

## Online preregistration procedure (Mobility Online)

You will find below the procedure to follow in order to preregister online and the steps to follow to validate your application:

### 1) Complete the online preregistration form (Link below)

[Online preregistration form \(French\)](#)

[Online preregistration form \(English\)](#)

\*Registrations for the 1st semester of the entire academic year : from april 20th 2020 to june 19th 2020.

\* Registrations for the 2<sup>nd</sup> semester only: From october 5th 2020 to november 27th 2020.

You will find, in the form, the following steps:

#### Application data

Type of application : Choose « Incoming »

Type of person : Choose « Etudiants/Stagiaires »

Exchange program :

- Echange Europe Erasmus : If you come as an Erasmus student
- Echange Europe hors-Erasmus : If you come from an European university but you are not an Erasmus student
- Echange hors Europe : If you come from a non-European university and if there is an agreement between our Institutions
- Français pour spécialistes : If you attend the intensive program in French at the CUEFEE only – this program is paying ([programme 2 only](#))
- Masters en anglais : Planning and Sustainability, CADS, Electronics and Mechanical Engineering...

N.B : Please note that the students from the CUEFEE who participate to programme 3 English/FLE will have to select « Echange hors Europe » and choose « Lettres et Langues » as for their unit of registration and « Langues Etrangères Appliquées » as for their faculty of registration.

Academic year : Choose 2020/2021 if you will arrive in september 2020 or in january 2021.

First semester of your mobility : Choose 1<sup>st</sup> semester if your stay will start in september and 2nd semester if your stay will start in january.

Length of stay : Choose the number of semester you will stay at the university of Tours (Full academic year = 2 semesters)

#### Personal Data

Complete all the fields

Email address : Please use a **standard email address** (gmail, hotmail...) to have more chances to receive our automatically-sent emails and avoid the error messages and non delivery issues.

### Emergency contact

In case something happens to you, who would you want us to contact first ? Mention a trustworthy person like a family member or a close friend...

Complete all the fields

### Previous studies

Complete all the fields

### Studies at your home university

If you can't find your country or your Institution in our database, please send us an email at [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr) so we can check and correct it. Do **NOT** select another university instead otherwise your file will be **rejected** for good.

*Number of years of studies achieved prior your mobility : Number of years achieved at the university*

### Studies at the University of Tours

Erasmus students : if you can't find your faculty among the list, it means that you have been nominated outside the agreement signed between our institutions. If this happens, you urgently need to contact your home university to check this with them.

If you are not registered in the right faculty, your application may be rejected.

Level of studies in Tours : We use the LMD system (Licence, Master, Doctorate). There are 3 years of Licence (L1, L2, L3), and 2 years for the Master (M1, M2). If you are attending the 2<sup>nd</sup> year at your home university in 2019-2020, you will be in L3 when you arrive at our university in september 2020.

Starting date of your studies at your home Institution : Please indicate the estimated date of your arrival. We will modify this field with the right arrival date during the final registration upon your arrival.

### Language skills

Level of French : self evaluation available here :

<https://europass.cedefop.europa.eu/fr/resources/european-language-levels-cefr>

### Accommodation

Added to this, you will have an accommodation request form to complete after you complete the preregistration form.

## Specific needs

*Should you have some disabilities that require a special treatment, please mention it so that we are aware of the fact you might have specific needs (for example, extra time during the exams or a specific material adjustment...).*

*A certificate from your docteur may be asked to you upon your arrival. Once in Tours, we will give you the contacts of the disabilities service so that you can organise your stay and your exams in the best conditions.*

## 2) Create your account

Once you have clicked on the « send application » button, you will receive an email with instructions to create your account.

In order to make sure you receive our automatically sent emails, please add this email to your safe list : [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr). This is our official email, the one we will use to contact you throughout the semester/year.

Click on the link called « [To register for Mobility-Online, please click on this link](#) » at the bottom of the email and it will lead you to the page on which you will create and validate your account definitely.

The code is automatically generated. In the box below it, just enter your birth date (DD.MM.YYYY – Day/Month/Year)

Then, on the next page, you will have to create a password.

Once your account is created, you just have to connect onto it.

## 3) Complete your application data

All along the procedure, you will receive some emails confirming your actions and giving you the following steps.

You will have to :

- Upload an ID photo (= face) (Size 500X500 pixels, use Paint to reduce the size of your pictures for example)
- Complete your current address and your permanent/family address
- Complete the CUEFEE form (even if you are not interested in it)
- Complete the [accommodation request form](#). ATTENTION, in order to apply for an accommodation in a residence hall, you need to follow 2 specific steps :  
\*\*Follow the CROUS procedure ([step by step on messervices.etudiant.gouv.fr](#)) in order to obtain the INE number. Note it as you will need it afterwards to complete the form.  
\*\*Upload your [accommodation request form](#) duly completed onto your account **(make sure you have saved your choice before the upload)** and send us a hard copy along with your registration form duly signed (forms sent on their own will not be processed)

#### 4) Send your complete file to the University of Tours

You will then have to print your entire file, sign it, have it signed by your university and send the whole package to the address given below. Your file should include : The preregistration form, the ID picture, your accommodation request form duly completed and if you are **not European**, also enclose an A4-sized envelope (your address must be written at the bottom right hand corner of the envelope), so we can send you a letter for your visa request :

Frédéric SOREAU  
Université de Tours  
Service des Relations Internationales  
60, Rue du Plat d'Étain – B.P. 12050  
37020 TOURS Cedex 1  
France

The deadline to send your package is set for june 19th 2020 (for the 1st semester or full year applications) or november 22th 2020 (for the 2<sup>nd</sup> semester only).

Our advice : Do not wait for the last moment to send your application to avoid/prevent issues that could occur.

If you have some questions, or some issues, do not panic. Just contact us by email and we will help you : [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)

Once we have received and processed your file, you will receive a confirmation email (please not that due to a high number of registrations, there may be a delay up to 3 weeks before we can process your file).

See you soon ☺