

# APPLICATION FORM (2018/2019) INCOMING EXCHANGE STUDENTS

This form must be filled in using [Adobe Reader XI](#) (free software), please see instructions page 4.

Home institution \_\_\_\_\_

Country \_\_\_\_\_

## Personal Data

Family name \_\_\_\_\_

First name(s) \_\_\_\_\_

Gender

Male

Female

Date of birth  
(dd/mm/yy) \_\_\_\_\_

Country of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

Country of nationality \_\_\_\_\_

## Current address

Street \_\_\_\_\_

Street cont. \_\_\_\_\_

Postal Code \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Valid until  
(dd/mm/yy) \_\_\_\_\_

Home phone number \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Email \_\_\_\_\_

## Home address (if different)

Street \_\_\_\_\_

Street cont. \_\_\_\_\_

Postal Code \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Telephone number \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Email \_\_\_\_\_

Prior to your semester(s) at INSA ROUEN, postal mail to be sent to:

After your semester(s) at INSA ROUEN, postal mail to be sent to:

address for correspondence

address for correspondence

home address

home address

### Person to notify in case of emergency

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### Current studies at home institution

Faculty/School/Departement \_\_\_\_\_  
 Study area \_\_\_\_\_  
 Start of studies at this institution (yy) \_\_\_\_\_  
 Degree pursued \_\_\_\_\_  
 Previous study in higher education (prior to study abroad)  1 year  2 years  3 years  4 years  5 years

### Details of your mobility at INSA ROUEN

Mobility type  Studies  Project  Thesis  
 Mobility programme  Arfitec  Brafitec  Mexfitec  
 BCI (Québec)  Erasmus+  Double Degree  
 Bilateral agreement  Other \_\_\_\_\_  
 Study Department  ASI  CFI  EP  GM  MRI  MECA  
 GC (Campus Le Havre)

### Mobility period at INSA ROUEN

Autumn Semester (September to January)  Spring Semester (February to June)  Full academic year  
 Planned date of arrival (dd/mm/yy) \_\_\_\_\_

### French Language skills (CEFR for languages – Self assessment grid)

When filling in this section please consult the [Self-Assessment Grid](#) showing language competence at each of the six levels.  
 Please note that the minimum level recommended to follow courses at INSA is B1

Listening	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Reading	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Speaking – spoken interaction	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Speaking – spoken production	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Writing	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2

### English Language skills (CEFR for languages – Self assessment grid)

Listening	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Reading	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Speaking – spoken interaction	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Speaking – spoken production	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2
Writing	<input type="checkbox"/> No competence	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B1	<input type="checkbox"/> B2	<input type="checkbox"/> C1	<input type="checkbox"/> C2

## First language(s)/Mother tongue(s)

First language(s)/Mother tongue(s) \_\_\_\_\_

## Intensive French Courses (free of charge)

Do you want to attend [Summer School at INSA](#)?  Yes  No

## Insurance

### Before arrival

Exchange students must take out a health and accident insurance policy prior to their arrival in France (private health insurance policy / EU nationals: European Health Insurance Card (E-128 form)).

### On arrival

To register as an INSA Student, it is necessary to subscribe to the French Social Security Health Insurance System; it is compulsory for all students and costs 210 €/year (2017/18). Please note that it is free of charge for citizens of European countries who are in possession of a valid European Health Insurance Card (E-128 form).

## Disability and special needs

Do you have any disability or special needs?  Yes  No

If yes, please specify \_\_\_\_\_

## Confirmation of the coordinator

Name of the exchange coordinator \_\_\_\_\_

Address \_\_\_\_\_

Postal code and City \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

To be completed by the coordinator

\_\_\_\_\_

Date, Place

\_\_\_\_\_

Signature and stamp

## Signature of the student

I declare that all details given in this application form are correct and complete.

\_\_\_\_\_

Date, Place

\_\_\_\_\_

Signature

The application form must be filled in using Adobe Reader, printed, signed and stamped and must be accompanied by the following documents:

1. a signed learning agreement (filled in using Adobe Reader). Please use the document enclosed p5&6 or if you are an Erasmus student, use the form "Erasmus+ Learning Agreement For Studies".
2. a letter of motivation in French stating your reason for applying to INSA ROUEN and for your choice of courses/thesis work/ etc.;
3. copy of your home university student card;
4. original transcript of marks obtained since entry to higher education. If not available in French, an English translation has to be enclosed together with a description of the institutional grading/credits system;
5. a photocopy of the page(s) of your passport with your name, date and place of birth and the expiry date of the passport;
6. a letter of recommendation from the academic supervisor at your home university;
7. 3 passport size photos + 1 pasted on the first page of the application form.

**Only complete application sets will be considered**, incomplete sets will be returned. Application forms are obtainable from the International Relations Office (email: relint@insa-rouen.fr); If you would like to take courses in more than one Department, your application will be forwarded to the department where you will take the most courses.

The application and additional documents should be sent to the following address:

INSA ROUEN NORMANDIE  
International Office (DRI)  
BP 08  
685 Avenue de l'Université  
76801 Saint Etienne Cedex  
FRANCE

Deadline for applications

- 01 May 2018 for the Autumn Semester or Full Academic Year (September start).
- 15 November 2018 for the Spring Semester (February start)
- Applications which arrive after these deadlines cannot be accepted.

Admission

The International Office at INSA Rouen will process your application as soon as we have received the paper version of your application form and all the documents requested. The INSA international programmes are managed centrally. Departments are responsible for selecting and accepting foreign students but the International Relations Office is responsible for informing and advising incoming students. Therefore, all requests for information and all applications from incoming students should be sent directly to the International Relations Office.

In case of acceptance, students will receive a letter of acceptance.

Accommodation on campus, application procedures and deadlines:

In order to apply for student housing, you must submit the application form before:

- 10<sup>th</sup> June for the Autumn Semester (First Semester and full year)
- 30<sup>th</sup> November for the Spring Semester (February start)

**Accommodation Request Form and housing Information are available on our website:**

<https://www.insa-rouen.fr/international/etudier-linsa-rouen-normandie/informations-pratiques/vie-campus> > **"Restauration et Hébergement"**

<b>REGISTRY USE ONLY</b> Cadre réservé à l'INSA	<b>The below-mentioned student is</b> <input type="checkbox"/> accepted at our institution <input type="checkbox"/> not accepted at our institution	<b>Departmental coordinator's signature</b> Name: .....
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# Learning Agreement

## Autumn Semester 2018

### Personal Data

Family name	_____
First name(s)	_____
Sending institution	_____
Country	_____
Department of study at INSA	_____

### Study Plan

List the courses you are applying for **AUTUMN SEMESTER** (code, title, ECTS credits). [ECTS Catalogue: click here.](#)

Code	Title	ECTS Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL</b>		_____

### Signature of the student

_____ Date, Place	_____ Signature
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### Sending Institution

### Receiving Institution

*We confirm that this proposed programme of study/learning agreement is approved.*

_____ Date, Place          _____ Departmental coordinator's signature and stamp	_____ Date, Place          _____ Departmental coordinator's signature and stamp
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# Learning Agreement

## Spring Semester 2019

### Personal Data

Family name	_____
First name(s)	_____
Sending institution	_____
Country	_____
Department of study at INSA	_____

### Study Plan

List the courses you are applying for **SPRING SEMESTER** (code, title, ECTS credits). [ECTS Catalogue: click here.](#)

Code	Title	ECTS Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<b>TOTAL</b>	_____

### Signature of the student

_____	_____
Date, Place	Signature

### Sending Institution

### Receiving Institution

*We confirm that this proposed programme of study/learning agreement is approved.*

_____	_____
Date, Place	Date, Place
_____	_____
Departmental coordinator's signature and stamp	Departmental coordinator's signature and stamp