Université Paris Nanterre

ROADMAP

Steps to follow for exchange students at University Paris Nanterre (UPN)

Period	Stage	When?	How?	Who?
Application	Nomination	**Semester 1**: no later than 31 May **Semester 2**: no later than 31 October	Your university informs us of your selection at UPN	Your home university
	Application and request for accommodation (via MoveON online form)	**Semester 1**: no later than 31 May **Semester 2**: no later than 31 October	Complete your application online	-
Before your stay abroad	Provisional choice of courses	Before the courses start	Access our course catalogue	Tutorial
	Signature of the Learning Agreement	S1: before 1st July S2: before 1st December	**Erasmus students**: you must make a digital learning agreement (use the tool provided by your university) **Other students**: use your university's learning agreement template or the UPN template	Academic coordinators from your home university and UPN
	Processing housing applications	S1: between 31 May and 1 July S2: between late November and mid-January	If you have applied for accommodation via MoveON before the application deadline, you will receive a reply by e-mail.	Welcome Desk
	Sending the admission letter	S1: end of June at the latest S2: end of November at the latest	Sending the letter by e-mail via MoveON	Administrative coordinator

	Administrative registration (AR)	S1: July S2: December	Your administrative coordinator will proceed with your AR leading to activate your digital portal and issue your student card.	Administrative coordinator
	Digital portal activation	S1: July S2: December	Receive a link by e-mail, click to activate	More information
	Planning	S1: early September S2: early January	Prepare the timetable before registering for a course. The course timetable is available one week before the start of the courses.	Tutorial
During your stay abroad	Pedagogical registration (PR)	It begins one week before the start of the courses and can extend over the first few weeks.	Registrations can only be made on site. You will be informed of the procedure when you arrive.	Pedagogical secretariats / International referents
	Student card distribution	**Orientation week**: One week before the start of classes	Student cards delivered at our welcome meeting - or available at the International Relations Department reception desk (office A209)	International Relations Department
	Welcome meeting	**Orientation week**: One week before the start of classes	The purpose of this meeting is to inform you about the main stages of your stay.	International Relations Department
	Arrival certificate (Erasmus students)	At your arrival	The certificate will be sent to you by email the day after the welcome meeting.	Administrative coordinator

	Welcome Desk workshop	**Orientation week**: One week before the start of classes	Practical information about your stay in France (health insurance, banking, transport, etc.)	Welcome Desk
	Signature of departure certificate (Erasmus students)	Between 1 and 7 days before departure	Come to office A209 with your document	Administrative coordinator
Extension	Request for extension of the stay	No later than December 1	Send your extension certificate (or equivalent document provided by your university) signed by your home university to your administrative coordinator	Administrative coordinator
After your stay abroad	Sending transcripts	S1: end of February S2: early June	You and your university receive transcripts by e-mail	Administrative coordinator

Contacts :

❖ **Administrative coordinators:**

- European countries (including UK and Switzerland) : europe-incoming@drim.parisnanterre.fr
- Double Diploma : doubledegree-exchange@drim.parisnanterre.fr
- Non European countries : world-incoming@drim.parisnanterre.fr

❖ **Welcome Desk (practical questions):** welcome-desk@drim.parisnanterre.fr

❖ Get a personalized roadmap on our Online Welcome Desk

❖ Directory of academic coordinators and pedagogical advisors