

## 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/>**

## Table of Contents

### Table des matières

<b>Step 1: Create an eCandidate account .....</b>	<b>4</b>
Case 1: You are currently a registered ULille student,.....	4
Case 2: You are not a ULille student, you must create an account on eCandidate .....	5
<b>Step 2: Complete your file .....</b>	<b>7</b>
Personal Information.....	7
Address: To be completed .....	8
High school diploma:.....	8
Local studies : .....	9
Non-local Studies : .....	10
<b>Step 3: Apply for study programmes / degrees.....</b>	<b>11</b>
To apply,.....	11
Selection of the proposed study programme .....	11
Submission of requested supporting documents.....	12
Answer to the "complementary forms" .....	13
Response to a downloadable part.....	13
<b>Step 4: Submit my application .....</b>	<b>14</b>
<b>Step 5: Track my application .....</b>	<b>15</b>
List of possible statuses of the file: .....	15
List of possible notices/decisions .....	17

## Preamble

### Presentation of eCandidat:

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.

⏪ Précédent

Suivant ⏩

## Step 1: Create an eCandidate account

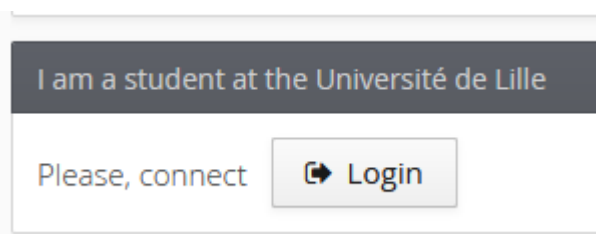
### Case 1: You are currently a registered ULille student,

Connect to the eCandidate platform <https://ecandidat.univ-lille.fr/>

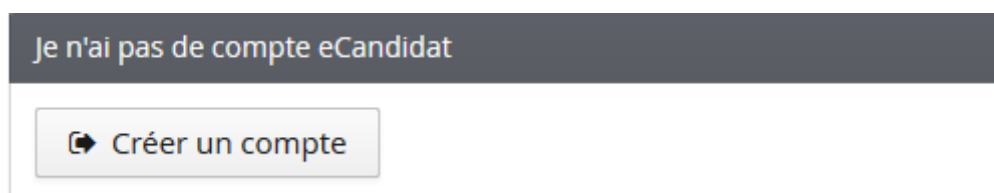
You can read the text in English by clicking on the flag at the top right of the home page.



Authenticate with your ULille login credentials

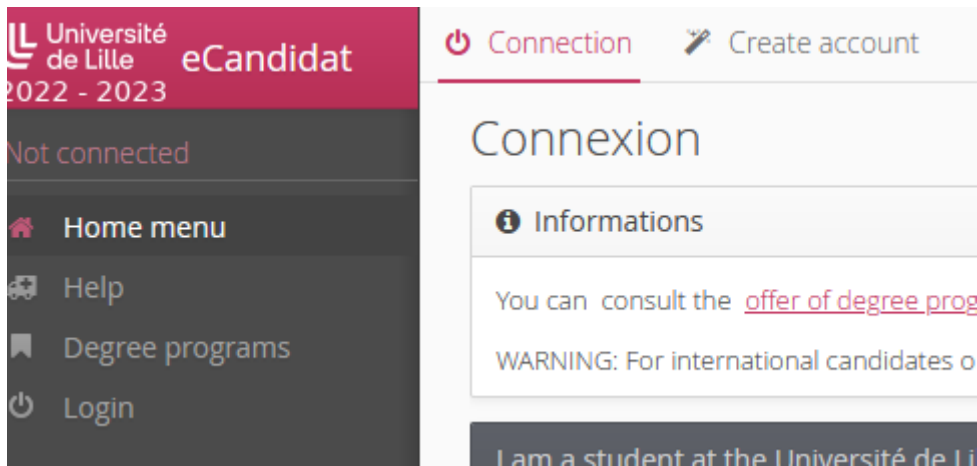


Authenticate with your ULille login credentials and  
**create an account on eCandidate**

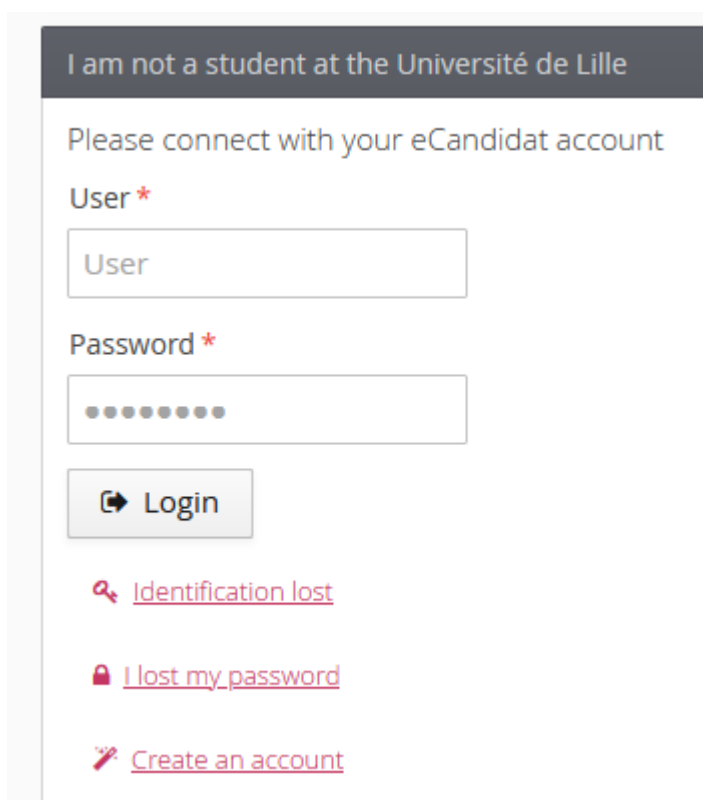


Case 2: You are not a ULille student, you must create an account on eCandidat

Click on Create an Account

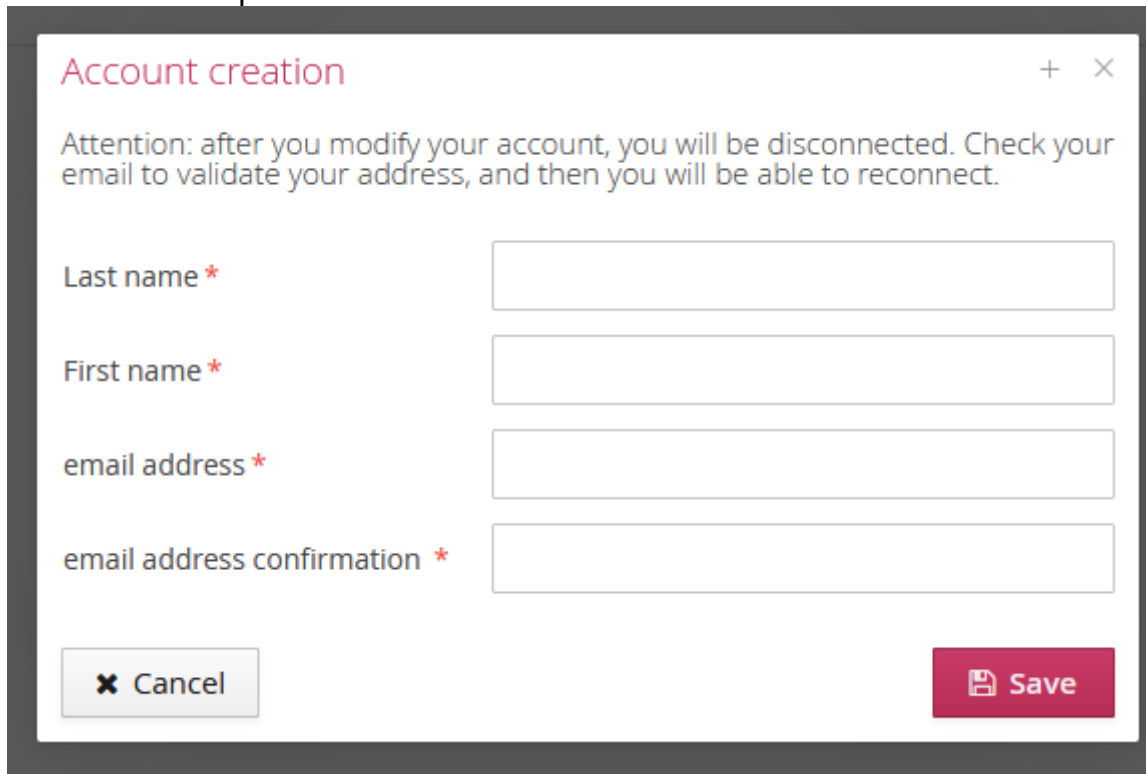


The screenshot shows the top section of the eCandidat website. On the left, a dark red header contains the 'Université de Lille' logo and the text '2022 - 2023'. Below this is a dark grey navigation menu with links: 'Home menu', 'Help', 'Degree programs', and 'Login'. On the right, a light grey header contains 'Connection' and 'Create account' links. Below this is a 'Connexion' section with an 'Informations' tab. The information text states: 'You can consult the [offer of degree programs](#). WARNING: For international candidates only. I am a student at the Université de Lille'.



The screenshot shows the login form on the eCandidat website. It features a dark grey header with the text 'I am not a student at the Université de Lille'. Below this, the text 'Please connect with your eCandidat account' is displayed. The form includes two input fields: 'User' and 'Password'. The 'User' field contains the text 'User'. The 'Password' field is masked with dots. A 'Login' button is located below the password field. At the bottom, there are three links: 'Identification lost', 'I lost my password', and 'Create an account'.

Enter the requested data:



**Account creation** + ×

Attention: after you modify your account, you will be disconnected. Check your email to validate your address, and then you will be able to reconnect.

Last name \*

First name \*

email address \*

email address confirmation \*

× Cancel

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.**

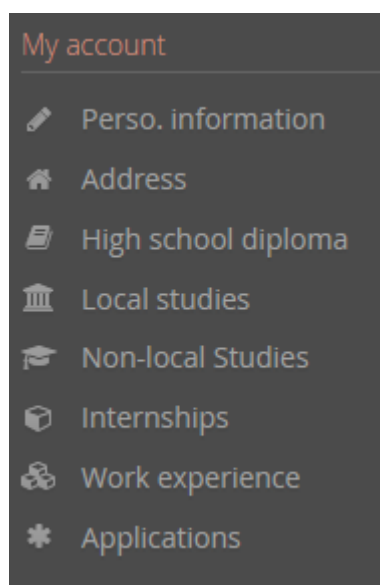
After clicking on the link, your account is validated. You can return to your eCandidate account at any time with your login details sent by email.

## 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)

 New non-local degree program

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

+ Nouvelle candidature

+ Nouvelle candidature

Formation	Date limite de retour	Statut du dossier	Décision
-----------	-----------------------	-------------------	----------

Université de Lille:

Titre	Mots clés
► Faculté FFBC-IMMD, site lillois ( campagne d'admission ouverte à partir du 1er février 2019)	
► Faculté FFBC-IMMD, site roubaisien ( campagne d'admission ouverte à partir du 1er février 2019)	
► Faculté des Sciences et Technologies - département Electronique Energie Electrique Automatique	
► Faculté des Sciences et Technologies - département Sciences Terre	
► Faculté des Sciences et Technologies - département de Biologie	
► Faculté des Sciences et Technologies - département de Chimie	
► ILIS - Faculté d'Ingénierie et Management de la Santé ( campagne d'admission ouverte à partir du 18 février 2019)	
► IUT A de Lille (campagne d'admission ouverte à partir du 16 février 2019)	
► IUT C - Roubaix	
▼ IUT DE TOURCOING ( Campagne d'admission ouverte à partir du 1er février 2019)	
► Diplôme Universitaire de Technologie	
▼ Licence Professionnelle	
LIC PRO Chargé de Communication off-line et on-line	COMMUNICATION
LIC PRO Concept & gvernance de projet d'aménagement durable PREMIERE SESSION	ville durable écologie an
LIC PRO Librairie	métier du livre librairie
LIC PRO Logistique de la distribution	LOGISTIQUE DISTRIBUT
LIC PRO Transports Urbains et Inter-Urbains de Voyageurs	
LICENCE PRO - Conception et Gouvernance de Projets d'Aménagement Durable Deuxième session	

## 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.

⚠ N'oubliez pas de consulter l'onglet "Formulaires complémentaires"

☒ Pièces justificatives ☐ Formulaires complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 03/04/2019. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fichier
Pour les candidats originaires d'un pays non francophone et qui n'ont jamais suivi d'études en France ou dans un pays francophone : certificats et diplômes de français permettant de justifier votre niveau de connaissance de la langue [ DALE, DELF, TCF ]	
Si vous êtes demandeur d'emploi : attestation de demandeur d'emploi	
Curriculum vitae détaillé dans lequel vous soulignerez vos expériences (professionnelles, personnelles ou associatives) en rapport avec la formation choisie	
Si vous êtes actuellement inscrit dans une formation et dans l'impossibilité de présenter vos résultats de l'année : un certificat de scolarité de l'année en cours	
L'ensemble de vos diplômes ou titres obtenus depuis le baccalauréat, le cas échéant traduit en français par un traducteur assermenté	
Réponse au formulaire "IDENTIFICATION DE VOTRE REGIME D'INSCRIPTION" - voir dans l'onglet "FORMULAIRES COMPLEMENTAIRES"	
Pour chaque stage mentionné dans votre CV et/ou lettre de motivation : attestations de fin de stage	
Pour chacune des expériences professionnelles mentionnées dans votre CV et/ou lettre de motivation, un certificat de travail reprenant la période de travail, l'activité exercée et le statut et/ou tout justificatif d'acquis personnels, d'expériences sociales, et de formation permettant d'argumenter la demande. Lettre de motivation dans laquelle vous indiquerez comment cette formation s'inscrit dans votre projet universitaire et professionnel (attentes, objectifs). Vous préciserez également et détaillerez vos expériences récentes ainsi que les connaissances et/ou compétences déjà acquises. Le cas échéant, vous préciserez votre projet de recherche.	

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

Document does not apply to me

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.

 Do not forget to consult the 'Additional Forms' and 'Additional Information' tabs.

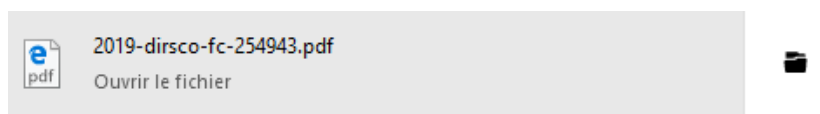
 Supporting documents  **Additional forms**  Additional information  Bloc-notes

Certains formulaires n'ont pas de réponse. Vous pouvez relancer le candidat :  Relancer le candidat

The status form is updated each night

Form	Urls
identification de votre situation	 <a href="https://ecandidat-formulaires-test.univ-lille.fr/index.php/54537?lang=fr&amp;idCandidature=349018&amp;numDossier=2211UF86">https://ecandidat-formulaires-test.univ-lille.fr/index.php/54537?lang=fr&amp;idCandidature=349018&amp;numDossier=2211UF86</a>

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,

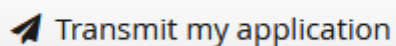
Upload the part by clicking on 

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.

A rectangular button with a light gray border and a light gray background. On the left, there is a small blue icon of a paper plane. To the right of the icon, the text "Transmit my application" is written in a blue, sans-serif font.

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

### Detailed information

Training LP Gestion de l'eau, sol et sous-sol - en apprentissage

Application status Awaiting the electronic transmission of your file

Treatment type Accès sélectif ou sur validation (Valid)

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

### Detailed information

Training PREPARATION AU CONCOURS DE COMMISSAIRE DE POLICE (campagne 1)

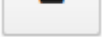
Application status **Complete**


Treatment type Accès sélectif ou sur validation (Valid)

### List of possible statuses of the file:

FILE STATUS	FILE STATUS
Submitted	My file will be checked
Incomplete	Documents are "rejected" (they are considered illegible, non-compliant or incomplete)
Complete	My file will be presented to the committee

### 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.

	<p><u>Recommendation to help you in the filing of your Parts Attached to your documents</u></p> <p><u>A single file for several requested documents</u> If you need to submit several transcripts, you have to merge the different readings in a single file.</p> <p>Free tools exist:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="http://www.pdfmerge.com/fr">http://www.pdfmerge.com/fr</a></li><li><input type="checkbox"/> <a href="https://smallpdf.com/fr/fusionner-pdf">https://smallpdf.com/fr/fusionner-pdf</a></li><li><input type="checkbox"/></li></ul> <p><u>My file to be transmitted is too large (it exceeds 4MB)</u> compress your PDF on the following website: <a href="https://smallpdf.com/fr/compresser-pdf">https://smallpdf.com/fr/compresser-pdf</a></p>
---	---



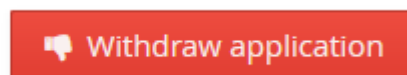
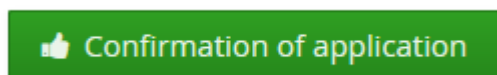
### List of possible notices/decisions

<b>Notices</b>	<b>Comments on the report</b>
Preselection – update on your situation	After examination of your application and the documents submitted, it appears that you are concerned by the continuing training scheme.
Pre-selection - CONVOCATION	You are invited to an interview or a written test
<b>Decisions</b>	<b>Comments on the report</b>
Unfavorable	Your application has received an unfavorable opinion
Unfavorable	Inadequate admission procedure, you are relevant of the "Parcoursup" procedure <a href="https://www.parcoursup.fr/">https://www.parcoursup.fr/</a>
Unfavorable	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>
Unfavorable	You have appealed against the previous decision, the unfavourable opinion is confirmed.
Unfavourable - Placed on a waiting list	Your application has received an unfavourable opinion. However, You are on a waiting list.
Favourable under conditions	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.
Favorable	Your application has received a favourable opinion, consult the eCandidate application to confirm or withdraw your application.
Favourable Apprentice	Your application has received a favourable opinion - apprentice status.

Favourable Continuing Education	Your application has received a positive opinion- continuing training.
Favorable Pro Contract	Your application has received a favourable opinion - professionalization contract
Favorable Relaunch	You have not yet confirmed your wish to register for the programme.
Favourable appeal	You have appealed the previous decision; a new decision has been taken. Your application has received a favourable opinion.

## 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:



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.