

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 account on eCandidat and your file,
2. Choosing your training program,
3. Transmitting the necessary documents
4. Receiving the answer to your application
5. Completing your administrative registration on the internet site of the 'Université de Bourgogne' if your application is successful

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.**

I-Creating your file.....	3
a) Main screen.....	3
b) Personal Information	5
c) Address	6
d) High school diploma	7
e) Academic background.....	8
f) Internship	9
g) Professional experience.....	10
II-Choosing your training program	10
III-Transmitting your documents.....	12
a) Apply to a training	12
b) Follow up of your application	13
c) Your file is incomplete	14
IV-Answer to your application for admission	15
a) Avis favorable (accepted).....	15
b) Avis défavorable (rejected)	15
V-Administrative registration	15

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:

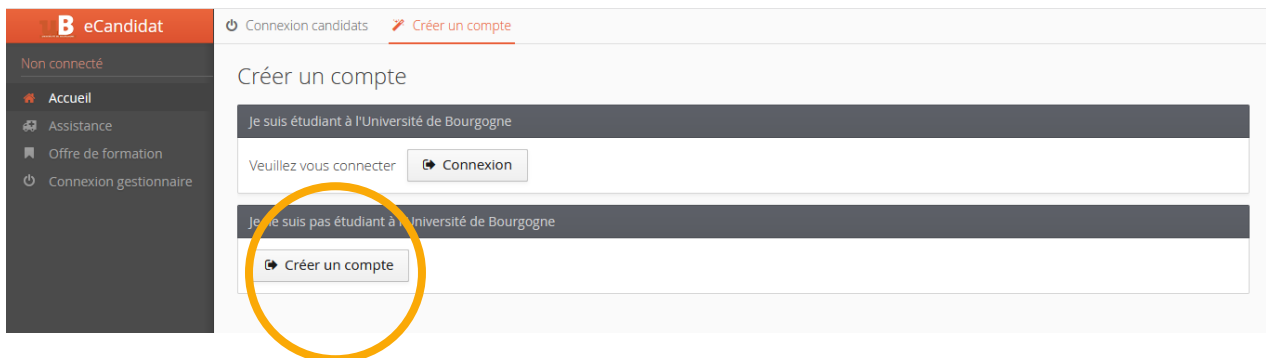
- Enter your personal data
- Add an application
- Enter the training programs for which you apply

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

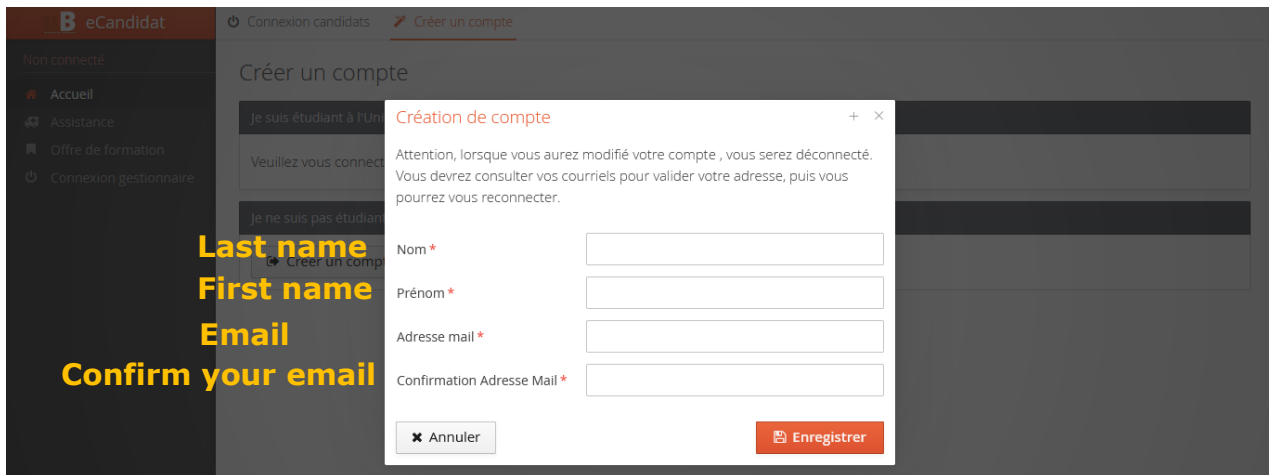
- Modify your personal data
- Add an application
- Follow the processing of your file
- Submit your documents
- Suppress, replace your documents until the file submitting deadline

a) Main screen

1. « Créer un compte » = create an account



2. Fill in the required information



Création de compte

Attention, lorsque vous aurez modifié votre compte, vous serez déconnecté. Vous devrez consulter vos courriels pour valider votre adresse, puis vous pourrez vous reconnecter.

Nom *

Prénom *

Adresse mail *

Confirmation Adresse Mail *

Annuler Enregistrer

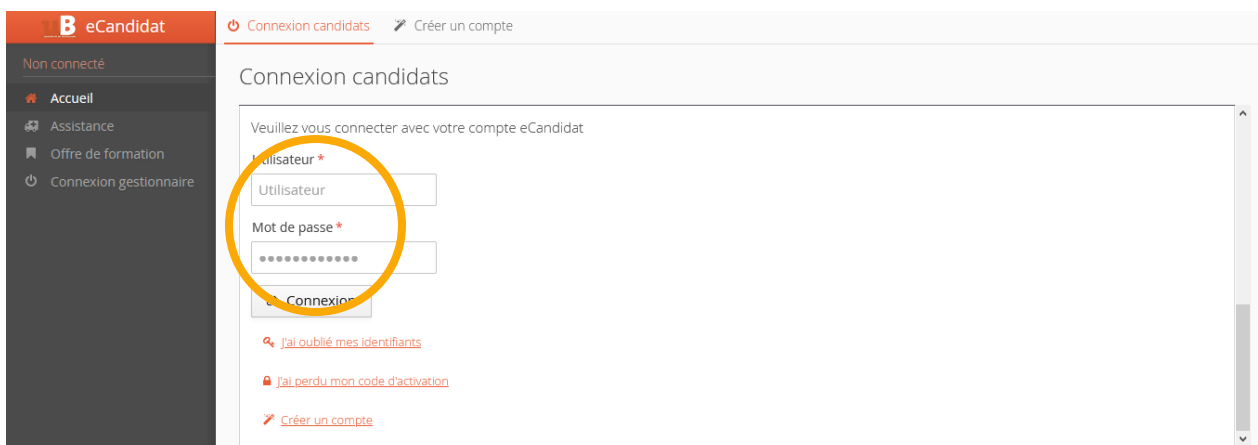
Last name

First name

Email

Confirm your email

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. This link will only be valid for **48 hours**.



Connexion candidats

Veillez vous connecter avec votre compte eCandidat

Utilisateur *

Mot de passe *

Connexion

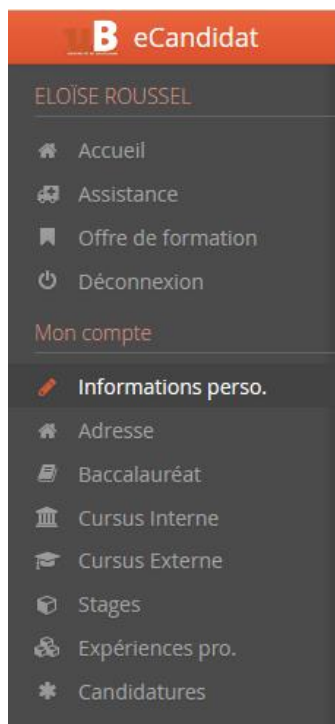
[J'ai oublié mes identifiants](#)

[J'ai perdu mon code d'activation](#)

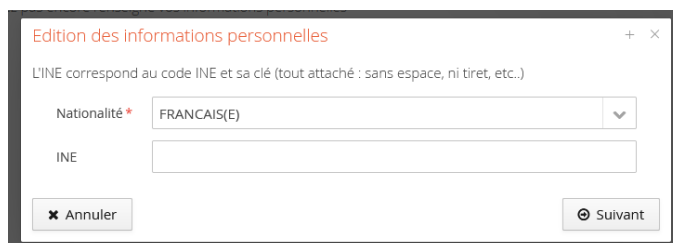
[Créer un compte](#)

b) Personal information

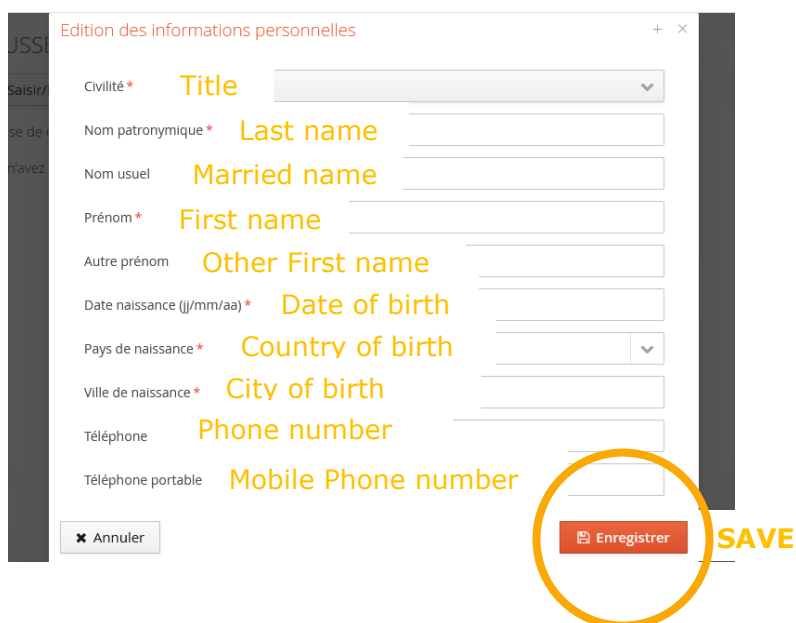
1. Click on "Informations perso." (personal information)



2. Choose your nationality

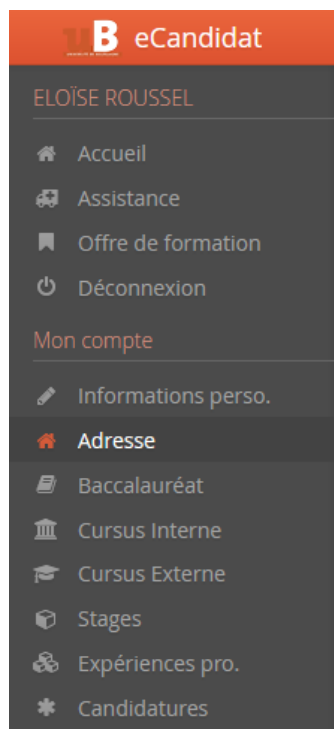


3. The fields marked by an asterisk must be filled out. Remember to click save.

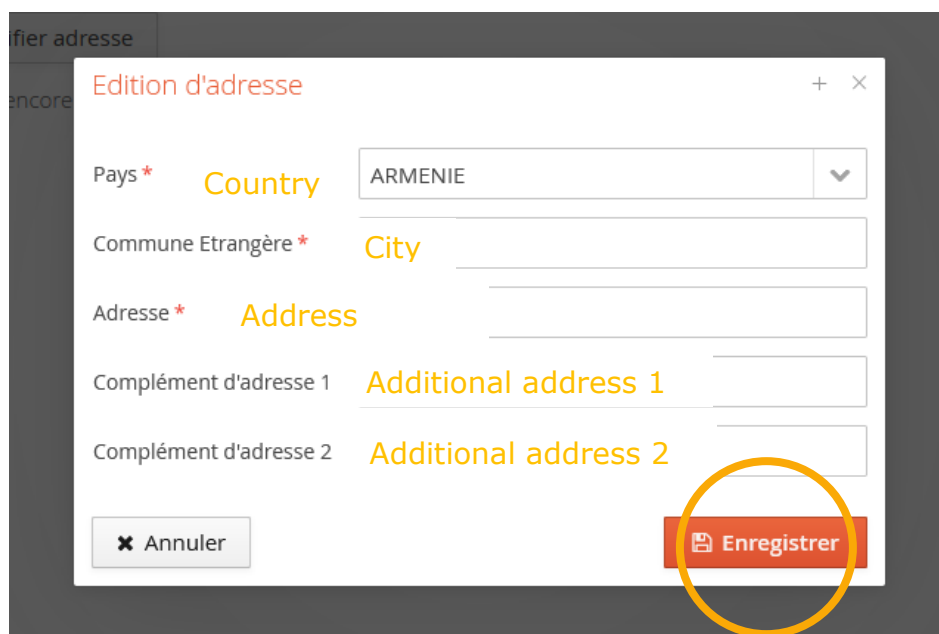


c) Address

1. Click on "Adresse" (address)



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



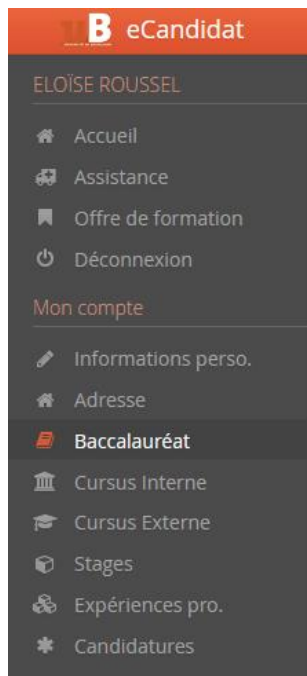
The screenshot shows the 'Edition d'adresse' form. The form has the following fields and labels:

- Pays * Country: ARMENIE (dropdown menu)
- Commune Etrangère * City: (text input)
- Adresse * Address: (text input)
- Complément d'adresse 1 Additional address 1: (text input)
- Complément d'adresse 2 Additional address 2: (text input)

At the bottom, there are two buttons: 'Annuler' (cancel) and 'Enregistrer' (save). The 'Enregistrer' button is circled in yellow.

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

La liste de série du bac se met à jour avec l'année d'obtention

Année d'obtention * **Year of graduation**

Série du bac ou équivalence * **Type of high school diploma**

Mention **Honors***

Pays d'obtention **Country**

- 0000-sans bac
- 0002- Bac Européen
- 0021-bacs professionnels industriels
- 0022-bacs professionnels tertiaires
- 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

Honors

Assez bien : satisfactory

Bien : good

Très bien : very good

e) Academic background (cursus externe)

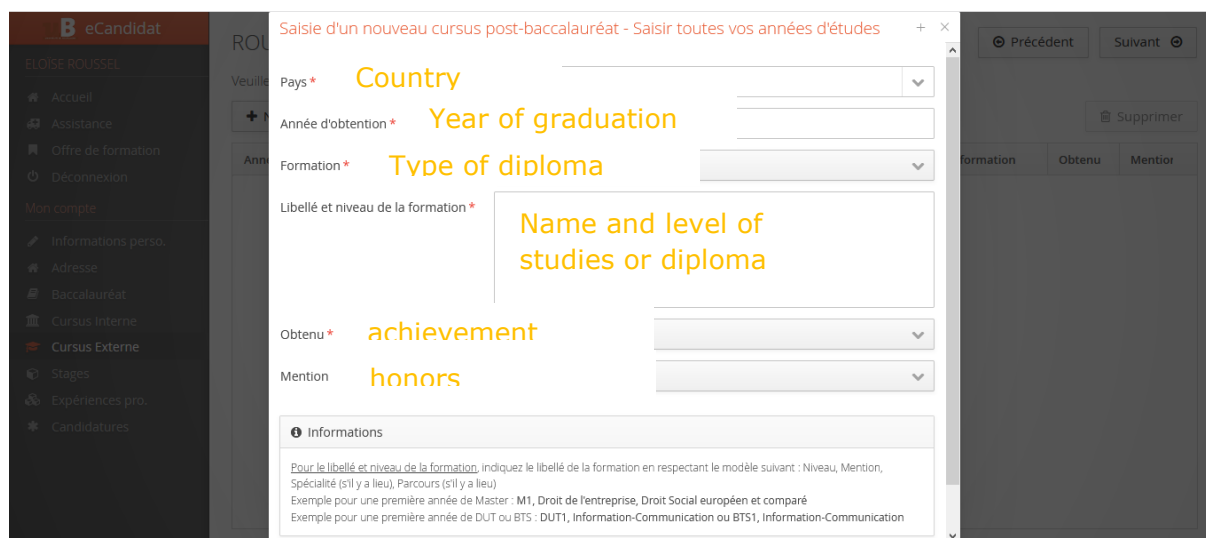
In this section, you will have to indicate your academic background, including the diploma you are registered in now.

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



The screenshot shows the eCandidat interface for ELOISE ROUSSEL. The left sidebar has a menu with 'Cursus Externe' selected. The main area is titled 'ROUSSEL ELOÏSE (21V3ITFP) - Cursus Externe'. A yellow circle highlights the '+ Nouveau cursus' button. Below it, there is a table with columns: Année d'obtention, Pays, Département, Commune, Etablissement, Formation, Libellé et niveau de la formation, Obtenu, and Mention. Buttons for 'Précédent', 'Suivant', 'Modifier', and 'Supprimer' are visible.

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



The screenshot shows the 'Saisie d'un nouveau cursus post-baccalauréat' form. The title bar says 'Saisie d'un nouveau cursus post-baccalauréat - Saisir toutes vos années d'études'. The form fields are: Pays * (Country), Année d'obtention * (Year of graduation), Formation * (Type of diploma), Libellé et niveau de la formation * (Name and level of studies or diploma), Obtenu * (achievement), and Mention (honors). There is an 'Informations' section at the bottom with instructions on how to fill out the 'Libellé et niveau de la formation' field. Buttons for 'Précédent', 'Suivant', and 'Supprimer' are visible on the right.

Formation : please select **Dip. établissmt étranger**

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

Obtenu: Yes | No | In process

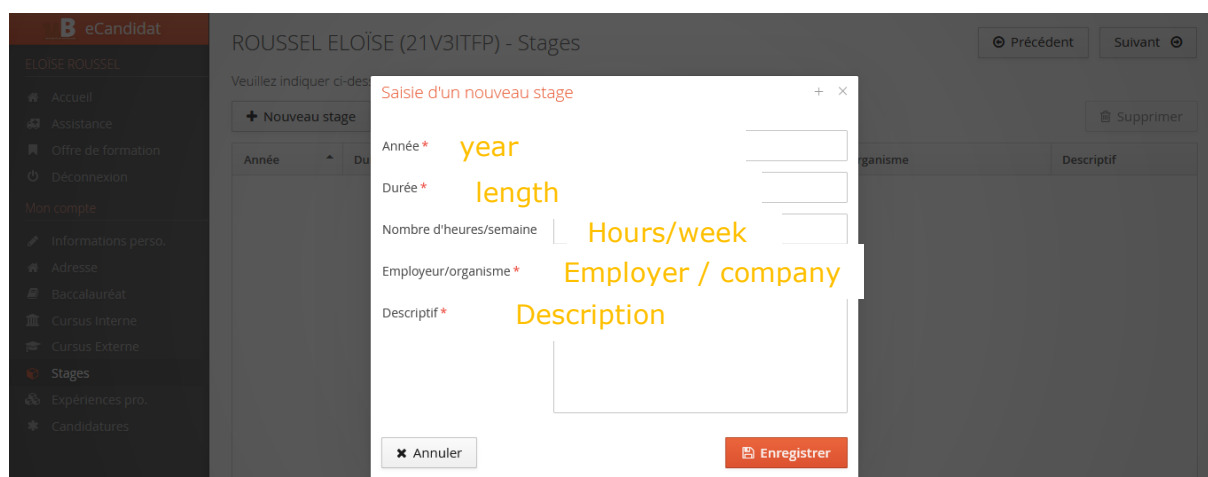
f) Internship

- Under the "stages" section on the left, click on "Nouveau stage".



The screenshot shows the B eCandidat interface for ELOÏSE ROUSSEL. The left sidebar contains a menu with options: Accueil, Assistance, Offre de formation, Déconnexion, Mon compte, Informations perso., Adresse, Baccalauréat, Coursus Interne, Coursus Externe, Stages, Expériences pro., and Candidatures. The 'Stages' section is selected. The main area displays 'ROUSSEL ELOÏSE (21V3ITFP) - Stages' with a 'Précédent' button and a 'Suivant' button. Below the header, there is a table with columns: Année, Durée, Nombre d'heures/semaine, Employeur/organisme, and Descriptif. A red circle highlights the '+ Nouveau stage' button in the top left corner of the table area.


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



The screenshot shows the B eCandidat interface for ELOÏSE ROUSSEL. The left sidebar is the same as in the previous screenshot. The main area displays 'ROUSSEL ELOÏSE (21V3ITFP) - Stages' with a 'Précédent' button and a 'Suivant' button. A modal form titled 'Saisie d'un nouveau stage' is open, showing the following fields: Année * (year), Durée * (length), Nombre d'heures/semaine (Hours/week), Employeur/organisme * (Employer / company), and Descriptif * (Description). The 'Annuler' button is in the bottom left and the 'Enregistrer' button is in the bottom right of the modal.


g) Professional experience

- Under the "Expériences pro." section on the left, click on "Nouvelle expérience professionnelle".



The screenshot shows the 'eCandidat' interface for 'ELOISE ROUSSEL'. The left sidebar has a menu with 'Expériences pro.' selected. The main area is titled 'ROUSSEL ELOISE (21V3ITFP) - Expériences professionnelles'. It includes a '+ Nouvelle expérience professionnelle' button, a 'Modifier' button, and a 'Supprimer' button. Below these is a table with columns: Année, Intitulé, Durée, Employeur/organisme, and Descriptif.

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



The screenshot shows the 'Saisie d'une nouvelle expérience professionnelle' form. The form fields are highlighted with yellow text: 'Année *' (year), 'Intitulé *' (Job title), 'Durée *' (length), 'Employeur/organisme *' (Employer / company), and 'Descriptif' (Description). The 'Enregistrer' button is highlighted in red.

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.

UB eCandidat

ELOÏSE ROUSSEL

Accueil
Assistance
Offre de formation
Déconnexion
Mon compte
Informations perso.
Adresse
Baccalauréat
Cursus Interne
Cursus Externe
Stages
Expériences pro.
Candidatures

Offre de formation

Vous pouvez consulter les formations en dépliant les menus et candidater à une formation en cliquant dessus.

Filtrer en cours : Aucun

Université de Bourgogne

Titre	Mots clés	Dates de candidature	Mode
AGROSUP			
Droit, sciences économique et politique			
ESIREM (Ecole Supérieure d'Ingénieurs Numérique et Matériaux)			
IAE (Institut d'Administration des Entreprises)			
INSPE (Institut National Supérieur du Professorat et de l'Education)			
ISAT (Institut Supérieur de l'Automobile et Transports)			
IUT Chalon-sur-Saône			
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.

UB eCandidat

ELOÏSE ROUSSEL

Accueil
Assistance
Offre de formation
Déconnexion
Mon compte
Informations perso.
Adresse
Baccalauréat
Cursus Interne
Cursus Externe
Stages
Expériences pro.
Candidatures

Offre de formation

Vous pouvez consulter les formations en dépliant les menus et candidater à une formation en cliquant dessus.

Filtrer en cours : Aucun

Université de Bourgogne

Titre	Mots clés	Dates de candidature	Mode
Sciences et Techni			
<div>Licence (LMD)</div> <div> <div>Master (COMUE)</div> <div> M1 Mathématiques M1 mention Chimie M1 mention physique fondamentale et applications parcours Physics, Photonics and Nanotechnology M2 mention Chimie moléculaire parcours Transition Metals in Molecular Chem M2 mention Mathématiques Physique parcours Mathematical Physics </div> </div>			

 | | |

Confirmation

Voulez-vous candidater à la formation 'M1 mention physique fondamentale et applications parcours Physics, Photonics and Nanotechnology' ?

III- Transmitting your documents

a) Apply to a training

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

Récapitulatif de votre candidature - ROUSSEL ELOÏSE (21V3ITFP)

Informations détaillées
 Formation : **ZONE 1** mentale et applications and Nanotechnology
 Statut du dossier : En attente
 Décision : En attente

Dates utiles
 Date limite : **ZONE 2**

Adresse de contact
 UFR SCIENC **ZONE 3**
 Master PPN
 9 avenue Al
 21078 DIJON 21078 DIJON
 Tél : 03 80 39 59 80

⚠ N'oubliez pas de consulter l'onglet 'Informations complémentaires'

📎 Pièces justificatives Informations complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 21/06/2021. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fich	Statut	Commentaire
Une copie numérisée de votre passeport ou de votre carte d'identité	ZONE 4 +	En attente	
Une copie numérisée de vos relevés de notes	+	En attente	
Un CV	+	En attente	
Une lettre de motivation	+	En attente	

✕ Fermer
🗑 Annuler la candidature
📤 Transmettre ma candidature
📎 Télécharger mon dossier

Button 1

Button 2

Button 3

Button 4

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).

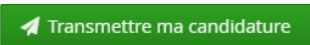
IMPORTANT: this action is irreversible and is not possible anymore if you have already transmitted your application.

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 

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 1st 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 complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le [date]. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fichier	Statut	Commentaire
Copie du dernier diplôme obtenu	  HM16_IN_11_fiche_candidature.pdf	Refusée	Scan illisible
Copie du dernier relevé de notes	  HM16_IN_11_fiche_candidature.pdf	Refusée	Ce n'est pas la pièce demandée
Curriculum vitae détaillé (CV)	 HM16_IN_11_fiche_candidature.pdf	Validée	
Lettre de motivation dactylographiée	 HM16_IN_11_fiche_candidature.pdf	Validée	

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.**

Pièces justificatives Informations complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 02/03/2016. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fichier	Statut
Copie du dernier diplôme obtenu	 HM16_IN_11_fiche_candidature.pdf	Validée
Copie du dernier relevé de notes	 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.