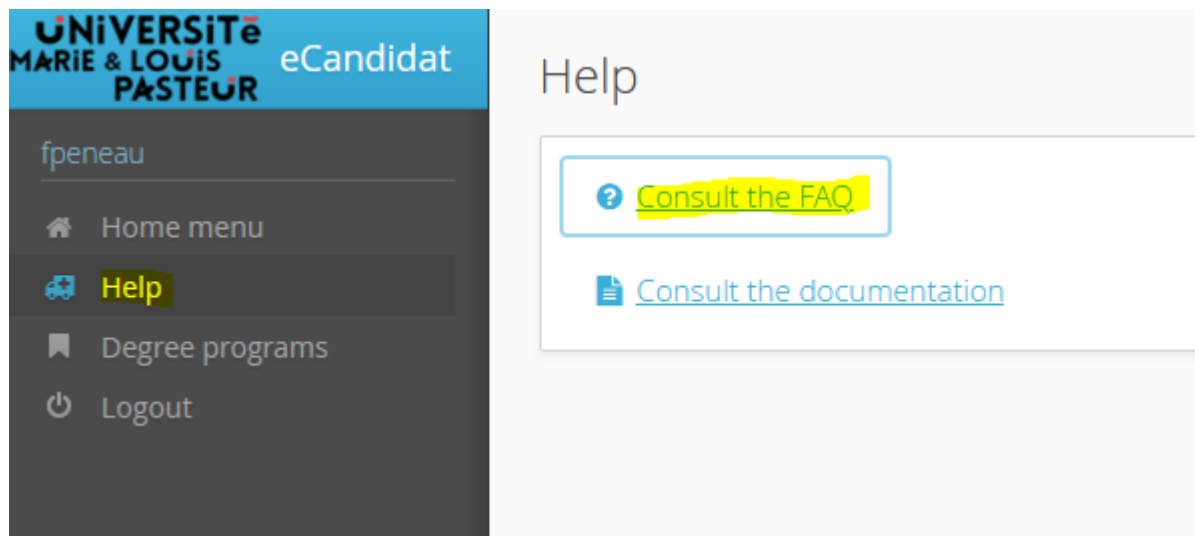# eCandidat

The applicant guidebook

This guidebook is aimed at helping you to submit your application to the Université Marie & Louis Pasteur via the online application 'eCandidat'.

You will be able to review the Help pages at any time of the completion of your application. To do so, you will use the on-line application assistance:

Application is a 5-step process:

1. Creating your file,
2. Choosing your training program,
3. Transmitting the necessary documents (by email or mail)
4. Receiving the answer to your application
5. Completing your administrative registration on the internet site of the 'Université de Franche-Comté'.

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 a 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 electronical address because emails will 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'. *

* Students who have already registered at the 'Université Marie & Louis Pasteur' must proceed to their application using their ENT username (firstname.surname@edu.univ-fcomte.fr); information of the steps 1, 2 and 3 of their file creation will then be filled automatically.

I – Creating your file

Here is the home screen you will see when you open the eCandidat application.

Fig.1 Page de connexion – Logging in page

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

1. You want to have a look at the training programs first: thus you only review data, you can't create your personal area / file
2. 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. Create your account in order to submit your application:

1- Enter your personal data
2- Add an application
3- Enter the training programs for which you apply

b. Log in in order to follow / modify your application(s):

1- Modify your personal data
2- Add an application
3- Follow the processing of your file
4- Submit your documents in PDF format
5- Suppress, replace your documents until the file submitting deadline

a. Creating your account

▯ If you're already a student at the Université Marie & Louis Pasteur, click on the following button

Student at the Université Marie et Louis Pasteur
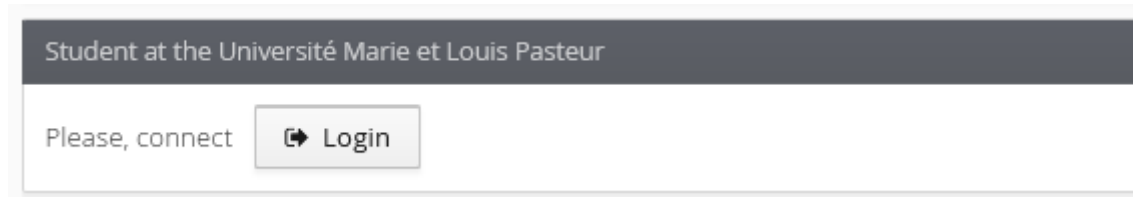
Please, connect   ⏻ Login

Fig.2 Connexion des étudiants de l'UFC – logging in of UFC students

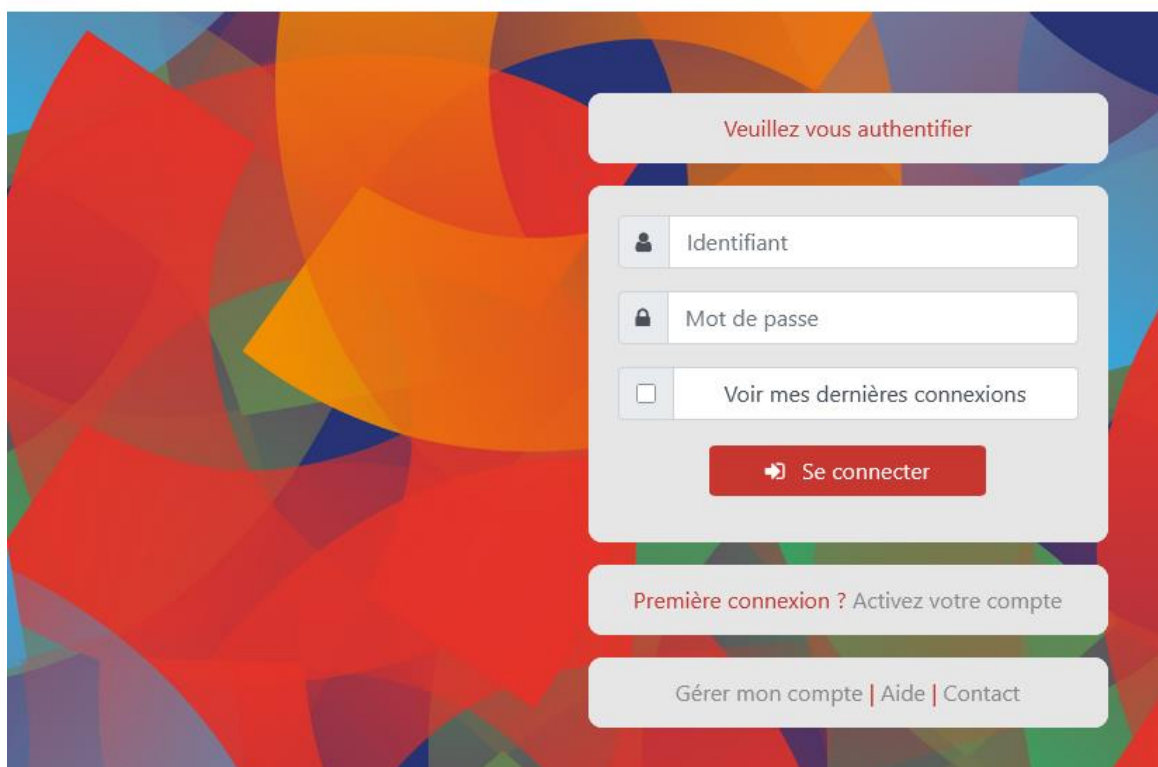And log in using your ENT username firstname.surname@edu.univ-fcomte.fr and your password.

Veuillez vous authentifier

👤 Identifiant

🔒 Mot de passe

☐ Voir mes dernières connexions

➜ Se connecter

Première connexion ? Activez votre compte

Gérer mon compte | Aide | Contact

Fig.3 Fenêtre de connexion – Logging in window

▯ If not, click on the following button on top of the screen   ✎ Créer un compte

UNIVERSITE MARIE & LOUIS PASTEUR eCandidat   ⏻ Connection   ✎ Create account

Not connected

🏠 Home menu
🚌 Help
🔖 Degree programs
⏻ Login

Create account

Student at the Université Marie et Louis Pasteur

Please, connect   ⏻ Login

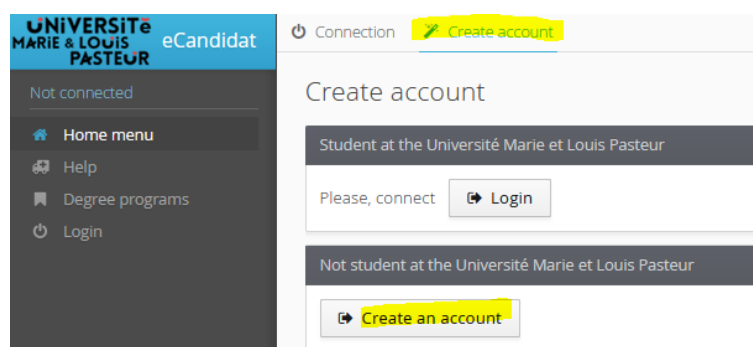Not student at the Université Marie et Louis Pasteur

⏻ Create an account

Fig.4 Connexion des étudiants hors UFC – Logging in of non UFC students

Then click on the button 'Créer un compte' and follow the instructions:
IMPORTANT: the mentioned email address will be used throughout all the application process.

Account creation   + ×

Attention: after you modify your account, you will be disconnected. Check your email to validate your address, and then you will be able to reconnect.

ⓘ Password informations

- must contain at least one lowercase character, one uppercase character, one special character (@ # $ % ^ & + = - ! *) and one digit
- must not contain whitespace
- its minimum length is 10 characters

Last name *

First name *

email address *

Email address confirmation *

ⓘ Password *

ⓘ Password confirmation *

✖ Cancel   💾 Save

Fig.5 Personal account creation window

You will receive such an email which will give you your login and password and the account validation link:
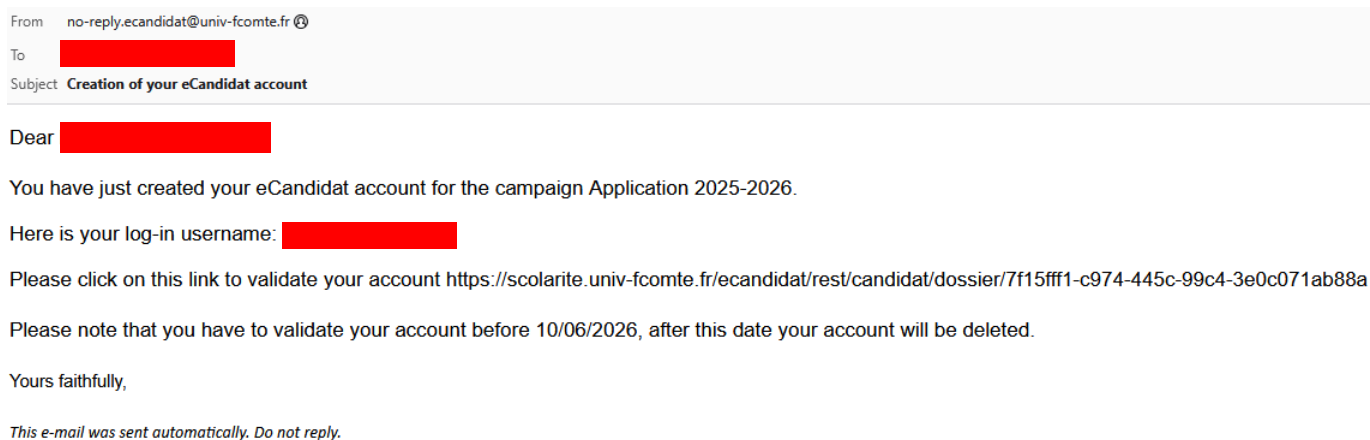

From no-reply.ecandidat@univ-fcomte.fr

To

Subject **Creation of your eCandidat account**

Dear

You have just created your eCandidat account for the campaign Application 2025-2026.

Here is your log-in username:

Please click on this link to validate your account https://scolarite.univ-fcomte.fr/ecandidat/rest/candidat/dossier/7f15fff1-c974-445c-99c4-3e0c071ab88a

Please note that you have to validate your account before 10/06/2026, after this date your account will be deleted.

Yours faithfully,

This e-mail was sent automatically. Do not reply.

Fig.6 Courriel de validation de compte - Account validation email

Click on the link or, if the link isn't active, copy and paste the address.

Once the account is validated, you will log in to your personal area using the username and password you received by mail.

Fig.7 Logging in to the personal account

This is the screen you will view after you log in: it's the home screen of your personal area.
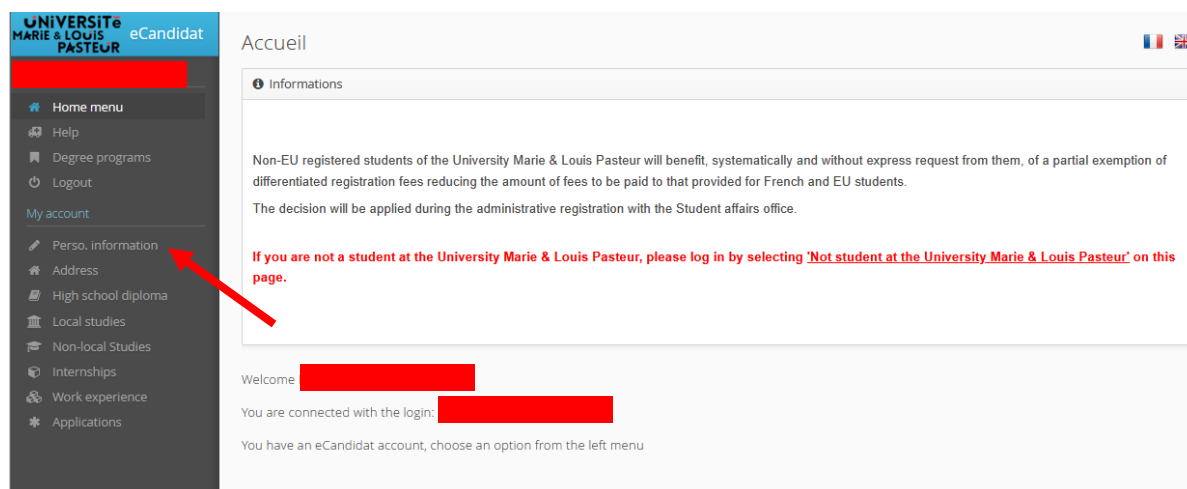

Fig.8 Home screen

You must follow the data entering steps. First, personal information (1st item of the 'My account' menu), then address, etc.

You can go back at any time to the entered data to modify or supplement them.

The required data must be as precise as possible, this way they will benefit your application. The fields after a « * » are mandatory fields.
You can't enter only one « baccalauréat » (or an equivalent diploma).
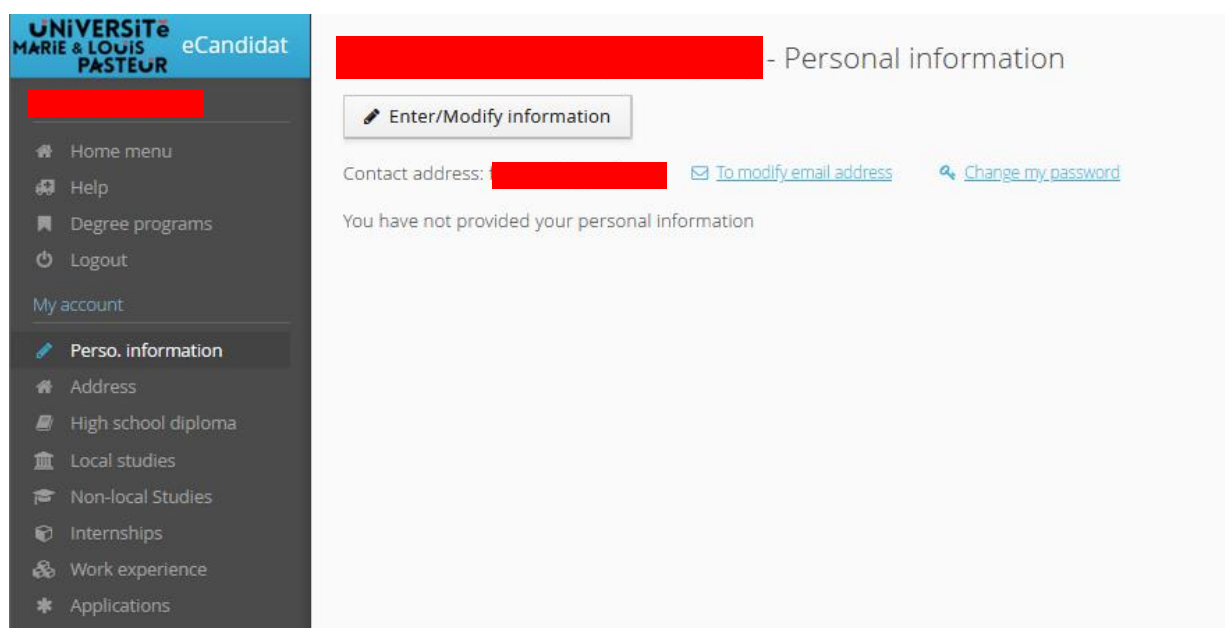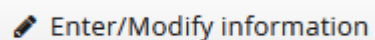
b. Personal data

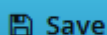*Fig.9 Ecran Informations personnelles – Personal data screen*

Click on the menu, then click on the [✏ Enter/Modify information] button.

Select your nationality (mandatory field) and your INE number (if you've got one), then click on the button 'next'.
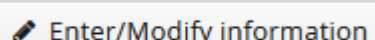
After you enter your INE number, your data are updated automatically. You will be able to modify a few data, but not all of them. Certain data can't be modified. If you want to correct some data, you will have to contact the registration department ('service scolarité') of your Faculty / Institute.

Then fill in all the required fields.
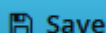Once all the data are entered click on: [💾 Save]

c. Address and other information

Click on the menu on the left, then on the [✏ Enter/Modify information] button.

Fill in all other fields.
Once you have entered the data, click on [💾 Save]

II – Choosing your training program

Once your file has been created and completed, you can select a training program for which you want to apply.
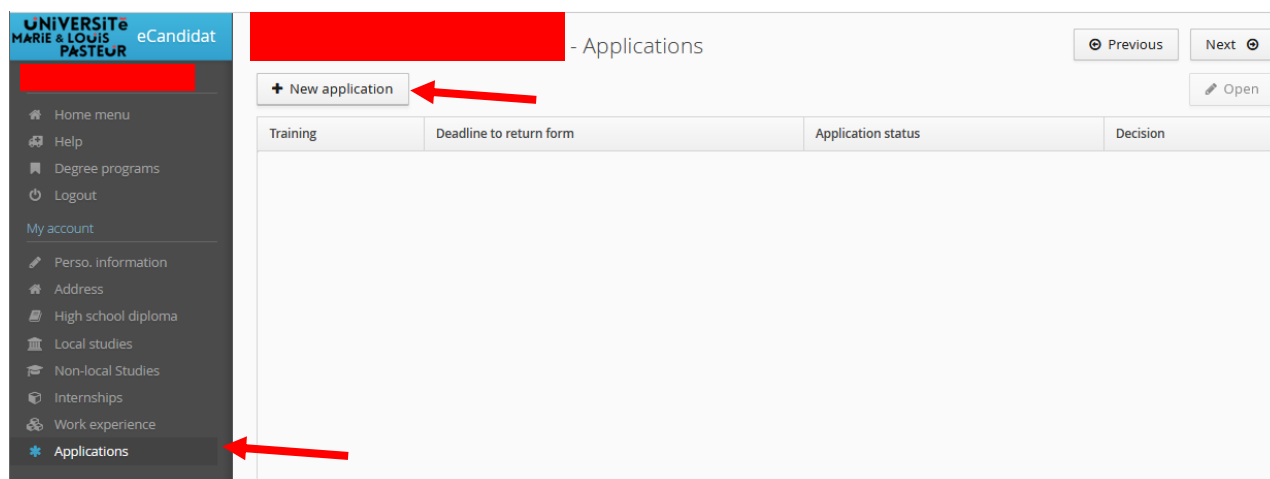
Menu Applications

Fig.10 Applications screen

When you click on '+New application' you get the screen about the training offer:

Fig.11 Training offer screen

You can search for a training program using keywords in the field 'Filter'. Or you can roll up the training offer by establishment using the arrow on the left of the name.

Fig.12 Extract of the training offer

This way you can learn about:

- How to apply
- Electronically: submitting the supporting documents on the application
- Using paper documents: sending the file and the supporting documents by mail (Post office)
- The opening dates of the application campaign
- When you click on the training program for which you want to apply, you will get the

following message:

Fig.12 confirmation window

If you click on 'Oui', you will be automatically directed to an application file and you will get an application email.

III – Transmitting the supporting documents

The application screen looks like this. It has 4 zones and 4 buttons.

Fig.13 Ecran de candidature – Application screen

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 'Applications' 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 ('paper documents' procedure).

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

a.   Electronical file

In the Zone 4 of the application screen you can view 3 tabs:

- Supporting documents: all the documents will constitute your application for admission. There are mandatory documents and conditional documents (see the column 'Pièces conditionnelles')
- Additional forms: in this tab you will find a form concerning continuous education (mandatory form to fill in) but also other forms (ex.: questionnaire on the level of proficiency in languages). Please always verify this tab.
- Further information: general information. For example: explanations on the pre-selection interviews.

As far as the 'formulaire de la Formation Continue' (form concerning continuous education) is concerned: it is a mandatory document. It allows to identify applicants who **require special arrangements related to their status (going back to one's studies, professional contract, apprenticeship contract, etc).**

Click on the 'Formulaire complémentaire' tab, then on the URL tab to supplement the form (there are 14 questions).

Récapitulatif de votre candidature - Beware: in the first question you are asked to enter your eCandidat file number. This number appears on top of the Zone 1 of your application file, after:

'Votre nom-prénom (votre numéro de dossier)' = your surname-first name (file number)

Once you have entered the number, click on [Envoyer]

The following message appears:

> Merci de vos réponses.
>
> Si vous êtes dans une des situations décrites dans le formulaire, vous pouvez dès à présent contacter le service Formation Continue de l'Université pour échanger avec un conseiller : formation-continue@univ-fcomte.fr / 03 81 66 61 21.
>
> Imprimer vos réponses

Click on 'imprimer vos réponses', then on [Exporter en PDF] in order to download the answers in PDF (afterwards, you can close the windows related to this form).

This file is to join with the other supporting documents to the line 'Formulaire complémentaire Formation Continue' (additional form Continuous Education').

If a mandatory document is missing in your file, you won't be able to transmit it (the button 3 won't be green).

You can submit your documents in PDF and JPEG format, each document won't exceed the size of 5 MO.

To add a document, click on the button '+'.

To suppress an added document, click on the button '– '.

Fig.14 buttons to add or suppress a document

A few supporting documents contain a PDF document that you must download in clicking on the button

Fill it in, then [⬇] download it like the other documents.

Non mandatory documents:

Certain supporting documents are conditional.

Thus you will have to click on the button [👍 Concerné par cette pièce]

And make a choice when the following window appears:

Pièce conditionnelle

Je certifie être concerné par la pièce 'Une fiche d'appréciation sur une poursuite d'études en école d'ingénieur de votre dernier établissement, OU, à défaut, lettres de recommandation envoyées directement par vos enseignants par email à isifc@univ-fcomte.fr'

[✕ Non]   [✔ Oui]

Fig.15 Window of choice for conditional documents

If you click on 'Non' you certify not to be concerned. If you click on 'Yes' you certify to be concerned and you will have to submit a document (if you don't, you won't be able to transmit your file).

Observation: The department which is responsible to verify if your file is complete will confirm you or not if the document is not needed, and, if it is, will ask you to complete your file.

Your file is complete when this screen appears:

Information importante

Toutes vos pièces ont été déposées, n'oubliez pas de transmettre votre dossier en cliquant sur le bouton 'Transmettre ma candidature' **avant le 11/05/2017**.

[✕ Fermer]

Fig.16 Information window

Once all the documents have been submitted, you can transmit your application in clicking on [✈ Transmettre ma candidature]

Beware: as long as the button isn't green, you can't transmit your file.

You will get an automatic email acknowledging receipt of your file.

Then you will have to wait till your file is looked into (see the paragraph 'suivi de votre dossier' - 'following your file' below).
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.

a. Non electronical file ('Dossier papier')

If you apply for a training program which requires a 'dossier papier' (non electronical file), you will know what documents are required by looking at the list in the Zone 4 of the screen. Download your file (Button 4), print it, complete it and send it by mail (Post office) to the address mentioned in zone 3 of the screen.

Beware of the file return deadline, take the mailing delays into account (the postmark is the date taken into consideration by the administration)
File transmission information (required documents, return deadline and address) are written on the application file.

DOSSIER DE CANDIDATURE
Candidature 2017-2018

Université de Franche-Comté
1 rue Claude Goudimel
25030 Besançon cedex

Dossier n° : FC5
Commission :

Formation : Master

Date limite d'envoi du dossier : 15/06/2017

COORDONNEES PERSONNELLES

Civilité : Monsieur	**Code étudiant :**
Nom patronymique :	**INE :**
Nom d'usage :	**Tél. portable :**
Prénom :	**Tél. fixe :**
Né(e) le : 12/03/1986	**Courriel :** @gmail.com
à : BESANÇON	**Adresse :**
Nationalité : FRANCAIS(E)	25000 BESANCON

BACCALAUREAT OU EQUIVALENCE

Année d'obtention : 2005	**Pays :** FRANCE
Série du bac ou équivalence : S-Scientifique	**Département :** DOUBS
Mention : Bien	**Commune :** BESANCON
	Etablissement : BESANCON Lycée Saint-Jean

Fig.17a Example of non electronical application file page 1

INFORMATIONS A CONSERVER PAR LE CANDIDAT
(Veuillez consulter votre espace eCandidatures pour déposer vos pièces justificatives)

CALENDRIER DE RECRUTEMENT

- Master   Stgi Montbéliard :
Date limite d'envoi du dossier de candidature : 15/06/2017

CONTACTS A L'UNIVERSITE

Pour toute information, adressez-vous au(x) contact(s) ci-dessous :

UFR STGI
Scolarité Multimédia
4 Place Tharradin
25200 MONTBELIARD

SUIVI DU TRAITEMENT DE VOTRE CANDIDATURE

Pour suivre le traitement de votre candidature :

- Consultez fréquemment votre messagerie électronique : des mails vous seront adressés en fonction de l'évolution de votre dossier.
- Consultez votre espace eCandidatures en vous reconnectant sur l'application.

Rappel de votre numéro de dossier : FC5

Fig.17b Example of a non electronical application file page 2

PIECES JUSTIFICATIVES JOINTES AU DOSSIER

Pièce	Statut
Copie d'une pièce d'identité en cours de validité (carte d'identité, passeport...) rédigée en français (ou traduite par un traducteur assermenté par l'état français)	En attente
Attestation de niveau de langue française (DELF, TCF, ...) pour les étudiants non francophones	En attente
CLES ou attestation de niveau de langue anglaise (TOEIC, TOEFL)	En attente
Copie de tous les diplômes obtenus (ou attestation de réussite) pour chacune des années de formation depuis le baccalauréat (ou équivalent).Pour les documents en langue étrangère fournir une copie de la traduction établie par les services consulaires français à l'étranger ou par un traducteur assermenté en France. L'original sera demandé au moment de l'inscription définitive.	En attente
Copie des relevés de notes pour chacune des années de formation depuis le baccalauréat (ou équivalent). Pour les documents en langue étrangère fournir une copie de la traduction établie par les services consulaires français à l'étranger ou par un traducteur assermenté en France. L'original sera demandé au moment de l'inscription définitive.	En attente
Curriculum vitae détaillé (CV)	En attente
Lettre de motivation dactylographiée	En attente
Lettre de recommandation d'un enseignant	En attente
Attestation de niveau de langue française (DELF, TCF, ...) pour les étudiants non francophones.	En attente
Détail (titre et descriptif) des UEs suivies, particulièrement celles en rapport avec la spécialité et le parcours choisi.	
Description stages et emplois	

Fig.17c Example of a non electronical application file page 3

b. Follow up of your file

You can log in to your personal area as many times as necessary.
If you have lost your password or your username + password, click on

🔍 J'ai oublié mes identifiants

You will receive an email with your 'login'.

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 – see Fig.13) 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 is not complete.

Fig.18 Zone 1 : status of your file

Result of your application to a training program:

- **'Convoqué aux entretiens' (Called to interviews)**: certain training programs organize interviews as selection tests, you are admitted to go further in the application process.
- **'Convoqué aux épreuves écrites' (Called to written tests):** certain training programs organize written tests (written exercises or MCQ) as selection tests, you are admitted to go further in the application process.
- **'Admis sur liste principale' (Admitted on the final list)**: your application to the training program has been accepted. You must **confirm** your application.
- **'Admis sur liste complémentaire ou liste d'attente' (Admitted on the reserve list or waiting 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.
- **'Avis défavorable' (Rejected)**: your application has not been selected.

c. Your file is incomplete

If you receive an email called 'Candidature – dossier incomplet' you have to log in to your personal area and verify which document has been rejected
In the menu 'candidatures' select the training program for which you have received the email and click on 'Ouvrir' (Open).

You can see the status of the document (there might be an observation with explanations). Suppress the document by clicking on the button ' – '.

Fig.19 Zone 4 application : follow up of the documents

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.

As far as application files with documents to be sent by mail, not by email ('candidatures au format papier avec envoi postal'), you must send a new letter with the required documents to the address noted down on your application file.

IV – Answer to your application for admission

a. 'Avis favorable' (accepted)

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.

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.

Pièce justificative ▲	Fichier		Statut
Copie du dernier diplôme obtenu	📥	HM16_IN_11_fiche_candidature.pdf	Validée
Copie du dernier relevé de notes	📥	HM16_IN_11_fiche_candidature.pdf	Validée
Curriculum vitae détaillé (CV)	📥	HM16_IN_11_fiche_candidature.pdf	Validée
Lettre de motivation dactylographiée	📥	HM16_IN_11_fiche_candidature.pdf	Validée

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 02/03/2016. Une fois fait vous devrez transmettre votre candidature.

✖ Fermer   👍 Confirmation candidature   👎 Désistement candidature

Fig.20 Zone 4 Application : confirmation or withdrawal

b. 'Avis défavorable' (rejected)

When you receive an 'avis défavorable', it means that your application is rejected. You won't be able to apply for this training program for next academic

year. c. 'Nouvelle proposition' (new proposal)

Candidates who follow a process of 'validation d'acquis' (validation of prior experience: 'demande d'admission dans une formation sans les prérequis') may get a proposal for another training program / academic career. It means that the commission suggests to the applicant to apply for another training program or for a previous year / lower level of the same diploma. If it's the case, you will be directly contacted.

V – Administrative registration

If the commission has accepted your application and you have confirmed this answer, you have to 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 registration server will open around July 7th every year.