

Application Instructions for Incoming Students at Audencia Business School

Dear students,

Welcome to the Audencia Business School [Online Application Platform](#)! This document explains how to create your personal account and how to apply for one of the Audencia Programmes (exchange, short programmes,...). If you encounter any problems or have any questions please do not hesitate to contact us.

We are already looking forward to welcoming you to Audencia!

Your International Relations Office Team

The screenshot displays the Audencia Business School Online Application Platform. The header features the Audencia Business School logo and the tagline "INNOVATIVE BUSINESS LEADERS FOR A RESPONSIBLE WORLD". Below the header, a navigation bar includes a "Programs" link and a "LOGIN/REGISTER" button. The main content area is titled "Welcome to Audencia Business School" and contains two paragraphs of text. The left sidebar lists various links: "OFFICE OF INTERNATIONAL RELATIONS", "FACT SHEET", "INCOMING STUDENTS", "ETUDIANTS AUDENCIA BUSINESS SCHOOL", "Announcements", and "There are no announcements".

Audencia BUSINESS SCHOOL INNOVATIVE BUSINESS LEADERS FOR A RESPONSIBLE WORLD

Programs LOGIN/REGISTER

OFFICE OF INTERNATIONAL RELATIONS

FACT SHEET

INCOMING STUDENTS

ETUDIANTS AUDENCIA BUSINESS SCHOOL

Announcements

There are no announcements

Welcome to Audencia Business School

All incoming international students as well as Audencia students studying abroad receive comprehensive guidance and support from our International Relations team. We are happy to help students prepare for academic life here in Nantes, and to help them settle in after arrival. We can also advise on opportunities to experience other countries and cultures during one's studies. In addition, we are available to discuss potential partnership and cooperation agreements with universities, business schools, companies, and research institutions outside France.

Our executive management team sets the overall internationalisation priorities and strategies for Audencia Business School, and develops new relationships with international partners.

Audencia BUSINESS SCHOOL

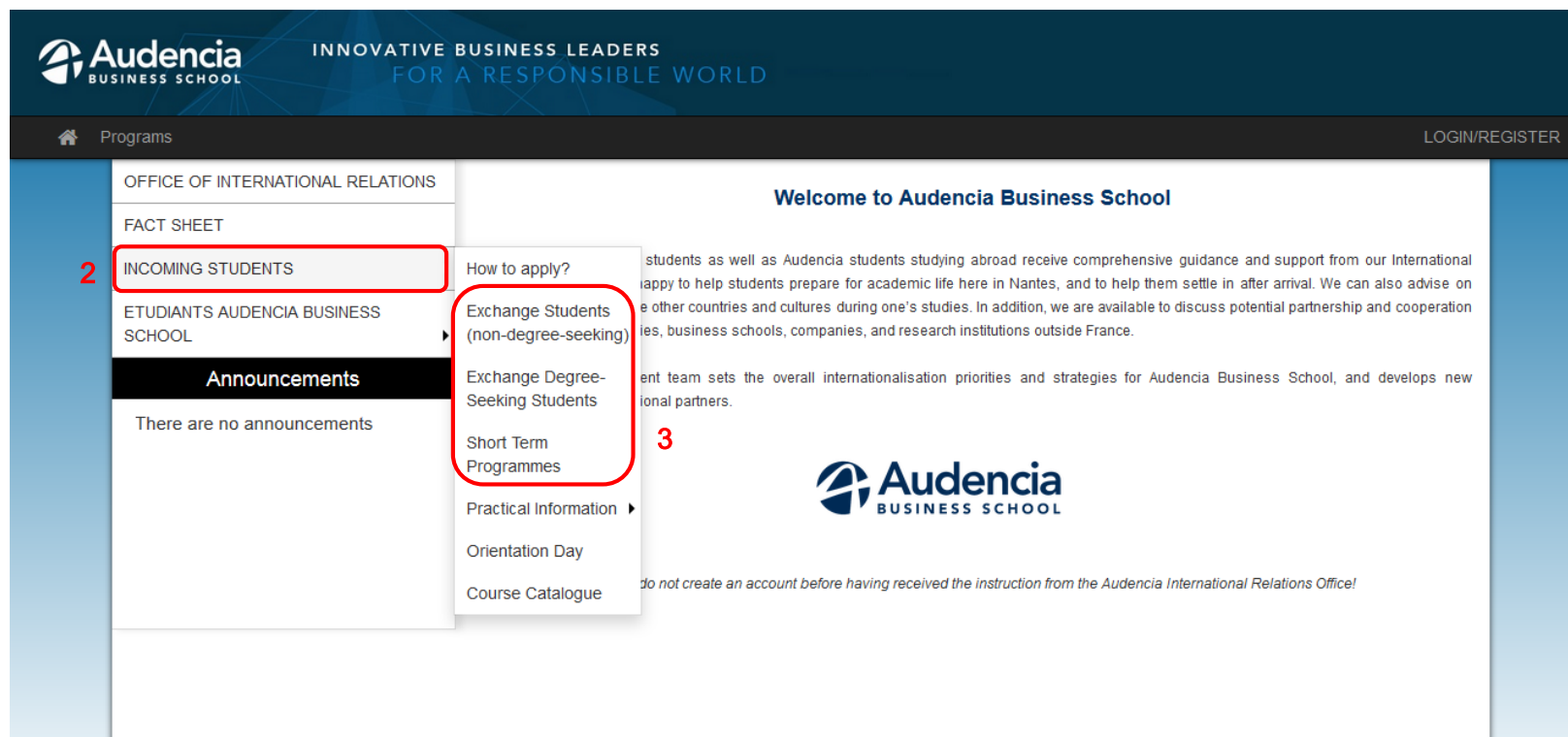
Please do not create an account before having received the instruction from the Audencia International Relations Office!

Application Instructions for Incoming Students at Audencia Business School

Step 1: Go to the Audencia Business School [Online Application Platform](#).

Step 2: Click on “Incoming Students”.

Step 3: Click on either “Exchange Students Application” for exchange programmes (continue with Step 4), “Incoming Degree-Seeking Students” for degree programmes (go to Step 5 directly) or “Short Term Programmes” (go to Step 5 directly).



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Step 4: Click on the Term/Semester for which you would like to apply.

The screenshot shows the Audencia Business School website. The header includes the Audencia logo and the tagline 'INNOVATIVE BUSINESS LEADERS FOR A RESPONSIBLE WORLD'. Below the header is a navigation bar with 'Programs' and 'LOGIN/REGISTER'. The left sidebar contains a menu with 'OFFICE OF INTERNATIONAL RELATIONS', 'FACT SHEET', 'INCOMING STUDENTS', 'ETUDIANTS AUDENCIA BUSINESS SCHOOL', 'Announcements', and 'There are no announcements'. The main content area is titled 'Exchange Students (non-degree-seeking)' and features four buttons: 'Fall Semester', 'Spring Semester', 'Full Year', and 'Summer Term'. Each button has a small Audencia logo at the bottom. A red circle highlights these four buttons, and a red number '4' is placed to the right of the circle. Below the buttons, the text 'Select the option of your choice' is visible.

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Step 5: Please select the programme for which you would like to apply.

For students from partner universities: Please make sure to choose the programme for which you have been nominated by your home university!

Fall Semester

Fall Semester - Available Programmes



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Step 6: You will get to the programme's information brochure. Click on "Apply now" to apply for the programme.

The screenshot shows the Audencia Business School website interface. The top navigation bar includes links for Home, Programs, Staff, Deadlines, and a LOGIN button. The left sidebar has a link for 'In degree seeking' and an 'Announcements' section stating 'There are no announcements'. The main content area is titled 'Programs : Brochure' and includes search filters (List All, Simple Search, Advanced Search, Featured Programs, Course Search, Map Search). A message box states: 'This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.' Below this, the 'Test Programme for Incomings (Incoming Program)' is displayed with icons for print, save, and share. A table lists program details: Locations (Nantes, France), Program Terms (Fall Term, Spring Term, Summer Term, Winter Programme, Year), and Restrictions (Non-Audencia applicants only). A red box highlights the 'Apply Now' button, with a red number 6 next to it. Below the table is a 'Program Description' section stating: 'This is a test programme in order to show you how to apply for Audencia Business School Programmes.' At the bottom, a 'Dates / Deadlines' table is shown.

Term	Year	App Deadline	Decision Date	Start Date	End Date
Year	2016-2017	30/09/2016 **	Rolling Admission	01/09/2016	14/05/2017

** Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

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Step 7: Click on “I do not have login credentials to this site” and “submit” to create an account.

The screenshot displays the Audencia Business School application portal. The top navigation bar includes links for 'Programs', 'Staff', and 'Deadlines', along with a 'LOGIN' button. The left sidebar shows 'In degree seeking' and 'Announcements' (with a message 'There are no announcements'). The main content area is titled 'Security : User Identification Wizard: Step 1'. It features a message box stating: 'In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.' Below this, a section titled 'Please indicate how you will be logging in:' contains three radio button options: 'I have a username and password.', 'I have login credentials to this site that I received by email.', and 'I do not have login credentials to this site.' (which is selected). A 'Submit' button is located at the bottom right of the form.

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Step 8: You will now create your user account. Therefore please fill in your personal information as in the example below. Please indicate your name and first name as mentioned in your passport.

If you are a student from one of Audencia's partner institutions, please choose your home university as Partner Institution (see →); if you are not from one of Audencia's partner universities (free mover), please choose "Other".

The screenshot shows a web application interface for creating a new user account. The top navigation bar includes links for 'Programs', 'Staff', 'Deadlines', and a 'LOGIN' button. On the left, a sidebar contains a link for 'In degree seeking' and an 'Announcements' section stating 'There are no announcements'. The main content area is titled 'Security : Login (new user)' and includes a message: 'To create an account, please fill in the form provided below.' Below this is the 'New User Form:' which contains several input fields: 'First Name' (John), 'Middle Name' (Andrew), 'Last Name' (SMITH), 'Email' (john.smith@example.com), and 'Date of Birth' (Apr 5 1985). The 'Gender' field has radio buttons for 'Male' (selected), 'Female', and 'Other'. The 'Partner Institution' field is highlighted with a red box and a red arrow pointing to it. A dropdown menu is open for this field, showing a list of partner institutions: Aalto University School of Economics, Beijing Institute of Technology, Bentley University, Dublin Business School, Nihon University College of Commerce, Other, Tsinghua, TU München, Universidad Externado de Colombia, and Warsaw School of Economics. A blue note at the bottom states: 'NOTE: An email will be sent to you with your login details.'

Security : Login (new user)

To create an account, please fill in the form provided below.

New User Form:

First Name: John

Middle Name: Andrew

Last Name: SMITH

Email: john.smith@example.com

Date of Birth: Apr 5 1985

Gender: ☒ Male ☐ Female ☐ Other

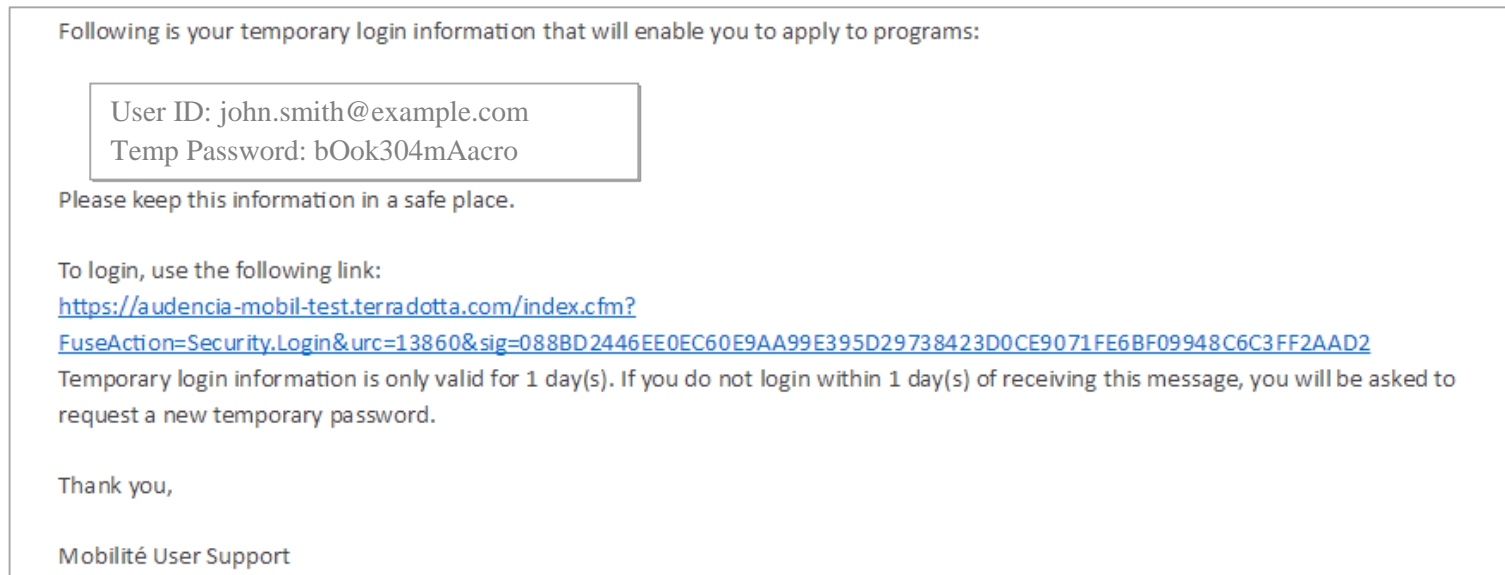
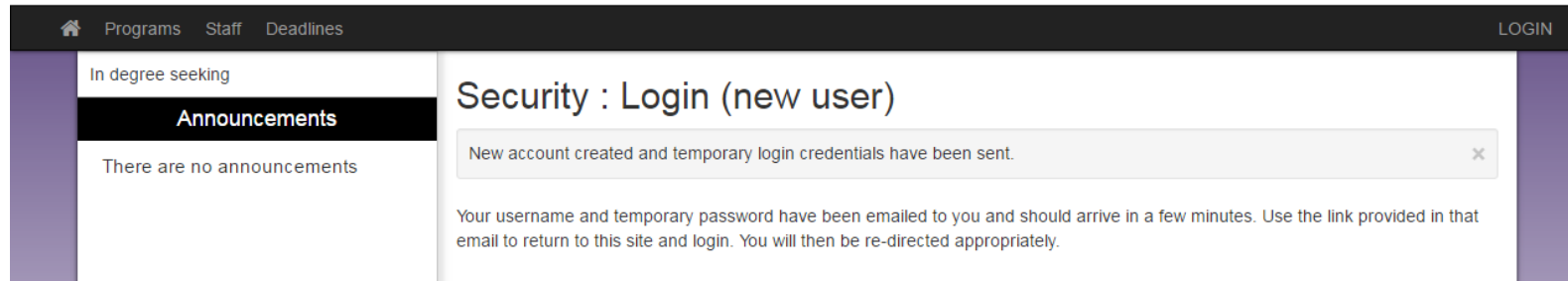
→ Partner Institution: (none specified)

- (none specified)
- Aalto University School of Economics
- Beijing Institute of Technology
- Bentley University
- Dublin Business School
- Nihon University College of Commerce
- Other
- Tsinghua
- TU München
- Universidad Externado de Colombia
- Warsaw School of Economics

NOTE: An email will be sent to you with your login details.

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Step 9: You will now receive an email like the one below in your inbox with a link to activate your account and set up your own password within 24 hours. Click on the link indicated in the email.



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Step 10: Now choose “I have login credentials to this site that I received by email” and submit.

The screenshot displays the Audencia Business School application portal. The top navigation bar includes links for 'Programs', 'Staff', and 'Deadlines', along with a 'LOGIN' button. On the left sidebar, there are links for 'In degree seeking' and 'Announcements', with a message stating 'There are no announcements'. The main content area is titled 'Security : User Identification Wizard: Step 1'. It features a message box stating: 'In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.' Below this, a section titled 'Please indicate how you will be logging in:' contains three radio button options: 'I have a username and password.', 'I have login credentials to this site that I received by email.' (which is selected), and 'I do not have login credentials to this site.'. A 'Submit' button is located at the bottom right of the form.

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Step 11: Log in with the temporary login credential that you received by mail.

The screenshot shows the Audencia Business School login interface. At the top, there is a navigation bar with links for 'Programs', 'Staff', and 'Deadlines', and a 'LOGIN' button on the right. The main content area is titled 'Please log in:'. It features a 'Username:' field with the text 'john.smith@example.com' and a 'Password:' field with masked characters. Below the password field is a 'Login' button and a link for 'Forgot your password?'. To the right of the login fields is a box for 'First Time Users' with instructions and a list of user roles: Applicant, Recommender, Reviewer, and Staff. Below the login section is a grey box with instructions for Audencia Applicants to use Secure Login and for new non-Audencia Applicants to click on 'Programs' and 'Apply Now'. At the bottom, there is a 'Browser Requirements' section with a list of requirements: JavaScript enabled, Cookies enabled, and that Microsoft Internet Explorer for Mac is not supported.

Programs Staff Deadlines LOGIN

Please log in:

Username:
john.smith@example.com

Password:

Login
Forgot your password?

First Time Users:
If you are a first time user of this site, click the link which describes the type of user that you are:

Applicant
Recommender
Reviewer
Staff

Audencia Applicants, use Secure Login.

New non-Audencia Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.

Browser Requirements:

- You must have JavaScript enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.

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Step 12: Choose your Password Reset Security Questions and answers, then click on “Update”. Please note that you need to fill in all three questions.

The screenshot displays a web application interface for Audencia Business School. On the left, a sidebar contains a home icon, the text 'In degree seeking', and an 'Announcements' section stating 'There are no announcements'. The main content area is titled 'Choose Security Questions'. It features an informational message: 'In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.' Below this is a section titled 'Select Password Reset Security Questions' which contains three identical sets of input fields. Each set includes a 'Question #' label, a dropdown menu with 'Select One:' as the placeholder, a 'Correct Response:' label, and a text input field. At the bottom right of this section is a purple 'Update' button.

John Smith

In degree seeking

Announcements

There are no announcements

Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

Select Password Reset Security Questions

Question #1:

Correct Response:

Question #2:

Correct Response:

Question #3:

Correct Response:

Update

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Step 13: Change your temporary password by choosing your personal one.

The screenshot displays a web application interface for Audencia Business School. The top navigation bar includes a home icon, the user name 'John Smith', and a settings gear icon. On the left, a sidebar menu shows 'In degree seeking' and 'Announcements', with the latter indicating 'There are no announcements'. The main content area is titled 'Security : Change Temporary Password'. It features a message box stating that a permanent password must be created. Below this, a list of requirements for the permanent password is provided: it must be at least 8 characters, contain both upper and lower case letters, and contain at least one number. The 'Change Temporary Password' section contains two input fields: 'New Password:' and 'Re-enter New Password:'. A note specifies that the new password is for all future login attempts. A 'Change' button is located at the bottom right of the form.

Home John Smith Settings

In degree seeking

Announcements

There are no announcements

Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password. X

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:

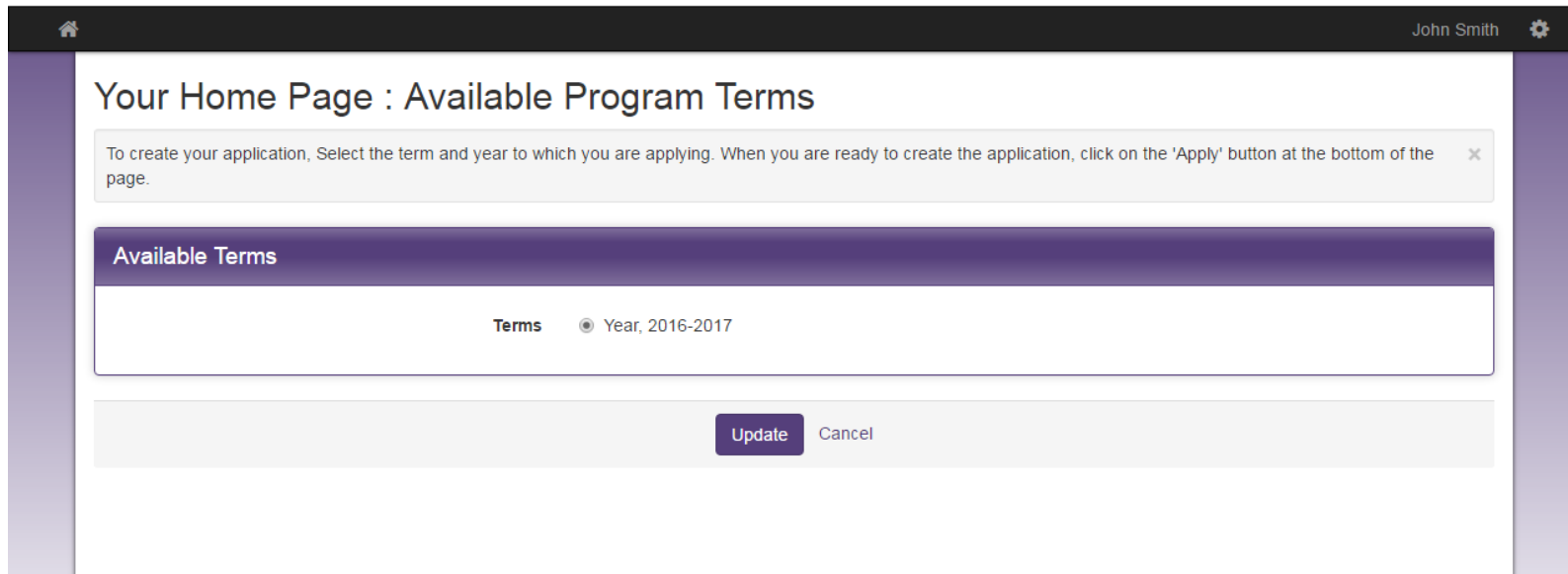
(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Change

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Step 14: Select the term and year for which you are applying and click “Update”.



The screenshot displays a web application interface for Audencia Business School. At the top, a dark header bar contains a home icon on the left, the user name "John Smith" in the center, and a settings gear icon on the right. Below the header, the main content area is titled "Your Home Page : Available Program Terms". A light gray informational box with a close button (X) contains the text: "To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page." Below this box is a purple header for the "Available Terms" section. The main content area of this section is a white box with a light gray border. Inside, the word "Terms" is followed by a radio button and the text "Year, 2016-2017". At the bottom of the page, there is a light gray bar containing two buttons: a purple "Update" button and a gray "Cancel" button.

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Step 15: You will now arrive on your application. Please fill in all of the Questionnaires, sign the Signature Documents and read and follow the instructions given in the Learning Contents. Once you have done so, the respective document will be indicated as received (see ↑).

Applicant John Smith

Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

John Andrew Smith

Program:	Test Programme for Incomings
Term/Year:	Year, 2016-2017
Deadline:	30/09/2016
Dates:	01/09/2016 - 14/05/2017

Signature Verification

Title	Received
Signature Verification Form	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
Audencia Regulations Incoming Students	<input type="checkbox"/>

Your signature verification form has not yet been received. Signature documents cannot be signed online until this form is provided.

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Received
Id picture instructions	<input checked="" type="checkbox"/>

Recommendations

Requests	Received
General (1 required) View / Print Recommendation Form - Request Electronic Recommendation	<input type="checkbox"/>

1 or more required recommendations has not yet been requested.

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
Course Choice	<input type="checkbox"/>
Insurance information during your stay at Audencia	<input type="checkbox"/>

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Step 16: When you log into your account afterwards you will arrive on your personal welcome page. Please fill in the required details (emergency contact, address,...) in the applicant profile (see 1 → below). To continue filling in your application (see Step 15), please click on the name of the programme for which you are applying (see 2 → below).

Your Home Page : John Andrew Smith - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. ×

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

Applications

Year, 2016-2017

2 → Test Programme for Incomings (ID 101133)	Deadline: 30/09/2016 Withdraw Itinerary: (no location) 01/09/2016 14/05/2017
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Profile

No Image

John A Smith
Dublin Business School
john.smith@example.com

1 → Edit Profile

Messages

View all Messages

Date/Time	From
13/09/2016	vsoubra@audencia.com

Audencia Mobilité Website: Login Information

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Step 17: Once you have completed all of the steps properly and finished your application (all Signature Documents/Learning Contents/Questionnaires indicated as received ✓), you will receive an automatic email to inform you that your status is now “accepted” which means everything is ok. Well done!

Please note, that after having been accepted you might have access to new Signature Documents/Learning Contents/Questionnaires in your application. Please log into your application to check and fill in all of the required information in due time.