"Incoming Student" User Guide for a mobility application MSc Programs
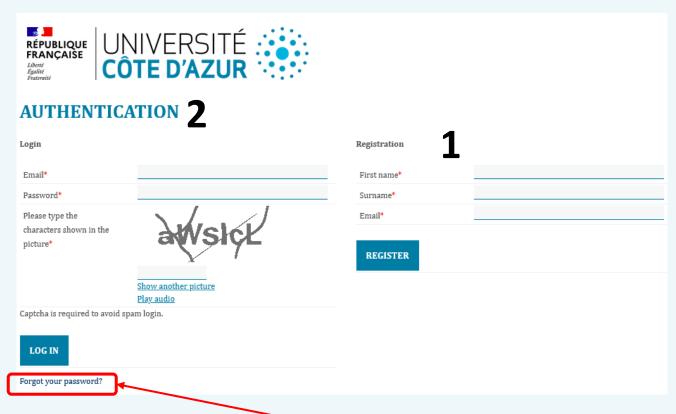
Summary

Access your portal using the following URL:

https://univcotedazur.moveonfr.com/locallogin/6572f74def00 3f271c0c1ca8/eng

During your 1st login, you will need to create a user account (1); You will then receive a link to set your password.
You are not required to use your university's email address to create the account

Once your account is created and next times you log in, you can use the Authentication section directly (2).

To reset your password, click on this link

Presentation of the Portal

The portal is the entry point for your mobility.

It is composed of several sections corresponding to the different stages of your mobility:

- Introduction: General instructions, order of completeness of forms and reminder on the single application

- Open forms: Access to the forms available when you log in.

- Your Applications: Displays all your initiated and registered forms and all those submitted.

MSc Application Portal

Welcome to your portal.

This page brings together the different stages of selecting your mobility.

Please first fill in the form "Mobility application form for outgoing students".
The "Before" form will be accessible as soon as your application has been processed.
The "During" form must be entered at the start of your mobility.
The "After" form must be completed at the end of your mobility.

You can only submit one application, please be careful when completing it.
In the event of an error, please contact your reference International Relations department

DOCUMENT TO DOWNLOAD

MoveOn Guide
Previsional Learning Agreement
International Payment Form
Erasmus + Mobility kit for Studies
Erasmus + Mobility kit for Internship (Word Format)
Erasmus + Mobility kit for Internship (PDF format)
Learning Agreement outside of Europe

OPEN FORMS

Here you will find the list of open forms

Form	Status
Mobility application form for incoming students	Start
Incoming Student Tracking Form "Before"	Start
Incoming Student Tracking Form "During"	Start
Incoming Student Tracking Form "After"	Start

YOUR APPLICATIONS

Here you will find your current applications

LEARNING AGREEMENT

UNIVERSITÉ CÔTE D'AZUR

Forms (open)

The Open Forms section displays all available forms.

Attention: You can only submit one form of each, be precise and vigilant when completing them.

OPEN FORMS

Here you will find the list of open forms

Form	Status
Mobility application form for incoming students	Start
Incoming Student Tracking Form "Before"	Start
Incoming Student Tracking Form "During"	Start
Incoming Student Tracking Form "After"	Start

Order of completeness of Forms

General rules for submitting a form:
- All mandatory questions must be answered
- The documents requested vary according to your choices
- All mandatory documents must be filed in the requested format

1. Mobility application form for incoming students :
This is the 1st form to enter, it is in this one that you will declare the wish of mobility confirmed by the international relations department of your home university.
It is also in this form that you will be asked for your language certificate and identity documents.

2. Incoming Student Tracking Form "Before":

This form can only be completed once your mobility has been confirmed by the international relations department of your host component.

The requested documents will make it possible to evaluate the inclusion criteria for which you are eligible, your wish to use eco-responsible means of transport for the outward and return journeys of your mobility, but also allow you to specify any necessary arrangements for your mobility.

3. Incoming Student Tracking Form "During" :

This form must be completed at the beginning of your mobility.

You will have to submit your certificate of arrival.

In addition to the requested documents, you will have the possibility to attach 3 additional "free" documents according to the requests of your international relations department.

4. Incoming Student Tracking Form "After" :

This form must be completed at the end of your mobility.

Among other things, you will have to submit your certificate of departure.

In addition to the requested documents, you will have the possibility to attach 3 additional "free" documents according to the requests of your international relations department.

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Your applications

The "Your Applications" section allows you to view the forms you have already initiated and/or sent in order to download a copy.

As mentioned earlier, you cannot edit an application form that has already been submitted.

In case of error, please contact the international relations department of your host component.

YOUR APPLICATIONS

Here you will find your current applications

Form	Status	Started on	Last changed on	Link
Mobility application form for incoming students	In progress	25/09/2023 15:47	25/09/2023 15:50	Continue

Mobility application form for incoming students

At the top of the page, you will find a progress bar showing you the number of pages complete and the number of pages to be completed.

Mobility application form for incoming students — 0/6

On the left, a menu allows you to navigate to the desired page with a simple click.

At the bottom of each page, you will need to check the box: "Mark page as complete" to verify your entry.
If a document or mandatory information is missing, an error message will appear and the corresponding field will be highlighted in red

☐ Mark page as complete

Information

Personal Information

Contact(s) in case of emergency

Language skills >

Mobility details

Further information

Commitments and data processing

Submit Application

BACK | NEXT

SAVE PROGRESS

The "Previous" and "Next" buttons allow you to move to either the next or previous page.

The "Save" button allows you to save your application, if you need to continue it later.

Mobility application form for incoming students: Page « Information »

The "Information" page gives you all the general information on:

- Application deadlines (depending on the mobility program)

- How to complete your form and where to find field-specific information (By dragging your mouse over the yellow "i")

- The technical information to be respected to ensure the proper functioning of the form

- The contact of the various international relations services of the university by component

Mobility application form for incoming students:
Page « Personal Information »

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IDENTITY

Family name*	
First name*	Julien
Gender*	Male
Date of birth*	17 / May / 1986
Native country*	France
Place of birth (as listed in your passport)*	nice
Nationality*	France
Nationality 2	Please select
E-mail*	
ESI (European Student Identifier)	

CONTACT DETAILS

Country*	France
At the house of	
Street 1*	33 avenue de la marne
Street 2	
Postal Code*	06100
City*	nice
Mobile Phone*	
Phone	
E-mail address	
Is the above address your permanent address?	● Yes ○ No

In this part, you must enter your identity information.

In this part, you need to enter your permanent address. You can enter a parent's address if yours is not fixed.

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On this page, you must provide at least one emergency contact.

The mandatory information per contact is:

- The name

- Given name

- Your relationship with this person

- His/her mobile phone

- His/her e-mail address

To add an additional contact, click on the "CONTACT" button

CONTACT (1)

Surname*   test

Fist name*   test

Relationship*   test

Mobile phone*

E-mail address*   test@yopmail.fr

CONTACT

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LANGUAGE (1)

Language*	French ⌄
Level in the language*	B2 Intermédiaire avancé ⌄
Test name*	test
Score obtained*	999
Test date*	Day ⌄ / Month ⌄ / ⌄ 🗓
Language certificate*	Parcourir... Aucun fichier sélectionné.

LANGUAGE

In this, you must confirm your language level for each of the courses you have planned to follow within the University Côte d'Azur.

A certificate of the corresponding level is requested for each language.

To add an additional Language, click on the "LANGUAGE" button

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In this 1st block, you must identify your home university, your level of study and the training you are currently following.

EXTERNAL INSTITUTION SELECTOR

Country*   Please select   ⌄

External institutions*   ⌄

Sub institution   ⌄

Field of Study*   Please select   ⌄

Current level of study*   Please select   ⌄

Title of your training*

In the second block, you will identify the framework of your mobility.

MOBILITY DETAILS

Are you doing your   ○ No ○ Yes
mobility within the
framework of an Erasmus +
agreement?*

Mobility objective*   Please select   ⌄

Type of Mobility*   ○ Short ○ Long
Short mobility: From 5 to 30 physical days, plus a mandatory virtual component (for non-Phds).
Long mobility: From 2 to 12 months.

Mobility format*   Please select   ⌄   ⓘ

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In the wish block, you must specify the desired component and field of study for your mobility, accompanied by dates.

The last block corresponds to the section where you will have to submit all the documents necessary for the examination of your mobility.

Each document must be submitted in PDF format to be supported.

WISHES

Level of study during the mobility	Please select
College year*	Please select
Host institution*	Please select
Expected start date (excluding travel days)*	Day / Month / Year
Expected end date (excluding travel days)*	Day / Month / Year
Number of travel days*	Please select

DOCUMENTS TO DOWNLOAD

Transcript of Notes*	Parcourir... Aucun fichier sélectionné.
Copy of your last diploma*	Parcourir... Aucun fichier sélectionné.
Cover letter (1 page max)*	Parcourir... Aucun fichier sélectionné.
Curriculum vitae*	Parcourir... Aucun fichier sélectionné.
Letter of recommendation	Parcourir... Aucun fichier sélectionné.

Mobility application form for incoming students
Page : « Further information »

On this page, you have the possibility to

submit a request for support for the

Université Côte d'Azur to advise you on

student housing.

You also have the possibility to declare any

accommodation to be planned (if possible) to

facilitate your mobility.

For all intents and purposes, you can contact the disability unit of the

Côte d'Azur University, if you wish to exchange with them on possible

accommodations.

https://univ-cotedazur.eu/ethical-and-academic-responsibility/disability

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WELCOME, PROGRAM

The Department of International Development and Europe of the Université Côte d'Azur organizes many events for you to facilitate your integration. Devices are at your disposal to accompany you throughout your mobility. Thank you for answering the following questions:

ACCOMMODATION

The Office of International Relations offers a room reservation service in a number of residences near the university campus. Please note that it is extremely difficult to find short-term accommodation in our city. We strongly recommend that you take advantage of this service. The International Relations Office will send confirmation of your room reservation by e-mail. Rooms will be allocated on a first come, first served basis. More information can be found on our site.

Would you like to benefit from our housing service?*   ○ No ○ Yes

SPECIFIC NEEDS

Do you have a disability, medical condition or long-term illness that may affect your mobility?*   ○ No ○ Yes

On this page, you must confirm your agreement for the international relations services of the Université Côte d'Azur to access the personal information you have entered for the processing of your mobility request.

Compliance and compliance commitments for the data entered are also requested.

For the question: "I agree that my name and e-mail address may be passed on to students for the purpose of promoting exchange programs abroad", you have the right to answer "No" without questioning your mobility; It is only a question of knowing the students who can be asked to share their experience.

COMMITMENTS AND DATA PROCESSING

I certify that the information given in this application and the documents provided are correct and complete to the best of my knowledge and belief. * ☐ Yes

I have taken notice that the information on this form will be stored electronically and used by the international office in accordance with the provisions of the Data Protection Act.* ☐ Yes

I agree that my name and email address can be forwarded to students for the purposes of promoting the exchange program.* ◯ No ◯ Yes

I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution.* ☐ Yes

I hereby confirm that I will obtain the necessary insurance coverage while abroad.* ☐ Yes

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This is the last step.

You need to click on the button **SUBMIT**

to submit your application.

Without this step, we will not receive your request and
we will not be able to process it.

As specified on the page, you can only submit your

application if you have completed all the required

fields and attached all the necessary documents.

You can submit your application once all sections of the

menu are marked with green checkmarks.

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 further changes will be possible after submitting your application.

< **BACK**   **SUBMIT**

Again we remind you that:
  __No changes will be possible after submitting your form.__

The follow-up forms

In the process of your mobility, once your mobility is confirmed, you will have to complete and send 3 follow-up forms at different times:

Incoming Student Tracking Form "Before":

This form can only be completed once your mobility has been confirmed by the international relations department of your host component.

The requested documents will make it possible to evaluate the inclusion criteria for which you are eligible, your wish to use eco-responsible means of transport for the outward and return journeys of your mobility, but also allow you to specify any necessary arrangements for your mobility.
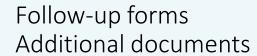
- **Incoming Student Tracking Form "During" :**

This form must be completed at the beginning of your mobility.

You will have to submit your certificate of arrival.

Incoming Student Tracking Form "After" :

This form must be completed at the end of your mobility.

Among other things, you will have to submit your certificate of departure.

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Follow-up forms
Additional documents

In each of the follow-up forms, there is a section at the bottom of the page entitled "Additional documents (not mandatory)".

You will have the opportunity to submit 3 documents to be sent to your international relations department in addition to those requested in the form.

As for the application form:

- Submission is mandatory for us to process the form.
- Submission is only possible if all pages are marked as complete.
- The page can only be marked as complete if all the required documents are filed on it.

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ADDITIONAL DOCUMENTS (NOT MANDATORY)

Name of document 1 you want to attach

Name of document 2 you want to attach

Name of document 3 you want to attach

☐ Mark page as complete

< **BACK**

SUBMIT

SAVE PROGRESS