

## eCandidat Application guidebook

This guidebook is aimed at helping you to submit your application to **Université Bourgogne Europe** via the online application « eCandidat ».

Your application goes through a 5-step process:

1. Creating your account on eCandidat and completing your file;
2. Choosing your training programme(s);
3. Uploading the required documents;
4. Receiving the answer to your application.

### Preliminary remarks:


- The entire creation of an application file requires about 30 minutes;
- You will only need the INE number if you have obtained the French baccalauréat from 1995;
- Administrative data is required: surname, first names, date of birth, etc
- You must use a valid email address that you check regularly, as emails will be sent to you;
- When the website shows an error and you can't access it, just try again later. It is possible that it is under maintenance, and this is usually done at night CEST time, so you have to take that into account.

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### 1. Create your account

First of all, access the eCandidat application through this address: <https://ecandidat.u-bourgogne.fr/ecandidat/#!accueilView>

Click on the English flag in the top right-hand  corner.

At the top of the screen, click on « Create account »,  and then on « Create an account ».

Complete the form and create your password. **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.**

You will receive the following email from [email-ecandidat@u-bourgogne.fr](mailto:email-ecandidat@u-bourgogne.fr) :

Dear \${candidat.civilite} XXXXX,

You have just created your eCandidat account for the campaign 2025-2026.

Here are your log-in data:

Login username: XXXXX

Password: \${password}

Please click on this link to validate your account XXXXX

Please note that you have to validate your account before 06/03/2025, after this date your account will be deleted.

Yours faithfully,

Once you have validated your account by clicking on the link provided in the email, login using the username and the password you created.




Sometimes, when you want to log in, your username and password are marked as incorrect, although you are using the right ones. If the problem persists, just follow the procedure for « forgotten password ».

## 2. Complete your information

On the left, you have the different sections of your account that you need to complete. Start with the « Perso Information ». **Attention, if you do not complete the information, you will not be able to select the programme(s) you wish to apply to.**

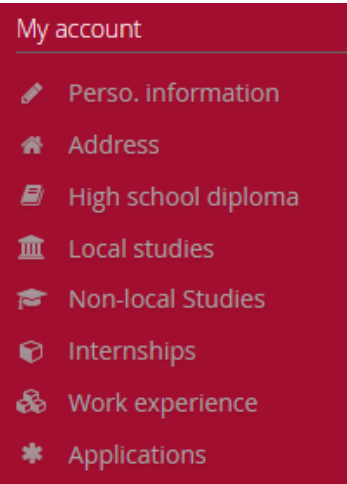
Click on « Perso. Information », then

 Enter/Modify information

Enter your nationality, and leave the INE number blank.

In the « high school diploma » section, in the box « Type of high school diploma/baccalaureate or equivalence\* », select « 0031-TITRE ETRANGER ADMIS EN EQUIVALENCE ».

Once you have filled in the information, go to the « Applications » section.



### 3. Choosing your training programme(s)

You can use the filter at the top of the screen to search your programme(s). Just enter a key word.

  Filter used: None

Here is where you can find our English taught Master programmes in the catalogue:

➤ **IAE > MASTER**

- International Master in Business Studies (IMBS)*
- International Management and Sustainability (IMS)*

➤ **INSPE > MASTER**

- Projects in International and European Cultural Engineering (PIECE)*

➤ **Langues et communication > MASTER**

- Intercultural Management (ICM)*

➤ **Sciences Vie, Terre et Environnement > MASTER**

- For the Microbes*

➤ **Sciences de Santé > MASTER**

- Innovative Drugs (ID)*

➤ **Sciences et Techniques > MASTER**

- Mathematical Physics (Math4Phys)*
- Quantum Technologies and Engineering Erasmus Mundus Master (QuanTEEM)*
- Vision and Robotics (VIBOT)*
- Transition Metals in Molecular Chemistry (T2MC)*
- Physics, Photonics and Nanotechnology (PPN)*
- Advanced Electronic Systems Engineering (AESE)*
- Health AI*
- Control and Durability of Materials (CDM)*

Click on the programme you wish to apply to. A message box will appear, asking you to confirm you wish to apply to this programme. Click « yes » to access the application file.

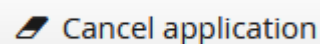
#### 4. Apply to the programme(s)

Upload the required documents.

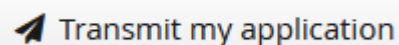


- Check that your documents are in the right place;
- If the file size is too big, just compress it online (max size 2 Mo);
- Check that your letter of motivation is addressed to the right programme;
- Make sure your documents are legible, this is the main reason why your file is often marked as incomplete.






If you decide that you do not wish to apply anymore, click on « Cancel application » at the bottom of the screen. ATTENTION, this action is irreversible. Once you submit your application, this option will not appear anymore.



Once your application is ready, click on « transmit my application » at the bottom of the screen. ATTENTION, your application will not be reviewed until you click on that button.



#### ➤ The different status of your application

- **Received:** you have submitted your application; its completeness will be checked;
- **Complete:** your documents have been checked; it can now be reviewed by the committee;
- **Incomplete:** one document or more do not meet the requirements, you need to make some changes. A comment  appears on your application, explaining what  is wrong. Click on  to delete the  document, and on  to upload a new one. ATTENTION, do not forget to transmit your application again.

Any change of status will be notified to you by email.

#### ➤ Decision

You will be notified by email of the decision made regarding your application. If your application has been accepted, you will need to accept or withdraw it. Click on the corresponding button at the bottom of the screen.

Your admission letter will only be available once you accept your admission.

ATTENTION, for some programmes, you have a defined period of time to accept your admission. It is indicated in the email you receive from eCandidat. If you do not accept on time, your application will be withdrawn automatically.



We can't tell you how long it will take for you to receive an answer. It could be before the application deadline; it could be after. There is no need to email us regularly.

## 5. After I accept my admission

Once you accept your admission, your admission letter will be available on eCandidat. This is the document you need to use if you have to apply for a visa.

If you are an international student (European or Non-European) admitted in an English-taught Master programme, a dedicated person will be in touch with you from mid-March approximately, to help you go through all the different administrative processes.