



# Nomination and enrolment guide

## 2018-2019 Academic Year

### 1. Study programs

- **in French:** DEUF (Diplôme d'Etudes Universitaires Françaises)
- **in English:**
  - for **undergraduate students:** SELF (Study in English, Lyon, France).
  - for **graduate students:** please contact your program coordinator.

To choose the appropriate study program, please refer to the following chart:

Level in French required upon nomination	Level of English required upon nomination	Duration of stay	Recommended Program
Below A2	Check the <a href="#">level of English</a>	One year	SELF annual
Below A2 or A2	Check the <a href="#">level of English</a>	One semester	SELF semester
A2	Check the <a href="#">level of English</a>	One year	SELF fall semester then DEUF spring semester
B1 level or above for all fields of study <b>except information and communication</b>	NA	One semester or one year	DEUF
C1 level or above for <b>information and communication courses</b>	NA	One semester or one year	DEUF

Students with a **B1** level in French upon arrival cannot register for the SELF program. They have to attend courses in French (DEUF).

**The relevant language certificate(s) must be uploaded with the nomination.**

For more details, please check the [DEUF and SELF program description](#).

### 2. Deadline for nomination

- Fall semester and full year: **30 April 2018**
- Spring semester: **31 October 2018**

### 3. Online nomination

Login the Online [Nomination portal](#).

- A user guide on how to nominate your students is available
- Once a nomination is validated by our International Office, the **acceptance letter** required for all visa applications for non-European citizens will be sent.  
NB: acceptance letters will not be sent to European citizens, unless requested by home institution.

Once a nomination has been validated, students receive information regarding:

- Enrollment online
- Key dates
- Accommodation



## 4. Enrollment

As from June 2018, students will have to go through the following 5 steps:

### 1<sup>st</sup> step: ACCOMMODATION

For all students: accommodation [options](#).

For students who seek assistance: [Lyon III association](#) (from June onwards).

### 2<sup>nd</sup> step: ENROLLMENT

Administrative [online registration](#) using the student LOGIN and PASSWORD.

Enrollment periods:

- [DEUF program](#)

- a) Fall semester or full year, European students: 18 June to 9 July 2018
- b) Fall semester or full year, non-European students: 9 to 20 July 2018
- c) Spring semester: 31 October to 30 November 2018

- [SELF program](#)

Fall semester or full year: 9 to 20 July 2018

Spring semester: 26 November to 8 December 2018

### 3<sup>rd</sup> step: INSURANCE

#### Health Insurance

European residents: European health insurance card is mandatory and must be valid throughout the stay.

Non-European residents: French health insurance ("sécurité sociale") **is mandatory for students under 28** (price for 2017-2018: 217 €). **Online payment only.**

**Civil liability insurance** is **compulsory** for every student. It covers any damage caused to other individuals. Civil liability insurance can:

- be part of home university insurance package
- be part of family insurance package (should cover Europe)
- be purchased from student insurance company upon arrival (SMERRA or LMDE)
- be purchased when opening a bank account upon arrival

### 4<sup>th</sup> step: DOCUMENTS TO BE SENT

1. Lyon 3 enrollment printout
2. Color ID photo (**2cmx3cm**)
3. Copy of Passport/ID card
4. For European residents: copy of European health insurance card valid throughout their stay

**by post only**, to the following address **as soon as possible** and by **23 July 2018**:

**Université Jean Moulin Lyon 3**  
**Service des Relations Internationales (Inscription)**  
**1C avenue des frères Lumière - CS 78242 - 69372 Lyon Cedex 08, France**

The student card will be given **only** if:

- all required documents are sent by the deadline
- French health insurance is paid (Non-European residents)
- a copy of the civil liability insurance is provided



## 5<sup>th</sup> step: COURSE ENROLMENT

### DEUF program:

Courses available to exchange students are in the [course catalogues](#).

The final course selection will be made upon arrival; academic advice will be provided if requested by students.

### SELF program:

Fall semester or full year students: course selection information will be sent out in June.

Spring semester students: course selection information will be sent out in November.

SELF students will sign up for courses online, along with the administrative online registration and according to home university requirements.

Add & drop: Between 10 and 21 September.

[SELF course offer](#) (click on "program").

## 5. Arrival dates

### Fall semester:

- ✓ SELF students: 27 or 28 August
- ✓ DEUF students:
  - Business/Languages/Philosophy students: 29 or 30 August
  - Humanities: 31 August or 3 September
  - Law: 4 or 5 September

### Spring semester:

- ✓ SELF students: 3 January
- ✓ DEUF students: 4 January

## 6. Arrival address

Université Jean Moulin Lyon 3  
Service des relations internationales  
Manufacture des Tabacs – Cour Sud  
6 rue Rollet  
69008 Lyon

### Access:

Metro line D, stop: Sans souci

Tramway T4, stop: Manufacture-Montluc

Bus C23, C25, 69 and 296: stop Manufacture-Montluc

For further information regarding Université Jean Moulin Lyon 3 please, click [here](#).

**WE LOOK FORWARD TO MEETING YOUR STUDENTS AT UNIVERSITE JEAN MOULIN LYON 3.**

Best regards,

Lyon 3 International Office team