1. Creating your account on « eCandidat »

Click on the following link: https://ecandidat.umontpellier.fr/ecandidat/#!accueilView

In order to apply, you will have to create your account. You have two options depending on your situation:

- You are a student at the University of Montpellier: you can get connected using your ENT login (prenom.nom@etu.umontpellier.fr)

- You are not a student at the University of Montpellier and you want to apply for a program: you must create an account using your personal email address (click on « créer un compte » at the bottom of the page)

Please note that the email address you provided will be used to let you know if there are any updates about the application process.

* « j’ai oublié mes identifiants » = I forgot my username

* « j’ai perdu mon code d’activation » = I forgot my activation code
2. If you are a student at the University of Montpellier:

From your ENT portal, click on the tab "Ma scolarité" to have a direct access to the « eCandidat » application.

You need to create an account (« créer un compte »)

- As soon as you click on « Enregistrer », you will receive a confirmation email
- Click on the link to validate your account. If you cannot click on the link, copy it to a web browser to be able to validate your account.
You can add (or update) some of your personal information: your phone number, address, professional experience, previous internships etc.

3. If you are not a student at the University of Montpellier:

In order to create your eCandidat account, click on « créer un compte ».

Then, enter your first name, your last name and a valid email address. Click on « Enregistrer ».

You will now receive an email confirming the creation of your account. The link in the email will allow you to validate your account. Check your spam if you do not receive the email.
Once the account has been validated, you can login to your « eCandidat » personal account using your username (cf. confirmation email).

You now have access to your eCandidat account, you must now complete your personal information before you submit your application.

You can modify or complete the information you have provided at any time.

⚠️ The fields preceded by * are mandatory fields. Please note that the « INE number » is not mandatory for foreign students who have never been registered in a French educational institution (only for French citizens). French students can retrieve their INE number from their baccalaureate transcript of records.
4. I Select the program I wish to apply to

Then, you can select one or more degrees. If you click on the « Candidature » tab, you will be able to see the list of programs offered.

You can scroll through the list of programs using the arrow on the right of the screen. In the « Filtre » field, you can search for the faculty you are interested in (eg. IAE Montpellier).

You can find out how to apply in the right-hand column: 1) either online application (« dossier dématérialisé »: all documents will be uploaded on the platform) or sent by post (« dossier papier »).
You can select the program you wish to apply to.

Then, you will be asked for confirmation (in French: « Voulez-vous candidater à la formation ? Oui/Non » = Do you want to apply to the program? Yes/No).

5. Online application: I upload my supporting documents

You will then be able to upload documents and attachments in PDF and JPEG format, not exceeding 8 MB per attachment.

* in French: « pièces justificatives » = supporting documents
To upload a document, click on the + button

To cancel the upload of a document, click on the – button

Non-mandatory supporting documents: you may not be concerned by some documents, so you can either add the document or click on « Non concerné par cette pièce ».

Once all required documents have been uploaded, you will have to click on « transmettre ma candidature » (green button) in order to submit your application.
Status of your application:
We advise you to follow the status of your application, either:

- By logging in directly via eCandidat using your login and password
- Or by checking your e-mails (address you used when you created your application)

6. If your application is incomplete

This section is dedicated to online applications only (for paper applications sent by post, if you receive an e-mail entitled « Dossier incomplet », you must send the requested supporting documents to the postal address indicated on your application form).

To check if your online application is complete, you must log on to your eCandidat account, select the program you are applying to and click on « Ouvrir ».

The status of the document is displayed as well as the comment of the administrator who processed the file.

You can delete the document by clicking on the – button

You can upload a new document by clicking on the + button
Once you have uploaded all the documents, do not forget about confirming your application (green button).

7. Confirming or withdrawing application

Once the application is approved by the University, you will receive an e-mail asking you to confirm or withdraw your application.

To access the confirmation or withdrawal screen, click on « Candidature », select the program you applied to and then click on « Ouvrir ».

You can confirm : click on « Confirmation candidature » (green button)
You can withdraw : click on « Désistement candidature » (red button)
8. If you have forgotten your user ID and password

To retrieve your username and password to log in to your account, you can click on « j’ai oublié mes identifiants ».

Enter the email address you used when you created your account

After this, you will receive an email with your login and a new password.

9. If you have lost your account activation email

This action allows you to retrieve your account activation link (email sent when your account was created).
This action is only intended for applicants who did not activate their account with the account creation email. If you have lost your login and password, you must click on « j’ai oublié mes identifiants » on the application home screen.

To retrieve your activation link:

Enter the email address you used when you created your account

![Login form with 'Je ne suis pas étudiant à l'Université de Montpellier', 'Utilisateur', 'Mot de passe', 'Connexion', and 'J'ai oublié mes identifiants' options highlighted.]

```
[j'ai perdu mon code d'activation]
```

Salissez votre adresse mail utilisé pour la création de votre compte, nous vous renverrons ce mail contenant votre login, un nouveau mot de passe et la procédure de validation de votre compte:

```
Adresse mail
```

![Login form with 'Adresse mail' field highlighted.]

Then, you will receive an email containing the activation link, your login and a new password