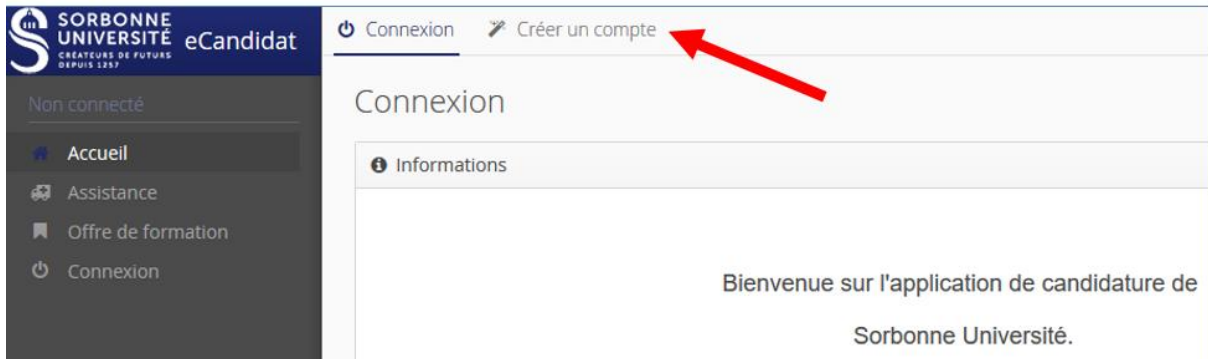


Tutorial for the “e-candidat” procedure

<https://ecandidat.sorbonne-universite.fr/>

STEP 1: Create your account

This account will be used for all the notifications you will receive through e-candidat.



Création de compte

Attention, lorsque vous aurez modifié votre compte , vous serez déconnecté.
Vous devrez consulter vos courriels pour valider votre adresse, puis vous pourrez vous reconnecter.

Nom *

Prénom *

Adresse mail *

Confirmation Adresse Mail *

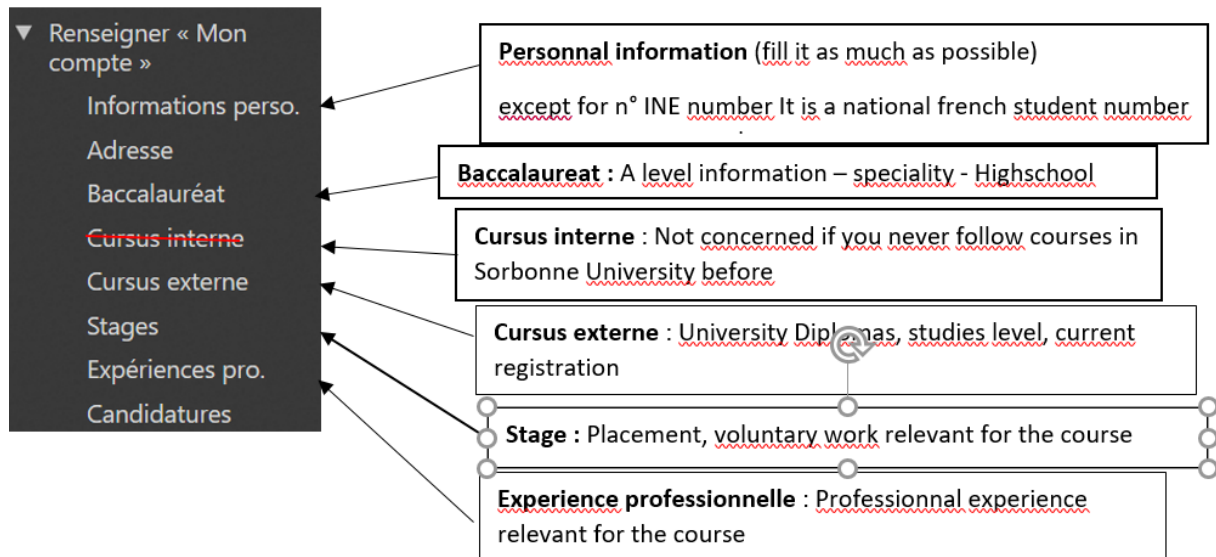
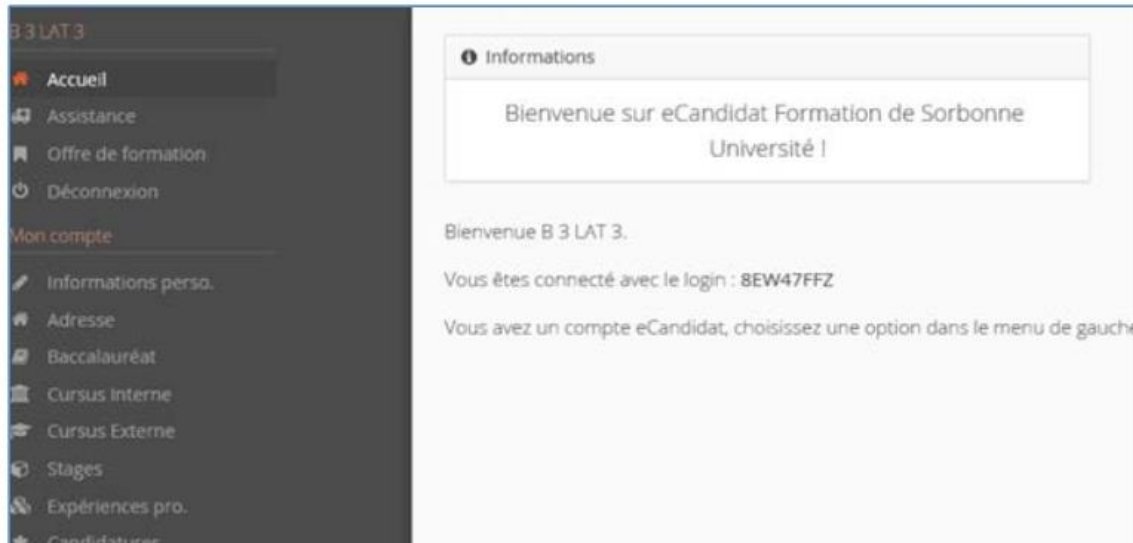
Pay attention to the e-mail address you provide: you will receive your ID and password needed for the next steps at tis address.

STEP 2 : IN YOUR EMAIL BOX

In the automatic email you will receive from e-candidat you will have to :

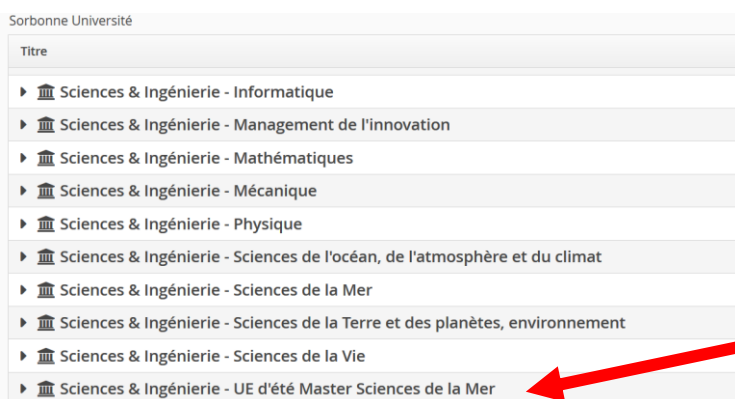
- click on a link to confirm the creation of your account
- get your ID and password

STEP 3 : IN THE “e-candidat” WEB SITE : LOGIN AND FILL OUT YOUR PERSONNAL INFORMATION ON THE LEFT MENU



STEP 4 : Select the training course you want to apply to

- Click on the left menu on : “Offre de formation” - Scroll down the menu and select **“Sciences & Ingénierie : UE d’été Master Sciences de la Mer”**



- Then click on « UE Isolée »
- You will see the list of training courses organised in the 3 marine stations of Sorbonne Université among which :
 - Marine biodiversity Expertise in Flora 13- 31st of July
 - Marine biodiversity Expertise in Marine Fauna 5-27 august

▼ UE isolée

Analyses Multivariées pour l'Ecologie Marine/Multivariate Analyses for Marine Ecology (Villefranche)
★ Biodiversité Marine : expertise flore/Marine Biodiversity : expertise in flora (Roscoff)
Diversité et Ecologie du plancton en Méditerranée/Mediterranean plankton diversity and ecology (Villefranche)
Ecologie Méditerranéenne/Mediterranean Ecology (Banyuls)
★ Expertise Faune marine/Expertise in Marine Fauna (Roscoff)
Exploration du monde microbien marin : approches pratiques/ Exploration of marine microbial world: practical approaches (Banyuls)

Confirm your selection

Confirmation

Voulez-vous candidater à la formation 'MASTER Langues étrangères appliquées : Gestion et commerce international (GCI)' ?

click on yes

STEP 5: Documents you will have to upload onto the e-candidat

You can come back to this step later if you don't have all the documents with you but you will need to make sure you have uploaded correctly all the documents requested before the **29th of March**.

- once you will have uploaded all the documents, you have to submit your application by clicking on :

It is important to connect regularly to the e-candidat portal as the administrative service will communicate with you through the portal.

The list of document requested is the following :

Ordre	Code	Libellé
1	FSI_UEO_CV	CV
2	FSI_UEO_LM	LM
3	FSI_UEO_ID	Pièce d'identité
4	FSI_UEO_DIP	Tous les diplômes obtenus (+ bac ou équivalent)
5	FSI_UEO_Notes	Relevés notes 2 dernières années
6	FSI_UEO_CERT	certificat de scolarité ou carte d'étudiant
7	FSI_UEO_CHOIX	PDF hiérarchiser choix

Letter explaining your interest for the course

Copy of ID or passport

Copy of the diploma obtained since A level

2 last semesters transcripts

Student card for the year 2019-2020

IF you are applying for more than one training courses PDF with you order of preference

Télécharger, remplir et recharger le document PDF pour hiérarchiser vos choix si vous postulez à plusieurs UE d'été

You will need to upload and fill this document if you are applying for more than one course to precise your order of preference

As a non-french student you don't need to provide the JAPD nor the Responsabilité Civile

STEP 8: Answers to your application

- You will receive the answer to your application through the e-candidat portal on the **9th of April.**
- **You will then have to confirm participation to the course**
- **Payment of registration (only due if your application is successful):**

There are 2 registration fees for foreign students:

- 50€ = needed for the registration to the course
- 91€ = national fee every student as to pay in France when they register to University

More information will be then given to you for the payment.

In case of a problem do not hesitate to send us your questions at seas@sb-roscoff.fr