

REGISTRATION GUIDE FOR EXCHANGE STUDENTS



1

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.

2

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)

3

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

Check the **Programmes' details**

Please ensure you select the correct campus for your program, as changes will not be possible once your choice has been confirmed

4

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 from your Webgaia account.**

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

5

Please connect to our accommodation platform:

[Studapart](#)

Username: E-mail address used for your nomination

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](#)

7

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](#)

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**Welcome
to France!**

**DISCOVER THE FRENCH TOUCH
STUDYING IN FRANCE!**

