

FORMAL AND CONTINUING EDUCATION RESEARCH CERTIFICATION EXPERTISE INTERNATIONAL

TOULOUSE SCHOOL OF TOURISM, HOSPITALITY MANAGEMENT AND FOOD STUDIES

# Guidance for online application

Updated 22 January 2024







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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.





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# 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 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 : <u>https://smallpdf.com/fr/compresser-pdf</u> 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

Jean Jaurès	U Connexion
Non connecté	Connexion Je suis étudiant à l'Université TOULOUSE 2 - Jean Jaurès
刷 Assistance 同 Offre de formation 也 Connexion	Veuillez vous connecter C Connexion
	Je ne suis pas étudiant à l'Université TOULOUSE 2 - Jean Jaurès
	Veuillez vous connecter avec votre compte eCandidat Utilisateur * Utilisateur Mot de passe *  © Connexion <pre> </pre>

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

J'ai oublié mes identifiants	+ ×
Saisissez votre adresse mail utilisée pour la création de votr sera envoyé contenant votre login et un nouveau mot de pa	1 .
Adresse mail *	
× Annuler	A Envoyer

• 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).



7.	

# **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)

	ပံ Connexion 🧪 Créer un compte
Non connecté  Accueil  Assistance  Offre de formation  Connexion	Créer un compte Je suis étudiant à l'Université TOULOUSE 2 - Jean Jaurès Veuillez vous connecter
Connexion	Je ne suis pas étudiant à l'Université TOULOUSE 2 - Jean Jaurès

# Two possibilities will be available to you:

*al* 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)

Jean Jaurès	Connexion Creer un compte
Non connecté	Créer un compte
Je ne suis pas étudiant à l'Université TOULOUSE 2 - Jean Jaurès	Je suis étudiant à l'Université TOULOUSE 2 - Jean Jaurès
Ge Créer un compte	Veuillez vous connecter 🕑 Connexion
	Jei Création de compte + ×
	Attention, lorsque vous aurez modifié votre compte , vous serez déconnecté. Vous devrez consulter vos courriels pour valider votre adresse, puis vous pourrez vous reconnecter.
	Nom *
	Prénom *
	Adresse mail *
	Confirmation Adresse Mail *
	X Annuler



# **Guidance for online application** Academic year 2024 I 2025

NOTICE

them on the same line.

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

Création de compte	+ ×
	urez modifié votre compte , vous serez déconnecté. s courriels pour valider votre adresse, puis vous r.
Nom *	DUPONT
Prénom *	Jean
Adresse mail *	jean.dupont@hotmail.fr
Confirmation Adresse Mai	* jean.dupont@hotmail.fr <b>1</b> ~
× Annuler	🖺 Enregistrer

- **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"

Please take care that you do not reverse your first name and last name or write

• complete the appropriate fields (login and password) and click on "enter" (me connecter).

Je suis étudiant à l'Université TOULOUSE 2 - Jean Jauré Veuillez vous connecter Ge Connexion	CUNIVERSITÉ TOULOUSE Jean Jaurès	Établissem ut2 Mot de pas Se souve Me con Support	enir de moi



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

torn.sawyer	Accueil
Accueil	Bienvenue tom.sawyer.
🛱 Assistance	
Offre de formation	Je n'ai pas de compte eCandidat
් Déconnexion	Créer un compte

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

Créer un compte	-
Création de compte	+ >
	modifié votre compte , vous serez déconnecté. urriels pour valider votre adresse, puis vous
Nom *	Sawyer
Prénom *	Tom
Adresse mail *	tom.sawyer@univ-tlse2.fr
Confirmation Adresse Mail *	tom.sawyer@univ-tlse2.fr

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/MTdORIRURzE
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.

Jean Jaurès	
Non connecté	Accueil
Accueil     Assistance	Bienvenue Jean DUPONT.
Offre de formation	Vous êtes connecté avec le login : 17NFTTG1
ථ Connexion	Vous avez un compte eCandidat, choisissez une option dans le menu de gauche

# **4.2 ENTER REGISTRATION DETAILS**

Complete all of the following:

Mo	n compte	To add information, select <b>'enter</b>
ø	Informations perso.	and modify' (saisir et modifier) in each section
ñ	Adresse	
	Baccalauréat	Saisir/Modifier informations
盦	Cursus Interne	
	Cursus Externe	
Ð	Stages	
80	Expériences pro.	then click <b>"Next"</b> (Suivant)
*	Candidatures	





**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	<ul> <li>Enter as many courses as number of post-baccalaureate (post-secondary school) years attended.</li> <li>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</li> </ul>			
	<ul> <li>In `année d'obtention', indicate the year of enrolment in this course.</li> </ul>			
	<ul> <li>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:</li> <li>M1, Corporate Law, European and Comparative Social Law Example for a first year of a DUT or BTS:</li> <li>DUT1, Information-Communication</li> <li>or BTS1, Information-Communication</li> </ul>			
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.



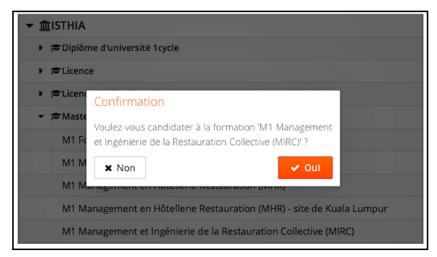


# 4.3 CHOOSE YOUR COURSES

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)

	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
icence 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
.3 Management et Ingénierie des Industries du Tourisme (MIIT)	18/05/2018	Réceptionné	En attente
.3 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

# 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:

lèce justificative	Fichier	Statut Pièce conditio	onnelle
ettre de motivation	+	En attente	
Eurriculum vitae	+	En attente	
Copie des diplômes	+	En attente	
Relevés de notes du baccalauréat	+	En attente	
Attestations stages et emplois	+	En attente	
est de connaissances du français (étudiants étrangers)		Non concerné 🖉 Ó 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 🔸

Informations détaillées		Dates utiles	Adresse	de contact	
Formation M1 Management et Ingénierie de la Restauration Collective (MIRC)		Date limite de retour 28/02/2018		5 allées Antonio Machado 31058 TOULOUSE	
Statut du dossier En attente			Mail : tr	ederic.zancanaro@univ-tlse2	fr
Décision En attente					
Noubliez pas de consulter l'onglet 'Formu					
Pièces justificatives  Form	ulaires complémentaires				
Procédure dématérialisée, veuillez dépo	ser vos pièces via les commandes du tab	leau avant le 28/02/2018. Une fois fait vous devre	z transmettre votre car	ididature.	
Pièce justificative	Fichier		Statut	Pièce conditionnelle	Commentaire
Carte d'identité	(+)		En attente		
Photo d'identité	<b>`</b> ∓´		En attente		
Lettre de motivation	+		En attente		
Curriculum vitae	+		En attente		
Copie des diplômes	+		En attente		
Relevés de notes du baccalauréat	+		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.

ce justificative Fichier		Statut
Carte d'identité	- • ±	Transmise
Photo d'identité	+	En attente

# 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

<u>ی</u>	Formulaire Langue Vivante	+	En attente
ی ک	Choix Formation	+	En attente
ی ک	Compétences Informatique	+	En attente

# • Optional supporting documents

Download the document

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





INTITUT SUPÉRIEUR DU TOURISME	LANGUES VIVANTES 2 Année universitaire 2023/2024 De L'HÔTELLERIE ET DE L'ALIMENTATION
	NER VOTRE CHOIX DE LV2 , 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 etrangères)	FLE     (Français langues étrangères)
	Chinois
	• Japonais
www.isthia.fr	Real Conception

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 +

۲	÷	Formulaire Langue Vivante		En attente
۲	÷	Choix Formation	+	En attente
۲	Ł	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.

۰ ځ	Formulaire Langue Vivante	- • ± (	Transmise
۰ ځ	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'**:

			🛃 Transme	ettre ma cand	idature
Informations détaillées		Dates utiles	Adresse d	ie contact	
Formation M1 Management et Ingénierie de la Restauration Collective (MIRC)		Date limite de retour 28/02/2018	31058 TO	: Antonio Machado TOULOUSE ederic.zancanaro@univ-tlse2.fr	
Statut du dossier En attente				create real of organity coca.it	
Décision En attente					
Noubliez pas de consulter l'onglet 'Formi	laires complémentaires'				
Pièces justificatives @ Form	ulaires complémentaires				
Procédure dématérialisée, veuillez dépo	ser vos pièces via les commandes du tab	leau avant le 28/02/2018. Une fois fait vous devr	ez transmettre votre cand	lidature.	
Pièce justificative	Fichier		Statut	Pièce conditionnelle	Commentaire
Photo d'identité	+		En attente		
Lettre de motivation	•		En attente		
Curriculum vitae	+		En attente		
Copie des diplômes	+	•			
Relevés de notes du baccalauréat	+		En attente		
Attestations stages et emplois	+		En attente		
Test de connaissances du français (étud	iants étrangers)		Non concerné	O Concerné par cette pièce	
Relevés de notes des diplômes post bar	•		En attente		
× Fermer	<i> </i>	dature 🚺 🖈 Transmettre ma	candidature	C Téléchar	ger mon dossier
	L				

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'

Informations détaillées		Dates utiles	Adresse d	e contact	
Formation M1 Management et Ing (MIRC) Statut du dossier En attente Décision En attente	énierie de la Restauration Collective	Date limite de retour 28/02/2018	31058 TO	S allées Antonio Machado 31058 TOULOUSE Mail : frederic zancanaro@univ-tise2.fr	
Decision en actenice					
Noubliez pas de consulter l'onglet 'Formulair	es complémentaires'				
Pièces justificatives 🛛 🕼 Formula	aires complémentaires				
Procédure dématérialisée, veuillez déposer	vos pièces via les commandes du table	eau avant le 28/02/2018. Une fois fait vous devrez transme	ttre votre cand	idature.	
Pièce justificative	Fichier	st	atut	Pièce conditionnelle	Commentaire •
Photo d'identité	+	E	n attente		
	+	E	n attente		
Lettre de motivation					
Curriculum vitae	+	E	n attente		
	+		n attente n attente		
Curriculum vitae		6			
Curriculum vitae Copie des diplômes	•	E E	n attente		
Curriculum vitae Copie des diplômes Relevés de notes du baccalauréat	•	6 8 8	n attente n attente	Concerné par cette pièce	
Curriculum vitae Copie des diplômes Reievés de notes du baccalauréat Attestations stages et emplois	•	E E E N	n attente n attente n attente	O Concerné par cette pièce	

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:

📩 Confimation candidature

# 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 (and only in this case), please contact: **isthia-candidatures@univ-tlse2.fr** 

(Updated January 2024)

# ISTHIA, TOULOUSE SCHOOL OF TOURISM, HOSPITALITY MANAGEMENT AND FOOD STUDIES

### Campus du Mirail - Toulouse

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