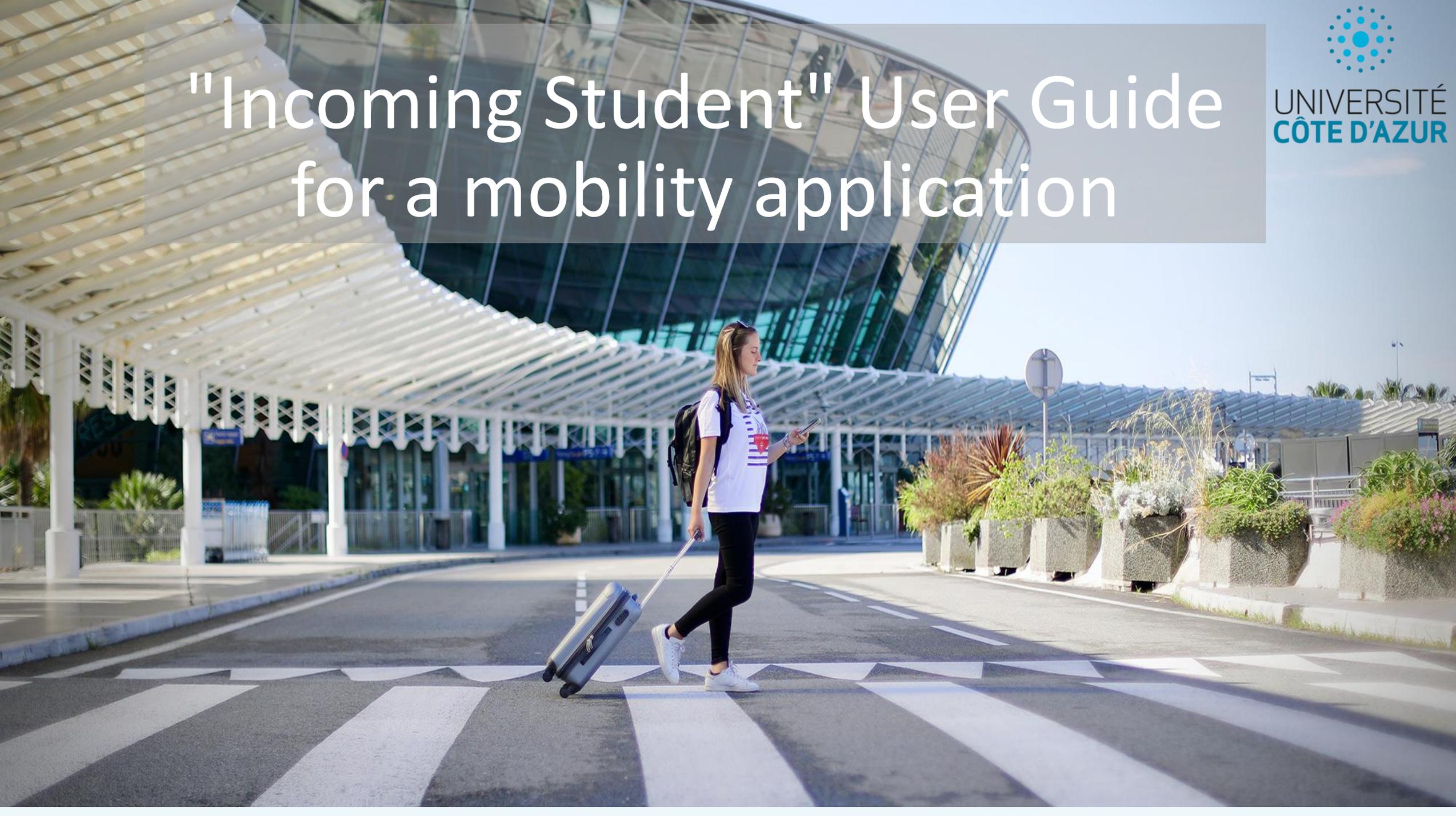


# "Incoming Student" User Guide for a mobility application



UNIVERSITÉ  
CÔTE D'AZUR



# Summary

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Access to the Application Portal and Login

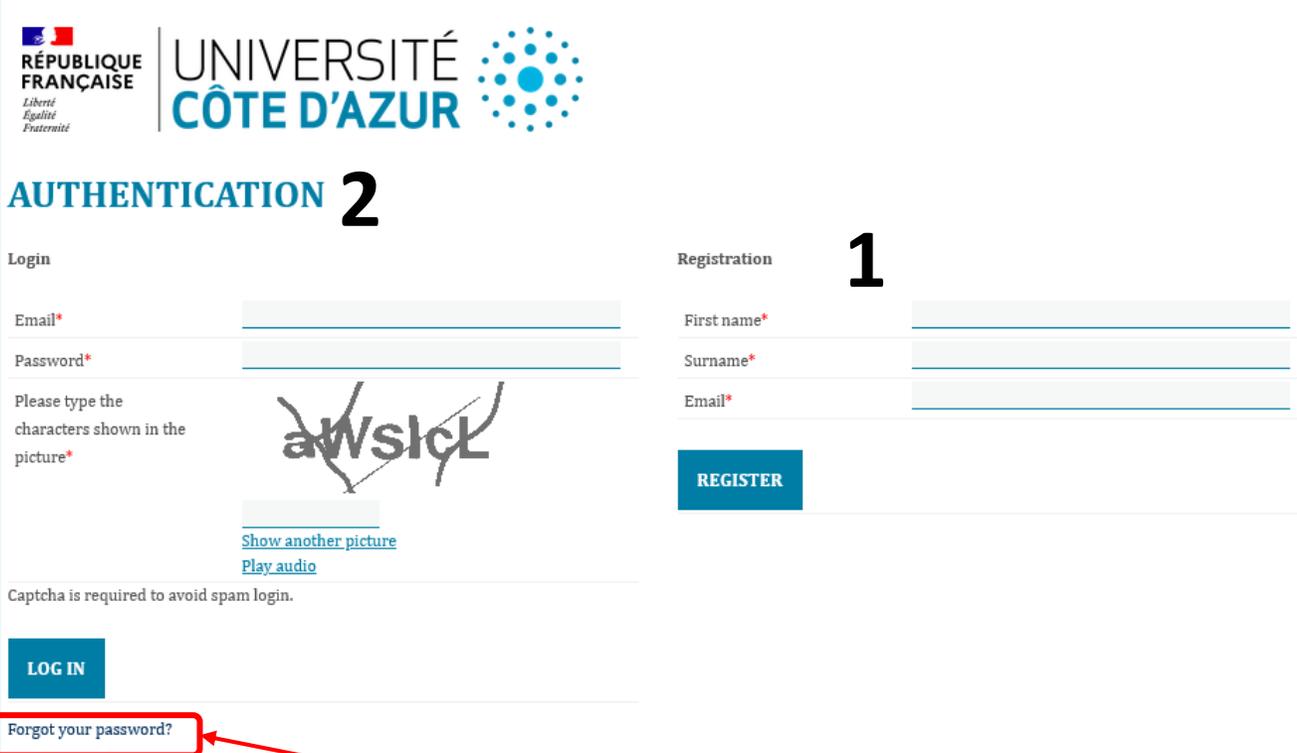
Access your portal using the following URL:

<https://univcotedazur.moveonfr.com/locallogin/64a67e6cdf80c8a69a08548d/eng>

During your 1<sup>st</sup> 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).



UNIVERSITÉ CÔTE D'AZUR

## AUTHENTICATION 2

**Login**

Email\*

Password\*

Please type the characters shown in the picture\*



[Show another picture](#)

[Play audio](#)

Capcha is required to avoid spam login.

**LOG IN**

[Forgot your password?](#)

**Registration 1**

First name\*

Surname\*

Email\*

**REGISTER**

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.

The screenshot shows the user interface of the mobility portal. At the top, there are logos for the French Republic and the University of Côte d'Azur. A navigation bar includes a welcome message for 'labatut.ju@gmail.com' and a 'LOG OUT' link. The main heading is 'PORTAL'. Below this, there is a welcome message and a brief overview of the portal's purpose. A section titled 'OPEN FORMS' contains a table listing available forms and their statuses. Another section titled 'YOUR APPLICATIONS' contains a table showing the user's current applications with details like status, start date, and last change date. The final section is 'YOUR STAY WISH', which is currently empty.

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Welcome labatut.ju@gmail.com [LOG OUT](#)

Portal

## 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 incoming 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

### OPEN FORMS

Here you will find the list of open forms

Form	Status
Mobility application form for incoming students	Maximum application reached
Incoming Student Tracking Form "Before"	<a href="#">Start</a>
Incoming Student Tracking Form "During"	<a href="#">Start</a>
Incoming Student Tracking Form "After"	<a href="#">Start</a>

### 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	<a href="#">Continue</a>

### YOUR STAY WISH

You will find here the wish of stay for which you have been selected. Please confirm your choice

## 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
1) Mobility application form for incoming students	<a href="#">Start</a>
1) Mobility statement for incoming students, only for Erasmus + MI students	<a href="#">Start</a>
2) Incoming Student Tracking Form "Before"	<a href="#">Start</a>
3) Incoming Student Tracking Form "During"	<a href="#">Start</a>

## 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 OR "Mobility statement for incoming students, only for Erasmus + MI 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.

### **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.

### **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.

## 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	<a href="#">Continue</a>

Mobility application form for incoming students (the next pages and paragraphs marked with an  only apply to students who are not going on the Erasmus + IM Outside Europe programme).

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

For MI students, you will find the contact details of UniCA's dedicated service.

The screenshot shows the 'Information' page of the mobility application form. At the top, there are logos for the French Republic and the University of Côte d'Azur, along with language options for English and French. The page title is 'Mobility application form for incoming students'. A navigation menu on the left lists sections: Information, Personal information, Contact(s) in case of emergency, Language skills, Mobility details, Further information, Commitments and data processing, and Submit Application. The main content area is titled 'INFORMATION' and includes a welcome message, application deadlines (15 June for the 1st semester and 15 October for the 2nd), and practical information such as browser requirements and the need for Adobe Acrobat Reader. A 'CONTACT AT THE UNIVERSITY' section provides a list of email addresses for various university components.

# Mobility application form for incoming students:

## Page « Personal Information »

**IDENTITY**

Family name\*

First name\*

Gender\*

Date of birth\*  /  /  

Native country\*

Place of birth (as listed in your passport)\*

Nationality\*

Nationality 2

E-mail\*

ESI (European Student Identifier)

**CONTACT DETAILS**

Country\*

At the house of

Street 1\*

Street 2

Postal Code\*

City\*

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.

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

**CONTACT (1)**

Surname\*

Fist name\*

Relationship\*

Mobile phone\*

E-mail address\*

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

**CONTACT**

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.

**LANGUAGE (1)**

Language\*

Level in the language\*

Test name\*

Score obtained\*

Test date\*  /  /  

Language certificate\*

**LANGUAGE**

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

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\*

External institutions\*

Sub institution

Field of Study\*

Current level of study\*

Title of your training\*

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

#### MOBILITY DETAILS

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

Mobility objective\*

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\*  ⓘ

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

If it is a short-term mobility, please select 1 as duration in semester

### WISHES

Host institution\*

Please select

Level of study during the mobility

Please select

College year\*

Please select

start semester\*

Please select

Duration in semester\*

Please select

Expected start date  
(excluding travel days)\*

Day / Month / Year

Expected end date  
(excluding travel days)\*

Day / Month / Year



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.

### 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.

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>

## 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

## Mobility application form for incoming students

Page : « Commitments and Data Processing »

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

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.



## 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.

**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](#)