Explanatory document for the DUEF pre-registrations

1. How to create you eCandidat account: https://ecandidat.uca.fr

➢ To create your eCandidat account : click on ''*Créer un compte*'', then you will have to register your first name and your last name as well as a valid email address.
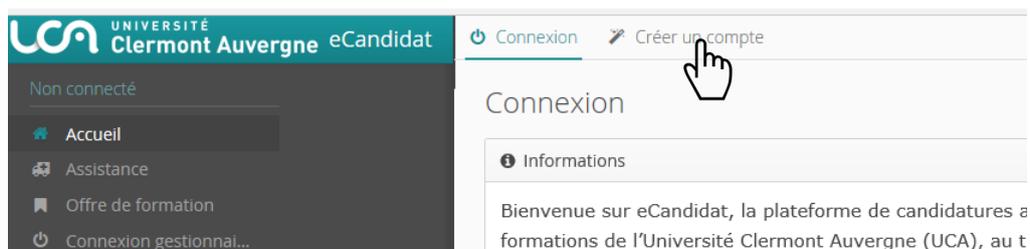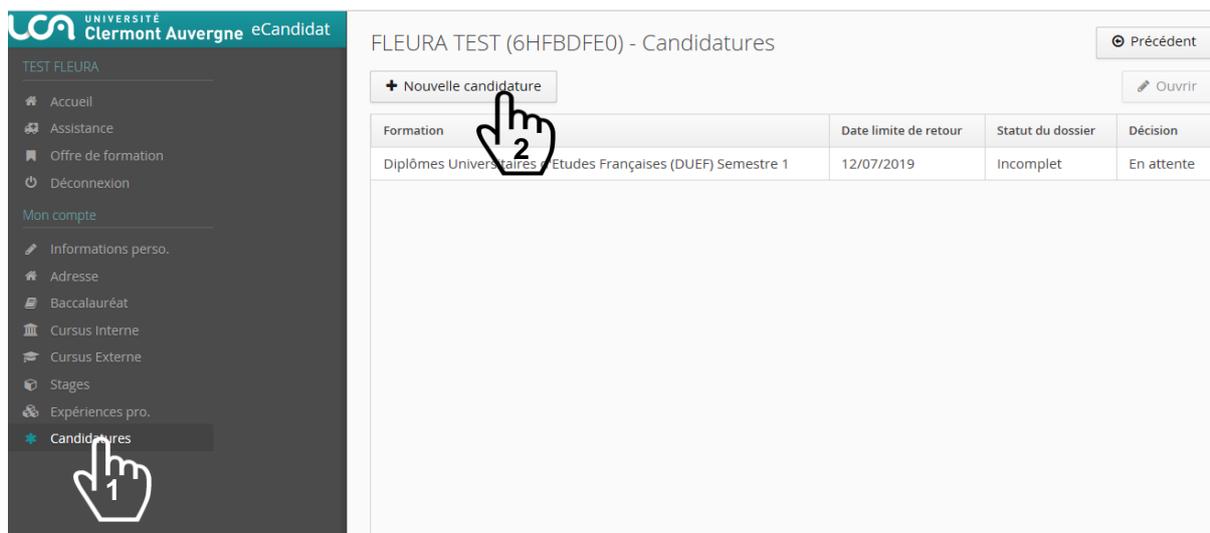

➢ You will then receive a confirmation email in order to create your account, the link contained in this email will enable you to create your account.
➢ Then, you will be able to access your eCandidat account by using the register information that you have received in the confirmation email. You will be asked to complete your personal information before being able to register for one of the available formations. You will have to follow each step, starting with you personal information, then your address…
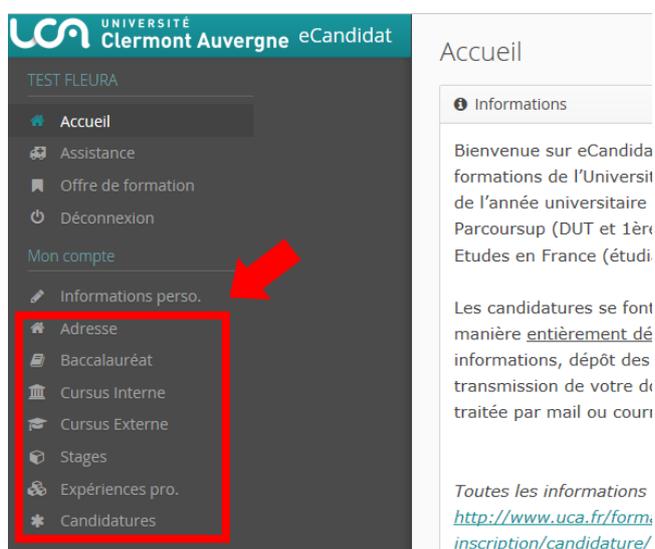
➢ You can go back at any moment in order to modify your information.

2. How to apply for a formation

➢ Once your record has been created and completed, you will be able to choose the formation for which you would like to apply.

➢ The tag ''*Candidature*'' will enable you to access ''+ *Nouvelle candidature*'' which leads to the tag ''*formation*''

➢ Choose the training program you would like to enroll in.

➢ Please note that the number of applications per candidate is limited to 1.

➢ On the summary screen of your application, you will access the *Pièces justificatives* where you will be able to transmit your attachments in a PDF or JPEG format which should not exceed 5Mo per attachment.

Pièce justificative		Fichier				
Curriculum Vitae					**+**	
Lettre de motivation		**−**	👁	⬇		LM.pdf
Etudiants étrangers : Diplômes obtenus(ou attestations de réussite) ainsi que leur traduction en langue française certifiée conforme		**−**	👁	⬇		DU.pdf

➢ To add a document, you should click on the **+** button

➢ To suppress a document, you should click on the **−** button

➢ If one of these documents does not apply to you, you should click on ''*non concerné par cette pièce.*''

👎 Non concerné par cette pièce
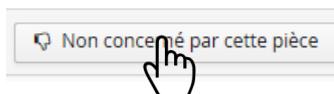
➢ Once that you have put your attachments online and after completing your application form, you will have to click on ''*Transmettre ma candidature*'' in order to transmit your application form.

✈ Transmettre ma candidature
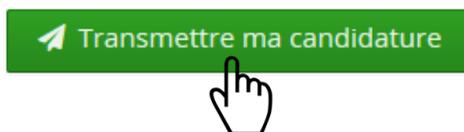
If your application form is incomplete

➢ If you receive the following mail ''*Candidature – dossier incomplet*'', you will have to login your eCandidat account in order to check your attachments. From the ''*candidature*'' tab you will have to choose your formation, then you will have to click on ''*Ouvrir*''. From this screen, you will be able to have access to the current state of your attachments as well as the comment left by the person in charge of your application form.

➢ You can suppress your attachment by clicking the **−** button

➢ You can now add a new attachment by clicking the **+** button

➢ Once you have added your attachments, **do not forget to transmit your application once again.**

✈ Transmettre ma candidature

Be careful : If you forget to transmit your application form, your application will be considered as incomplete.

How to corfirm your formation

➢ Once your application has received a positive answer, you will receive an email requesting a confirmation or a rescission. You will have to go back on the eCandidat website, then you will have to access the ''*Candidature*'' tab. Then, you will be able to choose your formation. You will have to click on the ''*Ouvrir*'' button. From this screen, you will be able to confirm or to renounce your application.

👍 Confimation candidature