

# ADMISSION PROCESS INCOMING EXCHANGE STUDENTS

[2020-2021]

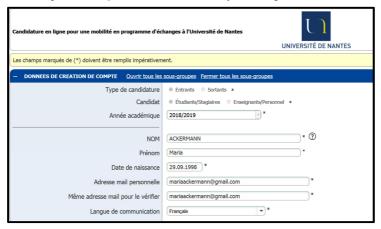
Students wishing to participate in an exchange program with Université de Nantes must fill out the online application form as well as the application for on-campus student housing available at <u>Université de Nantes – International.</u>

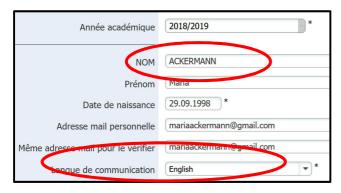
## PLEASE TAKE THE TIME TO READ THIS DOCUMENT ALONG WITH THE STUDENT ON-CAMPUS ACCOMMODATION INFORMATION BEFORE FILLING OUT THE ONLINE APPLICATION FORM

#### **APPLICATION DEADLINES**

STUDY ABROAD PERIOD	ONLINE APPLICATION AVAILABLE	ONLINE APPLICATION DEADLINE	DECISION FROM THE UNIVERSITY (Admission and housing)
1 <sup>st</sup> semester or academic year	March 1 <sup>st</sup>	May 31 <sup>th</sup>	June 30 <sup>th</sup>
2 <sup>nd</sup> semester	October 1st	November 15th	December 10- 15th

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* -->

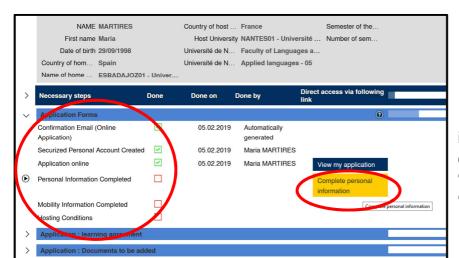


In "Nombre d'années d'études supérieures validées" write the years you have been enrolled at a higher education institution.

2 Once you have registered on Mobility-Online, you will receive an e-mail with instructions to create your user name and password which will give you access to the site 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.

Gender	○ Male ● Female		
Date of birth	29.09.1998		
E-mail address	mariamartires@gmail.com		
Permanent address details			
	To seize your number : + (Replace 00) _ XXX (= code of country) _XXX_XXX_XXX		
Street	Calle Rafael Lucenqui No 6		
Country	Spain		
Post code	06004		
City	Badajoz		
Telephone number	+11 571 263 889 6		
Mobile phone number	+115 730 044 487 96		
Back to the application workf aw Save			

To enter your telephone number: replace the 00 with the "+"sign, type the country calling code then your telephone number in groups of 3 numbers. Do not enter any dashes or dots.

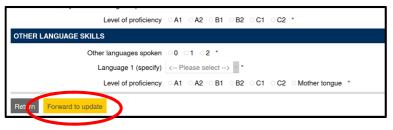
Once everything is filled out, click on "save"...



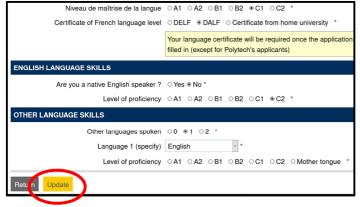
...then select "back to the application workflow" to come back to the main page.



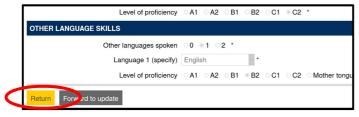
To continue with your mobility information, select "complete information on my mobility".



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 your mobility**, choose according to your mobility choice:



## 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.



The LEARNING AGREEMENT CONTRACT is a document explaining in detail your mobility study program at Université de Nantes. It must be duly signed by your home university with date and stamp.

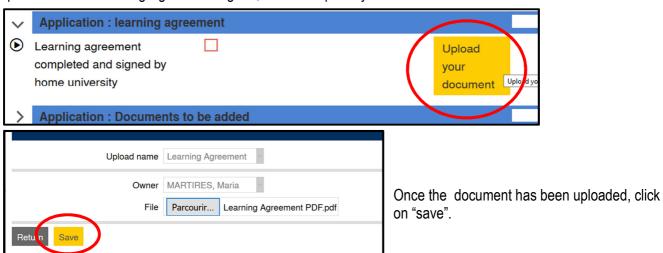
- ✓ You must choose 30 ECTS per semester (60 ECTS for an academic year)
- ✓ You must take at least 70% of your classes in a Faculty that has signed an agreement with your home university.

In order to prepare your learning agreement, please visit the online class catalog: <a href="http://www.univ-nantes.fr/international/coursecatalogue">http://www.univ-nantes.fr/international/coursecatalogue</a>



\*\*\* THE LEARNING AGREEMENT CONTRACT IS MANDATORY FOR EVERY FACULTY LISTED IN THE ONLINE CLASS CATALOGUE\*\*\*

To upload the PDF Learning Agreement signed, click on "Upload your document".



## 5- Application: SUPPORTING DOCUMENTS

**Upload** the required documents to the online platform using PDF format only.

Remember to click on "upload your document" then on "save" every time you upload a document, just as you did for

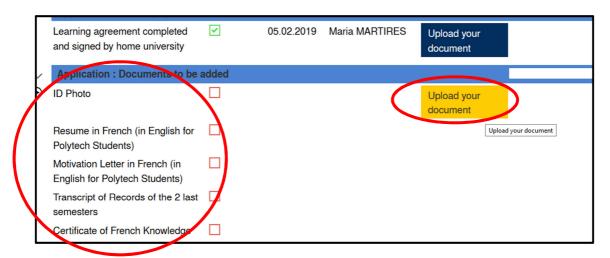


#### SUPPORTING DOCUMENTS

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 are not accepted\*\*\*
- ✓ Resume /Curriculum Vitae (CV) in French
- ✓ Cover / motivation letter in French
- ✓ Official transcript of records for the last two validated semesters preceding the mobility
  \*\*\*screenshots, snapshots and word documents are not accepted\*\*\*
- ✓ 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

the learning agreement.



Once you've uploaded all supporting documents, **confirm and submit** your online application form. **Only complete applications will be considered.** 





Once you've submitted your application, you won't be able to modify the information.

**Make sure you follow any notifications regarding your admission process** as well as further instructions to prepare your mobility.

## **APPLICANT SELECTION**

The International Relations Office will evaluate your application and inform you of the **results no later than June 30.** If you are selected, you'll be issued an official admission letter. And if you have chosen to live in student housing, the address of your 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 Manager

Mme Johanne PIAZZA Erasmus+/UE applications

#### Non-European exchange programs

Ms. Catalina Cristancho

International.accueil@univ-nantes.fr