

APPLICATION FORM

Exchange Student

Academic year 2020-2021

Congratulations!

You have been nominated by your home institution to take part into a student exchange programme at Hautes Etudes Internationales et Politiques - HEIP. Your application will be assessed by HEIP before going further into the admission process. Please fill in this form and send your application supporting documents (see at the end of the form).

Your application won't be processed if documents are missing !

Please fill in this form electronically.

1. STUDENT INFORMATION

First name (as written on your passport) :

LAST NAME (as written on your passport) :

Date of birth : Passeport n° : Gender : Male Female

City of birth :

Country of birth (may be different from your nationality) :

Nationality :

Email address :

Phone number (with area code):

Permanent address in the home country :

2. LANGUAGE INFORMATION

Language proficiency¹ (HEIP does not require English language certification) :

English level ² :	A1	A2	B1	B2	C1	C2
French level:	A1	A2	B1	B2	C1	C2

I have attached a language proficiency certificate to my application: YES NO

Medical information. Please specify if you are currently under any specific medication or if you have any disability, HEIP needs to be aware of to welcome you in the best conditions possible (blindness, wheel chair, diabete, etc.).

3. EMERGENCY CONTACT

Person 1

Name : _____ Email : _____
Relationship : _____ Phone number : _____

4. MOBILITY INFORMATION

Home institution full name: _____
Country : _____

Home institution coordinator's information

Name : _____ Email : _____
Phone number (with aera code): _____

Current studies at the home institution : _____

I am applying to :

First semester/Fall 2020 (From mid september to mid January)

Second semester/Winter 2021 (From early February to Late April)

The entire academic year 2020-2021 (From mid september to late April)

¹ According to <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bc7b>

² Mandatory item

5. LEARNING AGREEMENT

Use the learning agreement at the end of this application form and list the courses you wish to enroll at HEIP. Refer to the documents available here only : <http://www.heip.fr/international-heip/studentexchange/>

Please note that the availability the courses is not guaranteed for exchange students. HEIP reserves the right to change the course offer. You can enrol in 30 ECTS maximum.

6. SUBMITTING YOUR APPLICATION TO HEIP

- STEP ONE

Along with this [application form](#), you must send to international@heip.fr the following documents:

Copy of your passport (it must be valid up until 6 months after the end of your stay in France)

Your academic transcripts of the home university of the two last semesters. Please provide an explanation of the grading system and a translation of the module in English if your transcript is not available in English

If any, your language proficiency certificate (English or French)

A cover letter where you explain the reasons why you apply to HEIP (400 words)

An updated résumé/CV

- STEP TWO

Once HEIP will have reviewed your application, we will send an acceptance letter to your home institution coordinator. We strongly recommend the exchange students to wait for HEIP letter of acceptance before purchasing flight tickets or anything related to your stay in France.

- STEP THREE

Documents to send to international@heip.fr **at least 15 days before your arrival in France** :

- If applicable, a copy of your French visa
- A certificate of international health insurance coverage in English, for the duration of your studies in France. The insurance policy must include : third party liability, medical expenses abroad medical repatriation and repatriation of the body
- A copy of your flight tickets

7. PLEDGE

I hereby state that the information contained in this application form is true and accurate.

Signature of applicant:

Date:

8. IMAGE RIGHTS

During your stay at HEIP, pictures or videos of events will be taken or recorded. Please fill in this part so that we know if you allow HEIP to use the pictures and videos where you may be seen or not.

I, undersigned, authorize/do not authorize (delete as appropriate) HEIP and INSEEC U. to use my image, in the case that I am filmed or have my photo taken during a report or a manifestation organized by the school and/or it's students, in France as well as abroad, in all forms (brochures, posters, news papers, websites...) and this for the duration of my studies at ECE and during the three years following my departure from the school.

Date :

Student's signature :

