

# EXCHANGE STUDENT APPLICATION GUIDELINES



<b>Important Dates</b>	<b>Fall Semester 2018</b>	<b>Spring September 2019</b>
Application Deadline	May 15	November 2018
Program Period	September 2018	January 2019

## STUDENT EXCHANGE APPLICATION GUIDELINES



**UNIVERSITY OF BURGUNDY – IUT DIJON-AUXERRE  
INFORMATION SHEET  
SCHOOL YEAR 2018-2019**

Full Legal name of the Institution	University of Burgundy- Institute of Technology
Erasmus code of the institution	FR Dijon 01
Website	<a href="http://iutdijon.u-bourgogne.fr/www/">http://iutdijon.u-bourgogne.fr/www/</a>

<b>INTERNATIONAL RELATIONS OFFICE</b>	
Address	Université de Bourgogne Pôle International Maison de l'Université Esplanade Erasme BP 27877 - 21078 DIJON Cedex France  IUT DIJON-AUXERRE Service Relations Internationales BD Dr Petitjean BP 17867 - 21078 DIJON Cedex France
Phone	+ 33 3 80 39 64 49
Email address	<a href="mailto:ri@iut-dijon.u-bourgogne.fr">ri@iut-dijon.u-bourgogne.fr</a>
Head of IUT International Office	Martine NUGUET <a href="mailto:martine.nuguet@iut-dijon.u-bourgogne.fr">martine.nuguet@iut-dijon.u-bourgogne.fr</a>

## INFORMATION ABOUT THE PROCEDURE FOR INTERNATIONAL STUDENTS

Nomination instructions for Partner University	<p>Deadline for nominations</p> <p>For Autumn Semester and full year: April 28<sup>th</sup> For Spring Semester : October 25<sup>th</sup></p> <p>Fill and send back to <a href="mailto:ri@iut-dijon.u-bourgogne.fr">ri@iut-dijon.u-bourgogne.fr</a> : the application form with the choice of courses</p>
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When the student is accepted by the IUT

Application forms	<a href="https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&amp;kz_bew_art=IN&amp;kz_bew_pers=S&amp;aust_prog=SMS&amp;sprache=fr">https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&amp;kz_bew_art=IN&amp;kz_bew_pers=S&amp;aust_prog=SMS&amp;sprache=fr</a>
Application procedure	<ol style="list-style-type: none"> <li>1. Complete the online application form.</li> <li>2. Create your personal account.</li> <li>3. Upload the following documents directly to your personal electronic account.</li> <li>4. Cover letter, resume, learning agreement signed by the student and the home university, copy of your official identity document.</li> <li>5. Only the online application will be accepted-do not send your documents by email, post or fax.</li> </ol> <p>If you have any questions regarding the online application, please contact Claudia Soffiantini at <a href="mailto:exchange.incoming.students@u-bourgogne.fr">exchange.incoming.students@u-bourgogne.fr</a>.</p>
Language requirements	<p>B2 level for English taught programs. We do not require any documents to prove your language level.</p>
Application deadlines	<p>For Autumn Semester: May 15<sup>th</sup>, 2018 For Spring Semester: November 15<sup>th</sup>, 2018</p>
Accommodation	You will be able to apply for housing from the online application form.
Documents requested upon arrival	<ul style="list-style-type: none"> <li>- Acceptance letter sent by U. of Burgundy</li> <li>- ECTS Learning agreement signed by home University</li> <li>- Copy of your student card from your home University</li> <li>- Copy of your identity document</li> <li>- 2 photos</li> <li>- EU, EEA, must also provide us a copy of European health insurance card or a copy of private insurance for studies.</li> </ul>

ACADEMIC CALENDAR	
Autumn Semester: 2018, September 1 <sup>st</sup>	Spring Semester: 2019, Mid-January

VACATION	
LA TOUSSAINT/SAINTS	October 29 <sup>th</sup> - November 2 <sup>nd</sup>
NOEL/CHISTMAS	December 22 <sup>nd</sup> – January 7 <sup>th</sup>
HIVER/WINTER	February 23 <sup>rd</sup> – March 4 <sup>th</sup>
PRNTEMPS/SPRING	April 13 <sup>th</sup> – April 29 <sup>th</sup>
ETE/SUMMER	Mid-June – End June

TUITION and living expenses:

- . The tuition is waived for Exchange Students (if official agreement with home University)
- . The tuition for free movers : 1500 euros per Semester.
- . Housing: you will be expected to cover all related costs.
- . Exchange students are responsible for their learning materials and living expenses

