

ONLINE APPLICATION

Application deadlines:

Semester	Online application start	Application deadline
FALL 24	01 March	30 May

N.B. Once the online application form closes, no further applications will be accepted!

How to apply?

Please complete your [Online Application](#) with all required documents before **30 May 2024**. If this step is not complete before this date, the admission board will have to reject your application.

- Part 1: Application form
- Part 2: Online registration and application account
- Part 3: Update your personal data
- Part 4: Upload all application required documents
- Part 5: Submit your application for verification
- Part 6: Verification check
- Part 7: Admission
- Part 8: Submit documents required for enrolment

Step 1: Application form

The [application form](#) is to be completed online. Fill it out carefully. All fields denoted by an asterisk (*) are required. Please keep in mind that you may update the application form in your own online account at any time.

When entering your e-mail address or information about the contact person in case of emergency, **double-check your spelling!** Please note that your name (spellings, middle name, etc.) must match the information on your passport (proper capitalization or only last name in all caps).

Once you have filled in the form, click on the button “**Send application**”. Your application form will then be sent directly to the Admissions Office.

Please note that filling in the online application is **just the first step of your application** and there are still further steps that need to be completed before your application is complete. After you have filled in your online application form, you will automatically receive a confirmation email asking you to proceed with the online registration with further instructions.

Step 2: Online registration and application account

You will receive an email confirming that the application process has started. Click on the **link** at end of the email. Fill in your date of birth (DD.MM.YYYY) and click “**Next step**”. Make sure you provide the same date of birth as you did on your application!

Create a username and password with at least one **number**, at least one **upper case letter**, with a minimum of 6 and a maximum of 12 characters and **no special characters**.

Once you have entered the login and password information, click “**Continue**”. You will get a notification indicating that your online registration was successful.

Enter or Login to Mobility Online portal (you are automatically directed to your application account). You will receive an e-mail that will walk you through the remainder of the application process.

Step 3: Update your personal data

Fill in your personal information: Click “**Complete Personal Data**” link to complete your personal details. Save the data by clicking “**Create**”.

Step 4: Upload required documents:

We advise you to upload all the following documents promptly, so that we can start processing your application and send you your admission letter and accommodation certificate on time (**which are two documents you will need when applying for your visa**).

- **Valid passport** or ID card + **Biometric photo**
- **Motivation letter + Curriculum Vitae (CV)**
- **Official academic transcript for the last two semesters**
- **English language proficiency certificate** (for study programs taught in English)
 - TOEFL iBT – Test of English as a foreign language (min.score 78)
 - TOEIC – Test of English for international communication, Listening & Reading (min.score 750)
 - CAE – Cambridge Certificate in Advanced English
 - FCE – Cambridge English First
 - IELTS – International English Language Testing System (min.score 6)
 - B2 English attestation from home institution
- **OR**
- **French language proficiency certificate** (for study programs taught in French)
 - B2 French attestation
- **Learning Agreement with selected courses**

Step 5: Submit your application for verification

Once you have completed all the above mentioned steps, your application is ready to be submitted. Click on the link "[Submit your application](#)". The Admission Office will receive your application with all accompanying documentation online and will verify it.

Step 6: Screening or verification check

Your application will be verified once it has been submitted with all accompanying documentation. Please wait for the International Officer's reply email. They will go through your information and the documents you have submitted.

If your application data is incomplete, you will be contacted by our office (if certain documents need to be modified or if some components are missing).

Step 7: Admission

You will be notified of the admission results by email. The admission process can take up to 4 weeks.

Step 8: Learning Agreement

Note that your learning agreement is very important for the delivery of your [transcript of records](#) at the end of your academic exchange. **You must choose your courses, sign your LA and have it signed by your home university before your arrival.** Do not forget to click on "yes, I confirm" [once you are sure of your course selection](#).

How to select Courses:

- Courses can be selected from [one study program only](#). One cannot mix the courses from different programs or from different years within the same program.
- There is no exact mandatory ECTS workload, but we recommend our international students to take at least 15 ECTS credits and up to 30.

Step 9: Enrollment required documents

You will be prompted to upload the remaining documents online at the end of the process in order to complete your application. **This step is mandatory** and is related to broad French administration requirements.

You can always provide us with the following documents upon arrival:

- **French Health Insurance or EHIC card (for European students)**
- Original copy of your **birth certificate** with filiation in all cases, and a **certified legal French translation** for non-Europeans
- **Long term visa** (if required) and its **OFII Attestation** if necessary
- **Personal liability insurance**, if not included in your student travel insurance.

In case you are not able to find the information you need this document, please contact the **International Mobility Office** at incoming-exchange@imt-bs.eu

In case you need help before arriving and during the intake, especially regarding housing and other French administrative issues, please contact the **International Registrations Office** at international.registrations@imt-bs.eu