

# ADMISSION PROCESS INCOMING EXCHANGE STUDENTS

[2019-2020]

#### \*\*\*APPLICATION DEADLINES AT UNIVERSITE DE NANTES\*\*\*

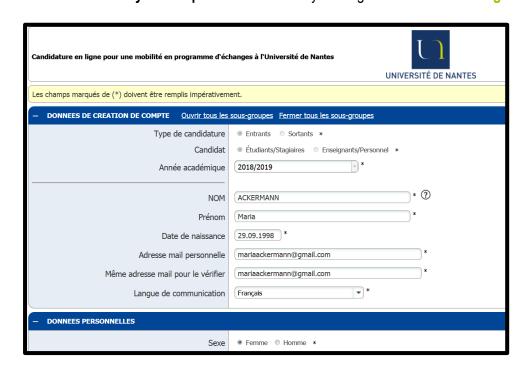
STUDY ABROAD PERIOD	ONLINE APPLICATION AVAILABLE	ONLINE APPLICATION DEADLINE	DECISION FROM THE UNIVERSITY (International admissions and student housing)
1st semester or academic year	March 1st	May 15 <sup>th</sup>	June 15 <sup>th</sup> - 30 <sup>th</sup>
2 <sup>nd</sup> semester	October 1st	November 15 <sup>th</sup>	December 10 <sup>th</sup> - 15 <sup>th</sup>

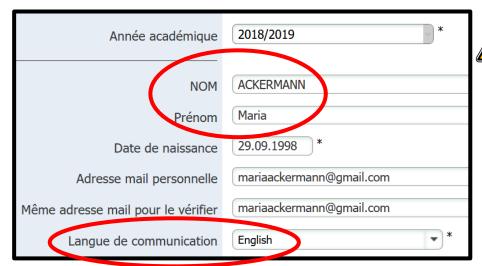
# FILLING OUT THE ONLINE APPLICATION AND REQUESTING ON-CAMPUS HOUSING

Students wishing to participate in an exchange program with Université de Nantes must fill out the online application form available at <u>Université de Nantes – International</u>. The application for on-campus student housing will be included on this form.

PLEASE READ CAREFULLY THE DETAILS CONCERNING STUDENT ON-CAMPUS ACCOMMODATION ON OUR UNIVERSITY WEBSITE AS WELL AS THE APPLICATION PROCEDURE BELOW BEFORE FILLING OUT THE ONLINE APPLICATION FORM

1. Register to create a Mobility-Online personal account by clicking on Candidature en ligne.







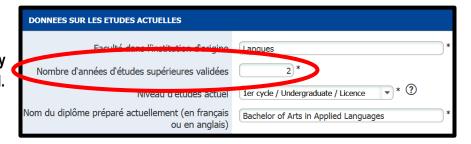
Fill out your last name in UPPERCASE LETTERS ONLY otherwise you will not be able to continue with your registration.

You can change your language options by choosing either English or French in the "Langue de communication" drop menu.



Fill out "Nationality 2" only if you have TWO nationalities otherwise leave <-- Aucun choix -->

In "Nombre d'années d'études supérieures validées" write the years you have been enrolled at a university after finishing secondary/high school.



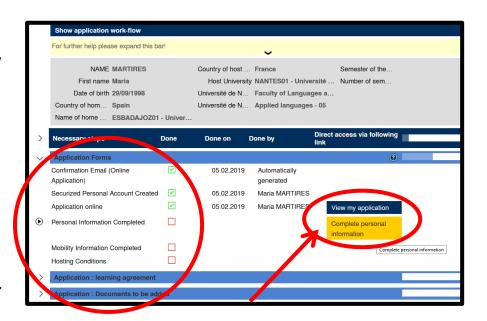
2. Once you have registered on Mobility-Online, you will receive an e-mail with instructions to create your user name and password giving you access to the site in order to finish your application form. You will be able to save a partially completed application and return to it later, if necessary, by clicking on Login Mobility-Online.

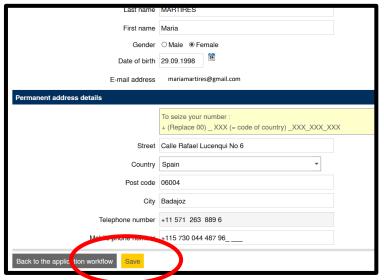


3. Fill out the application form with your personal, mobility and arrival information.



In order to complete your personal, mobility or arrival information or to upload any documents, make sure the buttons "complete personal information" or "Upload your document" change colors.





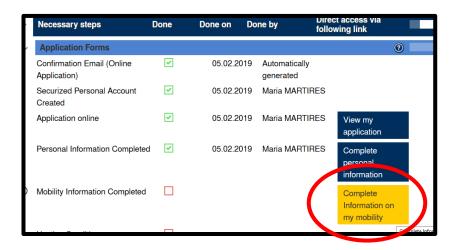
To write your telephone number : (replace the 00 with the "+"sign) + \_XXX(=country calling code)\_XXX\_XXX\_XXX

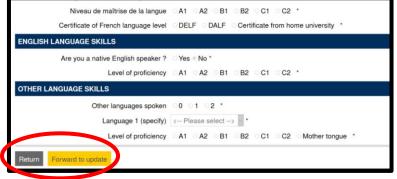
Once everything is filled out, click on "save"...



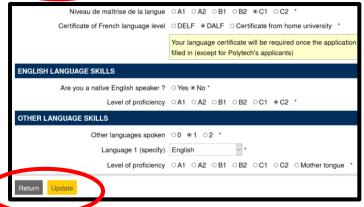
...then select "back to the application workflow" to come back to the main page.

To continue with your mobility information, select "complete information on my mobility".

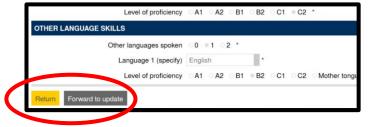




Scroll down to the bottom of the page and select "forward to update" in order to edit the page.



Once you have filled everything out, click on "update"...



...then "Return" to go back to the main page.

Repet these steps with "housing conditions".

For the start and end dates of the planned mobility, choose according to your mobility choice:

MOBILITY PERIODS				
Full academic year	1 <sup>st</sup> semester	2 <sup>nd</sup> semester		
From September 1st, 2019 to May 31, 2020	From September 1 <sup>st</sup> , 2019 to January 14, 2020	From January 15, 2020 to May 31 <sup>st</sup> 2020		



\*\*\* Attendance to end of terms exams is mandatory. Absences ARE NOT tolerated. Please pay close attention to the dates above and organize your mobility accordingly.\*\*\*

4. **Application : Learning agreement :** upload the required documents to the platform using PDF format only.



If your home university has its own learning agreement and they wish to have it signed by Université de Nantes, please make sure you attach both documents (learning agreement from your home university and learning agreement required by Université de Nantes) in a single PDF file.





✓ LEARNING AGREEMENT CONTRACT from Université de Nantes explaining in detail your mobility study program and duly signed and dated by your home university.



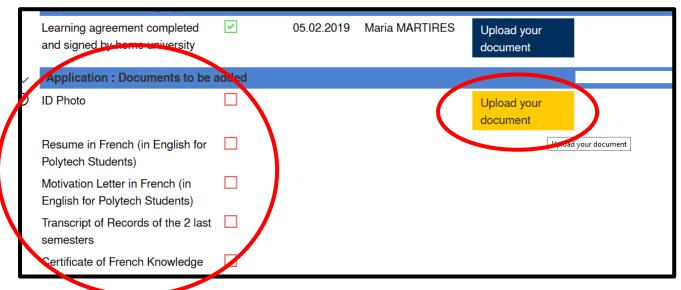
\*\*\*MANDATORY for the faculties listed in the online class catalogue\*\*\*

## **Choosing your classes**

Please visit the online class catalog in order to prepare your learning agreement: http://www.univ-nantes.fr/international/coursecatalogue

\*\*\*You must choose 30 ECTS per semester – (60 ECTS for the full academic year)\*\*\*
\*\*\*You must take at least 70% of your classes in a Faculty that has signed an agreement with your home university.\*\*\*

5. **Application : supporting documents : upload** the required documents to the online platform using PDF format only.



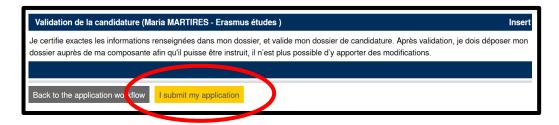
Remember to click on "save" every time you upload a document, just as you did for the learning agreement.



#### **SUPPORTING DOCUMENTS**

ALL documents, with the exception of your ID photo, must be in PDF format only.

- ✓ Identification Photograph in JPEG format and with neutral background
  \*\*\*scanned ID cards, passports or selfies will not be accepted\*\*\*
- ✓ Resume /Curriculum Vitae (CV) in French
- ✓ Cover / motivation letter in French
- ✓ Official transcript of records for the last validated two semesters
- ✓ French language certificate from your home university's French department OR an official French Language certificate (TCF, DELF or DALF)
  - \*\*\*MANDATORY except for students applying at i-FLE or Polytech, depending on the department \*\*\*
- ✓ For non-European exchange students only : recommendation letter
- 6. Confirm and submit your online application form.



Only complete applications will be considered.



You will not be able to modify your profile once you submit your application.

7. Once your application validated, **make sure to follow the notifications concerning your admission process** as well as further instructions to prepare your mobility.

#### **SELECTION OF APPLICANTS**

The International Relations Office will inform you of its decision after evaluation of your application. If you are selected and you have chosen to live in on-campus student housing, the address of the residence hall will be provided as well as any additional information concerning your stay in Nantes.

Contacts at Université de Nantes' International Relations Office

#### **Erasmus+ and European exchange programs**

Ms. Patricia Torres-Gabillard Exchange Students Coordinator

### Non-European exchange programs

Ms. Catalina Cristancho

International.accueil@univ-nantes.fr