

## Students online nomination for exchange mobility at ENSAV

All exchange candidates at ENSAV must be nominated by the partner university by filling out an online nomination form. Please respect the deadlines:

Fall Semester / Full year: **May 29<sup>th</sup>, 2020**

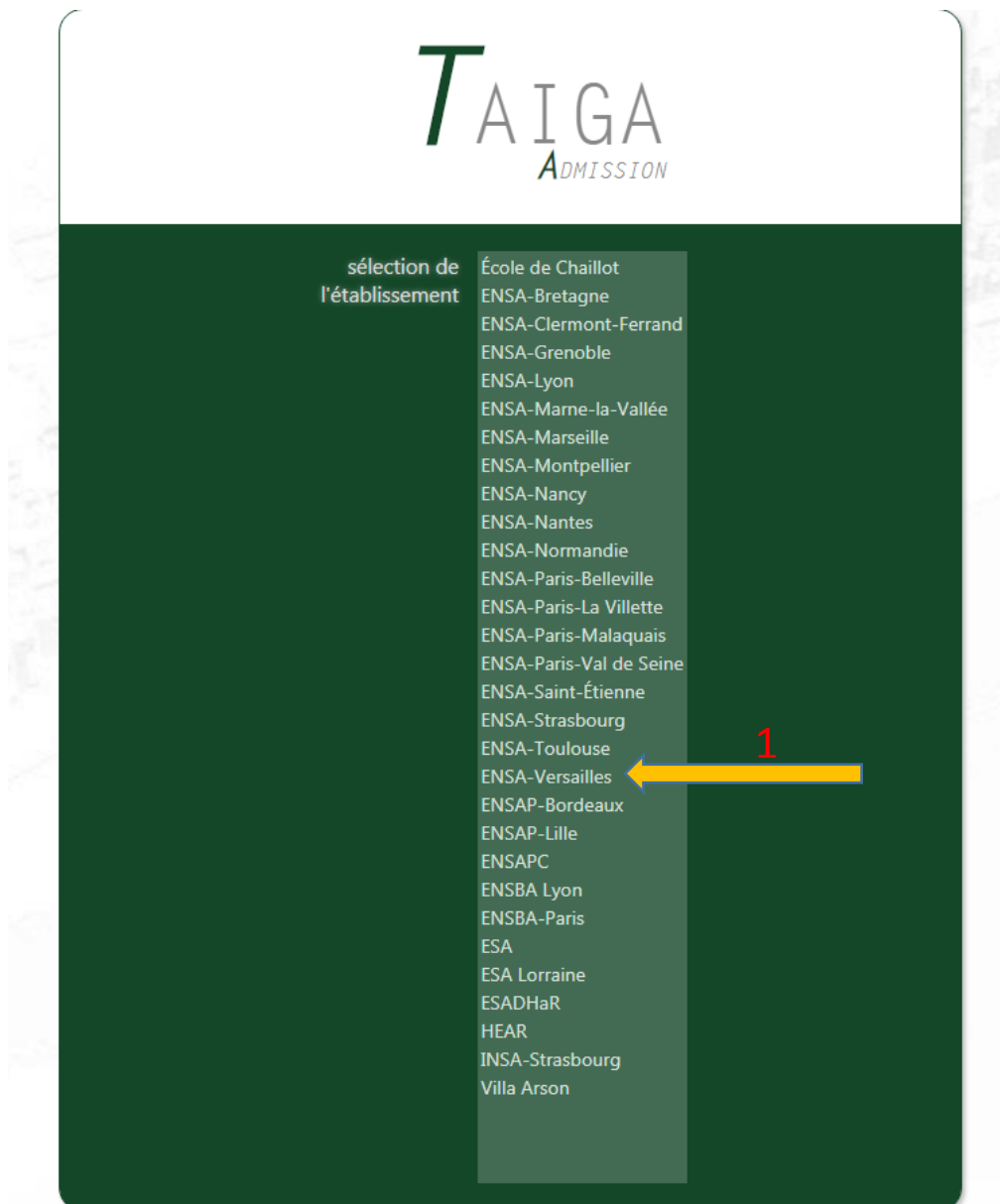
Spring semester: **October 30<sup>th</sup>, 2020**

Partners must make sure to have their password before starting the online procedure. If not, please send an email to [international@versailles.archi.fr](mailto:international@versailles.archi.fr). Password will be sent individually to the registered partner by email.

To proceed for nomination online, please access to the URL here below and follow the instructions:

<https://admission.archi.fr>

1 - Click on **ENSA-Versailles (1)** on the drop-down list



2 - On the next page, click on '**Partenaires**' (2)

The screenshot shows a dark green sidebar on the left with three menu items: 'Créer dossier', 'N° dossier', and 'Partenaires'. A yellow arrow with the number '2' points to the 'Partenaires' item. The main content area shows the header 'TAÏGA' and a blurred background of a city map.

3 - On the drop-down list of **Partner** (3), select the appropriate box corresponding to your university name. Then, enter your password (4) and validate with **Sign in** button.

The screenshot shows the 'PARTENAIRES' page. It has a dark green sidebar with 'Créer dossier', 'N° dossier', and 'Partenaires'. The main form contains a 'Partner' dropdown menu with '[ select... ]' and a 'Password' field with a masked password '.....'. A 'Sign in' button is at the bottom. A yellow arrow with '3' points to the dropdown, and another with '4' points to the password field.

4 - A new page with your institution's name will appear. Please enter here the student's **first name**, **last name** and **email address**. Then, validate with **Add** (5) button.

The screenshot shows the 'PARTENAIRES' page with the heading 'Institution partner name'. Below it are three input fields labeled 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. To the right is an 'Add' button. A yellow arrow with the number '5' points to the 'Add' button.

Please repeat the procedure to add another student.

**After nomination:**

All entered information will automatically appear in our pre-registration form and seen by our International Office.

**Confirmation email** will be sent to the nominated students who will be given further instructions for completing their application in the online application service for students.

**Letters of acceptance** will be sent out latest in the first week of July for Fall semester/full year and in November for Spring semester.