

# MBA PRE-PROGRAMME CHECKLIST

Check	Item	Comments	Due date	Action
	Create your INSEAD email address		As soon as possible	<a href="#">Click here</a>
	Explore your Journey Page and MS Teams Group	Use your INSEAD email and password to get access	As soon as possible	<a href="#">Journey Page</a> <a href="#">Teams Group</a>
	Discuss with the Financial Aid team if help is needed		As soon as possible	Please contact: <a href="mailto:marierose.ng@insead.edu">marierose.ng@insead.edu</a>
	Secure your place on the programme and complete your enrolment form		Within a month of admission	<a href="#">Click here</a>
	Send your official transcripts (soft or hard copies)	Soft copies must be sent by your school to your Admissions Officer, while hard copies can be sent directly to your Admissions Officer.	Before the start of the programme	INSEAD Europe campus address: Boulevard de Constance, 77300 Fontainebleau, France Or INSEAD Asia campus address: 1 Ayer Rajah Avenue, Singapore 138676
	Register to the Business Foundations Module (or another Business mathematics course)	If you are required	Before the start of the programme  The link to register to INSEAD's BF will be shared closer to the programme	Please refer to your acceptance letter and contact your Admissions Officer
	Admissions Committee specific English requirement	If you were required or recommended to improve your English level	Before the start of the programme	Please refer to your acceptance letter and contact your Admissions Officer
	Secure travel and housing arrangements	For French visas you will need to submit both proofs to your requests (transport and housing)  📌 Make sure to add your partner on your housing contract	Before the start of the programme	For FBL <a href="#">click here</a> For SGP <a href="#">click here</a>
	Start the French student visa process	If you are a Fonty Starter only	Early October	Refer to the email sent to your INSEAD email address from: <a href="mailto:visas.fb@insead.edu">visas.fb@insead.edu</a>
	Start the Singapore student visa process	If you are a SGP Starter only	Within 1.5 months from the start of programme	Refer to the email sent by your Class Officer to your INSEAD email address from: <a href="mailto:dclassofficers@insead.edu">dclassofficers@insead.edu</a>
	Read your Medical Summary of Coverage	2 weeks prior the programme starts you will receive your AON individual policy  📌 To purchase the same medical coverage for your partner, please contact Mr. Antonisse at <a href="mailto:Frank.Antonisse@aon.nl">Frank.Antonisse@aon.nl</a> OR <a href="mailto:insead.support@aonstudentinsurance.com">insead.support@aonstudentinsurance.com</a>	Before the start of the programme	You can check your <a href="#">journey page</a> for more information
	Students Accessibility	Students requiring accessibility support should review the guidelines and complete the accessibility survey at least one month before the programme starts	1 month before the programme	<a href="#">Click here</a> to view the <a href="#">Disability Guidelines</a> <a href="#">Click here</a> for the <a href="#">Accessibility Survey</a> .
	Register your partner	If you are accompanied by a partner	Before the start of the programme	Student life will reach out to you as soon as you will be able to register your partner (via your pre-MBA newsletter)
	Meet language requirements	If 2nd language needed	Before the start of the programme	Please <a href="#">click here</a> to check our language policy
	Pay your second installment		18 November 2025	<a href="#">Click here</a> (go to class of 26D and Methods of payment)