

INSTRUCTIONS FOR ACCESSING EXCHANGE PROGRAM APPLICATION

Step 1: Login

You should have received an email with login instructions and a temporary password for apply.exchangestudents.audencia.com. Follow the instructions within that email to login and create a permanent password. ***If you did not receive that email, or are otherwise unable to login, please contact iro@audencia.com.***

Following is your temporary login information that will enable you to apply to programs:

User ID: john.smith@example.com
Temp Password: bOok304mAacro

Please keep this information in a safe place.

To login, use the following link:

[https://audencia-mobil-test.terradotta.com/index.cfm?](https://audencia-mobil-test.terradotta.com/index.cfm?FuseAction=Security.Login&urc=13860&sig=0888D2446EF0FC60E9AA99E395D29738423D0CF9071FF6BF09948C6C3FF2AAD2)

[FuseAction=Security.Login&urc=13860&sig=0888D2446EF0FC60E9AA99E395D29738423D0CF9071FF6BF09948C6C3FF2AAD2](https://audencia-mobil-test.terradotta.com/index.cfm?FuseAction=Security.Login&urc=13860&sig=0888D2446EF0FC60E9AA99E395D29738423D0CF9071FF6BF09948C6C3FF2AAD2)

Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Mobilité User Support

After initial login, follow these steps to login and access/complete your application:

- Go to apply.exchangestudents.audencia.com
- Click LOGIN

The screenshot shows the Audencia Business School website. The header features the Audencia logo and the tagline "INNOVATIVE BUSINESS LEADERS FOR A RESPONSIBLE WORLD". A "LOGIN" button is visible in the top right corner. The main content area is titled "Welcome to Audencia Business School" and contains a message from the International Relations team. A sidebar on the left lists various navigation options: OFFICE OF INTERNATIONAL RELATIONS, FACT SHEET, PARTNER NOMINATION, INCOMING STUDENTS, ETUDANTS / STAFF AUDENCIA BUSINESS SCHOOL, and Announcements. The Announcements section shows "There are no announcements". At the bottom of the page, there is a small disclaimer: "Please do not create an account before having received the instruction from the Audencia International Relations Office".

INSTRUCTIONS FOR ACCESSING EXCHANGE PROGRAM APPLICATION

Step 2: Access your application

- Once logged in, you will be taken to your Applicant Home Page.
- **Confirm that your program is correct. Contact iro@audencia.com if incorrect.**
- Click the name of your exchange program application

Your Home Page : ██████████ - Applicant Home Page Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. ✕

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

Applications (click on HOME on the top menu, select Term/ Program)

Spring Term, 2018

* Master in Communication - Audencia SciencesCom (ID 22309)	Deadline: 15/10/2017 Withdraw Itinerary: Nantes, France (EURO) 25/01/2018 29/06/2018
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Profile (compulsory information)

No Image ██████████
██████████

Partner University: Other
[View All](#)

- Complete the required Applicant Parameters to complete your profile

Applicant Parameters:

Required Parameters:

Title *

City of birth *

Country of birth *

Home University Country Zone *

Emergency contact details: name of the person to be contacted *

📞 Your latest phone number while in France *
Please provide a phone number so that we can reach you in case of emergency

Optional Parameters:

Second country of citizenship

Other email

TOEFL

GMAT

TOEIC

IELTS

Citizenship

INSTRUCTIONS FOR ACCESSING EXCHANGE PROGRAM APPLICATION

Step 3: Complete your application

- Click into each application requirement in the following categories:
 - Application Information
 - Choose your courses & upload application documents
 - Documents to Read and Sign Electronically
- Follow the instructions within the individual requirement to complete the requirement
- You must have a checkmark in each “Received” box to complete your application

Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

Application Instructions	
Welcome to Audencia Business School application website! Please upload all the required documents. Other additional information (such as course catalogue) is available under the "application information" part. Please note that from Fall 2017 on, the new media campus is located 41 Boulevard de la Prairie au Duc in Nantes.	

Program Information	
Program:	* Master in Communication - Audencia SciencesCom
Term/Year:	Spring Term, 2018
Deadline:	15/10/2017
Dates:	25/01/2018 - 29/06/2018

Application Information	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
1 - ID Picture Instructions	<input type="checkbox"/>
2 - International Student Guide 2017-2018	<input type="checkbox"/>
3 - City of Nantes	<input type="checkbox"/>
4 - Student Housing Guide	<input type="checkbox"/>
Application procedure - Exchange students	<input type="checkbox"/>

1- Choose your courses & upload application documents	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Upload latest Transcript / Home University Grade Marks	<input type="checkbox"/>
Upload the copy of your passport / national ID card	<input type="checkbox"/>

2- Documents to Read and Sign Electronically	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Audencia Business School Regulations for Incoming Students	<input type="checkbox"/>

Itinerary	
The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.	
Nantes, France (EURO)	
Start Date:	25/01/2018
End Date:	29/06/2018

Thank you !
The International Relations Team