



Guide for Incoming Students

www.itech.fr

Procedure

All the future incoming students will have to send the following documentation to start the application procedure:

- ✓ Application Form
- ✓ Accommodation Form
- ✓ Learning Agreement
- ✓ Curriculum vitae
- ✓ Erasmus certificate
- ✓ Registration certificate of the home university, duly signed and stamped.
- ✓ Transcript of records, with **all the courses done at the university**, duly signed and stamped
- ✓ 2 photos
- ✓ Copy of the passport (or the identity card in case you do not have it)

All the documents have to be sent either by ordinary post, e-mail or fax

**by June 15th for winter semester applications and
by December 1st for summer semester applications.**

Semester dates :

Winter semester – mid September to mid February

Summer semester – mid February to mid June

Admission will be notified within the 3 following weeks.

Please note the details:

ITECH LYON

International Relations Office

Att :Ms Nathalie Pinton

87 chemin des Mouilles,

69134 ECULLY cedex

France

n.pinton@itech.fr

Tel : + 33 4 72 18 01 72

Fax: +33 4 72 18 95 45

Academic Information

PROJECTS- The students intending to do their final project at ITECH will have to ask for the projects running at the time of application and make previous arrangement with the professor along with the application form.

Usually, for projects you will receive between 15 and 18 ECTS. It is important to let us know you want to do a project before your arrival to make sure you can do it or allow us to have the time

to find a suitable project for you.

SUBJECTS- The students intending to take subjects need to know that all the classes are taught in French, and therefore a middle level of French will be required (B1/B2 European standards). There is the possibility to make an interview by phone in order to evaluate their commands in this language and decide the acceptance.

Before taking a decision you should first ask for the courses running on the semester you are interested in. Courses should be all in the same department, as they are taught in different campuses. **(Textile Campus is in Roanne (80KM from Lyon))**

French as a Foreign Language Classes/ Français Langue Etrangère (FLE) : For student studying Textile there are FLE classes taught in St Etienne (1/2 by train from Roanne) (30 Hours of French + Activities, and you can also follow 1,5 hour of FLE in evening classes during the semester at the IUT (technical university in Roanne) (18 hours per semester)

These courses are free and include language lessons and cultural activities at the different collaborating universities: guided tours, language exchanges,

Period : usually second half of August in St Etienne for the intensive pre- entry classes for textile students who will live then in Roanne.

For student in the Plastic, leather or Chemistry formulation department, The Intensive pre-entry classes will take place beginning of September, in different collaborating universities.

At your arrival

As soon as you arrive in France , you must first go to the International Office in Lyon (Nathalie Pinton), Head of International Relations, International Office, ITECH, 87 chemin des Mouilles, 69130 Ecully , tel : + 33 4 72 18 01 72.

This office will proceed with your registration and provide you with the student card and different information about the city, transportation, accommodation etc , as well as with all other academic issues, FLE classes, timetable etc...

In the website you will also find information about how to get to Lyon, maps, etc..www.itech.fr

Anyhow, please advise of you arrival day and time in advance, to make sure there is someone to welcome you.

Erasmus-Buddy Program

We've created a Buddy Program for incoming students. This means that you will be a part of a group which contains local students and new foreign students. The locals will help you making your first steps in your new country and organising activities to make enjoy your experience.

Before (or upon) your arrival week you'll receive an email from your Buddy to inform you about it.

At the end of your stay

What documents do you need at the end of your stay?

-Transcript of records: It will be prepared by the academic department:

Ms Isabelle DESCHERES : i.descheres@itech.fr

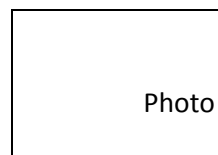
-Certificate of attendance: You have to ask for it to the international relations department:

Ms Nathalie Pinton

Tel. +33 4 72 18 01 72

n.pinton@itech.fr

STUDENT EXCHANGE APPLICATION FORM Academic year ____/____



1.- PERSONAL DATA

First name: Family Name :

Present address :

Country :

Tel : e-mail:

Sex: Date of birth:

Person to contact in case of emergency :

Name : Tel :

Email :

2.- HOME INSTITUTION

Home Institution:

Town : Country:

Contact person : Position :

Email : Tel : Fax :

3.- APPLICATION IN ITECH

Field of study:

Textile Engineering Plastic material Engineering

Chemistry formulation Leather engineering

other (specify)

ITECH Academic Calendar:

1st semester: Mid September-mid February 2nd semester: Mid February-End June

Intended period of stay at ITECH :

Duration of stay (in months): From.....

To.....

4.- LANGUAGE PROFICIENCY

Native Language: (high, medium, low):

French Language level: (high, medium, low):

English Language level: (high, medium, low):

Spanish Language level: (high, medium, low):

German Language level: (high, medium, low):

Other Language level: (high, medium, low):

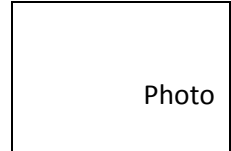
Date:
Signature of the
academic advisor at home institution

Signature of the applicant



ACCOMODATION FORM :

Academic year ____/____



Photo

1.- PERSONAL DATA

First name: Family Name :
Present adress :.....
Country :
Tel : e-mail:
Sex: Date of birth:.....

Person to contact in case of emergency :.....
Name : Tel :
Email :.....

2.- HOME INSTITUTION

Home Institution:.....
Town : Country:.....
Contact person :..... Position :.....
Email : Tel : Fax :

3.- ACCOMODATION

From :..... To :.....

Prefered type of Accomodation : studio: Room mate:
Host Family: University student hall :

Maximum budget :

Date Signature of the applicant:

From to be sent by student after being accepted

To Nathalie Pinton
Head of international Office
e-mail: n.pinton@itech.fr

