## FACT SHEET Annex (Incoming Students)
### UFR de Langues étrangères : Modern Languages Department

| Contacts | • **International Officer:**  
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• **Pedagogical Coordinator:**  
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| Address (physical) | (Building Stendhal F)  
International Office – UFR de Langues étrangères  
1491 Rue des Résidences  
38400 Saint-Martin-d’Hères  
FRANCE |
| Erasmus Code | F GRENOBL 55 |
| Website | [UFR de Langues Étrangères](https://www.univ-grenoble-alpes.fr) |
| Fields of Studies | Social Sciences (FR), Translation studies, Civilization, Literature, Languages |
| Languages | Arabic/Chinese/English/German/Italian/Japanese/Russian/Spanish |
| Languages Requirements | **B1 minimum in French MANDATORY.** No official certification required, a language level attestation written by your home university must be provided. **No requirement in all the other languages taught in our faculty** |
| Restriction & Rules | 51% minimum of modules in our faculty for EACH semester  
More information (Step 2) on [UGA website](https://www.univ-grenoble-alpes.fr) (EN) |
| E-nomination Deadline (Partners) | 1st semester: from March 16 to April 30  
2nd semester: from August 27 to September 30 |
| E-nomination Process (Partners) | • Sign in to our online nomination portal (link sent by email beginning of March and end of August)  
• Fill in the home university information  
• Fill in the nomination form as many times as necessary |
| Online Application Deadline (Students) | 1st semester: from March 16 to May 30  
2nd semester: from September 15 to October 18 |
| Application Process (Students) | The International Officer of our faculty send by email the online application process directly to the nominated student.  
The required documents are:  
• all academic transcripts of records  
• curriculum vitae  
• certificate on the ability of French (No official certification required, a letter from home university confirming B1 level of French must be provided).  
• cover letter  
• learning agreement signed by the 3 parts (Student, Responsible person at the sending institution and our Pedagogical Coordinator) |
| **Notification of Decision (Letter of Acceptance)** | 1<sup>st</sup> semester: until June 15  
2<sup>nd</sup> semester: until November 15 |
| **Housing Application deadline** | 1<sup>st</sup> semester: usually until the last week of June  
2<sup>nd</sup> semester: from October to November 15 |
| **Housing Assignments** | 1<sup>st</sup> semester: end of July  
2<sup>nd</sup> semester: About a month prior to arrival |
| **Buddy System** | Once selected, all students have the possibility to join our buddy system (link will be sent by email). It’s about connecting student-volunteers with incoming international students in order to provide the international students a helping hand before their arrival and also during their mobility. |
| **Orientation Week -Mandatory-** | 1<sup>st</sup> semester: 1<sup>st</sup> week of September  
2<sup>nd</sup> semester: 2<sup>nd</sup> week of January  
Exact dates and activities will be sent by email to selected students a month prior to arrival |
| **Registration** | 1<sup>st</sup> semester: 1<sup>st</sup> week of September  
2<sup>nd</sup> semester: 2<sup>nd</sup> week of January  
**Mandatory documents for registration:**  
* Passport or ID (copy and original)  
* Registration form (provided by our faculty and sent by email to the students)  
**IMPORTANT:** the affiliation to the student social security is no longer part of the registration process at the university. We strongly recommend to read the Health web page to find out more. |
| **French Courses** | 20 hours are offered to all students (3 ECTS if passed)  
1<sup>st</sup> semester: during the Orientation week (September)  
2<sup>nd</sup> semester: during the 2<sup>nd</sup> semester |
| **Courses start date** | 1<sup>st</sup> semester: 2<sup>nd</sup> week of September  
2<sup>nd</sup> semester: 3<sup>rd</sup> week of January |
| **Courses end date** | 1<sup>st</sup> semester: 3<sup>rd</sup> week of December  
2<sup>nd</sup> semester: 1<sup>st</sup> week of May |
| **Exam Period** | 1<sup>st</sup> semester: 2<sup>nd</sup> to 3<sup>rd</sup> week of January  
2<sup>nd</sup> semester: 1<sup>st</sup> to 3<sup>rd</sup> week of May |
| **Re-sit Exams** | 1<sup>st</sup> semester: 2<sup>nd</sup> to 3<sup>rd</sup> week of June  
2<sup>nd</sup> semester: 3<sup>rd</sup> week to last week of June |
| **Courses Catalogue** | **Catalogue UGA (FR)**  
**Courses of the Modern Languages Department (FR)**  
**Specific & Preferential courses – UFR (FR)** To download on the right |
| **Types of Courses (please refer to our Specific & preferential courses above)** |  
* Specific courses CS designed exclusively for international students.  
* Preferential courses CP recommended to international students for their academic relevance, classes with French students  
* General courses CG which are part of the general catalogue of the university. |
| **Learning Agreement** | Only our pedagogical coordinator validates and sign it |
| **Transcript of Records** | One transcript per year (ONLY electronic copy). FY students will receive their ToR at the end of the year  
1<sup>st</sup> semester: March  
2<sup>nd</sup> semester: June or July (depends on re-sit exams) |
| **Certificates of Attendance/Departure** | We don’t give any documents to incoming students, but the international officer will sign documents from the home university. |