eCandidat

The applicant guidebook

This guidebook is aimed at helping you to submit your application to the schools in the Institut Agro via the online application 'eCandidat'.

Application is a 5-step process:

- Creating your account on eCandidat and your file,
- Choosing your training program,
- Transmitting the necessary documents
- Receiving the answer to your application
- Completing your administrative registration

Preliminary remarks:

The entire creation of an application file requires about 30 minutes.

You need your INE number (only if you got the French 'baccalauréat' from 1995).You can find it on the transcript of your 'baccalauréat', the certificate of school attendance of previous years, or an University transcript.

You must fill in a few administrative data: surname, first names, date of birth, etc.

You will download documents and fill in a few surveys, depending on your application. It is very important to give a valid electronic address because emailswill be sent to you.

You must enter data about your 'baccalauréat' (earned or in the process of earning) or your equivalent diploma ('DAEU', 'capacité en droit',.).

You must enter data about your cursus after your 'baccalauréat'.

Depending on the configuration of your email box, messages sent by e-candidat can be deposited directly into your SPAM folder. Please check regularly.

TABLE OF CONTENTS

E-Candidat Institut Agro_Guidebook_EN

I. Create your account on e-candidat

Upon your first connection to the application, you have 2 choices:

- You want to have a look at the training programs first: thus, you only review data, you can't create your personal area / file
- You already know in which field you want to study and want to create your personal area / file.

This screen will also allow you to reconnect in order to supplement or modify your file or submit the supporting documents that you have scanned.
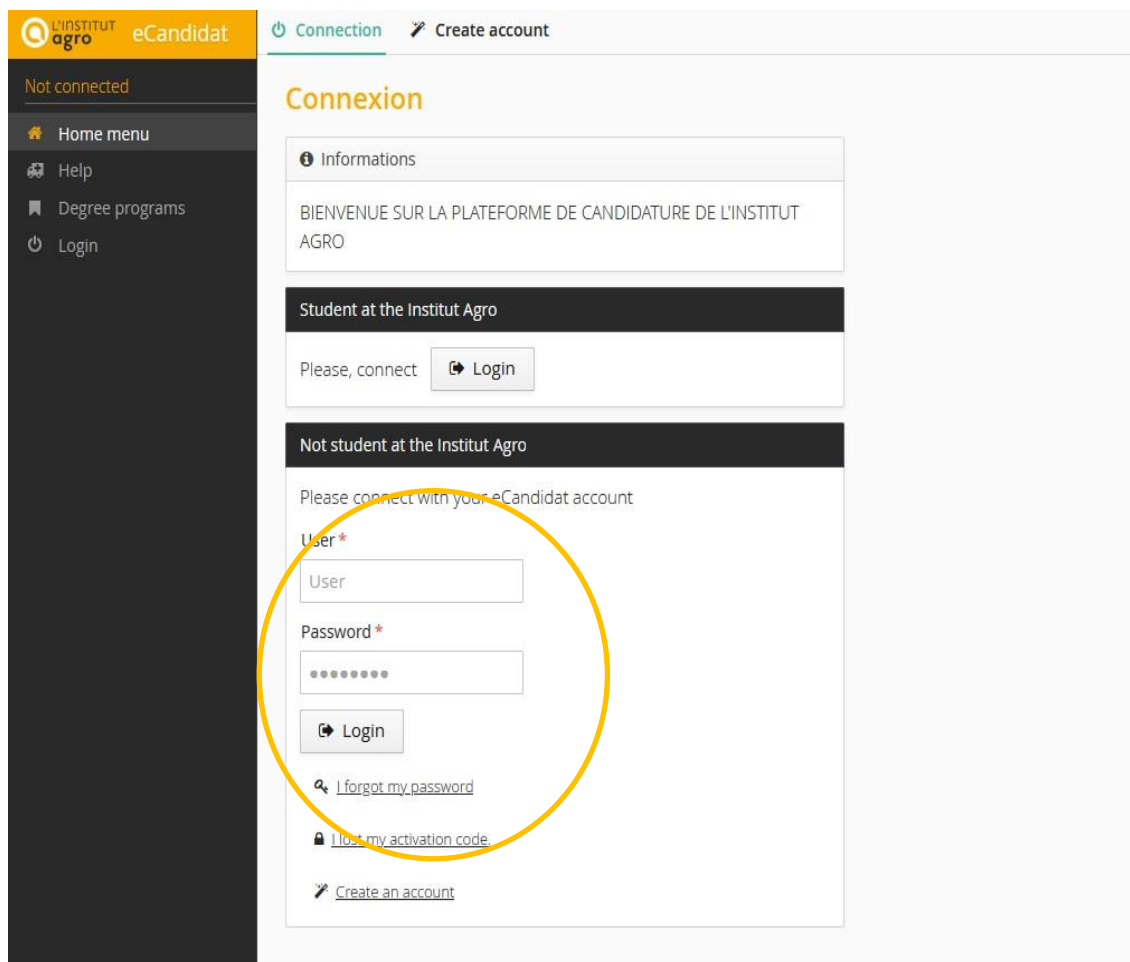
A. Main screen

1. « Create an account
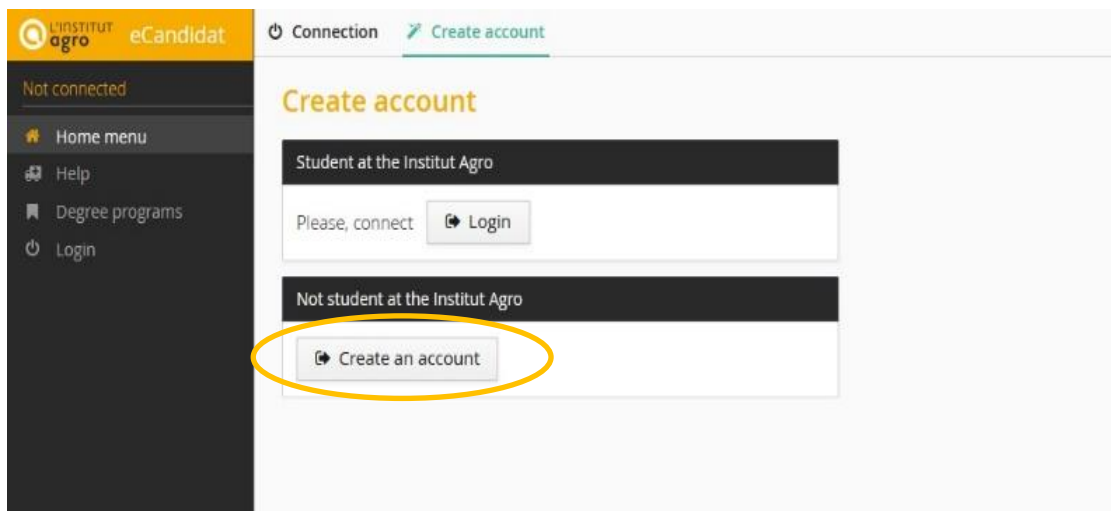
2. Fill in the required information

3. After saving the information on step 2, you will receive an email with an ID (Identifiant eCandidat) and a password, and a link to follow. Click on it to confirm your email address, and use the information to log in. This link will only be valid for **48hours**.

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II. Inform about your personal details and curriculum

A. Personal information

1. Click on personal information and enter/Modify information

2. Choose your nationality

The INE number is recommended (for French students) but not compulsory at this stage.

3. The fields marked by an **asterisk must be filled out**. Remember to click save.

Important: If you want the tool and all messages (emails, letters related to your application) to

be displayed in English, do not forget to select <u>Preferred Language = English.</u>

B. Address
1. Click on Address – enter – modify address
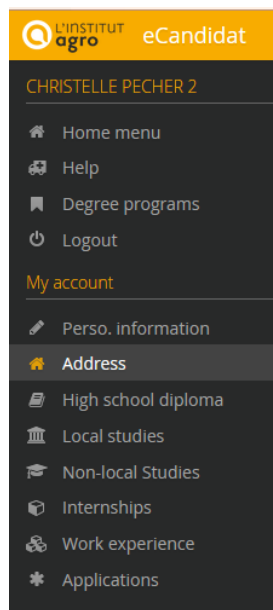
E-Candidat Institut Agro_Guidebook_EN

2. The fields marked by an asterisk must be filled out. Remember to click on Save.

C. *High school diploma*

1. Click on High school diploma – Baccalauréat – then Enter dat/Modify

7
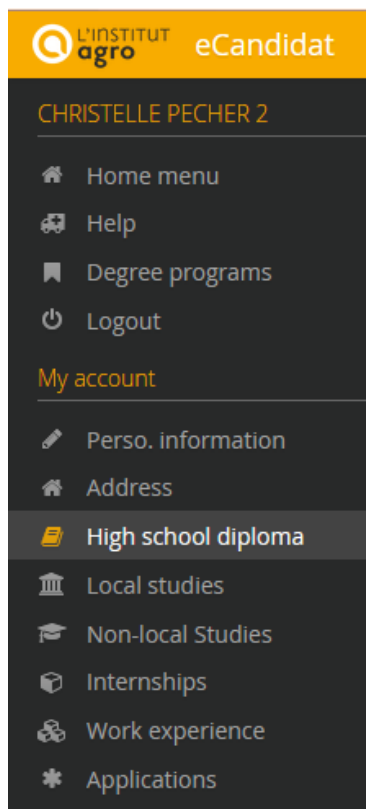
2. The fields marked by an asterisk must be filled out.

Most of the Diploma's names refer to the French categories of Baccalauréat. If you are an international student, and did not pass an equivalent of French Baccalauréat, please select *0031-titre étranger admis en équivalence*. Remember to click on save.

Honors:
Assez bien : satisfactory ; Bien : good ; Très bien : very good
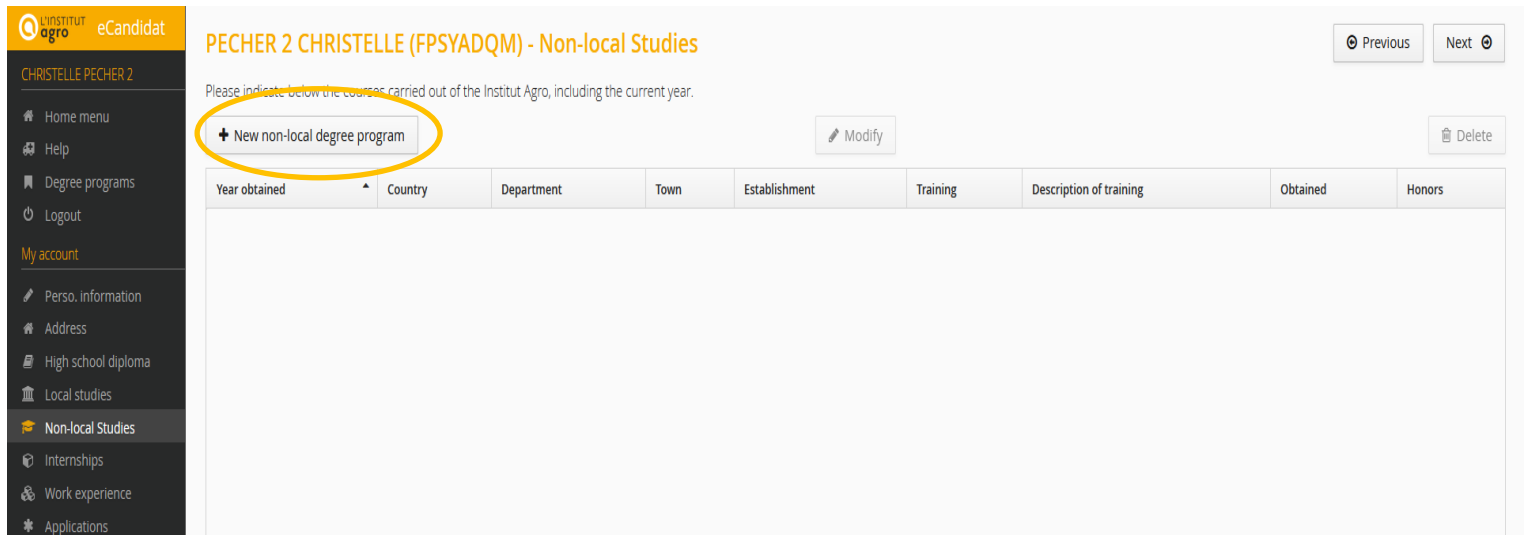

D.   *Local studies*
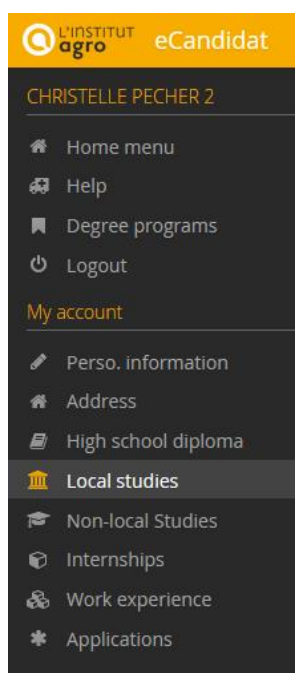
This section **only concerns students who have already enrolled at l'Institut Agro** for their training. The fields will be automatically completed by the administration. If this is your case but the fields are blank, please contact your administration.

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E. Academic background (cursus externe)

In this section, you will have to indicate your academic background, including the diplomayou are registered in now.

1. Under the "Non-local studies" section on the left, click on « New non-local program ».

2. Complete the required information. Fields marked with an asterisk are compulsory.Remember to click on save.

E-Candidat Institut Agro_Guidebook_EN

Add as many programs as your curriculum contains by clicking on "New non-local degree program".

As an example, if you had a Bachelor of Science and then followed a first year of Master, two lines must appear.

F.   *Internship (not compulsory)*

1. Under the "internships" section on the left, click on New internship.
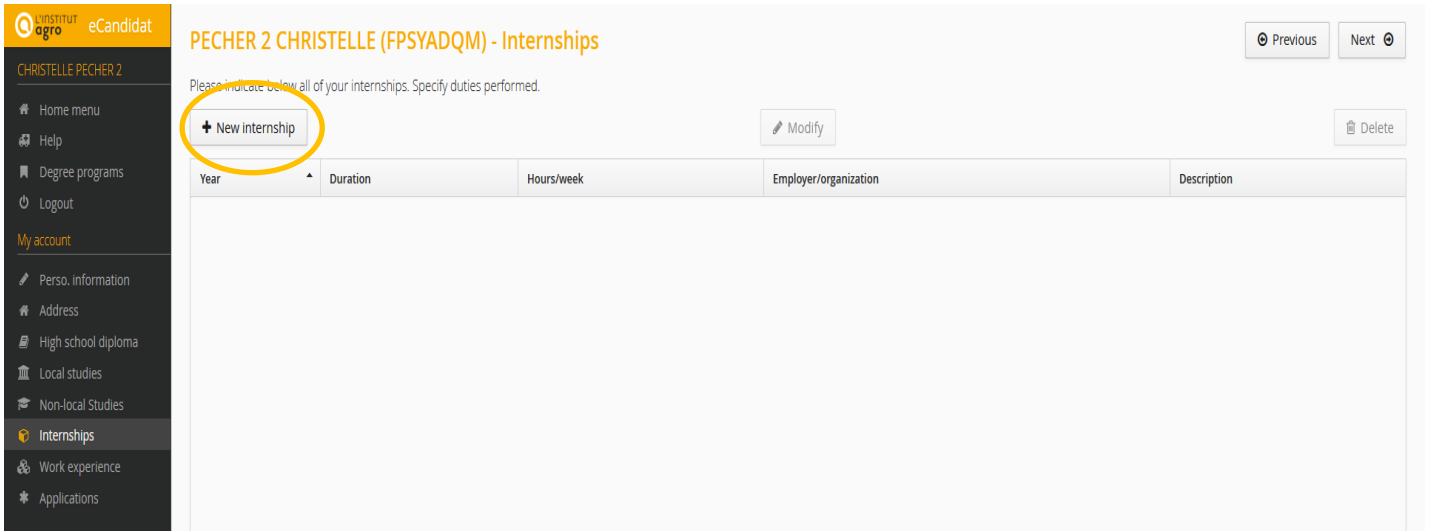
2. Complete the required information. Fields marked with an asterisk are compulsory.Remember to click on Save.
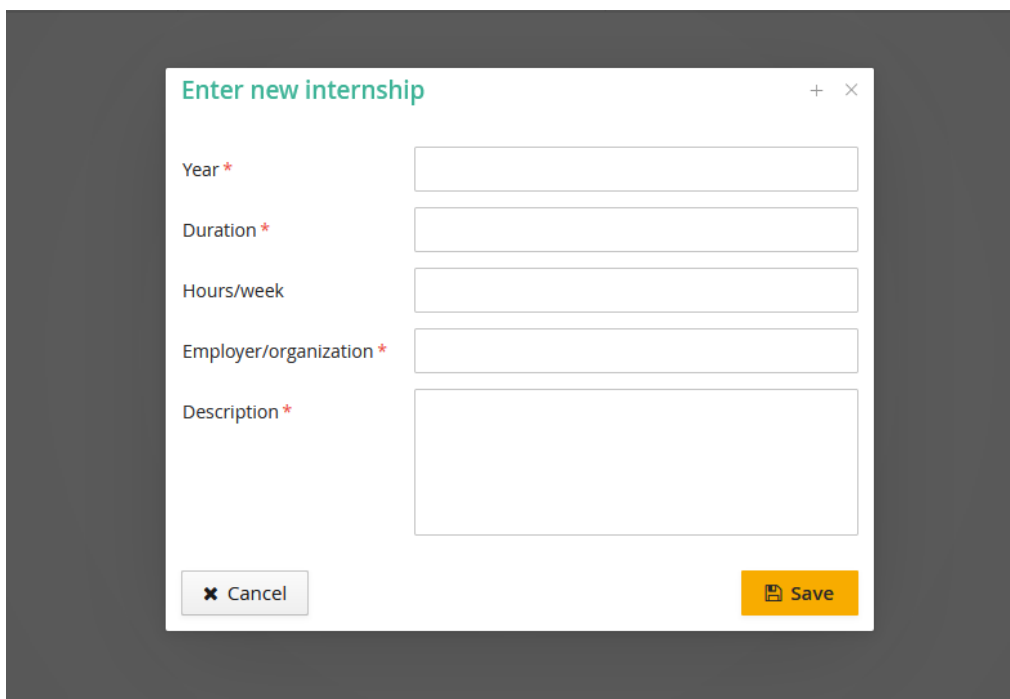
G.   *Professional experience (not compulsory)*

1. Under the "Professional experience." section on the left, click on "New professional experience".

2. Complete the required information. Fields marked with an asterisk are compulsory.Remember to click on Save.

II- Apply for your training program

Once your file has been created and completed, you can select a training program for whichyou want to apply. Click on "Candidatures" (applications) on the left, and then on "Nouvelle candidature".
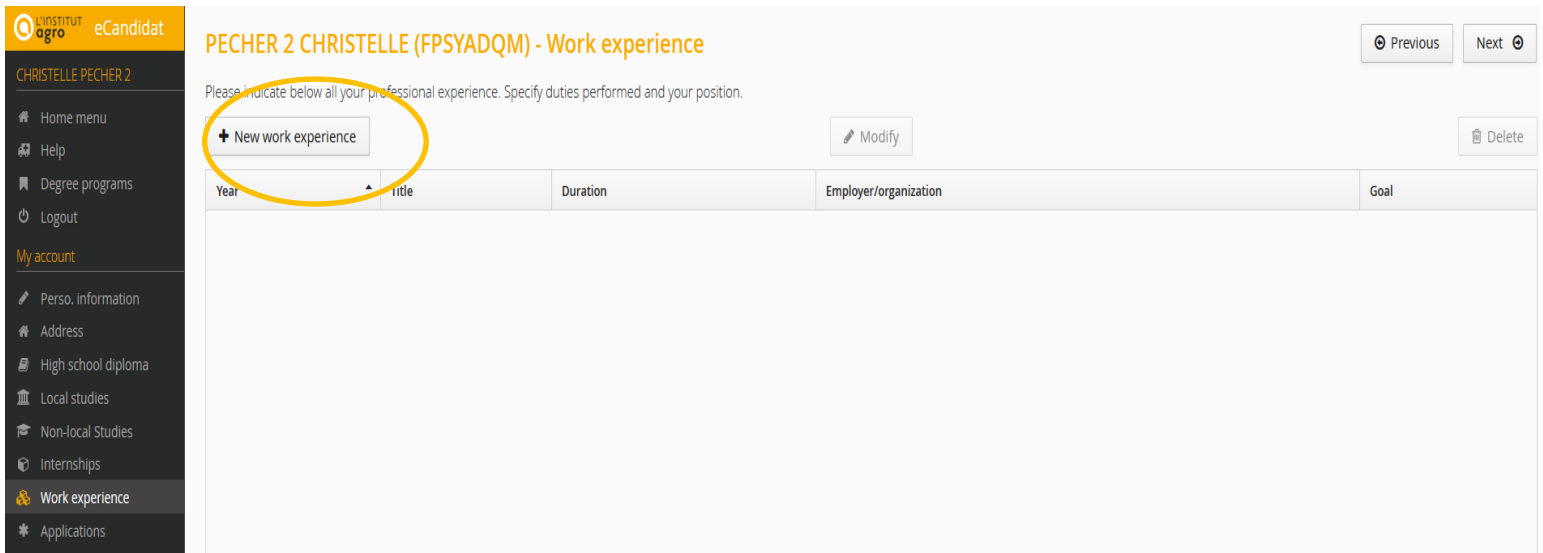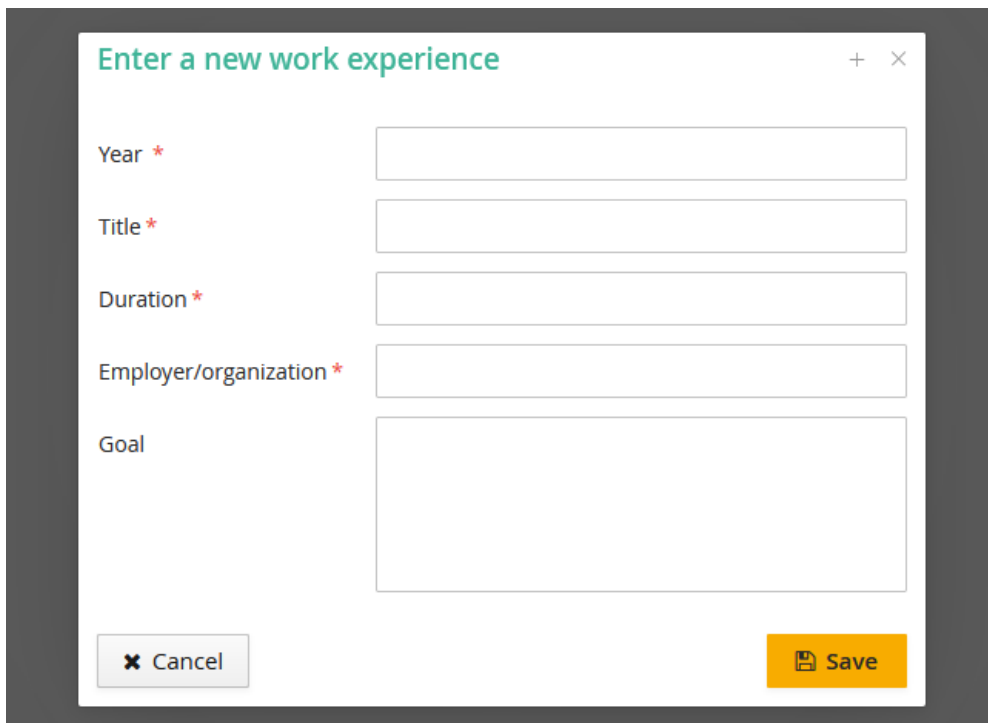
You can search for a training program using keywords in the field 'Filtre'. Or you can roll up the training offer by establishment using the arrow on the left of the name.

Note:

If you want to apply for a 1st year and the 2nd year of a training program, you must create two applications under the same E-candidat ID. In another words, you will have to first select the training programme for the 1st year, upload your documents, validate. And then apply the same procedure when selecting the same training program but for the second year.

A. Select a training program

On the application section, click on New program
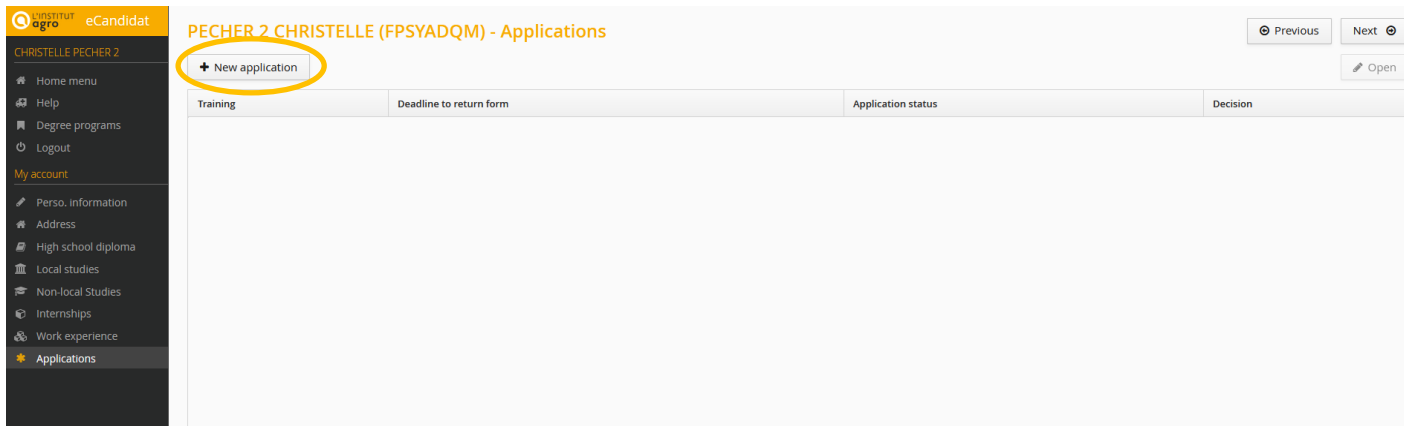
The training programs will be listed by schools (Institut Agro Dijon, Institut Agro Rennes-Angers, Institut agro Montpellier) and types of diplomas.

Be careful! The three schools do not offer the same training programs.

The diplomas titles refer to the official major name. Consider the column "Key words" for clarification.

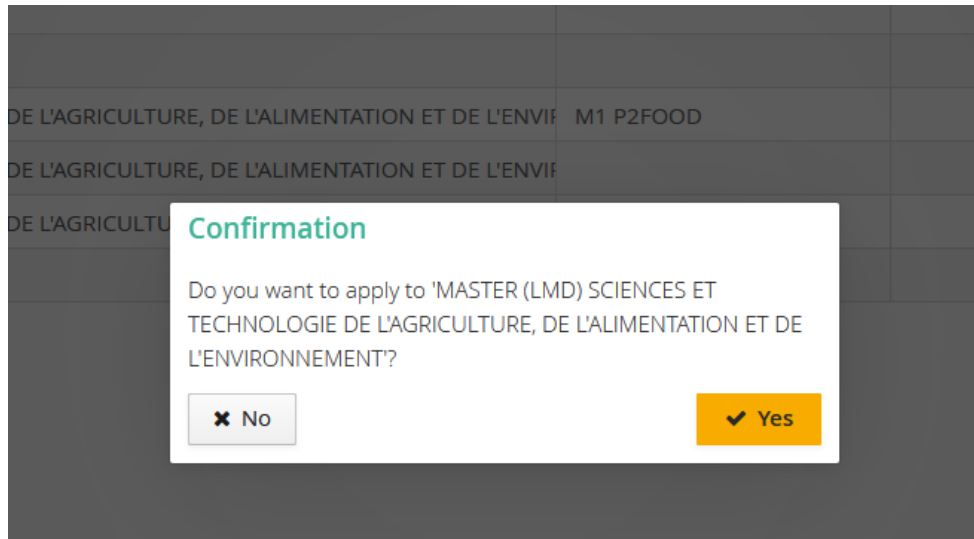Once you click on the training you want to apply to, you will get a message asking if you want to apply. If you click on 'Yes', you will be automatically directed to an application file and you will get an application email.

B. Transmitting your documents

The application screen is made of 4 zones and 4 buttons.

Zone 1. Data concerning your application and its status

Zone 2. Useful dates concerning this training program and the application campaign

Zone 3. The address of the department which will follow your file

Zone 4. The list of the required documents and some additional information (to read).

Button 1: Close the window. You will be able to go back to your application. Your file and the documents you have already submitted are saved. To come back and end your application, click on the button 'open' in the menu 'Application' of your personal area.

Button 2: Cancel your application. Cancellation is an irreversible operation.

Button 3: Transmit your application (electronical procedure)

Button 4: Download your file.

If you didn't select the right training program, you can cancel your application (button 2). IMPORTANT: this action is irreversible and is not possible anymore if you have already transmitted your application.

Zone 4 is made of four columns. Column 1 is the list of documents you need to submit, column 2 is where you upload your documents, column 3 shows the status of your document, and column 4 refers to remarks.

Here is the list of documents required:

A scanned copy of your passport or ID

A scanned copy of your transcripts (translated in French or English)

A CV

A cover letter
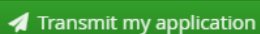
A scanned copy of your diploma translated in French or english

An attestation certifying your level of English, if you have one

You can upload any other document linked to your study project in order to support your application (letter of recommendation, attestation of professional experience…)

Click on "+" to upload the document. It can be PDF, JPG or PNG. The maximum size per document is 4 Mo.

Once all the documents have been submitted, you can transmit your application by clicking on

Important information

All your documents have been entered, don't forget to transmit your application by clicking the button "Transmit my application" **before the 12/03/2024**.

✖ Close

Beware!!
As long as the button is not green, you cannot transmit your file. The problem may be due to the fact that a mandatory document is missing or that you have not answered to a question in the tab "Additional questions".

After transmission, you will get an automatic email acknowledging receipt of your file. Then you will have to wait till your file is look into.

You can apply for another training program without having to wait for the examination and/or the decision of/upon your 1ˢᵗ application for admission.

C. *Follow up of your application*

Your file will be looked into by an ad hoc department and you will get by email the following information which will be the one or the other:
- Incomplete file
- Complete file.

You will have to visit your eCandidat personal area in order to have more information (namely about the refused documents).

In your personal area and in each application file (Zone 1 of the screen) you will see the **status of your file**:
- 'En attente' (file on hold): the deadline for submitting applications hasn't expired
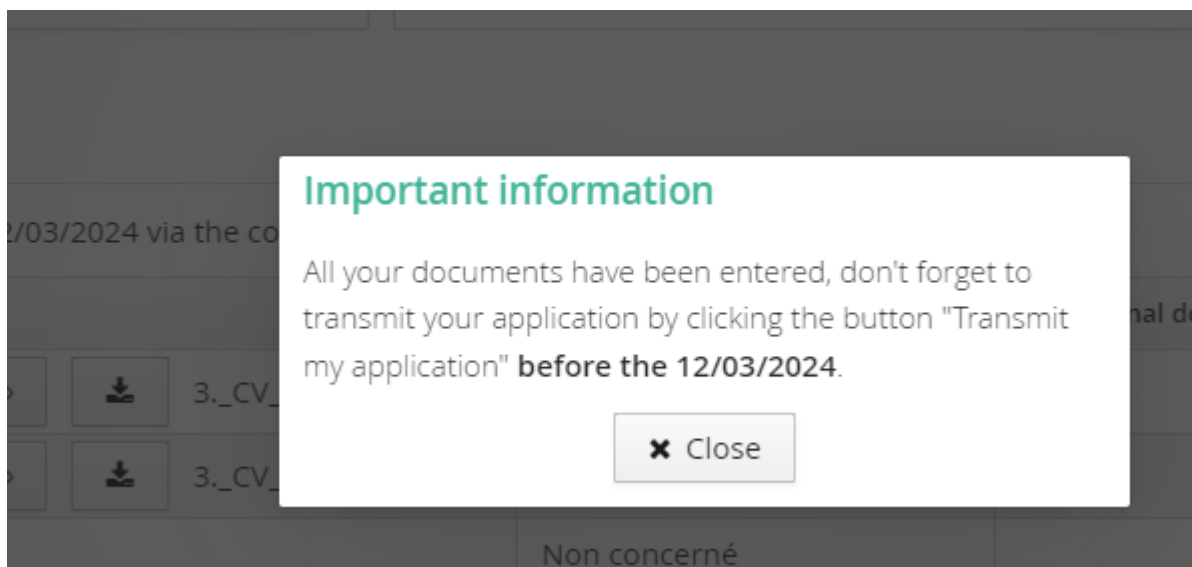- 'Enregistré non vérifié' (Saved but not verified): the file has been received but not yet verified
- 'Enregistré complet' (saved and complete): the file has been received, verified and is complete.
- 'Enregistré incomplet' (saved and incomplete): the file has been received, verified and it isnot complete.

Result of your application to a training program:

- **Invitation to a preselection interview in the context of your application for admission**

E-Candidat Institut Agro_Guidebook_EN

certain training programs organize interviews as selection tests, you are admitted to go further in the application process.

- **Notification of acceptance of your application**: your application to the training program has been accepted in the final list. You must **confirm** your application.
- **Notification of refusal of your application for admission on the primary list (placement on the complementary list):** you are on the reserve or waiting list. You will be informed in case of the withdrawal of candidates from the final list and your admission on the final list.

   - **Notification of refusal of your application** : your application has not been selected.

Your file is incomplete?

If you receive an email called 'Application for admission -Incomplete file" you have to log in to your personal area and verify which document has been rejected.
In the menu 'application' select the training program for which you have received the email and click on Open.
You can see the status of the document (there might be an observation with explanations).Delete the document by clicking on the button ' – '.

Afterwards you can download a new document.Transmit

your file by clicking on

A file which has not been transmitted, although all the documents display a status 'transmise', is not considered as a complete application.
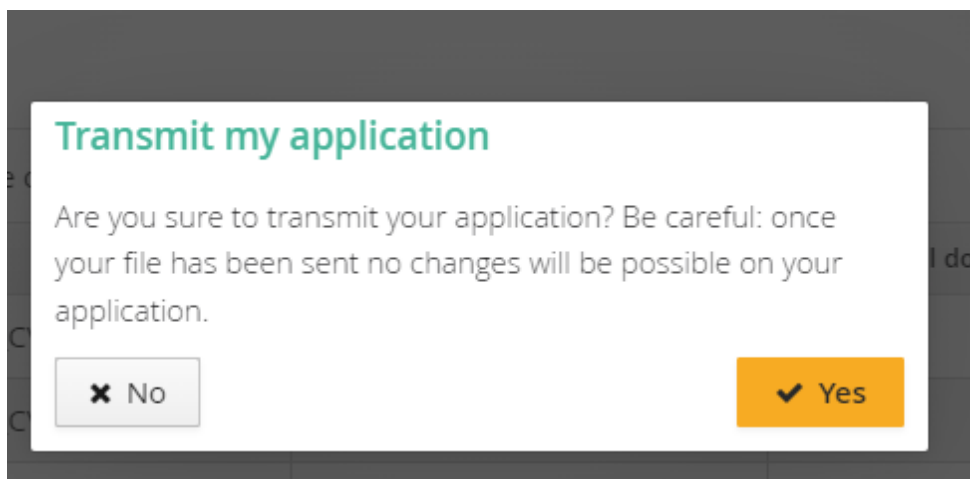
III. Answer to your application for admission

A. Acceptance of your application -Avis favorable

If your application is accepted ('avis favorable') you receive an email which asks you to confirm your application to the concerned training program or to withdraw it. **Please note that you will be subject to a response time. Beyond this deadline, the place will be allocated to another candidate.**

To access to the 'confirmation ou désistement' (confirmation or withdrawal), visit the menu 'Candidatures', select the concerned training program, then click on the button 'Ouvrir' (Open).

On the displayed screen, you can confirm ('confirmation candidature') or withdraw your application ('désistement candidature'). Beware, withdrawing your application is irreversible.

uoi tion,	En attente		
	En attente		
	En attente		

👍 Confirmation of application   👎 Withdraw application   ☁ Download my file

If you confirm your admission, you can automatically download your letter of admission

Programme détaillé des enseignements du cursus précédent		En attente		
Photocopie des relevés de notes de BAC+1, BAC+2 et BAC + 3 (si vous ne disposez pas encore de vos relevés de notes de S2 L3, vous pourrez les envoyer plus tard, dès réception)		En attente		
Pour un diplôme en cours de préparation : photocopie des relevés de notes de l'année et de l'attestation de réussite (à adresser dès que possible)		En attente		
Lettre de motivation en Anglais présentant, notamment, pourquoi vous postulez à ce master et vos attentes vis à vis de le la formation, en mentionnant éventuellement votre projet professionnel		En attente		
Curriculum Vitae détaillé en Anglais, notamment pour ce qui concerne les stages		En attente		
Avis de poursuite d'études de votre responsable de filière		En attente		

✖ Close   👎 Withdraw application   ✉ Download admission letter   ☁ Download my file

B. Refusal of your application (Avis défavorable)

When you receive a refusal, it means that your application is rejected. Nonetheless, you will be able to apply for this training program the next academic year.

IV. Administrative registration

If the commission has accepted your application and you have confirmed this answer, youmust proceed to your administrative registration. Without this step, you won't be admitted in the training program. We advise you to register as soon as possible.

The administration will contact you to inform you about the registration procedure and the dates.

E-Candidat Institut Agro_Guidebook_EN