## UNIVERSITÉ DE BOURGOGNE

INFORMATION SHEET : 2019-2020

| Full legal name of the institution | FR: Université de Bourgogne  
ENG: University of Burgundy |
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<td>ERASMUS code of the institution</td>
<td>F DIJON 01</td>
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| Website                           | FR: [http://www.u-bourgogne.fr](http://www.u-bourgogne.fr)  

### INTERNATIONAL RELATIONS OFFICE

| Address                           | Université de Bourgogne  
Pôle International  
Maison de l’Université  
Esplanade Erasme  
BP 27877 - 21078 DIJON cedex  
France |
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<tr>
<td>Phone</td>
<td>+ 33 3 80 39 50 17</td>
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<tr>
<td>General Email address</td>
<td><a href="mailto:international@u-bourgogne.fr">international@u-bourgogne.fr</a></td>
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<tr>
<td>Website</td>
<td><a href="http://www.u-bourgogne.fr/international.html">http://www.u-bourgogne.fr/international.html</a></td>
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| Head of International Office      | Bénédicte FORTIER  
Email: benedicte.fortier@u-bourgogne.fr  
Phone: + 33 3 80 39 35 68 |
| Institutional ECTS coordinator    | Bénédicte FORTIER  
[benedicte.fortier@u-bourgogne.fr](mailto:benedicte.fortier@u-bourgogne.fr) |
CONTACT FOR BILATERAL AGREEMENTS
Bernhard ALTHEIM, Head of Cooperation unit at International Office
Email: cooperation@u-bourgogne.fr
Phone: + 33 3 80 39 37 61
Website:
FR: http://www.u-bourgogne.fr/partenariats-internationaux-montage-de-projets.html
ENG: http://en.u-bourgogne.fr/about-ub/general-policy.html

CONTACT FOR INTERNATIONAL RESEARCHERS AND STAFF MOBILITY
Fabien GEORGE
Email: staff.researchers@u-bourgogne.fr
Phone: + 33 3 80 39 52 85
Website:
FR: http://recherche.u-bourgogne.fr/chercheurs-internationaux.html
ENG: http://en.u-bourgogne.fr/research/service-center-for-international-researchers.html

CONTACT FOR STUDENT MOBILITY REQUESTS
Julie CANOVAS, Head of Student mobility unit at International Office
Email: student.mobility@u-bourgogne.fr

Outgoing students
Nela JOURNAUX
Email: exchange.outgoing.students@u-bourgogne.fr
Phone: + 33 3 80 39 55 16

Incoming students
Claudia SOFFIANTINI
Email: exchange.incoming.students@u-bourgogne.fr
Phone: + 33 3 80 39 38 04

Nomination instructions for Partner University
Send by Email to:
exchange.incoming.students@u-bourgogne.fr the student’s:
- name and surname
- Email address,
- date of birth,
- field and level of study.

Deadline for nominations:
- for 1st semester and full year students: April 30th, 2019,
- for 2nd semester: October 30th, 2019.
# INFORMATION ABOUT APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

## Website

- **FR:** [http://ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html](http://ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html)
- **ENG:** [http://en.u-bourgogne.fr/admission/exchange-students.html](http://en.u-bourgogne.fr/admission/exchange-students.html)

## Courses

- French-taught courses: [http://www.u-bourgogne.fr/formation.html](http://www.u-bourgogne.fr/formation.html)
- English-taught courses: contact Claudia SOFFIANTINI who will put you in contact with your University of Burgundy coordinator who will tell you if English courses are available in your field of study.

## Firsthand accounts from former students

[http://ub-link.u-bourgogne.fr/etudiants-internationaux/temoignages](http://ub-link.u-bourgogne.fr/etudiants-internationaux/temoignages)

## Application forms

- **FR:** [https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=fr](https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=fr)
- **ENG:** [https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=en](https://www.service4mobility.com/europe/BewerbungServlet?identifier=DIJON01&kz_bew_art=IN&kz_bew_pers=S&aust_prog=SMS&sprache=en)

## Application procedure

1. Complete the online application form.
2. Create your personal account.
3. Upload the following documents directly to your personal electronic account:
   - cover letter,
   - resume,
   - learning agreement signed by the student and the home university,
   - copy of your official identity document (identity card, passport, driving licence…).

Only the online application will be accepted - do not send us your documents by Email, post or fax. If you have any questions regarding the online application, please contact Claudia SOFFIANTINI at [exchange.incoming.students@u-bourgogne.fr](mailto:exchange.incoming.students@u-bourgogne.fr).

## Language requirements

- **B2** level in French for French-taught courses.
- **B2** level in English for English-taught courses.

We do not require any documents to prove your language level but if you have a language certificate please join it to your application file.

## Application deadlines

- For 1st semester and full year students: **May 15th**, 2019.
- For 2nd semester students: **November 15th**, 2019.

## Accommodation

You will be able to reserve a room through the online application form.

## Documents requested upon arrival

- 2 passport photos
- Copy of your piece of identification (example: Passport, ID card)
- Admission letter for an exchange programme at the University of Burgundy
- Copy of your student card or of your certificate of enrolment at your home university
- Learning Agreement signed by home institution
- Copy of a French civil liability insurance certificate. To be taken at a French bank or a French insurance operator before the enrolment session. Price: around 20 euros. If your European university provides you with a civil liability insurance, please present an insurance certificate or a detailed receipt of your registration fees including the reference to "liability insurance". If your US university covers such liability insurance costs, please mention this information during your registration. If you have any doubts about this, please ask the international relations office of your home university for information before registration at the University of Burgundy. I if you have already been enrolled at a French higher education institution in the past: please attach a copy of a former student card or certificate of registration
- Only students who DO NOT HAVE citizenship of the European Union, the European Economic Area or the Swiss Confederation: one copy of your passport with D-visa or long stay visa with the "Étudiant" (student) mention
- Only students who are required to obtain a visa or a residence permit for their entry into French territory: proof of examination passed at the Antituberculosis Control Centre and Departmental Vaccination Centre upon their arrival in France

(more information about this on our website indicated here above).