Exchange Students: How to fill in the online application form

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A. How to access the portal

Access to the application portal:

Université Paris-Saclay website > Admission > International Students > Study period at Université Paris-Saclay (Exchange Program) > Online application > Application portal for incoming students

https://psud.moveonfr.com/locallogin/53c7d3520f9d307976000001/fra#

Important notice:

*Do not use Internet Explorer as a browser (If you do not follow this recommendation, the form might be unavailable).
1. Creating an account:

Please fill out the "Registration" section on the right part of the screen.

You will receive a registration confirmation email with an activation link. Please click on « Activate your account » and create a password.
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2. Portal Login:

To access the application form you must log into the portal on the left part of the screen: https://psud.moveonfr.com/locallogin/53c7d3520f9d307976000001/fra#

Authentication

The form is available in English and French. To start an application, click on « Start a new application »

When you save your application, you can come back to it later before submitting it, by going to « your applications »
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B. Filling out the form

1. How to complete the various sections

Please read carefully the « Information » section:
The information bubbles will help you complete the different information.

You must complete the following 6 sections of the form:

a. Personal information: fill in your identity and personal details
   - Name and surname: if your name and surname contain a special character (β é è ö ä...), this may cause an error in the system, please fill in these fields without using special characters.
   - E-mail address: give us an email address that you regularly consult so that you do not miss important information that will be transmitted.

b. Requested stay and current studies: complete the section about your current studies and your stay at Université Paris-Saclay. Students planning to complete a thesis project must select « Studies » as the desired stay.
   - Last degree obtained: if you are a student engineer or a student at the faculty of medicine or pharmacy, indicate licence (Undergraduate) if you intend to come during your 2nd or 3rd year, or master if you intend to come after your third year.
   - Expected date of arrival: means when you arrive in France for the beginning of your stay.
   - Planned departure date: means when you plan to leave France at the end of your stay.


d. Further information: Let us know if you need specific arrangements for your studies.

e. Relevant documents to be uploaded – see more details below

f. Declaration of consent – Read the statements carefully and then check the boxes
2. Documents to upload

Before starting your application, make sure you have the necessary documents in PDF format.

- **Exchange students:**
  - Signed and stamped transcripts of records from your university (of your years in higher education). Transcripts of records must be translated into French if they are not in English or in a Latin language.
  - Program of study completed and signed by you and your university. The choice of courses must reach 30 ECTS per semester or 60 ECTS per year. If your university does not provide a template, you can use the template available on our website.
  
  **Warning:** Please note that not all courses are open to exchange students.

If you are coming for a master thesis, please note that in France they are considered as internships. If the duration is over 2 months, interns must receive a stipend (approx. 540€/month). Make sure to discuss this with your supervisor.

- **Students receiving a scholarship** (CSC, Taiwan, etc):
  - Certificate of scholarship in PDF format

To help you complete your study program, contact the international office of your host faculty:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>International Relations contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFR Droit-Économie-Gestion</td>
<td><a href="mailto:ri.jean-monnet@universite-paris-saclay.fr">ri.jean-monnet@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>UFR Médecine</td>
<td><a href="mailto:international.medecine@universite-paris-saclay.fr">international.medecine@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>UFR Pharmacie</td>
<td><a href="mailto:international.pharmacie@universite-paris-saclay.fr">international.pharmacie@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>UFR Sciences</td>
<td><a href="mailto:pri.sciences@universite-paris-saclay.fr">pri.sciences@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>UFR Sciences du Sport</td>
<td><a href="mailto:international.staps@universite-paris-saclay.fr">international.staps@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>Polytech Paris-Saclay</td>
<td><a href="mailto:international.polytech@universite-paris-saclay.fr">international.polytech@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>IUT Cachan</td>
<td><a href="mailto:ri.iut-cachan@universite-paris-saclay.fr">ri.iut-cachan@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>IUT Orsay</td>
<td><a href="mailto:relationsinternationales.iut-orsay@universite-paris-saclay.fr">relationsinternationales.iut-orsay@universite-paris-saclay.fr</a></td>
</tr>
<tr>
<td>IUT Sceaux</td>
<td><a href="mailto:international.iut-sceaux@universite-paris-saclay.fr">international.iut-sceaux@universite-paris-saclay.fr</a></td>
</tr>
</tbody>
</table>

You will also find all the international exchange officers’ names of your host faculty on the website: [https://www.universite-paris-saclay.fr/formation/partir-letranger/erasmus/contacts-utiles-mobilite](https://www.universite-paris-saclay.fr/formation/partir-letranger/erasmus/contacts-utiles-mobilite)
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- A language certificate less than 6 months old or a letter/attestation from your language teacher. This proof must correspond to the working language.

A proof of your language level is required by the following components of Université Paris-Saclay:

<table>
<thead>
<tr>
<th>Component</th>
<th>Level of language required in French</th>
<th>Level of language required in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Law, Economics and Management</td>
<td>B1</td>
<td>B1-B2</td>
</tr>
<tr>
<td>Physics department – Faculty of Sciences</td>
<td>B2</td>
<td>B2</td>
</tr>
<tr>
<td>Sport Sciences</td>
<td>B2</td>
<td>B2</td>
</tr>
<tr>
<td>IUT Cachan</td>
<td>B1</td>
<td>B1</td>
</tr>
<tr>
<td>IUT Sceaux</td>
<td>B2</td>
<td>B2</td>
</tr>
</tbody>
</table>

The other university components do not require proof of language level (Faculty of Medicine; Faculty of Pharmacy; UFR des Sciences –except for the physics department- and IUT d’Orsay). However, a B2 language level in French is highly recommended to attend courses in French, and a B2 language level in English to attend courses in English.

3. Submitting the application

When you have completed all the sections of the form, you must send your application by clicking on the tab “Send” at the bottom left of the last page.

You will receive a confirmation email containing information about housing during your stay.