

.As some of our procedures have been recently changed I would like to update you all.

1) Deadlines

Deadlines have been changed, please note that we require to receive application forms for the full year and first (winter) semester 2013/2014 **no later than June 3rd 2013** (for the second (spring) semester, the deadline will be November 4th 2013).

Once you nominated your students, please tell them to fill in and print out our online application form : <https://moveonline.univ-paris4.fr/moveonline/incoming/welcome.php> (if the direct link doesn't work, please go to <http://www.paris-sorbonne.fr/l-international/venir-etudier-a-paris-sorbonne/dans-le-cadre-d-erasmus-3002/notice-d-information-2011-2012/> and click on "formulaire de candidature en ligne")

Once your students have printed out the form, we need you to sign and stamp it before students post it to our institution. Please kindly remind the students that ID pictures are necessary on the application forms (it allows us to make their student cards in advance).

2) Application details

Due to the high number of applicants, we would kindly ask you to:

- Respect the Departments stated in our bilateral agreements. We are no longer able to accept students in other fields than the ones specified in the agreements (NB: when the Department is "Humanities" students can chose from all our Departments, except the ones specified below).
- Respect the number of students stated in our bilateral agreements. We won't be able to accept more students.
- Students will be required to choose at least 50% of their ECTS in the main Department they are enrolled in. They will still be allowed to choose classes from other Departments (up to 3 different ones).
- Students can chose classes from all our departments except Masters entitled "Master professionnels"
- Courses in IUFM and CELSA can only be attended if we have a specific agreement in these fields.
- When possible, we would like to sign Learning Agreements after the students have arrived to our institution, due to high number of applicants.

3) IUFM and CELSA

IUFM and CELSA are schools attached to Paris-Sorbonne University. Thus, they both have their own administration. Thus, we would kindly ask you to nominate students directly in those schools (with a copy to me), but still send me the application form (as administrative enrollment is centralized but registration isn't).

The contact details for those schools are:

CELSA : Mrs Anne-Marie DUPREZ anne-marie.duprez@celsa.paris-sorbonne.fr

IUFM : Mrs Francine Hérault-Vincent relations-internationales@paris.iufm.fr

4) Language requirements

We don't require language certificates in French **but trust our partners to send only students with a strong intermediate French level** as all our courses are taught in French and even our language classes require a good knowledge of French. This is very important to us as students with a poor French level are often very lost and barely pass their exams. We try to make their stay as pleasant as possible and rely on your cooperation to help them too by informing them.

5) Acceptance letters

Acceptance letters and the information package will be sent at the end of June 2013.

Students who would like to apply for a room in our halls of residences are asked to send the housing form along with their application forms. Students will hear about acceptance in residence in July 2013. The housing form is enclosed.

Students who are required to have a VISA to enter France will have priority to receive their acceptance letters. Due to the high number of applications, only those students will receive signed and stamped originals (both by email and post). EU students will have a PDF letter of acceptance.

Partners will be in copy of acceptance emails and are always informed prior to the students if there is a problem with the application.

6) Departmental Coordinators

All questions regarding courses or exams are to be addressed to our Departmental Coordinators.

Paris-Sorbonne's department coordinators' list: <http://www.paris-sorbonne.fr/l-international/venir-etudier-a-paris-sorbonne/dans-le-cadre-d-erasmus-3002/coordonateurs-pedagogiques/>

IUFM's departmental coordinators' list: <http://www.paris.iufm.fr/spip.php?rubrique253>

CELSA : Mrs Anne-Marie DUPREZ anne-marie.duprez@celsa.paris-sorbonne.fr