

Hello,

You will find underneath the procedure and the different steps to follow in order to preregister online on our website:

First of all, clic on the link below in order to complete the online form :

[Online pregristration form \(French Version\)](#)

[Online pregristration form \(English Version\)](#) – Please note that only the first form will be in English (the printed version will be in French).

Please make sure you use a general email address (gmail, Hotmail...) to reduce the number of error that could occur.

Also, be very careful to choose the **correct exchange program** from the list at the top of the form (Exchanges Europe Erasmus, Exchanges Europe (not Erasmus), Exchanges outside Europe, Erasmus Mundus, French for specialists EEP, Masters in English, Mundus...). If you choose the wrong program, your university will not appear on the list of Institutions.

Create your account:

Once the form is completed, clic on “send application”. You will receive an email explaining you how to create your account.

To avoid receiving the emails in your spams, please indicate to your email box that the following email is safe: incoming.mobility@univ-tours.fr

Clic on the link in the email and you will access the page on which you will create your account.

ATTENTION: you will only be able to create your account if you choose English language (for some reason, the French version does not work properly for the moment).

Once you have created your account, you will get a confirmation by email. Then, connect onto your account.

Complete your application datas:

Clic on “My Application Data” and select yours. You will end up on your “Application workflow” page that will give you the next steps to follow to complete your preregistration.

You will have to:

- Upload an ID picture (resize it to 500x500 pixels, using the software Paint for example),
- Complete your addresses (current one, and permanent/family one)
- And finally you will be able to print the preregistration form. You will need to print 2 copies of it.

For each step accomplished, you should get a confirmation email.

Now, you need to sign both copies and have them signed by your university.

Once your documents are signed, you need to send them to me by regular to the following address (please note that the documents sent by emails will be rejected). Your package must contain:

*2 duly signed copies of your application form

*1 copy of the accommodation request form (available on our website)

*1 ID picture (to be used to create your student card)

*1 copy of the preregistration form for the CUEFEE (available on our website) duly completed and signed, even if you are not interested in taking the French courses.

*1 envelope (A4 sized – about 21cm x 29.7cm), with your address on it (Landscape - bottom right hand corner) only if you are a non-European student (it will be used to send you a letter for your visa request).

Université François Rabelais

Direction des Relations Internationales

Frédéric SOREAU

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You must send your package **extended to june 16th 2017**.

Do not panic if something goes wrong during your online preregistration! ☺

Just contact me: Incoming.mobility@univ-tours.fr

Once I have received and processed your file, I will send you a confirmation email (please note that due to a very high number of files, you will not get an answer before 3 to 4 weeks).

Regards,

Frédéric SOREAU