





Nomination Portal

User guide on how to nominate your students



NB: If you already have an account, please log on.


1. Click on: [Nomination Portal](#)


 Year 2018 / 2019





Nomination Portal



Welcome  Alida Sahli

 [Log out](#)

 E-mail address

 Password

[Password Forgotten ?](#)

[Create An Account](#)


[Login](#)

[For any information request - [please contact your coordinator at the International Office](#)]



[Université Jean Moulin Lyon 3 - [@Technical Support](#)]

2. Create an account

Year 2018 / 2019



Nomination Portal



You are logged out

-- Personal details --

Title

- Choose the title -

Last name

First name

Country

- Choose a country -

University

- Choose a university -

-- Login details --

E-mail address

Password

Password complexity policy

- minimum 8 characters

- lowercase letters

- uppercase letters

- special characters / digits

Password confirmation

Personal data collection

"Details gathered in this form are subject to automatic processing, designed to manage nominations for exchange students at Université Jean Moulin Lyon 3.
Details are processed by authorized university staff only.

Contacts' personal data is stored until contacts have expired.
According to the data protection act of January 6th, 1978, you have the right to access, modify, rectify and delete any data concerning you. You are in your right to contact the International Office: incomingnomination@univ-lyon3.fr."


Back


Create My Account

[For any information request - [please contact your coordinator at the International Office](#)]





[Université Jean Moulin Lyon 3 - [@Technical Support](#)]

3. You will receive an email to notify you that your account must be approved by the International Office.
4. Shortly after you will receive a second email to notify you that your access to the nomination platform has been approved.
You will be able to nominate your students by clicking on the link in this email.
5. Click on "New Nomination"

 Year 2018 / 2019



Nomination Portal


Welcome  Alida Sahli
 [Log out](#)

Nominations will be possible between 05/03/2018 and 30/04/2018 (dd/mm/yyyy).

No nominations created yet

Full year nomination(s) : 0
Autumn nomination(s) : 0
Spring nomination(s) : 0
Other nomination(s) (Double degree, L.L.M ...) : 0


New Nomination



[For any information request - [please contact your coordinator at the International Office](#)]


[Université Jean Moulin Lyon 3 - [@Technical Support](#)]

6. 'Nomination for Exchange Students' form will appear: please complete the required details:

Year 2018 / 2019

 **Nomination Portal**

 Welcome  Alida Sahli

 Log out

Nominations will be possible between 05/03/2018 and 30/04/2018 (dd/mm/yyyy).

No nominations created yet

Full year nomination(s) : 0
Autumn nomination(s) : 0
Spring nomination(s) : 0
Other nomination(s) (Double degree, LLM ..) : 0

New Nomination

Title

- Choose the title -

Last name (as it appears on your passport)

First name (as it appears on your passport)

Date of birth

Date of birth format

E-mail address

Phone number (With country code) (optional)

Phone number format

- Phone number must match '(+ calling code)digits'

Citizenship

- Choose a citizenship -

Academic program

- Choose an academic program -

About the programs

Period

- Choose as period -

Exchange program

- Choose an exchange program -

Field of study at Lyon 3

- Choose a field of study -

Level of study

- Choose a level of study -

Number of years of Study before the exchange

- Choose a number of years -

Upload language certificate(s)

Drag & drop files here



Browse ...

- Don't forget to upload the required [language certificate](#), if relevant.
- Repeat this process for each subsequent nomination and don't forget to confirm each nomination.

Year 2018 / 2019



Nomination Portal

Welcome   Alida Sahli
[Log out](#)

Nominations will be possible between 05/03/2018 and 30/04/2018 (dd/mm/yyyy).

Title	Last name	First name	Date of birth	Academic program	Period	Status		Date of acceptance	
Mr	KEEN	Steeve	12/12/1990	SELF 1st semester + DEUF 2ND semester	Full year	Nomination submitted	✗	-	Details Submit
Mr	CONWEEN	Barbara	23/06/1993	DEUF Semester Program	Autumn	Nomination submitted	✗	-	Details Submit
Ms	MENU	Victoria	15/05/1991	DEUF Full year Program	Full year	Nomination submitted	✗	-	Details Submit

Full year nomination(s) : 2
Autumn nomination(s) : 1
Spring nomination(s) : 0
Other nomination(s) (Double degree, LLM ...) : 0

[New Nomination](#)

Nomination complete

[For any information request - [please contact your coordinator at the International Office](#)]

[Université Jean Moulin Lyon 3 - [@Technical Support](#)]

Once you have completed your nominations, a summary will appear.

If you wish, you may click on “details” to check your students’ information.

After validation by the International Office, your students will receive an email:

- Enrolment online with student’s LOGIN and PASSWORD
- Academic calendar
- Accommodation

NB: these emails are sent as from 30 March for Fall/Full year or 31 October for Spring