

eCandidat

The applicant guidebook

This guidebook is aimed at helping you to submit your application to the Université de Bourgogne via the online application 'eCandidat'.

Application is a 5-step process:

- 1. Creating your file,
- 2. Choosing your training program,
- 3. Transmitting the necessary documents (by email or mail)
- 4. Receiving the answer to your application
- 5. Completing your administrative registration on the internet site of the 'Université de Bourgogne'.

Preliminary remarks:

- The entire creation of an application file requires about 30 minutes.
- You need your INE number (only if you got the French 'baccalauréat' from 1995).
 You can find it on the transcript of your 'baccalauréat', the certificate of school attendance of previous years, or a University transcript.
- You must fill in a few administrative data: surname, first names, date of birth, etc.
- You will download documents and fill in a few surveys, depending on your application. It is very important to give a valid electronic address because emails will be sent to you. *
- You must enter data about your 'baccalauréat' (earned or in the process of earning) or your equivalent diploma ('DAEU', 'capacité en droit',.). *
- You must enter data about your cursus after your 'baccalauréat'. *

* Students who have already registered at the 'Université de Bourgogne' must proceed to their application using their ENT username.



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I- Creating your file

Upon your first connection to the application, you have 2 choices:

- You want to have a look at the training programs first: thus you only review data, you can't create your personal area / file
- You already know in which field you want to study and want to create your personal area / file.

This screen will also allow you to reconnect in order to supplement or modify your file or submit the supporting documents that you have scanned.

Create your account in order to submit your application:

- Enter your personal data
- Add an application
- Enter the training programs for which you apply

Log in in order to follow / modify your application(s):

- Modify your personal data
- Add an application
- Follow the processing of your file
- Submit your documents
- Suppress, replace your documents until the file submitting deadline

a) Main screen

1. « Créer un compte » = create an account

eCandidat	🗴 Connexion candidats 🛛 🎽 Créer un compte
Non connecté	Créer un compte
希 Accueil	
🖨 Assistance	Je suis étudiant à l'Université de Bourgogne
Offre de formation	
ம் Connexion gestionnaire	Veuillez vous connecter
	Je në suis pas étudiant à n'Iniversité de Bourgogne
	Créer un compte



2. Fill in the required information

B eCandidat	o Connexion candidats	Créer un compte			
		te			
	Je suis étudiant à l'Uni	Création de compte		+ ×	
	Veuillez vous connect Je ne suis pas étudian	Attention, lorsque vous aurez r Vous devrez consulter vos cou pourrez vous reconnecter.	nodifié votre compte , vous serez déconr rriels pour valider votre adresse, puis vou	nnecté. Dus	
L	ast name	Nom*			
F	irst name	Prénom *			
E	mail	Adresse mail *			
Confirm y	our email	Confirmation Adresse Mail *			
		X Annuler	🖺 Enregis	istrer	

3. After saving the information on step 2, you will receive an email with an ID (Identifiant eCandidat) and a password (mot de passe), and a link to follow. Click on it to confirm your email address, and use the information to log in

eCandidat	Ů Connexion candidats → Z Créer un compte	
Non connecté	Connexion candidats	
	Veuillez vous connecter avec votre compte eCandidat diisateur * Utilisateur Mot de passe *	^
	I al oublé mes identifiants I al perdu mon code d'activation Créer un compte	×



b) Personal information

1. Click on "Informations perso." (personal information)



3. The fields marked by an asterisk must be filled out. Remember to click save.

JSSE	Edition des informations personnelles + ×	
Saisir/	civilité* Title ~	
se de (Nom patronymique* Last name	
n'avez	Nom usuel Married name	
	Prénom* First name	
	Autre prénom Other First name	
	Date naissance (jj/mm/aa)* Date of birth	
	Pays de naissance * Country of birth •	
	Ville de naissance * City of birth	
	Téléphone Phone number	
	Téléphone portable Mobile Phone number	
	× Annuler SAV	F





c) Address1. Click on "Adresse" (address)



2. The fields marked by an asterisk must be filled out. Remember to click on "Enregistrer" (save).

ifier ad	Iresse	
encore	Edition d'adresse	+ ×
	Pays * Country	ARMENIE
	Commune Etrangère *	City
	Adresse * Address	
	Complément d'adresse 1	Additional address 1
	Complément d'adresse 2	Additional address 2
	X Annuler	🖺 Enregistrer



d) High school diploma

1. Click on « Baccalauréat » (High school diploma)



2. The fields marked by an asterisk must be filled out. For the type of high school diploma, please select 0031-titre étranger admis en équivalence. Remember to click on save.

Edition du baccalauréat + ×			Honors
<i>La liste de série du ba</i>	c se met à jour avec l'année d'obtention		Assez bien : satisfactory
Année d'obtention * Year	of graduation		Bien : good
Série du bac ou équivalence *	Type of high school diploma		Très bien : very good
Mention Honors* Pays d'obtention Country	0000-sans bac 0002- Bac Européen)021-bacs professionnels industriels J022-bacs professionnels tertiaires	^	
X Annuler	0023-bacs professionnels agricoles 0031-titre étranger admis en équivalence 0032-titre français admis en dispense 0033-ESEU A ou DAEU A 0034-ESEU B ou DAEU B 0035-promotion sociale 0036-validation études expériences prof. 0037-autres cas de non bacheliers BTA ou BT Capacité de Droit		



e) Academic background (cursus externe)

In this section, you will have to indicate your academic background, including the diploma you are registered in now.

1. Under the « Cursus externe » section on the left, click on « Nouveau cursus ».

eCandidat	ROUSSEL ELOÏSE (2	1V3ITEP) - C	Tursus Ext	erne			• Précédent	Suivant Θ
		ursus offerstuć hor		té de Deurgegree u	, comparis lines			
	eulliez indiquer ci-desseus le ci	ursus ellectue nor	is de l'Universi	të dë Bourgogne, y	y compris rann	ee en cours.		
	+ Nouveau cursus			an Modi	fier			Supprimer
	Année d'obtention 🔶 Fays	Département	Commune	Etablissement	Formation	Libellé et niveau de la forma	tion Obte	anu Mentior
🞓 Cursus Externe								
* Candidatures								

2. Complete the required information. Fields marked with an asterisk are compulsory. Remember to click on "enregistrer" (save)

B eCandidat	Saisie d'un nouveau cursus post-baccalauréat - Saisir toutes vos années d'études	+	× © P	récédent Suivant O
ELOÏSE ROUSSEL	Pavs* Country	~		
🖨 Accueil				
🚳 Assistance 👘	Année d'obtention * Year of graduation			
Offre de formation	Turne of dialoge		formation	Obtenu Mentior
එ Déconnexion	Formation* IVDE OF CIDIOMA	~	Tormation	
Mon compte	Libellé et niveau de la formation *			
Informations perso.	Name and level of			
希 Adresse	studies or diploma			
🛢 Baccalauréat				
🏛 Cursus Interne	attent achiovomont			
🞓 Cursus Externe		~		
🕲 Stages	Mention honors	~		
💩 Expériences pro.				
* Candidatures	Informations			
	Pour le libellé et niveau de la formation, incliquez le libellé de la formation en respectant le modèle suivant : Niveau, Mention, Spécialité (s'I) y a leu), Parcours (s'I) y a lieu) Exemple pour une première année de Master : M1, Droit de l'entreprise, Droit Social européen et comparé Exemple pour une première année de DUT ou BTS : DUT1, Information-Communication ou BTS1, Information-Communicatio	on	*	

Formation : please select Dip. établissmt étranger

<u>Libellé et niveau de la formation</u> : write the name of your diploma, starting with the level. For example, "Master ...".

Obtenu: Yes | No | In process



*f) Internship***1.** Under the "stages" section on the left, click on "Nouveau stage".

eCandidat	ROUGED ELOÏSE (21V3ITEP) - Stages	• Précédent Suivant •
	veuillez indiquer ci-dest us tous vos stages. Précisez dans le descriptif les fonctions exercées.	
Accueil Assistance	+ Nouveau stage	箇 Supprimer
 Offre de formation Déconnexion 	Année A Dure Nombre d'heures/semaine Employeur/organisme	Descriptif
Mon compte		
🖋 Informations perso.		
🖀 Adresse		
🖉 Baccalauréat		
🏛 Cursus Interne		
🞓 Cursus Externe		
📦 Stages		
🚳 Expériences pro.		
* Candidatures		

2. Complete the required information. Fields marked with an asterisk are compulsory. Remember to click on "Enregistrer" (save).

Veuillez indiquer ci-dest Saisie d'un nouveau stage + ×	
+ Nouveau stage	
Année ^ Du Année* Year	Descriptif
Durée* longth	
Nombre d'heures/semaine Hours/week	
Employeur/organisme* Employer / company	
Descriptif* Description	
X Annuler	



g) Professional experience

1. Under the "Expériences pro." section on the left, click on "Nouvelle experience professionnelle".

💶 🖪 eCandidat	ROUSELL ELOIS V21V3ITE) - Exnérience	s professionnelles	● Précédent Suivant €
) Experience		
	Veuil 2 indiquer ci-dessous tout s vos experience Nouvelle expérience profestionnelle	eriences protessionneli	es. Precisez dans le descriptif les fonctions e	xercees et votre statut.
	Anne Anne Intitute	Durée	Employeur/organisme	Descriptif
🚳 Expériences pro.				
* Candidatures				

2. Complete the required information. Fields marked with an asterisk are compulsory. Remember to click on "Enregistrer" (save).

ROUSSEL ELOÏSE (21V3ITEP) - Expériences professionnelles	Précédent	Suivant Θ
Veuillez indiquer ci-des Saisie d'une nouvelle expérience professionnelle + ×		
+ Nouvelle expérier		
Année * Year	Descriptif	
Durée* length		
Employeur/organisme* Employer / company		
Descriptif Description		
X Annuler		

II- Choosing your training program

Once your file has been created and completed, you can select a training program for which you want to apply. Click on "Candidatures" (applications) on the left, and then on "Nouvelle candidature".

You can search for a training program using keywords in the field 'Filtre'. Or you can roll up the training offer by establishment using the arrow on the left of the name.

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eCandidat	Offre de formation			
ELOÏSE ROUSSEL				
希 Accueil	vous pouvez consulter les formations en depliant les menus et candidater à une formation	en cliquant dessus.		
🞜 Assistance	Filtre Q Filtrer Filtre en cours : Aucun			
Offre de formation	Université de Bourgogne			
ധ് Déconnexion	Titre	Mots clés	Dates de candidature	Mode
Mon compte	▶ <u>m</u> AGROSUP			^
Informations perso.	Image:			
Adresse	 m ESIREM (Ecole Supérieure d'Ingénieurs Numérique et Matériaux) 			
Baccalauréat	▶ 🏛 IAE (Institut d'Administration des Entrenrises)			
🏛 Cursus Interne				
🞓 Cursus Externe	INSPE (Institut National Supérieur du Professorat et de l'Education)			
📦 Stages	ISAT (Institut Supérieur de l'Automobile et Transports)			
🗞 Expériences pro.	▶ 🏛 IUT Chalon-sur-Saône			
* Candidatures	▶ 盦 IUT Dijon - Site d'Auxerre			

Once you click on the training you want to apply to, you will get a message asking if you want to apply. If you click on 'Oui', you will be automatically directed to an application file and you will get an application email.

Candidat	Offre de formation				
ELOISE ROUSSEL					
🖀 Accueil		O Filmer			
Assistance	Filtre	Hitter Flitter en cours : Aucun			
Offre de formation	Université de Bourgogne				
ပံ Déconnexion	Titre		Mots clés	Dates de candidature	Mode
Mon compte	👻 🏛 Sciences et Techni	Confirmation			^
Informations perso.	🕨 🞓 Licence (LMD)	Voulez-vous candidater à la formation 'M1 mention physic	ue		
🖀 Adresse	💌 🞓 Master (COMUE)	fondamentale et applications parcours Physics, Photonics	and		
Baccalauréat	M1 Mathématiques	Nanotechnology'?			
🏛 Cursus Interne	M1 montion Chimia	🗙 Non 🗸 🗸	Dui		
🞓 Cursus Externe					
🖗 Stages	M1 mention physiq			Du 25/01/2021 au 21/06/2021	
💩 Expériences pro.	M2 mention Chimie	moléculaire parcours Transition Metals in Molecular Cher		Du 25/01/2021 au 21/06/2021	
Candidatures	M2 mention Mathér	matiques Physique parcours Mathematical Physics		Du 25/01/2021 au 21/06/2021	Do:



III- Transmitting your documents

a) Apply to a training

The application screen is made of 4 zones and 4 buttons.

Informations detaillees		Dates utile	5	Adress	e de contact
Formation Z Statut du dossier En atte	ONE 1 mentale et application: and Nanotechnology	s Date lim	te ZONE 2	UFR 50 Master 9 aven 21078 Tél. : 0	ZONE 3 ue Ala DIJON 21078 DIJON 880 39 59 80
N'oubliez pas de consulter l'o	onglet 'Informations complémentaires'				
Pièces justificatives	i Informations complémentaires				
rocédure dématérialisée, v	euillez déposer vos pièces via les comman	ndes du tableau avant	le 21/06/2021. Une fois fait v	ous devrez transmettre	votre candidature.
Pièce justificative		Fich		Statut	Commentaire
Une copie numérisée de vo d'identité	tre passeport ou de votre carte	+ ZON	E 4	En attente	
Une copie numérisée de vo	s relevés de notes	+		En attente	
Un CV		+		En attente	
Une lettre de motivation		+		En attente	
	🖉 Annuler I	a candidature	🔺 Transmettre m	na candidature	🕰 Télécharger mo
X Fermer					

Zone 1. Data concerning your application and its status

Zone 2. Useful dates concerning this training program and the application campaign

Zone 3. The address of the department which will follow your file

Zone 4. The list of the required documents and some additional information (to read).

Button 1: Close the window. You will be able to go back to your application. Your file and the documents you have already submitted are saved. To come back and end your application, click on the button 'ouvrir' in the menu 'Candidatures' of your personal area.

Button 2: Cancel your application. Cancellation is an irreversible operation.

Button 3: Transmit your application (electronical procedure)

Button 4: Download your file.

If you didn't select the right training program, you can cancel your application (button 2). IMPORTANT: this action is irreversible and is not possible anymore if you have already transmitted your application.

Zone 4 is made of four columns. Column 1 is the list of documents you need to submit, column 2 is where you upload your documents, column 3 shows the status of your document, and column 4 refers to remarks.



Here is the list of documents required:

Une copie numérisée de votre passeport ou de votre carte d'identité	A scanned copy of your passport or ID
Une copie numérisée de vos relevés de notes	A scanned copy of your transcripts (translated in French or English)
Un CV	A CV
Une lettre de motivation	A cover letter
Une copie numérisée de votre diplôme	A scanned copy of your diploma translated in French or english
Un certificat attestant de votre niveau d'anglais, si vous en avez un	An attestation certifying your level of English, if you have one
Vous pouvez ajouter tout autre document lié à votre projet d'études afin d'améliorer votre candidature (lettre(s) de recommandation, attestations d'expérience professionnelle	You can upload any other document linked to your study project in order to support your application (letter of recommendation, attestation of professional experience)

Click on + to upload the document. It can be PDF, JPG or PNG. The maximum size per document is 2Mo.

Once all the documents have been submitted, you can transmit your application by clicking

On **A** Transmettre ma candidature

Beware: as long as the button isn't green, you can't transmit your file. You will get an automatic email acknowledging receipt of your file. Then you will have to wait till your file is looked into.

You can apply for another training program without having to wait for the examination and/or the decision of/upon your 1^{st} application for admission.

b) Follow up of your application

Your file will be looked into by an ad hoc department and you will get by email the following information which will be the one or the other:

- Incomplete file
- Complete file.

You will have to visit your eCandidat personal area in order to have more information (namely about the refused documents).

In your personal area and in each application file (Zone 1 of the screen) you will see the



status of your file:

- 'En attente' (file on hold): the deadline for submitting applications hasn't expired
- 'Enregistré non vérifié' (Saved but not verified): the file has been received but not yet verified
- 'Enregistré complet' (saved and complete): the file has been received, verified and is complete.
- 'Enregistré incomplet' (saved and incomplete): the file has been received, verified and it is not complete.

Result of your application to a training program:

- **'Convoqué aux entretiens' (Called to interviews)**: certain training programs organize interviews as selection tests, you are admitted to go further in the application process.
- **'Convoqué aux épreuves écrites' (Called to written tests):** certain training programs organize written tests (written exercises or MCQ) as selection tests, you are admitted to go further in the application process.
- 'Admis sur liste principale' (Admitted on the final list): your application to the training program has been accepted. You must **confirm** your application.
- 'Admis sur liste complémentaire ou liste d'attente' (Admitted on the reserve list or waiting list) you are on the reserve or waiting list. You will be informed in case of the withdrawal of candidates from the final list and your admission on the final list.
 - 'Avis défavorable' (Rejected): your application has not been selected.

c) Your file is incomplete

If you receive an email called 'Candidature – dossier incomplet' you have to log in to your personal area and verify which document has been rejected.

In the menu `candidatures' select the training program for which you have received the email and click on `Ouvrir' (Open).

You can see the status of the document (there might be an observation with explanations). Delete the document by clicking on the button ' - '.

Pièces justificatives informations compl	émentaires	
Procédure dématérialisée, veuillez déposer voi	s pièces via les commandes du tableau avant le	ous devrez transmettre votre candidature.
Pièce justificative	· 1000	Statut Commencese
Copie du dernier diplôme obtenu	- +M16_IN_11_fiche_candidature.pdf	Refusée Scan Itsible
Copie du dernier relevé de notes	HM16_tN_11_5che_candidature.pdf	Refusée Ce riest pas la pièce demandée
Curriculum vitae détaillé (CV)	HM16_N_11_hthe_candidature.pdf	Validèe
Lettre de motivation dactylographiée	HM16_IN_11_fictie_candidature.pdf	Validee

Afterwards you can download a new document. Transmit your file by clicking on

🖪 Transmettre ma candidature



A file which has not been transmitted, although all the documents display a status 'transmise', is not considered as a complete application.

IV- Answer to your application for admission

a) Avis favorable (accepted)

If your application is accepted ('avis favorable') you receive an email which asks you to confirm your application to the concerned training program or to withdraw it.

To access to the 'confirmation ou désistement' (confirmation or withdrawal), visit the menu 'Candidatures', select the concerned training program, then click on the button 'Ouvrir' (Open).

On the displayed screen, you can confirm ('confirmation candidature') or withdraw your application ('désistement candidature'). Beware, withdrawing your application is irreversible.

Pièce justificative	* Fichie	r	Statut
Copie du dernier diplôme obtenu	*	HM16_IN_11_fiche_candidature.pdf	Validée
Copie du dernier relevé de notes	Ŧ	HM16_IN_11_fiche_candidature.pdf	Validée
Curriculum vitae détaillé (CV)	*	HM16_IN_11_fiche_candidature.pdf	Validée
Lettre de motivation dactylographiée	*	HM16_IN_11_fiche_candidature.pdf	Validée

b) Avis défavorable (rejected)

When you receive an 'avis défavorable', it means that your application is rejected. You won't be able to apply for this training program for the next academic year.

V- Administrative registration

If the commission has accepted your application and you have confirmed this answer, you have to proceed to your administrative registration. Without this step, you won't be admitted in the training program. We advise you to register as soon as possible. The registration server will open around July 7th every year.