

# 2022-2023 Academic Year Registration guide

## Step by step procedure before coming to Excelia

1

Once you have been nominated by your host university, you will receive an email with the application procedure and a link which will allow you to fill in our incoming exchange application form.

2

When filling in our incoming exchange application form, you will be asked to upload the following documents :

- 1 copy of your passport (personal details and expiry dates) or EU identity card
- A CV - Curriculum Vitae (resume)
- A motivation letter
- Last transcript of records
- A Photo (JPEG format) - to be used for your student card
- An European Health Insurance Card (only for EU students) or proof of health insurance

3

Once you've uploaded the required documents, you will have to choose your program of study within our school :

- **If you are a double degree student**, you will have to choose only your specialization. You will then follow all the modules of this specialization, just like our degree seeking students. If you are a BBA student, you will also have to choose your languages courses.
- **If you are not a double degree student**, you will have to define your specialization and then choose the modules from this specialization

4

When your registration will be complete and once the application round has ended, you will receive confirmation of your acceptance.

You will be able to download your Acceptance letter and your Learning Agreement via our registration platform

5

From now, you can already start to search for an accommodation. You can find below a link to our housing platform which offers thousands of accommodations in La Rochelle.

<https://housing.excelia-group.com/en>

Please use the access code **HOUSINGEXCELIA** to get access to your account

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With your Acceptance Letter, you are now able to apply for a visa (if necessary). You can find useful informations about the visa in France by following the link below :

[Studapart - Housing service of Excelia on a single platform](#)

7

Now that you have your visa, you can now book your tickets and prepare for your great trip to La Rochelle !

8

Welcome to France! You just have to pick up your student card and enjoy you semester at Excelia.

If you have any questions, do not hesitate to contact us at :  
[globalexchange@excelia-group.com](mailto:globalexchange@excelia-group.com)

