



INTERNATIONAL RELATIONS OFFICE

## 2015-16 Academic Year Nomination and enrolment procedure

Semester 1 (Sept-Jan), Semester 2 (Jan-May) or Full Year (Sept-May)

### 1. Program selection

- **Studies in French (Minimum level of French B1):**  
**CEUF** (Certificat d'Etudes Universitaires Françaises) : one semester  
**DEUF** (Diplôme d'Etudes Universitaires Françaises) : full year

See DOCUMENT 1: Please, note that it is compulsory to send this French Language Level Certificate along with the nomination.

- **Studies in English (only for non-French speaking students)**  
**SELF** (Study in English, Lyon, France)

#### Please note that

- one of the following official tests of English is required : TOEFL IBT, IELTS, TOEIC, Cambridge Advanced or Cambridge Proficiency.
- Students with a **B1 level in French** have to attend courses in French and cannot register for the SELF program.

More details about the CEUF/DEUF and SELF programmes please see the comparative chart here attached or published online:

<http://www.univ-lyon3.fr/fr/international/venir-a-lyon-3/comparing-self-and-ceuf-deuf-programs-710055.kjsp?RH=1229435138800>

### 2. Deadlines for nominations:

- Semester 1 and Full Year: **30<sup>th</sup> April 2015**
- Semester 2: **30<sup>th</sup> October 2015**

### 3. Compulsory information for pre-enrolment

Please send the following information for each nominated student:

LAST NAME	
First name	
Gender	
Date of birth	
Email address	
Citizenship	
PROGRAM (CEUF/DEUF or SELF)	
Field of study (languages, law, political science, history, literature, geography, business, economics, information & communication or philosophy)	
Level of study (undergraduate or graduate)	

Please note that once the above details are provided, we will be able to issue the **acceptance letter** required for all visa applications for non-European citizens. Letters of acceptance will not be sent to EU-citizens, unless requested by home institution.

## 4. Relating to students

All students will receive 3 e-mails regarding:

1. **Administrative enrolment with student's LOGIN and PASSWORD**
2. **Dates for the Information meetings and the academic year**
3. **Accommodation possibilities**

These will be sent end of May 2015 for semester 1 or full year nominated students and once again, with updated information, in November 2015 for students arriving in semester 2.

## 5. Completion of enrolment

As from June 2015, students will have to go through the 4 following steps:

- 5.1. ► **1st step: BOOK YOUR ACCOMMODATION – From June onwards: only for Exchange students who seek assistance on this matter.**

<http://www.associnterlyon3.fr/logement/fr/>

- 5.2. ► **2nd step: ENROLL ONLINE (administrative registration using the above LOGIN and PASSWORD)**

<https://webinscription.univ-lyon3.fr/>

○ **Deadlines:**

- DEUF/CEUF Program

**Semester 1 or Full Year:**

a) European students: **15<sup>th</sup> June to 4<sup>th</sup> July, 2015**

b) Non-European students: **10<sup>th</sup> to 25<sup>th</sup> July, 2015**

**Semester 2: 26<sup>th</sup> October to 30<sup>th</sup> November, 2015**

- SELF Program

**Semester 1: 10<sup>th</sup> to 25<sup>th</sup> July, 2015**

**Semester 2: TBC**

- 5.3. ► **3rd step: SEND THE DOCUMENTS HERE BELOW to complete the administrative enrolment:**

1. Lyon 3 enrolment printout
2. ID photo (2cm x3cm),
3. Copy of **Passport/ID card/Birth Certificate**
4. Health :
  - European students : copy of European Health Insurance Card valid throughout their entire stay
  - Non-European students: **paying for French social security is mandatory for students under 28** (price for 2014-15: 213 Euros). Payment online: the student card will be ready for the student's arrival.

**TO THE MAILING ADDRESS, as soon as possible and BY AUGUST 20<sup>th</sup> 2015:**

**Université Jean Moulin Lyon 3  
Service des Relations Internationales (Inscription)  
6 cours A. Thomas BP 8242  
69355 Lyon Cedex 08, France**

- **Civil liability insurance:** Civil liability insurance is compulsory for every student (around 20 Euros for the whole year). It covers for the damages one may cause to other individuals. Civil liability insurance can
  - be bought from student additional insurance company (SMERRA or LMDE)
  - be bought when opening a bank account upon arrival
  - be part of a home university insurance package.

#### **5.4. ► 4th step: ENROLL FOR COURSES (Academic enrolment)**

- **DEUF/CEUF Program:** course selection upon arrival

Course catalogues available here:

<http://www.univ-lyon3.fr/fr/international/choisir-son-parcours-a-lyon-3-/cours-enseignes-en-francais--653409.kjsp?RH=INS-INTEven-part>

Students may be helped to enroll for courses, they can ask assistance to the international relations office.

- **SELF Program**

All students enrolled in the SELF program have to sign up for their courses online when they will proceed to their administrative enrolment (same webpage as for the administrative enrolment) according to the requirements of their home university. Changes are possible between 14<sup>th</sup> and 25<sup>th</sup> September only.

SELF students will receive an e-mail from the SELF office regarding their course selection in June for students nominated for Semester 1, and in November for students arriving in Semester 2.

SELF course offer:

<http://www.univ-lyon3.fr/fr/international/venir-a-lyon-3/self-study-in-english-lyon-france--86481.kjsp?RH=INS-INTEveni&DETAIL=1>

(Please click on « Program description »)

The final list for 2015-2016 will be available end of April.

## **6. ► Arrival dates:**

	<b>Studies in French</b>		<b>Studies in English</b>	
<b>Semester 1 or Full Academic year</b>	CEUF/DEUF	31 <sup>st</sup> August	SELF*	31 <sup>st</sup> August
<b>Semester 2</b>	CEUF	4 <sup>th</sup> January	SELF	4 <sup>th</sup> January

**\* Possibility of combining SELF in Semester 1 (one semester only) and CEUF in Semester 2 if the student has a sufficient level of French for Semester 2 (≥ B1).**

## 7. ► Arrival address:

**Université Jean Moulin Lyon 3, Service Général des Relations Internationales, Campus :  
Manufacture des Tabacs, 6 cours Albert Thomas, 69008 Lyon**

**Access by:**

Metro line D, stop: Sans souci

Tramway T4, stop: Manufacture-Montluc

Bus C23, C25, 69 and 296: stop Manufacture-Montluc

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For all information regarding Lyon 3 **Student Guide, Course catalogues, Academic Calendar, Comparative sheet SELF/DEUF**, click on the following link: [http://www.univ-lyon3.fr/en/programmes/exchange-students/studying-at-lyon-3-in-an-international-program-476527.kjsp?RH=INS-ACCUEIL\\_EN](http://www.univ-lyon3.fr/en/programmes/exchange-students/studying-at-lyon-3-in-an-international-program-476527.kjsp?RH=INS-ACCUEIL_EN)

**WE LOOK FORWARD TO MEETING YOUR STUDENTS AT UNIVERSITÉ JEAN MOULIN LYON 3**

**Best regards**