



## Table of contents

A. How to access the portal.....	1
1. Creating an account:.....	2
2. Portal Login:.....	3
B. Filling out the form.....	4
1. How to complete the various sections.....	4
2. Documents to upload.....	5
3. Submit the application.....	6

### 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.

The screenshot shows the 'Authentication' page of the University of Paris-Saclay. It is divided into two main sections: 'Login' and 'Registration'. The 'Login' section includes fields for 'Email\*', 'Password\*', and a CAPTCHA image with the text 'WHYBR4'. Below the CAPTCHA are links for 'Show another picture' and 'Play audio', and a note that 'Captcha is required to avoid spam login.' A 'Log in' button is at the bottom of this section. The 'Registration' section, highlighted with a black border, includes fields for 'First name\*', 'Surname\*', and 'Email\*', and a 'Register' button. A 'Forgot your password?' link is located below the login section.

You will receive a registration confirmation email with an activation link. Please click on « [Activate your account](#) » and create a password.

The screenshot shows the 'Confirmation d'inscription' page. It features the University of Paris-Saclay logo and the title 'Authentification'. The 'Confirmation d'inscription' section contains an 'Email' field with a blacked-out value, a 'Mot de passe\*' field, and a 'Confirmation du mot de passe\*' field. A 'Confirmer l'inscription' button is located at the bottom of the form.

## 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#>

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

### Application portal - Incoming students

Open procedures				
Form	Status			
Application for incoming students	<a href="#">Start new application</a>			
Formulaire suivi Entrants	Maximum application reached			
Your applications				
Form	Status	Started on	Last changed on	Link
Application for incoming students	Submitted	22/09 14:19	06/10. 13:45	<a href="#">View application</a>

When you save your application, you can come back to it later before submitting it, by going to « **your applications** »

## 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 2<sup>nd</sup> or 3<sup>rd</sup> 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.

**c. Language skills:** fill in your language level in French and English according to the European reference framework (CEFR). Consult the document in the information bubble.

**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:

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

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>

### 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.