

Guideline to apply for the MASTER COMPARATIVE AND EUROPEAN PRIVATE INTERNATIONAL LAW (CEPIL) on eCandidatures platform

If you live in one of the following countries, you must use the online Campus France procedure (Etudes en France) **in addition to apply on the eCandidature platform**:

Algeria, Argentina, Azerbaijan, Bahrain, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Chad, Chile, China, Colombia, Comoros, Congo, Democratic Republic of Congo, Djibouti, Dominican Republic, Ecuador, Egypt, Gabon, Georgia, Ghana, Guinea, Haiti, India, Indonesia, Iran, Ivory Coast, Japan, Jordan, Kenya, Kuwait, Laos, Lebanon, Madagascar, Malaysia, Mali, Mauritania, Mauritius, Mexico, Morocco, Niger, Nigeria, Peru, Qatar, Russia, Saudi Arabia, Senegal, Singapore, South Africa, South Korea, Taiwan, Thailand, Togo, Tunisia, Turkey, Ukraine, United Arab Emirates, United Kingdom, United States, Vietnam.

www.campusfrance.org

APPLICATIONS DATES on the eCandidatures platform:

1st year of the CEPIL: From 25th until the 29th of April 2022

2nd year of the CEPIL: From 9th until the 13th of May 2022

*Depending on the year of the program you want to apply to, please consider the specific period of each application. **Any application submitted outside the determined period will not be accepted.**

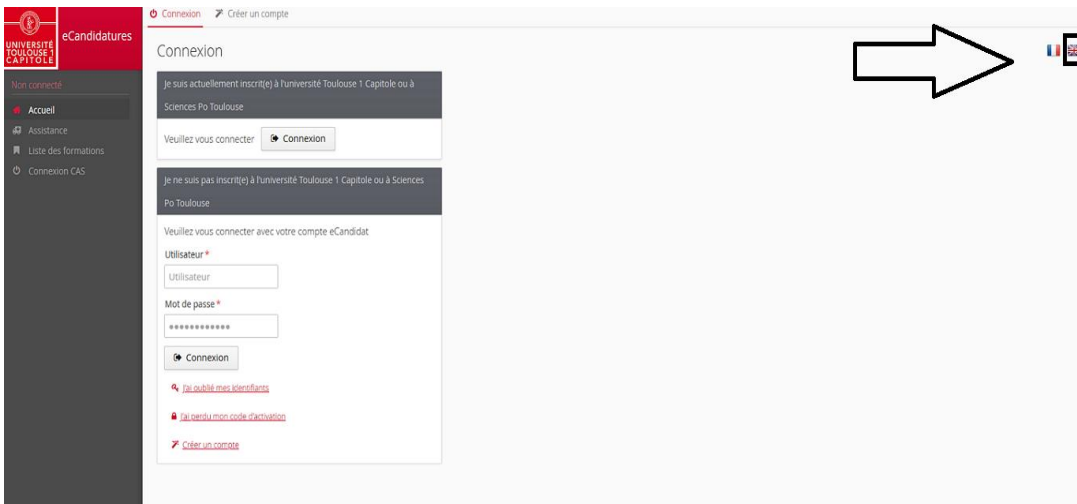
Publication of results: **24th of June**

Please read this entire document carefully before starting your application for MASTER - COMPARATIVE AND EUROPEAN PRIVATE INTERNATIONAL LAW:

These guidelines concern **applicants who hold a French or a foreign degree.**

1 – Create your account on eCandidatures

Tick the English flag which is on the top right part of the main page:



Then, you must create an account on eCandidatures:

Please fill in all the following sections (compulsory):

- **Personal info.:** If you have never been registered in a French establishment, you do not have to fill in the “INE number “.
- **Address:** indicate your current address.
- **Baccaalaureat:** your high school diploma. If you do not have a French Baccaalaureate, tick “J’ai le Bac ou une équivalence” and then choose “0031 – Titre étranger admis en équivalence” (*equivalent foreign diploma*).
- **Internal Curriculum:** To fill only if you were a student of UT1 before
- **External Course:** Indicate your previous courses (Bachelor’s and/or Master’s). Choose “Licence” to indicate your Bachelor’s degree. For “course description”, write the title of your Bachelor’s and/or Master’s degree.
- **On-the-job training:** optional
- **Prof. Experiences:** recommended if applicable.

2 – Apply

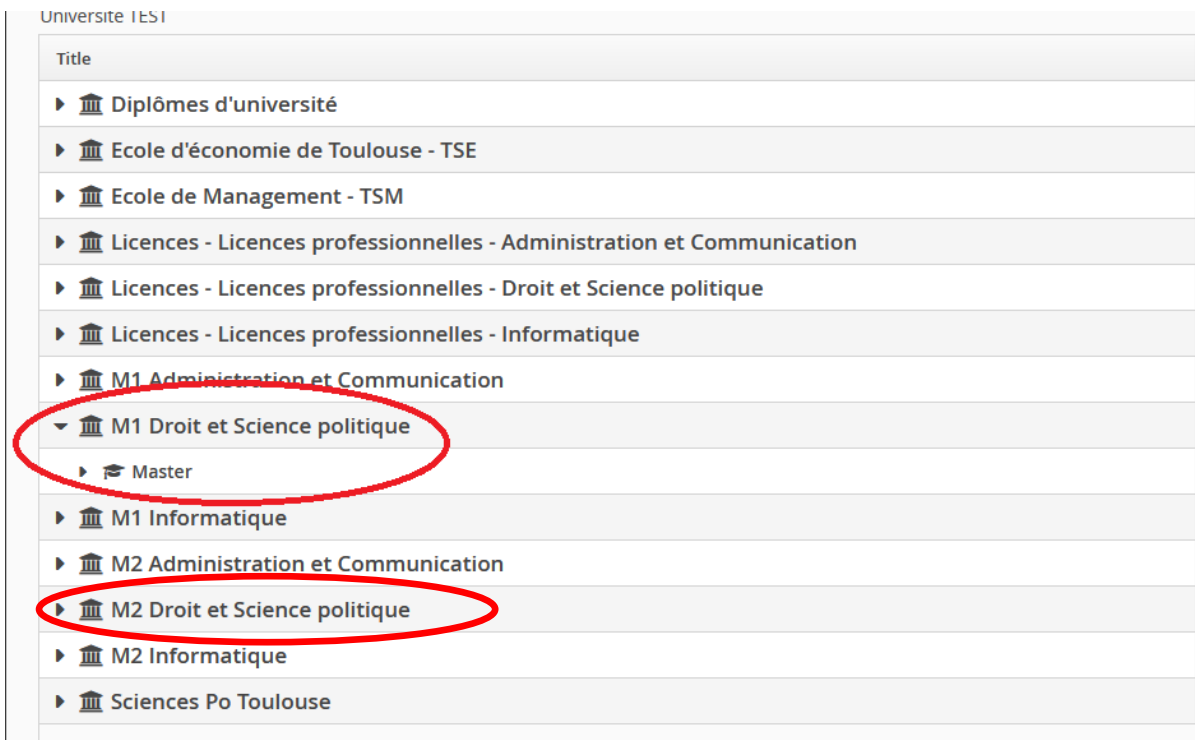
Finally, click on “Applications” and click on “New application” on the top left part of the page:



The screenshot shows a user interface for a university portal. On the left is a dark sidebar menu with the user's name 'DONATELLA MAINELLA' at the top. The menu items include Home, Assistance, List of courses, Log out, My Account, Personal info., Address, Baccalaureat, Internal Curriculum, External course, On-the-job training, Prof. experiences, and Applications (highlighted with a red arrow). The main content area has a '+ New application' button (also highlighted with a red arrow) and a list of courses under the heading 'Course'. The courses listed are: M1 IC Administration et gestion de la communication, M2 Collectivités Territoriales - FOAD, M1 Management parcours Management du sport (FOAD), M2 Information, communication parcours Administration et gestion de la communication, LPRO Aménagement paysager : conception, gestion, entretien parcours Administration et gestion des entreprises du paysage, L3 MIAS Méthodes informatiques appliquées à la gestion des entreprises (MIAGE), LPRO Gestion et Management d'unité commerciale - Produits alimentaires, L3 Droit - FOAD, DU Assurance Vie et Assurance de Personnes - FOAD, M1 Science politique parcours Politique et sécurité, M1 Droit des affaires parcours Droit de la propriété intellectuelle, and M2 Droit international et droit européen parcours International Economic Law (MINTEC) - Athènes.

On the list, in order to apply for the 1st year of the Program (Master 1) **M1 Droit international et droit européen parcours Comparative and European Private International Law** you have to look for it on the list box of “M1 Droit et Sciences politiques” and then on the drop down menu of MASTER .

To apply for the 2nd year of the Program (Master 2) **M2 Droit international et droit européen parcours Comparative and European Private International Law** you have to look for it on the list box of “M2 Droit et Sciences politiques” and then on the drop down menu of MASTER.



The screenshot shows the website for 'Universite IESI'. It displays a list of courses under the heading 'Title'. The courses listed are: Diplômes d'université, Ecole d'économie de Toulouse - TSE, Ecole de Management - TSM, Licences - Licences professionnelles - Administration et Communication, Licences - Licences professionnelles - Droit et Science politique, Licences - Licences professionnelles - Informatique, M1 Administration et Communication, M1 Droit et Science politique (circled in red), M1 Informatique, M2 Administration et Communication, M2 Droit et Science politique (circled in red), M2 Informatique, and Sciences Po Toulouse.

3 – Download the required documents

TO APPLY FOR the program MASTER - COMPARATIVE AND EUROPEAN PRIVATE INTERNATIONAL LAW (**first and second year**) you need to download the following required document on “SUPPORTING DOCUMENTS”:

- **A copy of Identity document** (ID card, passport, driving licence, residence permit)
- **A photocopy of your grade sheets, and your position in class, when applicable, for each year in higher education.** Merge all your undergraduate transcripts (and graduate transcripts if available) into **one single PDF.**
- **Copies of your qualifications or certificates of achievement.** Merge all your qualifications and certificates into **one single PDF.**
- **A cover letter in English**
- **A curriculum vitae** (in English or French)
- **Supporting documents for professional activities undertaken, training courses attended and personal achievements mentioned** Merge all your documents into one single PDF. (Optional)

Mandatory documents you must fill directly on the e-candidature platform:

- **Formulaire complémentaire FV2A:** This required document is a statement of situation. You can indicate « N'être concerné par aucune des situations proposées ».
- **“Fiche de vœu”** this document must state the different choices of “Parcours” you are applying to at the University of Toulouse 1 Capitole (**3 choices of Parcours maximum**)

1) Fill in the statement of situation form « Déclaratif de situation » available here:

Pièce justificative	Fichier	Statut	Pièce conditionnelle
1 Curriculum Vitae	signature_neutreCC.png	Validée	
1 lettre de motivation	signature_neutreCC.png	Validée	
1 photocopie d'une pièce d'identité (carte d'identité, passeport, permis de conduire, titre de séjour)	signature_neutreCC.png	Validée	
Photocopie des relevés de notes (et éventuellement un classement) pour chacune de vos années d'études supérieures	signature_neutreCC.png	Validée	
Copie des diplômes obtenus ou attestations de réussite. Pour les diplômes délivrés par un établissement privé d'enseignement supérieur, copie du décret d'homologation. Traduction officielle en français pour les diplômes étrangers.	signature_neutreCC.png	Validée	
Let(s) justificatif(s) des activités professionnelles exercées, des stages suivis et des acquis personnels invoqués	signature_neutreCC.png	Validée	

2) Once you completed the form, please click on: **Imprimer vos réponses.**

Nous vous remercions pour votre participation.

N'oubliez pas d'imprimer vos réponses et de les joindre au format PDF dans l'onglet formulaire complémentaire.

Rappel : **si vous êtes candidat sur une formation ouverte en alternance** à UT1 Capitole, afin de mieux vous guider dans le processus de candidature en alternance, **merci de compléter le formulaire suivant** : <http://formulaire.ut-capitole.fr/index.php/219317?lang=fr>

Imprimer vos réponses.

3) Then, export the form as PDF by clicking on:

Exporter en PDF

Exporter en PDF

Nom du questionnaire (ID) : Déclaratif candidature 2021-2022 (494359)

Date de soumission
Questionnaire préalable

30/03/2021 10:48:03

4) Now you can now save the form and upload it so it is attached to your application file. Keep it, as you will need to attach it to most of your applications at UT1 Capitole.

4- Transmit your application

After downloading ALL your documents, you must check if the Status of the document is correctly updated as “TRANSMITTED”. **If you do not transmit all the documents required, you will not be able to send your application as it would not be considered as COMPLETE.**

Please also check the “Additional information” section, there might be some *documents* you will have to download as well on this tab.

▲ Do not forget to consult 'Extra information' tab

Supporting documents

Additional information

Check out this tab also

Paperless procedure, please add your documents using the control panel before the 17/06/2021. Once complete, you must send your application.

Supporting documentation	File	Status	Conditional document
1 Curriculum Vitae	BU_salles_de_formation	Transmitted	
1 covering letter	BU_salles_de_formation	Transmitted	document correctly transmitted
1 copy of a form of identification (ID card, passport, driving licence, residence permit)	To download a document click on the +	On hold	
A photocopy of your grade sheets, and your position in class, where applicable, for each year in higher education		On hold	
Copies of your qualifications or certificates of achievement. For qualifications awarded by a private higher education institution, a copy of the school's accreditation decree. An official French translation of diplomas gained abroad		On hold	
Supporting documents for professional activities undertaken, training courses attended and personal achievements mentioned		On hold	Unrelated to this document

NB: If you are not concerned by a document (Professional experience, internship...) you can click on “**Unrelated to this document**”

NB: You can download your application file by clicking on “**Upload my file**” located at the bottom left part of the page.

When your application is complete, and after you have downloaded all the required documents on “Supporting documents” and “Additional information” (if needed) **you must click on “Send my application”** to send it **otherwise your application will not be considered.**

Send my application

Close

Cancel application

Send my application

Upload my file

If you cannot find the answer to your question in these guidelines, please contact the Pmd10@ut-capitole.fr or the ESL Toulouse at the following email address: esl@ut-capitole.fr