# "Incoming Student" User Guide for a declaration of mobility

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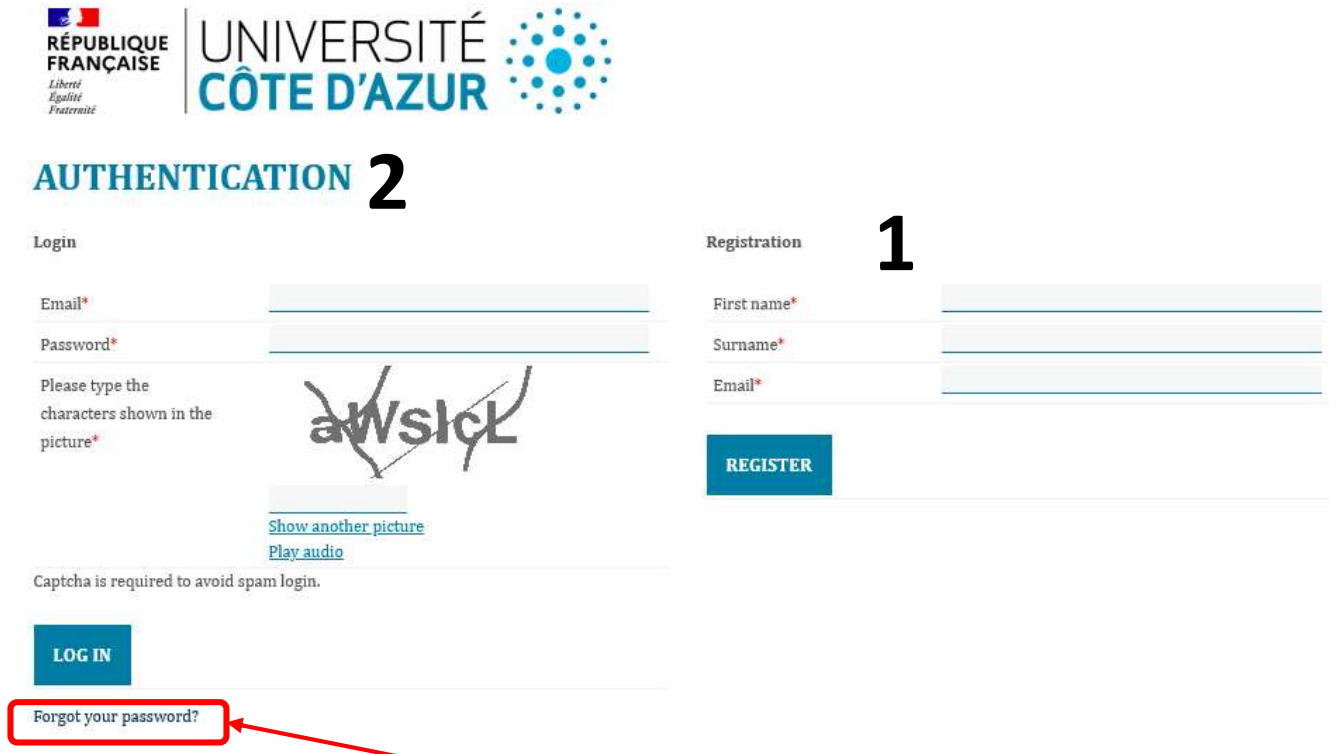
# Access to the Application Portal and Login

Access your portal using the following URL:

https://univcotedazur.moveonfr.com/locallogin/64a67e6cdf80c8a69a08548d/eng

During your 1st login, you will need to create a user account (1); You will then receive a link to set your password.
You are not required to use your university's email address to create the account

Once your account is created and the next time you log in, you can use the Authentication section directly (2).



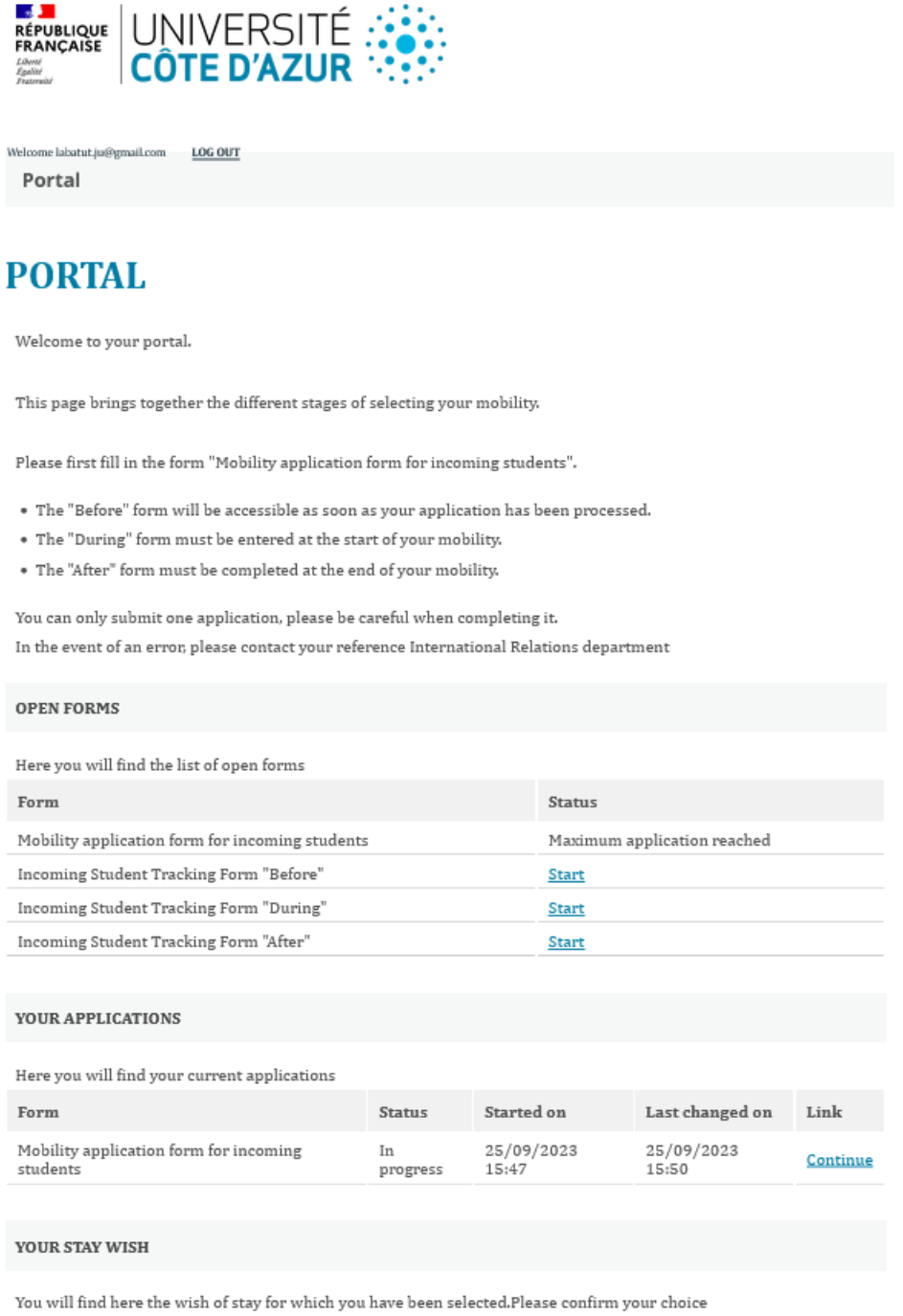

To reset your password, click on this link

# Presentation of the Portal

The portal is the entry point for your mobility.

It is composed of several sections corresponding to the different stages of your mobility:

- Introduction: General instructions, order of completeness of forms and reminder on the single application
- Open forms: Access to the forms available when you log in.
- Your Applications: Displays all your initiated and registered forms and all those submitted.



Welcome labatut.ju@gmail.com LOG OUT

Portal

## PORTAL

Welcome to your portal.

This page brings together the different stages of selecting your mobility.

Please first fill in the form "Mobility application form for incoming students".

- The "Before" form will be accessible as soon as your application has been processed.
- The "During" form must be entered at the start of your mobility.
- The "After" form must be completed at the end of your mobility.

You can only submit one application, please be careful when completing it.
In the event of an error, please contact your reference International Relations department

**OPEN FORMS**

Here you will find the list of open forms

| Form | Status |
|---|---|
| Mobility application form for incoming students | Maximum application reached |
| Incoming Student Tracking Form "Before" | Start |
| Incoming Student Tracking Form "During" | Start |
| Incoming Student Tracking Form "After" | Start |

**YOUR APPLICATIONS**

Here you will find your current applications

| Form | Status | Started on | Last changed on | Link |
|---|---|---|---|---|
| Mobility application form for incoming students | In progress | 25/09/2023 15:47 | 25/09/2023 15:50 | Continue |

**YOUR STAY WISH**

You will find here the wish of stay for which you have been selected.Please confirm your choice

# Forms (open)

The Open Forms section displays all available forms.

***Attention: You can only submit one form of each, be precise and vigilant when completing them.***

**OPEN FORMS**

Here you will find the list of open forms

| Form | Status |
|---|---|
| Mobility application form for incoming students | Maximum application reached |
| Incoming Student Tracking Form "Before" | Start |
| Incoming Student Tracking Form "During" | Start |
| Incoming Student Tracking Form "After" | Start |

# Order of completeness of Forms

**General rules for submitting a form:**

- All mandatory questions must be answered
- The documents requested vary according to your choices
- All mandatory documents must be filed in the requested format

**1. Mobility application form for incoming students :**

This is the 1st form to enter, it is in this one that you will declare the wish of mobility confirmed by the international relations department of your home university.
It is also in this form that you will be asked for your language certificate and identity documents.

**2. Incoming Student Tracking Form "Before":**

*This form can only be completed once your mobility has been confirmed by the international relations department of your host component.*

The requested documents will make it possible to evaluate the inclusion criteria for which you are eligible, your wish to use eco-responsible means of transport for the outward and return journeys of your mobility, but also allow you to specify any necessary arrangements for your mobility.

**3. Incoming Student Tracking Form "During“ :**

*This form must be completed at the beginning of your mobility.*

You will have to submit your certificate of arrival.

In addition to the requested documents, you will have the possibility to attach 3 additional "free" documents according to the requests of your international relations department.

**4. Incoming Student Tracking Form "After“ :**

*This form must be completed at the end of your mobility.*

Among other things, you will have to submit your certificate of departure.

In addition to the requested documents, you will have the possibility to attach 3 additional "free" documents according to the requests of your international relations department.

# Your applications

The "Your Applications" section allows you to view the forms you have already initiated and/or sent in order to download a copy.

***As mentioned earlier, you cannot edit an application form that has already been submitted.***

In case of error, please contact the international relations department of your host component.

**YOUR APPLICATIONS**

Here you will find your current applications

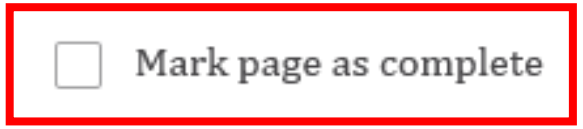
| Form | Status | Started on | Last changed on | Link |
|---|---|---|---|---|
| Mobility application form for incoming students | In progress | 25/09/2023 15:47 | 25/09/2023 15:50 | Continue |

# Mobility application form for incoming students

At the top of the page, you will find a progress bar showing you the number of pages complete and the number of pages to be completed.

On the left, a menu allows you to navigate to the desired page with a simple click.

At the bottom of each page, you will need to check the box: "Mark page as complete" to verify your entry.
If a document or mandatory information is missing, an error message will appear and the corresponding field will be highlighted in red



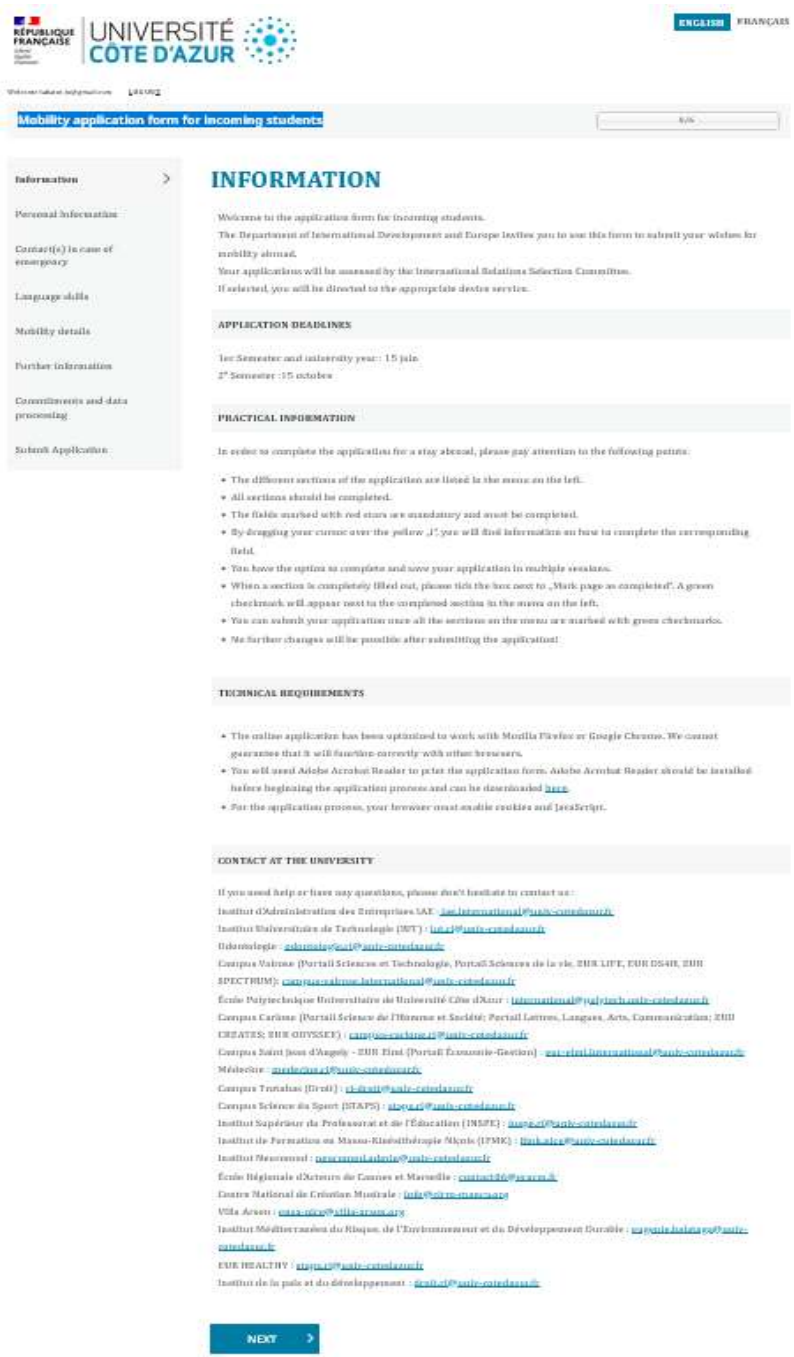
The "Previous" and "Next" buttons allow you to move to either the next or previous page.

The "Save" button allows you to save your application, if you need to continue it later.

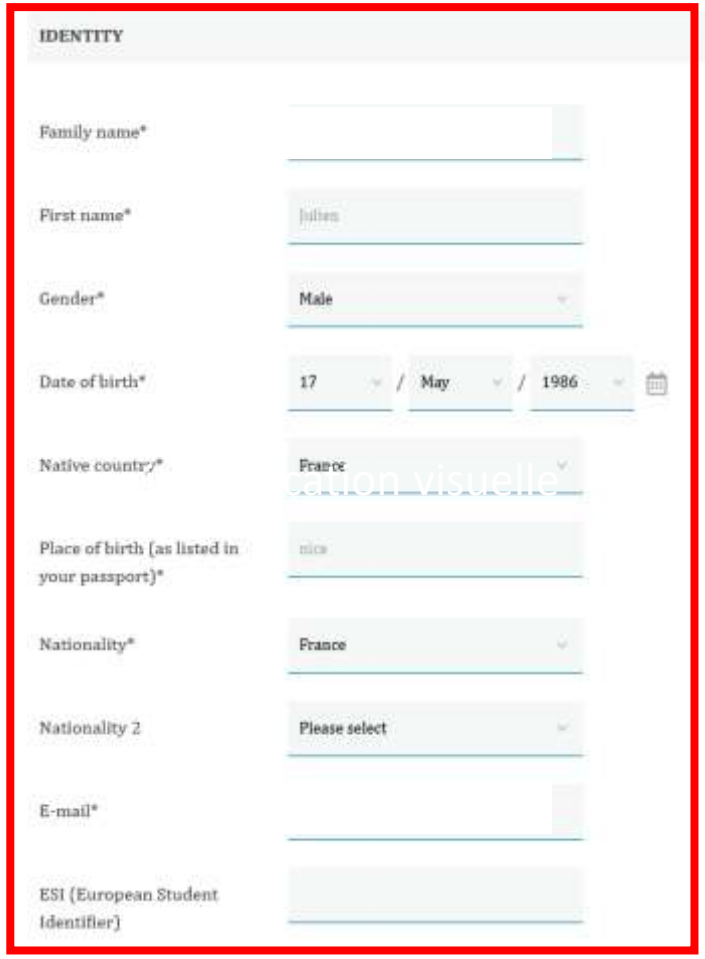
# Mobility application form for incoming students: Page Information

The "Information" page gives you all the general information on:

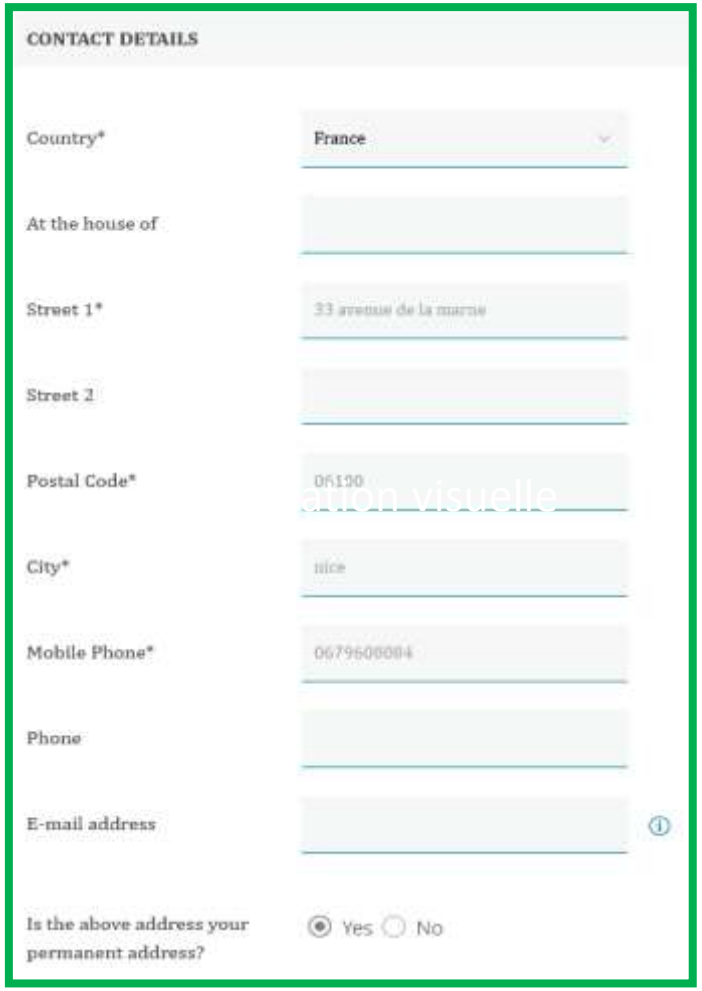
- Application deadlines (depending on the mobility program)
- How to complete your form and where to find field-specific information (By dragging your mouse over the yellow "i")
- The technical information to be respected to ensure the proper functioning of the form
- The contact of the various international relations services of the university by component



# Mobility application form for incoming students: Page « Personal Information »




In this part, you must enter your identity information. Your name, surname and email are automatically generated via your digital identity



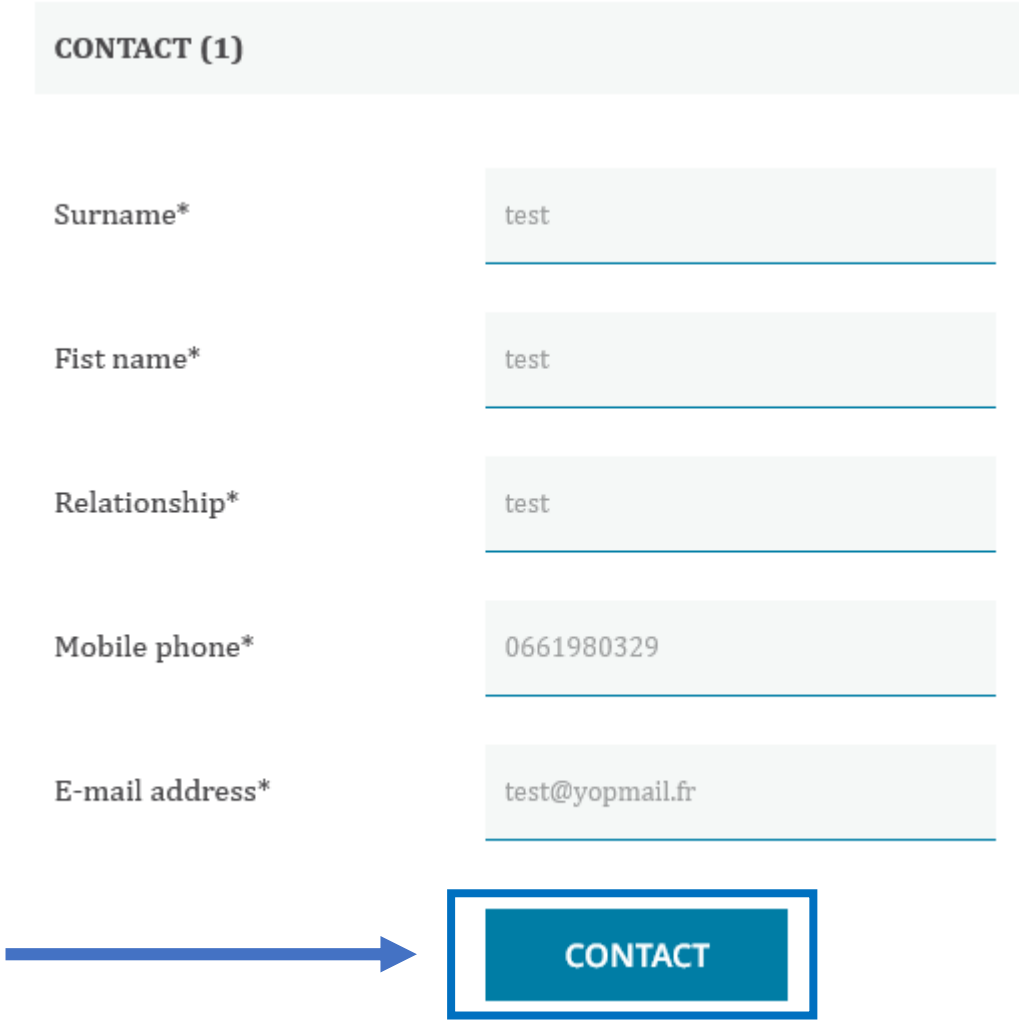

In this part, you need to enter your permanent address. You can enter a parent's address if yours is not fixed

Mobility application form for incoming students
Page : « Contact(s) in case of emergency »

On this page, you must provide at least one emergency contact.

The mandatory information per contact is:

- The name
- Given name
- Your relationship with this person
- His mobile phone
- His e-mail address

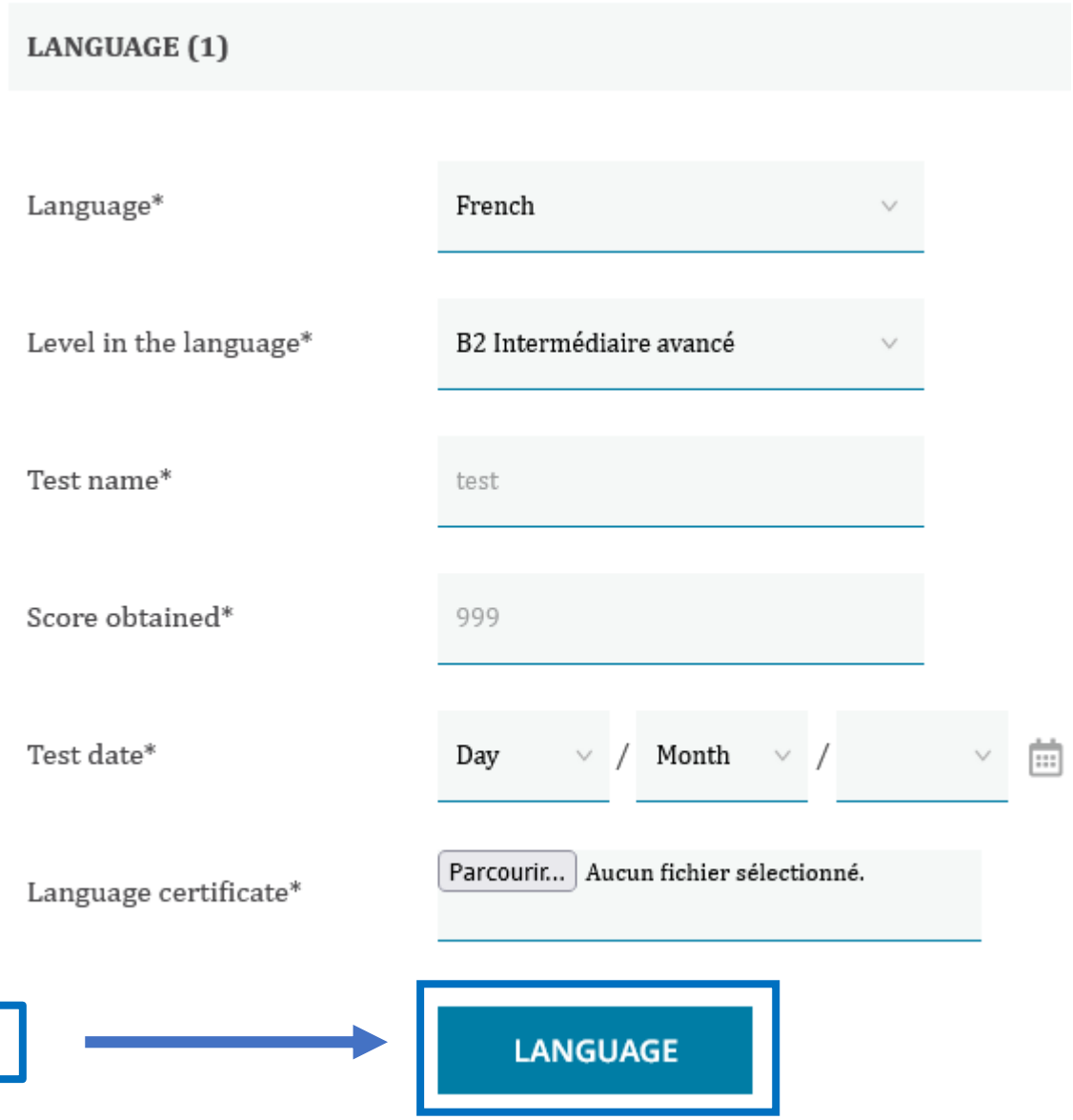



To add an additional contact, click on the "CONTACT" button

Mobility application form for incoming students
Page : « Language skills »

In this, you must confirm your language level for each of the courses you have planned to follow within the University Côte d'Azur.

A certificate of the corresponding level is requested for each language.




To add an additional Language, click on the “LANGUAGE" button

# Mobility application form for incoming students
## Page : « Mobility details » 1/3

In this 1st block, you must identify your home university, your level of study and the training you are currently following

**EXTERNAL INSTITUTION SELECTOR**

Country* Please select

External institutions*

Sub institution

Field of Study* Please select

Current level of study* Please select

Title of your training*

In the second block, you must specify the details of the desired mobility within the Université Côte d'Azur.

**MOBILITY DETAILS**

Are you doing your mobility within the framework of an Erasmus + agreement?* ○ No ○ Yes

Mobility objective* Please select

Type of Mobility* ○ Short ○ Long

Short mobility: From 5 to 30 physical days, plus a mandatory virtual component (for non-Phds).

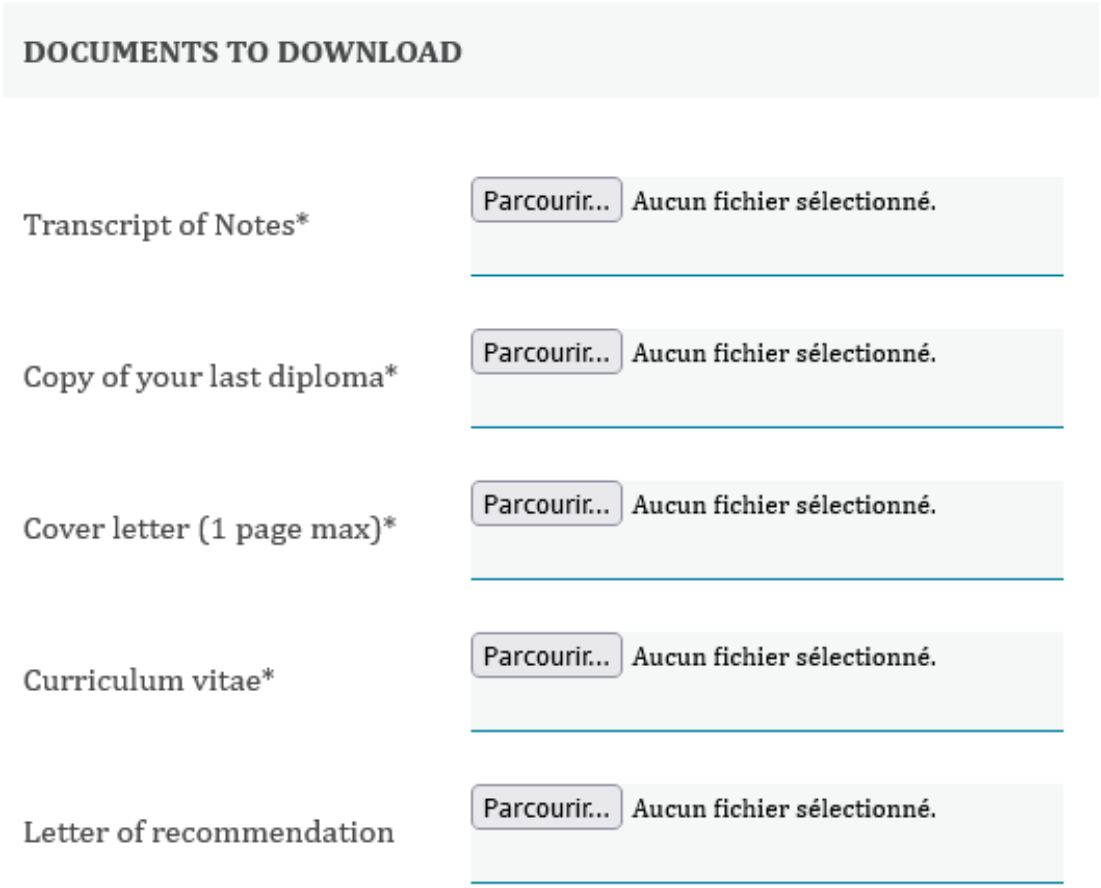
Long mobility: From 2 to 12 months.

Mobility format* Please select ⓘ

# Mobility application form for incoming students
## Page : « Mobility details » 3/3

The last block corresponds to the section where you will have to submit all the documents necessary for the examination of your mobility.

Each document must be submitted in PDF format to be supported.



# Mobility application form for incoming students
# Page : « Mobility details » 2/3

In the wish block, you must specify the desired component and field of study for your mobility, accompanied by dates.

**WISHES**

Level of study during the mobility: Please select

College year*: Please select

Host institution*: Please select

Expected start date (excluding travel days)*: Day / Month / Year

Expected end date (excluding travel days)*: Day / Month / Year

Number of travel days*: Please select

The next block will identify the framework of your mobility

**MOBILITY DETAILS**

Are you doing your mobility within the framework of an Erasmus + agreement?* ○ No ○ Yes

Mobility objective*: Please select

Type of Mobility* ○ Short ○ Long

Short mobility: From 5 to 30 physical days, plus a mandatory virtual component (for non-Phds).

Long mobility: From 2 to 12 months.

Mobility format*: Please select

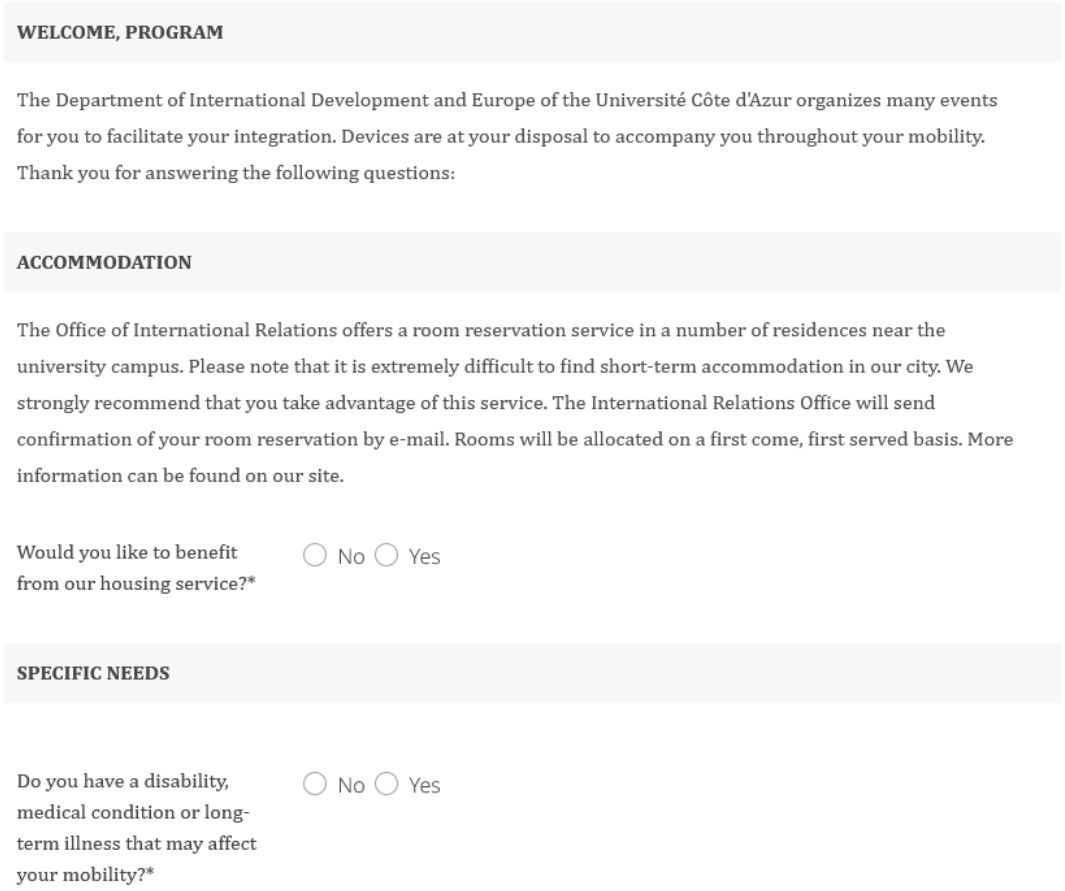
# Mobility application form for incoming students
# Page : « Further information »

On this page, you have the possibility to submit a request for support for the Université Côte d'Azur to advise you on student housing.

You also have the possibility to declare any accommodation to be planned (if possible) to facilitate your mobility.

For all intents and purposes, you can contact the disability unit of the Côte d'Azur University, if you wish to exchange with them on possible accommodations.

https://univ-cotedazur.eu/ethical-and-academic-responsibility/disability



**WELCOME, PROGRAM**

The Department of International Development and Europe of the Université Côte d'Azur organizes many events for you to facilitate your integration. Devices are at your disposal to accompany you throughout your mobility. Thank you for answering the following questions:

**ACCOMMODATION**

The Office of International Relations offers a room reservation service in a number of residences near the university campus. Please note that it is extremely difficult to find short-term accommodation in our city. We strongly recommend that you take advantage of this service. The International Relations Office will send confirmation of your room reservation by e-mail. Rooms will be allocated on a first come, first served basis. More information can be found on our site.

Would you like to benefit from our housing service?* ○ No ○ Yes

**SPECIFIC NEEDS**

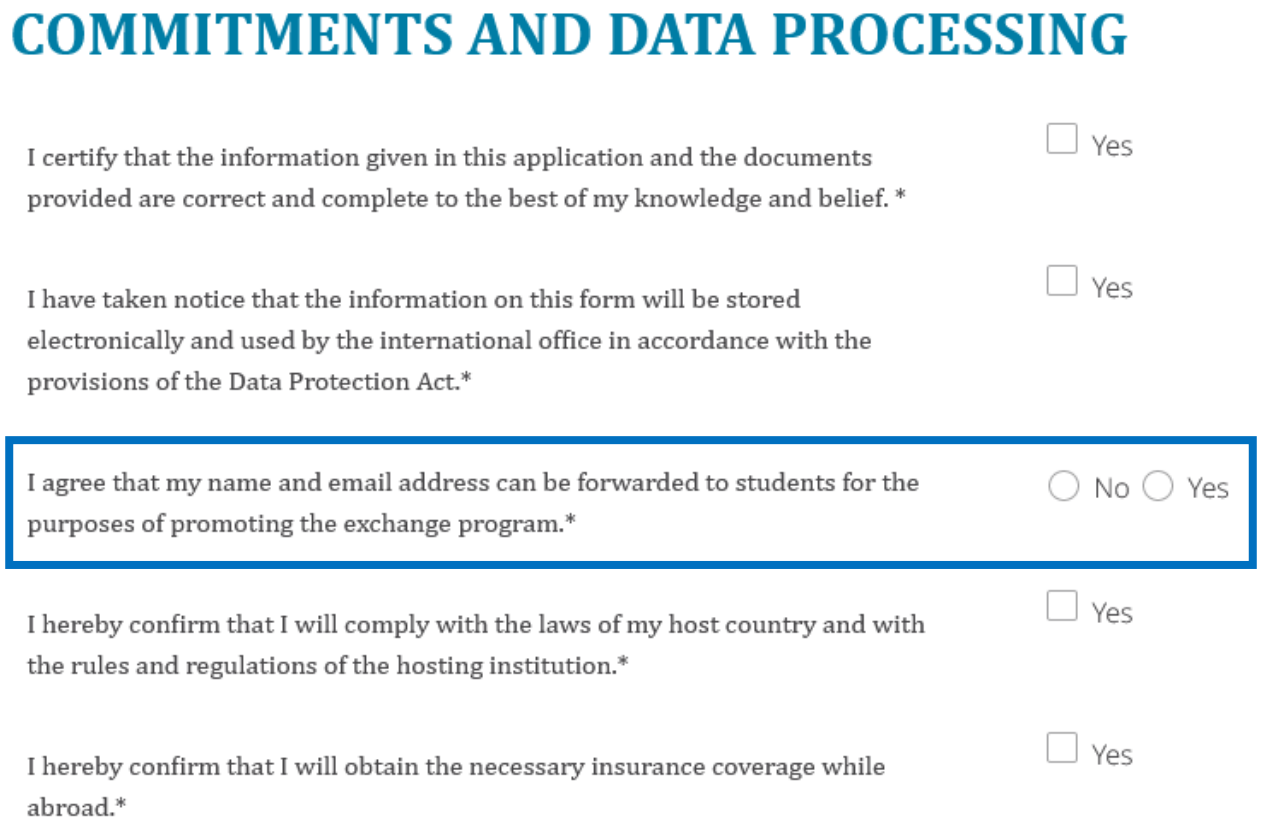
Do you have a disability, medical condition or long-term illness that may affect your mobility?* ○ No ○ Yes

# Mobility application form for incoming students
# Page : « Commitments and Data Processing »

On this page, you must confirm your agreement for the international relations services of the Université Côte d'Azur to access the personal information you have entered for the processing of your mobility request.

Compliance and compliance commitments for the data entered are also requested.

For the question: "I agree that my name and e-mail address may be passed on to students for the purpose of promoting exchange programmes abroad", you have the right to answer not without questioning your mobility; It is only a question of knowing the students who can be asked to share their experience.



# Mobility application form for incoming students
# Page : « Submit Application »

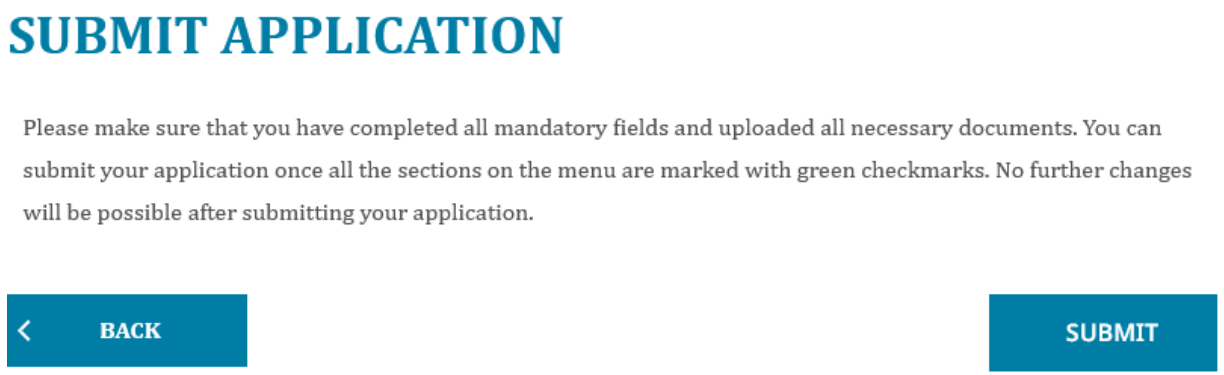
This is the last step.

You need to click on the SUBMIT

To submit your application.

Without this step, we will not receive your request and we will not be able to process it.

As specified on the page, you can only submit your application if you have completed all the required fields and attached all the necessary documents.
You can submit your application once all sections of the menu are marked with green checkmarks.




Again we remind you that:

***No changes will be possible after submitting your form.***