Tutorial for e-candidat procedure

When you connect to e-candidat the first step is to create your account - click on « Créer un compte » on the top right corner

Step 1 Create your account

Correct as it will be used for all the notification you will receive through e-candidat.

The form will appear with some information already integrated – verify your address is

Once you close this window you will receive an email with your ID and password.

STEP 2/ GOT TO YOUR EMAIL BOX

In the automatic email you will receive from e-candidat you will have to click on a link to confirm to confirm the creation of your account and then go back to e-candidat and connect with your ID and password
**STEP 3 : FILL YOUR PERSONNAL INFORMATION ON THE LEFT MENU**

- **Personal Information** (fill it as much as possible) except for n° INE number It is a national french student number
- **Baccalauréat** : A level information - speciality - 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

- **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.

- In front of the 2 stars
  - Marine biodiversity Expertise in Flora: 13-31st 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 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 of the station can communicate with you through the e-candidat portal. They will validate your document or request missing information, etc.

The list of document requested is the following:

<table>
<thead>
<tr>
<th>Order</th>
<th>Code</th>
<th>Libellé</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FSI_UFO_CV</td>
<td>CV</td>
</tr>
<tr>
<td>2</td>
<td>FSI_UFO_LM</td>
<td>Pièce d’identité</td>
</tr>
<tr>
<td>3</td>
<td>FSI_UFO_ID</td>
<td>Tous les diplômes obtenus (+ bac ou équivalent)</td>
</tr>
<tr>
<td>4</td>
<td>FSI_UFO_Notes</td>
<td>Relevés notes 2 dernières années</td>
</tr>
<tr>
<td>5</td>
<td>FSI_UFO_CERT</td>
<td>certificat de scolarité ou carte d’étudiant</td>
</tr>
<tr>
<td>6</td>
<td>FSI_UFO_CHOIX</td>
<td>PDF hiérarchiser choix</td>
</tr>
</tbody>
</table>

- Letter explaining your interest for the course
- Copy of ID or passport
- 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 you 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 6 / Answers to your application

You will receive the answer to your application on the 3rd of April through the e-candidat portal and you will have to confirm your participation to the course before the 9th of April.

Be aware that after this date if you have not made this confirmation we will consider your application withdrawn.

Payment of registration  They are 2 registration fee for foreign students

1 of 50€ for the university and one of 91€ (which is a national fee every student as to pay in France)

Payment is only due if your application is successful, more information will be given to you for the payment.

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