eCandidat User Manual

The procedure is completely dematerialised. No files or supporting documents should be sent by post or e-mail, as these documents will not be processed.

Check your mailbox regularly to make sure you meet the deadlines.

To apply for a training course offered by Université Côte d'Azur, you must follow the 5 steps illustrated in this user manual :

1. Connection to the application and creation of the account
2. Creation of the application file
3. Choice of training
4. Submission of supporting documents
5. Confirmation or withdrawal of your application

Two platforms are currently available, depending on the level of training required :

-   - To apply for a Bachelor's, Master 2's, University Diploma (DU) or Inter-University Diploma (DIU), go to eCandidat UniCA1 platform : https://ecandidat-uca1.univ-cotedazur.fr

-   To apply for a Master 1 go to : https://www.monmaster.gouv.fr/

-   To apply in Medicine, outside the Master's programme, or to participate in the reorientation campaign, go to eCandidat UniCA2 platform: https://ecandidat-uca2.univ-cotedazur.fr

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You will be notified of the progress of your file by e-mail at each stage of the procedure :

- creation of your account,

- choice of training,

- status of the file (received, pending, incomplete, complete),

- notification of the commission's opinion (favourable, unfavourable, on waiting list, on supplementary list),

- confirmation or withdrawal of application,

- deletion of candidacy.

On the home page, for your information, you can consult the overall training offer by stream and level in the "Training offer" section. This is not how you can apply for a course.

In order to apply, you need to create your eCandidat account. Please note that if you have applied in previous years, you will need to create a new account each year.

To create your eCandidat account, follow the procedure below. You will be able to select the course of your choice in the "Application" section after you have created your eCandidat account.

1 CONNECTTION TO THE APPLICATION AND CREATION OF THE ACCOUNT

1.1 YOU ALREADY HAVE AN ⓑ ACTIVE SESAME ACCOUNT or ENT LOGIN

Click on the button « Connexion » below the text « You have a SESAME account / ENT login ». ⓐ

Warning : use ONLY your student login (your initials + the last 6 digits of your student number) and your password and not your professional login (first name initial + last name).

If you do not yet have a SESAME account (student login), please go to https://sesame.unice.fr to create one.

1.2 YOU DO NOT HAVE AN ACTIVE SESAME ACCOUNT or ENT LOGIN YET

ⓑ Click on "Create an account".

ⓒ Fill in the required fields and then click on "Save". You will then receive an email in your personal mailbox asking you to click on a link to validate the creation of your eCandidate account.
Please note: validate your account within 5 days. After this period, you will need to recreate your account.

After validation of your account, you must connect using the connection identifiers (login and password) indicated in the same email.

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## 2 CREATION OF THE APPLICATION FILE

2.1 YOU HAVE AN ACTIVE SESAME ACCOUNT or ENT LOGIN

If you have logged in using button **A** and if you do not have an eCandidat account yet, click on "Create an Account".

Fill in your personal information. By entering your INE number, all the menus on the left will be completed automatically, except for "External Courses", "Internships" and "Professional Experiences".

2.2 YOU DO NOT HAVE AN ACTIVE SESAME ACCOUNT or ENT LOGIN

Before any application, you must fill in at least the 3 information fields below which are mandatory :
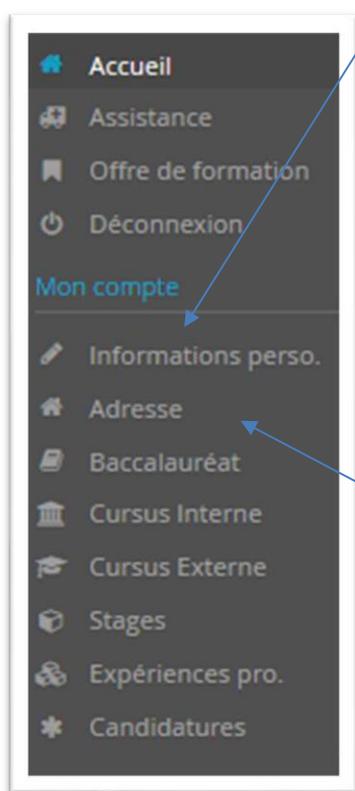
1/ PERSONNAL INFORMATION
If you obtained a French baccalaureate after 1995 or studied at a French university, the INE number is an important piece of information.
When you indicate it, if you have never been a student at UNS or UCA, a message will be displayed telling you that you are not known in the database because you have never been a student at our institution. You must then click on "Yes".

You can find your INE number on your bachelor's degree transcript, school certificate or university transcripts.
Warning : the letter(s) of your INE number must be entered in CAPITAL LETTERS.

2/ ADRESS

3/ HIGH SCHOOL DIPLOMA
Please note : if you hold ANY foreign high school diploma equivalent to the French Baccalaureate, you MUST choose the mention « 0031-titre étranger admis en équivalence ». If you do not have an official French BAC, and you indicate it here anyway the platform will ask you for information that you cannot provide. In this case, come back here and change this information.

Then, you have to fill in the information concerning your external curriculum, your possible internships and/or professional experience.

3   YOUR CHOICE OF PROGRAM TO WHICH YOU WISH TO APPLY
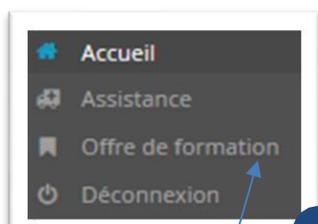
(1) Click on « Degree Programs ».

(2) Click on the triangle-shaped bullet next to the faculty you are interested in. Do the same to choose the type of degree. Click on the degree in which you wish to apply and confirm by clicking "Yes".
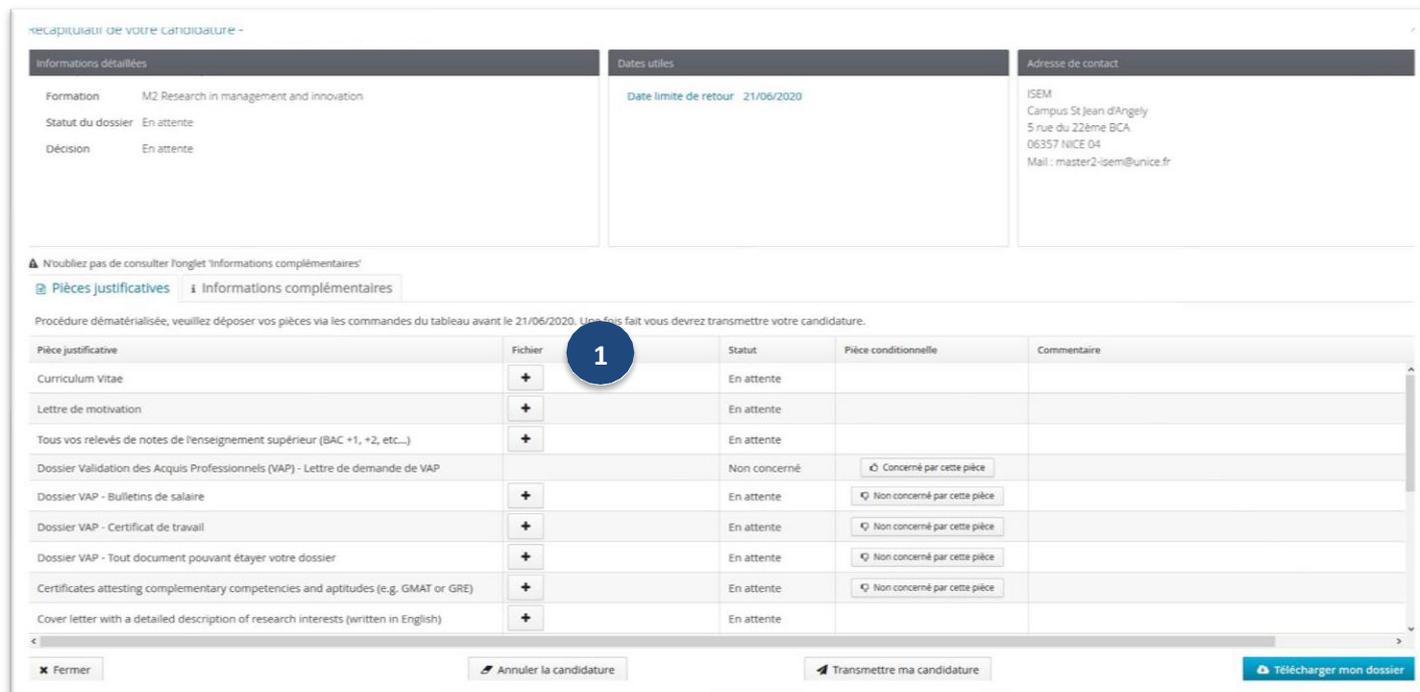
You will then be taken to the screen where you need to submit your supporting documents to complete your application. You can submit them at once or later (taking care not to exceed the deadline for submitting documents and transmitting the application file).

4   SUBMISSION OF SUPPORTING DOCUMENTS

(1) Click on the **+** need to the concern « Document ».

(2) Click on « Chosee file ». Upload the requested document from you computer in order to load it onto the platform.
**Warning : only formats .PDF et .JPEG are accepted**

3 The status of the deposited document will change from "Pending" to "Transmitted". You can view the filed document to ensure that it is the correct document by clicking on the following symbol :

2.4 If the part is optional and you are not concerned by it, click on "Not concerned by this part". You will then have to certify it on your honour.
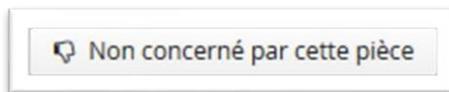
5.3 Once all your supporting documents have been submitted, an "Important Information" message will appear on the screen and the "Submit my application" button will appear in green. Click on it to confirm your application.

IMPORTANT: the date shown above is an example. Refer to the transmission date indicated in the message that appears on your application screen.

4.1 DELETE SUPPORTING DOCUMENTS (in case of a mistake or if the document has been refused)

11. Click on the **–** in the « File » column of the concerned document.

**2** Confirm that you want to delete the document. Upload then the correct file.

If one or more supporting documents are refused by the administration, you will receive an automatic e-mail informing you to make a new deposit. If this is the case, do not forget to resubmit your application after having submitted the correct file.

5   CONFIRMATION OR WITHDRAWL OF YOUR APPLICATION

After receiving an email informing you of a favourable opinion, and ONLY in this case, you must confirm your wish to join the course or withdraw. This step is MANDATORY.
If you do not complete it within the allotted time, you will not be able to register at Université Côte d'Azur for the academic year.

To confirm your application, or to withdraw, log back into your eCandidat account.
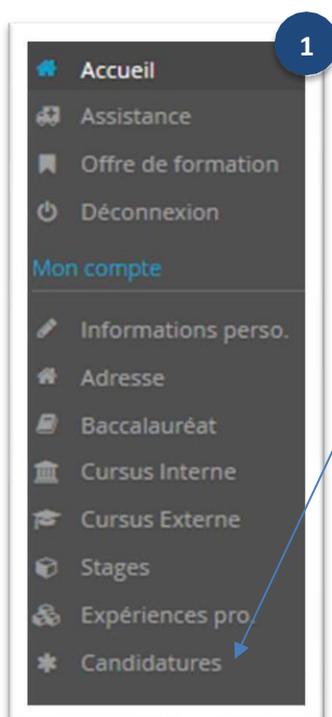
Click on « Applications » in the left menu.
Select the business event you want to confirm or desist. Click on "Open".

According to your choice, click at the bottom of the page
either on "Confirm your application" or on "Withdraw your application".

If you choose to confirm your application, you must then proceed with your online administrative registration at Université Côte d'Azur (link indicated in the email notifying you of your favourable opinion).

Please note : An application that has received a favourable opinion is not considered to be a registration.