



**LE CORDON BLEU®**  
**PARIS**

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# *Application Form*

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**CULINARY ARTS**

**DIPLOMA IN CULINARY MANAGEMENT**

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**Programme:**.....

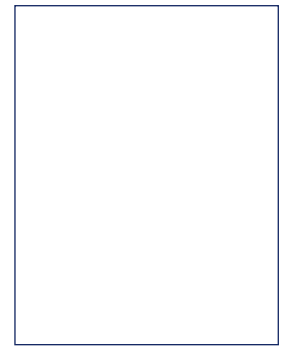
**Intake date:** .....

**Recruited by:** .....

If you have already studied at one of Le Cordon Bleu campuses, please state the campus name and your student number.

Le Cordon Bleu campus location: .....

Student ID Number: .....



**Attach obligatory  
2 passport photos  
with your name  
written on the back**

## 1. *Applicant details*

All fields must be completed in UPPER case.

Mr.     Ms.                      Gender:     Male     Female

Last Name: .....  
(as indicated on your passport, in UPPER case)

First Name: .....

Date of birth (DD/MM/YYYY): .....

Country of birth: .....

Nationality: .....

E-mail address: .....

Skype ID: .....

Passport number: .....

Expiry date: ..... Country of delivery: .....

### **PERMANENT ADDRESS:**

Number and Street: .....

City: ..... Post/Zip Code: .....

Province/State/Region: .....

Country: .....

Phone number: ..... Mobile: .....  
(Please include country & area codes)

**Do you wish to receive the newsletters and information on the programme and activities of Le Cordon Bleu?**

Yes

No

## 2. *Emergency contact*

First and last name: .....

Relationship: .....

Profession: .....

Phone number: .....

(Please include country & area codes)

E-mail address: .....

## 3. *Educational background*

Please provide details of all education and training that you have successfully, or partially, completed:

Award/Qualification	Name of Institution	Country	Year attended	
			Started	Ended

## 4. *Professional experiences, if applicable*

Position held	Country	Name of Establishment	Length
			Years/Months

## 5. Language skills

Mother tongue: .....

Please indicate below your English or/and French proficiency level.

Please write "NA" (Not Applicable) if no level has been achieved.

ENGLISH	Score	Date taken
TOEFL		
IETLS		
Cambridge First Certificate		
Cambridge Advanced		
Other (please specify)		

FRENCH	Level	Date taken
DELF (A1 or A2)		
DELF (B1 or B2)		
DALF (C1 or C2)		
TCF		
TEF		

Candidates who apply for the Diploma with Immersion Certificate, should provide a French language proficiency certificate. Otherwise, French language courses at Le Cordon Bleu Paris are **compulsory**.

## 6. Programme and session dates selection

Please state the Diploma or Certificate, as well as the start and end dates of your chosen session.

Please consult Le Cordon Bleu Paris calendar to see programme dates and tuition fees.

### 6.1 Diplomas

If a "Diploma" is selected, all Basic, Intermediate and Superior Certificates for Cuisine and Pastry or Basic and Advanced Certificates (including internship) for Boulangerie must be taken consecutively and without interruption. If the "Grand Diplôme®" is selected, the Cuisine and Pastry Diplomas must be followed simultaneously and without interruption.

For the Diploma of Culinary Management (DCM), the applicant must have Le Cordon Bleu Grand Diplôme® or the Cuisine or Pastry Diploma. Otherwise, have proof of minimum 2 years of experience in cuisine or pastry.

#### DIPLOMAS

- Grand Diplôme®
- Cuisine Diploma
- Pastry Diploma
- Boulangerie Diploma
- Diploma in Culinary Management (DCM)
- Grand Diplôme® + Immersion Certificate (with internship)
- Cuisine Diploma + Immersion Certificate (with internship)
- Pastry Diploma + Immersion Certificate (with internship)

- French language course - Level A1
- French language course - Level A2
- French language course - Level B1

**Standard:** Approximately 9 months for the Grand Diplôme®, Cuisine or Pastry Diplomas, 6 months for the Boulangerie Diploma, 3 months for the DCM

**Intensive:** Approximately 6 months for the Cuisine or Pastry Diplomas (the intensive sessions are only available in the Basic and Intermediate levels)

IF YOU CHOOSE ONE DIPLOMA: .....

Standard     Intensive    Session start date (DD/MM/YYYY): .....

Session end date (DD/MM/YYYY): .....

## COMBINED DIPLOMAS

Le Cordon Bleu offers preferential tuition fees if two diplomas are followed consecutively. Please refer to the calendar and tuition fees.

If the candidate is interested in following a Bachelors degree or Wine and Management programme, a separate application form must be filled up. You can use this form for the Culinary Management Diploma.

Please contact the institute for further information.

**DIPLOMA 1 - NAME:** .....

Standard       Intensive      Session start date (DD/MM/YYYY): .....

Session end date (DD/MM/YYYY): .....

**DIPLOMA 2 - NAME:** .....

Standard       Intensive      Session start date (DD/MM/YYYY): .....

Session end date (DD/MM/YYYY): .....

## 6.2 Certificates

It is possible to follow two certificates of the same level simultaneously in Cuisine and Pastry when registered for the standard (and not intensive) programmes. Le Cordon Bleu Diploma is awarded upon successful completion of three Cuisine or Pastry Certificates.

Likewise, Le Cordon Bleu Grand Diplôme® is awarded upon successful completion of the three Cuisine and the three Pastry Certificates.

The Boulangerie Diploma is awarded upon successful completion of the two Boulangerie Certificates and the internship.

## CERTIFICATES

- |   |        |  |
|---|--------|--|
| <input type="checkbox"/> Basic Cuisine  | and/or | <input type="checkbox"/> Basic Pastry        |
| <input type="checkbox"/> Intermediate Cuisine   | and/or | <input type="checkbox"/> Intermediate Pastry |
| <input type="checkbox"/> Superior Cuisine   | and/or | <input type="checkbox"/> Superior Pastry     |
| <br>  |        |  |
| <input type="checkbox"/> Basic Boulangerie  |        |  |
| <input type="checkbox"/> Advanced Boulangerie (including internship)  |        |  |
| <br>  |        |  |
| <input type="checkbox"/> Advanced Culinary techniques (5-day programme for graduates or experienced culinary professionals) |        |  |

**CERTIFICATE 1 - NAME:** .....

Standard       Intensive      Session start date (DD/MM/YYYY): .....

Session end date (DD/MM/YYYY): .....

**CERTIFICATE 2 - NAME:** .....

Standard       Intensive      Session start date (DD/MM/YYYY): .....

Session end date (DD/MM/YYYY): .....

## 7. Admission criteria and application procedure

*Important: only **complete** and **legible** applications will be presented to the Admissions jury.*

*Le Cordon Bleu undertakes to ensure that all applications are assessed in an ethical and responsible manner.*

### WHAT ARE THE ADMISSION CRITERIA AND REGISTRATION PROCEDURES?

- To be at least 18 years of age at the beginning of the programme.
- To hold a baccalaureate or the equivalent: High School Diploma, High School Certificate, GCSE, Abitur, Gaokao or higher education diplomas\*.

Other qualifications are accepted by the Admissions jury as proof of studies and apprenticeships. The candidate needs to provide academic qualifications. Any professional experience in the culinary arts or in any job related to this training programme can be mentioned.

*\* Applicants who have not yet graduate from High School may apply. Their application will be reviewed and they may be given a conditional acceptance into the programme. To lift the condition and be accepted, applicants must submit a copy of their High School Diploma as soon as they graduate.*

### WHAT SHOULD THE APPLICATION FORM INCLUDE?

Admissions are carried out throughout the year and, as places are limited, we strongly recommend that you send your completed application at least **6 to 8 months** before the start date of the chosen session.

1. All application forms must include the following documents:
  - Completed and signed application form with terms and conditions of payment, deferment and cancellation
  - Recent CV outlining education, professional experience(s) and interests
  - Cover letter of about 500 words explaining the reasons for choosing Le Cordon Bleu Paris, short term professional goals and career objectives
  - For the Diploma with Immersion Certificate, please provide the French Language proficiency certificate
  - Copy of the most recent Diploma awarded
  - Certified copy of academic transcripts from the last three years
  - Copy of marks and Le Cordon Bleu Certificate(s) and/or Diploma(s), if applicable
  - Copy of valid proof of identity (national identity card or passport) of the page which shows civil status, number of the identity document and the candidate's signature
  - Copy of French or European residence card (if applicable)
  - 2 passport photos with the name written on the back
  - Medical Certificate completed and signed by a doctor
  - Application fee of 1500€ for a Diploma and/or 500€ for a Certificate. These non-refundable fees, paid as a deposit, will be deducted from tuition fees
2. Once the application form and all documentation are received, Le Cordon Bleu Paris Admissions jury will assess the application and determine if the candidate meets all entry requirements.
3. The candidate should expect an answer on their admission within 7 working days following reception of the application.
4. The application fees are deducted from the total tuition fees. Please refer to terms and conditions - cancellation policy section, 4.1.
5. Upon receipt of the deposit payment, Le Cordon Bleu will send an admission proposal including the balance of tuition fees payment form and practical information regarding visas and accommodation.
6. Once the signed documents and the tuition fees have been received, Le Cordon Bleu will send a welcome pack including: official confirmation of enrollment, a receipt of payment and the orientation day appointment details.
7. Once the candidate obtains a long-term student visa (VLS-TS), please provide a copy along with a copy of the original birth certificate, translated in French by a sworn translator, to the Admissions department at [parisadmissions@cordobleu.edu](mailto:parisadmissions@cordobleu.edu)

Please note that the balance of tuition fees must be paid in full no later than 8 weeks before the training programme begins.

For any applications sent after this deadline, please contact the Institute's Admissions department by email ([parisadmissions@cordobleu.edu](mailto:parisadmissions@cordobleu.edu)) or by telephone (+33 (0)1 85 65 15 00) in order to find out if any places are available. Incomplete applications will be refused.

## 8. Form of payment

Please refer to TERMS AND CONDITIONS OF PAYMENT, section 1.3 (page 7).

- Bank transfer of transfer by Flywire ([www.flywire.com/pay/lcbparis](http://www.flywire.com/pay/lcbparis))  
Join the bank receipt of the transfer of funds (transfer order) along with the application form.
- Cheque – I enclose a cheque for the sum of .....€ payable to “Le Cordon Bleu”.
- Credit/Debit Card (the credit card payment form must be filled out)

## 9. Admissions rules

- Le Cordon Bleu guarantees that all applications are processed in the strictest privacy. Once the candidate's qualifications and motivation have been reviewed, the Admissions jury will either accept the application or offer the candidate the possibility to sign up for a better suited programme.
- If the Admissions jury turns down the application, the candidate can request that it be reviewed again within 14 days. The candidate must send an email to the school's Academic Director ([parisadmissions@cordobleu.edu](mailto:parisadmissions@cordobleu.edu)).
- The decision reached by the Admissions jury will be based on both the candidate's motivation and future goals set out in the cover letter. Prior professional experience in the hospitality industry is not mandatory.
- The application is admissible when all the conditions required by Le Cordon Bleu are met, within a period of 10 working days from when the application was received, and confirmed by an admission proposal sent to the candidate.

## 10. General

- No student shall be entitled to use the name and/or logo "Le Cordon Bleu" and/or similar names or logos under any circumstance or at any time or in any place (including the Internet), whatsoever whether before, during, or after their training and whether as a trade mark, company, or trading name, domain name, or otherwise.
- All students should comply with the internal rules of the school.
- The school reserves the right, in its absolute discretion, to modify the enrolment procedure and/or the fees, the organization and the structure of any or all of its programmes.
- Le Cordon Bleu disclaims any liability in the event of accident, loss, damage, civil liability of the student or other similar cases. All students are required to take out appropriate insurance to cover such risks during their studies. Students between 18 and 28 years old, enrolled in one of Le Cordon Bleu programmes for more than 3 months, benefit from the French Social Security which provides foreign students with free healthcare coverage while studying in France.

**For foreign candidates from outside the European Community:** The visa process can take time; we recommend that students contact "Campus France" in their country of residence in order to verify the procedure and the duration for obtaining a visa. For further information: "Campus France": [www.campusfrance.org/fr](http://www.campusfrance.org/fr)

## TERMS AND CONDITIONS OF PAYMENT, DEFERMENT AND CANCELLATION

### 1. PAYMENT

- 1.1. The full amount of the fees shall be paid in cleared funds no less than eight (8) weeks before the first day of the programme.
- 1.2. If an applicant fails to comply with condition 1.1, Le Cordon Bleu is entitled to cancel their place on the programme and the application fee and total deposit will not be refunded.
- 1.3. All fees are payable in Euros only. Payment may be made by:
  - credit/debit card (Visa, Mastercard, and JCB). A 1.5% credit card transaction fee will be added to the tuition fees.
  - cheque (excluding Eurocheques) payable to "Le Cordon Bleu"

**Beneficiary Name:** LE CORDON BLEU

**Bank Name:** BNP Paribas Maine Montparnasse

**Branch:** 66 avenue du Maine 75014 Paris, France

**Bank Code:** 30 004

**Branch Code:** 01402

**Account Number:** 00020507765

**ID Code:** 95

**Swift Code:** BNPA FR PP PXV

**IBAN Code:** FR 76 3000 4014 0200 0205 0776 595

- bank transfer to:
- Payment by Bank transfer - Flywire. Le Cordon Bleu has partnered with Flywire to streamline the tuition payment process for our international students. Flywire allows you to pay from any country and any bank. Go to: [www.flywire.com/pay/lcbparis](http://www.flywire.com/pay/lcbparis) to begin the payment process.

The student is required to send a copy of the bank transfer form and the signed tuition fees payment form to the Admissions Office ([parisadmissions@cordobleu.edu](mailto:parisadmissions@cordobleu.edu)).

It is the student's responsibility to ensure that their bank clearly indicates the student's name, programme requested, and date of entry on the transfer form. Failure to clearly identify funds may lead to delayed enrolment and cancellation of the application.

Students are required to pay all bank fees incurred when transferring funds. Any bank fee deduction on the global expected amount will be charged to the student.

### 2. DEFERMENT

- 2.1. An applicant may defer only once the commencement of their programme to a later term, by providing written justification eight (8) weeks prior to the first day of the programme. The permitted maximum length of the deferment is three (3) months from the original requested entry date for the programme.
- 2.2. In the hypothesis of the accepted deferment, applicable terms, conditions, and tuition fees are those in force at the time of the

student's transfer notice. Should the school be unable to place the student in a later programme (based on the Le Cordon Bleu Paris calendar), the school will refund the fees paid less the non-refundable application fee.

2.3. No refund shall be made for the cancellation of a programme which has already been deferred.

2.4. If a visa has been refused, the student wishing to defer their enrolment, must send scanned proof of the visa refusal to the school's Admissions department (parisadmissions@cordobleu.edu) within three (3) days of receiving the visa refusal notification. After this time, and without any proof (copy of passport with visa refusal stamp, letter from the Consulate), the deferment request cannot be granted and tuition fees will be invoiced.

2.5. A student who is planning to study for a Diploma or the Grand Diplôme®, may only exercise their right to defer before the training programme has begun. No session date deferment for Intermediate and Superior Cuisine and Pastry or Advanced Boulangerie programmes, will be accepted as all the certificates must be studied continuously and without interruption to the lessons in the course.

### 3. CANCELLATION

#### 3.1. By the student

• A student who is registered and who has signed their admission proposal, and exercises their right to cancel by registered letter within fourteen (14) full days from the date of their acceptance, therefore cancelling their enrolment, will be reimbursed the total sums paid, excluding the application fee, within thirty (30) days from the date at which the right was exercised.

• Once the right to cancel period has expired, a student who cancels their enrolment more than eight (8) weeks before the beginning of the chosen intake, by email to the Admissions department (parisadmissions@cordobleu.edu), for any reason, excluding unforeseen or fortuitous circumstances which are duly determined, will be reimbursed the full tuition fees, excluding the application fees which will be kept by Le Cordon Bleu institute. There will be no reimbursement for any cancellation received by email eight (8) weeks or less prior to orientation day.

• If a visa has been refused, a student who wishes to cancel their enrolment and be reimbursed all fees paid must inform the Admissions department by Email (parisadmissions@cordobleu.edu) within three (3) days of receiving the visa refusal notification. After this time, and without any proof (copy of passport with visa refusal stamp, letter from the Consulate), the cancellation request will not be granted and a reimbursement will not be made.

#### 3.2. By Le Cordon Bleu

• If the programme is cancelled by Le Cordon Bleu, for any reason, excluding unforeseen or fortuitous circumstances which are duly determined, all application and tuition fees paid by the student will be completely reimbursed, or transferred, with the student's permission, to another programme of their choice.

• If following unforeseen or fortuitous circumstances which are duly determined, Le Cordon Bleu is unable to teach the chosen training programme, a reimbursement will be granted to the student on a pro-rata basis determined by the numbers of lessons that have not been taught.

• The candidate and/or student pledges to notify Le Cordon Bleu of any modification to their dossier. Any false information concerning any part, or all, of the information provided by them, may lead to their application being turned down or their enrolment being cancelled without reimbursement of any fees paid.

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Only the candidate, and no other individual, has the right to sign this application form.

The school reserves the right in its absolute discretion to modify the enrolment procedure and/or the fees, the organisation, and the structure of any or all of its programmes.

**I have read and understood all the terms and conditions of payment, deferment and cancellation, as well as the application form in its entirety and Le Cordon Bleu calendar to which it refers and I accept them.**

**First Name:** .....

**Last Name:** .....

**Date:** ..... **Signature:** .....

#### CHECK THIS LIST BEFORE RETURNING YOUR APPLICATION TO LE CORDON BLEU

- Completed, signed and dated application form
- Curriculum Vitae
- Cover letter of about 500 words
- Passport copy
- 2 passport photos
- Certificates, diplomas and transcript including the ones from Le Cordon Bleu, if applicable
- Proof of French language proficiency (only for students enrolled in the Diploma with Immersion programme)
- Bank transfer payment receipt or credit card payment form filled out or cheque included
- Signed application form
- Medical Certificate signed by a doctor