

REGISTRATION GUIDE FOR EXCHANGE STUDENTS

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Once you have been nominated by your home university, you will receive an **email** with the application procedure and a link which will allow you to fill in our incoming exchange application form.

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When filling in our incoming exchange application form, you will be asked to upload the **following documents** :

- A copy of your passport (personal details and expiry dates) or EU identity card
- A CV-Curriculum Vitae (resume)
- Your Last transcript of records
- A Photo for your student card (JPEG format and no selfie)
- Proof of Health Insurance for the duration of the stay (either European Health Insurance Card or private insurance with medical coverage)

Once you have uploaded the required documents, please choose your campus and study program at Excelia :

Check the **Programmes' details | Excelia (excelia-group.com)**

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- **If you are a double degree student**, you will need to choose only your specialization. You will then be registered to all the modules of this specialization (like our degree seeking students). If you are a BBA student, you will also have to choose your language courses.

- **If you are not a double degree student**, you will need to define your study program and specialization and then select the modules from this specialization

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When your registration is complete and the application round has ended, you will receive a confirmation of your acceptance. You will be able to download your **acceptance letter** and your Learning Agreement via our registration platform



Upon reception and validation of the application by our international office, we recommend you look for housing as soon as possible!

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Please connect to our accommodation platform:
<https://excelia-group.studapart.com/en/login>

Username: Your personal e-mail address

Password: HOUSINGEXCELIA

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With your Acceptance Letter, you are now able to apply for a **visa** (if necessary).

You can find useful information about the visa in France by following this link :

[Applying for a visa | Excelia \(excelia-group.com\)](#)

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Now that you have your visa, you can book your tickets and prepare for a great trip to France !

Check our **Services for international students | Excelia (excelia-group.com)**

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**Welcome
to France!**

