



ADMISSION PROCESS INCOMING EXCHANGE STUDENTS

[2024-2025]

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

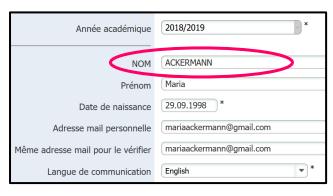
PLEASE TAKE THE TIME TO READ THIS DOCUMENT ALONG WITH THE STUDENT ON-CAMPUS ACCOMMODATION INFORMATION BEFORE FILLING OUT THE ONLINE APPLICATION FORM

APPLICATION DEADLINES

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

1- Register to create a Mobility-Online personal account by clicking on Online application







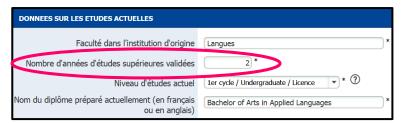
Fill out your LAST NAME in UPPERCASE LETTERS ONLY otherwise you will not be able to continue with your registration.

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 -->

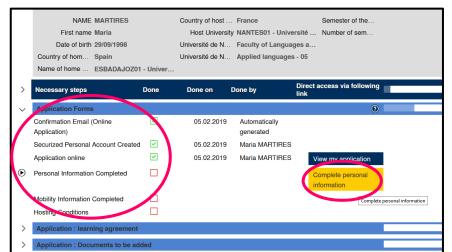


In "Nombre d'années d'études supérieures validées" write the years you have been enrolled at a higher education institution.

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.

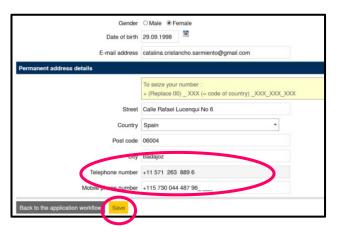


3- Fill out the application form with your personal, mobility and arrival information.



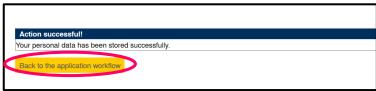


In order to complete your personal, mobility or arrival information or to upload any documents, make sure the buttons "complete personal information" or "Upload your document" change colors.



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.

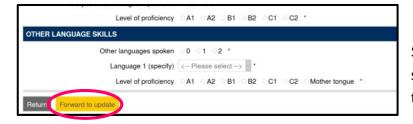
Once everything is filled out, click on "save"...



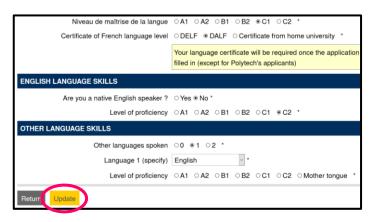
...then select "back to the application workflow" to come back to the main page.

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.

Repeat these steps with "housing conditions".

If you wish to benefit from the French language support courses, please check "yes" to the corresponding question. The request for support courses is made in the online application. When you arrive in Nantes, it will be too late.

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

MOBILITY PERIODS

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.

2nd semester 1st semester **Academic Year**

From September 2, 2024 From September 2, 2024 **From January 16, 2025 to** to May 31, 2025 to January 15, 2025 May 31, 2025

4- Application: LEARNING AGREEMENT



*** Nantes Université has not yet implemented the signature the learning agreement on the OLA platform. Electronic signature on OLA will only be possible from the start of the 2025-2026 academic year. ***

You must therefore complete Nantes Université's learning agreement and upload it to the online platform using PDF format only.

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



The LEARNING AGREEMENT CONTRACT is a document explaining in detail your mobility study program at Nantes Université. It must be completed online by choosing courses from Nantes Université's class catalog: http://www.univ-nantes.fr/international/coursecatalogue and duly signed by your home university with date and stamp.

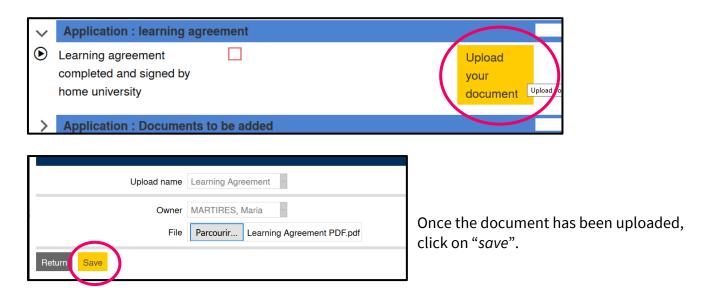
- ✓ You must take 30 ECTS per semester (60 ECTS for an academic year)
- ✓ You must choose at least 70% of your classes in a Faculty that has signed an agreement with your home university.
- ✓ In Mobility Online, **if you have answered "Yes"** to follow the **French support courses** (Campus Soir), you can integrate them directly into your study contract by selecting: Service universitaire des langues (Faculty) then Français langue étrangère (Department). Choose the courses « French as a foreign language » **oral** and **writing** according to the desired semester. The French courses will be credited with 4 ECTS (2 for oral and 2 for written).

When you have selected your courses from the online class catalog, validate your selection, then complete and edit your learning agreement in PDF.



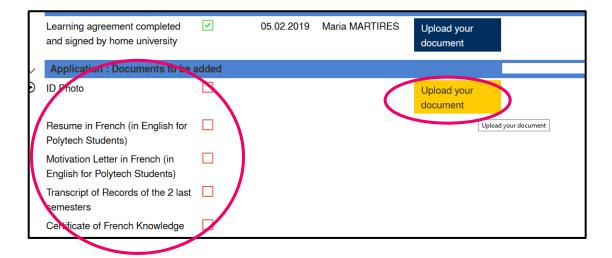
*** THE LEARNING AGREEMENT CONTRACT IS MANDATORY FOR EVERY FACULTY LISTED IN THE ONLINE CLASS CATALOGUE***

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



5- Application: SUPPORTING DOCUMENTS

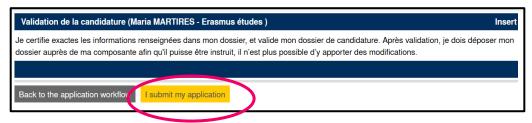
Upload the required documents to the online platform using PDF format only. Remember to click on "*upload your document*" then on "*save*" every time you upload a document, just as you did for the learning agreement.



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.

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

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.** 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 Nantes Université's International Relations Office

Ms Patricia Gabillard Nantes Université's Incoming Mobility Manager

European Exchange Mobility and European Projects Guichet Unique Manager

Erasmus+ and European exchange programs

Ms. Patricia Gabillard

Exchange Students Manager

Ms Johanne Piazza

Erasmus+/UE applications

Non-European exchange programs

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