

FREQUENTLY ASKED QUESTIONS

eCandidat

<https://ecandidat-uca1.univ-cotedazur.fr/#!accueilView>

eCandidat account creation

Q1: *I have already created an eCandidat account last year. Can I use the same account again in 2026-2027 ?*

No. As the 2025-2026 bidding Campaign is now archived, you need to create a new account for the 2026-2027 Bidding Campaign.

Account validation deadline

Q2: *I have exceeded the deadline for validating the eCandidate account. What can I do ?*

After creating your eCandidat account, you will receive an automatic email with a link to activate your account within 5 days. If you exceed this period, the link becomes obsolete. You need to create another account by following the same procedure as you did initially.

Activation code retrieval

Q3: *I have lost my activation code. How can I get a new one ?*

On the home page, in the box "You do not have (or no longer have) an active Sesame/ENT account", click on "I have lost my activation code". Enter the email address you provided when you created your account. Your activation code will be sent to you automatically by email.

Lost case number

Q4: *I lost my case number. What can I do to find it ?*

On the home page, in the box "You do not have (or no longer have) an active Sesame/ENT account", click on "I forgot my login details". Enter the email address you provided when you created your account. Your file number will be sent to you automatically by email.

Editing an application

Q5: *Can I change the information and/or documents submitted in my application ?*

You can change your details and delete, add or replace your supporting documents up to the deadline for submission. Once the deadline for submitting applications has passed and you have sent your application for consideration by the Education Committee, you can no longer intervene in the application. No additional documents will be accepted by any other means (post or e-mail) than submission on the eCandidat platform. Please make sure that you have the right documents in your application file before submitting it.

First name / last name inversion

Q6: I have inadvertently reversed my first and last name in the application form. What should I do ?

If you inadvertently invert your first and last name in your application, the student management software will not be able to recognize you, and you will not be able to complete your administrative registration online. So be careful, and correct the error, if necessary, before submitting your application.

Surname / common name

Q7: What is the difference between a surname and a common name ?

Be careful not to confuse your surname (or family name) with your common name (or name in use) when creating your account. Your file will then be found to be anomalous when you register with the school.

As a reminder :

Every person has a surname, also known as a birth name or patronymic. This name appears on your birth certificate. It can be either your father's name or your mother's name.

Whether you are a man or a woman, you can use the name of the person with whom you are married as a common or everyday name. This use is not automatic.

- Nom patronymique : patronymic, family name, personal name
- Nom usuel : common name, usual name
- Prénom : first name, forename, given name

Form sections

Q8: Do all the headings have to be filled in ?

The sections " Personal information", "Address " and "Baccalaureate " must be filled in. If you are already a student at the institution, your internal curriculum must be displayed automatically.

If you have never been a student at UCA, you can fill in the sections concerning your external curriculum, internships and professional experience. These sections are optional. However, it is strongly recommended that you fill them in to support your application.

INE number

Q9: What is N°INE ? How to find it ?

The N°INE is a National Student Identifier containing 11 characters (10 numbers + 1 letter or 9 numbers + 2 letters). It is unique and specific to each student. It has been attributed since 1995 in French high schools and universities.

Q10: How to obtain a N°INE ?

A student obtains a N°INE when he or she first enrolls in a French higher education institution since the 1995-1996 academic year. He/she must provide this number to any French higher education establishment in which he/she wishes to enroll.

Q11: Where can I find my N°INE ?

For pupils in French National Education secondary schools (mainland France and overseas) and pupils in the final year of secondary school in apprenticeship : on the school report cards or the transcript of marks for the early Baccalaureate exams at the end of the final year of secondary school.

For students enrolled in higher education in France : on the Baccalaureate transcript, on the transcripts of higher education, or possibly on the student card (depending on the model used by the establishments).

Q12: *In which cases do I not have a N°INE?*

Pupils enrolled in agricultural schools do not have a N°INE but an identifier for enrolment in the agricultural bac (INAA).

Pupils enrolled in a French school abroad (member of the French Schools Abroad network) must contact their future university so that a N°INE can be allocated to them for enrolment.

Pupils enrolled at the Centre National d'Enseignement à Distance - CNED must contact their future university so that a N°INE can be allocated to them for enrolment.

Pupils enrolled abroad (including Monaco, and outside the network of French Schools Abroad) or not enrolled must contact their future university so that a N°INE can be allocated to them for enrolment.

Foreign Baccalaureate

Q13: *I have obtained a diploma equivalent to the Baccalauréat abroad. I do not have an INE. What do I need to do ?*

If you hold a foreign qualification equivalent to the Baccalaureate, you must select "**0031 - foreign qualification accepted as equivalent**" from the drop-down menu in the "Baccalaureate" section. Do not choose a series of the French Baccalauréat. In this case, your application will be rejected and you will not be able to complete your administrative registration online.

Post-baccalaureate curriculum

Q14: *What information do I need to enter in the post-baccalaureate curriculum ?*

In the "Post-bac" section, you must enter all your years of study and degrees obtained. If necessary, you can complete them by clicking on the "Add" button.

Applying to a course

Q15: *How do I apply for the course of my choice ?*

You can consult the training offer proposed by Université Côte d'Azur in the "Training offer" tab in the menu on the left of your screen.

To apply for one of these courses, go to the "Applications" tab at the bottom of the "My account" section, then select the course you wish to apply for.

Optional documents

Q16: *I am not concerned by an optional part. What do I have to do ?*

If the supporting document requested is optional, such as a certificate of language proficiency, proof of professional experience or any other document that can support your application, simply click on "Not concerned by this document". An insert will appear with the words "I certify on my honour that I am not concerned by this document ...". Click on "Yes".

Combining documents

Q17: I can only submit one file when I have several documents that correspond to the requested supporting document. What can I do ?

- If you are a student at Université Côte d'Azur :

On your Digital Working Environment (ENT), in the ""Toolbox"" tab, an application allows you to concatenate several files.

- If you are not yet a student at Université Côte d'Azur :

Free tools exist online. For example :

<http://www.pdfmerge.com/fr>

<https://smallpdf.com/fr/fusionner-pdf>

<http://www.merge-pdf.com/>

File compression

Q18: The file I want to send as a supporting document is too large. I am unable to add it to my application file. What can I do ?

You must send your files in .PDF format. If necessary, you can use the following .PDF compression service:

<https://smallpdf.com/fr/compresser-pdf>

As a reminder, the maximum size allowed per file is 10MB.

Supporting document rejected

Q19: I was refused a supporting document. What should I do ?

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.

Deleting an application or account

Q20: In the end, I decided not to apply. Can I delete my application ? My eCandidat account ?

Yes, you can either delete your application only, leaving your account active, or you can delete your account permanently. If you change your mind afterwards, you will have to start from the beginning by creating a new account.

Acceptance or withdrawal

Q21: My application has received a favorable opinion from the pedagogical commission. What should I do now ?

If your application has received a favorable opinion from the pedagogical commission, you must confirm your wish to integrate the course on eCandidate within the time limit. This step is compulsory to enable you to then proceed with your administrative registration within the institution.

Please note: an application that has received a favorable opinion is not considered as a registration.