

Online Application procedure at the University of Limoges

Preamble:

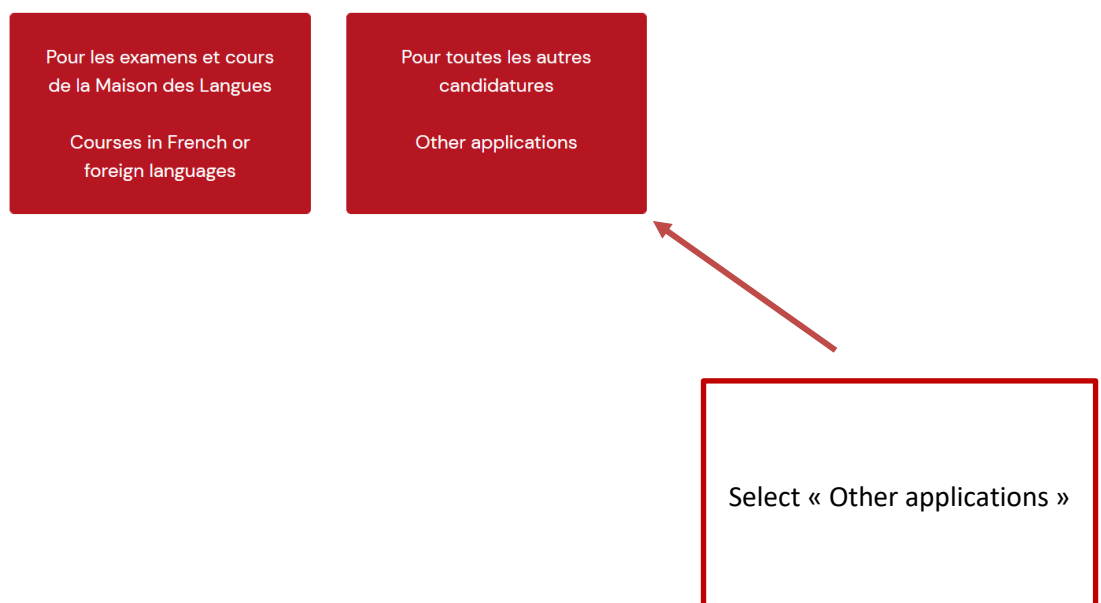
The application on which you are connected allows you to apply for one or more degrees for which the study of your file is necessary. It is important to note that some courses are not offered on this platform. In case of absence of a training you are interested in, we invite you to consult the information available on the site of the component concerned (faculty, school, institute ...) and / or to get closer to the relevant schooling service.

I. Create an account

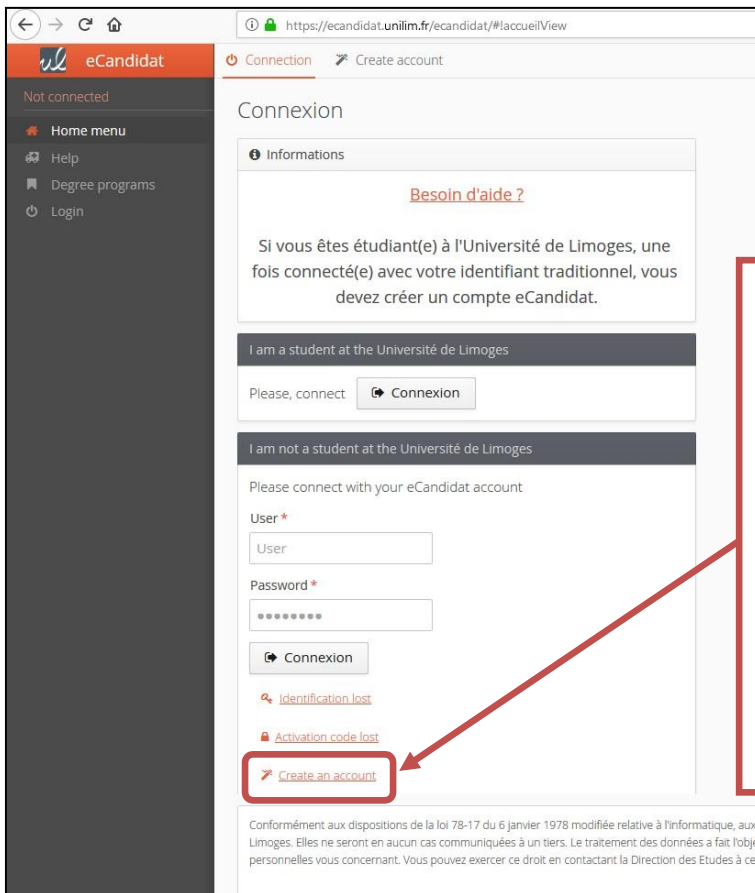
1. Access to the Online application

Accès à l'application eCandidat

Sélectionner l'instance deCandidat / choose one of the 2 options



2. Creation of your account



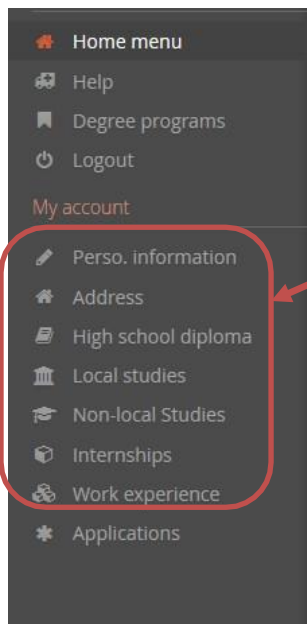
The screenshot shows the 'Connexion' (Login) page of the eCandidat system. The page is titled 'Connexion' and has a sub-header 'Informations'. A red box highlights the 'Besoin d'aide ?' (Need help?) link. Below this, there is a message: 'Si vous êtes étudiant(e) à l'Université de Limoges, une fois connecté(e) avec votre identifiant traditionnel, vous devez créer un compte eCandidat.' (If you are a student at the University of Limoges, once connected with your traditional identifier, you must create an eCandidat account). There are two main sections: 'I am a student at the Université de Limoges' and 'I am not a student at the Université de Limoges'. The 'I am not a student' section contains a 'Please connect with your eCandidat account' form with fields for 'User *' and 'Password *', a 'Connexion' button, and links for 'identification lost' and 'Activation code lost'. A red box highlights the 'Create an account' link at the bottom of the page. A red arrow points from the 'Create an account' link in the screenshot to the first step of the instructions in the adjacent box.

If you are not a student at the University of Limoges already:

1. Click on **Create an Account**,
2. Enter your last name, first name and e-mail address,
3. Once this data has been validated, a message is sent to the e-mail address you mentioned giving you your username and password.
4. After reception of these elements you will be able to connect to the application by informing the User and Password fields you just received.

3. Fill your profile

After logging in with the provided login and password, you will be taken to the Personal Information page. You have on the left banner all the items to fill in the My Account section.

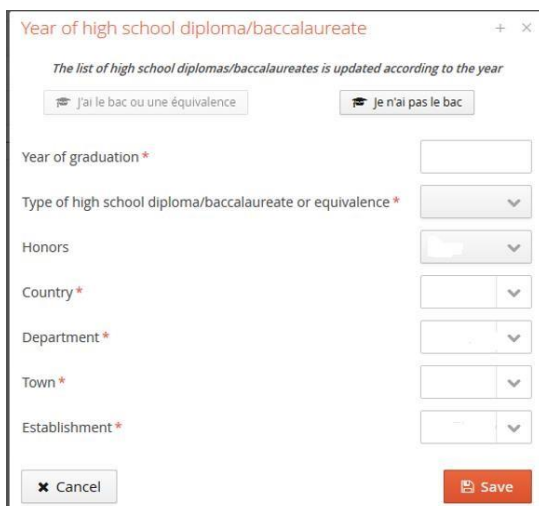


Important:

You have to fill **all** the relevant items to be able to apply to the degree you want to.

1. High-School diploma

It corresponds to the A-Level or Baccalaureate and gives you access to university studies.

A screenshot of a web form titled 'Year of high school diploma/baccalaureate'. The form includes a header with a close button and a note: 'The list of high school diplomas/baccalaureates is updated according to the year'. Below this are two radio buttons: 'J'ai le bac ou une équivalence' (selected) and 'Je n'ai pas le bac'. The form contains several fields: 'Year of graduation *' (text input), 'Type of high school diploma/baccalaureate or equivalence *' (dropdown menu), 'Honors' (dropdown menu), 'Country *' (dropdown menu), 'Department *' (dropdown menu), 'Town *' (dropdown menu), and 'Establishment *' (dropdown menu). At the bottom, there are 'Cancel' and 'Save' buttons.

Unless you have an International Baccalaureate, or a degree from a French institution, indicate "0031 – Titre étranger admis en equivalence"

2. Local studies

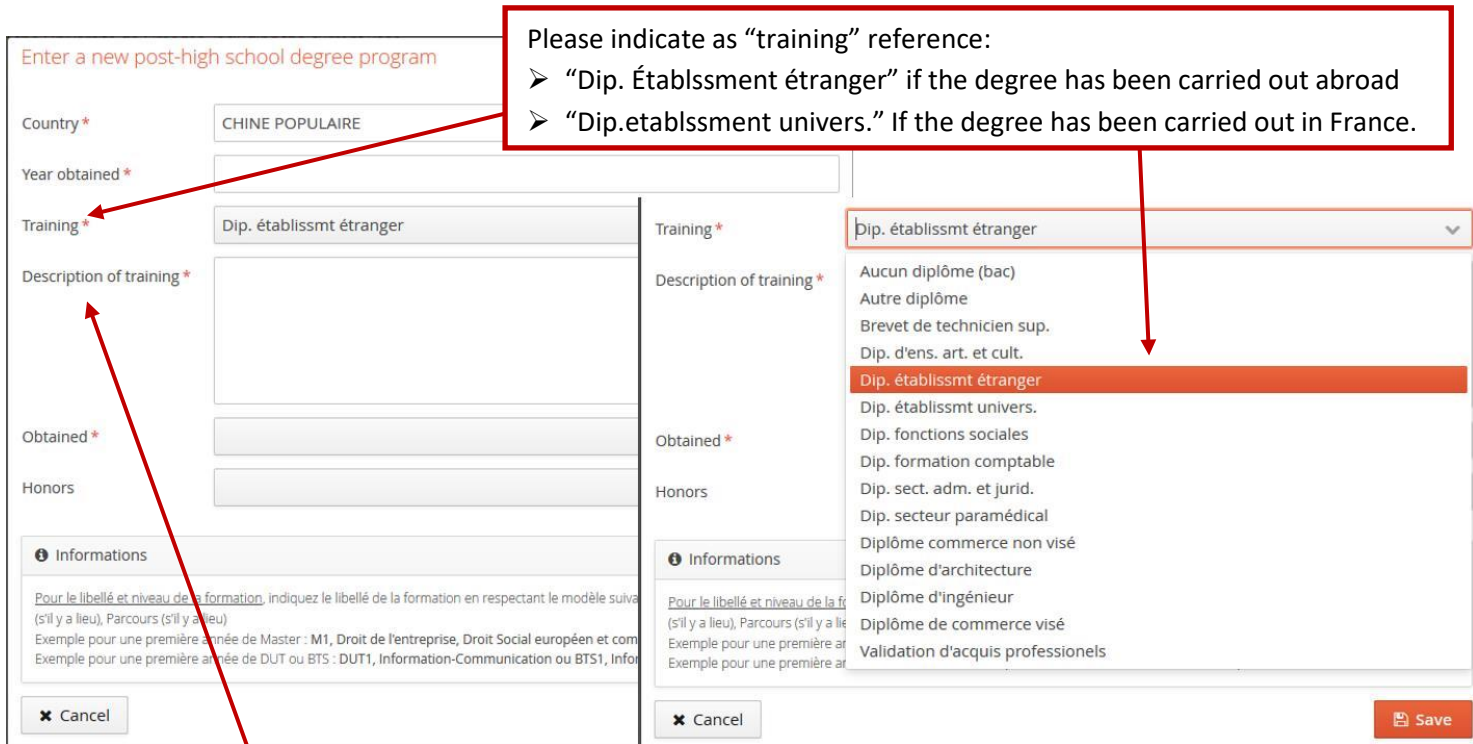
Only applies if you realized part of your studies at the University of Limoges

3. Non-local studies

Please indicate all the courses and degrees carried out, including the current year.

Please indicate as "training" reference:

- "Dip. Établssmt étranger" if the degree has been carried out abroad
- "Dip. etablssmt univers." If the degree has been carried out in France.



In the « **description of training** », please indicate:

- The name of the institution,
- The name of the degree/course
- A short description of the degree/course (key words, duration)

4. Internships

Enter new internship + ×

Year *

Duration *

Hours/week

Employer/organization *

Description *

× Cancel

Indicate whether you have completed internships, related or not to the degree you are applying for.

5. Professional experience

You can also mention any professional experiences in relation or not with the training to which you wish to apply.

Enter a new work experience + ×

Year *

Title *

Duration *

Employer/organization *

Goal

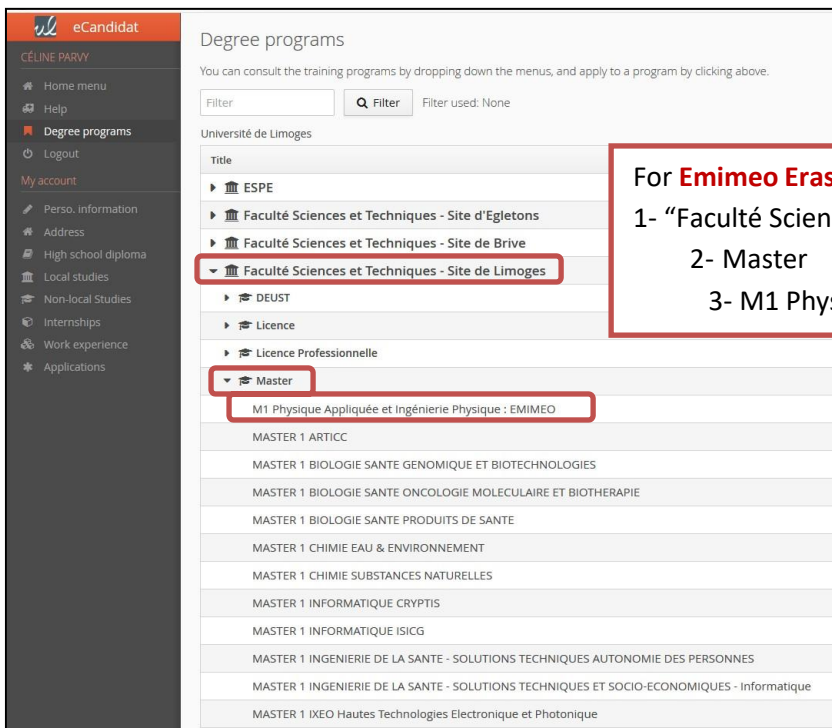
× Cancel

II. Apply!

1. Find your degree

Chose now the degree(s) you want to apply to.

- 1- Click on “**Application**” and then on “**New Application**”
- 2- Choose among the list of schools and faculties of the University of Limoges



The screenshot shows the 'eCandidat' interface. On the left is a navigation menu with options like 'Home menu', 'Help', 'Degree programs', 'Logout', 'My account', 'Perso. information', 'Address', 'High school diploma', 'Local studies', 'Non-local Studies', 'Internships', 'Work experience', and 'Applications'. The main area is titled 'Degree programs' and contains a search filter and a list of programs. The following items are highlighted with red boxes:

- Faculté Sciences et Techniques - Site de Limoges
- Master
- M1 Physique Appliquée et Ingénierie Physique : EMIMEO

For **Emimeo Erasmus Mundus Degree** chose:

1- “Faculté Sciences et Techniques – Site de Limoges”

2- Master

3- M1 Physique Appliquée et ingénierie Physique - EMIMEO

→ **Confirm your choice**

Confirmation

Do you want to apply to 'M1 Physique Appliquée et Ingénierie Physique : EMIMEO'?

✕ No

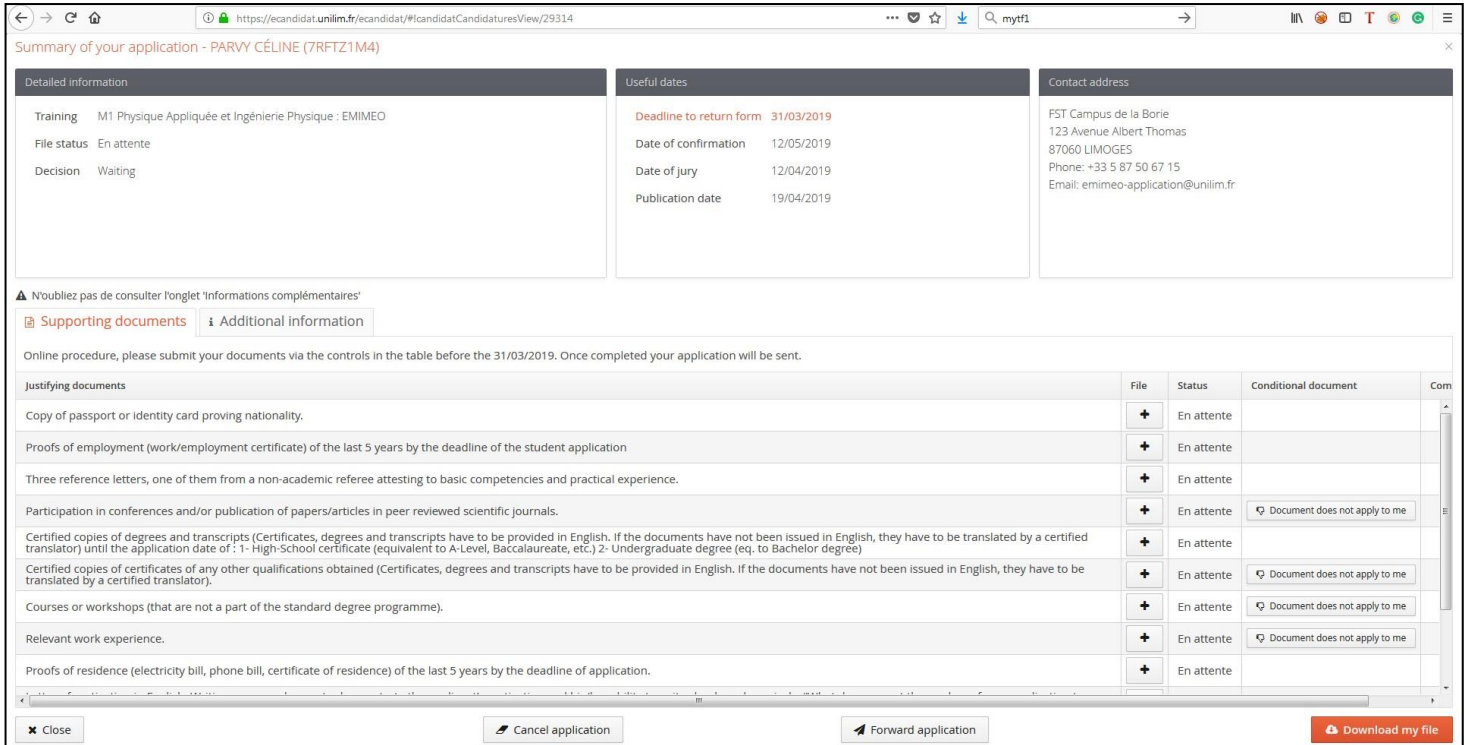
✓ Yes

2. Upload your supporting documents

Upload as many supporting documents as necessary by clicking on the **+** button.

All documents are mandatory, unless the words “document does not apply to me” appears.

All documents have to be uploaded as PDF files.



Summary of your application - PARVY CÉLINE (7RFTZ1M4)

Detailed information	Useful dates	Contact address
<p>Training M1 Physique Appliquée et Ingénierie Physique - EMIMEO</p> <p>File status En attente</p> <p>Decision Waiting</p>	<p>Deadline to return form 31/03/2019</p> <p>Date of confirmation 12/05/2019</p> <p>Date of jury 12/04/2019</p> <p>Publication date 19/04/2019</p>	<p>FST Campus de la Borie 123 Avenue Albert Thomas 87060 LIMOGES Phone: +33 5 87 50 67 15 Email: emimeo-application@unilim.fr</p>

⚠ N'oubliez pas de consulter l'onglet 'Informations complémentaires'

Supporting documents | Additional information

Online procedure, please submit your documents via the controls in the table before the 31/03/2019. Once completed your application will be sent.

Justifying documents	File	Status	Conditional document	Com
Copy of passport or Identity card proving nationality.	+	En attente		
Proofs of employment (work/employment certificate) of the last 5 years by the deadline of the student application	+	En attente		
Three reference letters, one of them from a non-academic referee attesting to basic competencies and practical experience.	+	En attente		
Participation in conferences and/or publication of papers/articles in peer reviewed scientific journals.	+	En attente	Document does not apply to me	
Certified copies of degrees and transcripts (Certificates, degrees and transcripts have to be provided in English. If the documents have not been issued in English, they have to be translated by a certified translator) until the application date of: 1- High-School certificate (equivalent to A-Level, Baccalaureate, etc.) 2- Undergraduate degree (eq. to Bachelor degree)	+	En attente		
Certified copies of certificates of any other qualifications obtained (Certificates, degrees and transcripts have to be provided in English. If the documents have not been issued in English, they have to be translated by a certified translator).	+	En attente	Document does not apply to me	
Courses or workshops (that are not a part of the standard degree programme).	+	En attente	Document does not apply to me	
Relevant work experience.	+	En attente	Document does not apply to me	
Proofs of residence (electricity bill, phone bill, certificate of residence) of the last 5 years by the deadline of application.	+	En attente		

Close Cancel application Forward application Download my file

Once all the required documents have been uploaded, the **Forward application** button is activated.

Click on the button to submit your application.

III. Follow-up and examination of your application

Once submitted, your application will be revised by the relevant jury.

While the revision is still ongoing, the “File status” is “en attente” and the “decision” is “waiting”.



Training	Deadline to return form	File status	Decision
M1 Physique Appliquée et Ingénierie Physique : EMIMEO	31/03/2019	En attente	Waiting

If your application has received a **FAVORABLE** notice, it is your responsibility to **confirm your future enrollment** at the University.

To do so, click on one of the two buttons at the bottom of the screen.

