



Guideline to apply for the MASTER - LLM COMPARATIVE AND EUROPEAN PRIVATE INTERNATIONAL LAW on eCandidature 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, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Comoros, Djibouti, the Republic of the Congo, South Korea, Ivory Coast, Egypt, United States, Gabon, Guinea, Haïti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Morocco, Mauritius, Mauritania, Mexico, Niger, Nigeria, Peru, Democratic Republic of Congo, Russia, Saudi Arabia, Senegal, Singapore, Taiwan, Tchad, Togo, Tunisia, Turkey and Vietnam.

www.campusfrance.org

APPLICATIONS DATES on the eCandidature platform:

3 May – 17 May 2021

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

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

1 – Create your account on eCandidature

Tick on the English version on the top right of the main page:

The screenshot shows the 'eCandidatures' website. On the left is a dark sidebar with navigation links: 'Accueil', 'Assistance', 'Liste des formations', and 'Connexion CAS'. The main content area is titled 'Connexion' and has two sections. The first section is for users currently enrolled at Toulouse 1 Capitole or Sciences Po Toulouse, with a 'Connexion' button. The second section is for users not enrolled at these institutions, with fields for 'Utilisateur' and 'Mot de passe', and a 'Connexion' button. Below these are links for 'J'ai oublié mes identifiants', 'J'ai perdu mon code d'activation', and 'Créer un compte'. In the top right corner, there is a language selection icon (French and English flags) which is highlighted by a large white arrow.

You must then create an account on eCandidatures:

Not logged in

- Home
- Assistance
- List of courses
- Log in CAS

This platform for TESTS only is reserved for University's services. Any application submitted here is inadmissible. Please consult www.ut-capitole.fr.

I am currently a student at Toulouse 1 Capitole university or Sciences Po Toulouse

Please Login

I am not a student at Toulouse 1 Capitole university or Sciences Po Toulouse

Please log in with your eCandidatures account

User *

Password *

[I forgot my login details](#)

[I lost my activation code](#)

[Create account](#)

Account creation

Please note, when you have modified your account, you will be logged out. You must check your emails to confirm your address, then you can log back into the application.

Surname *

First name *

Email address *

Email address confirmation *

Please fill in all the following sections (compulsory):

- Home
- Assistance
- List of courses
- Log out
- My Account
 - Personal info.
 - Address
 - Baccalaureat
 - Internal Curriculum
 - External course
 - On-the-job training
 - Prof. experiences
 - Applications

- **Personal info.** : If you were never registered in a French establishment you do not have to fill in the "INE number".
- **Address**: your current address.
- **Baccalaureat** : your high school diploma. If you do not have a French Baccalaureate, 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**: 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 of the page :

On the list, in order to apply for the 1st year of the Program (Master 1) **M1 – LLM COMPARATIVE AND EUROPEAN PRIVATE INTERNATIONAL LAW** you must look after 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 – LLM COMPARATIVE AND EUROPEAN PRIVATE INTERNATIONAL LAW** you must look after it on the list box of “M2 Droit et Sciences politiques” and then on the drop down menu of MASTER.

3 – Download the required documents

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

- **A copy of a form of identification** (ID card, passport, driving licence, residence permit)
- **A photocopy of your grade sheets, and your position in class, where 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**
- **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)
- **Déclaratif de situation** (mandatory): The “Déclaratif de situation” is a mandatory survey that you need to attach to your UT1 application. This required document is a statement of situation. **If you are an international student, none of the different situation proposed should be applicable to you, so you must tick “N’être concerné.e par aucune des situations décrites ci-dessus”.** Please follow the procedure below to download this document and add it to your application (Your “numéro de dossier” is your ECandidatures ID):

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

Informations détaillées

Formation: M1 Administration et liquidation d'entreprises en difficulté parcours Administration et liquidation d'entreprises en difficulté

Statut du dossier: Réceptionné

Type de traitement: Accès contrôlé (Valide)

Décision: Favorable (Validé le 25/03/2021) : DESISTE

Désistement: Désisté le 25/03/2021 11:13:26 par 21603672

Code OPI: TTE3F9LB (date de passage : 25/03/2021 12:00:03)

Dates utiles

Date limite de retour: 17/06/2021

Date de confirmation: 02/07/2021

Date de réception: 25/03/2021

Date de transmission: 25/03/2021

⚠ N'oubliez pas de consulter les onglets 'Informations complémentaires' et 'Informations complémentaires'

📎 Pièces justificatives **📄 Formulaires complémentaires** Informations complémentaires Bloc-notes

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 17/06/2021. Une fois fait vous devrez transmettre votre candidature.

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) 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

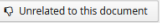
After downloading ALL your documents, you must check if the Status of the document is correctly updated as “TRANSMITTED”. **If you do not transmit all the documents required, you will not be able to send your application as it would not be considered as COMPLETE.**

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

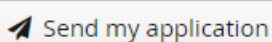
Paperless procedure, please add your documents using the control panel before the 17/06/2021. Once complete, you must send your application.

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)	 	On hold To download a document click on the +	
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	

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

NB: You can download your application file by clicking on the down size left of the page: “**Upload my file**”

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



If you cannot find the answer to your question in these guidelines, please contact the ESL Toulouse at the following email address: **pmd02@ut-capitole.fr**