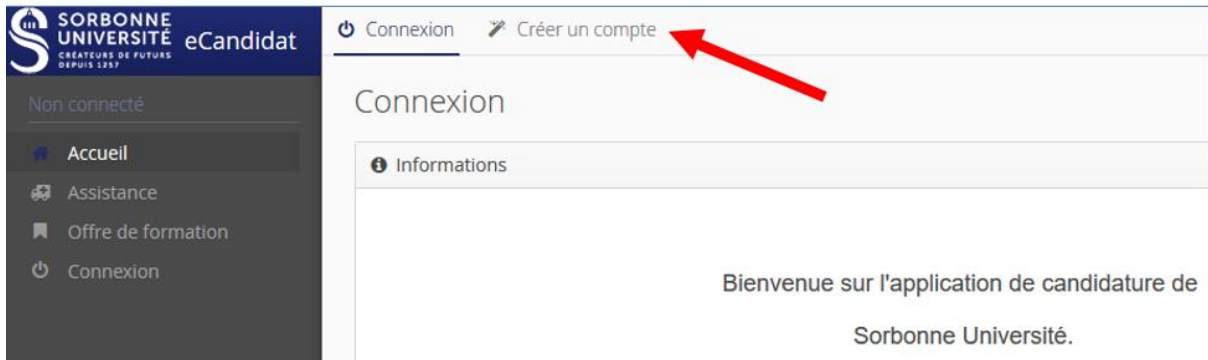


## Tutorial for e-candidat procedure

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 intergrated – verify your address is

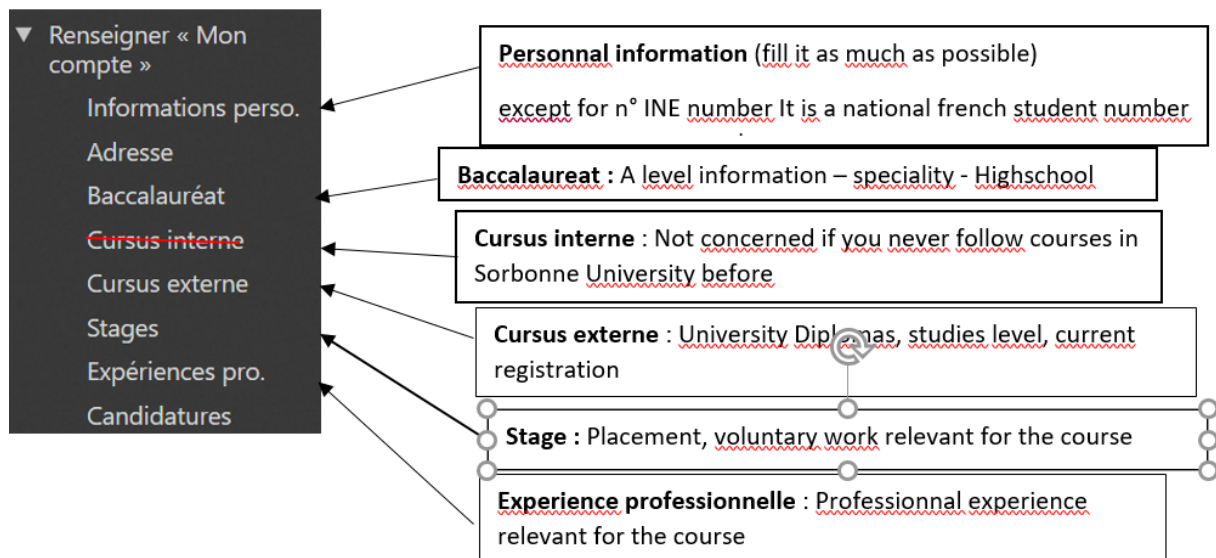
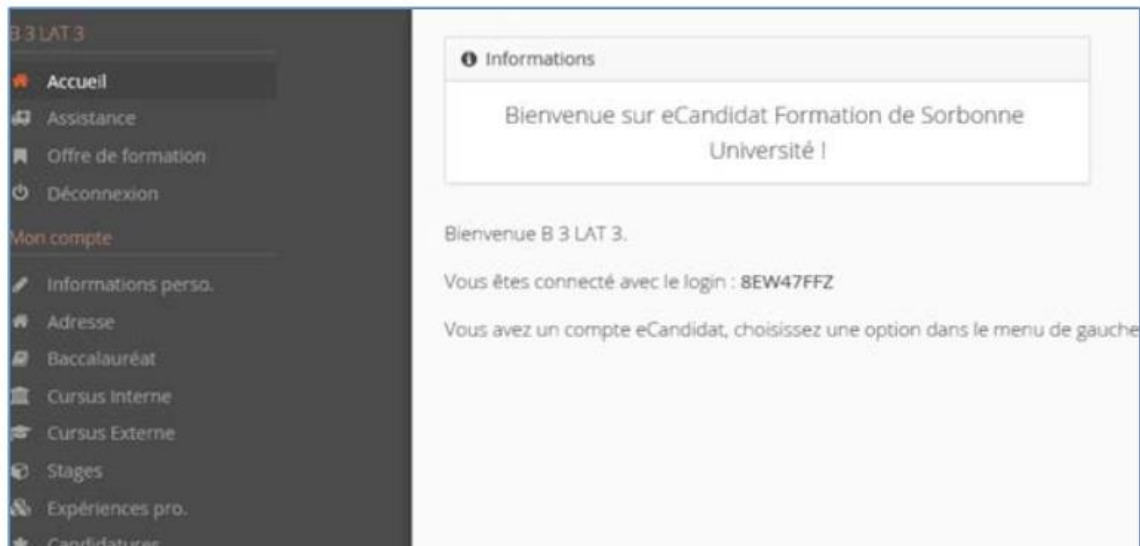
The image shows a 'Création de compte' (Account Creation) form. At the top, there is a warning: 'Attention, lorsque vous aurez modifié votre compte, vous serez déconnecté. Vous devrez consulter vos courriels pour valider votre adresse, puis vous pourrez vous reconnecter.' Below this are four input fields: 'Nom \*', 'Prénom \*', 'Adresse mail \*', and 'Confirmation Adresse Mail \*'. At the bottom left is an 'Annuler' button and at the bottom right is an 'Enregistrer' button.

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 PERSONAL INFORMATION ON THE LEFT MENU



### 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 course 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**

▼ UE isolée

	Analyses Multivariées pour l'Ecologie Marine/Multivariate Analyses for Marine Ecology (Villefranche)
★	Biodiversité Marine : expertise flore/Marine Biodiversity : expertise in flora (Roscoff)
	Diversité et Ecologie du plancton en Méditerranée/Mediterranean plankton diversity and ecology (Villefranche)
	Ecologie Méditerranéenne/Mediterranean Ecology (Banyuls)
★	Expertise Faune marine/Expertise in Marine Fauna (Roscoff)
	Exploration du monde microbien marin : approches pratiques/ Exploration of marine microbial world: practical approaches (Banyuls)

### Confirm your selection

**Confirmation**

Voulez-vous candidater à la formation 'MASTER Langues étrangères appliquées : Gestion et commerce international (GCI)' ?

click on yes

### 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 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 :

Ordre	Code	Libellé
1	FSI_UEO_CV	CV
2	FSI_UEO_LM	LM
3	FSI_UEO_ID	Pièce d'identité
4	FSI_UEO_DIP	Tous les diplômes obtenus (+ bac ou équivalent)
5	FSI_UEO_Notes	Relevés notes 2 dernières années
6	FSI_UEO_CERT	certificat de scolarité ou carte d'étudiant
7	FSI_UEO_CHOIX	PDF hiérarchiser choix

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

Télécharger, remplir et recharger le document PDF pour hiérarchiser vos choix si vous postulez à plusieurs UE d'été

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 considere 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 succesfull, 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](mailto:seas@sb-roscoff.fr)**