Tutorial for the “e-candidat” procedure
https://ecandidat.sorbonne-universite.fr/

STEP 1: Create your account

This account will be used for all the notifications you will receive through e-candidat.

Pay attention to the e-mail address you provide: you will receive your ID and password needed for the next steps at this address.

STEP 2 : IN YOUR EMAIL BOX

In the automatic email you will receive from e-candidat you will have to:

- click on a link to confirm the creation of your account
- get your ID and password
STEP 3: IN THE “e-candidat” WEB SITE: LOGIN AND FILL OUT YOUR PERSONNAL INFORMATION ON THE LEFT MENU

Personnal information (fill it as much as possible) except for n° INE number it is a national french student number.

Baccalaureat: A level information — specialty - highschool

Cursus interne: Not concerned if you never follow courses in Sorbonne University before

Cursus externe: University diploma, studies level, current registration

Stage: Placement, voluntary work relevant for the course

Experience professionnelle: Professional experience relevant for the course

STEP 4: Select the training course you want to apply to

- Click on the left menu on: “Offre de formation” - Scroll down the menu and select “Sciences & Ingénierie: UE d’été Master Sciences de la Mer”
Then click on « UE Isolée »

You will see the list of training courses organised in the 3 marine stations of Sorbonne Université among which:

- Marine biodiversity Expertise in Flora 13-31rst of July
- Marine biodiversity Expertise in Marine Fauna 5-27 August

Confirm your selection

STEP 5: Documents you will have to upload onto the e-candidat

You can come back to this step later if you don’t have all the documents with you but you will need to make sure you have uploaded correctly all the documents requested before the 29th of March.

Once you will have uploaded all the documents, you have to submit your application by clicking on:

It is important to connect regularly to the e-candidat portal as the administrative service will communicate with you through the portal.

The list of document requested is the following:

- Letter explaining your interest for the course
- Copy of ID or passeport
- Copy of the diploma obtained since A level
- 2 last semesters transcripts
- Student card for the year 2019-2020
- IF you are applying for more than one training courses PDF with your order of preference

You will need to upload and fill this document if you are applying for more than one course to precise your order of preference.
As a non-french student you don’t need to provide the JAPD nor the Responsabilité Civile

STEP 8: Answers to your application

- You will receive the answer to your application through the e-candidat portal on the 9th of April.
- **You will then have to confirm participation to the course**
- **Payment of registration (only due if your application is successful):**
  There are 2 registration fees for foreign students:
  - 50€ = needed for the registration to the course
  - 91€ = national fee every student as to pay in France when they register to University
  More information will be then given to you for the payment.

In case of a problem do not hesitate to send us your questions at seas@sb-roscoff.fr