GUIDE FOR APPLICANTS

How to apply for admission in a degree programme at the University of Lille via the eCandidate tool

eCandidate website

https://ecandidat.univ-lille.fr/
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Preamble

Presentation of eCandidate:

ECandidat is an online application for training courses offered by the University of Lille, with exception:

- Route description: https://www.parcoursup.fr/
- Studies in France:
https://www.campusfrance.org/fr For each training course to which you will apply, you must:

- submit supporting documents,
- send your application,
- monitor the progress of your application,
- confirm your application in case of a favourable opinion.

Browser recommendation

We recommend that you use the "Mozilla Firefox" browser for optimal navigation.

To navigate from screen to screen:

Do not use the "next" and "previous" arrows on your browser. Use the buttons that appear at the top right of the screens.
Step 1: Create an eCandidate account

Case 1: You are currently a registered ULille student,
Connect to the eCandidate platform [https://ecandidat.univ-lille.fr/](https://ecandidat.univ-lille.fr/)

You can read the text in English by clicking on the flag at the top right of the home page.

Authenticate with your ULille login credentials

Authenticate with your ULille login credentials and 
create an account on eCandidate
**Case 2: You are not a ULille student, you must create an account on eCandidat**

Click on Create an Account
Enter the requested data:

![Account creation dialog box](image)

An activation Email is sent to the mailbox you have specified. If you haven’t received an Email in your inbox, check your junk mail (SPAM). Some Internet providers (HOTMAIL, OUTLOOK, LIVE, AOL, for example) can blacklist emails from the University of Lille.

This email contains:

The validation link of your active eCandidate account for 3 days. Your login and password to the application, to be kept carefully

**Activate your account by clicking on the link sent.**

After clicking on the link, your account is validated. You can return to your eCandidate account at any time with your login details sent by email.
Step 2: Complete your file

Information entered by the candidate in the "my account" menu.

**Personal Information**

Enter the requested data:

As soon as you have your eCandidate account, please refer to the menu on the left to fill in the requested information and select the course(s) for which you wish to apply.

**NOTE: You are currently a registered ULille student**

- Personal information,
- The address,
- The “Baccalauréat” Secondary School Leaving Certificate
- The internal curriculum

The information is pre-filled. Go on with application through the external curriculum menu.
Pay attention to the INE/BEA number, it is mandatory if:

- If you passed the French “baccalauréat” (secondary school leaving certificate) after 1994 at a secondary school in France or
- If you have already been enrolled in a French higher education institution since that date.

You will find it:

- on your “baccalauréat” transcript (secondary school leaving certificate) or
- on your transcripts issued by a higher education institution.

Make sure you fill it in correctly:

Check the entry of "O" and "0" (zero) because there may be confusion. Enter your number in CAPITAL LETTERS.

For “baccalauréat” holders since 1995 and before 2018, the INE is a 10 alphanumeric characters plus an additional character called ‘key’. From 2018, it is a 9 alphanumeric characters plus two additional characters called ‘key.’

**Address:** To be completed

**High school diploma:**
If you have reported having **obtained the ‘baccalauréat’**, provide information about it.

If you have French nationality and have **completed secondary school abroad**, you must select the following series of ‘baccalauréat’ courses: "Title acquired abroad by a French national ".

If you are a **foreign candidate** never been enrolled in a French institution, you must select the following series of ‘baccalauréat’ "0031- foreign title admitted by equivalence".

**Local studies:**

Local studies is pre-completed. Elements not directly included in the application must be filled in by you in the **non-local Studies** section.
Non-local Studies:

To be completed for all study courses attended former in higher studies (unless they are already included in the local studies)

For the title and level of the degree, provide the following information: level of the studies (number of years completed), discipline area, specialty of education (if applicable), detailed field of education (if applicable).

**Example for the third year of the Bachelor’s degree**: L3, Economics and Management, International Economics and Management

**Example for a first year of a DUT or BTS**: DUT1 Management of Companies and Administrations or BTS1 Accounting and Management.

If you cannot find the institution in which you studied, it is probably because the institution you are looking for may be located in a city other than the one you entered.

Look for the postal address of the home institution and then enter this information into the application.

**Example**:

*Law degree in Douai: choose University of Artois in Arras in Pas-de-Calais.*

*IUT du Littoral Côte d'Opale in Boulogne sur Mer or St Omer: choose Université Littoral Côte d'Opale in Dunkerque in the North.*

*Bachelor of Arts and Human Sciences in Aulnoy-lez-Valenciennes: choose University of Valenciennes UVHC.*
Step 3: Apply for study programmes / degrees

To apply,

Click on

Selection of the proposed study programme

The list of study programmes offered is subject to changes according to the opening dates of the campaigns. If you wish to apply for several programmes, you must select them one by one.
Submission of requested supporting documents

By clicking on:

Uploading of requested supporting documents, the requested document in PDF format (unprotected and without password), JPG or PNG, size: 4MB max per document.

If you are not concerned by a requested document, click on:

Then a window opens:

Conditional document

I hereby declare that this document does not apply to me

*Transcript for the first semester of the current university year*

Depending on your situation, you click on "yes" or "no".
Answer to the "complementary forms".

"IDENTIFICATION OF YOUR REGISTRATION SCHEME"

This form is used to define your registration scheme. **It is mandatory.**
Please follow the procedure indicated on the "additional forms" tab.

Download the completed form and submit it in the supporting documents tab.

**Response to a downloadable part**

In several cases, a downloadable supporting document is required. It allows you to:

- to make a choice in the training path
- to give additional details to the study of your candidature

To answer them,

Upload the part by clicking on

Print it, then upload it on your application space by clicking on
**Step 4: Submit my application**

Please check your file carefully before sending it via the online platform only. It will no longer be possible to modify, cancel or supplement it by any other means.

When all the parts are removed, the button turns green, click on it.

You have the possibility to download the summary file of your application. Under the dematerialized procedure, it is not necessary to send it to the University either by e-mail or by post.

**DON’T HAVE TO SEND YOUR PAPER FILE**

I want to add a document not requested

This is not possible, neither on your online file, nor by email or post.
Step 5: Track my application

You can track the status of your application throughout the application process in the detailed information insert.

List of possible statuses of the file:

<table>
<thead>
<tr>
<th>FILE STATUS</th>
<th>FILE STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>My file will be checked</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Documents are “rejected” (they are considered illegible, non-compliant or incomplete)</td>
</tr>
<tr>
<td>Complete</td>
<td>My file will be presented to the committee</td>
</tr>
</tbody>
</table>
Replace a rejected document.

First, delete the rejected supporting document by clicking on the sign and then upload the new document on the summary screen of your application for the study programme concerned.

- My file to be transmitted is too large (it exceeds 4MB), compress your PDF on the following website: https://smallpdf.com/fr/compresser-pdf

- A single file for several requested documents
  If you need to submit several transcripts, you have to merge the different readings in a single file.
  Free tools exist:

- Recommendation to help you in the filing of your Parts Attached to your documents
## List of possible notices/decisions

<table>
<thead>
<tr>
<th>Notices</th>
<th>Comments on the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preselection – update on your situation</td>
<td>After examination of your application and the documents submitted, it appear that you are concerned by the continuing training scheme.</td>
</tr>
<tr>
<td>Pre-selection - CONVOCATION</td>
<td>You are invited to an interview or a written test</td>
</tr>
<tr>
<td><strong>Decisions</strong></td>
<td><strong>Comments on the report</strong></td>
</tr>
<tr>
<td>Unfavorable</td>
<td>Your application has received an unfavorable opinion</td>
</tr>
<tr>
<td>Unfavorable</td>
<td>Inadequate admission procedure, you are relevant of the “Parcoursup” procedure <a href="https://www.parcoursup.fr/">https://www.parcoursup.fr/</a></td>
</tr>
<tr>
<td>Unfavorable</td>
<td>Inadequate admission procedure, you are relevant of the “Study in France” procedure <a href="https://www.campusfrance.org/fr">https://www.campusfrance.org/fr</a></td>
</tr>
<tr>
<td>Unfavorable</td>
<td>You have appealed against the previous decision, the unfavourable opinion is confirmed.</td>
</tr>
<tr>
<td>Unfavorable - Placed on a waiting list</td>
<td>Your application has received an unfavourable opinion. However, You are on a waiting list.</td>
</tr>
<tr>
<td>Favourable under conditions</td>
<td>Your application has received a favorable notice; you must send the document or documents that condition the final acceptance of your application. Upon receipt of the missing documents by the University, you will receive a favourable opinion.</td>
</tr>
<tr>
<td>Favorable</td>
<td>Your application has received a favourable opinion, consult the eCandidate application to confirm or withdraw your application.</td>
</tr>
<tr>
<td>Favourable Apprentice</td>
<td>Your application has received a favourable opinion - apprentice status.</td>
</tr>
<tr>
<td>Favourable Continuing Education</td>
<td>Your application has received a positive opinion - continuing training.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Favorable Pro Contract</td>
<td>Your application has received a favourable opinion - professionalization contract</td>
</tr>
<tr>
<td>Favorable Relaunch</td>
<td>You have not yet confirmed your wish to register for the programme.</td>
</tr>
<tr>
<td>Favourable appeal</td>
<td>You have appealed the previous decision; a new decision has been taken. Your application has received a favourable opinion.</td>
</tr>
</tbody>
</table>
Step 6: Confirmation / withdrawal of received admission proposal

If the opinion is favourable, please imperatively confirm your wish to register or withdraw by clicking on the:

Confirmation of application  Withdraw application

An email will be sent to you to confirm your choice.

If you confirm your application, information on the administrative registration procedure will be available on the University's website at a later date.