

## Online preregistration procedure (Mobility Online)

This procedure is **exclusively** reserved to international exchange students that have been **officially nominated** by their sending institution as to benefit from an international mobility at the University of Tours.

You will find below the procedure to follow in order to preregister online and the steps to follow to validate your application:

### 1) Complete the online pre-registration form (Link below)

[Online preregistration form \(French\)](#)

[Online preregistration form \(English\)](#)

\*Registrations for the 1<sup>st</sup> semester of the entire academic year: from March 31<sup>st</sup> 2025 to June 6<sup>th</sup> 2025.

\*Registrations for the 2<sup>nd</sup> semester only: from October 6<sup>th</sup> 2025 to November 21<sup>st</sup> 2025.

In order to complete the form, you will need to go through the following steps:

#### Application data

Type of application: Choose « Incoming »

Type of person: Choose « Etudiants/Stagiaires »

Exchange program:

- Echange Europe Erasmus: If you come as part of the Erasmus+ programme
- Echange Europe hors-Erasmus: If you come from a European university but not as part of the Erasmus+ programme
- Echange hors Europe: If you come from a non-European university and if there is an agreement between our institutions
- Formations Spécifiques: Planning and Sustainability, Electronics and Mechanical Engineering, IDOH...

N.B : Please note that the students from the CUEFEE who participate to programme 3 English/FLE will have to select « Echange hors Europe » and choose « Lettres et Langues » as for their unit of registration and « Langues Etrangères Appliquées » as for their faculty of registration.

Academic year: Choose 2025/2026 if you will arrive in September 2025 or in January 2026.

First semester of your mobility: Choose 1<sup>st</sup> semester if your stay will start in September and 2<sup>nd</sup> semester if your stay will start in January.

Length of stay: Choose the number of semesters you will stay at the university of Tours (Full academic year = 2 semesters)

## Personal Data

Complete all the fields

*E-mail address:* Please use a **standard e-mail address** (gmail, hotmail...) to have more chances to receive our automatically sent emails and avoid the error messages and non-delivery issues.

## Emergency contact

In case something happens to you, who would you want us to contact first? Mention a trustworthy person like a family member or a close friend.

Complete all the fields

## Previous studies

Complete all the fields

## Studies at your home university

If you can't find your country or your Institution in our database, please send us an e-mail at [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr) so we can check and correct it. Do **NOT** select another university instead, otherwise your file will be **rejected**.

*Number of years of studies achieved prior your mobility: Number of years achieved at the university*

## Studies at the University of Tours

Erasmus+ students: if you cannot find your faculty among the list, it means that you have been nominated outside the agreement signed between our institutions. If this happens, you need to **urgently contact your home university** to clear this out with them.

If you are not registered in the right faculty, your application might be rejected.

Level of studies in Tours: We use the LMD system (Licence -Bachelor-, Master, Doctorate). There are 3 years of Licence (L1, L2, L3), and 2 years for the Master (M1, M2). If you are attending the 2<sup>nd</sup> year at your home university during the 2025/26 academic year, you will be in L3 when you arrive at our university in September 2025.

Starting date of your studies at your home institution: Please indicate the estimated date of your arrival. We will modify this field with the right arrival date during the final registration upon your arrival.

## Language skills

Level of French: Indicate the level of French as evaluated by your home university.

## Accommodation

In addition to this online form, you will have an accommodation request form to download (on the Mobility Online platform), to complete during the pre-registration procedure, and to send to [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr).

## Specific needs

*Should you have some disabilities that require a special treatment, please mention it so that we are aware of the fact you might have specific needs (for example, extra time during the exams or a specific material adjustment...).*  
*A certificate from your doctor may be asked upon your arrival. Once in Tours, we will give you the contacts of the competent service so that you can organise your stay and your exams in the best conditions.*

## 2) Create your account

Once you have clicked on the « send application » button, you will receive an e-mail with instructions to create your account.

In order to make sure you receive our automatically sent e-mails, please add this e-mail to your safe list: [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr). This is our official e-mail, the one we will use to contact you throughout your mobility.

Click on the link called « [To register for Mobility-Online, please click on this link](#) » at the bottom of the e-mail and it will lead you to the page on which you will create and validate your account definitely.

The code is automatically generated. In the box below it, just enter your birth date (DD.MM.YYYY – Day/Month/Year)

Then, on the next page, you will have to create a password.

Once your account is created, you just have to connect to it.

## 3) Complete your application data

All along the procedure, you will receive e-mails confirming your actions and giving you the following steps.

You will have to:

- Upload an ID photo (= face) (Size 500X500 pixels, use Paint to reduce the size of your pictures for example)
- Complete your current address and your permanent/family address
- Complete the CUEFEE form (even if you are not interested in following French as a foreign language classes)

- Complete the [accommodation request form](#). ATTENTION, in order to apply for an accommodation in a residence hall, you need to follow 2 specific steps:
  - \*\*Follow the CROUS procedure ([step by step on messervices.etudiant.gouv.fr](#)) in order to obtain the INE number. Note it as you will need it afterwards to complete the form.
  - \*\*Upload your [accommodation request form 2025-2026](#) duly completed into your account (**make sure you have saved your choice before the upload**) and send us a hard copy along with your registration form duly signed (forms sent on their own will not be processed)

#### 4) Send your complete file to the University of Tours

*After these steps, you will finally be able to download your pre-registration form (click on « Print » to obtain the pdf version of it !!).*

*Have your preregistration form signed by your university.*

*Please send your duly completed and signed file to [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr).*

***Your e-mail must be entitled like this:*** « Pre-registration file S1 or S2 2025/26– (Last Name + First Name) »

*Your e-mail must include the 2 following documents, **sent together only** (Documents sent alone will not be processed nor accepted):*

- 1- *The Mobility Online pre-registration form, **PDF version only, signed by your home university:***

*Please rename the document as follows: « Last Name + First Name – Preregistration form S1 / S2 2025-2026 »*

- 2- *The accommodation request form, **PDF version only:***

*Please rename the document as follows: « Last Name + First Name – Accommodation request form S1 / S2 2025-2026 »*

*The deadline to send your package by e-mail is set to June 6<sup>th</sup> 2025 for the 1<sup>st</sup> semester or for the entire academic year.*

*Our advice: **Do not wait for the last moment** to send your application to avoid/prevent issues that could occur.*

*If you have any questions, issues, etc., please do not panic. Just contact us by e-mail and we will help you : [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)*

*Once we have received and processed your file, you will receive a confirmation e-mail (please note that due to a high number of registrations, there may be a delay up to 3 weeks before we can process your file).*