



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)
1st semester or academic year	March 1st	May 15th	June 15 – 30th
2nd semester	October 1st	November 15th	December 10- 15th

1- Register to create a **Mobility-Online personal account** by clicking on [Online application](#)

Les champs marqués de (*) doivent être remplis impérativement.

— DONNEES DE CREATION DE COMPTE Ouvrir tous les sous-groupes Fermer tous les sous-groupes

Type de candidature: Entrants Sortants *

Candidat: Étudiants/Stagiaires Enseignants/Personnel *

Année académique: 2018/2019 *

NOM: ACKERMANN *

Prénom: Maria *

Date de naissance: 29.09.1998 *

Adresse mail personnelle: mariaackermann@gmail.com *

Même adresse mail pour le vérifier: mariaackermann@gmail.com *

Langue de communication: Français *

— DONNEES PERSONNELLES

Sexe: Femme Homme *

Pays de naissance: Colombie *

Année académique: 2018/2019 *

NOM: ACKERMANN

Prénom: Maria

Date de naissance: 29.09.1998 *

Adresse mail personnelle: mariaackermann@gmail.com

Même adresse mail pour le vérifier: mariaackermann@gmail.com

Langue de communication: English *



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.

Sexe	<input checked="" type="radio"/> Femme <input type="radio"/> Homme *
Pays de naissance	Colombie *
Ville de naissance	Bogota *
Nationalité	Etats-Unis *
Nationalité 2 (le cas échéant)	Colombie *

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	Langues *
Nombre d'années d'études supérieures validées	2 *
Niveau d'études actuel	1er cycle / Undergraduate / Licence * ?
Nom du diplôme préparé actuellement (en français ou en anglais)	Bachelor of Arts in Applied Languages *

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 ...
Date of birth	29/09/1998	University of N...	Faculty of Languages a...
Country of hom...	Spain	University of N...	Applied languages - 05
Name of home ...	ESBADAJOZ01 - Univer...		

Necessary steps	Done	Done on	Done by	Direct access via following link
Application Forms				
Confirmation Email (Online Application)	<input checked="" type="checkbox"/>	05.02.2019	Automatically generated	
Securized Personal Account Created	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	
Application online	<input checked="" type="checkbox"/>	05.02.2019	Maria MARTIRES	View my application
Personal Information Completed	<input type="checkbox"/>			Complete personal information
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 29.09.1998
 E-mail address catalina.cristancho.sarmiento@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 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.

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

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

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.		
Academic Year	1 st semester	2 nd semester
From September 2, 2024 to May 31, 2025	From September 2, 2024 to January 15, 2025	From January 16, 2025 to 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”.

Application : learning agreement

Learning agreement completed and signed by home university

Upload your document

Application : Documents to be added

Upload name: Learning Agreement

Owner: MARTIRES, Maria

File: Parcourir... Learning Agreement PDF.pdf

Return Save

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 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.



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

Ms. Sylvia Lair

International.accueil@univ-nantes.fr