

Candidate guide for eCandidat 2022-2023

<https://candidatures-2022.sorbonne-universite.fr>

Putting together your application

eCandidat is one of the application procedures reserved for candidates who wish to enroll in courses at Sorbonne University.

eCandidat is with you throughout the application process, from creating your online account to the decisions given for each course you apply to.



As the application is dematerialized, you will not need to send anything by post for dematerialized courses, except for courses marked “physical file”. Follow the information provided on the eCandidat application and for the courses themselves.

At each stage of processing, an email is sent to the address you provided in the application. **Check your emails regularly (including your “spam” folder, just in case)** to follow the progress of your application.

The [Frequently Asked Questions](#) should provide answers to the most common questions.

Five pieces of advice

1. **Do not wait** for end of semester results or the results of your current course to **submit an application: you can always cancel a request, but it is not possible to apply after the deadline.**
2. Submit your application online during **the application period.**
3. **Make sure you apply to the correct application centre and at the level that corresponds to your studies.**
4. **Do not wait until the last minute to apply** as you may encounter a problem with your application.
5. **To find out about all courses** offered by Sorbonne University and so that you can register and apply in the best possible conditions, please carefully read the information provided on the [Sorbonne University website](#).

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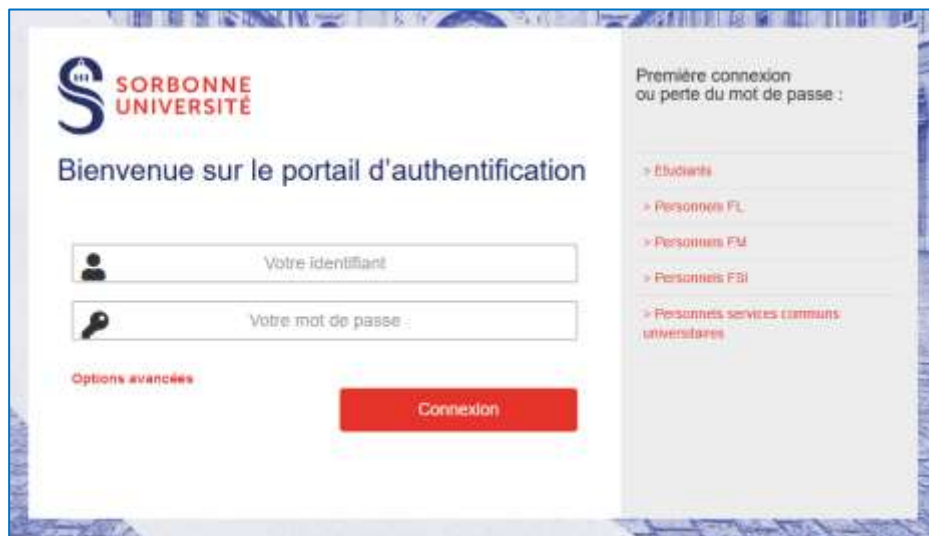
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If you are currently a student at Sorbonne University

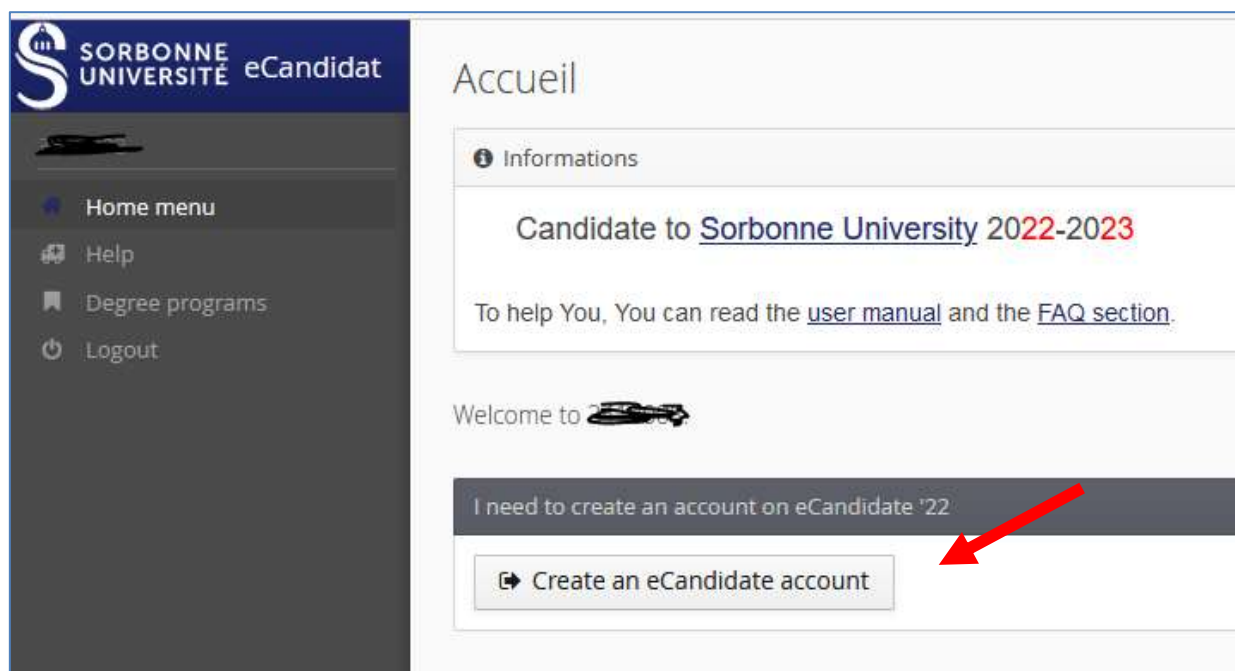
1. From the **Homepage**, click on the button in the “**Student at Sorbonne University in 21-2**” box under the welcome message.



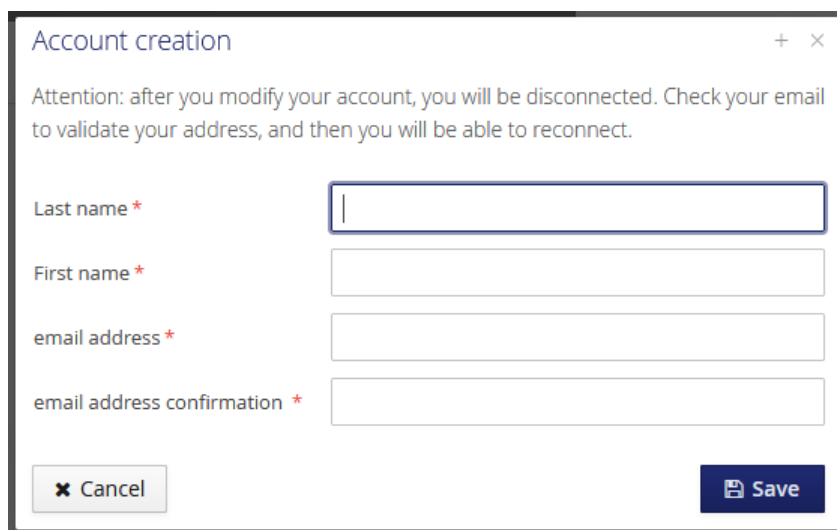
2. Once redirected to the “**CAS Sorbonne University**” page, enter the login ID and password you usually use when connecting to the ENT and other tools (e.g. Moodle). Your login ID is on your student card.



3. Create an **eCandidat account** by clicking on the “**I need to create an account on eCandidat '22**” button on the homepage. Any eCandidat account created last year cannot be used in 2022.



4. A pre-filled form appears. **Check** and/or correct the pre-filled information, specifically your **email address**, as this address will be used to send your login details and all notifications regarding the processing of your application.



Account creation + ×

Attention: after you modify your account, you will be disconnected. Check your email to validate your address, and then you will be able to reconnect.

Last name *

First name *

email address *

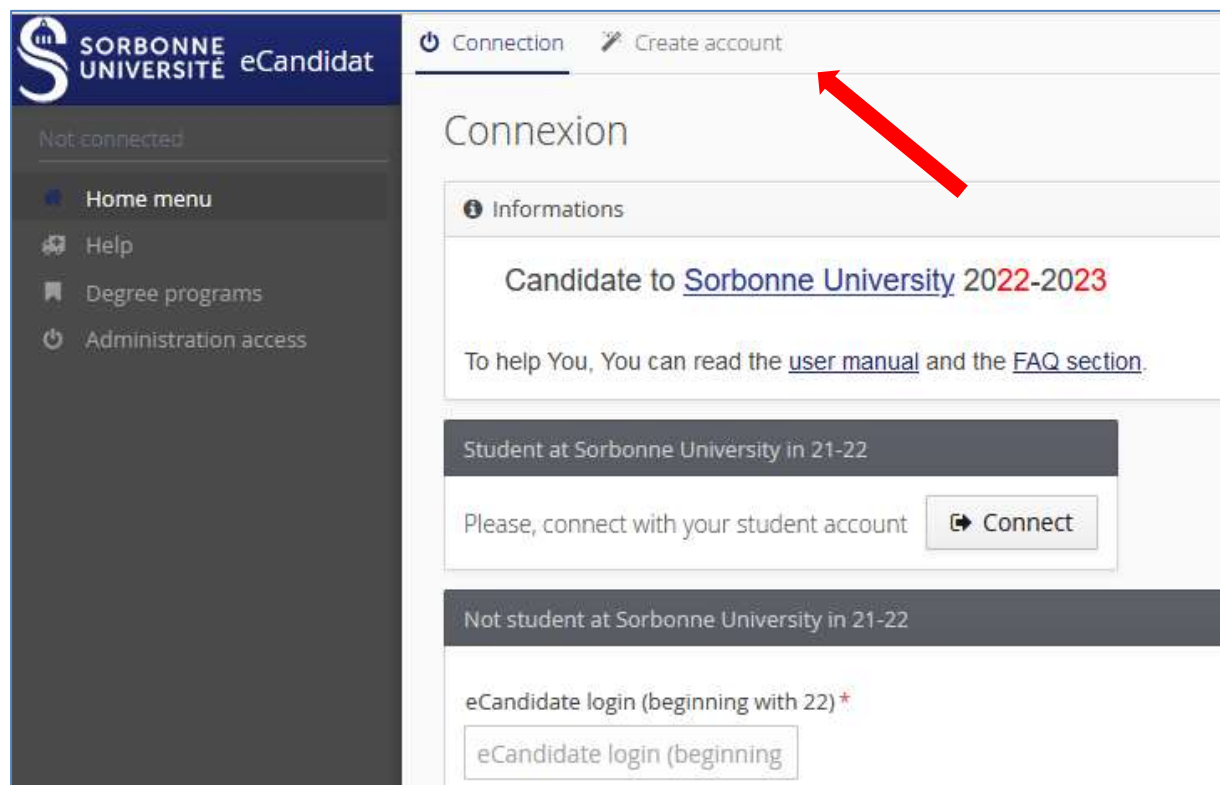
email address confirmation *

× Cancel Save

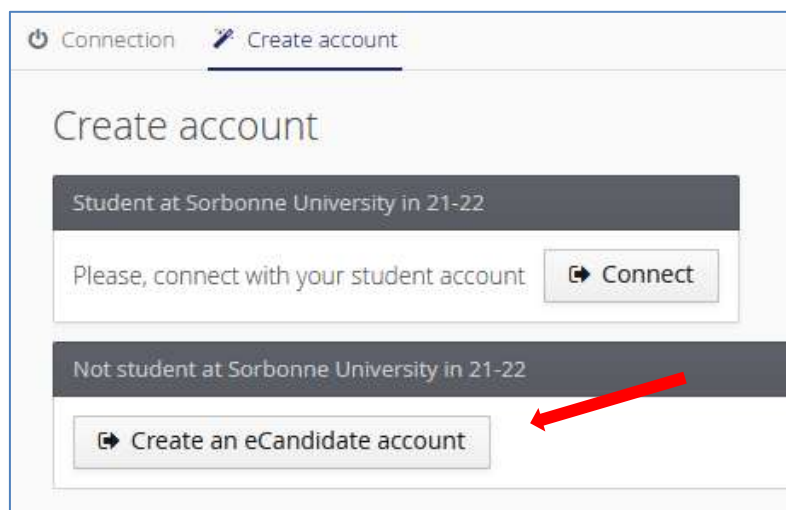
5. Click on **“Save”**. An **email will now be sent to the address you provided** with a link valid for 5 days (after this your account will be automatically deleted).
6. **Check your email and validate your account** using this link. A message will confirm that this was successful. You can now log back in to eCandidat to continue sending applications.

If you do not have a student account with Sorbonne University, Paris Sorbonne, or UPMC.

1. At the top of the **Homepage**, click on the tab **“Create an account”**:



...and the button **“Create an eCandidat account”**:



Any eCandidat account created last year cannot be used in 2022.

2. The **“Account creation”** window appears. **Complete** all of the fields.

Account creation

Attention: after you modify your account, you will be disconnected. Check your email to validate your address, and then you will be able to reconnect.

Last name *

First name *

email address *

email address confirmation *

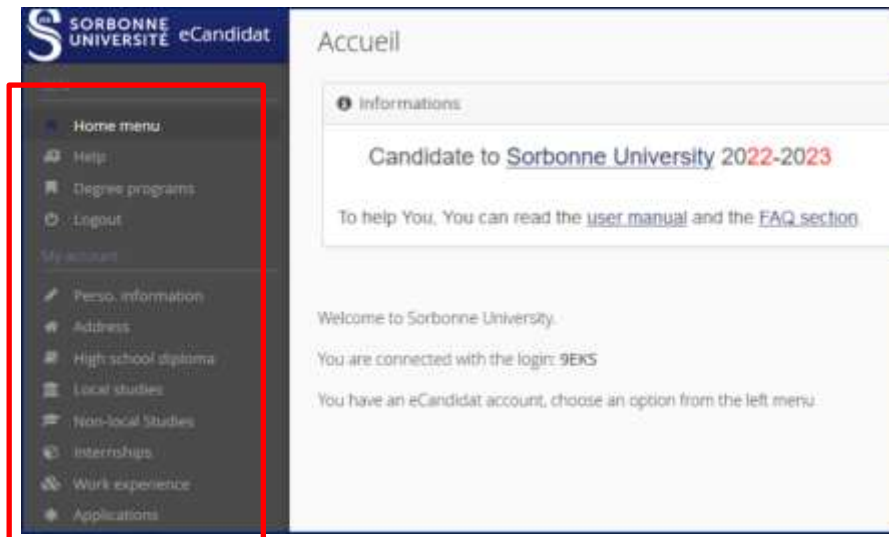
Cancel Save

! Pay special attention to the “email address” field as this address will be used to send your login details and all notifications regarding the processing of your application.

3. Click on “Save”. **!** An email will now be sent to the address you provided with a link you will need to activate your eCandidat account. It is valid for 5 days (after this your account will be automatically deleted).
4. Click on the link to activate your account. A message will confirm that this was successful. You can now log back in to eCandidat to continue sending applications.

Completing “My Account”

Once logged in, the **Homepage** will state as such and new sections will appear in the left-hand menu.



You can return to your eCandidat account via the eCandidat application using the login details sent to your email address.

Perso. information

! Please note!

- Sections need to be completed in order: “personal information” must be completed before accessing other sections.
- While not compulsory, we recommend you enter your *INE** number and its key.
- All sections will at some point be viewed by an educational committee, so we advise you to fill them in as carefully and comprehensively as possible.
- If you find an error that, you cannot correct yourself; report it to the relevant department during your administrative registration so they can correct it.

**If you received a French baccalaureate after 1995 or enrolled in French higher education after that date, you have an INE (‘Identifiant National Étudiant’ – National Student ID) or the equivalent, a BEA (‘Base élèves’ - student database) number. Foreign applicants who have never been enrolled in a French establishment do not have an INE.*

1. Click on the “**Enter/Modify information**” button and provide the required information.

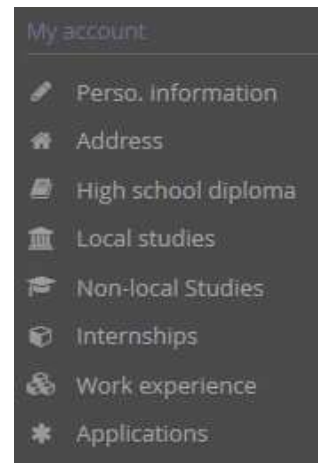
! **Once you will have a candidature, you will cannot modify these informations.**

Address

2. Click on the “**Enter/Modify address**” button to provide your address. If this was not already done, it will be automatically added to your student file.

High school diploma

- 3.** You must provide information on your Baccalaureate (or specify that you do not have one) by clicking on “**Enter data/Modify**”. Auto-complete means that year-dependent information is available. This information is automatically provided and cannot be changed if you are logged in using your student login ID or have entered an *INE* number that is known to Sorbonne University.



Local studies

4. You do not need to provide this information. It is automatically completed if you are logged in using your student login ID or have entered an *INE*.

Non-local studies

5. By clicking on “**New non-local degree program**”, you can list any degrees you studied for/were awarded at establishments other than Sorbonne University.

Internships

6. Click on “**New Internship**” to list any internships you took part in.

Work experience

7. Click on “**New work experience**” to provide information on your professional experience.

Applications

8. In this section, you can view all of your applications and follow their status. The “**New application**” button lets you submit a new application. Read the next chapter.

Apply for a course

Now that your account is complete, you can choose a course to apply for by clicking on the “**Applications**” section.



1. To apply for a course that uses the **eCandidat procedure**, click on the “**Degree programs**” section on the left menu.
2. Scroll down the list that interests you to see courses and application periods.

Degree programs

You can consult the training programs by dropping down the centres. You must be connected as candidate to candidate. [You don't know which center to choose? Read the online help.](#)

Filter: Filter used: None

Sortbonne Université

Centers	Key words
▶ Faculté de Médecine	
▶ Faculté des Lettres - Elèves CPGE/en cumulatif ou présentiel	
▶ Faculté des Lettres - Formation Professionnelle Continue - Reprise d'Etudes	
▶ Faculté des Lettres - Titulaire d'un diplôme français - européen (UE-EEE-Suisse-Andorre et Monaco)	
▶ Faculté des Lettres - Titulaire d'un diplôme non européen (Hors UE-EEE-Suisse-Andorre et Monaco)	
▶ Faculté des Sciences et Ingénierie	
▶ Faculté des Sciences et Ingénierie - Elèves CPGE/en cumulatif ou présentiel	
▶ Faculté des Sciences et Ingénierie - Enseignements d'été en sciences de la mer – Summer courses in marine sciences	
▶ Faculté des Sciences et Ingénierie - Formation continue	



If you do not know which center to choose, [visit the online help](#).

3. **Confirm your choice** in the “Confirmation” window:

Confirmation

Do you want to apply to 'Module Préparation Agrégation Grammaire ND'?

Summary of your application and file progress

When filling in an application, a window opens that displays your application file:

Justifying documents	File	Status	Conditional document	Comment
Other one	+	Waiting	5 Document does not apply to me	
CV	4.3 - etu.jpg	Transmitted		2.1
other	+	Waiting		
6 * Results	+	Waiting		

1 Training: The course you are applying for.

File status

Point **2** shows you the status of your application file:

- **To be completed by the candidate:** you have not yet submitted your file and you need to upload the required supporting documents and forms.
- **Received:** your application has been received by the administration. The completeness of your file and its supporting documents can now be verified.
- **Complete:** complete, your file will be assessed by an educational committee.
- **Incomplete:** your file has been marked as pending to allow you to upload the selected documents; read comment (**2.1**) which will describe the problem (missing supporting document, illegible document etc.).

3 Useful dates: the return deadline is the date after which you may no longer apply or upload documents. You will not be able to submit your application after this deadline.

The right-hand section displays contact details.

7 Decision: When your file is passed on to the committee, the decision will appear here.

Comments: if your application is refused, a comment will indicate why.

Confirmation: if your application is accepted, your confirmation date will be shown here.

OPI code: this code will appear once the application has been accepted. This is to be used if this is the first time you are going through the online administrative registration process at Sorbonne University via the [IAPrimo](#) application. This code is different from your eCandidat ID.

Uploading a supporting document

4.1 Click on the “+” button and follow the instructions.

If your supporting document contains several documents, merge them, particularly any transcripts. [See the FAQ](#) question “What is the size limit for the supporting documents that I submit?”



4.2 When a new document is uploaded, its status changes from “Awaiting upload” to “Sent”.

4.3 Click on the ‘-’ button to replace a document with another.

5 Not applicable: When a document is optional and you do not wish to upload it, click on the “This document is not applicable to me” button and follow the online instructions.

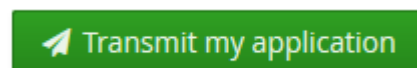
Special documents

6 Some supporting documents are files posted online by the university. You need to download them and complete them before uploading them yourself.

- **Download** the document by clicking on the  icon.
- **Complete** the document, save it on your computer, and add it by clicking on the  icon.

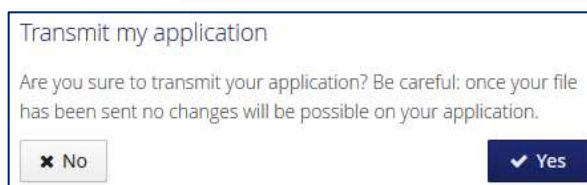
Submit the application

8 Once your application file has been completed and all the requested documents have been uploaded, you need to **submit your application** by clicking on the green “Transmit my application” button at the bottom of the screen.



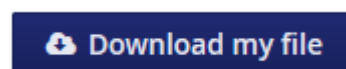
If the “Transmit my application” button is not active, you have not provided all of the requested supporting documents.

Once you have confirmed your submission:



- You can **no longer edit** your application file
- The completeness of your file is checked. If a document is rejected by the administration or is missing (if you incorrectly stated it was not applicable), you will receive an email notification.
- If the file is complete, it is submitted directly to the educational committee for consideration. You will receive an email notifying you of the verdict reached by the committee (positive or negative) as well as any procedures you need to follow. You can also view the verdict under “**Decision**”.
- You do not need to contact the administrative departments to find out about your file’s progress - everything is stated online.

9 “Download my file” button: You can download a PDF copy of your application along with its supporting documents at any time.



Replacing a rejected supporting document

If you receive an email notifying you that **your file is incomplete because some documents have been rejected**:

- Log in to your account and open your application file.
- Click on the “-” next to the rejected document to delete it.
- Upload a new file following the same steps as detailed in the “Uploading a supporting document” paragraph.
- When you have replaced all of the rejected documents, click on the green “Submit my application” button again.

Please note that the return deadline for submitting your application remains the same!

Confirming your application

If the outcome of your application’s evaluation is positive, **you must accept (or refuse) the continued consideration of your application** by logging back in to the eCandidat application and opening your application. Please note that for some courses you need to make sure you keep to the deadline for confirming your enrolment at the university. After this date you will be automatically withdrawn and lose the result of your application!

Upon receipt of your validation, **an email will be sent to you and an acceptance notification will become available** that will authorize you to enroll at the University. Without following this step, you will not be able to carry out your administrative registration.