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Paris, October 3<sup>rd</sup>, 2022

**Subject : 2023-2024 Pantheon Sorbonne MSc. In Economics Official Application**

**Procedure**

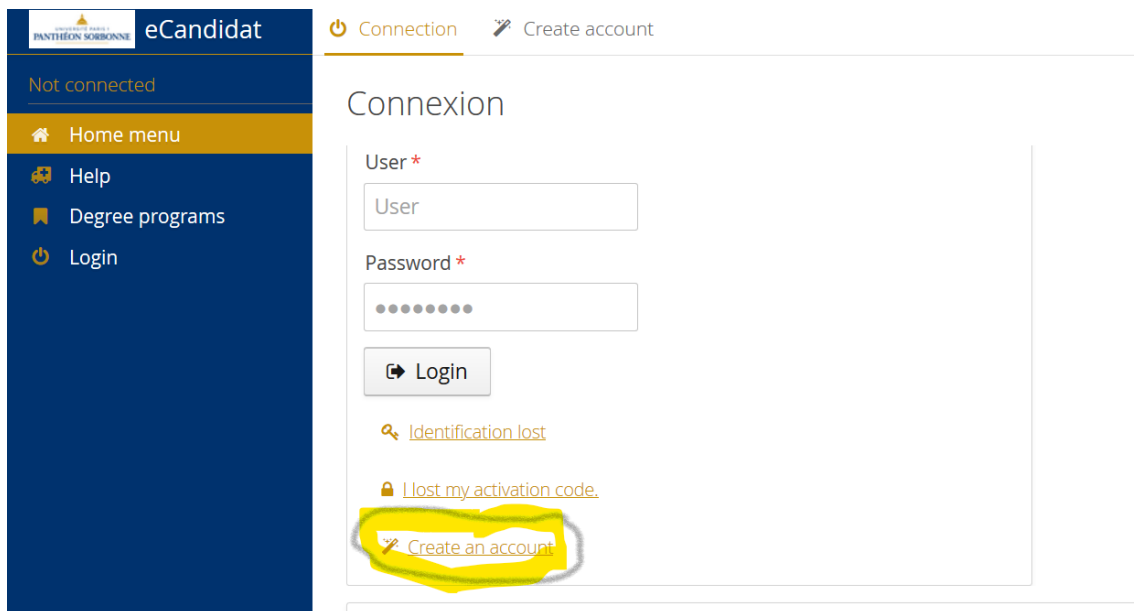
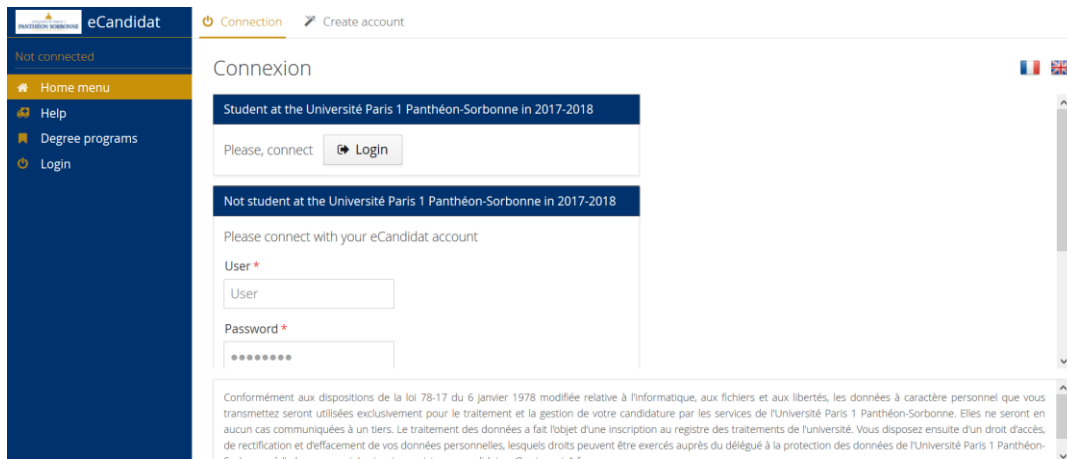
Dear Interested PSME Student,

You will complete your application for the Pantheon Sorbonne Master of Economics program online at [ecandidat.univ-paris1.fr](http://ecandidat.univ-paris1.fr) between January 17<sup>th</sup>, 2023 and April 15<sup>th</sup>, 2023. You will find below the step by step process to follow.

1. Date: **January 17<sup>th</sup> – April 15<sup>th</sup>** you must register online at Ecandidat:  
<https://ecandidat.univ-paris1.fr/ecandidat/#!accueilView>

Ecandidat instructions:

Select the option that pertains to you (for 99% of you, you have never enrolled to a program via ecandidat before and you were not already enrolled at University Paris 1 Pantheon Sorbonne so you'll choose the 2<sup>nd</sup> option where it says that you are not currently a student at this university : "Not student at the University Paris 1 Pantheon Sorbonne ...") then scroll down on the page until you see "Create an account" and click here.



And follow the instructions entering your personal details. Don't forget to check and make sure you enter correctly in the system your name, date of birth, place of birth, etc.

Ex. First Name is Prénom in French. Ex. Jessica

Last name is NOM de famille or just Nom Ex. SMITH

## Account creation



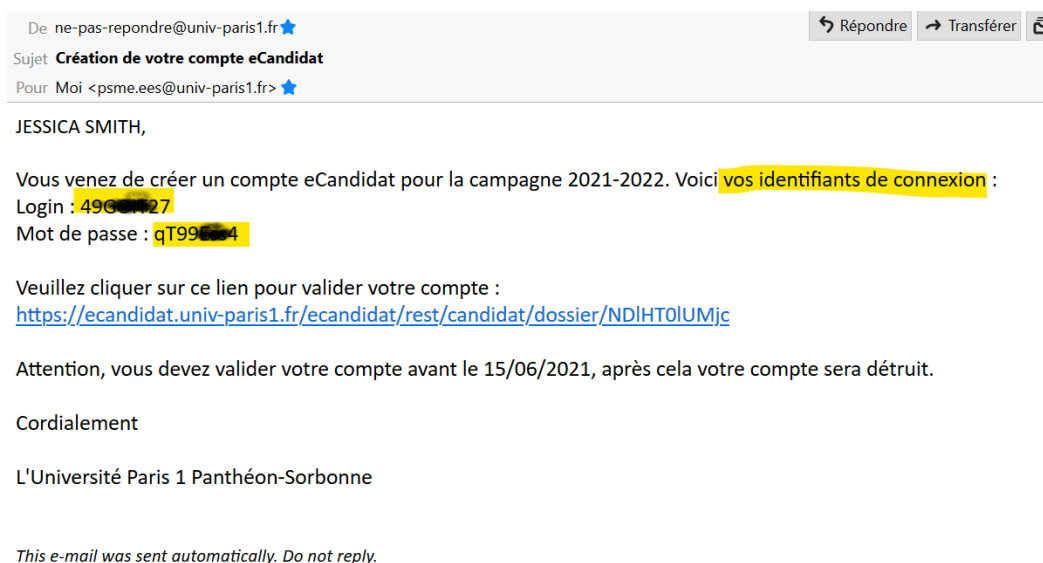
Attention: after you modify your account, you will be disconnected. Check your email to validate your address, and then you will be able to reconnect.

Last name *	<input type="text" value="Smith"/>
First name *	<input type="text" value="Jessica"/>
email address *	<input type="text" value="psme.ees@univ-paris1.fr"/>
email address confirmation *	<input type="text" value="psme.ees@univ-paris1.fr"/>

Once you enter your name and email address click save and a message will pop up very briefly on your screen telling you that your account was created and to check your email.

You'll need to go into that email address you put in the system (make sure it is one you actually use and check regularly).

You'll receive the following email in your inbox with your login and password and a link to click on:



When you click on the link (“Veuillez cliquer sur ce lien pour valider votre compte: <http://ecandidat.univ-paris1.fr/...>) it brings you back to the ecandidat homepage (click on the UK flag on the right for the system to be in English) and then you will again select the 2<sup>nd</sup> option to login as you are not currently a student at University Paris 1 Pantheon Sorbonne but now you have your login codes received in that email so you can enter them and login for the 1<sup>st</sup> time to the system. Enter your Login for your User (English version) or utilisateur (French version). Mot de passe is mot de passe (the password the system automatically assigned to you for your 1<sup>st</sup> login). Then click Login to enter the system.

**eCandidat**  
Not connected

- Home menu
- Help
- Degree programs
- Login

### Account validation

**Student at the Université Paris 1 Panthéon-Sorbonne in 2017-2018**

Please, connect

**Not student at the Université Paris 1 Panthéon-Sorbonne in 2017-2018**

Please connect with your eCandidat account

User \*

Password \*

If you already have an ecandidat account because you have applied in the past via ecandidat to a program at our university you can select the 1<sup>st</sup> option, enter your login details that you already have from your previous application and proceed to add your request for enrollment in the program: Pantheon Sorbonne Master of Economics code U4B401.

Once logged into the ecandidat system you will be brought to the home page which looks like this where you can enter your information and select the program you are applying for. It brings you automatically to each page in the French version. Just click the UK flag on the top right to put it in the English version each time.

**eCandidat**  
JESSICA SMITH

- Accueil
- Assistance
- Offre de formation
- Déconnexion
- Mon compte
  - Informations perso.
  - Adresse
  - Baccalauréat
  - Cursus Interne
  - Cursus Externe
  - Stages
  - Expériences pro.
  - Candidatures

Accueil  
ecandidat-2.3.5

Bienvenue JESSICA SMITH.

Vous êtes connecté avec le login : 49GOIT27

Vous avez un compte eCandidat, choisissez une option dans le menu de gauche

Conformément aux dispositions de la loi 78-17 du 6 janvier 1978 modifiée relative à l'informatique, aux fichiers et aux libertés, les données à caractère personnel que vous transmettez seront utilisées exclusivement pour le traitement et la gestion de votre candidature par les services de l'Université Paris 1 Panthéon-Sorbonne. Elles ne seront en aucun cas communiquées à un tiers. Le traitement des données a fait l'objet d'une inscription au registre des traitements de l'université. Vous disposez ensuite d'un droit d'accès.

**eCandidat**  
JESSICA SMITH

- Home menu
- Help
- Degree programs
- Logout
- My account
  - Perso. information
  - Address
  - High school diploma
  - Local studies
  - Non-local Studies
  - Internships
  - Work experience
  - Applications

Accueil

Welcome JESSICA SMITH.

You are connected with the login: 49GOIT27

You have an eCandidat account, choose an option from the left menu

Conformément aux dispositions de la loi 78-17 du 6 janvier 1978 modifiée relative à l'informatique, aux fichiers et aux libertés, les données à caractère personnel que vous transmettez seront utilisées exclusivement pour le traitement et la gestion de votre candidature par les services de l'Université Paris 1 Panthéon-Sorbonne. Elles ne seront en aucun cas communiquées à un tiers. Le traitement des données a fait l'objet d'une inscription au registre des traitements de l'université. Vous disposez ensuite d'un droit d'accès.

Once you go through the process entering your personal information (the 1st thing it asks for is your nationality and the list is in some weird order for some of them, Americaine for example, and you won't need to enter an INE as you likely don't have one yet), Title M. is for those that identify as Mistor (male) or Mme. for those that identify as Madame (female), Countries may be found in French in the drop down list (ex. Etats Unis for United States). Always save your entries.

### Modification of personal information

+ x

Last name *	<input type="text" value="SMITH"/>
Married name	<input type="text"/>
First name *	<input type="text" value="JESSICA"/>
Other first name	<input type="text"/>
Birthdate (yyyy/mm/dd) *	<input type="text" value="1983/04/19"/>
Country of birth *	<input type="text" value="ETATS UNIS"/>
City of birth *	<input type="text" value="New York"/>
Preferred language *	<input type="text" value="English"/>
Phone number	<input type="text" value="0612345671"/>
Cell phone number	<input type="text"/>

Enter your address.

Edit address (enter your address in Paris if you know it or you can use your home address, no one is sending you physical mail anyway)

### Edit address

+ x

Country *	<input type="text" value="FRANCE"/>
Postal code *	<input type="text" value="75014"/>
Town *	<input type="text" value="PARIS 14EME"/>
Address *	<input type="text" value="47 A, boulevard JOURDAN"/>
Additional address 1	<input type="text" value="Fondation Monaco"/>
Additional address 2	<input type="text"/>

your high school diploma,

High School Diploma : Select I have completed my Secondary Education, then 0031- titre étranger admis en equivalence (meaning you have obtained your high school diploma from a foreign country), or if you obtained a French bac you can select the one that pertains to you.

The screenshot shows the eCandidat interface for user JESSICA SMITH. The main page title is 'SMITH JESSICA (49GOIT27) - High school diploma/baccalaureate'. A button 'Enter data/Modify' is visible. Below it, a message states 'You have not yet entered your high school diploma/baccalaureate'. A modal window titled 'Year of high school diploma/baccalaureate' is open, showing two radio button options: 'I have completed my Secondary Education' (selected) and 'I have not completed my Secondary Education'. 'Cancel' and 'Save' buttons are at the bottom of the modal.

This is a detailed view of the modal form. It includes the following fields and options:

- Year of graduation \***: A text input field containing '2001'.
- Type of high school diploma/baccalaureate or equivalence \***: A dropdown menu with '0031-tit ...' selected. A list of options is shown below it:
  - 0021-bacs professionnels industriels
  - 0022-bacs professionnels tertiaires
  - 0023-bacs professionnels agricoles
  - 0031-titre étranger admis en équivalen...** (highlighted in red)
  - 0032-titre français admis en dispense
  - 0035-promotion sociale
  - 0036-validation études expériences prof.
  - 0037-autres cas de non bacheliers
  - Capacité de droit
  - Dip. d'accès aux études universitaires A
  - Dip. d'accès aux études universitaires B
  - ES-Economique et social
- Honors**: A text input field.
- Country \***: A text input field.
- Department \***: A text input field.
- Town \***: A text input field.
- Establishment \***: A text input field.
- Cancel**: A button at the bottom left.

Year of high school diploma/baccalaureate

*The list of high school diplomas/baccalaureates is updated according to the year*

I have completed my Secondary Education
  I have not completed my Secondary Education

Year of graduation \*


Type of high school diploma/baccalaureate or equivalence \*

Honors

Country \*

non-local studies, internships, work experience, then go to **Applications**.

Select non-local studies, then select New Non-local degree program and enter the details from your undergraduate program. If you have completed already a graduate degree you can enter it after, each diploma you need to add + New non-local degree program and Save your entries. You should go through and add Internships and Work experience so it's all there. Then finish with Applications and select the PSME program.


 eCandidat

JESSICA SMITH

- Home menu
- Help
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  - Local studies
  - Non-local Studies**
  - Internships
  - Work experience
  - Applications

SMITH JESSICA (49GOIT27) - Non-local Studies

Please indicate below the courses carried out of the Université Paris 1 Panthéon-Sorbonne, including the current year.

Year obtain	Country	Department	Town	Establishment	Training	Description of training



Enter a new post-high school degree program

Country \* ETATS UNIS

Year obtained \* 2005

Training \* Dip. établissement étranger

Description of training \* Bachelor of Arts in Economics and French

Obtained \* Yes

Honors

**i** Information

For the title and level of studies, indicate the title and program respecting the following model : Level, Mention, Specialty (if applicable), BTS : DUT1, Information-Communication or BTS1, Information-Communication

Cancel Save

**PANTHÉON SORBONNE** eCandidat

JESSICA SMITH

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  - Work experience
  - Applications**

SMITH JESSICA (49GOIT27) - Applications

+ New application

Training	Deadline to return form	Application status	Decision

Select +New application

To find the PSME program fast just type psme in the key word/filter search at top and enter: then click on the arrows on the left of each line ex. Candidature Economie : Formation niveau Master 1

Diplôme d'université niveau M1

Until you see

## Diplôme d'université Panthéon Sorbonne Master in Economics

And select this one.

You can also scroll down until you get to "Candidature Economie : formation niveau Master 1" click on it, then click on "Diplome d'université niveau M1"



[or you can type psme in lowercase letters in the search box at the top and hit **filtrer** to filter the list then click directly on Candidature Economie: formation niveau Master 1 then Diplôme d'université de niveau M1 then Diplôme d'université Panthéon Sorbonne Master in Economics

### Degree programs

You can consult the training programs by dropping down the menus, and apply to a program by clicking above.

PSME  Filter used: PSME

Université Paris 1 Panthéon-Sorbonne

Title	Key words	Application date
▼  Candidature Economie : formations niveau Master 1		
▼  Diplôme d'université de niveau M1		
Diplôme d'université Panthéon Sorbonne Master in Economics	psme	From 13/09/2021

Then click on **Diplôme d'université Panthéon Sorbonne MSc. In Economics**

A pop-up window will appear asking you if you want to apply to this programme, make sure it's the right programme and click on « **OUI** » or Yes.

In the application system it will ask you to upload your documents. The « Application Letter » is your Motivation Letter where you explain your reasons for application to the program in less than 1 page.

For some items you just have to read them for information and select that this document does not concern you (i.e. PSME program information and Double Degree information ; GRE/GMAT also is optional) so if you don't have it just click that this item does not concern you and you will be able to submit your application.

For reference letters, ideally you have them in your possession in electronic format and can upload them in the system. If your referees have a strong preference to email them to me they can do so at [psme.ees@univ-paris1.fr](mailto:psme.ees@univ-paris1.fr) and make sure to include your full name and PSME recommendation letter in the email heading.

Click on « Telecharger mon dossier » or download my file on the bottom right, and save this file.

Make sure to have a **copy of your passport ID page (or EU national ID), copy of your undergraduate diploma, and two ID photos** which you will eventually have to upload in the system if you are admitted in order to obtain your student card.

I will receive notification of your « application for the PSME », share it with the admission committee, then you will receive an email to your inbox with your admission decision and with instructions you'll need to follow to complete the enrollment process later in the summer.

**For those who receive a positive admission reply :**

You will have to accept your admission in the ecandidat system and you will receive an email with the link for enrollment and payment of the tuition fees (estimated 7000 euros, plus CVEC (amount determined by the French government in the summer for the upcoming academic year)).

Once you confirm your acceptance and pay your fees you will be able to follow the step by step procedure to register via

<http://primo.univ-paris1.fr> (this enrollment platform is in French but you should be able to get through it) and I have confidence in your abilities to problem solve and succeed.

At some point it will ask you how you want to pay and you'll have to click either one: "paiement par chèque" ou "paiement par CB" (mandatory step) but you'll have nothing to pay via this system since you've already paid. It should say you have to pay 0€.

For those of you that have opted for a double enrollment and been accepted, we will be able to give you an authorization for your 2<sup>nd</sup> enrollment in the system once you have completed totally your 1st enrollment in the PSME and then you will be able to register for the 2<sup>nd</sup> enrollment via

<http://reins.univ-paris1.fr>, and this time you'll have to pay online the 2<sup>nd</sup> enrollment cost of (around 243,00€) by CB (credit card or bank card).

If ever requested, the PSME Program Code is: U4B401

