"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:

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".

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).

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"

UNIVERSITÉ CATHOLIQUE DE LILLE 1875

Authentication

Registration confirmation

E-mail	
* Password	
* Password confirmation	

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

Login

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. <u>INFORMATION</u>

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

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).

You must read the first item carefully. There is much important information on it.

(Don't forget that to use this application you must use Chrome or Mozilla Firefox 5 or higher)
After reading this information, you can go the second page: "Personal Information".

2. PERSONAL INFORMATION

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".

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

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

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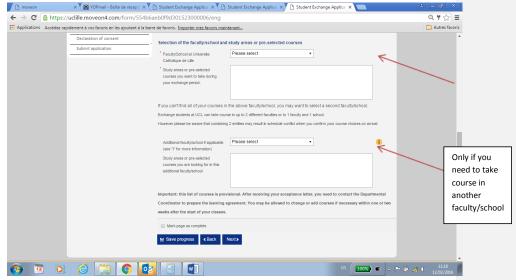- links to descriptions of courses in our faculties and schools.

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

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 ofLaw/Faculté de Droit, we recommend to have the following CEFR level: B2.

CEFR = CommonEuropean 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 ►]

Left navigation menu:
- 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

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

8. SPECIAL NEEDS

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

☐ Mark page as complete

[Save progress] [◄ Back] [Next ►]

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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

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

SUBMIT APPLICATION

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.

Please also read "UCL Exchange Information 2016/2017" for important information (Housing, cost of living, visa, health insurance,...).

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.

Thank you for your application to Université Catholique de Lille.

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[Submit] [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 :
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