

EXCHANGE STUDENT - Your application

You have been selected to study at the University of Bordeaux
Congratulations!

The majority of the administrative procedures will be dealt with by the central administration of the International Relations Office (**IRO**) of the University of Bordeaux (UBx). Then your stay will be dealt with by the IUT, located on **Bastide campus**.

1. APPLICATION

Our online application form is now available:

In French: <https://ubx.moveonfr.com/locallogin/5c3338c930a55a78028b456b/fra>

In English: <https://ubx.moveonfr.com/locallogin/5c3338c930a55a78028b456b/eng>

Please read the information below before completing your application:

In French: <http://www.u-bordeaux.fr/International/Venir-a-Bordeaux/Etudiants-etrangers/Mobilite-en-programme-d-echange>

In English: <https://www.u-bordeaux.com/Education/Admissions/Mobility-programs/Exchange-programs>

At section « faculty », select the correct option:

- **IUT Bordeaux (site Bastide)** : if you apply for an exchange study period within the agreement signed with the IUT (Bastide site)

How to send your application?

Please note you can send all the required documents by email to the central administration of the International Relation Office (IRO): incoming-pessac@u-bordeaux.fr

List of required documents:

1. a copy of the application,
2. a photo,
3. a copy of your identity card/passport,
4. a Level B1 certificate in French and/or B2 in English (depending on the language of tuition of the classes you have selected; *A certificate issued by your home university will be accepted*),
5. your learning agreement (approved by your home coordinator),
6. your transcript of records (unofficial translation in French or in English).

Please send us these documents in one PDF file only.

Language requirements

It is mandatory to have a B2 level in English and/or a B1 level in French to be accepted at University of Bordeaux (depending on the language of tuition of the courses you selected).

Deadlines to send your application to the IRO by email:

The application must be received by the 1st of May.

Please don't wait until the last moment to send us your application! The sooner the better!

Once your application has been dealt with, the IRO will send you a letter of admission, along with all necessary information to prepare your arrival at our university.

Your main contact

Bénédicte PAULE
International Relations Office
incoming-pessac@u-bordeaux.fr

16 avenue Léon Duguit
CS 57500
33608 Pessac cedex

2. TERM DATES & EXAMS PERIODS

Each faculty or school has its own regulations about courses and examination periods.

Your presence for the whole classes' period and for the exams is mandatory. You agree to conform to the exam process. We won't be able to grant any adjustments.

The academic calendar for the IUT (site Bastide) will soon be send by them. The dates of your stay will depend on the classes you'll be enrolled in.

In general the periods available for exchanges at the IUT are:

SEMESTERS	PERIODS	ORIENTATION WEEK	EXAMS –no retake
Autumn (S1,S3,S5)	September-December	Last week of August	December
Spring (S2,S4,S6)	January –May	Welcome day date to confirm	May

3. LEARNING AGREEMENT & COURSES

Each faculty or school has its own regulations about courses and exams for exchange students.

Please contact the tutors responsible for exchange students in each relevant department to receive more information regarding learning agreement, syllabus of the courses and organization of the exams.

Tutors in charge of mobility programmes in the different departments:

TC	Business (Sales & Marketing)	Sylvie Castets Diana Sarrade	Sylvie.castets@u-bordeaux.fr diana-sarrade.cobos@u-bordeaux.fr
GLT	Logistics and Transport Mngt	Quitterie Kahn	Quitterie.kahn@u-bordeaux.fr
GEA	Business administration	Barbara Kowalczuk	barbara.kowalczuk@u-bordeaux.fr
CJ	Law	Sylvie Castets	Sylvie.castets@u-bordeaux.fr
ASSISTANT to all departments		Claire Lartigaud	claire.lartigaud@u-bordeaux.fr
http://techdecobordeaux.fr/relations-internationales/exchange-students/			

Please note that your choice of modules may not be confirmed before your arrival as it depends on availability, time table conflicts, etc. and that the academic schedule won't be available before the on-site registration.

4. FRENCH CLASSES

Most of the classes are taught in French and the major part of the administrative staff speaks French, that is why we recommend all international students to have basic knowledge before their arrival.

In order to help you and to feel at ease at the university and in your everyday life, free French classes are offered to all exchange students during the academic year.

More information about French classes will be soon send by IUT.

5. ACCOMMODATION

Do not forget to precise on the application on line if you want a student room. Then, the IRO will send you an information sheet to help you with your application for student housing. Students will be required to show the proof of final reservation upon their arrival at residence hall.

IMPORTANT: applying for a student room doesn't mean you will have a room. We have a limited number of student rooms reserved for our exchange students.

⚠ Rooms in student residences are generally rented **with only basic furniture such as a bed, and a desk**; don't forget to bring with you the essentials (bed sheets, towels, pans...).

IMPORTANT: Please note that the IAE is located in la Bastide, and the only CROUS Student residence in this area is "Coeur de Bastide". The other student residences are 1 hour away.
Private accommodation can be a better option.

👉 If you'd rather live in a private flat, the Students Life Center is able to help you:
bve.pessac@u-bordeaux.fr

6. DOCUMENTS TO PROVIDE WHEN YOU ARRIVE (MORE INFORMATION WILL BE PROVIDED LATER):

- Insurance certificate covering you all mobility period in France
- Arrival certificate – can be provided by your university or by our services, that need to be signed by the international relations office on the day you arrive
- Birth certificate

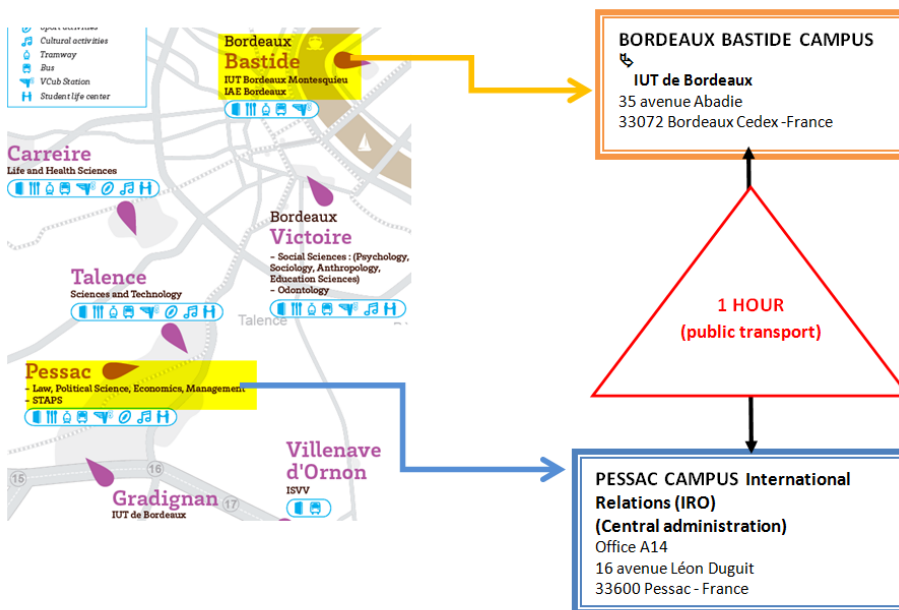
Any question ?

University of Bordeaux (central administration):

Bénédicte and Vanessa at the IRO: incoming-pessac@u-bordeaux.fr

Cecile and Nicolas at the Students Life Center: bve.pessac@u-bordeaux.fr
↪ <https://www.u-bordeaux.com/Welcome/Welcome-contacts/>

THE UNIVERSITY OF BORDEAUX –CAMPUS MAP



Each faculty / institute / school benefits from international staff dedicated to academic matters.