

Nomination and application procedure for candidates for Erasmus+ and Swiss-European Mobility Program at University Paris Nanterre

STEP 1: Student's NOMINATION by home university

Nomination:

All students must be nominated by email by the partner university by filling out this form:

[Nomination sheet](#)

Contacts:

- For Double Degree Students : **Mme Alessandra CAVA** (a.cava@parisnanterre.fr)
- For Other Incoming European Students : **Mme Nanka STOYANOV** (nstoyanova@parisnanterre.fr)

Nomination deadline:

Between March 1st and April 15th for the 1st semester (autumn semester) and for the full academic year.

Between September 1st and October 15th for the 2nd semester (spring semester) of the academic year.

N.B. Please refer to the Erasmus Agreement for the number of students, fields of studies and level of studies allowed at University Paris Nanterre.

STEP 2: REGISTRATION by nominated students

Moveon application form:

Upon reception of the nomination sent by the home university, the University Paris Nanterre will contact the nominated students by email and send them detailed information about the registration procedure.

Students duly nominated by their home university must:

- complete, print and sign the [Moveon form](#),
- add an ID photo to the first page of the Moveon form (photo required for student card).

Period of Availability of Moveon form for registration:

Between April 1st and May 15th for candidates for the 1st semester and the full academic year.

Between October 1st and November 15th for candidates for the 2nd semester.

Applications sent after the deadline will not be accepted.

STEP 3: OTHER DOCUMENTS

Required documentation to complete registration.

From now, nominated students must prepare the required documentation to complete their registration:

- **a valid certificate of French:** [TCF](#) (issued less than 2 years ago), DELF or an official letter from a French teacher written in English or in French. We remind you that the required level in French **is B1**. Students with A1 or A2 level will not be accepted. **(N.B. Certificate not required for Double Degree Students)**
- **a valid European Health Insurance Card (EHIC) (tessera sanitaria):** copy of each side,
- **a valid passport or identity card:** copy of each side,
- **a Learning Agreement:** dated, signed and stamped by your university and with the logo of their home university (see the [Course Catalogue](#)),

N.B. Double Degree Students must give their Learning Agreement to their International Relations officer upon their arrival

- **for students of French nationality only:** Census certificate and call day certificate of Defense (attestation de recensement et attestation de journée d'appel à la défense). For further information please contact your embassy.

Deadlines to send Moveon application form with ID photo and required documentation:

May 15th for an arrival during the 1st semester (autumn semester) or the full academic year.

November 15th for an arrival during the 2nd semester (spring semester) of the academic year.

The Moveon application form with ID photo and required documentation have to be sent **only by postal mail** to this address:

- For Double Degree Students :

**University Paris Nanterre
Service des Relations Internationales
Bâtiment M – 1^{er} étage
Mme Alessandra CAVA
200 avenue de la République
92001 Nanterre Cedex
FRANCE**

- For other Incoming European Students

**University Paris Nanterre
Service des Relations Internationales
Bâtiment M – 1^{er} étage
Mme Nanka STOYANOV
200 avenue de la République
92001 Nanterre Cedex
FRANCE**

STEP 4: CONFIRMATION OF ENROLMENT AT UNIVERSITY PARIS NANTERRE

Students coming for the 1st semester or the full academic year will receive the confirmation of their enrolment at University Paris Nanterre by email early July. Students needing to apply for visa will receive hard copies by postal mail.

Students coming for the 2nd semester will receive the confirmation of their enrolment at University Paris Nanterre by email early December. Students needing to apply for visa will receive hard copies by postal mail.

IMPORTANT INFORMATION

Students needing to apply for visa, please contact:

- For Double Degree Students : **Mme Alessandra CAVA** (a.cava@parisnanterre.fr)
- For Other Incoming European Students : **Mme Nanka STOYANOV**
(nstoyanova@parisnanterre.fr)

Non EU students under 28 years old must subscribe to the national student health-care and pay 217 € (2017/2018 rate) upon their arrival at University Paris Nanterre.

The International Relations Office has a partnership with the CROUS de Versailles. This partnership allows the CROUS de Versailles to propose **student housing** for our incoming exchange students only based on the availability of rooms. Please find below the description of each residence as well as the price range for each type of room.

- [Résidence de Nanterre](#)
- [Résidence Le Vieux Pozzo \(Saint-Cloud\)](#)
- [Résidence de Clichy](#)

Your students have to submit their housing request included in their Moveon form.

N.B. Your students do not have to send their housing request directly to the CROUS de Versailles. Their request will be forwarded to the CROUS de Versailles by International Relations Office. **The number of rooms is limited, so we can not guarantee nor that your students will get a room in an university residence, nor that they will get their first wish.**

Your students will receive a reply concerning their request for accommodation by e-mail from the CROUS:

- in July for students arriving during the first semester,
- in December for students arriving during the second semester.

Students who wish to take **free French-language courses** can choose up to 3 courses, each worth 3 ECTS, for one semester only ([see the FETE brochure](#)).

All detailed information is available on the [website of International Relations Office](#) of University Paris Nanterre.