



## Incoming European Exchange Students Application Procedure

**REMINDER: INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED FOR ADMISSION**

### 1. Deadlines for Study Abroad Application Process

Study Abroad Period	Online application available from	Complete online application by	Submit application via email by <i>(online application and learning agreement only)</i>	Submit hard copies of complete application via postal mail by	Notification of acceptance <i>( for study abroad and on-campus housing)</i>
1 <sup>st</sup> semester and full academic year	<b>March 1st</b>	<b>April 30</b>	<b>May 2</b>	<b>May 15</b>	<b>June 15 - June 30</b>
2 <sup>nd</sup> semester	October 1st	November 15	November 15	November 30	December 10 - December 15

### 2. Online Application and Reservations for on-Campus Housing

- **Step 1. COMPLETE the online application and apply for on-campus housing**

Students wishing to study abroad at Université de Nantes must apply using the online application available at the University's website: [Université de Nantes - International](http://www.univ-nantes.fr/international/). On-campus housing can be requested directly using the same application form.

Before filling out the online form, students must read the following **application procedure information** as well as the **on-campus housing information** found on the université de Nantes website.

1. Create a **personal account** under My Application.
2. **Fill out the online application form**. You may save it and continue to work on it later by logging into your personal account under My Application.
3. **Submit** the online application.
4. Once submitted, **print and save** your application as a **pdf document**.
5. **Affix an official passport picture** in the top right-hand corner.
6. **Sign** at the end of the application form.
7. The **coordinator** at your institution **must sign and stamp** the 3<sup>rd</sup> page of the application.

- **Step 2. CHOOSE an Academic Program**

In order to fill out the learning agreement for the université de Nantes, students should refer to the online course catalog: <http://www.univ-nantes.fr/international/coursecatalogue>

Instructions: Students should choose a minimum of 30 ECTS credits per semester (60 ECTS credits for a full year). A minimum of 70% of the chosen classes must be in a faculty/field where an exchange agreement with the student's home university exists.



- **Step 3. SEND** the completed online application and learning agreement by email

Students must send an electronic copy (PDF) of the completed online application and learning agreement for verification. Both documents must be sent in one email and by the previously indicated deadline to the following address:

[international.accueil@univ-nantes.fr](mailto:international.accueil@univ-nantes.fr)

Ms. Patricia-Torres-Gabillard

 **All documents must be submitted in PDF format.**

- **Step 4. SEND** the complete application with the required documents by postal mail

Once the electronic copy is received, the European Coordinator will confirm students of the accuracy of the learning agreement and online application forms. Students must then mail the complete application with all the required documents (see list below) to the following address:

Université de Nantes  
Direction des Relations Internationales  
Mobilités entrantes - PTG  
1 quai de Tourville  
BP 13522  
44035 Nantes cedex 1

#### **REQUIRED DOCUMENTS TO ENCLOSE WITH THE APPLICATION:**

- Copy of the completed online application (3 pages) with an official passport photo.
- Detailed learning agreement with course choice from the Université de Nantes. (30 ECTS credits/ semester or 60 ECTS credits for a full year)
- Cover / motivation letter in French.
- A CV in French.
- Transcripts from the previous two semesters.
- Proof of proficiency in French attested by the French department at the home university or an official test/certificate with the student's level of proficiency (DELF, DALF or TCF).
- [French Support Classes Request Form](#): only if you wish to take advantage of these lessons (Four hours per week and free of charge for exchange students).

 **Only complete applications (online form + required documents) will be reviewed.**

 **Please do not staple your documents.**

### **3. Application Review Process**

Students will receive an email confirmation upon reception of their application.

Once the application has been reviewed, students will be notified of the University's decision by the staff at the International Relations Office.

If a student is admitted, an acceptance letter will be issued by email. If University Housing is granted, the address will be written on the letter. All additional information will be communicated at that moment.

### **Contact Information**

European Exchange Programs  
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