

TSE Admission process: Master's, 2nd year (French degree)

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 **May 5th up until May 16th, 2023**.

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 May 16th, 11:59 pm.

Admission results will be published on Friday, June 23rd, 2023.

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**.

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](#).

The Etudes en France application procedure is closed since April 1st, 2023.
If you haven't applied through this platform, **please focus on our eCandidatures process**: if you obtain an admission proposal, you can then get in touch with Campus France, which will help you with your visa application.

The logo for 'ÉTUDES EN FRANCE' features the word 'ÉTUDES' in a teal, sans-serif font above the words 'EN FRANCE' in a red, sans-serif font. A small red and white graphic element is positioned between the 'E' and 'N' of 'EN'.



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.

- The INE number is shown on any of your grade transcripts obtained in France (Bac transcript or University studies).

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 equivalence” (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

- If you were ever a student of the Université Toulouse Capitole, this section will be automatically filled in. Otherwise, just skip it.

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

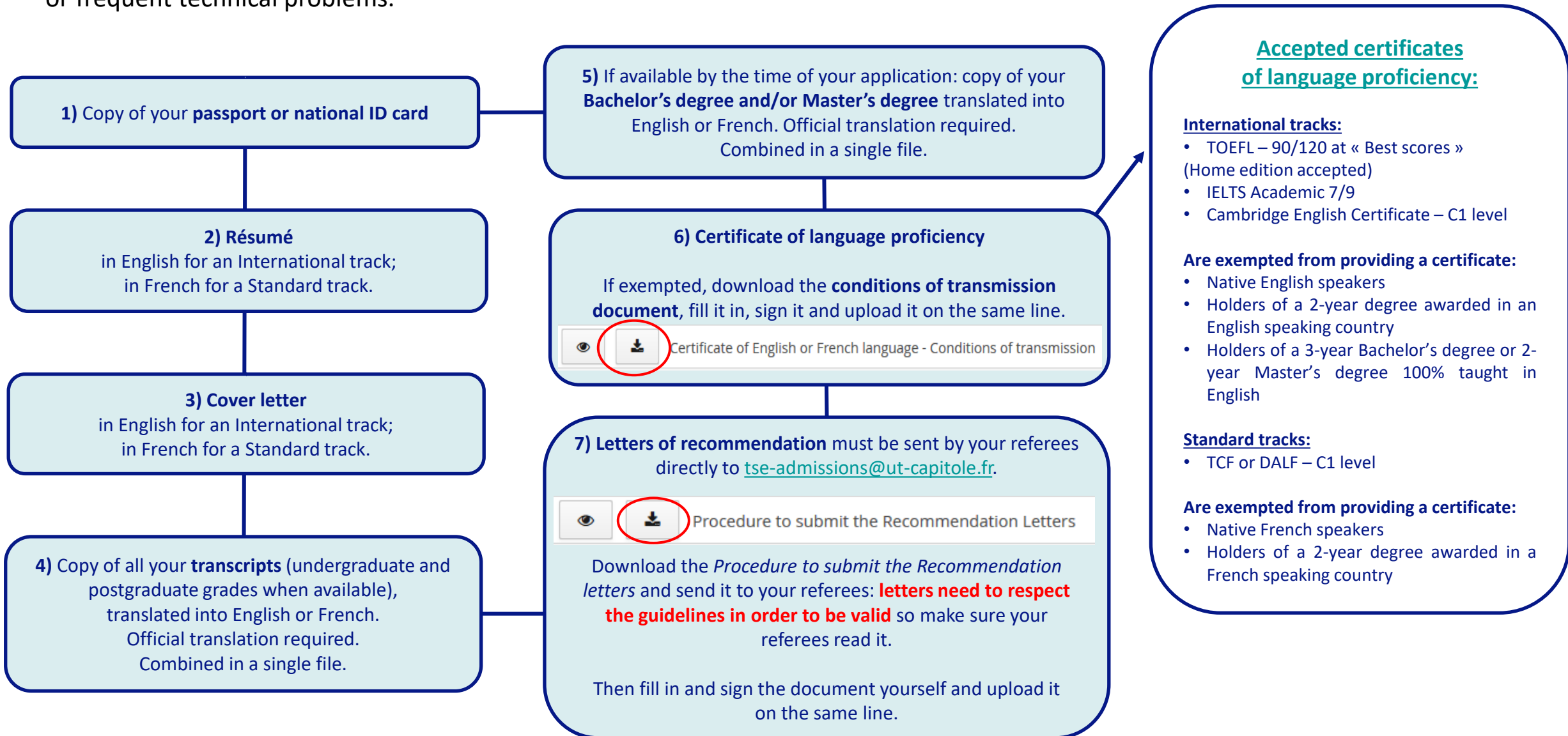
- Recommended but optional section. Refer any jobs you may have had.

Your account is ready!

You can now click on “Applications” to select the Master’s program of your choice.

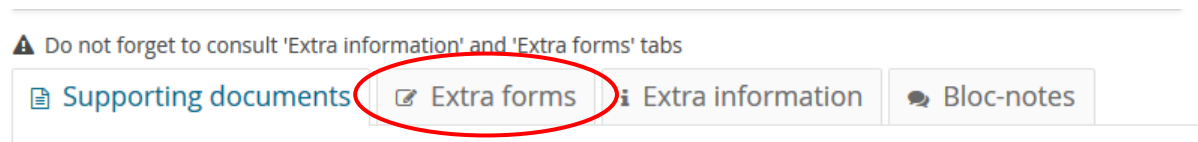
Documents needed for one application

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



Filling in the extra form

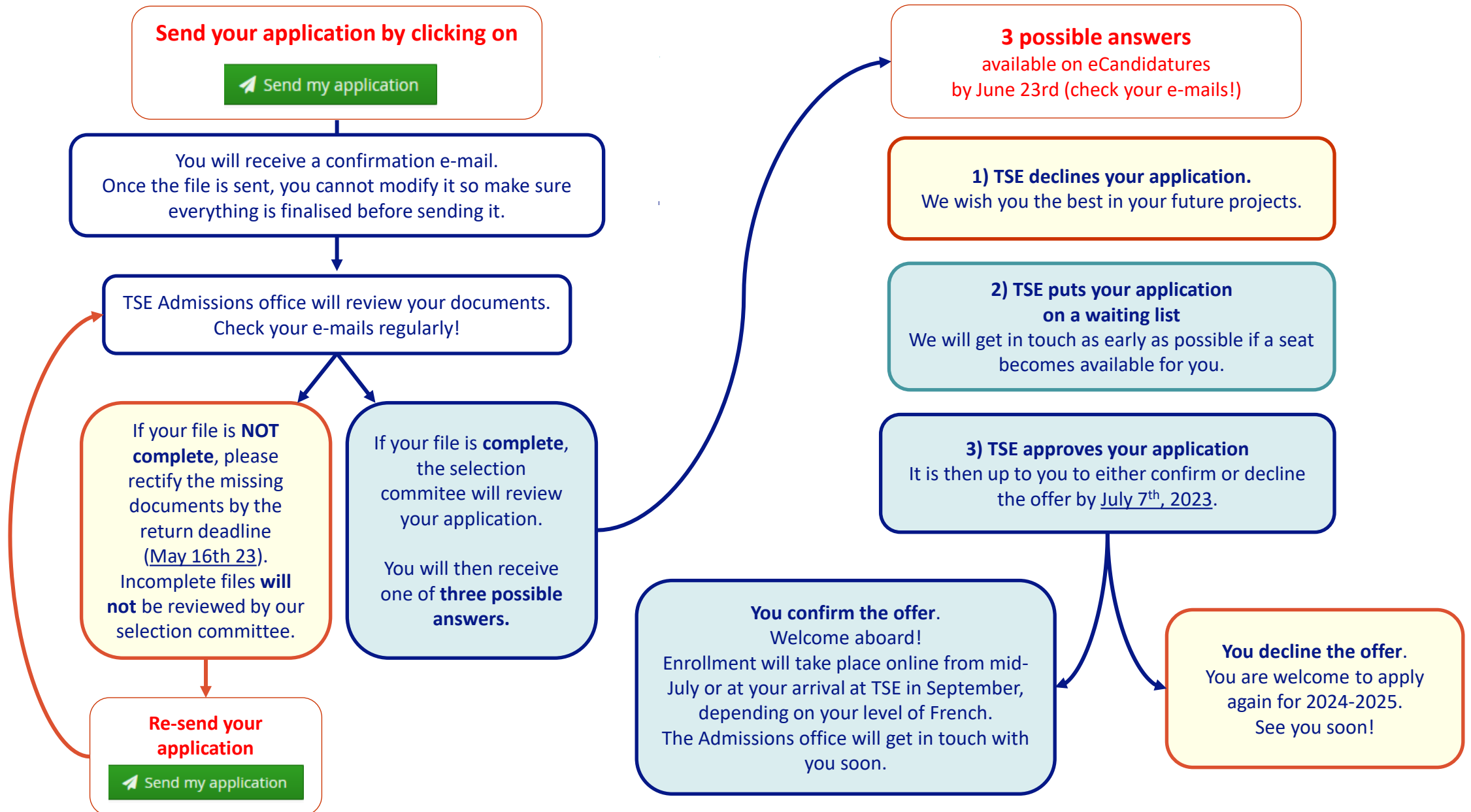
Do not forget to fill in the **mandatory questionnaire in the “Extra forms” tab!**
It will give us precious information to help us review your application, including your **preferences between the different programs** (if you apply to several).



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.

- *“I want to apply to a specific path of the M2 Environmental Economics and Policy but I cannot find it on eCandidatures...”*

Former Master’s programs in *Economics & Ecology* and *Environmental & Natural Resources Economics* are now two separate paths of the same Master’s in *Environmental Policy & Energy Economics (EEP)*: you will only need to create one application to the EEP program, even if you are interested in both paths. In September, you will register into one of the two paths. In the meantime, please specify in your cover letter which path has your preference. In the extra form, you will also have to rank the two paths accordingly. If you’re interested in both paths, please explain what are your specific motivations for each of them.

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.