

Explanatory document for the DUEF 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/>

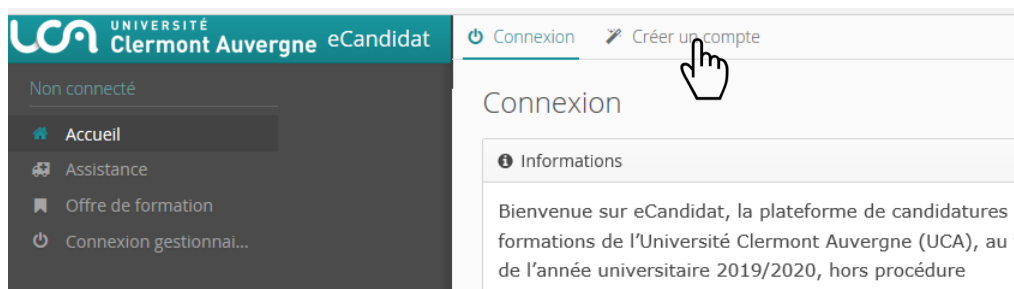
A Candidate Guide for the eCandidat website can be accessed on the following link :

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

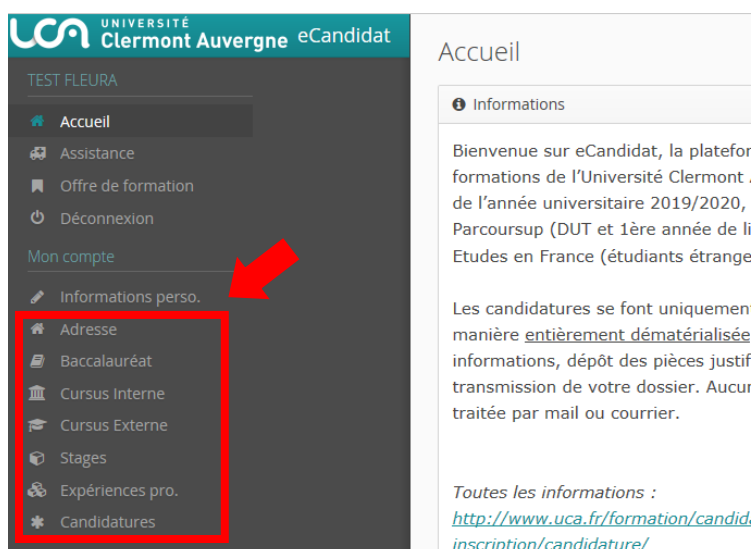
Regarding foreign students who are not yet registered at the Clermont Auvergne University, you can access the simplified guide on the following link :

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.



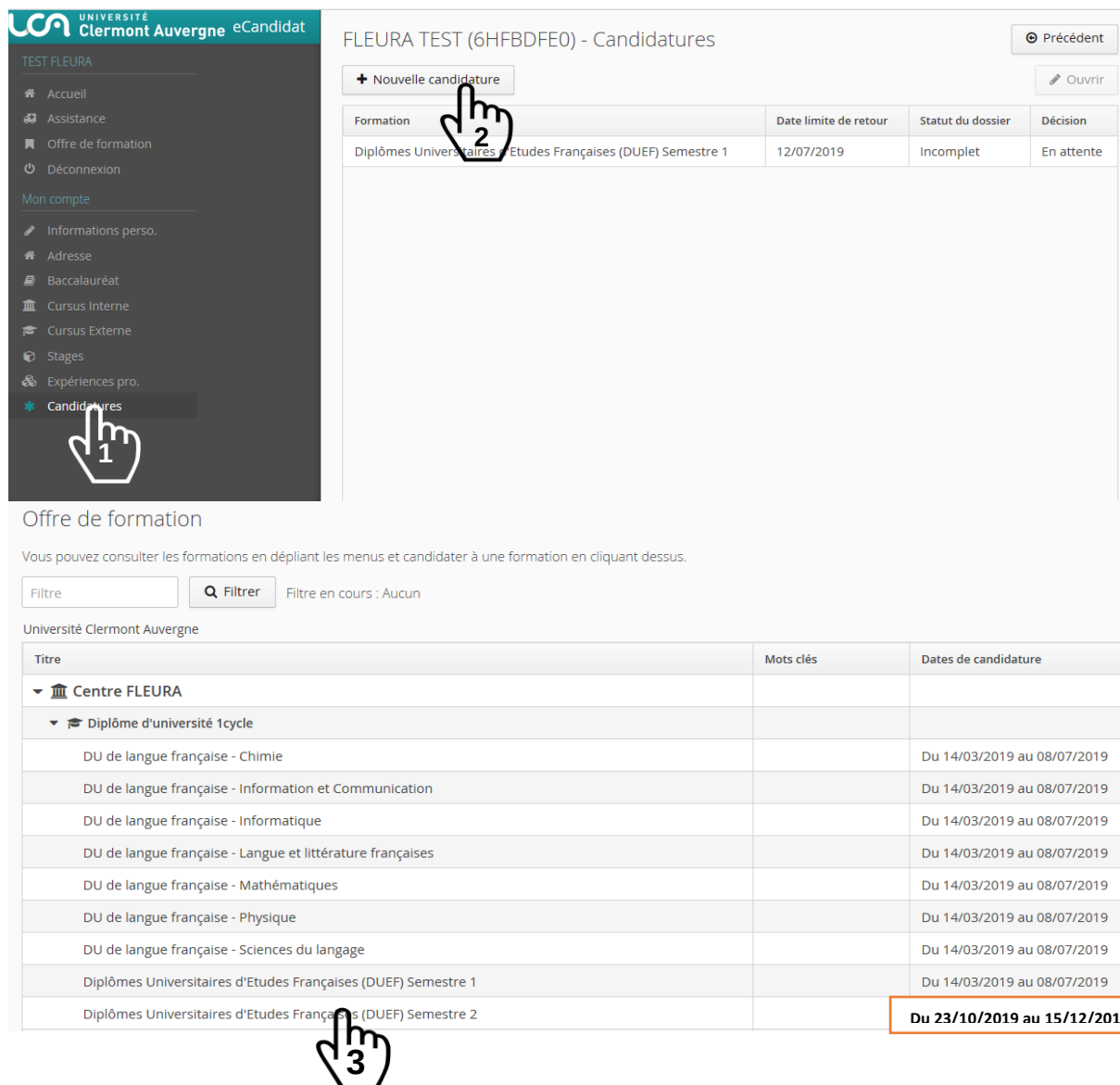
- You will then receive a confirmation email in order to create your account, the link contained in this email will enable you to create your account.
- Then, you will be able to access your eCandidat account by using the register information that you have received in the confirmation email. You will 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*”



TEST FLEURA

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

FLEURA TEST (6HFBDFE0) - Candidatures

[+ Nouvelle candidature](#) [Ouvrir](#) [Précédent](#)

Formation	Date limite de retour	Statut du dossier	Décision
Diplômes Universitaires d'Etudes Françaises (DUEF) Semestre 1	12/07/2019	Incomplet	En attente

Offre de formation

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

Filtre [Filtrer](#) Filtre en cours : Aucun

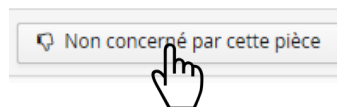
Université Clermont Auvergne

Titre	Mots clés	Dates de candidature
Centre FLEURA		
Diplôme d'université 1cycle		
DU de langue française - Chimie		Du 14/03/2019 au 08/07/2019
DU de langue française - Information et Communication		Du 14/03/2019 au 08/07/2019
DU de langue française - Informatique		Du 14/03/2019 au 08/07/2019
DU de langue française - Langue et littérature françaises		Du 14/03/2019 au 08/07/2019
DU de langue française - Mathématiques		Du 14/03/2019 au 08/07/2019
DU de langue française - Physique		Du 14/03/2019 au 08/07/2019
DU de langue française - Sciences du langage		Du 14/03/2019 au 08/07/2019
Diplômes Universitaires d'Etudes Françaises (DUEF) Semestre 1		Du 14/03/2019 au 08/07/2019
Diplômes Universitaires d'Etudes Françaises (DUEF) Semestre 2		Du 23/10/2019 au 15/12/2019

- For the second semester of the 2019-2020 academic year, you should the *Diplômes Universitaires d'Etudes Françaises* (DUEF) Semestre 2. 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.

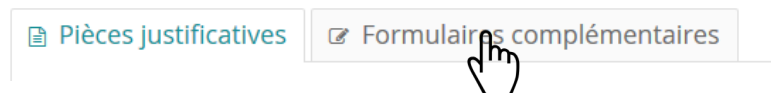
Pièce justificative	Fichier
Curriculum Vitae	   LM.pdf
Lettre de motivation	   DU.pdf
Etudiants étrangers : Diplômes obtenus(ou attestations de réussite) ainsi que leur traduction en langue française certifiée conforme	

- 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 from another country have to click on “*non concerné par cette pièce.*”



- **However**, you will also have to complete the application form entitled “*Formation envisagée 2021/2022*” 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 2021/2022 academic year in the “*type de diplôme envisagé*” topic as shown in this example :

★ Type de diplôme envisagé

☐ Préparation à l'entrée dans les cursus universitaires
☐ Diplôme d'études universitaires scientifiques et techniques
☐ Diplôme Universitaire de Technologie
☐ Cursus préparatoires aux écoles d'ingénieur
☐ Licence
☐ Licence professionnelle
☒ Master

☐ Diplôme d'ingénieur
☐ Doctorat
☐ Études en santé
☐ Diplôme d'université
☐ Certification
☐ Préparation aux concours

★ Master

☐ Arts, lettres, langues
☐ Master Création littéraire
☐ Master Etudes Européennes et Internationales
☒ Master Langues Étrangères Appliquées (LEA)
☐ Master Langues, littératures et civilisations étrangères et régionales

☐ Master Ingénierie de conception
☐ Master Ingénierie de la santé
☐ Master Ingénierie nucléaire
☐ Master Mathématiques
☐ Master Mathématiques appliquées, statistiques
☐ Master Mécanique

Mis à jour le 02/10/2019

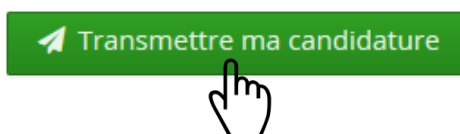
- Then you will have to register the desired specialty course by following this link :
<https://www.uca.fr/formation/nos-formations/par-type-de-diplome/>

le parcours	For example : <i>Ingénierie de projet interculturel et international</i> , S'il n'y a pas de parcours dans la spécialité, do not add anything else.
l'année dans le diplôme (1, 2 ou 3)	You should choose 1 , if you would like to choose <i>Master 1</i>

- **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)**

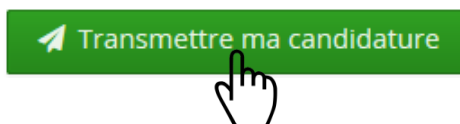
In order to obtain your specialty certificate, you will have to abide by the steps mentioned above.

- 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.**

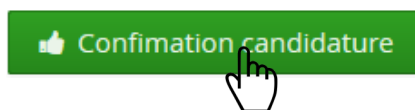


Be careful : If you forget to transmit your application form, your application will be considered as incomplete.

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 3 semestres de cours (from Janvier 2020 to June 2021)”,
 - “Attestation de spécialité pour l’année 2021-2022”

3. The results

Be careful, the desired formation for the 2021/2022 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 2021.

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 enrollment takes place from **January 7th to January, 30th 2020**. Please contact us at the following phone number : 04 73 40 85 60 in order to make an appointment.

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

- Second semester : from February 3rd 2020 to May 29th 2019
- Exams : from Juin 2nd 2020 to Juin 8th 2020
- Publication of the results : Juin 18th 2020.

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

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