

"HOW TO" GUIDE TO THE ON-LINE APPLICATION FOR EXCHANGE STUDENTS (Global Agreements)

Date: February 12, 2016

You will receive a link by e-mail from your home university to prepare the application

➔ Click on the link to open this page below.

After clicking on the link, you will see this page:

The screenshot shows the University of Lille logo at the top left. Below it, the word "Authentication" is centered. The page is divided into two main sections: "Login" on the left and "Registration" on the right. The "Login" section includes fields for "E-mail" and "Password", a CAPTCHA image with the characters "tur0zjp", and a "Login" button. Below the login fields is a "Forgot your password?" link. The "Registration" section includes fields for "First name", "Surname", and "E-mail", and a "Register" button. At the bottom of the page, there is a small footer that reads "Powered by mooveon © OS universitair. All Rights Reserved."

When you visit this page for the first time, you have to complete the REGISTRATION portion (on the right side). Write your first name, surname, current e-mail, type the characters shown in the picture and click on "REGISTER".

Registration

* First name	<input type="text"/>
* Surname	<input type="text"/>
* E-mail	<input type="text"/>

Register ←

After clicking on "registration", the following message will appear on your screen

✓ A confirmation email has been sent to this address. Please click on the link in that email in order to activate your account.

- Login into the email you used when signing up to create your account. You will see a new message from noreply@uclille.moveon4.com.
- Click on the link in the message to create your password. (A new page will open).

Code de champ modifié

Bonjour,

Pour compléter la création de votre compte, veuillez cliquer sur le lien suivant pour définir votre mot de passe:

<https://uclille.moveon4.com/locallogin/account-activation/554b6aeb0f9d301523000006/eng/0076a582a87df75ac12f48c4771d3f4e860bf301536329124383>

Cordialement,

Service des Relations Internationales

Then enter a password, enter the same password again for confirmation, and then click on "confirm registration"



Authentication

Registration confirmation

E-mail	<input type="text"/>
* Password	<input type="password"/>
* Password confirmation	<input type="password"/>
<input type="button" value="Confirm registration"/>	

After choosing your password, this message will appear:

✓ Your account has been activated successfully. Please log in.

Now you can login (on the left side of the page)

Login

* E-mail

* Password

* Please type the characters shown in the picture

67Cd5m

[Show another picture](#) ←

[Play audio](#)

←

Write your e-mail, the password, type the characters shown in the picture, and click on "LOGIN". (If you cannot see the characters very well, you can click on "show another picture," or click "Play audio" to hear what they are.)

Now you are on the "Application for incoming exchange students" page, and you can start to complete the form.

1. INFORMATION

Information	
Personal Information	On the left side of your screen, you have this summary. Each section is necessary. You should begin with the first item (Information), and must not "Submit application" until all sections have been completed. When you are on a particular page, its name will be shown in orange (Like the "Information" on the screenshot).
Emergency Contacts	
Educational Background	You must read the first item carefully. There is much important information on it.
Selection of Exchange Period	
Selection of host faculty/school at Université Catholique de Lille	(Don't forget that to use this application you must use Chrome or Mozilla Firefox 5 or higher)
Language skills	
Special Needs	After reading this information, you can go the second page: "Personal Information".
Relevant Documents to be Uploaded	
Declaration of consent	
Submit application	

2. PERSONAL INFORMATION

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

PERSONAL INFORMATION

Identity

* Family name as on passport

* First name as on passport

* Gender

* Date of birth

* Nationality

Second nationality, if applicable

* Email

Mark page as complete

Save progress Back Next

On this page you have to enter your personal information. If you see an asterisk (*) next to the section, this means you must enter in that information. Enter all the required information. Don't forget to have a look at the "i" for further advice.

If you would like to come back to this page later to add or change any information, you should click on "Save progress." Otherwise, if you have filled out everything completely, you may click on the box to "Mark this page as complete"; if you do so, a green check-mark will appear on the left to indicate that this item is complete. Click on "next" to move to the next page.



3. EMERGENCY CONTACTS

To continue the application, go to the item "Emergency contacts".

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

EMERGENCY CONTACTS

Contact (1)

* Family name

* First name

* Relationship

* Email

* Phone number

Mark page as complete

Contact Save progress Back Next

On this page, you must identify an emergency contact such as a family member. If you see an asterisk (*) next to the section, you must supply that information.

Don't forget to have a look at the "i". If you want to add another contact, please click on the blue box: "+ contact"

As before, you may "Mark the page as complete" or "Save progress", and move on to the next page. Once again, if you click on "Mark this page as complete", a little check-mark will appear to indicate that this item is complete. Do the same for all the following pages as you fill out the application, marking them as complete only when they really are complete.

4. EDUCATIONAL BACKGROUND

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of your host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

EDUCATIONAL BACKGROUND

Current studies

- * Exchange Programme: Please select
- * Country: [dropdown]
- * Institution: [dropdown]
- * Stay opportunity: [dropdown]
- * Degree/Qualification pursued (e.g.: MSc in Biology): [text input]
- * Level: Please select
- * Number of study years completed in higher education before departure: [text input]

Contact in your home university

- * First name and name of your Exchange Coordinator: [text input] i
- * Full Mailing Address: [text input]
- * E-mail: [text input]

Mark page as complete

Here you have to enter information regarding your current studies. For the section "Exchange Program," please select "Convention Globale". For "Stay Opportunity", just confirm your home university. Your exchange coordinator is the person who will receive your invitation letter and transcript. If necessary, check with your international office.

5. SELECTION OF EXCHANGE PERIOD

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

SELECTION OF EXCHANGE PERIOD

* Academic year

* Start Semester

* Duration

* Please confirm your exchange period

Mark page as complete

For the section "Academic year", please select "2016/17".

For the section "Start Semester":

- if you plan to arrive in August or September, please choose "1er semestre 2016/2017".

- if you plan to arrive in January, please choose "2ème semestre 2016/2017".

For the section "Duration":

- if you come for 1 semester only, please choose "1"

- if you come for 2 semesters, please choose "2"

Then confirm your exchange period. (This will be the period put on your invitation letter in order to get your student visa.)

6. SELECTION OF YOUR HOST FACULTY/SCHOOL AT UNIVERSITÉ CATHOLIQUE DE LILLE

If you wish to take courses taught in French, please refer to "Exchange Information 2016-2017 Université Catholique de Lille", page 2. Please note the

- list of faculties and schools open to exchange students, and

- links to descriptions of courses in our faculties and schools.

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

SELECTION OF HOST FACULTY/SCHOOL AT UNIVERSITÉ CATHOLIQUE DE LILLE

To find the list of courses offered in our faculties/schools, please read the « 2016-2017 UCL Exchange Information » available on this link. Please see in the part "Course information", "Faculties/Schools open to exchange students on Lille Campus" and the links to course description.

To find the list of courses taught only in English in our faculties/schools, please see on this link : [LIST OF COURSES](#)

* I intend to take courses in (teaching languages):

Selection of the faculty/school and s

For the section "I intend to take courses in", you have the choice of "Français" (= French only), "Anglais" (= English only), or "Les deux" ("both", which means you intend to take course both in English and French).

The second part is called "Selection of the faculty/school and study areas or pre-selected courses":

For the section "Faculty/School at Université Catholique de Lille", please select from the list the faculty/school in which you wish to take courses.

Then, type into the white text block the study areas or pre-selected courses you have selected.

Please note that this list may not be the definitive one. You may be able to change one or two weeks after the start of your classes.

If you wish to take courses in an additional faculty or school ONLY:

Go to "Additional faculty/school" and select it from the list.

Enter into the white text block the study areas or pre-selected courses you have selected.

Again, please note that this list may not be definitive. You may be able to change one or two weeks after the start of your classes.

When you have finished this item, as before, mark this page as complete and go to the next one.

7. LANGUAGE SKILLS

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

LANGUAGE SKILLS

Exchange students wishing to attend courses taught in **English**: No official test is required. We expect that exchange students from partner universities have a sufficient level of English language.

To note : for students wishing to attend courses taught in English at the Faculty of Law/Faculté de Droit, we recommend to have the following CEFR level: B2

CEFR = Common European Framework of Reference for Languages

Please see the assessment grid on [this link](#).

Exchange students wishing to take courses in **French**: they will need to provide a recommendation letter from their French teacher confirming the student's level.

To note: students wishing to attend courses taught in French at the Faculty of Law/Faculté de Droit, we recommend to have the following CEFR level: B2.

CEFR = Common European Framework of Reference for Languages.

Please see the assessment grid on [this link](#).

Level in French

How long have you been studying French?

Do you have any diplomas in the French language? Yes No

If yes, which one(s)?

Mark page as complete

[Save progress](#) [Back](#) [Next](#)

Here you must answer some questions concerning your level of ability in French.

8. SPECIAL NEEDS

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

SPECIAL NEEDS

Special needs

* Do you have a disability, impairment or long-term medical condition which may affect your studies? Do you have any restriction that we should be aware of? Yes No i

Mark page as complete

[Save progress](#) [Back](#) [Next](#)

If you have any special needs (health, food allergies, mental illness such as depression, or learning disabilities, etc.), you must select "yes" on this page. Then a white text block will appear, in which you must indicate exactly what special need(s) you have.

9. RELEVANT DOCUMENTS TO BE UPLOADED

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

RELEVANT DOCUMENTS TO BE UPLOADED

- * Photocopy of passport Aucun fichier choisi
- * Current academic transcript of records (official and unofficial transcripts are accepted) Aucun fichier choisi
- (Only for students planning to take courses in French) Letter of recommendation or Proof of French Language Proficiency Aucun fichier choisi

Mark page as complete

Here you must upload 2 or 3 documents. To upload a document, you have to click on "Choisissez un fichier" ("choose a file"). Then you choose your document from your computer files to post the item. Do the same thing with the second document to be uploaded.

A third document (the letter of recommendation) is necessary if you want to take courses in French; if you plan to take courses in English only, do not upload a third document.

10. DECLARATION OF CONSENT

For the declaration of content, you just have to read the text carefully and then check "yes".

11. SUBMIT APPLICATION

Information

Personal Information

Emergency Contacts

Educational Background

Selection of Exchange Period

Selection of host faculty/school at Université Catholique de Lille

Language skills

Special Needs

Relevant Documents to be Uploaded

Declaration of consent

Submit application

DECLARATION OF CONSENT

- * I certify that the information given in this application and the documents provided are correct and complete to the best of my knowledge and belief. I understand that any discrepancies in these details may result in my enrolment being cancelled. Yes
- * I have taken notice that the information on this form will be stored electronically and used by the international office in accordance with the provisions of the Data Protection Act. Yes
- * I agree that my name and email address can be forwarded to students for the purposes of promoting the exchange program. Yes
- * I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution. Yes

Mark page as complete

Information	SUBMIT APPLICATION
Personal Information	Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting your application.
Emergency Contacts	
Educational Background	
Selection of Exchange Period	Please also read "UCL Exchange Information 2016/2017" for important information (Housing, cost of living, visa, health insurance,...).
Selection of host faculty/school at Université Catholique de Lille	Your application will be processed in the next 3-4 weeks. If your application is accepted, we will mail your acceptance and invitation letters to your Exchange Coordinator at your home university. The exchange student will then be contacted directly by the host faculty/school in Lille to go through the next steps of finalizing the student's academic registration and welcome/orientation.
Language skills	
Special Needs	
Relevant Documents to be Uploaded	
Declaration of consent	Thank you for your application to Université Catholique de Lille.
Submit application	<input type="button" value="Submit"/> <input type="button" value="Back"/>

This is the last item of the application.

Please read it. Afterward, if you have completed all the pages and filled out all the required information, you can click on "Submit".

You will then receive an email from MOVEON confirming the reception of your application by the International Office of Université Catholique de Lille.

De : Moveon [<mailto:noreply@mail128-5.atl41.mandrillapp.com>] **De la part de** Moveon
Envoyé : mercredi 2 décembre 2015 12:41
À : [REDACTED]
Objet : Formulaire - Soumission de candidature

Bonjour,

votre candidature a bien été soumise et recue par le bureau des Relations Internationales.

Cordialement,
 Le Bureau des Relations Internationales