

# ONLINE APPLICATION GUIDE

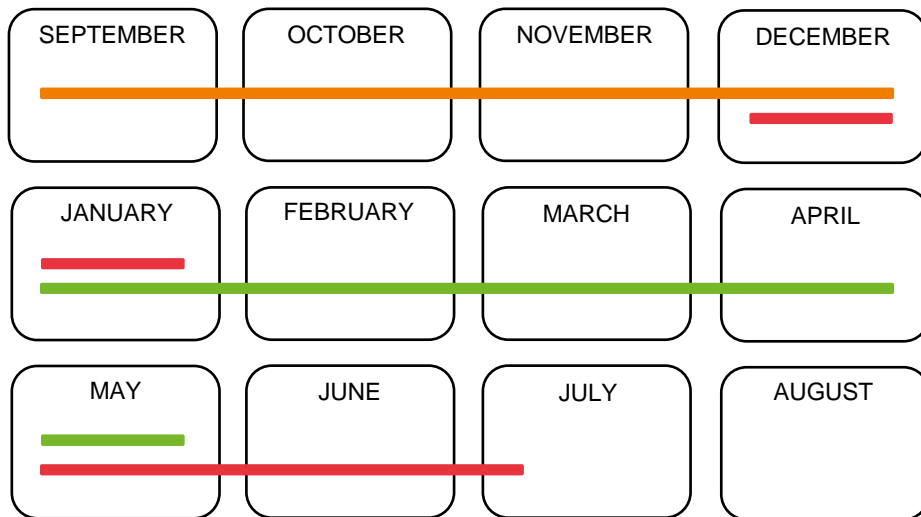


# General Information



# Calendar and Semesters

## ACADEMIC CALENDAR



### FALL SEMESTER

*Semesters 1, 3, 5, 7, 9*

### SPRING SEMESTER

*Semesters 2, 4, 6, 8, 10*

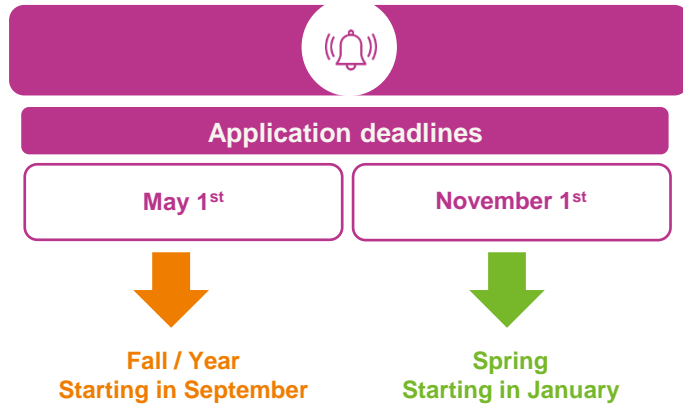
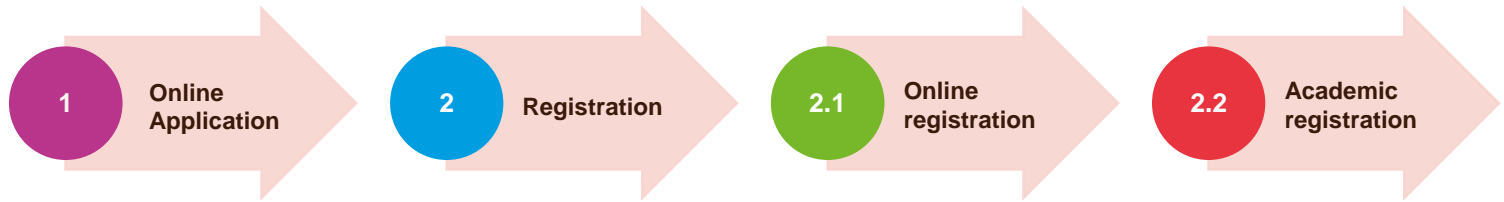
### Exams

*Exams - Fall semester (December - January)*

*Exams - Spring semester (May - July)*

# Application & Registration Steps

## Admission process



Questions about the application and the registration ?  
Please contact our office.

↓

**INTERNATIONAL MOBILITY OFFICE**

Incoming-talence@u-bordeaux.fr  
+33 (0)5 40 00 28 53  
+33 (0)5 40 00 83 33



# Online Application



# Application: Required Documents

*Congratulations, you have been nominated as an exchange student at the University of Bordeaux!  
You can apply online by clicking on [this link](#) and upload the following documents:*



- ID photo



- Academic transcript(s)

Since the first year in higher education

An unofficial translation in French or English can be accepted



- Certificate of language proficiency

French B1 to follow courses in French

English B1 to follow courses in English



- Learning agreement **signed and stamped by your mobility coordinator (home institution)**



- ID card (European students)

- Passport (non-European students)

The document must be valid for the whole period of stay

You will receive an **Acceptance letter** along with all necessary information to prepare your arrival if your application has been approved.

**Non-European students will need the Acceptance letter to apply for a student visa**

# Learning agreement

Course/ UE (unité d'enseignement) browser

Academic Offer

Course Catalogue in French

Course Catalogue in English

How to find the right semester with a course code?

Odd number like **1, 3, 5, 7, 9 = Fall**  
4TBM305U

Even number like **2, 4, 6, 8, 10 = Spring**  
4TBM405U

Exchange details

Course code

Course title

Student's signature

Signature + Stamp  
(home institution)

## Compulsory Information

université  
de BORDEAUX

CONTRAT PÉDAGOGIQUE / LEARNING AGREEMENT  
Étudiant entrant / Incoming student

Academic year : \_\_\_\_\_

Sem. 1 (fall)

Sem. 2 (winter)

année / year

NOM Prénom / SURNAME Name :

Discipline (à Bordeaux) / Field of study (major in Bordeaux):

Exchange program :  Erasmus+  Bilateral agreement  BCI  SEMP  other :

Etablissement d'origine (Pays - Ville) /

Home University (Country - City) :

Code cours  
(UE) / course  
Code (UE)

Enseignements / Units

Nbr ECTS/  
Number of  
ECTS

Concerned  
campus for  
each units  
(if different)

ECTS  
Credits

60 ECTS = 1 année académique / 1 academic year  
30 ECTS = 1 sem.  
ECTS

Total

Je m'engage à respecter la réglementation, l'organisation des enseignements et les modalités d'examen en vigueur à l'université de Bordeaux. // I undertake to respect internal law, courses and exams organisation at the University of Bordeaux.

Date :

Signature de l'étudiant / Student's signature :

Etablissement d'envoi / Home Institution  
approuve ce contrat pédagogique/ approves this  
learning agreement

Signature du coordonnateur de mobilité/  
Mobility coordinator's signature

Date : \_\_\_ / \_\_\_ / \_\_\_

L'université de Bordeaux / The university of  
Bordeaux approuve ce contrat pédagogique/  
approves this learning agreement

Signature du coordonnateur de mobilité /  
Mobility coordinator's signature

Date : \_\_\_ / \_\_\_ / \_\_\_

# Learning agreement

## How to take French classes?

International students can learn French as a foreign language (FLE) for free during their stay. There are classes for all levels.

**You can register by clicking on [this link](#). You have until July 1<sup>st</sup> to register for the Fall semester.** The application deadline for the Spring semester will be communicated later on.

You can add this course to your learning agreement for 3 ECTS credits / semester

**4TFLE01U – Français langue étrangère (Fall)**

**4TFLE02U - Français langue étrangère (Spring)**



Questions about the courses ?

Please contact your academic coordinator



## Course restrictions

Courses from master degrees “Marine Environment Resources”, “Sciences de la mer”, “Environmental contamination and toxicology” and “Functional advanced materials engineering” are not available for exchange students.

Engineering students can't mix courses from various programs (specializations) and years. They have to choose courses from one semester of one program (Aeronautics, Electronics, Civil Engineering, Mechanical Engineering, etc.).

Access to master's courses can be subject to restrictions.

## Where can I find the course timetables?

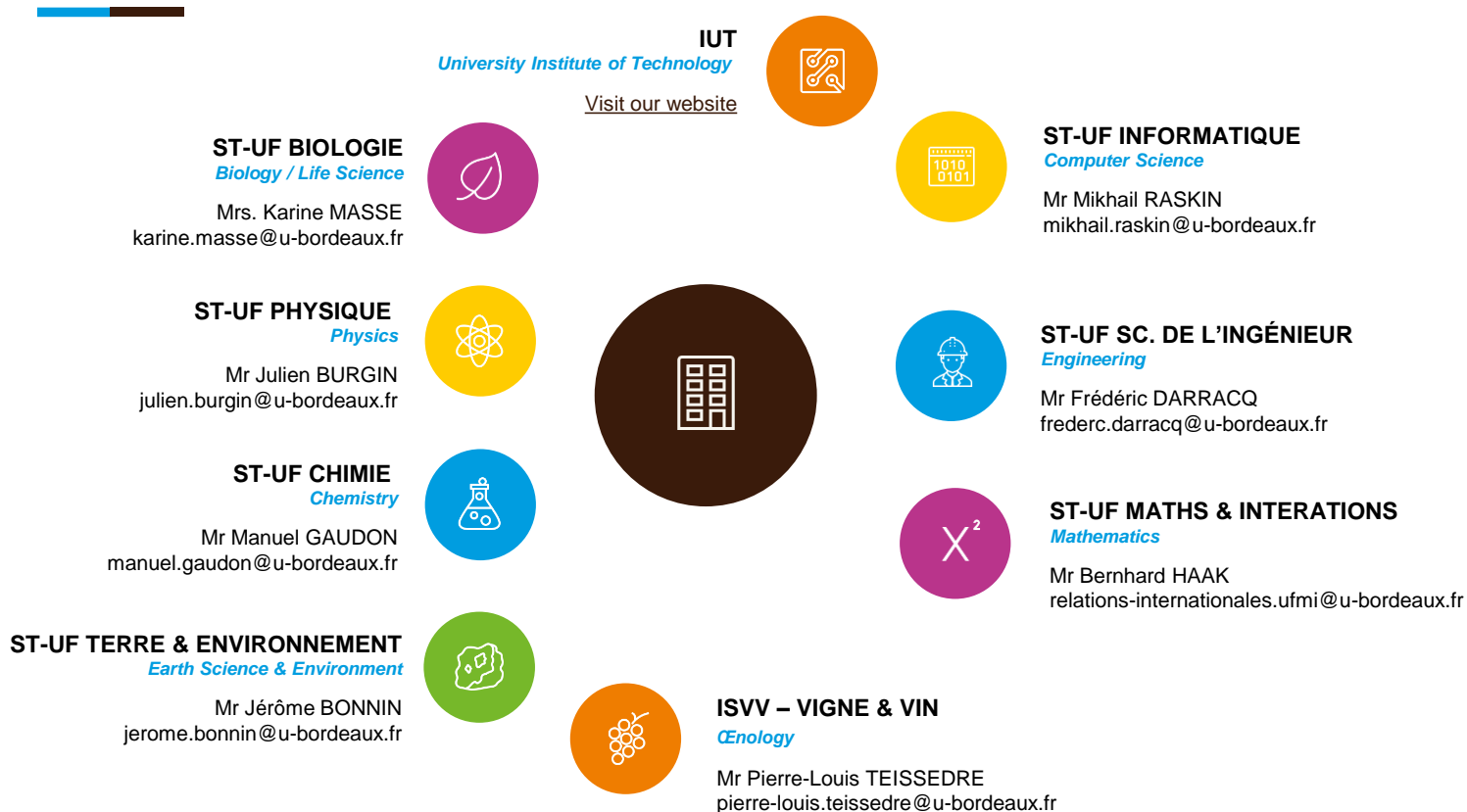
Timetables are available on the **CELCAT platform**. Please note that you may not be able to see all courses as timetables are gradually updated online.

## Will I be able to modify the learning agreement later?

Yes!  
You establish a temporary learning agreement before your mobility. You will have the opportunity to make changes during the 1<sup>st</sup> month of your mobility.



# Academic Coordinators





# Registration & Online registration



# Registration: Requested Documents

**Congratulations, your application has been approved!**  
**You will receive an e-mail asking you to provide the following \*\*documents:**

**\*\*We kindly ask you to use a transfer platform to upload the documents.**

**\*\*These documents will be requested later on to finalize your online registration**



- ID photo



- High school diploma or equivalent

In French/English/ Spanish/  
Italian/ German



- Enrolment certificate from your home institution

Covering the duration of your mobility



- Health insurance covering repatriation

In case of accident, illness or death

To your home country

Valid for the whole period of stay



- Authorization to use photography and personal data (this document will be provided later)



- Last diploma

High school, Bachelor...

In French/English/ Spanish/  
Italian/ German



- Civil liability insurance

Covering damage to others

Valid for the whole period of stay

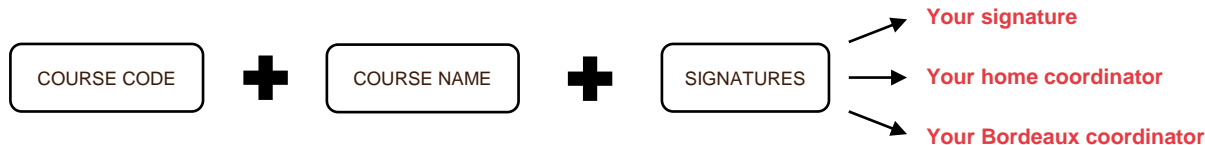


# Academic registration



# Academic registration

We will need a complete learning agreement / OLA (Online Learning Agreement) to enrol you in courses.



## Where can I send my Learning Agreement?

Once your Learning Agreement has been completed and signed (by yourself and both coordinators), **you have to send it on the address** : [incoming-talence@u-Bordeaux.fr](mailto:incoming-talence@u-Bordeaux.fr).

## Supported formats:

- Pdf document (.pdf)
- Word Document (.doc/ .docx)
- OpenDocument Document (.odt)

## When I can send the Learning Agreement?

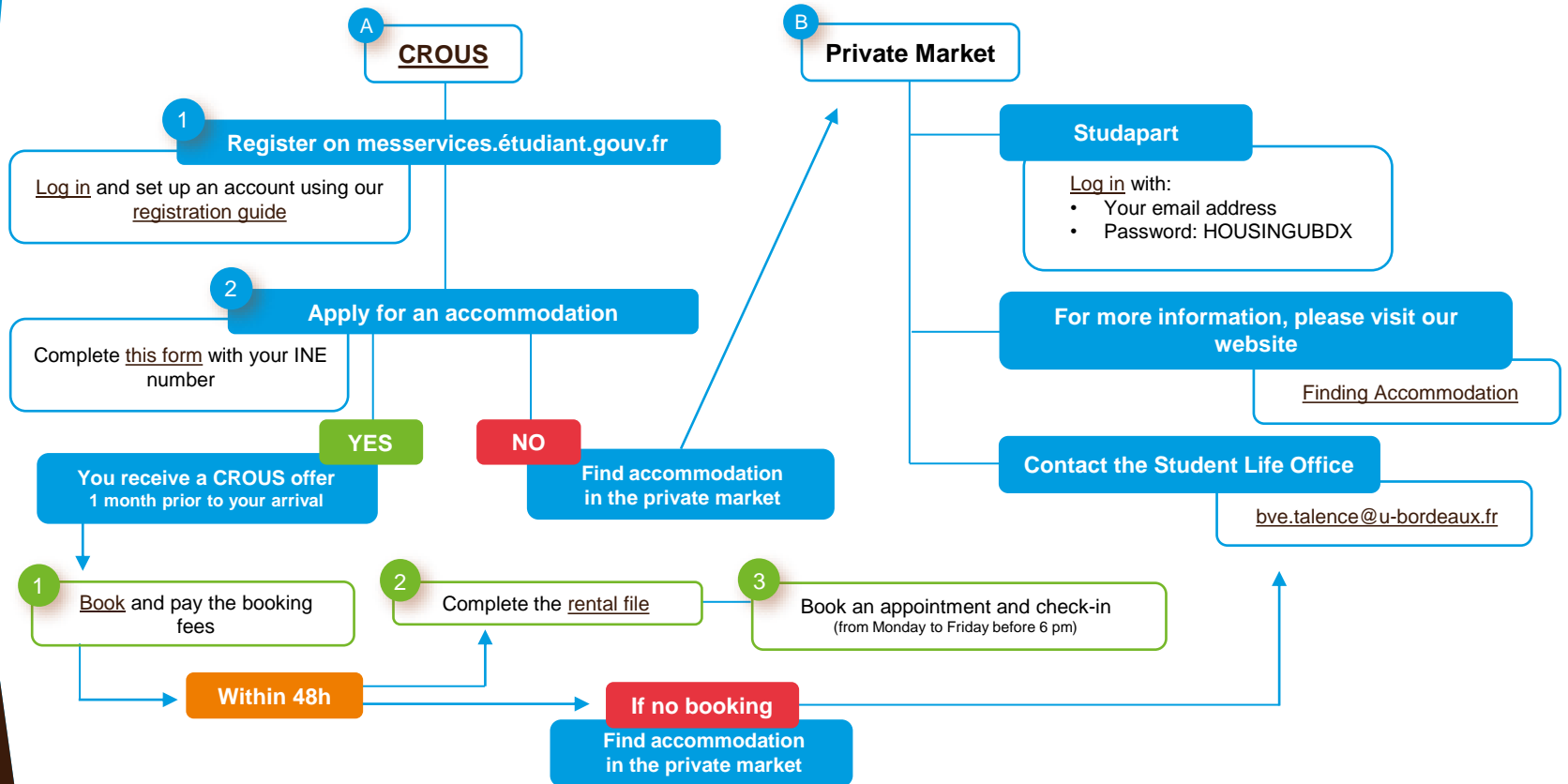
**The submission deadline for the Fall semester is on September 30<sup>th</sup>.**

**The submission deadline for the Spring semester is on January 30<sup>th</sup>.**

You can make changes to your learning agreement. To do so, you can check the [CELCA](#) platform, our [academic offer / course catalogue](#) and contact your academic [coordinator](#).

# Housing

# Housing options



# Accommodation at the CROUS & Housing aid

## What is the CROUS?

It is a public institution providing low-rent student housing among other activities.



## Important information when applying at the CROUS

- Applying for a room at the CROUS doesn't mean that you will receive an offer.
- You can select a preferred accommodation but we can't guarantee this choice.
- Please do not wait for a proof of accommodation from the CROUS if you need one for your student visa application.

## Student Housing Aid - CAF

- As a student, if you rent an accommodation and meet the requirements to apply, you may be eligible for housing aid.
- The application will be made online on the website [caf.fr](https://www.caf.fr) as soon as you move in. Further details about the application process will be communicated later on.
- However, please note that **non-European students will have to provide a birth certificate (original and French translation)** and we advise them to check how to obtain this document with their local competent authority before coming to Bordeaux.



# Further Information



**Discover the faculty of Science and Technology** (in French)

**Daily life**

**Discover Bordeaux**



**Non-European students**

You need to apply for a student long stay visa (VLS-TS « étudiant ») to study in France

**Campus life**

Join our buddy platform and connect with a local student

***We will be delighted to welcome you soon in Bordeaux!***

université  
de **BORDEAUX**

