

Explanatory document for the DUEF or DULFS pre-registrations

You can access the presentation of our DUEF and DULFS formations on the following link :

<https://www.uca.fr/international/centre-fleura/formation/>

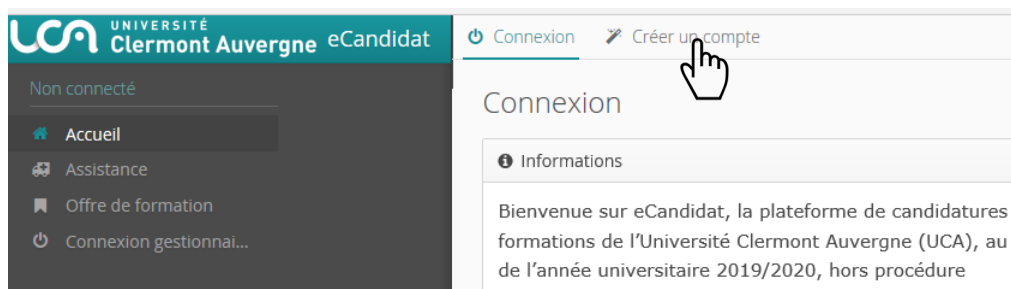
A Candidate Guide for the eCandidat website can be accessed on the following link :

<https://ecandidat.uca.fr/docuca/GuideCandidat2019.pdf>

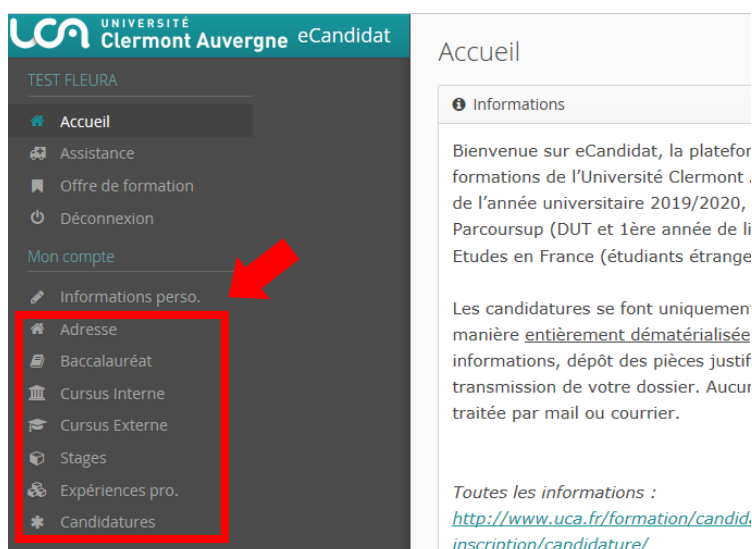
Regarding foreign students who are not yet registered at the Clermont Auvergne University, you can access the simplified guide on the following link :

1. How to create you eCandidat account: <https://ecandidat.uca.fr>

- To create your eCandidat account : click on “*Créer un compte*”, then you will have to register your first name and your last name as well as a valid email address.



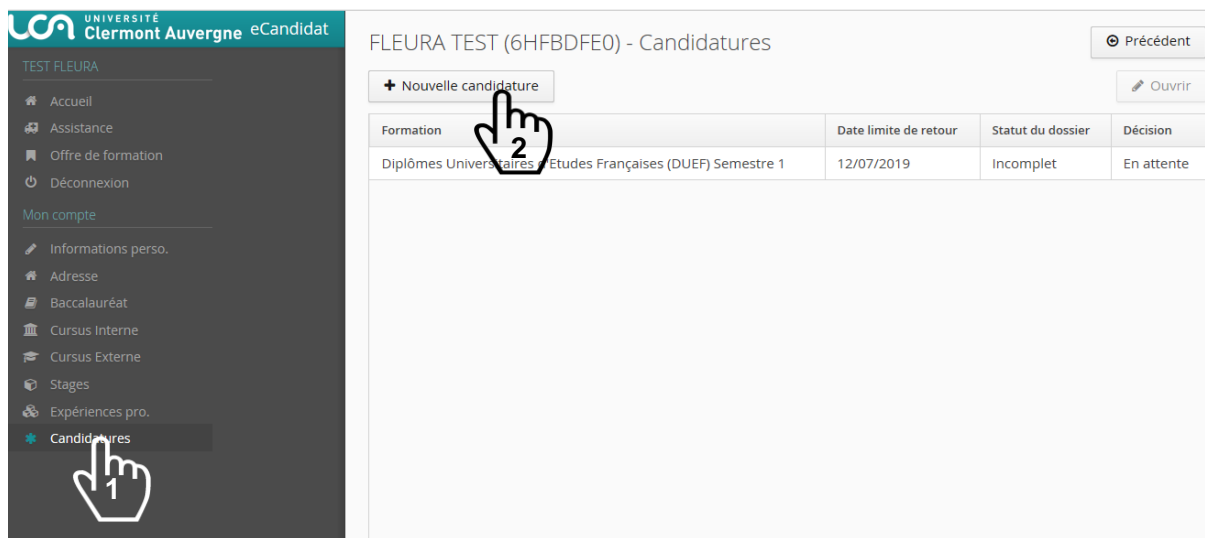
- You will then receive a confirmation email in order to create your account, the link contained in this email will enable you to create your account.
- Then, you will be able to access your eCandidat account by using the register information that you have received in the confirmation email. You will be asked to complete your personal information before being able to register for one of the available formations. You will have to follow each step, starting with you personal information, then your address...



- You can go back at any moment in order to modify your information.

2. How to apply for a formation

- Once your record has been created and completed, you will be able to choose the formation for which you would like to apply.
- The tag “*Candidature*” will enable you to access “+ *Nouvelle candidature*” which leads to the tag “*formation*”



Offre de formation

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

Filtre Filtre en cours : Aucun

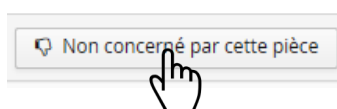
Université Clermont Auvergne

Titre	Mots clés	Dates de candidature
<ul style="list-style-type: none"> Centre FLEURA <ul style="list-style-type: none"> Diplôme d'université 1cycle <ul style="list-style-type: none"> DU de langue française - Chimie DU de langue française - Information et Communication DU de langue française - Informatique DU de langue française - Langue et littérature françaises DU de langue française - Mathématiques DU de langue française - Physique DU de langue française - Sciences du langage Diplômes Universitaires d'Etudes Françaises (DUEF) Semestre 1 Diplômes Universitaires d'Etudes Françaises (DUEF) Semestre 2 		
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 14/03/2019 au 08/07/2019
		Du 16/10/2019 au 20/12/2019

- For the first semester of the 2019-2020 academic year, you will be able to choose between the *Diplômes Universitaires d'Etudes Françaises (DUEF) Semestre 1* and the *Diplômes Universitaires de la Langue Française et de Spécialités (DULFS)*. However, be careful because you will only be able to apply for one of these two formations.
- On the summary screen of your application, you will access the *Pièces justificatives* where you will be able to transmit your attachments in a PDF or JPEG format which should not exceed 5Mo per attachment.

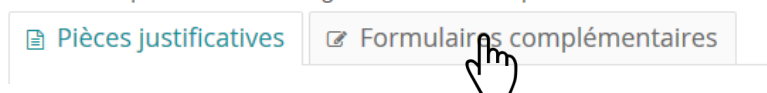
Pièce justificative	Fichier
Curriculum Vitae	<input type="button" value="+"/> <input type="button" value="eye"/> <input type="button" value="upload"/>
Lettre de motivation	<input type="button" value="x"/> <input type="button" value="eye"/> <input type="button" value="upload"/> LM.pdf
Etudiants étrangers : Diplômes obtenus(ou attestations de réussite) ainsi que leur traduction en langue française certifiée conforme	<input type="button" value="-"/> <input type="button" value="eye"/> <input type="button" value="upload"/> DU.pdf

- To add a document, you should click on the button
- To suppress a document, you should click on the button
- If one of these documents does not apply to you, you should click on “*non concerné par cette pièce.*” For example, the copy of the GAOKAO results only apply to students coming from China. Therefore, students coming another country have to click on “*non concerné par cette pièce.*”



- **However**, you will also have to complete the application form entitled “*Formation envisagée 2020/2021*” in the “*Formulaires complémentaires*” tab.

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



- You will have to follow this link : <https://enquetes.uca.fr/index.php/535628?lang=fr&numDossier=6HFBDFE0>
- Then you will have to choose the formation that you would like to have access to for the 2020/2021 academic year in the “*type de diplôme envisagé*” topic as shown in this example :

* Type de diplôme envisagé

- | | |
|---|--|
| <input type="radio"/> Préparation à l'entrée dans les cursus universitaires | <input type="radio"/> Diplôme d'ingénieur |
| <input type="radio"/> Diplôme d'études universitaires scientifiques et techniques | <input type="radio"/> Doctorat |
| <input type="radio"/> Diplôme Universitaire de Technologie | <input type="radio"/> Études en santé |
| <input type="radio"/> Cursus préparatoires aux écoles d'ingénieur | <input type="radio"/> Diplôme d'université |
| <input type="radio"/> Licence | <input type="radio"/> Certification |
| <input type="radio"/> Licence professionnelle | <input type="radio"/> Préparation aux concours |
| <input checked="" type="radio"/> Master | |

* Master

- | | |
|---|--|
| <input type="checkbox"/> Arts, lettres, langues | <input type="checkbox"/> Master Ingénierie de conception |
| <input type="checkbox"/> Master Création littéraire | <input type="checkbox"/> Master Ingénierie de la santé |
| <input type="checkbox"/> Master Etudes Européennes et Internationales | <input type="checkbox"/> Master Ingénierie nucléaire |
| <input checked="" type="checkbox"/> Master Langues Étrangères Appliquées (LEA) | <input type="checkbox"/> Master Mathématiques |
| <input type="checkbox"/> Master Langues, littératures et civilisations étrangères et régionales | <input type="checkbox"/> Master Mathématiques appliquées, statistiques |
| | <input type="checkbox"/> Master Mécanique |

- Then you will have to register the desired specialty course by following this link :
<https://www.uca.fr/formation/nos-formations/par-type-de-diplome/>

le parcours
l'année dans le diplôme (1, 2 ou 3)

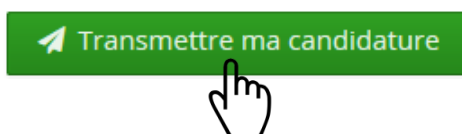
For example : *Ingénierie de projet interculturel et international*, S'il n'y a pas de parcours dans la spécialité, do not add anything else.

You should choose **1**, if you would like to choose *Master 1*

- **Be careful, if you choose a specialty which is not available at the Clermont Auvergne University, we will not be able to deliver a specialty certificate (this document is necessary to acquire your visa)**

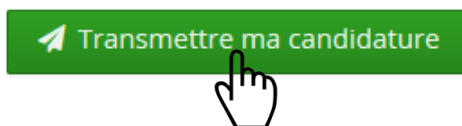
In order to obtain your specialty certificate, you will have to abide by the steps mentioned above.

- Once that you have put your attachments online and after completing your application form, you will have to click on “*Transmettre ma candidature*” in order to transmit your application form.



If your application form is incomplete

- If you receive the following mail “*Candidature – dossier incomplet*”, you will have to login your eCandidat account in order to check your attachments. From the “*candidature*” tab you will have to choose your formation, then you will have to click on “*Ouvrir*”. From this screen, you will be able to have access to the current state of your attachments as well as the comment left by the person in charge of your application form.
- You can suppress your attachment by clicking the button
- You can now add a new attachment by clicking the button
- Once you have added your attachments, **do not forget to transmit your application once again.**

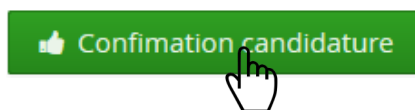


Be careful : If you forget to transmit your application form, your application will be considered as incomplete.

How to confirm your formation

- Once your application has received a positive answer, you will receive an email requesting a confirmation or a rescission. You will have to go back on the eCandidat website, then you will have to access the “*Candidature*” tab. Then, you will be able to choose your formation. You

will have to click on the “Ouvrir” button. From this screen, you will be able to confirm or to renounce your application.



- Once you will have confirmed your application, we will send you the required document for the acquisition of your visa.
 - “Attestation de pré-inscription au DUEF pour 2 semestres de cours (from September 2019 to June 2020)” or “Attestation de pré-inscription au DULFS pour 2 semestres de cours (from September 2019 to June 2020)”
 - “Attestation de spécialité pour l’année 2020-2021”

3. The results

Be careful, the desired formation for the 2020/2021 academic year is provisional and is part of the pre-registration legal proceeding. Once you will be registered for the French courses at the Clermont-Auvergne University, you will have to get in touch with the academic component in order to apply for the desired formation at the beginning of the academic year in September 2020.

We do not provide any certificate of accommodation. In order to find a student accommodation, you can access the CROUS website on the following link : <http://usine.crous-clermont.fr/>

Or you can access the dedicated page on our website : <https://www.uca.fr/international/venir-a-l-uca/informations-pratiques/hebergement/>

4. Practical Information

The final booking takes place from **August, 26th to September, 6th 2019**. Please contact us at the following phone number : 04 73 40 85 60 in order to make an appointment.

Provisional schedule for the first semester of the 2019/2020 academic year :

- First semester : from September, 9th 2019 to December, 13th 2019
- Exams : from December 14th, 2019 to December, 20th 2019
- Publication of the results : from January, 14th 2020.

Université Clermont Auvergne
Centre FLEURA – CLM
Service Scolarité - bureau 003

A l’angle des rues Paul Collomp et
d’Amboise
63000 CLERMONT-FERRAND -
FRANCE

Tél : 04 73 40 64 96 / Tél : 04 73 40 64 93
E-mail : centre-fleura@uca.fr