

Master ARIA On-line Application guidelines for first year's applicants

Before you start filling out the on-line application form, we strongly recommend that you read the below instructions carefully.

The application comprises three stages:

- I. Creating an account on our website.
- II. Filling out the on-line application form, uploading required documents, and submitting the application on line. You can find the deadlines on the website of the MasterASP : <http://masteraria.irccyn.ec-nantes.fr>
- III. Printing out the complete application form. Posting required documents before the deadline.

Your application will only be processed, once you have completed all the above three stages.

1st stage: CREATING AN ACCOUNT

This stage takes place at your first login at our website. You have to provide an E-mail and a Password of your choice. The on-line application system will return on your E-mail address, a key that you will use together with the E-mail and the password to login at your account during the next stage. In this mail you find also your Password that was chosen by you.

2nd stage: FILLING OUT AND SUBMITTING THE APPLICATION ON LINE

1 - You enter your E-mail, your password, and the key (pay attention not to add any space before or after them) .

2 - You fill out the application form thoroughly and upload the following files in (*.pdf or *.jpg):

- First pages of Passport or Identity card indicating the nationality.
- Recognized International English test Certificate, not older two years
- (TOEFL, TOEIC, IELTS, etc.)
- Certified academic degree and transcripts (mark sheets) of all university study, with translation in English or French. If the degree will be obtained after the deadline, a certificate from the institution indicating the situation of the student and the date of obtaining the degree must be delivered.
- The name and address of two professors who accept to send us reference letters.
- CV with identity photo
- Presentation of the institution who delivered (or will deliver) your academic degree (about 10-15 lines). The description should contain (method of selection at the entry, international or national ranking, language of instruction, degrees delivered, address of internet website, private or public...)
- Motivation letter.

Important:

1- Please note that the entire application procedure takes some time to fill out, however you can fill it out progressively, in several connections.

2- The system does not accept to go to the next page (box "next page" to the right of each page) unless there is no error or missing data in the current page. If there is an error in a page

where some files are uploaded you have to upload them again. To go to a previous page you use the classical **Internet Navigator arrow**.

3- You can return at any moment to your account to add or modify your application as long as you have not fully submitted it. To modify a data in a given page just click on the box "Modify this page" on the top left of this page.

4- If you forget your Password, the system will return you a new Password that replaces the previous one. You will be asked to enter your birthday as an identity check.

5- If you forget your connection Key, the system will return it to you. You will be asked to enter your birthday as an identity check.

6- You can quit your account by clicking on "**Logout**" (a box on the top right of each page) or "**Quit**" (a box at the bottom left of each page). "Quit" is only possible if the data of the current page are complete. In both cases the pages that have been processed without errors will be saved.

7- When the application form is thoroughly filled out. You find at the end two boxes; the first is always active (**save without submission**) and the second is not active (**submission of the application form**). In order to active the submission box you have to click on the **small box** on the left indicating (**I certify that all the information in this application...**).

8- After submitting the application you will receive an acknowledgment mail indicating the number of your folder. If you do not receive this mail verify that you have submitted your application.

9- After submitting the application you cannot modify or add any data. You can just consult and print the application form or to check if the postal documents and each of the two reference letters have been arrived to ASP's administrative and admission assistant. You will receive acknowledgment mails for each of these events.

3rd stage: PRINTING OUT AND POSTING THE APPLICATION

Once you have submitted your on-line application, you should print out the complete application form, and **sign it**. You should then post it with all the requested documents to the address below:

Master ASP 1
Madame Cécilia PROVOST
Ecole Centrale de Nantes
1, rue de la Noë
BP 92101
F – 44321 NANTES FRANCE

We recommend you using an **express delivery service** to post your complete application.

We remind you of the list of required documents you should enclose in the postal submission:

- Checklist form
- A signed copy of the application form as delivered by the on-line application system of ASP1
- Recognized International English test Certificate (original document or certified copy of original document), not older than two years (TOEFL, TOEIC, IELTS, etc.).
- Certified academic degree and transcripts and mark sheets, i.e. bachelor, master or equivalent, with translation in English or French. If the degree will be obtained after the deadline, a certificate from the institution indicating the situation of the student and the date of obtaining the degree must be delivered.
- Letters of recommendation and corresponding reference form, individually enclosed in envelopes, sealed and signed across the back flap of the envelope by the recommender.

Please, note that the referee can also send us directly his recommendation letter and reference form if he prefers this solution.

- CV with identity photo
- Letter of motivation

IMPORTANT: please note that:

Documents delivered will not be returned. That is the reason why **no original document** should be sent and only official (certified) copies of diplomas, language tests and certificates must be sent.

In the following we give an example of a complete application form.

Master ARIA M1 (2012-2013)**Candidate skill:****1. Personal data:**

Gender:	M <input checked="" type="radio"/>	F <input type="radio"/>
Last Name:	DUPUIS	
First Names:	Jean	
Birthdate:	1977-07-17	
Birth town:	nantes	
Country of birth:	France	
Country of citizenship:	France	
Marital status:	<input type="text" value="single"/>	
Number of children:	<input type="text" value="0"/>	
Identity Document:	Passport: <input type="radio"/>	Identity Card: <input type="radio"/>
	Number: 01AB23456	
E-mail :	jean-francois.lafay@ircsyn.ec-nantes.fr	
Current address		
	Street name and number: 1 rue dela noe	City: nantes
	Postal code/Zip: 44000	Country: France
Address for admission letter		
	Street name and number: 1 rue dela noe	City: nantes
	Postal code/Zip: 44000	Country: France
Phone number:		
Cellphone number:		

2. Choose your speciality in M2:

What speciality do you think you will choose in M2 ?

3. Education and Professional experience:

Last obtained (or under preparation) university degree:

Name of institution including city and country **ECN - NANTES - FRANCE**
 Title of qualification awarded **Bsc in Automatic control**
 Principal subjects **Automatic control, signal processing, mechanical engineering**
 GPA or % **4/5**
 Rank / Total Nb of students **21 / 50**
 Date of the obtained degree **2008 - 10**

Upload in a single file the scan of certified degrees and transcripts including translations into English (jpeg or pdf):

Document downloaded ! 

Professional experience and full-time internships > 3 months:

From	Until	Employer	Location	Job title/Department
2008 - 03	2008 - 09	EDF	Paris	Eng. student
2007 - 06	2007 - 09	IRCCyN	Nantes	Eng. Student
2009 - 02	2009 - 02			
2009 - 02	2009 - 02			
2009 - 02	2009 - 02			

Upload your CV with photo (jpeg or pdf):

Document downloaded ! 

Upload a scan of your passport or identity card (jpeg or pdf):

Document downloaded ! 

Upload your motivation letter (jpeg or pdf):

Document downloaded ! 

Upload a document (jpeg or pdf) where you present the institution where you have been graduated:

Document downloaded ! 

4. Language skills:

Have you a certification for the language of this Master?

Test type: Toefl
Test date: 2007 - 10
Test score: 540

Native language: **French**

Language of your university study: **French**

Other languages knowledge:

Language	Written level	Spoken level
Arabic	advanced	advanced
Italian	intermediate	intermediate

Upload your language test score (jpeg or pdf):

Document downloaded ! 

5. References:

List two persons (professors, department heads, tutors, studies directors) whom you have asked to write letters of recommendation on your behalf (references must be written on headed papers):

Last Name	First Name	Title	Institution	Position	Email
lafay	francois	professor	ECN	professor	lafay@ec-nante.fr
William	Henri	Engineer	EDF	engineer	William@edf.stic.fr

6. Additional questions:

How did you find out about the Master ASP

- Website, which one? masteraria.irccyn.ec-nantes.fr
- Student education fair, which one?
- One of your professor, give his name:
- Other, specify:

What is your professional aim after master ?

- Industry
- Ph.D
- Have you got a funding? Yes No
- Other

Have you applied ou will you apply to other Master courses?

Yes No

Which ones?

Name of master	Institution
Automatic control	Grenoble
Embeeded systems	London

Close