motivation for pursuing a DBA. Explain your long-term career goals and how the DBA
will help you achieve them. Be specific about what you hope to gain from the program and how it aligns with your
professional aspirations.

ISC Paris - Institut Supérieur du Commerce dont le siège social est situé 22, boulevard du Fort de Vaux, 75017 Paris.
Numéro SIRET : 48498107100026 - N° TVA : FR67484981071 - Tél.: 01 40 53 99 99 – contact@iscparis.com – www.iscparis.com

2

3. Professional experience and suitability

1,700 characters maximum.

Briefly summarize your relevant professional experience and highlight any skills, accomplishments, or qualities that make you a strong candidate for the DBA program. Explain how your professional background will contribute to your success in the program and to your future research endeavors.

4. Prior research experience

1,400 characters maximum.

Describe any prior research work or training that you have completed in your previous studies *(e.g., master thesis, research methods course, etc.),* highlighting your key learning points. If you have produced any research output *(e.g., journal publications, presentation at conferences, etc.),* please state it and describe it briefly.

ISC Paris - Institut Supérieur du Commerce dont le siège social est situé 22, boulevard du Fort de Vaux, 75017 Paris.
Numéro SIRET : 48498107100026 - N° TVA : FR67484981071 - Tél.: 01 40 53 99 99 – contact@iscparis.com – www.iscparis.com

3

5. Research interests

3,500 characters maximum.

Describe your area of research interest within business administration *(e.g., leadership, strategy, finance, marketing, operations, etc.)*. Ground your research interest in a practical business problem or challenge that you have observed in your organization, industry, or profession. Clearly articulate the problem and explain why it intrigues you and why it could be worth pursuing for your DBA research. Discuss the potential implications of addressing this problem, both for your organization/industry and for the broader field of business administration.

ISC Paris - Institut Supérieur du Commerce dont le siège social est situé 22, boulevard du Fort de Vaux, 75017 Paris.
Numéro SIRET : 48498107100026 - N° TVA : FR67484981071 - Tél.: 01 40 53 99 99 – contact@iscparis.com – www.iscparis.com

4

6. Alignment with ISC Paris

1,400 characters maximum.

Explain why you have chosen to apply to the ISC Paris DBA program specifically. Mention specific aspects of the program *(faculty expertise, curriculum, research resources, etc.)* that attract you and align with your research interests and career goals. Demonstrate that you have researched the program and understand its unique strengths.

ISC Paris - Institut Supérieur du Commerce dont le siège social est situé 22, boulevard du Fort de Vaux, 75017 Paris.
Numéro SIRET : 48498107100026 - N° TVA : FR67484981071 - Tél.: 01 40 53 99 99 – contact@iscparis.com – www.iscparis.com

5