

Move On Procedure

Link to the form: <https://lille2.moveonfr.com/form/567160edef189d332c000000/fra>

BEFORE STARTING TO FILL IN THE FORM

- The application has to be filled out and sent **at least 3 months** before the beginning of your mobility
- You need to prepare a **scanned** copy (no photography, **PDF only**) of the following documents:

1) a cover letter

It should contain the exact dates of your stay and the services in which you would like to do a clerkship.

Since some departments are very popular among exchange students, we ask you, **for each clerkship** to write **3 different choices** of services in order of preference (so if, for example, you ask to do 2 clerkships, you have to write down 6 choices of services in your cover letter). We will of course do our best to satisfy your first wishes.

The cover letter must be addressed to:

*Docteur Vincent SOBANSKI, Chargé de mission Relations Internationales
Faculté de Médecine de Lille
Pôle Formation - Département des Relations Internationales
59045 LILLE Cedex*

2) a CV

3) a Learning Agreement (for Erasmus students only)

It has to be signed by you and your university. You have to specify the courses you wish to attend and the services in which you would like to do your clerkship(s). Please make sure that you make a clear distinction between courses and clerkships on your document.

4) a French level certificate

It can be a TCF/DELFDALF certificate or an attestation of a French teacher

5) if necessary, a certificate for another language

The online application has been optimized to work with Microsoft Internet Explorer version 8 or higher, Firefox 5 or higher. We cannot guarantee that it will function correctly with other browsers. You will need Adobe Acrobat Reader to print the application form. Adobe Acrobat Reader should be installed before beginning the application process. For the application process, your browser must enable cookies and JavaScript.

IMPORTANT INFORMATION

Clerkships

Before starting your mobility, you will receive your acceptance letter and a clerkship letter listing the different clerkships you will do during your mobility, according to your wishes. **We do not provide any other document.** The clerkship letter is the **final version** and **no change** (of period and/or service) will be accepted.

Clerkships **are minimum 4 weeks**. They cannot be shorter.
The **maximum** duration is **6 weeks**.

If you attend clerkships and classes, you can only ask for **two clerkships** if you stay **one semester**, **three** if you stay **the whole academic year**.

Courses

The list of courses can be found on Lille University School of Medicine website:

- **3r year courses** : <http://medecine.univ-lille2.fr/med3/>
- **4th year courses** : <http://medecine.univ-lille2.fr/med4/>
- **5th year courses** : <http://medecine.univ-lille2.fr/med5/>

You can find the schedules for each semester in the part “Enseignements Dirigés (ED) et Séminaires”.

Please make sure that the courses you wish to attend are given during the period of your mobility.

The schedules are given for the 2016/2017 academic year.

You can choose one ECL per semester.

Your group for EDs and your exact schedule will be given to you at your arrival in Lille.

The validation of the courses is conditional upon your presence during classes and the validation of the exams.

The ECTS system is currently being implemented and credits for courses are thus not yet available.


Return

Return documents (transcripts of records, clerkship transcripts and certificate of attendance) will be sent to your university after your stay. They can be delivered until 3 months after the end of your mobility. **Only official documents delivered by Lille University School of Medicine will be sent** (except Erasmus documents). Any other document will not be signed.

If you wish to retake an exam, you have to send our service an e-mail. An oral demand will not be enough.

Evaluation forms are provided by our Faculty. It is **compulsory** to have them filled out. If you have specific evaluation forms from your University, they can be filled out **in addition** to our forms.

AUTHENTIFICATION – SUBSCRIPTION




AUTHENTIFICATION

Connexion

* Email

* Mot de passe

* Veuillez saisir les caractères affichés dans l'image



[Afficher une autre image](#)
[Ecouter le code](#)

[Mot de passe oublié ?](#)

Inscription

* Prénom

* Nom

* Email

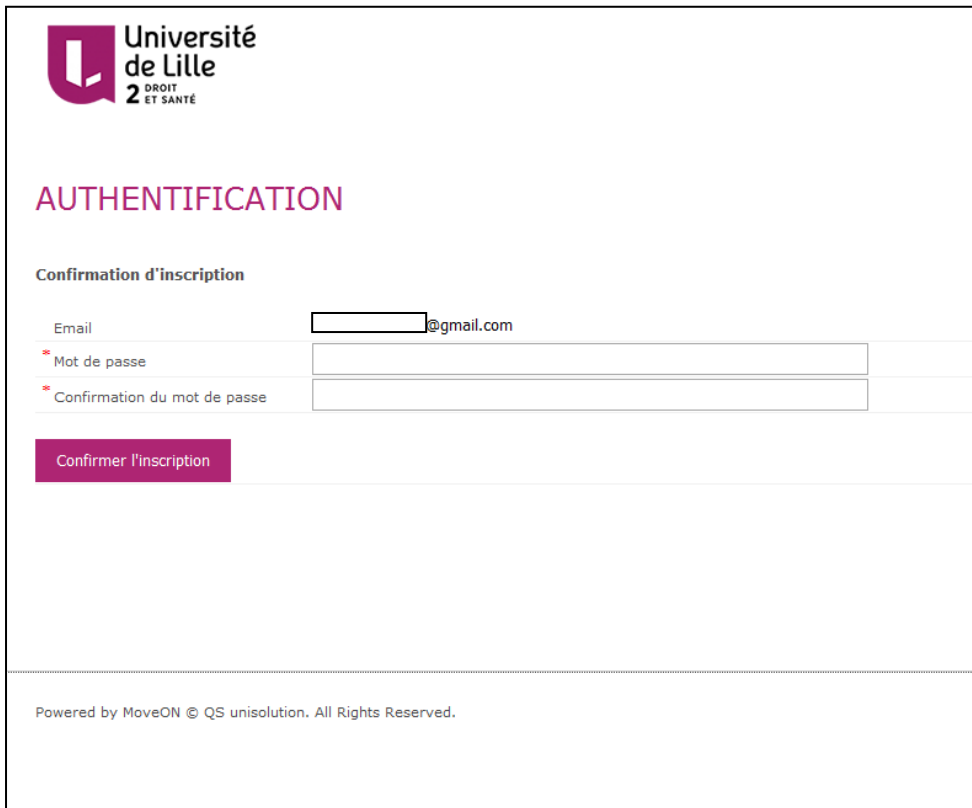
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You first have to fill in the « Inscription » part which is on the **right** of the page, in order to create a login and a password.

You have to fill in:

- Your first name
 - Your last name
 - Your e-mail address
 - The letters displayed in the image (beware, you need to respect the case)
- If you cannot read properly, you can ask for another image to be displayed by clicking on « Afficher une autre image »

AUTHENTIFICATION – CONFIRMATION




The screenshot shows a web form for account confirmation. At the top left is the University of Lille logo, which includes a stylized 'U' and the text 'Université de Lille 2 DROIT ET SANTÉ'. Below the logo is the title 'AUTHENTIFICATION' in pink. Underneath is the sub-heading 'Confirmation d'inscription'. The form contains three input fields: an email field with the text '@gmail.com' already entered, a password field marked with a red asterisk, and a confirmation password field also marked with a red asterisk. A pink button labeled 'Confirmer l'inscription' is positioned below the password fields. At the bottom of the form, there is a small footer text: 'Powered by MoveON © QS unisolution. All Rights Reserved.'

A confirmation e-mail is sent on your e-mail box. In order to create your account, please click on (or copy and paste) the link that is provided, to set your password.

Your password should contain at least 8 characters, with one number and one special character (ex: password2!)

AUTHENTIFICATION – TO CONNECT



Université
de Lille
DROIT
2
ET SANTÉ

AUTHENTIFICATION


✔ Votre compte a été activé avec succès. Veuillez maintenant vous connecter.

Connexion

* Email

* Mot de passe

* Veuillez saisir les caractères affichés dans l'image



[Afficher une autre image](#)
[Ecouter le code](#)

[Mot de passe oublié ?](#)

Inscription

* Prénom


* Nom

* Email

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Enter your e-mail address, the password you have just set and the letters displayed in the picture.

PORTAL FOR INCOMING EXCHANGE STUDENTS

English | Deutsch | Français | Español

Welcome amelie.bourdrel@gmail.com [Logout](#)

PORTAL FOR INCOMING EXCHANGE STUDENTS

Welcome to the Online Portal for exchange students !

This portal is dedicated to foreign students wishing to study at the University Lille 2 [in the framework of an exchange programme](#). This page regroups the different steps to prepare your mobility in Lille. First of all, you will find the online application form ("formulaire de candidature entrante"), but also the accommodation request form ("formulaire de demande de logement"), if you want to ask for it. The registration form for French classes will also be available on this portal in June.

Application deadlines

Whole year/First Semester: June 1st

Second Semester: November 1st

For the applications in Medicine, the files must be sent at least 3 months before the planned start date of the mobility.

The online forms won't be available after these dates.

As soon as we receive your application file, we will transfer it to the concerned Faculty. We will then contact you back by e-mail

You can find general information for exchange students on our [webpages](#)

Open procedures

Form	Status
Formulaire de candidature entrante	Start new application
Formulaire de demande de logement	Start new application

Your applications

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Once you get on the portal, you can choose the language in which you want to fill in the form (French, English, German and Spanish).

You can fill in the Application form or the Accommodation form.

Click on "Start new application"

APPLICATION FOR INCOMING EXCHANGE STUDENTS

APPLICATION FOR INCOMING EXCHANGE STUDENTS 0/7

Information	Information
Personal Information	Welcome to the Online Application for foreign students wishing to study at the University Lille 2 in the framework of an exchange programme .
Emergency Contact	Application deadlines
Educational Background and Requested Stay	Whole year/First Semester: June 1st Second Semester: November 1st For the applications in Medicine, the files must be sent at least 3 months before the planned start date of the mobility.
Language Skills	Practical information to read before filling in the form
Further Information	In order to complete the application for an exchange programme, please pay attention to the following points. The different sections of the application are listed in the menu on the left. All sections should be completed. The fields marked with red stars are mandatory and have to be completed. By dragging your cursor over the yellow "i", you find information on how to complete the particular field.
Relevant Documents to be Uploaded	You have the option to complete and save your application in multiple sessions (beware to click on "save" in every section). When a section is completely filled out, please tick the box "Mark page as completed". A green checkmark will appear next to the completed section in the menu on the left. You can submit your application once all the sections on the menu are marked with green checkmarks.
Declaration of Consent	No more changes will be possible after submitting the application!
Submit Application	Technical requirements
	The online application has been optimized to work with Microsoft Internet Explorer version 8 or higher, Firefox 5 or higher. We cannot guarantee that it will function correctly with other browsers. You will need Adobe Acrobat Reader to print the application form. Adobe Acrobat Reader should be installed before beginning the application process. Download Acrobat Reader . For the application process, your browser must enable cookies and JavaScript. For security reasons, your log-in session will automatically be timed-out if you have not entered data during a certain time.
	Contact at the university
	If you require help or have any questions, please contact us: mathilde.modaine@univ-lille2.fr
	Next >

All sections should be completed. The fields marked with red stars are mandatory and have to be completed. By dragging your cursor over the yellow "i", you will find information on how to complete the particular field.

You have the option to complete and save your application in multiple sessions (beware to click on "save" in every section). When a section is completely filled out, please tick the box "Mark page as completed". A green checkmark will appear next to the completed section in the menu on the left. You can submit your application once all the sections on the menu are marked with green checkmarks.

No more changes will be possible after submitting the application.

PERSONAL INFORMATION

Information	Personal Information
Personal Information	Identity
Emergency Contact	* Family name <input type="text"/>
Educational Background and Requested Stay	* First name <input type="text"/>
Language Skills	* Gender <input type="text" value="Please select"/>
Further Information	* Date of birth <input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text" value="Year"/> <input type="text" value="Calendar icon"/>
Relevant Documents to be Uploaded	* Country of birth <input type="text" value="Please select"/>
Declaration of Consent	* Place of birth (as listed in your passport) <input type="text"/>
Submit Application	* Nationality <input type="text" value="Please select"/>
	Nationality 2 <input type="text" value="Please select"/>
	Home permanent address
	* Country <input type="text" value="Please select"/>
	C/o <input type="text"/>
	* Street <input type="text"/>
	Street 2 <input type="text"/>
	* Postcode <input type="text"/>
	* City <input type="text"/>
	* Phone number <input type="text" value="i"/>
	* Email <input type="text"/>
	Photo
	Identity photo <input type="button" value="Parcourir..."/> Aucun fichier sélectionné. <input type="text" value="i"/>
	<input type="checkbox"/> Mark page as complete
	<input type="button" value="Save progress"/> <input type="button" value="Back"/> <input type="button" value="Next"/>

EMERGENCY CONTACT

APPLICATION FOR INCOMING EXCHANGE STUDENTS 1/7

- Information
- Personal Information ✓
- Emergency Contact**
- Educational Background and Requested Stay
- Language Skills
- Further Information
- Relevant Documents to be Uploaded
- Declaration of Consent
- Submit Application

Emergency Contact

Contact

* Family name

* First name

* Email

* Phone number i

Mark page as complete

[Save progress](#) [← Back](#) [Next →](#)

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EDUCATIONAL BACKGROUND AND REQUESTED STAY

APPLICATION FOR INCOMING EXCHANGE STUDENTS 2/7

Information

- Personal Information
- Emergency Contact
- Educational Background and Requested Stay**
- Language Skills
- Further Information
- Relevant Documents to be Uploaded
- Declaration of Consent
- Submit Application

Educational Background and Requested Stay

School leaving certificate, equivalent to Baccalauréat (A-Level, Abitur, Matura...)

* Year of graduation /

* Country

Current studies

* Country

* Institution

* Home Faculty/School /Department

* Degree/Qualification pursued at home institution (e.g.: MSc in Biology)

* Level

* Number of higher education study years prior to study abroad

REQUESTED STAY

* Mobility type

* Framework

* Stay opportunity

* Host faculty

* Subject area

* Level

* Number of higher education study years prior to study abroad

REQUESTED STAY

* Mobility type

* Framework

* Stay opportunity

* Host faculty

* Subject area

* Level

PERIOD

* Academic year

* Start semester

* Duration in semester

* Planned start date / /

* Planned end date / /

Mark page as complete

LANGUAGE SKILLS

Information	Language Skills
Personal Information ✓	* Mother tongue <input type="text" value="Please select"/>
Emergency Contact ✓	Mother tongue 2 <input type="text" value="Please select"/>
Educational Background and Requested Stay ✓	In our institution, most courses are taught in French, few in English (also for hospital/laboratory internships). If you want to attend courses in English or do an internship, please give your level in this language.
Language Skills	French
Further Information	* I am currently studying this language <input type="radio"/> No <input type="radio"/> Yes
Relevant Documents to be Uploaded	* I have sufficient knowledge to follow lectures <input type="radio"/> No <input type="radio"/> Yes
Declaration of Consent	* Do you have a French test/diploma? <input type="radio"/> No <input type="radio"/> Yes
Submit Application	
	Other language (1)
	* Language 2 <input type="text" value="Please select"/>
	* I am currently studying this language <input type="radio"/> No <input type="radio"/> Yes
	* I have sufficient knowledge to follow lectures <input type="radio"/> No <input type="radio"/> Yes
	* Do you have a language test/diploma? <input type="radio"/> No <input type="radio"/> Yes
	+ Other language
	<input type="checkbox"/> Mark page as complete
	<input type="button" value="Save progress"/> <input type="button" value="Back"/> <input type="button" value="Next"/>

FURTHER INFORMATION

Information	Further Information
Personal Information ✓	
Emergency Contact ✓	
Educational Background and Requested Stay ✓	
Language Skills	
Further Information	
Relevant Documents to be Uploaded	
Declaration of Consent	
Submit Application	

Accommodation

The International Office provides the service to make room reservations in several residences near the faculties. More information can be found on our [webpage](#). You can find the accommodation request form onto your portal

* Would you like to make use of our accommodation service? No Yes

French courses

Prior to the start of each semester, and during the semester, the International Office organizes French courses. More information can be found on our [webpage](#). The registration form will be available onto your portal at the end of June.

* Do you want to participate in the French courses? No Yes

Welcome meeting

At the start of each semester, the International Office organizes a welcome meeting for exchange students which provides a valuable opportunity to become acquainted with the University.

* Do you want to participate in the welcome meeting? No Yes

Special needs

* Do you have a disability, impairment or long-term medical condition which may affect your studies ? No Yes

Mark page as complete

RELEVANT DOCUMENTS TO BE UPLOADED

APPLICATION FOR INCOMING EXCHANGE STUDENTS 5/11

Information

Personal Information ✓

Emergency Contact ✓

Educational Background and Requested Stay ✓

Language Skills ✓

Further Information ✓

Relevant Documents to be Uploaded ✓

Declaration of Consent

Submit Application

Relevant Documents to be Uploaded

* Field of study

* Proof of French proficiency Aucun fichier sélectionné. ⓘ

Proof of English proficiency (if applicable) Aucun fichier sélectionné. ⓘ

Free document Aucun fichier sélectionné. ⓘ

Please download, print and have your University sign the [following document](#) and then reload it here :

* Institution Certificate Aucun fichier sélectionné. ⓘ

Mark page as complete

You need to print out the Home Institution Certificate (available when clicking on “following documents”). You will have to upload it (PDF only) once it is signed by your university. Do not forget to save progress.

DECLARATION OF CONSENT

APPLICATION FOR INCOMING EXCHANGE STUDENTS 6/11

Information

Personal Information ✓

Emergency Contact ✓

Educational Background and Requested Stay ✓

Language Skills ✓

Further Information ✓

Relevant Documents to be Uploaded ✓

Declaration of Consent

Submit Application

Declaration of Consent

* I certify that the information given in this application and the documents provided are correct and complete to the best of my knowledge and belief. I understand that any discrepancies in these details may result in my enrolment being cancelled. Yes

* I have taken notice that the information on this form will be stored electronically and used by the international office in accordance with the provisions of the Data Protection Act. Yes

* I agree that my name and email address can be forwarded to students for the purposes of promoting the exchange program. No Yes

* I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution. Yes

Mark page as complete

SUBMIT APPLICATION

APPLICATION FOR INCOMING EXCHANGE STUDENTS

6/7

Information	Submit Application
Personal Information ✓	Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting your application. You will then get a PDF file, that must be printed.
Emergency Contact ✓	
Educational Background and Requested Stay ✓	Please send the printed form, signed by you and your home University , with the requested documents to : Mathilde Modaine Service Relations Internationales Université Lille 2 42 rue Paul Duez 59000 Lille mathilde.modaine@univ-lille2.fr
Language Skills ✓	
Further Information ✓	
Relevant Documents to be Uploaded ✓	For the applications in medicine , please send the file directly to : Amélie Bourdrel Service Relations Internationales - Pôle Formation Avenue Avinée 59045 Lille Cedex amelie.bourdrel-2@univ-lille2.fr
Declaration of Consent	
Submit Application	<input type="button" value="Submit"/> <input type="button" value="Back"/>

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Once you submit the application, you will not be able to change the form.

Université de Lille 2 DROIT ET SANTÉ

English | Deutsch | Français | Español

Welcome amelie.bourdrel@gmail.com [Logout](#)

APPLICATION FOR INCOMING EXCHANGE STUDENTS

6/7

Information	Submit Application
Personal Information ✓	Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting your application. You will then get a PDF file, that must be printed.
Emergency Contact ✓	
Educational Background and Requested Stay ✓	Please send the printed form, signed by you and your home University , with the requested documents to : Mathilde Modaine Service Relations Internationales Université Lille 2 42 rue Paul Duez 59000 Lille mathilde.modaine@univ-lille2.fr
Language Skills ✓	
Further Information ✓	
Relevant Documents to be Uploaded ✓	For the applications in medicine , please send the file directly to : Amélie Bourdrel Service Relations Internationales - Pôle Formation Avenue Avinée 59045 Lille Cedex amelie.bourdrel-2@univ-lille2.fr
Declaration of Consent	
Submit Application	<input type="button" value="Submit"/> <input type="button" value="Back"/>

Are you sure you want to submit the form?

Click on "OK"

CONFIRMATION

A confirmation that you have submitted your application successfully will be displayed (in green).

You will then be able to download your application file (after a few minutes). Save it and print it out.

You can then send it to me once it is signed by you and your university.

Welcome amelie.bourdrel@gmail.com [Logout](#)

APPLICATION FOR INCOMING EXCHANGE STUDENTS

Information

- Personal Information ✓
- Emergency Contact ✓
- Educational Background and Requested Stay ✓
- Language Skills ✓
- Further Information ✓
- Relevant Documents to be Uploaded ✓
- Declaration of Consent ✓
- Submit Application

✓ Your application has been submitted successfully. You can use the link below to view your application file.

Your application file is being generated. This can take a few minutes. Please wait a moment!

Submit Application



Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks.
No more changes will be possible after submitting your application.
You will then get a PDF file, that must be printed.

Please send the printed form, **signed by you and your home University**, with the requested documents to :

Mathilde Modaine
Service Relations Internationales
Université Lille 2
42 rue Paul Duez
59000 Lille
mathilde.modaine@univ-lille2.fr

For the applications in medicine, please send the file directly to :

Amélie Bourdrel
Service Relations Internationales - Pôle Formation
Avenue Avinée
59045 Lille Cedex
amelie.bourdrel-2@univ-lille2.fr

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Contacts :

- Faculty of Medicine: florene.cotte@univ-lille2.fr
- University: mathilde.modaine@univ-lille2.fr