



# ADMISSION PROCESS INCOMING EXCHANGE STUDENTS [2021-2022]

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 [Université de Nantes – International](#).

**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 15 <sup>th</sup>	June 15 – 30 <sup>th</sup>
2 <sup>nd</sup> semester	October 1 <sup>st</sup>	November 15 <sup>th</sup>	December 10- 15 <sup>th</sup>

**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* -->

**DONNEES SUR LES ETUDES ACTUELLES**

Faculté dans l'institution d'origine  \*

Nombre d'années d'études supérieures validées  \*

Niveau d'études actuel  \* ?

Nom du diplôme préparé actuellement (en français ou en anglais)  \*

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.

NAME MARTIRES	Country of host ... France	Semester of the...
First name Maria	Host University NANTES01 - Université ...	Number of sem...
Date of birth 29/09/1998	Université de N...	Faculty of Languages a...
Country of hom... Spain	Université de N...	Applied languages - 05
Name of home ... ESBADAJOZ01 - Univer...		

Necessary steps	Done	Done on	Done by	Direct access via following link
Application Forms	<input checked="" type="checkbox"/>	05.02.2019	Automatically generated	
Confirmation Email (Online Application)	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	
Securized Personal Account Created	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	<a href="#">View my application</a>
Application online	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	<a href="#">Complete personal information</a>
Personal Information Completed	<input type="checkbox"/>			
Mobility Information Completed	<input type="checkbox"/>			
Hosting Conditions	<input type="checkbox"/>			
Application : learning agreement				
Application : Documents to be added				

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

E-mail address

**Permanent address details**

To seize your number :  
+ (Replace 00) \_ XXX (= code of country) \_XXX\_XXX\_XXX

Street

Country

Post code

City

Telephone number

Mobile phone number

[Back to the application workflow](#) [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”...

**Action successful!**

Your personal data has been stored successfully.

[Back to the application workflow](#)

...then select “back to the application workflow” to come back to the main page.

Securized Personal Account Created	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	
Application online	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	<a href="#">View my application</a>
Personal Information Completed	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	<a href="#">Complete personal information</a>
Mobility Information Completed	<input type="checkbox"/>			<a href="#">Complete information on my mobility</a>

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

Level of proficiency  A1  A2  B1  B2  C1  C2 \*

**OTHER LANGUAGE SKILLS**

Other languages spoken  0  1  2 \*

Language 1 (specify) <-- Please select --> \*

Level of proficiency  A1  A2  B1  B2  C1  C2  Mother tongue \*

[Return](#) [Forward to update](#)

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

Niveau de maîtrise de la langue  A1  A2  B1  B2  C1  C2 \*

Certificate of French language level  DELF  DALF  Certificate from home university \*

Your language certificate will be required once the application filled in (except for Polytech's applicants)

**ENGLISH LANGUAGE SKILLS**

Are you a native English speaker?  Yes  No \*

Level of proficiency  A1  A2  B1  B2  C1  C2 \*

**OTHER LANGUAGE SKILLS**

Other languages spoken  0  1  2 \*

Language 1 (specify) English \*

Level of proficiency  A1  A2  B1  B2  C1  C2  Mother tongue \*

[Return](#) [Update](#)

Once you have filled everything out, click on “update”...

Level of proficiency  A1  A2  B1  B2  C1  C2 \*

**OTHER LANGUAGE SKILLS**

Other languages spoken  0  1  2 \*

Language 1 (specify) English \*


Level of proficiency  A1  A2  B1  B2  C1  C2  Mother tongue \*

[Return](#) [Forward to 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:

MOBILITY PERIODS		
 <b>Attendance to end of terms exams is mandatory. Absences ARE NOT tolerated. Please pay close attention to the following dates and organize your mobility accordingly.</b>		
Academic Year	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
<b>From September 1, 2021 to May 31, 2022</b>	<b>From September 1, 2021 to January 14, 2022</b>	<b>From January 15, 2022 to May 31, 2022</b>

#### 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: <http://www.univ-nantes.fr/international/coursecatalogue>



**\*\*\* 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”.

The screenshot shows a web interface with a blue header. Under the header, there is a section titled 'Application : learning agreement'. Below this, there is a list item 'Learning agreement' with a red square icon and the text 'completed and signed by home university'. To the right of this list item is a yellow button labeled 'Upload your document', which is circled in red. Below the list item is another section titled 'Application : Documents to be added'.

The screenshot shows a document upload form. It has a white background with a blue header. The form contains the following fields: 'Upload name' with a dropdown menu showing 'Learning Agreement', 'Owner' with a dropdown menu showing 'MARTIRES, Maria', and 'File' with a 'Parcourir...' button and the text 'Learning Agreement PDF.pdf'. At the bottom left of the form, there are two buttons: 'Return' and 'Save'. The 'Save' button is circled in red.

Once the document has been uploaded, click on “save”.

## 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.

Learning agreement completed and signed by home university  05.02.2019 Maria MARTIRES Upload your document

Application : Documents to be added

ID Photo  Upload your document

Resume in French (in English for Polytech Students)  Upload your document

Motivation Letter in French (in English for Polytech Students)

Transcript of Records of the 2 last semesters

Certificate of French Knowledge

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

Validation de la candidature (Maria MARTIRES - Erasmus études) Insert

Je certifie exactes les informations renseignées dans mon dossier, et valide mon dossier de candidature. Après validation, je dois déposer mon dossier auprès de ma composante afin qu'il puisse être instruit, il n'est plus possible d'y apporter des modifications.

Back to the application workflow I submit my application



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](mailto:International.accueil@univ-nantes.fr)