ISTHIA

UNIVERSITÉ TOULOUSE Jean Jaurès

FORMAL AND CONTINUING EDUCATION
RESEARCH
CERTIFICATION
EXPERTISE
INTERNATIONAL

TOULOUSE SCHOOL OF TOURISM, HOSPITALITY MANAGEMENT AND FOOD STUDIES

Guidance for online application

Updated 6th January 2026

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Please read carefully before completing your application form

1 Continuing Education - Work-based Training

1. Differences between Formal and Continuing Education

Formal education relates to students who have not interrupted their studies.

Continuing education is for employees who wish to complete their training or resume their studies, and for jobseekers (including those who do not perceive an allowance). If you are not registered with the Employment Centre (Pôle Emploi) even though you are entitled to receive benefits and/or if you have interrupted your studies for at least two years, continuing education applies to you.

It should be noted that the training followed is exactly the same as that of students enrolled in formal education. Finally, all ISTHIA diplomas can be obtained via continuing education.

2. Work-based training possibilities

ISTHIA has opened some of its courses to work-based training. This allows to train future employees within a specific company culture, and furthermore the 'contrat de professionnalisation' (open to all young people aged 16 to 25 and to job seekers aged 26 and over) gives access to different governmental aids: remuneration calculated on the basis of a percentage of the minimum wage (SMIC), training costs covered by the OPCO, etc.

3. Identify your status in the application file

It is important for us to quickly identify the fact that you are (or are likely to be) in continuing education so we can activate the procedures simplifying the payment of your training costs and, if necessary, prepare the elements linked to your financial aid. Therefore, please remember to fill in the relevant information in the application form.

2 International Applicants

1. For applicants residing in the following countries:

Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Congo, Brazzaville, Ivory Coast, Gabon, Guinea, India, Japan, Lebanon, Madagascar, Mali, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, South Korea, Syria, Taiwan, Tunisia, Turkey, United States, Vietnam.

Please contact the 'Centres d'Études pour la France' (CEF) via the CEF website of your country of residence (e.g. www.algerie.campusfrance.org) and follow the instructions given there.

For more information, see: ***www.campusfrance.org*** (under the 's'inscrire' section). .

2. For all international applicants: language proficiency evidence

You will be asked to submit proof of sufficient proficiency in French by including the following in your supporting documents

2.1. A French knowledge test ('test de connaissances de français') (TCF)

For the DU ('diplôme universitaire') and 'licence' courses, the minimum required level is B2. For the Master programmes it is C1.

For more information, see:

https://www.service-public.fr/particuliers/vosdroits/R52170?lang=en

The following are exempt from the French language test (TCF):

1. Nationals of one of the following countries: Belgium*, Benin, Burkina-Faso, Burundi*, Canada*, Cameroon*, Central African Republic*, Chad*, Comoros*, Congo, Ivory Coast, Djibouti*, Gabon, Guinea Conakry, Haiti*, Luxembourg*, Madagascar*, Mali, Mauritania*, Niger, Democratic Republic of Congo, Rwanda*, Senegal, Seychelles*, Switzerland*, Togo, Vanuatu*.

** Exemption upon presentation of diplomas from a French-speaking educational institution.*

2. Holders of DELF B2, DALF (Diplôme Approfondi de Langue Française) or the new DALF C1 and C2 diplomas.

3. Students graduating from French or French bilingual secondary education.

Below you will find answers to the questions most applicants have.

Please read carefully before you start filling your application.

3 FAQ

- **What does INE mean? How do I find it?**

If you have been a candidate for a French baccalaureate or if you have been enrolled in a French public university from 1995 onwards, you have an INE (National Student Identification Number) or its equivalent, the BEA number (Academic Student Database). You will find it:

- Either in the top left-hand corner of your baccalauréat transcript,
- Or on any transcript, school certificate or student ID card issued by a French public university.

Foreign applicants who have never been registered in a French institution do not have an INE.

- **My school/institution is not on the list of external institutions ('cursus externes'), how do I fill it in?**

In this case, please select an institution or school you feel is closest to your type of training, and in the *'libellé et niveau de formation'* section, indicate that you have not found the institution or school in the list, and then specify the name + the town + the course name + the course level.

- **Why aren't the links on the courses active?**

For the links to be active, you must:

- Have validated your account by clicking on the link in the activation e-mail
- Have started to fill out your application form.

- **How do I send several attachments for one supporting document?**

You can compress it using one of the free tools available online. For example:

- https://smallpdf.com/fr/fusionner-pdf
- www.merge-pdf.com
- www.sodapdf.com/fr/fusionner-pdf/

- **The attachment is too big, what should I do?**

You can compress it using one of the free tools available online. For example:

Par exemple : *https://smallpdf.com/fr/compresser-pdf*

You can also use a lower resolution when scanning.

- **The name of my baccalaureate/secondary school diploma doesn't show up, what should I do?**

Please select *'autres bacs +....'*, and then enter the name of your diploma.

- **My internal curriculum ('cursus interne') does not show up in my digital file, what can I do?**

Please enter your INE or INES number in your personal information.

- **Do I need to send paper documents to complete my application file?**

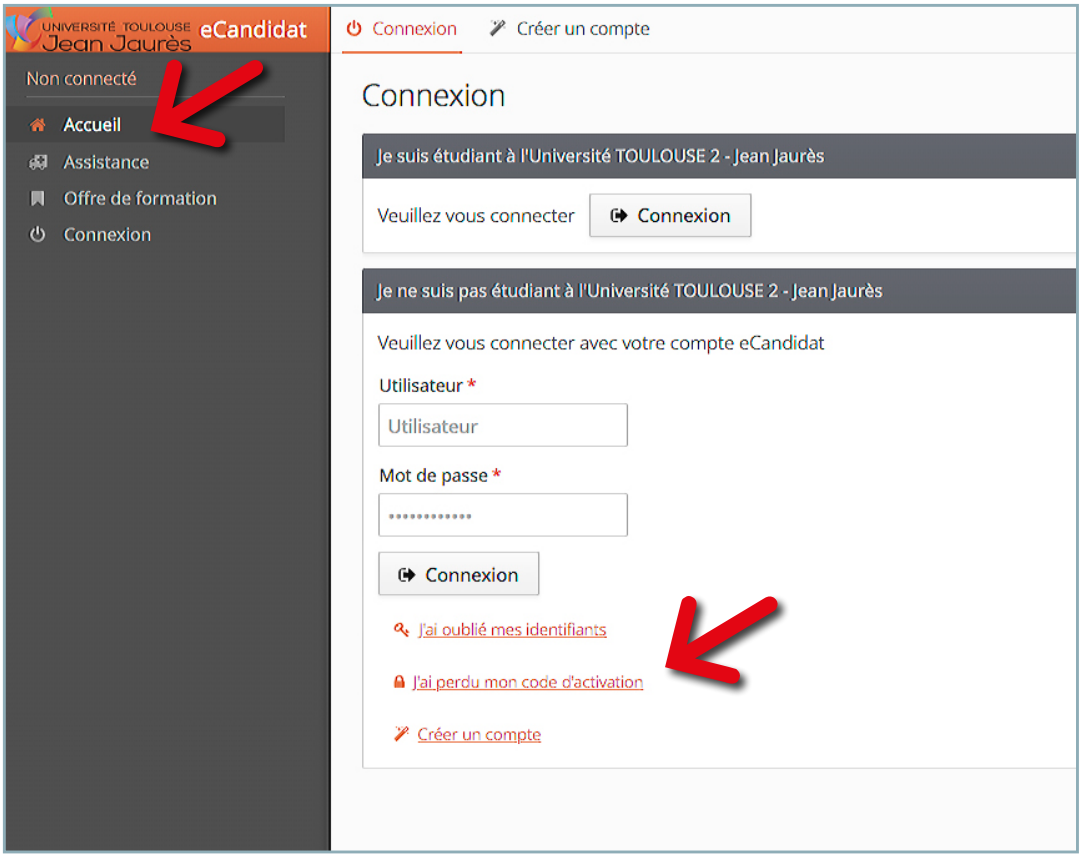
No, the whole process is paperless.

- **E-candidat says that my application file is locked by another user, what should I do?**

This means that your file is currently being consulted by the school or by the members of the pedagogical committee.
To access your file, log in again later.

- I've lost my password or my login, how do I recover it?

Go to *https://ecandidat.univ-tlse2.fr/#!accueilView*, in the home ('accueil') menu



Click on: ***'I have forgotten my login details'*** *(J'ai oublié mes identifiants)* and enter your e-mail address.

- When I log in, I can only see the headings 'accueil', 'assistance', 'offre de formation' and 'deconnexion' on the left-hand side but not the professional curriculum and personal information. Moreover, when I click on one of the courses in the list, nothing happens. Is this normal?

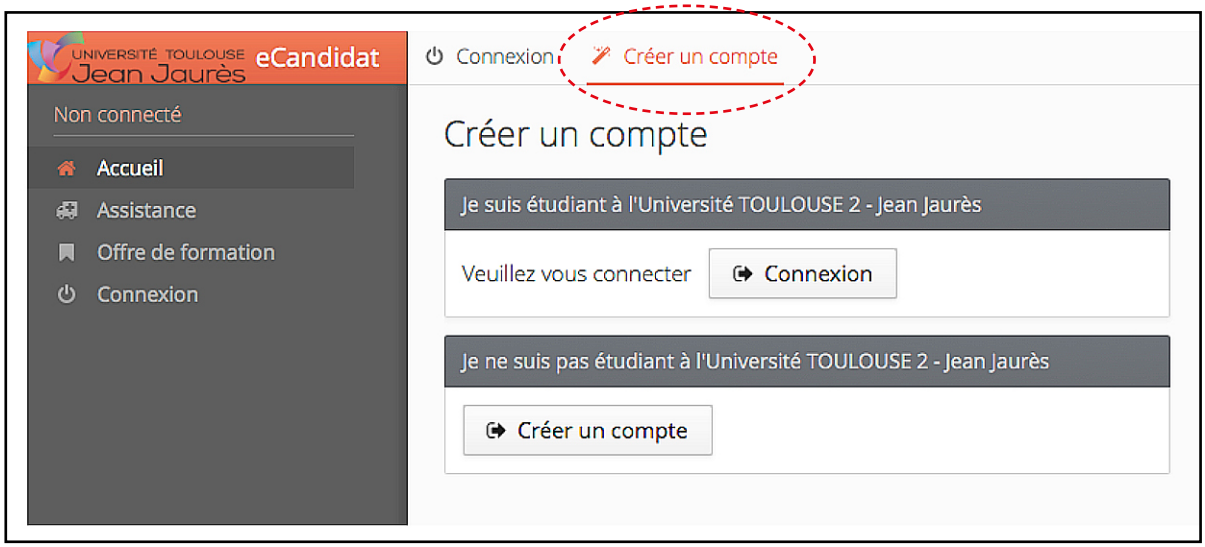
You have to activate your account via the activation link received by e-mail. If you have not received it, check your spam folder, or go to ***'accueil / connexion', and click on 'I have lost my activation code'*** *(J'ai perdu mon code d'activation).*

4 Application Form

The application procedure is purely electronic, you do not have to send anything by post. For each course you apply for, you will have to submit supporting documents, submit your application, monitor the status of your application, and accept your offer if your application is approved.

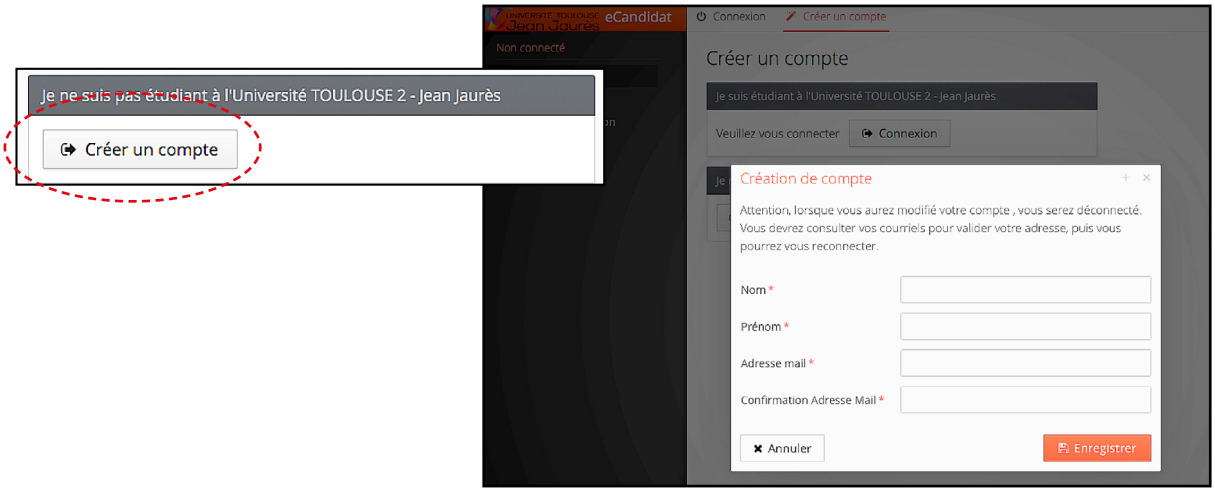
4.1 CREATE A USER ACCOUNT

*Select **'create an account'** (Créer un compte)*

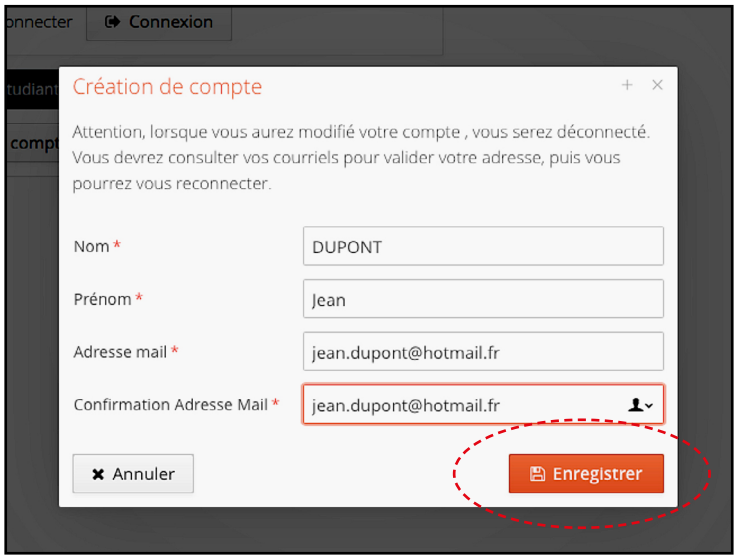


Two possibilities will be available to you:

a *You are not a student at the University of TOULOUSE 2 Jean-Jaurès ('Je ne suis pas étudiant à l'Université Toulouse 2 – Jean-Jaurès"): Select **'create an account'** (Créer un compte)*



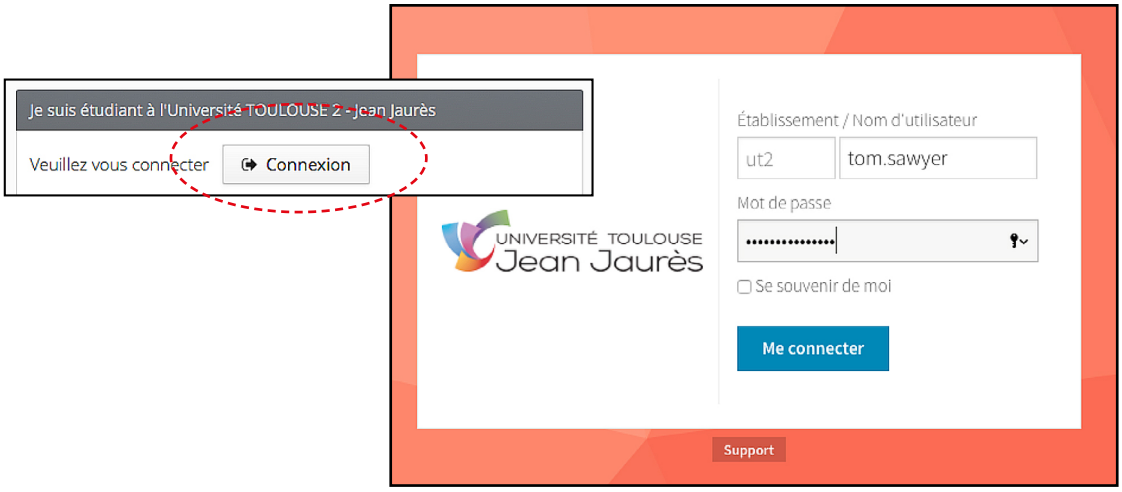
Complete the appropriate fields, and click on ***'submit'*** *(enregistrer)*



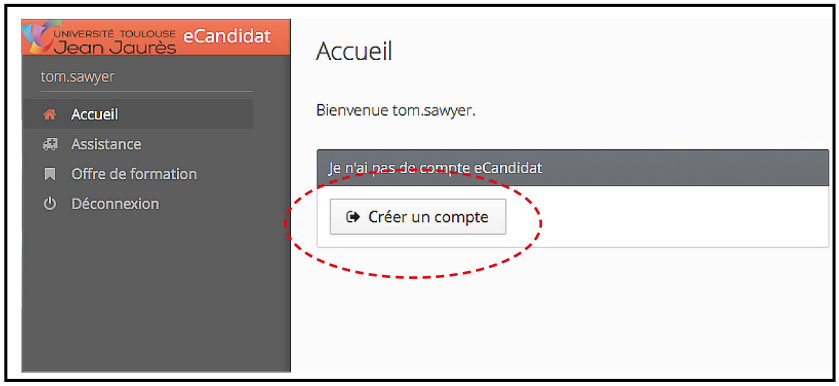
NOTICE
Please take care that you do not reverse your first name and last name or write them on the same line.

b/ *You are a student at the University of TOULOUSE 2 Jean-Jaurès (Je suis étudiant à l'Université Toulouse 2 Jean-Jaurès)*

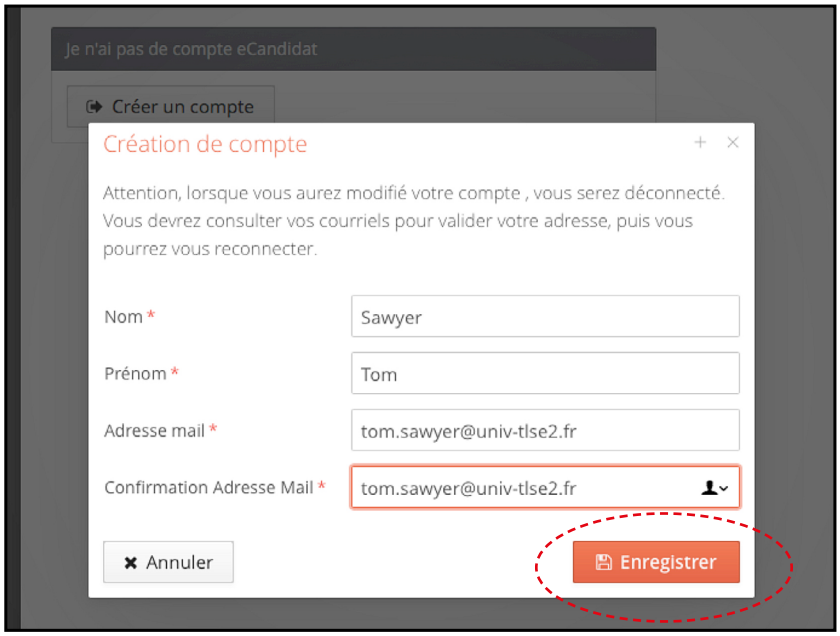
- *select* ***"Connexion"***
- *complete the appropriate fields (login and password) and click on* ***"enter"*** *(me connecter).*



Select ***'Create an account'*** *(Créer un compte)*



Complete the appropriate fields, and click on ***'Submit'*** *(Enregistrer)*



In both cases (whether or not you are a student at UT2J) an activation e-mail will automatically be sent to the e-mail address you have provided.

Please check your spam folder in case you cannot find the e-mail in your inbox.

Activate your account by clicking on the link provided in the e-mail.

Création de votre compte eCandidat

De : no-reply.ecandidat@iut-tarbes.fr
A :

Bonjour Jean DUPONT,

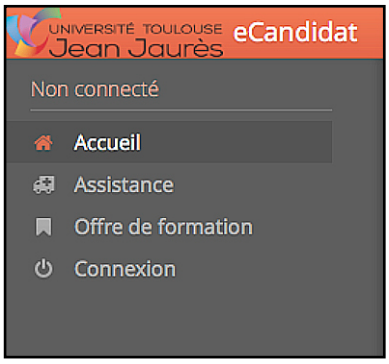
Vous venez de créer un compte eCandidat pour la campagne Année Universitaire 2017/2018. Voici vos identifiants de connexion :
Login : 17NFTTG1
Mot de passe : XQ8bZXSc

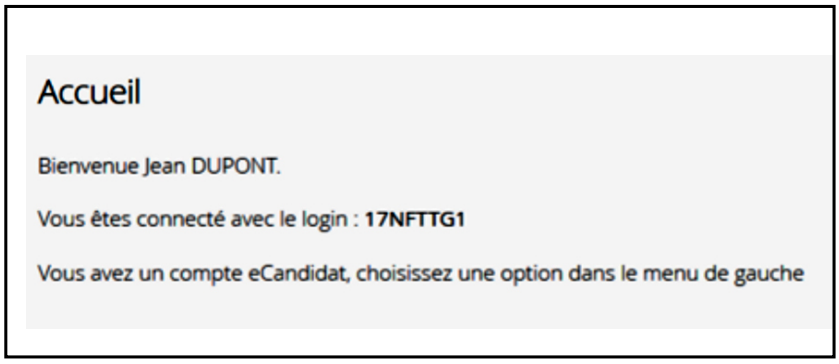
Veuillez cliquer sur ce lien pour valider votre compte https://ecandidat2.iut-tarbes.fr/rest/candidat/dossier/MTdORlRURzE

Attention, vous devez valider votre compte avant le 12/12/2016, après cela votre compte sera détruit.

Ce courriel a été envoyé automatiquement, merci de ne pas y répondre.

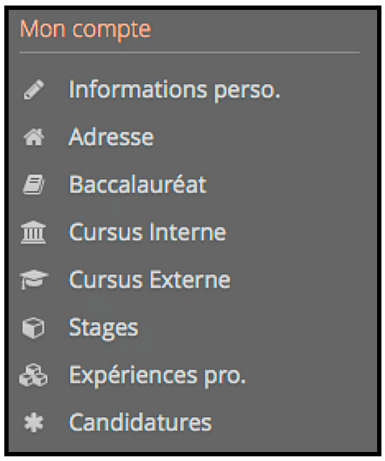
Once you have done this, your e-candidate account will be active, and you can access it at any moment using the login details provided in the e-mail.





4.2 ENTER REGISTRATION DETAILS

Complete all of the following:



To add information, select ***'enter and modify'*** *(saisir et modifier) in each section*

then click ***"Next"*** *(Suivant)*

Notice: You will be asked for your INE number. It can be found on your baccalaureate transcript. If you do not have this information, you can continue your application without filling in this field, you will not be blocked.

Personal information	*Enter your INE, last name, first name, date of birth....* *It is recommended that you also enter your mobile phone number.*
Address	*Fill in your postal address.*
Baccalauréat	*Fill in the information relevant to your baccalauréat (or equivalent).*
Cursus interne	*If you are already a student at UT2J, your curriculum will show up automatically. If you are not a student at UT2J, this field will be left empty, and you can go on to the next one.*
Cursus externe	➨ *Enter as many courses as number of post-baccalaureate (post-secondary school) years attended.* Example : A course in 2018 for the first year of BTS/DUT/L1 etc., then a course in 2019 for the second year of BTS/DUT/L2 etc.. ➨ *In* 'année d'obtention', *indicate the year of enrolment in this course.* ➨ *When indicating name and level of the course, please use the following model:* ***Level, field, specialty (if applicable), course (if applicable).*** *Example for a first year Master's degree:* • M1, Corporate Law, European and Comparative Social Law *Example for a first year of a DUT or BTS:* • DUT1, Information-Communication • or BTS1, Information-Communication
Stages	*Fill in any internships/work placements you have done during your schooling*
Expérience professionnelle	*Fill in your professional experiences, summer jobs, etc.*
Candidatures	*Apply for courses*

• *Nota Bene*

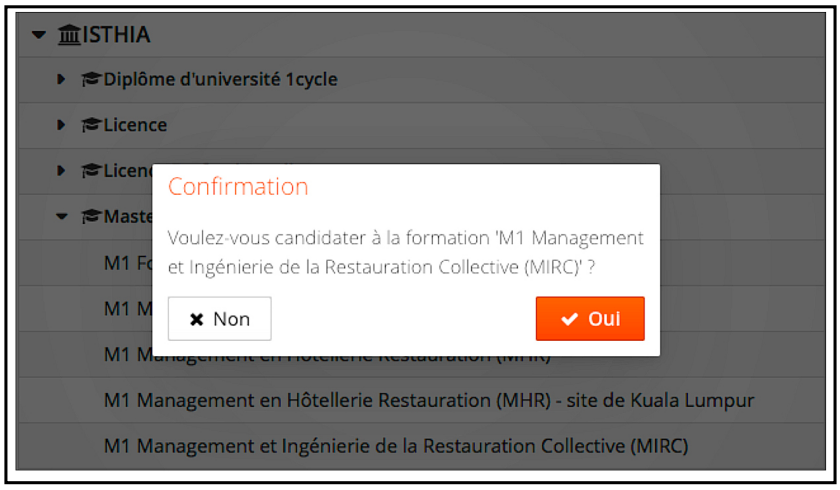
a. The name of your baccalauréat/secondary school diploma does not show up: Please select **'autres bacs +....'**, and then enter the name of your diploma.

b. Your institution is not on the list of external institutions ('cursus externes').
In this case, please select an institution or school you feel is closest to your type of training, and in the **'libellé et niveau de formation'** section, indicate that you have not found your institution or school in the list, and then specify the name + the town + the course name + the course level.

4.3 CHOOSE YOUR COURSES

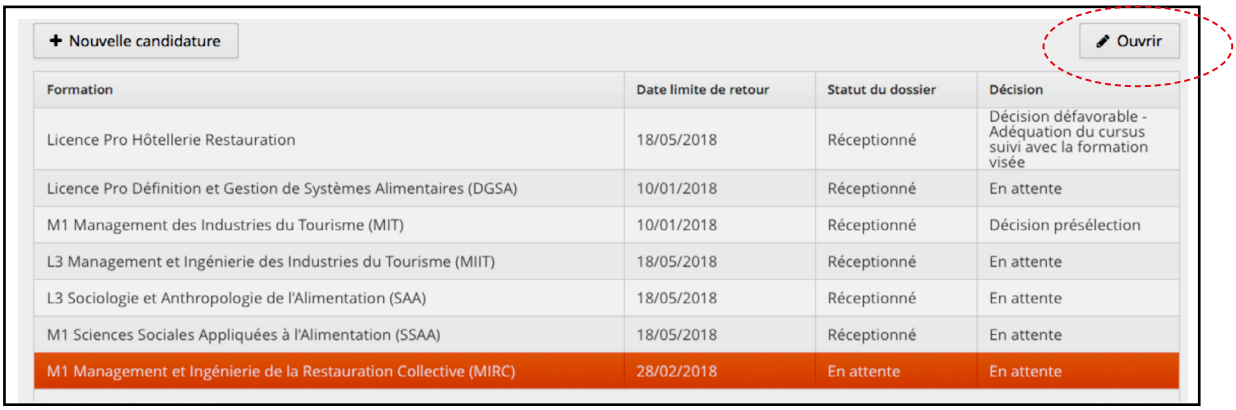
*Select **offre de formation**, then **'which kind of diploma'** (type de diplôme) within the **'requested course'** (formation souhaitée)*

Confirm your choice. An e-mail will be sent to the e-mail address you have provided confirming your choice. You can apply for a maximum of 3 courses.



4.4 OPEN YOUR APPLICATION

*Double-click on the course or select it and click on **'Open'** (Ouvrir)*



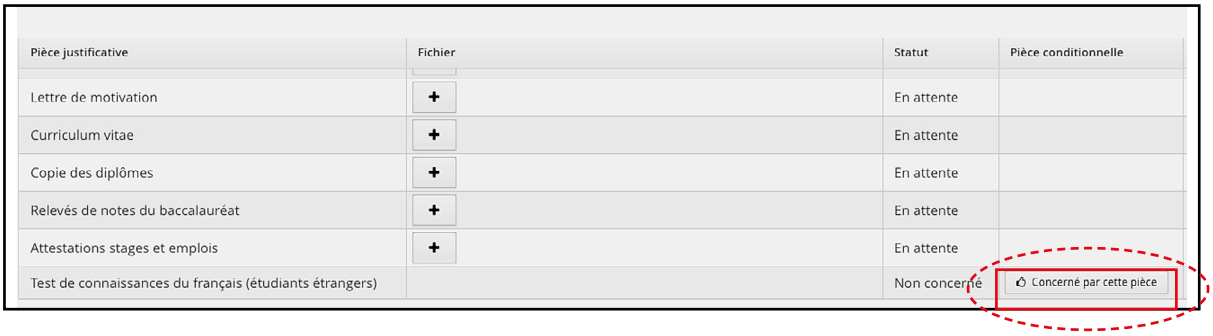
Formation	Date limite de retour	Statut du dossier	Décision
Licence Pro Hôtellerie Restauration	18/05/2018	Réceptionné	Décision défavorable - Adéquation du cursus suivi avec la formation visée
Licence Pro Définition et Gestion de Systèmes Alimentaires (DGSA)	10/01/2018	Réceptionné	En attente
M1 Management des Industries du Tourisme (MIT)	10/01/2018	Réceptionné	Décision présélection
L3 Management et Ingénierie des Industries du Tourisme (MIIT)	18/05/2018	Réceptionné	En attente
L3 Sociologie et Anthropologie de l'Alimentation (SAA)	18/05/2018	Réceptionné	En attente
M1 Sciences Sociales Appliquées à l'Alimentation (SSAA)	18/05/2018	Réceptionné	En attente
M1 Management et Ingénierie de la Restauration Collective (MIRC)	28/02/2018	En attente	En attente

4.5 UPLOAD (OR CONSULT) SUPPORTING DOCUMENTS

There are 4 types of supporting documents

- *Supporting documents which you may not have to provide*

Courses are open to international applicants (see part 2 - International applicants). If you are not concerned, a button allows you to indicate this:



Pièce justificative	Fichier	Statut	Pièce conditionnelle
Lettre de motivation	+	En attente	
Curriculum vitae	+	En attente	
Copie des diplômes	+	En attente	
Relevés de notes du baccalauréat	+	En attente	
Attestations stages et emplois	+	En attente	
Test de connaissances du français (étudiants étrangers)		Non concerné	Concerné par cette pièce

- *Supporting documents that must be submitted*

To be able to submit your application it is **compulsory** to upload all documents requested for. Your application cannot be processed without all the documentary evidence.

For each type of supporting document requested, you must send only one PDF file. If you have several PDF files, you must merge them into one.

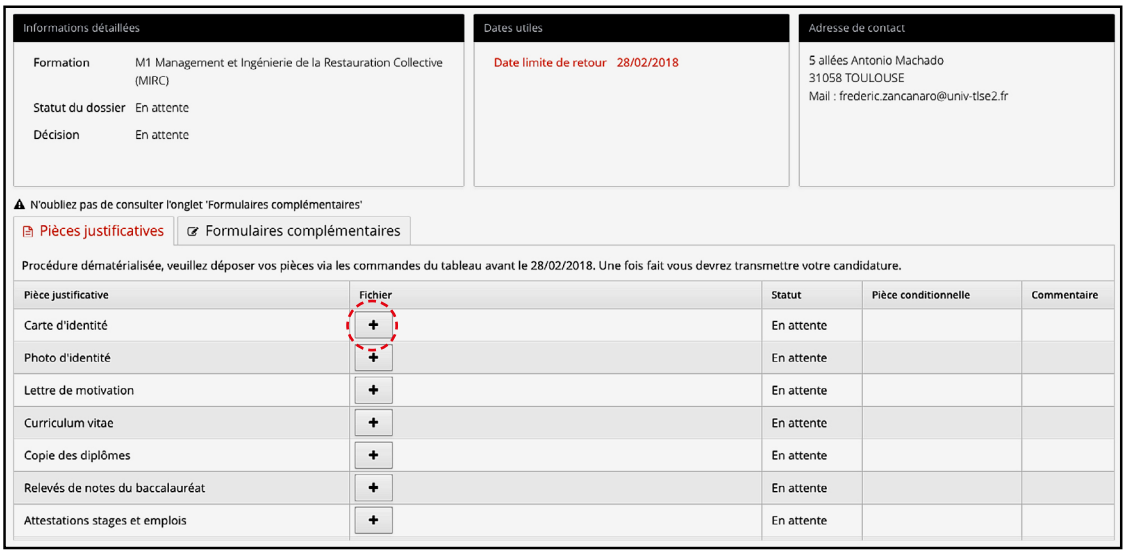
Here are some tools available on the internet:

- *https://smallpdf.com/fr/fusionner-pdf*
- *http://www.merge-pdf.com*
- *http://www.pdfmerge.com/fr*

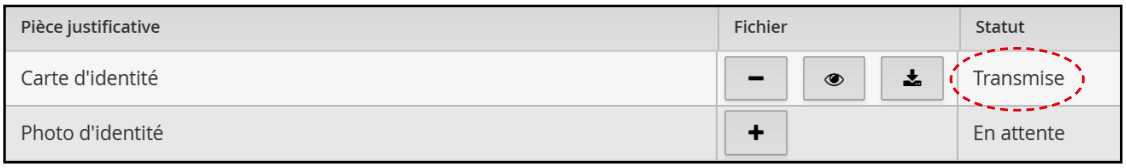
Please note that each supporting document requested must not exceed 10 MB..
If your file exceeds this size, you can compress it with a free tool available online.
For example: *https://smallpdf.com/fr/compresser-pdf*

For proof of internships and jobs, you will find a model of what is required on:
https://www.service-public.fr/simulateur/calcul/Attestation_De_Stage
https://www.service-public.fr/particuliers/vosdroits/F87

To upload a document, click on ✚



Once your document has been uploaded, its status will be marked as ***'transmitted'*** *(transmise). You can now view it or delete it if in case of a mistake.*

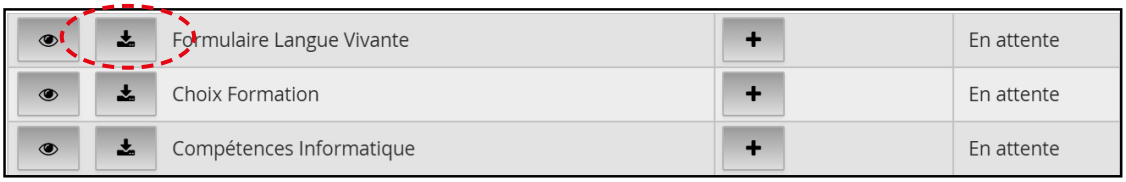


- *Nota Bene*

For current Bac+2 students, please attach the report cards or transcripts in your possession to date in place of the diploma.

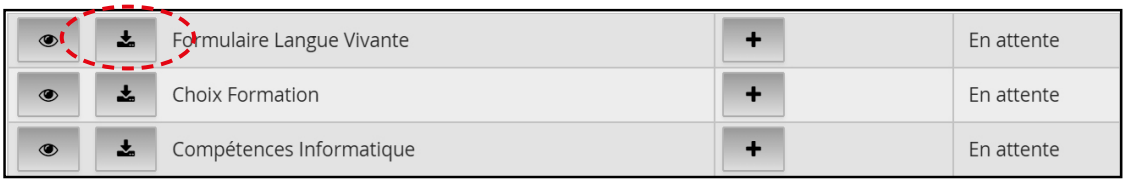
- *Compulsory supporting documents with model*

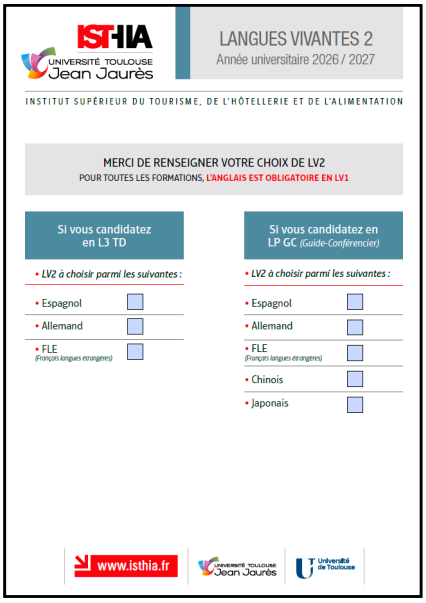
Download the document



- *Optional supporting documents*

Download the document





ISTHIA
UNIVERSITÉ TOULOUSE Jean Jaurès
INSTITUT SUPÉRIEUR DU TOURISME, DE L'HÔTELLERIE ET DE L'ALIMENTATION

LANGUES VIVANTES 2
Année universitaire 2026 / 2027

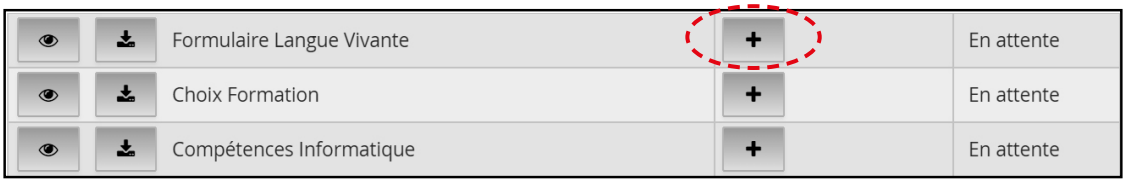
MERCI DE RENSEIGNER VOTRE CHOIX DE LV2
POUR TOUTES LES FORMATIONS, L'ANGLAIS EST OBLIGATOIRE EN LV1

Si vous candidatez en L3 TD	Si vous candidatez en LP GC (Guide-Conférencier)
• LV2 à choisir parmi les suivantes :	• LV2 à choisir parmi les suivantes :
• Espagnol ☐	• Espagnol ☐
• Allemand ☐	• Allemand ☐
• FLE (Français langues étrangères) ☐	• FLE (Français langues étrangères) ☐
	• Chinois ☐
	• Japonais ☐

www.isthia.fr

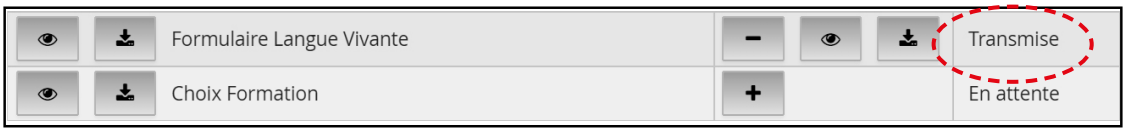
Fill in the document and remember to save it on your computer so that the changes made are taken into account.

Upload the document by clicking on **+**



Formulaire Langue Vivante	+	En attente
Choix Formation	+	En attente
Compétences Informatique	+	En attente

Once your document has been uploaded, its status will be marked as ***'transmitted'*** *(transmise). You can now view it or delete it if in case of a mistake.*



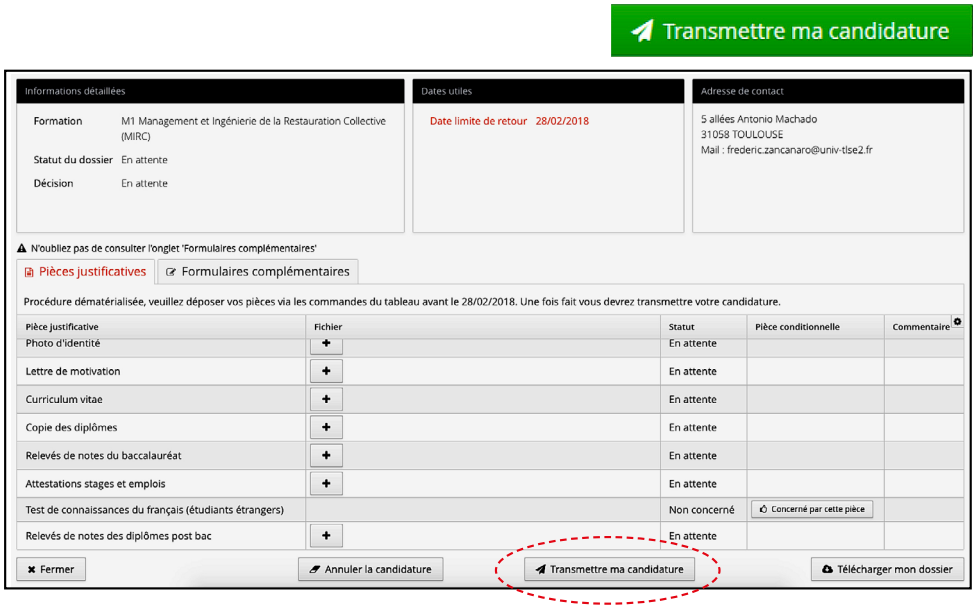
Formulaire Langue Vivante	−	Transmise
Choix Formation	+	En attente

- *Nota Bene*

Submit the documents in the right position (rotate if necessary) so your application can be easily viewed.

4.6 SUBMIT YOUR FINALISED APPLICATION

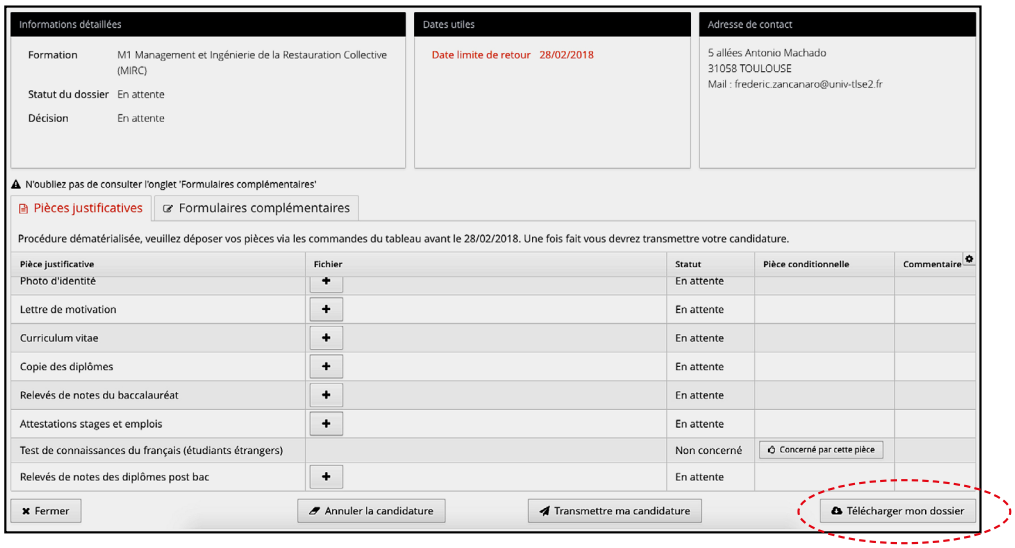
Once you have uploaded all the required supported documents and double-checked everything you have entered on your application form, click on ***'submit my application':***



If the ***'Transmettre ma candidature'*** *button is not active (if it hasn't turned from grey to green), please make sure that you have submitted all the requested supporting documents, or that you haven't forgotten to specify that you are not concerned by a supporting document marked as missing.*

4.7 "TÉLÉCHARGER SON DOSSIER"

You can download your application form by selecting : ***'Télécharger mon dossier'***



Your form will open in a PDF reader, and you will be able to save it on your computer.

4.8 VIEW THE STATUS OF YOUR APPLICATION

Formation	Date limite de retour	Statut du dossier	Décision
Licence Pro Hôtellerie Restauration	18/05/2018	Réceptionné	Décision défavorable - Adéquation du cursus su la formation visée
Licence Pro Définition et Gestion de Systèmes Alimentaires (DGSA)	10/01/2018	Réceptionné	En attente
M1 Management des Industries du Tourisme (MIT)	10/01/2018	Réceptionné	Décision présélection
L3 Management et Ingénierie des Industries du Tourisme (MIIT)	18/05/2018	Réceptionné	En attente
L3 Sociologie et Anthropologie de l'Alimentation (SAA)	18/05/2018	Réceptionné	En attente
M1 Sciences Sociales Appliquées à l'Alimentation (SSAA)	18/05/2018	Réceptionné	En attente
M1 Management et Ingénierie de la Restauration Collective (MIRC)	28/02/2018	En attente	En attente

You can view the status of your application on ***'Statut du dossier'***

En attente	*You have not yet submitted your final application.*
Réceptionné	*You have submitted your application and it has been received.*
Complet	*Your application is complete, and all the supporting documents are valid.*
Incomplet	*The supporting documentation is incomplete, one or more documents are missing, cannot be read properly or are inadmissible.*

Once the commission has met to study the applications, you will receive the result by e-mail. It also appears on the right-hand side of the table in the ***'Décision'*** column.

4.9 ACCEPT YOUR OFFER

If you have received a favorable answer to your application, ***it is essential that you confirm the offer*** *by clicking on:*

NOTICE: If you do not confirm your offer within the given time limit (specified in the e-mail with the favorable answer), your application will be cancelled.

An email is sent to the email address you entered in your application form. You will then be given information about the registration procedure. ***In case of technical problems only****, please contact:*

TOULOUSE : isthia.scol.toulouse@univ-tlse2.fr

FOIX : isthia.scol.foix@univ-tlse2.fr

CAHORS : isthia.scol.cahors@univ-tlse2.fr

(Updated January 2026)