

Hello,

You will find underneath the procedure and the different steps to follow in order to preregister online on our website:

1- First of all, clic on the link below in order to complete the online form :

[Online pregristration form \(French Version\)](#)

[Online pregristration form \(English Version\)](#) – Please note that only the first form will be in English (the printed version will be in French).

Please make sure you use a general email address (gmail, Hotmail...) to reduce the number of error that could occur.

Also, be very careful to choose the **correct exchange program** from the list at the top of the form (Exchanges Europe Erasmus, Exchanges Europe (not Erasmus), Exchanges outside Europe, Erasmus Mundus, French for specialists EEP, Masters in English, Mundus...). If you choose the wrong program, your university will not appear on the list of Institutions.

In certain cases, you will not be able to find the right department. This relates to the fact that the agreements between our universities are specific to some departments. Should you have questions, please refer to your home university to check with them.

2- Create your account:

Once the form is completed, clic on “send application”. You will receive an email explaining you how to create your account.

To avoid receiving the emails in your spams, please indicate to your email box that the following email is safe: incoming.mobility@univ-tours.fr. This email will be your main contact in Tours.

Clic on the link in the email and you will access the page on which you will create your account.

ATTENTION: you will only be able to create your account if you choose English language (for some reason, the French version does not work properly for the moment).

Once you have created your account, you will get a confirmation by email. Then, connect onto your account.

3- Complete your application datas:

Clic on “My Application Data” and select yours. You will end up on your “Application workflow” page that will give you the next steps to follow to complete your preregistration.

You will have to:

- Upload an ID picture (resize it to 500x500 pixels, using the software Paint for example),
- Complete your addresses (current one, and permanent/family one)
- Complete the CUEFEE form, complete *the accommodation request form***, and the buddy system form.

****ATTENTION**, from now on, in order to book an accommodation in a residence hall, you must follow 2 steps:

1- Follow the online procedure provided by the CROUS (Step by Step on messervices.etudiant.gouv.fr).
ATTENTION, this is the procedure through which you will get your INE number.

2- Upload your accommodation request form onto our online preregistration portal Mobility Online, send a hard copy along with your preregistration form duly signed.

Both steps must be accomplished in order to be accepted in a residence hall.

Regarding the accommodation request form, please remember to save your data (name...choices...) before uploading the document.

- And finally you will be able to print the preregistration form. You will need to print 1 copy of it.

All along the procedure, you should get some emails confirming your actions and giving you the next steps to follow.

Now, you need to sign the copy of your preregistration form and have it signed by your university.

4- Send your complete file:

Once your documents are signed, you need to send them to me by regular mail to the following address (please note that the documents sent by email will be rejected). Your package must contain:

****Mandatory :**

- 1 copy of your pre-registration form (Mobility Online), both signed by your coordinator and by you;
- 1 ID photo (with your name on the back);

- Your accommodation form, duly completed;

- One self-addressed envelope (21x29.7) – the address must be written at the bottom right hand side;

****Optional :**

- The buddy system form if you want to take part in the programme and meet with some French students.

University of Tours

Direction des Relations Internationales

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The deadline to send your file to us is set to June 1st 2018 (for students staying for the 1st semester or for the full academic year) or to November 30th 2018 (for students staying for the second semester only).

Do not panic if something goes wrong during your online preregistration! 😊

Just contact us: incoming.mobility@univ-tours.fr

Once we have received and processed your file, we will send you a confirmation email (please note that due to a very high number of files, you will not get an answer before 3 to 4 weeks).

Regards,

Frédéric SOREAU et Marianne BIGOT

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