

International Student Guide

Your contacts at the International Recruitment Office



Jean ROBIN, Director of International Recruitment
Your contact person in charge of the following regions:

- Africa
- Northern America

jrobin@uco.fr



Giao DUONG, International Student Recruitment Manager
Your contact person in charge of:

- Asia

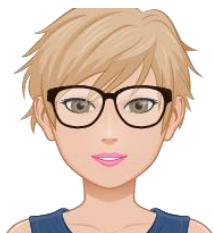
gduong@uco.fr



Clément BEDOUET, International Student Recruitment Manager
Your contact person in charge of the following regions:

- Latin America
- Africa (Benin, Ghana, Madagascar, Senegal, Togo)
- Europe

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Suvi ERRARD, Assistant of International Recruitment

- Americas
- Asia
- Europe

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Isabelle CARIO, Assistant of International Recruitment

- Africa

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I. Applying for Bachelor's or Master's degree

Tuition fees for a bachelor program are 6580 € per school year and 7580 € for a master program per school year.

Applicants must pay **an administration fee of 120€** (non-refundable) before the application is processed.

Your application will be examined only once this fee is paid.
Please note this fee is different from the fees required by Campus France.

How to make a payment?

By bank transfer to the UCO/Recrutement International.

Payment reference: **specify your name and program.**

If someone does the payment on your behalf, please remind them to mention in payment reference: **your name and program.**

Banque :	CIC
Adresse :	CIC Angers Entreprises 21 RUE DE LA PREFECTURE BP 35257 49052 ANGERS CEDEX 02 Tel : 02 41 25 75 00
Titulaire du compte :	ASS ST YVES RECRUT INTERNATIONAL UNIVERSITE CATHOLIQUE DE L'OUEST 3 PLACE ANDRE LEROY, BP 10808 49008 ANGERS CEDEX 01
IBAN :	FR76 3004 7142 9300 0211 9214 760
BIC/SWIFT :	CMCIFRPP

**E-mail the bank transfer reference to the Assistant in charge of your geographic zone,
or at international.recruitment@uco.fr.**

Please note that any bank charges must be paid by the student.

How to apply?

Case #1 – Your country of origin depends on the "Etudes en France" procedure:

WHICH COUNTRIES ARE AFFECTED BY THE "ETUDES EN FRANCE" PROCEDURE?

The "Etudes en France" procedure involves students residing in one of the following 44 countries:

Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi Cameroon, Chile, China, Colombia, Comoros, the Republic of the Congo, South Korea, Ivory Coast, Egypt, United States, Gabon, Guinea, Haïti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Morocco, Mauritius, Mauritania, Mexico, Nigeria, Peru, Senegal, Democratic Republic of Congo, Russia, Senegal, Singapore, Taiwan, Tchad, Togo, Tunisia, Turkey and Vietnam.

ÉTUDES EN FRANCE

Students who reside in one of the 44 countries listed above must create an account on the following website: <https://pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification/login.html>.

Once your applications has been confirmed by Campus France you will need to communicate your identifying number to your contact person at UCO so that we can download your file and send it to the faculty concerned. Date limite: Veuillez consulter le site Campus France pour les dates.

Case #2 – Your country of origin does not belong to the Campus France procedure

Students from any other country need to fill in application form and e-mail it to us with the following documents:

- Motivation letter specifying the title of the diploma desired and a clear professional project
- CV
- Grade report from the past two years of studies
- Copy of the last completed diploma
- Copy of your passport
- Language certificate (minimum B2 level, may differ depending on program)
- Recommendation letter (optional)
- Training certificate (optional)

Once your application file is complete with all the documents please send it in a single pdf file to the contact person at UCO in charge of your region.

We will consider late applications until 31 May for courses that still have places.

Please note that in both cases, the application will be send to the faculty concerned to be examined only once the administration fee has been paid. We will communicate our decision to you within two weeks.

After studying the application: Admission



If you receive a **positive reply** for your pedagogical evaluation, you will then receive an invoice to pay an advance of 50% on the tuition fees (an amount of € 750 will be retained by UCO of this amount in case of visa refusal).

If you receive a negative reply to your pedagogical evaluation, a reorientation may be considered.

Please note that a positive reply for your pedagogical evaluation does not grant you a final admission.



Once you have paid the invoice on advance fees, the International Recruitment Office from the UCO will send you the following documents:

- A payment certificate
- Pre-admission letter
- Housing certificate

If the program is in convention with a public university:

Your file is sent to the “**Commission de validation des acquis**”. This commission will decide whether your original diploma will allow you to integrate our university and whether all the requirements are fulfilled.

Visa procedure and arriving at UCO

After following all the previous steps, you should apply for your visa to be in Angers **by end of August** to prepare your academic year.

At least 75% of the tuition fees must be paid before arriving at UCO.

If the 75% is not paid you will not be allowed to follow the classes and will not receive your student card and school certificate.

The remaining balance must be paid latest by 31 of December of the same year or your access to the exams will be refused. In case on non-payment, your name will be communicated to the Prefecture.

In case your visa is denied, the tuition fees paid are refundable less an administrative fee of 120€ and 750€ of the deposit. In this case, we ask that you provide us with a letter from the French Embassy indicating that your entry visa to France has been denied, as well as your complete bank account details.

In the event of a student withdrawing from a course after the student visa has been granted, no refund is applicable.

2. Integrating CIDEF / CIDEF + Bachelor or Master Program

CIDEF (Centre International d'Études Françaises), our **French as a Foreign Language (FFL)** learning centre offers two possibilities for students: single programs to learn French or double programs: learning/improving French at CIDEF + Bachelor/Master program.

Having gained recognition with the **FFL quality label**, CIDEF is ideal to prepare your arrival for Bachelor's or Master's program at UCO. CIDEF also **ranks among the very best French learning centres in France**.

Whether you choose a single or double program, enrolment fees are required (non-refundable):

- 30€ per summer session
- 60€ for a trimester or semester
- 100€ for a year

Integrating CIDEF (single programs)

If you wish to integrate CIDEF and follow an intensive French program, regardless of the length. Please take the following steps:

1. Choose a type of program and length
2. Fill in the enrolment document
3. Pay the enrolment fees (depending on the length of the program) + 350€ deposit on the tuition fees (this amount will be deducted from the total of tuition fees and are non-refundable).

Once your registration has been confirmed, you will receive an official certificate of pre-registration. You can then apply for your visa.

Integrating CIDEF + Bachelor or Master Program (double programs)

You wish to enter CIDEF and follow an intensive French program followed by Bachelor/Master program at UCO. Please take the following steps :

1. Choose a type of program at CIDEF and bachelor or Master program
2. You should then follow the same steps as mentioned above "1. Applying for "Licence" (Bachelor's) or Master's degree"
3. **If you receive a positive reply for your pedagogical evaluation**, you should then pay the enrolment fee depending on the length of the program at CIDEF + an advance of 350€ on the tuition fees + 120€ enrolment fee for Bachelor/master program (350€ will be deducted from the total of CIDEF tuition)

If you receive a negative reply to your pedagogical evaluation, you can still follow the CIDEF courses but without continuing in Bachelor/master program.

3. Payments reminder

1. Integrating a Bachelor / Master Program

- 120€ application fee (non-refundable)
- 50%€ deposit on tuition fees if you receive a positive reply for your pedagogical evaluation (an amount of € 750 will be retained by UCO of this amount in case of visa refusal)
- 75% of tuition fees must be paid before starting the courses which means by end of August
- 100% of tuition fees must be paid by 31 of December of the calendars year

2. Integrating CIDEF

- 30€ / 60€ / 100€ application fee depending on the length of the chosen course (non-reimbursable)
- 350€ deposit on tuition fees (non-refundable, to be paid at the same time as the application fee to receive your admission letter)
- 100% of tuition fees must be paid before starting the courses

3. Integrating CIDEF CIDEF + a Bachelor or Master Programme

- 30€ / 60€ / 100€ application fee depending on the length of the chosen course (non-reimbursable)
- 350€ deposit on tuition fees (non-refundable, to be paid at the same time as the application fee to receive your admission letter)
- 120€ application fee (non-refundable) for a Bachelor / Master Programme (non-reimbursable), to be paid at the same time as the CIDEF fees
- if you receive a positive reply for your pedagogical evaluation: same payment deadlines as in the chapter 3.1. “Integrating a Bachelor / Master Programme”