

Application procedure for an exchange programme Incoming students

Before starting the registration procedure, each student must be nominated by his/her home university to the Mobility Unit of Paris-Panthéon-Assas University.

1. REGISTRATION

Registration on the Mobility Online application portal is done in 2 steps:

- 1) After your nomination by your home university, click on the dedicated link sent by e-mail and fill in with your birth date.
- 2) Create a login and password.
Your password must be at least 6 characters long, including at least one capital letter and one number.

You will receive an e-mail confirming your registration with your login and the personalised link to reconnect to your Mobility Online space.

2. APPLICATION

Once you have received the e-mail confirming your registration, please log in to your Mobility Online space by following the link and entering your login (username) and password.

- 1) Fill in the form with your personal data. Click on "Forward to update" to enter your address.
- 2) You must then answer the question "Disability" by clicking on "Answer questions". Please note that even if you do not wish to modify the answer, please click on "Forward to update" and validate in order to proceed to the next step.
- 3) Download the required document:
 - a copy of a valid identity document (passport or ID card) in PDF format.
- 4) To finalise your application, click on "Confirm" and check the box to indicate that all requested document have been uploaded to Mobility Online

When you have completed all the steps and finished your Mobility Online application, your homepage will look as below :

Cancel application			
Online application	<input checked="" type="checkbox"/>		Show application data
Before the mobility INCOMING			
Confirmation Email	<input checked="" type="checkbox"/>	06.01.2022	Automatically generated
Online registration	<input checked="" type="checkbox"/>	06.01.2022	
Personal data completed	<input checked="" type="checkbox"/>	06.01.2022	<input type="checkbox"/> Complete personal data
Disability (Questions answered)	<input checked="" type="checkbox"/>		<input type="checkbox"/> Answer questions
Photocopy of valid identity document (Passport / Identity Card)	<input checked="" type="checkbox"/>	18.01.2022	
Passport size photograph	<input checked="" type="checkbox"/>	18.01.2022	
Finalization of the application form	<input checked="" type="checkbox"/>	18.01.2022	<input type="checkbox"/> Confirm
Stay abroad acceded	<input type="checkbox"/>		
Stay abroad ended	<input type="checkbox"/>		

Mobility Online application deadline:
June 30th 2023 for Autumn semester
November 30th 2023 for Spring semester

**3.
ADMINISTRATIVE
AND COURSES
REGISTRATION**

At the end of the Mobility Online application procedure, you will be able to download your admission letter in your personal space. You will then receive instructions for the rest of the enrolment process (pre-registration, administrative registration and then courses and tutorials registration).

4. WELCOME

A welcome week is organised from September 11th to 15th before the start of the course. The detailed programme will be sent to you shortly. It is compulsory, for exchange students, to attend the “Welcome meeting”, where you will receive all the information and documents necessary for a pleasant stay at Paris-Panthéon-Assas University.

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