ONLINE APPLICATION FILE

To apply for a training course offered by the Université Côte d'Azur, you must follow the following 5 steps, in order, illustrated in this user manual.

To apply at Université Côte d'Azur :

For a Bachelor/Master/University Diploma, click here : **https://ecandidat.univ-cotedazur.fr/Master/**

For a PhD, click here : **https://ecandidat.univ-cotedazur.fr/**

For courses of the faculty of Medicin, other than the Master cours,

and for the Master MIAGE embds, click on: **https://ecandidat.unice.fr/**

Warning : CHECK YOUR MAILBOX REGULARLY TO RESPECT THE DEADLINES. **The procedure is entirely online. You will be notified of the progress of your application by e-mail at each stage of the procedure. You must not send any file or supporting documents by post or e-mail, as these documents will not be processed.**

1   CONNEXION TO THE PLATFORM
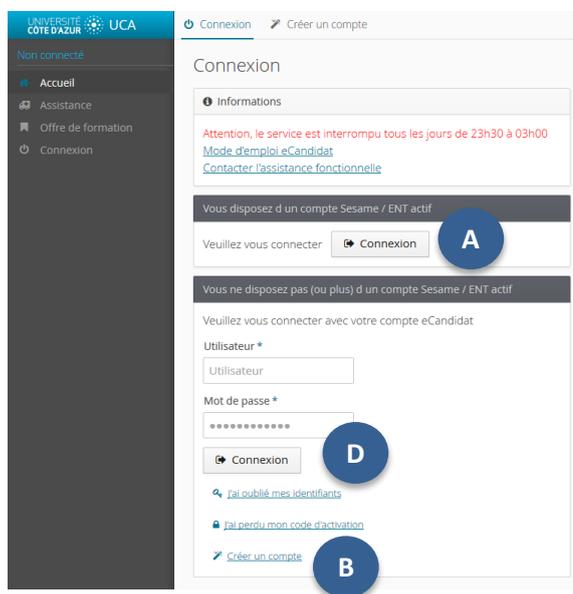
1.1   YOU ALREADY HAVE AN ACTIVE SESAME ACCOUNT or ENT LOGIN

A

Click on the button « Connexion » below the text « You have a SESAME account / ENT login ».
Warning : use ONLY your student login (your initials + the last 6 digits of your student number) and your password and not your professional login (first name initial + last name).
If you do not yet have a SESAME account (student login), please go to sesame.unice.fr to create one.

1.2   YOU DO NOT HAVE AN ACTIVE SESAME ACCOUNT or ENT LOGIN YET

B

Click on "Create an account" below the words "You do not have (or no longer have) an active SESAME / ENT account".

C

Complete the required information, and then click on « Save ».
Please note: validate your account within 5 days by clicking on the link indicated in the email "Creation of your eCandidate account". After this period, you will have to create a new account.

D

After validation, you must log in using the login and password indicated in the same email.

2   CREATING YOUR DOSSIER

2.1   YOU HAVE AN ACTIVE SESAME ACCOUNT or ENT LOGIN

If you have logged in using the button **A** and if you do not have an eCandidate account yet, click on "Create an Account".

Fill in your personal information. By entering your INE number, all the menus on the left will be completed automatically, except for "External Courses", "Internships" and "Professional Experiences".

2.2   YOU DO NOT HAVE AN ACTIVE SESAME ACCOUNT or ENT LOGIN

Before any application, you must fill in at least the 3 information fields below which are mandatory :
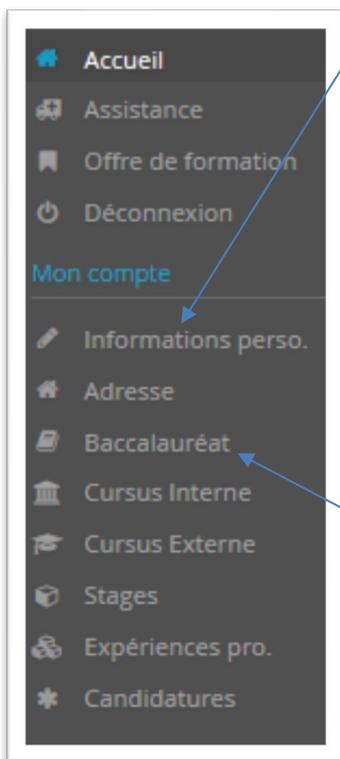
1/ PERSONNAL INFORMATION

If you obtained a French baccalaureate after 1995 or studied at a French university, the INE number is an important piece of information.

When you indicate it, if you have never been a student at UNS or UCA, a message will be displayed telling you that you are not known in the database because you have never been a student at our institution. You must then click on "Yes".

You can find your INE number on your bachelor's degree transcript, school certificate or university transcripts.

Warning : the letter(s) of your INE number must be entered in CAPITAL LETTERS.

**2/ ADRESS**

3/ HIGH SCHOOL DIPLOMA

Please note : if you hold ANY foreign high school diploma equivalent to the French Baccalaureate, you MUST choose the mention « 0031-titre étranger admis en équivalence ». If you do not have an official French BAC, and you indicate it here anyway the platform will ask you for information that you cannot provide. In this case, come back here and change this information.

Then, you have to fill in the information concerning your external curriculum, your possible internships and/or professional experience.

3 YOUR CHOICE OF PROGRAM TO WHICH YOU WISH TO APPLY
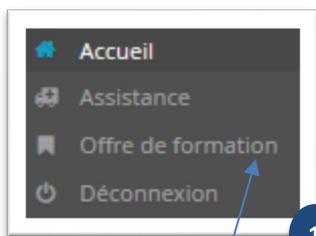
1 Click on « Degree Programs ».

Click on the triangle-shaped bullet next to the faculty or doctoral school you are interested in.
2 Do the same to choose the type of degree.
Click on the degree in which you wish to apply and confirm by clicking "Yes".

You will arrive at the screen where you will have to deposit your supporting documents.
You can drop them off right away or later. You can come any time to make modifications as long as you haven't send your application.

4 SUPPORTING DOCUMENTS

4.1 YOUR SUPPORTING DOCUMENTS

1 Click on the [+] next to the concerned Document » (see below).

Click on « Choose file ».
2 Upload the requested document from your computer in order to load it onto the platform.
**Warning : only formats .PDF et .JPEG are accepted**

3 The status of the deposited document will change from "Pending" to "Transmitted". You can view the filed document to ensure that it is the correct document by clicking on the following symbol : 👁

Pièce justificative	Fichier	Statut
Curriculum Vitae	✚	En attente

⬇

Pièce justificative	Fichier	Statut
Curriculum Vitae	➖ 👁	Transmise

4 Once all your supporting documents have been submitted, an "Important Information" message will appear on the screen and the "Submit my application" button will appear in green. Click on it to confirm your application.

🗨 Non concerné par cette pièce
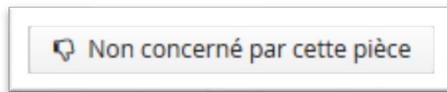
Pièce conditionnelle **4**

Je certifie sur l'honneur ne pas être concerné par la pièce 'Dossier Validation des Acquis Professionnels (VAP) - Lettre de demande de VAP'

✖ Non   ✔ Oui

5 Once all your supporting documents have been submitted, an "Important Information" message will appear on the screen and the "Submit my application" button will appear in green. Click on it to confirm your application.

Information importante

Toutes vos pièces ont été déposées, n'oubliez pas de transmettre votre dossier en cliquant sur le bouton 'Transmettre ma candidature' **avant le 21/06/2020.**

✖ Fermer

5

◀ Transmettre ma candidature

IMPORTANT: the date shown above is an example. Refer to the transmission date indicated in the message that appears on your application screen.

4.2 DELETE SUPPORTING DOCUMENTS (in case of a mistake or if the document has been refused by the administration)

1

Pièce justificative	Fichier	Statut
Curriculum Vitae	➖ 👁 ⬇ CV.pdf	Transmise

Suppression d'un fichier **2**

Voulez-vous supprimer le fichier 'CV.pdf' ?

✖ Non   ✔ Oui

1 Click on the ➖ in the « File » column of the concerned document.

2 Confirm that you want to delete the document. Upload then the correct file. **If one or more supporting documents are refused by the Student office, we will require a new upload from you (you will receive an e-mail informing you of this). Do not forget to retransmit your application after having re-submitted the correct file.**

5 CONFIRMATION OR WITHDRAWL OF YOUR APPLICATION
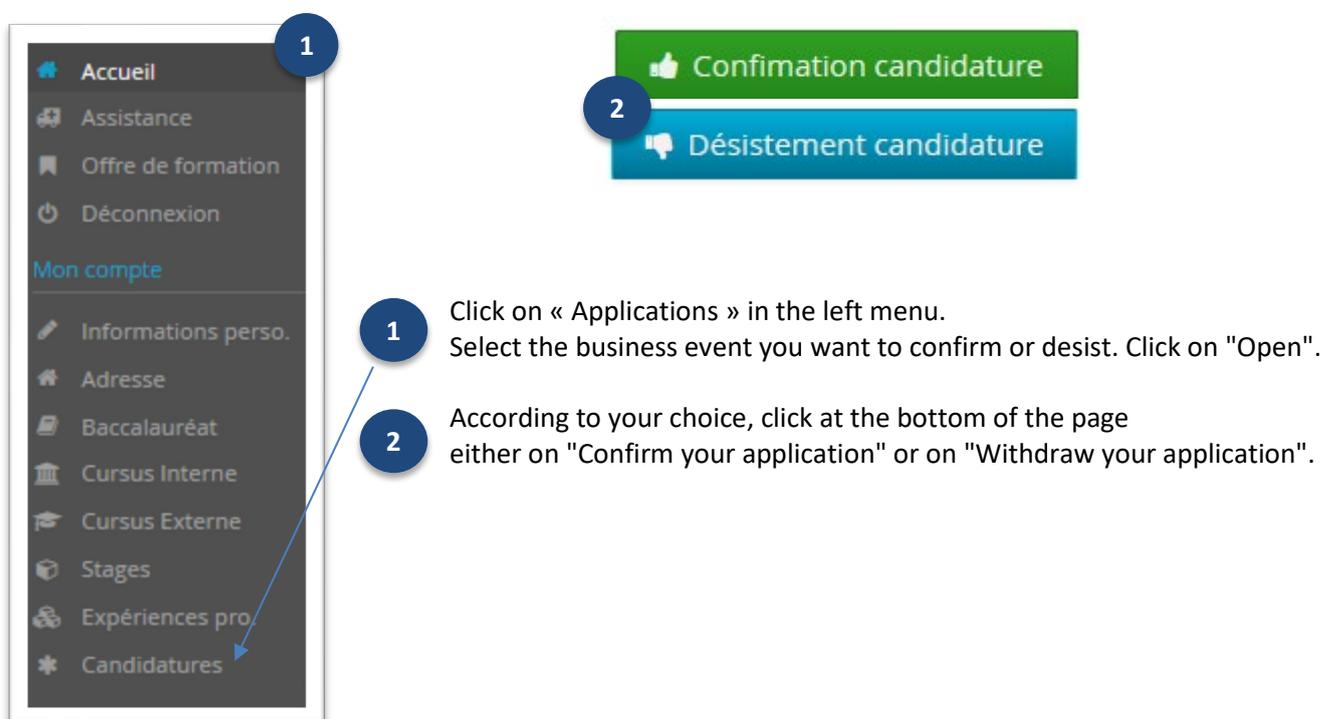
After receiving your acceptation email:

5.1 If you still wish to register, you MUST confirm your intention within 7 days from the acceptation email.

This step is MANDATORY. If you do not do so, you will be deemed to have renounced your application and you will not be able to register at Université Côte d'Azur for the academic year 2020-2021.

5.2 If you no longer wish to register, you must withdraw. In this case, your application will be cancelled.

Please note: if you do not take action (confirmation/cancellation) within 7 days, your application will be AUTOMATICALLY CANCELED, and you will not be able to register.

Login to your eCandidate account by following the procedure in step 1 "CONNEXION TO THE PLATFORM".

1 Click on « Applications » in the left menu.
Select the business event you want to confirm or desist. Click on "Open".

2 According to your choice, click at the bottom of the page
either on "Confirm your application" or on "Withdraw your application".

After confirming your application, you must proceed to the **NEXT step : do your online administrative registration (the link to the platform will be indicated in the notification email)**