
Your field of study at home institution

PART 2

Current study / discipline

Previous study in higher education _____ years

Have you obtained any diploma(s) / degree(s) yes no

If so, please state the year and name of diploma(s)

Have you any experience of carrying out a research project? yes no

Period of study (at INSA ROUEN)

First semester (September to January) Second semester (February to June) Full academic year

In the department of

Campus Saint Etienne du Rouvray (SER)

- | | |
|--|---|
| <input type="checkbox"/> Architecture des Systèmes d'Information (ASI) | <input type="checkbox"/> Génie Mathématique (GM) |
| <input type="checkbox"/> Chimie Fine Ingénierie (CFI) | <input type="checkbox"/> Maîtrise des Risques et Impacts sur l'Environnement (MRIE) |
| <input type="checkbox"/> Energétique et Propulsion (EP) | <input type="checkbox"/> Mécanique (MECA) |

Campus du Havre

- Génie Civil et Constructions Durables (GCCD)

Date of arrival: day _____ month _____ year _____ Date of Departure: day _____ month _____ year _____

Type of programme

- Taught Courses Project Thesis

Main subject project/thesis

Have you already contacted other INSA staff members on the choice of subjects, project, etc. ? yes no

If so please give name of the contact

Language Type and period of training

Native language: _____

French _____ no yes fluent good average weak

English _____ no yes fluent good average weak

Other _____ no yes fluent good average weak

French language courses

1. French language courses are provided free of charge during the academic year.
Enrolment in September or February. To apply, tick the box

Statement I declare that the all information given above is true and correct

Signature

Instructions for incoming degree and non-degree international students

PART 3

Admission for degree and non degree international students: how to apply

The INSA international programmes are managed centrally. Departments are responsible for selecting and accepting foreign students but the International Relations Office is responsible for informing and advising incoming students. Therefore, all requests for information and all applications from incoming students should be sent directly to the International Relations Office. Key points in the admission procedure for foreign students are:

1. DEADLINE FOR APPLICATIONS

Foreign students who wish to attend courses, carry out a project or write a thesis at INSA, have to be accepted by the INSA ROUEN department concerned. In order to start the admission procedures you have to **send the original application form to the International Relations Office**:

INSA ROUEN
Morgan JONES
International Mobility Office
Bâtiment Magellan
685 avenue de l'Université BP 08
76801 Saint Etienne du Rouvray cedex
FRANCE
Tel : + 33 (0)2 95 66 69 – Fax : + 33(0)2 32 95 65 65 – E-mail : relint@insa-rouen.fr

Deadline for application

- **01 May 2013**, if you are planning to **study in the first semester** (September start) **or full academic year**.
- **15 November 2013**, if **your** are planning to study in the **second semester** (February start)
- *Applications which arrive after these deadlines cannot be accepted.*

The application form must be accompanied by the following documents:

- a letter of motivation in French stating your reason for applying to INSA ROUEN and for your choice of courses/thesis work/ etc.;
- copy of your home university student card;
- original transcript of marks obtained since entry to higher education. If not available in French, an English translation has to be enclosed together with a description of the institutional grading/credits system;
- a photocopy of the page(s) of your passport with your name, date and place of birth and the expiry date of the passport;
- a signed learning agreement. Please use the document enclosed;
- a letter of recommendation from the academic supervisor at your home university;
- passport photo x 2

Only complete application sets will be considered, incomplete sets will be returned. Application forms are obtainable from the International Relations Office (email: relint@insa-rouen.fr); If you would like to take courses in more than one Department, your application will be forwarded to the department where you will take the most courses.

2. ADMISSION

In case of acceptance, students will receive a letter of acceptance and an application form for accommodation.

3. ACCOMMODATION ON THE CAMPUS

Application procedures and deadlines:

In order to apply for student housing, you must fill in an application form within the deadline:

- 10th June for the autumn semester (First Semester and full year)©
- 30th November (Second Semester)

Accommodation form and housing Information are available on our website:

<http://www.insa-rouen.fr/international/etudiants/venirinsa/preparersonsejourenfrance/fiches-renseignements/logement>

Name of the student:

Sending university: Country:

Details of the proposed study programme abroad/learning agreement

Receiving Institution: Institut National des Sciences Appliquées de Rouen (INSA ROUEN) / FRANCE Field of Study :.....

For more details please contact our [Exchange Coordinators](#)

Course unit code	Course unit title or if double degree, department + year programme	Number of (ECTS) credits
AUTUMN SEMESTER		
Total credits		

If necessary, continue this list on a separate sheet

Student's signature: Date:
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SENDING INSTITUTION	<i>We confirm that this proposed programme of study/learning agreement is approved.</i>
Departmental coordinator's signature	Institutional coordinator's signature
Date:	Date:

RECEIVING INSTITUTION	<i>We confirm that this proposed programme of study/learning agreement is approved.</i>
Departmental coordinator's signature	Institutional coordinator's signature
Date:	Date:

Name of the student:

Sending university: Country:

Details of the proposed study programme abroad/learning agreement

Receiving Institution: Institut National des Sciences Appliquées de Rouen (INSA ROUEN) / FRANCE Field of Study :.....

For more details please contact our [Exchange Coordinators](#)

Course unit code	Course unit title or if double degree, department + year programme	Number of (ECTS) credits
SPRING SEMESTER		
Total credits		

If necessary, continue this list on a separate sheet

Student's signature: Date:
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SENDING INSTITUTION	<i>We confirm that this proposed programme of study/learning agreement is approved.</i>
Departmental coordinator's signature	Institutional coordinator's signature
Date:	Date:

RECEIVING INSTITUTION	<i>We confirm that this proposed programme of study/learning agreement is approved.</i>
Departmental coordinator's signature	Institutional coordinator's signature
Date:	Date:

**CHANGES TO ORIGINAL PROPOSED
STUDY PROGRAMME/LEARNING AGREEMENT**

(to be filled in ONLY if appropriate)

Name of the student:		
Sending university: Country:		
Receiving Institution: Institut National des Sciences Appliquées de Rouen (INSA ROUEN) / FRANCE		
Field of Study :		
Course unit code	Course unit title or if double degree, department + year programme	Number of (ECTS) credits
Autumn Semester	Unchanged courses	
Autumn Semester	New courses	
Total credits		

If necessary, continue this list on a separate sheet

Student's signature:	Date:
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SENDING INSTITUTION <i>We confirm that this proposed programme of study/learning agreement is approved.</i>	
Departmental coordinator's signature	Institutional coordinator's signature
.....
Date:	Date:

RECEIVING INSTITUTION <i>We confirm that this proposed programme of study/learning agreement is approved.</i>	
Departmental coordinator's signature	Institutional coordinator's signature
.....
Date:	Date:

