

# APPLICATION PROCESS INCOMING EXCHANGE STUDENTS

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# Student WORKFLOW

## MOBILITY ONLINE

## IMT Atlantique PIPELINE

I apply in my home institution

My home institution sends my nomination via Mobility Online or by email

The international office receives my nomination

I register in Mobility Online

I receive an email to register in the platform

I fill in the application form and upload the required documents

I receive a confirmation email

The international office checks and approves my application

My application is assessed by the admission jury

I receive the decision on my workflow

The international office indicates the admission jury's decision on Mobility Online

My admission letter is generated and signed

I download the letter

My admission letter is uploaded on Mobility Online

\*I fill in my learning agreement and submit it

\*My learning agreement is approved and signed

\*I download my learning agreement and have it signed by my home institution

I prepare my arrival on campus



I request my student visa



I book my accommodation on campus



I book my plane ticket

*\* For all students needing a Learning agreement*



**IMT Atlantique**  
Bretagne-Pays de la Loire  
École Mines-Télécom

## 1. Eligibility and application deadlines

### Eligibility

**You are interested to come to IMT Atlantique as an exchange/ double degree student and want to know if you are eligible ?**

You can only apply as an exchange/ double degree student if your home institution has a **valid agreement** with IMT Atlantique and if you have been selected and **nominated**. To check if there is an agreement between our two institutions please contact your international office or check the list of our academic partners on [our website](#) .

### Application deadlines



Exchange students	From	Until
Fall Semester	1 October	1 June
Spring Semester	15 March	15 November

Double degree	From	Until
Online applications	15 September	1 June

## 2. Step by step application process on Mobility Online



Mobility Online is the online software used by IMT Atlantique to manage incoming mobility.

### Step 1. Nomination by your home institution.

Once you have been selected as an exchange or a double degree student by your home institution, your international office will send us your **nomination**.

#### **You have been nominated by your your home university via Mobility Online:**

- You have received an automatic email with a link to the platform. **Go to step 3:** create your account, complete the application form in which some fields have already been completed by your university and upload your documents

#### **You have been nominated by your home university and WE have send you an email with a link to the application form:**

**Go to step 2:** Fill in the form. After completing the form, you will receive an email containing a link to create your own Mobility Online account. Upload the documents



### Application data

**If you are applying for an exchange or a double degree in our Master of Science in Engineering (or diplôme d'ingénieur):**

- Select « **All domains - Master of science in Engineering in study domain** »
- Select Master of Engineering in **study program**
- Choose **3 majors** from the list.

Choose the 3 majors bearing in mind that, even if we try to assign you to your first choice, it is not guaranteed. You may be assigned to one of your 3 choices. Assignments are made in May. For more information about the majors offered at IMT Atlantique and the program structure, check our [website](#).

**If you are applying for an exchange or a double degree in one of our international MSc :**

For the **MSc MOST** → Select the **study domain** «Industrial systems, organizations»

For the **MSc NE** :

- Tracks **ANWM & NEPIA** → Select the **study domain** «**Energy, nuclear energy, environment**»
- Track **Medical application** → Select the **study domain** «**Healthcare engineering**»

For the **MSc PBPE** → Select the **study domain** «Energy, nuclear energy, environment»

For the **MSc IT** :

- Tracks **AEIOT & DS** → Select the **study domain** «**Computing and networks**»
- Track **CSNE** → Select the study domain «**Robotics, electronics, automation, telecommunications, embedded systems**»

### Student personal data

Your last name, first name, gender, date of birth and email adress. Please select your country of birth, your nationality and enter your place of birth (city).

*If you have been nominated by your home university directly on the platform and not by email, some parts of the form will be already filled in.*

## Study details

- Select your country and your home institution. If you cannot find your home institution in the list, please contact [mob-in@imt-atlantique.fr](mailto:mob-in@imt-atlantique.fr).
- Expected degree: Master, Master of science, Bachelor...
- Major: ex : Mechanical engineering
- Credits obtained so far: if applicable
- Latest GPA or average: example: 3,5/4
- Latest ranking: your position among the students in your class

## Language skills

Please enter your **current level** in French and in English.

The French Summer School is mandatory for students joining a program taught in French and who haven't reached the required level before starting classes.

Please note that this is a fee-paying program open to all exchange students. For more information check our [website](#).

## Work experience

The work experience is not mandatory but can be a plus. It can be an internship or a job. If you want to add another one click on « I want to add a second work experience ».

## Expected funding

It is important for us to know how you are expecting to fund your mobility and if you are applying for a grant or scholarship.

## Survey

Select one of the choices in the list. If your answer does not appear on the list, select other and explain.

## Comments

If you have any comment or want to add an information that is not on the application form please let us know in this section. Don't forget to confirm that the form is correct and complete by ticking the box and press « send application »

**Confirmation by the student**

I hereby confirm that all information on the application form is correct and complete.

*This data will be collected by IMT Atlantique as part of the application, admissions and school management process. It will be kept for a period of three (3) years from the date of collection, or for the duration deemed strictly necessary for the processing of your student file. In accordance with the French Data Protection Law ("Loi n°2018-493") set by the GDPR and the Data Protection Regulation Directive (EU) 2016/679, you have the right of access, rectification, erasure, restrict processing and data portability. Please address your request to the Data Protection Officer, IMT Atlantique, CS 83818, 29238 Brest Cedex 3, France or by e-mail to [dpo@imt-atlantique.fr](mailto:dpo@imt-atlantique.fr).*



## Step 3. Online Registration

### Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login   
Password   
Repeat password

[Back](#) [Continue](#)

You will be asked to create a username and a password with minimum 6 and maximum 12 characters and at least 1 number, 1 upper case letter and no special character (#, + £...). Keep them safe because you will use Mobility Online even after your mobility !



### Registration successful

Your registration was successful.

By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.



Action successful!

[Close window](#) [Login to Mobility-Online](#)

Click on « login to Mobility Online » to access your file and upload the required documents



My application data &gt;

Change password

Once you have completed your application form click on My application data → **Application workflow** to go back to the main page.

From this **menu** you can edit your application by selecting « **Edit application** », download documents by selecting « **Download documents** » and if you have more than 1 application you can see the other ones by selecting « **Selection of the used application** »

Application workflow

Edit application

Download documents

Selection of the used application

## Step 4. Upload your application documents

### Application documents

- 1 photo (500 pixels)
- Copy of passport or ID card
- CV
- Motivation letter
- Transcript of records
- Detailed syllabus of your on-going courses (template available)



*The other documents are not mandatory and can be uploaded later.*

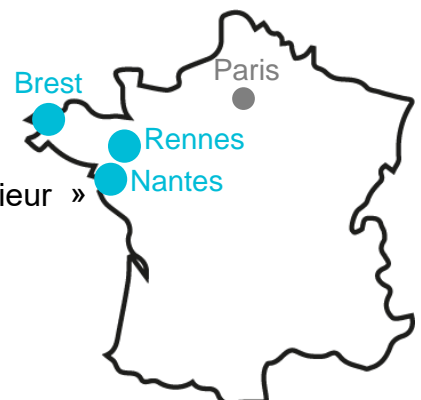
## Step 5. Admission

Once you have completed the first 4 steps, the international office will check your application and approve it. It will then be assessed by our **admission jury** who will decide whether or not you are admitted and in which program. There is 1 jury per month. You won't be able to go any further in your workflow before the decision.

## Step 6. Campus

IMT Atlantique is spread over 3 campuses. You will be assigned to one campus according to the program you follow.

Remember that Assignment to Majors for the « diplôme d'ingénieur » only takes place in **MAY**



### 3. Contacts

#### Student housing



Brest & Rennes : [logement-brest@imt-atlantique.fr](mailto:logement-brest@imt-atlantique.fr)



Nantes: [logement-nantes@imt-atlantique.fr](mailto:logement-nantes@imt-atlantique.fr)

#### International office



[mob-in@imt-atlantique.fr](mailto:mob-in@imt-atlantique.fr)

#### Useful links



FAQ : <https://www.imt-atlantique.fr/en/international/study-imt-atlantique/faq>

Campus France: <https://www.campusfrance.org/en>



### 4. FOR ERASMUS STUDENTS ONLY:

#### Step 1. Learning agreement

We don't have an online catalogue just yet; you will have to fill in your learning agreement on Mobility Online. Please contact [mob-in@imt-atlantique.fr](mailto:mob-in@imt-atlantique.fr) for more information about the classes available in French and in English.

#### Step 2. During your stay

Once on campus, your arrival certificate will be uploaded on Mobility Online. You will be able to modify your learning agreement if necessary.

#### Step 3. After your stay

Once you have left the campus, your departure certificate will be uploaded on Mobility Online.