



EXCHANGE SEMESTERS
INTERNATIONAL MOBILITY 2025/2026

INTERNATIONAL RELATIONS
POLYTECH NICE SOPHIA

1) MoveOn

Since 2024, all exchange students on a mobility program at UniCA are required to register on the MoveOn platform and then complete the application forms. The aim is to improve the administrative follow-up of the mobility and to dematerialize procedures.

MoveOn is a tool that is increasingly used by universities. Your home university may already be using MoveOn and you may already be familiar with it. If not, don't panic! We'll take you step by step through the registration process and how to use it.

As an incoming student, please connect to the MoveOn platform at the following link univcotedazur.moveonfr.com/form/64a67e6cdf80c8a69a08548d/eng.

If this is the first time you use this platform, you must first register by following the instructions in the **REGISTRATION** section. Then, you can access your profile directly via the **LOGIN** section. **Save your access codes carefully.**

2) Application form

Once you have logged onto the PORTAL, in the top right-hand corner you can choose whether to fill in the form in French or English. On the home page, you can now start to fill in your first form:

OPEN FORMS

Here you will find the list of open forms

Form	Status
1) Mobility application form for incoming students	Start
2) Incoming Student Tracking Form "During"	Start

The form is divided into several parts (left-hand column). Please, follow the instructions as you go along.

PLEASE, PAY ATTENTION :

1. All attachments must be downloaded in PDF format. Please, rename the documents to make them easier to file.
2. At the bottom of each section, you can click on the box ☐ **Mark page as complete** to confirm whether you have answered all the compulsory questions.
3. Personal information: please enter your home address in your country of origin.
4. Language skills: we advise international students to have at least a B1 level in French in order to follow courses at Polytech. It is advisable, but not mandatory, to attach a document justifying your level of French, even an unofficial document (self-assessment for example).
5. Mobility details: at the top, please indicate your home University. For the host University, please choose **POLYTECH NICE SOPHIA**.
6. Learning agreement: you can choose whether to submit a digital (OLA - Online Learning Agreement) or traditional learning agreement (LA). Please contact your home university for more information for which model to use. For the attachments to be included at the end, please include those you sent us when you applied this summer.
7. Commitments and data processing: please answer all the questions correctly.

8. Don't forget to click on 'send' in the last section *Submit application*

3) Documents attached

All documents must be in PDF format and conform to the request on the Form.

- (Optional) Proof of your language skills in French
- (Mandatory) Learning agreement/Online Learning Agreement
- (Mandatory) Valid identity document
- (Mandatory) Last transcript of marks from your home establishment
- (Mandatory) Latest diploma
- (Mandatory) Cover letter
- (Mandatory) CV
- (Mandatory) European Health Insurance Card or other proof of health insurance

If you have any questions, please do not hesitate to contact us by e-mail :

International Relations Office
Joanna WINCHCOMBE / Lisa TAVERNA
international@polytech.univ-cotedazur.fr