

eCandidat user guide

→ **eCandidat** is the online application service for all **Centrale Nantes Master Programmes**.

This application will let you:

- Fill in your application file.
- Upload your supporting documents.
- Follow your application's progress.
- Confirm or withdraw your application in case of admission.



If you do not receive any email from eCandidat, please check your spam folder.

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Programs offer

You can view the program menu and apply to programs by clicking.

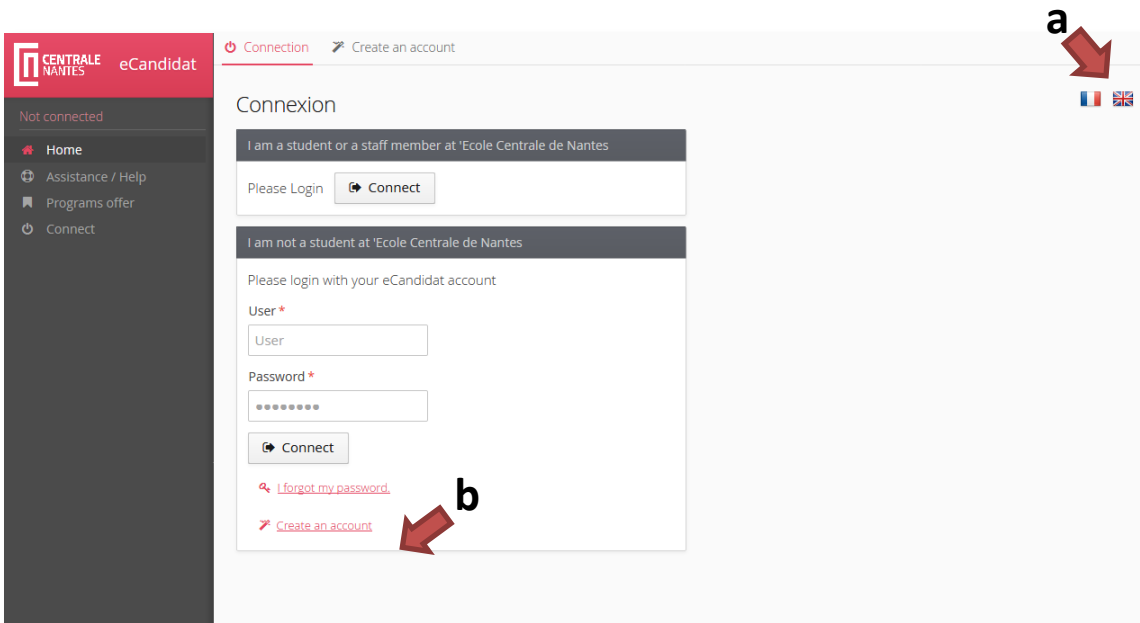
Filters Filters in process : None

Ecole Centrale de Nantes

Title
▼ Master 1st Year (Prerequisite : Bachelor level)
▼ Master
Master 1 - City and Urban Environments - Architecture, ambiances, Urbanity
Master 1 - City and Urban Environments - Atmosphere, Water and Environment
Master 1 - Civil Engineering - Materials and Structures in their Environment
Master 1 - Control and Robotics - Advanced Robotics
Master 1 - Control and Robotics - Control Systems
Master 1 - Control and Robotics - Embedded Real Time Systems
Master 1 - Control and Robotics - Signal and image Processing
Master 1 - Control and Robotics - Supervision, Production Management
Master 1 - Industrial Engineering - Agile Factory Management
Master 1 - Industrial Engineering - Smart and Connected Enterprise
Master 1 - Marine Technology - Atlantic Master on Ship Operation and Naval Engineering
Master 1 - Marine Technology - Hydrodynamics for Ocean Engineering
Master 1 - Mechanical Engineering - Advanced Manufacturing
Master 1 - Mechanical Engineering - Computational Mechanics
Master 1 - Mechanical Engineering - Energetics and Propulsion
Master 1 - Mechanical Engineering - Materials, Processes and Technology of Composites
▼ Master 2nd Year (Prerequisite : 1st year Master level)
▼ Master
Master 2 - City and Urban Environments - Architecture, Ambiances, Urbanity
Master 2 - City and Urban Environments - Atmosphere, Water and Environment
Master 2 - Civil Engineering - Materials and Structures in their Environment
Master 2 - Control and Robotics - Advanced Robotics
Master 2 - Control and Robotics - Control Systems
Master 2 - Control and Robotics - Embedded Real Time Systems
Master 2 - Control and Robotics - Signal and Image Processing
Master 2 - Control and Robotics - Supervision, Production Management
Master 2 - Industrial Engineering - Agile Factory Management
Master 2 - Industrial Engineering - Smart and Connected Enterprise
Master 2 - Marine Technology - Atlantic Master on Ship Operation and Naval Engineering
Master 2 - Marine Technology - Hydrodynamics for Ocean Engineering
Master 2 - Mechanical Engineering - Advanced Manufacturing
Master 2 - Mechanical Engineering - Computational Mechanics
Master 2 - Mechanical Engineering - Energetics and Propulsion
Master 2 - Mechanical Engineering - Materials, Processes & Technologies of Composites

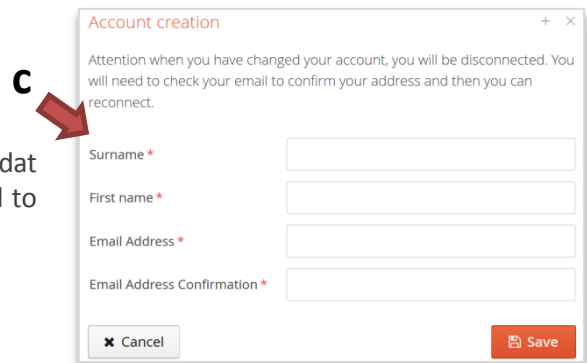
1. Create an eCandidat account

- Choose your preferred language (FR or EN).
- Click on "Create an account".



The screenshot shows the 'Connexion' page of the eCandidat website. On the left is a dark sidebar with the 'CENTRALE NANTES eCandidat' logo and navigation links: Home, Assistance / Help, Programs offer, and Connect. The main content area has a header with 'Connection' and 'Create an account' links. Below this, there are two sections: 'I am a student or a staff member at 'Ecole Centrale de Nantes'' with a 'Please Login' field and a 'Connect' button; and 'I am not a student at 'Ecole Centrale de Nantes'' with a 'Please login with your eCandidat account' section. This section includes 'User *' and 'Password *' fields, a 'Connect' button, and links for 'I forgot my password.' and 'Create an account'. A red arrow labeled 'a' points to the language selection icons (FR and EN) in the top right. Another red arrow labeled 'b' points to the 'Create an account' link.

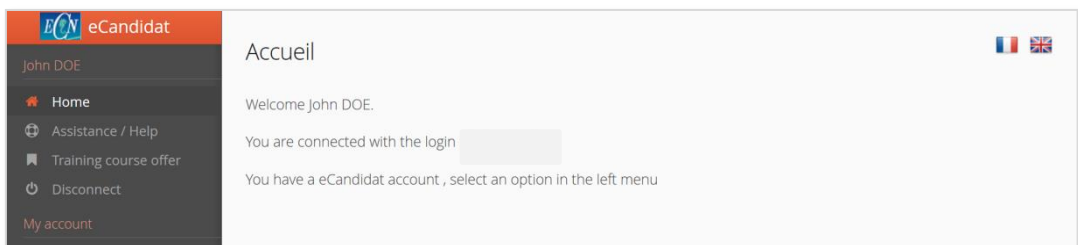
- Indicate your name and email address and save.
- You will receive an email indicating your eCandidat identifiers (login and password). Click on the link provided to activate your account.



The screenshot shows a 'Account creation' dialog box. It contains a warning message: 'Attention when you have changed your account, you will be disconnected. You will need to check your email to confirm your address and then you can reconnect.' Below the message are four input fields: 'Surname *', 'First name *', 'Email Address *', and 'Email Address Confirmation *'. At the bottom, there are 'Cancel' and 'Save' buttons. A red arrow labeled 'c' points to the dialog box.

2. Fill in your personal information

- Enter your eCandidat identifiers on the connexion screen.
- Once connected, you access your personal account.



The screenshot shows the user dashboard after logging in. The sidebar on the left shows the user's name 'John DOE' and navigation links: Home, Assistance / Help, Training course offer, Disconnect, and My account. The main content area is titled 'Accueil' and displays a welcome message: 'Welcome John DOE. You are connected with the login [redacted]. You have a eCandidat account, select an option in the left menu'. Language selection icons (FR and EN) are in the top right.

- When you log on to your account for the first time, you must fill in all your personal information in the different sections before applying to one or more programmes.

- ✎ Personal informations. 1
- 🏠 Personal address 2
- 📄 High School Diploma 3
- 🏛️ Internal courses 4
- 🎓 Academic background 5
- 📦 Internships 6
- 👤 Professional Experien... 7
- * Applications

1 Personal information

Choose your nationality and click on “Next” to complete the boxes and then “Save”.

Note:

- INE ID/key is not required for non-French applicants.
- The preferred language selected will be used throughout the application process.

2 Personal address

Enter your complete address.

Note: Do not forget to indicate the zip code in the “Foreign city” box.

3 High school diploma

Fill in the requested information.

Note:

- **Type of high school diploma or equivalent:** For non-French students, select **“Foreign high school diploma”**.

4 Internal courses



You do not have to fill in this section.

5 Academic background

= previous diplomas / training programmes

Entering a new post-high school diploma curriculum / ... + x

Enter all your school years

Country* ARGENTINA v

Year of graduation* 2010

Degree / Diploma* Bachelor v

Major* Mechanical Engineering

Passed* Ongoing v

Grade Waiting for results v

Cancel Save

Fill in the requested information for each academic diploma / training programme:

- Country
- Year of graduation
- Degree / Diploma
- Major
- If you have passed, or not or ongoing.
- Grade

6 Internships

Changing an internship + x

Year* 2009

Duration* 6 months

Number of hours / week 35

Employer / organization* Company

Description* Subject of the internship

Cancel Save

Fill in the requested information and a description of your internship(s) subject(s).

7 Professional experience

Enter a new professional / work experience + x

Year* 2009

Duration* Mechanical engineer

Number of hours / week 3 months

Employer / organization* Company

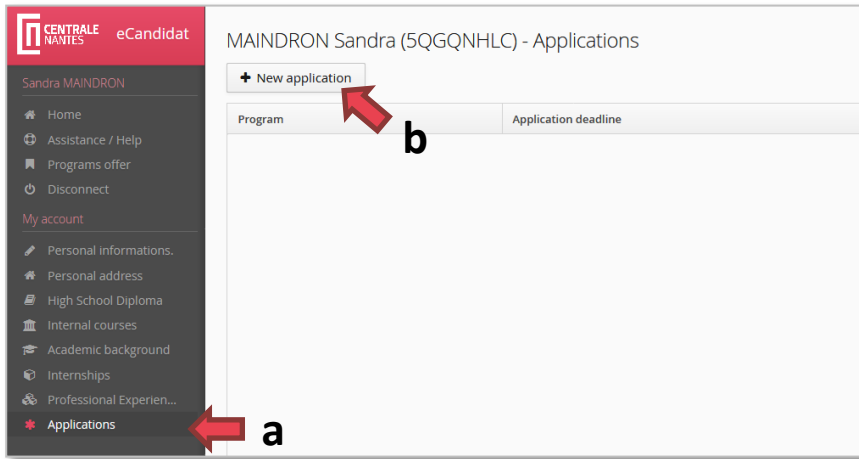
Description* Job description

Cancel Save

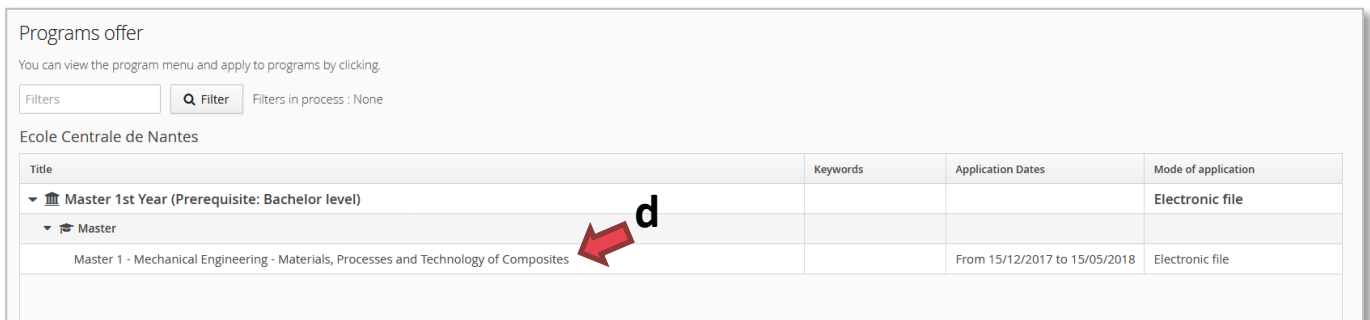
Fill in the requested information and a description of your professional experience.

3. Apply for a training programme

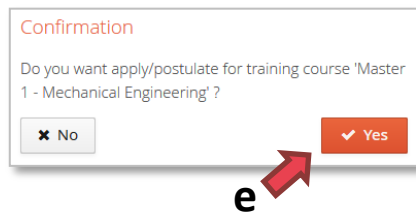
- a) Click on “Applications” in the menu.
- b) Click on “New application”.



- c) You access the “Programs offer” page.
- d) Click on the Master you are interested in applying for.



- e) Confirm that you want to apply for this programme.



4. Complete your application file

On this page, you will find your application summary. To complete your application you need to:

- Upload your supporting documents
- Fill in the extra required form
- Download and check the pdf file that will be examined by the selection committee.
- Send your application.
- Confirm your admission if your application receives a positive decision.

Summary of your candidacy/application - SURNAME First name (AR7HKY6A)

Detailed information	Useful dates	Contact address
<p>Program Master 2 - Mechanical Engineering - Materials, Processes & Technologies of Composites</p> <p>File status Complete</p> <p>Type of treatment Accès contrôlé (Not valid)</p> <p>Decision Application accepted (Valid)</p>	<p>Application deadline 15/05/2018</p> <p>Student confirmation deadline 30/06/2018</p> <p>Date of receipt 12/12/2017</p> <p>Transmission date 12/12/2017</p>	<p>Ecole Centrale de Nantes Secrétariat Master M-ENG 1 rue de la Noe 44321 NANTES CEDEX 3 Phone number : 00 33 2 40 37 16 39 Email : sandra.maindrion@ec-nantes.fr</p>

Supporting documents Extra required forms

Online procedure, please submit your supporting documents via the commands of the table before 15/05/2018. Once done you must send your application.

Saisie de l'état des pièces justificatives

Supporting document	File	Status	Additional document	Comment
<input type="checkbox"/> 1_Extra required form PDF	2018-ecandidat-survey-for-master-applicants-798111.pdf	Sent		
<input type="checkbox"/> 2_Curriculum Vitae	cv_test.pdf	Sent		
<input type="checkbox"/> 3_Latest degree or certificate	degree.pdf	Sent		
<input type="checkbox"/> 4_Certified copies of academic transcripts	transcript_test.pdf	Sent		
<input type="checkbox"/> 5_Motivation letter	motivation_test.pdf	Sent		
<input type="checkbox"/> 6_English certification (TOEIC, TOEFL, IELTS or equivalent)	toefl_test.pdf	Sent		
<input type="checkbox"/> 7_French certification (compulsory for programs taught in French)		Not concerned	Concerned by this document.	
<input type="checkbox"/> 8_Letter of recommendation	references_test.pdf	Sent		
<input type="checkbox"/> 8b_ Second letter of recommendation		Not concerned	Concerned by this document.	
<input type="checkbox"/> 9_Valid ID document	ID_test.pdf	Sent		

a) Upload all the supporting documents.

- Click on “+” to upload a document.

Files in PDF or JPG format (max. 2Mo)

- For some documents, a note is attached. Click on the button to download it. 1_Extra required form PDF
These notes include important information about the requested documents .

- If a supporting document is not mandatory, you can click on Not concerned by this document.

- Check the status of each document: “Sent” = Uploaded, “On hold” = Not uploaded

b) Fill in the extra required form

Supporting documents	<u>Extra required forms</u>		
The status of forms is refreshed every night <input type="text" value="Show answers"/>			
Forms	Forms URL	Status	Answers
Extra required form	https://limesurvey.ec-nantes.fr/index.php/798111?lang=fr	On hold	

- Click on the survey link.
- A new web page opens. Read the instructions and click on “Suivant”.

eCandidat survey for Master Applicants

Dear Prospective Student and Applicant, this survey is part of your application file.

1/ Please provide answers to the questions on the next page.
 2/ Once completed you will be prompted to export the answers as a PDF file.
 3/ Then the PDF file will have to be uploaded to your eCandidat application in the "Supporting Documents" tab.

To proceed, please **click on the [Suivant] button** below.

Il y a 6 questions dans ce questionnaire.

- Answer the different questions and click on “Envoyer”.

eCandidat survey for Master Applicants

Questions to answer

- Please provide your eCandidat login in the box below.
- Please indicate from which University or Institute you have obtained or will obtain your bachelor (or equivalent) degree.
- Please indicate from which country you have obtained or will obtain your bachelor (or equivalent) degree.
 Veuillez sélectionner une réponse ci-dessous
- To which year of the program are you candidating? Select an answer below.
 Veuillez sélectionner une réponse ci-dessous
 First year of a Master program (M1)
 Second year of a Master program (M2)
- How did you hear about our Master Programs? Choose an answer below.
 Veuillez sélectionner une réponse ci-dessous
 A professor in my university mentioned those programs to me
 A student currently registered in a Centrale Nantes Master mentioned those programs to me
 A student who graduated with a Centrale Nantes Master degree mentioned those programs to me
 Surfing the web
 Staff from Centrale Nantes came to my University to present the Centrale Nantes Master Programs
 Autre :

Once you have entirely completed this survey, click on the [Envoyer] button below.

- Click on “Imprimer vos réponses”

Thank you for your answers.

1/ Click on the **[Imprimer vos réponses]** button below
 2/ On the next screen, click on the **[Exporter en PDF]** button
 3/ Then save the PDF file on your computer
 4/ Finally, upload the PDF file to your eCandidat application in the "Supporting Documents" tab.

Thank you for your interest in our Master Programs.

[Imprimer vos réponses.](#)

- Then, click on “Exporter en PDF” in order to save your answers in PDF format.

This PDF is required as a mandatory supporting document.

<input type="button" value="Exporter en PDF"/>	
Nom du questionnaire (ID) : eCandidat survey for Master Applicants (381279)	
Date de soumission submitdate	21/11/2016 18:32:12
Questions to answer	
Please provide your eCandidat login in the box below.	XX67KK
Please indicate from which University or Institute you have obtained or will obtain your bachelor (or equivalent) degree.	University of Illinois
Please indicate from which country you have obtained or will obtain your bachelor (or equivalent) degree.	United States [222]
To which year of the program are you candidating? Select an answer below.	Second year of a Master program (M2) [A2]
How did you hear about our Master Programs? Choose an answer below. [Autre]	A student currently registered in a Centrale Nantes Master mentioned those programs to me [A2]
Once you have entirely completed this survey, click on the [Envoyer] button below.	

c) Once all your supporting documents are uploaded and the extra required form is filled in, you can download your PDF application file to check it.

- Click on the “Download my file” button



- Your application file will contain all the personal information registered on your eCandidat account and all the supporting documents attached to your application.

Review this document carefully. The selection committee will evaluate your application based on this document.

d) Send your application to the selection committee



Several emails will be sent to you to inform you about your application status:

- Application received
- Application complete / incomplete
- Selection committee decision



If you do not receive any email from eCandidat, please check your spam folder.

You can also check the status of your applications on your eCandidat account.

5. Confirm your admission

In the event of successful admission, you will have to confirm your admission or withdraw your application on your eCandidat application page.

a) Click on “Confirmation of application” or “Withdraw of application”

Detailed information	Useful dates	Contact address
<p>Program: Master 2 - Mechanical Engineering - Materials, Processes & Technologies of Composites</p> <p>File status: Complete</p> <p>Type of treatment: Accès contrôlé (Not valid)</p> <p>Decision: Application accepted (Valid)</p>	<p>Application deadline: 15/05/2018</p> <p>Student confirmation deadline: 30/06/2018</p> <p>Date of receipt: 12/12/2017</p> <p>Transmission date: 12/12/2017</p>	<p>Ecole Centrale de Nantes Secrétariat Master M-ENG 1 rue de la Noë 44321 NANTES CEDEX 3 Phone number : 00 33 2 40 37 16 39 Email : sandra.maindron@ec-nantes.fr</p>

Forms	Forms URL	Status	Answers
Extra required form	https://imesurvey.ec-nantes.fr/index.php/2981117lang-fr	On hold	

At the bottom of the page, there are two red arrows pointing to the buttons: **Confirmation of application** (green) and **Withdraw of application** (red).

b) An email will be sent to you confirming that your decision has been registered.