Nomination and enrollment procedure
2016-2017 Academic Year
Fall semester (Sept-Jan), spring semester (Jan-May) or full year (Sept-May)

1. Programme selection
   - **Studies in French** (French-speaking students with a minimum B1 level of French) *(DEUF - Diplôme d’Etudes Universitaires Françaises)*
     **DEUF semester programme**: one semester
     **DEUF annual programme**: full year

   Please note that for the DEUF programme it is compulsory to send a French Language Level certificate or attestation along with the nomination.

   - **Studies in English** (only for undergraduate students with a beginner or basic level of French) *(SELF - Study in English, Lyon, France)*
     **SELF semester programme**: one semester
     **SELF annual programme**: full year

   Please note that for the SELF programme:
   - One of the following official tests of English is required: TOEFL IBT and ITP, IELTS, TOEIC, Cambridge Advanced or Cambridge Proficiency. Please provide the relevant certificate along with the nomination.
   - Students **with a B1 level in French upon arrival** have to attend courses in French (DEUF) and cannot register for the SELF programme.
   - Students **with an A2 level in French upon arrival** who wish to study a full year have to be enrolled in the SELF semester programme and then in the DEUF semester programme - This option is very much encouraged. Please provide the French Language Level certificate or attestation along with the nomination.
   - Students **with a level of French below A2 upon arrival** have to be enrolled in the SELF semester or SELF annual programmes.

More details about the DEUF and SELF programmes: please see the comparative chart attached or to be found [online](#).

2. Deadline for nominations
   - Fall semester and full year: **30th April 2016**
   - Spring semester: **30th October 2016**

3. Compulsory information for pre-enrollment
   Please send us the following information for each nominated student:

<table>
<thead>
<tr>
<th>Last name</th>
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<tbody>
<tr>
<td>First name</td>
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<tr>
<td>Gender</td>
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<td>Date of birth</td>
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<td>Email address</td>
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<td>Citizenship</td>
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<td><strong>Choice of programme</strong>: 1.DEUF programme; 2.SELF programme; 3.SELF then DEUF programmes</td>
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<td><strong>Duration</strong>: fall, spring or academic year</td>
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<tr>
<td><strong>Field of study</strong>: (languages, law, political science, history, literature, geography, business, economics, information &amp; communication or philosophy)</td>
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<tr>
<td><strong>Level of study</strong>: (undergraduate or graduate)</td>
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Please note that once the above details are provided, we will be able to issue the acceptance letter required for all visa applications for non-European citizens. Letters of acceptance will not be sent to European-citizens, unless requested by home institution.

4. Relating to students

All students will receive 3 e-mails regarding:

1. Administrative enrolment with student’s LOGIN and PASSWORD
2. Dates for the Information meetings and the academic semester
3. Accommodation possibilities

These will be sent at the end of May 2016 for the fall semester and full year nominated students and in November 2016, with updated information, for students arriving in the spring semester.

5. Completion of enrollment

As from June 2016, students will have to go through the 4 following steps:

1st step: BOOKING OF ACCOMMODATION
From June onwards: only for exchange students who seek assistance on this matter.

2nd step: ENROLLMENT ONLINE
Administrative registration using the above LOGIN and PASSWORD.
https://webinscription.univ-lyon3.fr/

Enrollment periods:

- DEUF Programme
  a) Fall semester or full year, European students: 15th June to 7th July 2016
  b) Fall semester or full year, Non-European students: 7th to 21st July 2016
  c) Spring semester: 31st October to 30th November 2016

- SELF Programme
  Fall semester or full year: 7th to 21st July 2016
  Spring semester: 25th November to 9th December 2016

3rd step: DISPATCH OF THE DOCUMENTS listed below to complete the administrative enrolment:

1. Lyon 3 enrolment printout
2. Color ID photo (2cm x3cm),
3. Copy of Passport/ID card
4. Health:
   - European students: copy of European Health Insurance Card valid throughout their stay
   - Non-European students: payment of French social security mandatory for students under 28 (price for 2015-2016:215 Euros). Online payment: the student card will be ready upon student arrival.

To the following address as soon as possible and BY AUGUST 22nd 2016:

Université Jean Moulin Lyon 3
Service des Relations Internationales (Inscription)
6 cours A. Thomas BP 8242, 69355 Lyon Cedex 08, France
Civil liability insurance: Civil liability insurance is compulsory for every student (around 20 Euros for the whole year). It covers any damage caused to other individuals. Civil liability insurance can
- be purchased from student insurance company (SMERRA or LMDE)
- be purchased when opening a bank account upon arrival
- be part of home university insurance package

4th step: ENROLLMENT FOR COURSES

DEUF Programme:
Please see the courses available to exchange students in the course catalogues. The final course selection will be made upon arrival. Students can seek assistance at the International Relations office.

SELF Programme:
All students enrolled in the SELF programme sign up for their courses online (along with online administrative enrolment), respecting the requirements of their home university. Changes are possible only between 12th and 23rd September.

SELF students will receive an e-mail from the SELF office regarding their course selection in June for students nominated for the fall semester or full year, and in November for students arriving in the spring semester.

Please see the SELF course offer (click on “program description”).

6. Arrival dates
Fall semester: 29th August 2016
Spring semester: 3rd January 2017

7. Arrival address
Université Jean Moulin Lyon 3, Service des Relations Internationales, Manufacture des Tabacs, 6 cours Albert Thomas, 69008 Lyon

Access:
Metro line D, stop: Sans souci
Tramway T4, stop: Manufacture-Montluc
Bus C23, C25, 69 and 296: stop Manufacture-Montluc

For further information regarding Jean Moulin Lyon 3 University please click here.

WE LOOK FORWARD TO MEETING YOUR STUDENTS AT JEAN MOULIN LYON 3 UNIVERSITY.

Best regards.

The International Relations office team