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/formations-fle/

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


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](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’’

For the first semester of the 2020-2021 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.

- 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.”

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 your 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 2020 to June 2021)’’ or ‘‘Attestation de pré-inscription au DULFS pour 2 semestres de cours (from September 2020 to June 2021)’’

3. Notes

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/](http://usine.crous-clermont.fr/)

Or you can access the dedicated page on our website:

[https://www.uca.fr/campus/vie-pratique/logement/](https://www.uca.fr/campus/vie-pratique/logement/)

4. Information

The final registration takes place from **August, 25th to September, 3rd 2020**. 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 2020/2021 academic year :

- First semester : from September, 7th 2020 to December, 11th 2020
- Exams : from December 14th, 2020 to December, 18th 2020

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