

# TSE Admission process: Master's – Eiffel Scholarship

Dear applicant,

Thank you for your interest in TSE! Please find below some key information regarding this campaign. Our service compiled these guidelines to help you in your application process.

We strongly advise you to read it in its entirety before reaching out: we receive a lot of e-mails when campaigns are open, and although we do our best to answer your enquiries quickly, it might take a while for us to get back to you.

Hopefully you will find the answer to your question in these guidelines!

Here is what you will find in this document:

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The [TSE eCandidatures platform](#) will be accessible from **October 27th up until November 15th, 2022**.

Before that, you will only be able to create your account and fill in your information.

**We strongly encourage you to avoid applying** at the last minute in case your application would be deemed incomplete.

The Admissions service will not accept any application which would have been sent after November 15th, 11:59 pm.

# Specificities of the Eiffel scholarship + Results dates

Regarding the Eiffel scholarship, you can find more information about the selection process and what the scholarship would entitle you to by consulting this [webpage](#).

Please make sure you fit the following criteria before applying to the scholarship:

- **Born after March 1997;**
- **Foreign nationals only:** if you hold a French citizenship, your application will not be selected for the scholarship;
- **New to the French education system:** students currently studying or having previously studied or lived in France are no longer eligible;
- Excellent academic results.

## Admission results:

TSE admission results will be available by **Thursday, December 8th 2022**.

Results of the Eiffel scholarship attributions are expected **early April**. We will let you know as soon as we hear back from Campus France.

# How and where to apply

As a foreign student, you may need a **visa** to come and study in France.

➤ If you don't need a visa, you only have to apply through eCandidatures.

➤ If you do need a visa, you may need to follow a **double procedure**.

In that case, we advise you to apply on both platforms simultaneously.

Apply at TSE via our eCandidatures platform:



Click on the logo to access the website.

This application procedure is detailed in the next pages.

Start by creating your account, then click on the **link you received** to confirm your e-mail address (link valid for a limited time).

## Etudes en France

Check if your home country requires this procedure [here](#).

Apply through this platform to get your student visa.

Get in touch with your Campus France website for help.

ÉTUDES  
EN FRANCE



Click on the logos to visit their websites and find out more about this procedure.

**!/!** Please note that your application **will not be valid if you only applied through the Etudes en France platform: you must submit an application via eCandidatures**

so that it can be reviewed by our selection committees.

# Creating your account on eCandidatures

Before being able to work on your application, you must fill in your information by clicking on the different items showing in the column on the left. Here are some instructions to help you.

Note that you can change the language in the home screen ("accueil").  

## 1) Personal Info.

- Leave the INE section empty (only former students of the French education system have it).

## 2) Baccalauréat (Name of the secondary school diploma degree in France)

- Tick "I have the baccalauréat or equivalent qualification"
- Then "0031 – titre étranger admis en équivalence" (equivalent foreign diploma).
- To specify your grade: *Très Bien* is A+, *Bien* is A, *Assez bien* is B, and *Passable* is C.

## 3) Internal curriculum

- Leave the section empty

## 4) External course

- Indicate all the studies you followed after secondary school (Bachelor's and/or Master's).
- Choose "Licence" for a Bachelor's degree and Master for a Master's degree.
- Specify the title of your degree in "Course description"

## 5) On-the-job training

- Recommended but optional section. Refer any internship or trainee positions you may have had.

## 6) Professional experience

- Recommended but optional section. Refer any jobs you may have had.

## Your account is ready!

You can now click on "Applications" to select the Master's program of your choice.

# Documents needed for one application

You have to submit a file for every line of your application. Check our [FAQ section](#) for some additional tips regarding size of documents or frequent technical problems

## 1) Résumé

in English for an International track;  
in French for a Standard track.

## 2) Cover letter

in English for an International track;  
in French for a Standard track.

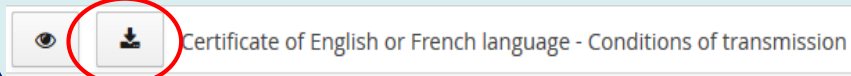
**Explain why you need and deserve the Eiffel scholarship, how it would make a difference to you.**

**3) Copy of all your transcripts** (undergraduate and postgraduate grades when available), translated into English or French.  
Official translation required.  
Combined in a single file.

**4) 2<sup>nd</sup> year application only**, if available by the time of your application: copy of your **Bachelor's degree and/or Master's degree** translated into English or French.  
Official translation required.  
Combined in a single file.

## 5) Certificate of language proficiency

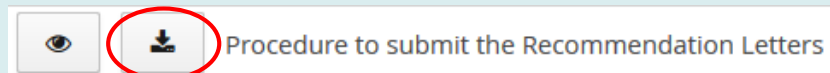
If exempted, download the **conditions of transmission document**, fill it in, sign it and upload it on the same line.



## 6) GRE General Test scores

If you hold a foreign degree, you must provide GRE test results (at least the temporary results showing the first two grades).  
No minimum score required. Home edition accepted.

**7) Letters of recommendation** must be sent by your referees directly to [tse-admissions@ut-capitole.fr](mailto:tse-admissions@ut-capitole.fr).



Download the *Procedure to submit the Recommendation letters* and send it to your referees: **letters need to respect the guidelines in order to be valid** so make sure your referees read it.

Then fill in and sign the document yourself and upload it on the same line.

## Accepted certificates of language proficiency:

### International tracks:

- TOEFL – 90/120 at « Best scores » (Home edition accepted)
- IELTS Academic 7/9
- Cambridge English Certificate – C1 level

### **Are exempted from providing a certificate:**

- Native English speakers
- Holders of a 2-year degree awarded in an English speaking country
- Holders of a 3-year Bachelor's degree or 2-year Master's degree 100% taught in English.

### Standard tracks:

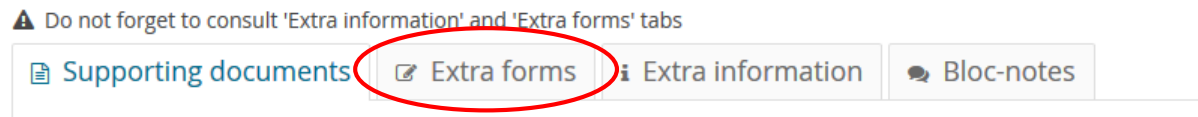
- TCF or DALF – C1 level

### **Are exempted from providing a certificate:**

- Native French speakers
- Holders of a 2-year degree awarded in a French speaking country.

# Filling in the extra form

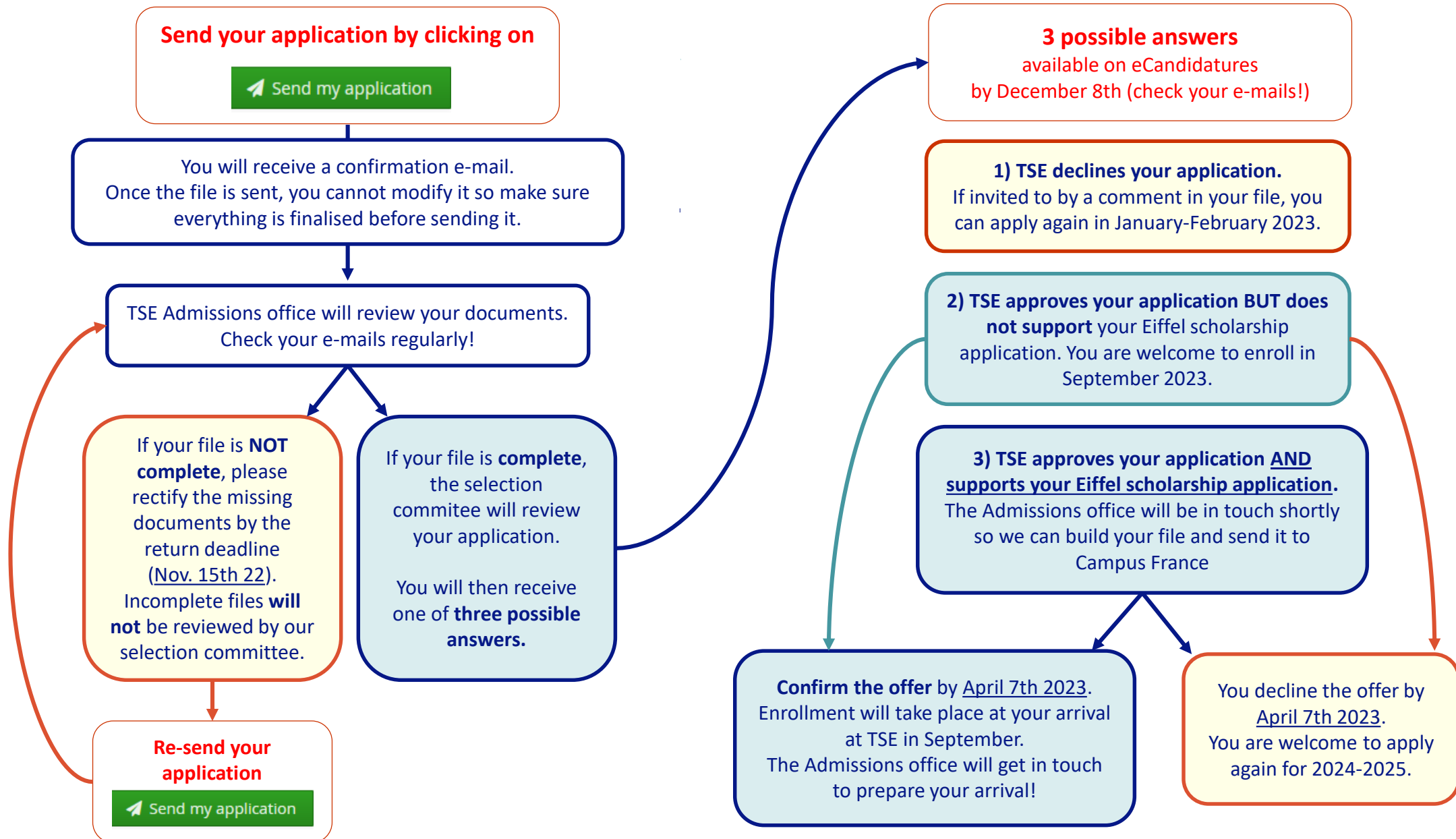
Do not forget to fill in the **mandatory questionnaire in the “Extra forms” tab!**  
It will give us precious information to help us review your application.



## Technical tips:

- Make sure you're still connected to eCandidatures while you fill it in.
- Please note that your answers will only be visible the next day as the system updates every night.
- Once you fill it in, your answers will be visible in each of your different applications.  
We would thus advise you to do one application first, to fill in the questionnaire, and then come back the next day to deal with your other applications.

# Sending your application + What happens next?





# eCandidatures technical FAQ

- *“I cannot log in, the website shows a message of error Erreur à la validation du compte.”*

Depending on your browser or e-mail provider, the link you receive in the automated e-mail to validate your account may not work. You have to close eCandidatures (if already open), then copy the URL address and paste it in your browser.

- *“I cannot upload my documents because they are too big.”*

Indeed you need to upload a single PDF file (or JPEG/PNG format) that cannot exceed 2 MB. To merge or compress your documents, you can use online websites such as [PDF2GO](#) or [IlovePDF](#).

- *“I cannot modify anything in my application file because it is “blocked by another user”.”*

You must have opened eCandidatures in several pages or different browsers (or closed the page and reopened it right away). You need to log out, close everything, and open eCandidatures again after having waited for a couple of minutes.

**If you could not find the answer to your question here, do not hesitate to get in touch with the Admissions service by writing to [tse-admissions@ut-capitole.fr](mailto:tse-admissions@ut-capitole.fr).**