Application tutorial

https://emplant-master.eu/apply-now
Click on « Apply now »

The first thing to do is to enter your e-mail address.

Please be careful to write it correctly or you won't receive the notification e-mails.

Click on « OK ».

Right after entering your e-mail address, you receive the following e-mail.
Don't forget to check your spam box if you don't have it.

Thank to that e-mail you will be able to connect again on your online application with your e-mail and password as many times as you want to.

[emPLANT] Identifiants de connexion

emPLANT <emplant@unilasalle.fr>
Mar 07/01/2020 09:58
Vous ⩗

UniLaSalle - Master emPLANT

Hello,

Welcome on our online application portal.
You will find below your personal login details. At any time, you can fill in and modify your digital application form using the following details:

- https://crm.oscar-campus.com/dc/dossier-unilasalle_master_emplant.html
- Email: Your e-mail
- Password: Your password

We hope to hear from you soon.
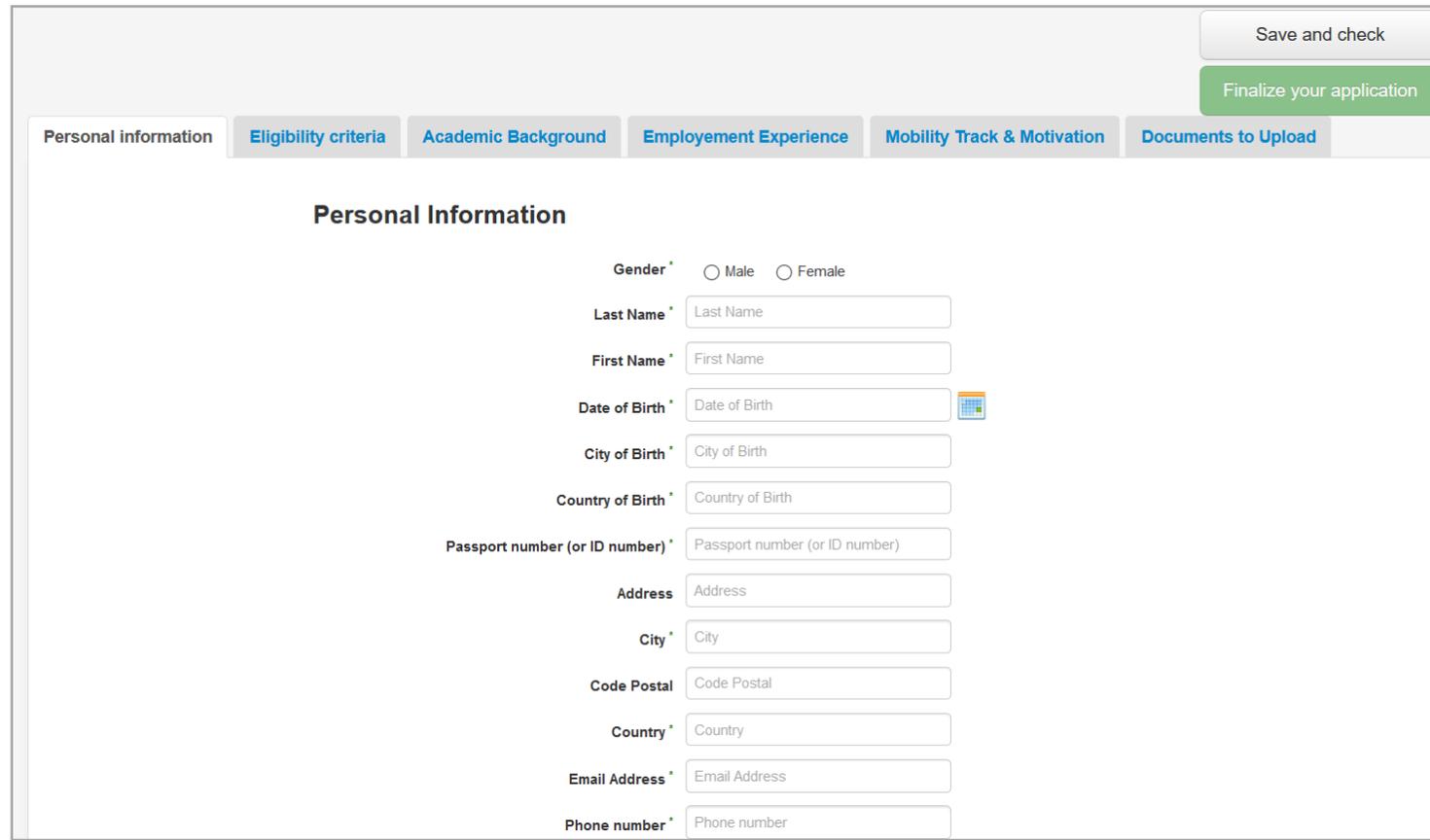International Admission Office

You have now access to the online application form. You can start to fill it in.

If you want to finish your application later on, you can click on « Save and check » and close it. Next time you will log on your application, all your data will be saved.
Besides, it allows you to check how many sections you still have to fill in to finish your application.

If you see that icon ⓘ in front of a section don't hesitate to go on it to see more detailed information about the section.
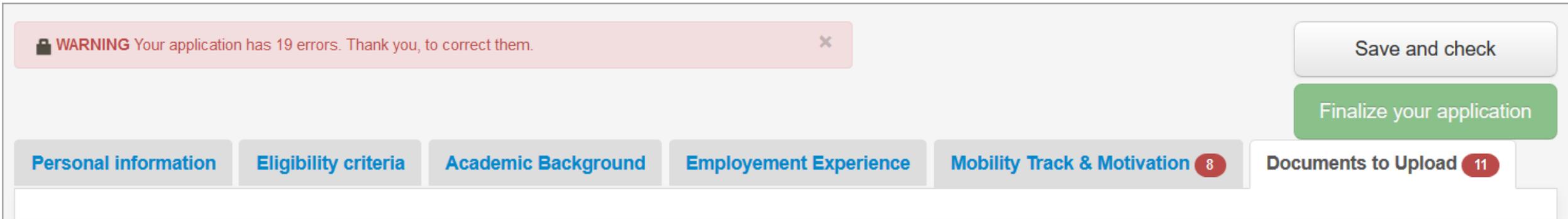
All section with the icon * are compulsory.

					Save and check	
					Finalize your application	
Personal information	Eligibility criteria	Academic Background	Employement Experience	Mobility Track & Motivation	Documents to Upload	

Personal Information

Gender *   ○ Male   ○ Female

Last Name *   [Last Name]

First Name *   [First Name]

Date of Birth *   [Date of Birth]   🗓

City of Birth *   [City of Birth]

Country of Birth *   [Country of Birth]

Passport number (or ID number) *   [Passport number (or ID number)]

Address   [Address]

City *   [City]

Code Postal   [Code Postal]

Country *   [Country]

Email Address *   [Email Address]

Phone number *   [Phone number]

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master to sucseed

When you click on « Save and check », the following WARNING message appears on the screen if you still have some sections to fill in.

This way, next time you connect on your application you are able to see where you have to start again your application.

You can click on « Save and check » as many times as you want to.

🔒 **WARNING** Your application has 19 errors. Thank you, to correct them.   ✕

Save and check

Finalize your application

Personal information | Eligibility criteria | Academic Background | Employement Experience | Mobility Track & Motivation 8 | Documents to Upload 11

When you click on « Save and check » after completing the whole application form, the WARNING message disappears and the box « Finalize your application » appears in dark green.

Make sure all your information are correct before clicking on « Finalize you application » because after that your file will be locked.
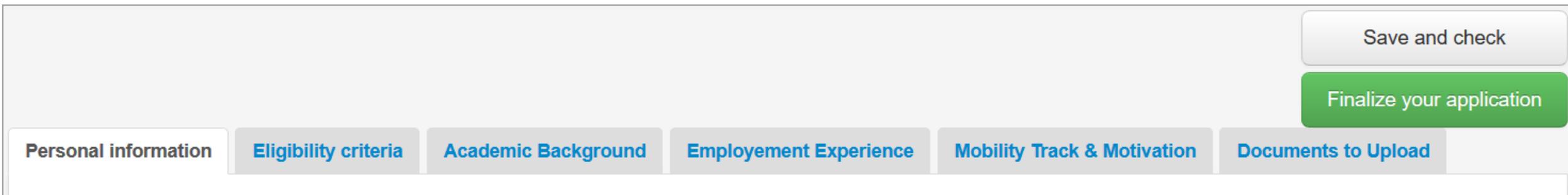
Save and check

Finalize your application

Personal information | Eligibility criteria | Academic Background | Employement Experience | Mobility Track & Motivation | Documents to Upload

After clicking on « Finalize your application », the following message appears.

🔒 **WARNING** Your application has been locked. You can not change it.   ✕

| Personal information | Eligibility criteria | Academic Background | Employement Experience | Mobility Track & Motivation | Documents to Upload |

In parallel, you receive on your mail box the 2 following e-mails.
It means the emPLANT Executive Board has well received your application but he still has to check it either to validate it or to ask for corrections or to reject it.

E   emPLANT <emplant@unilasalle.fr>
Mar 07/01/2020 10:07
Vous ⌄

UniLaSalle - Master emPLANT

Hello,

Your application is now finalized and can be submitted for processing.

Best regards,

International Admission Office

Connection infos to your online application

- URL : **https://crm.oscar-campus.com/dc/dossier-unilasalle_master_emplant.html**
- EMAIL : ▮▮▮▮▮▮▮▮▮▮▮▮

E   emPLANT <emplant@unilasalle.fr>
Mar 07/01/2020 10:07
Vous ⌄

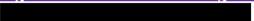**UniLaSalle - Master emPLANT**

Hello,
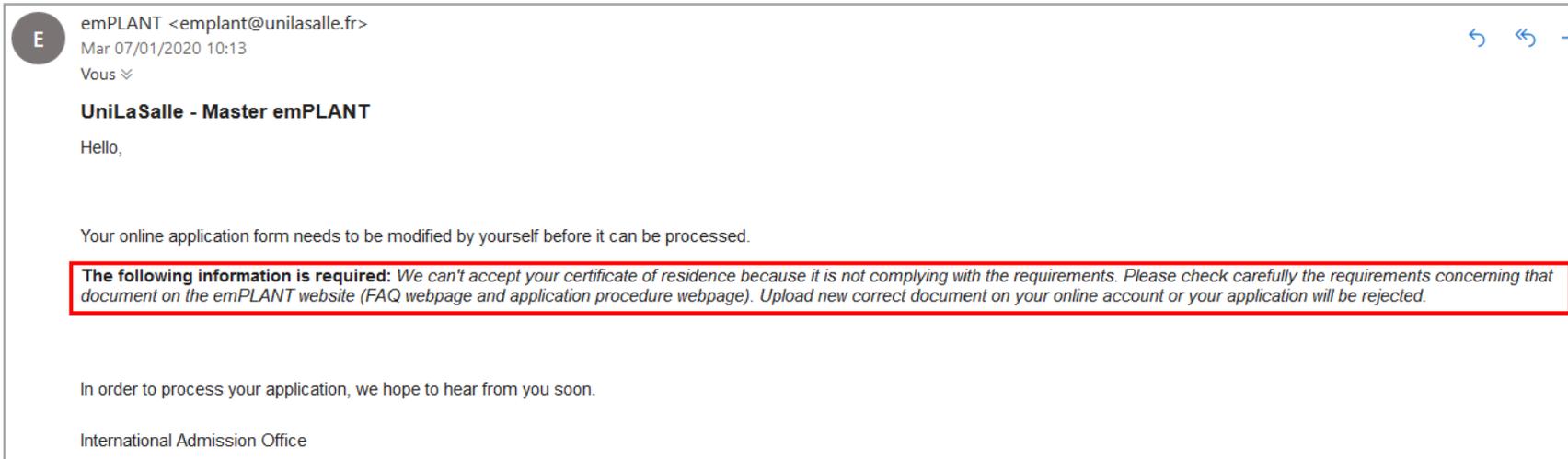
Your application is awaiting approval.

Best regards

International Admission Office


Connection infos to your online application

- URL : **https://crm.oscar-campus.com/dc/dossier-unilasalle_master_emplant.html**
- EMAIL : ▮▮▮▮▮▮▮▮▮▮▮▮

In case the emPLANT Executive Board asks for corrections, you receive an e-mail looking like the following:

> **emPLANT** <emplant@unilasalle.fr>
> Mar 07/01/2020 10:13
> Vous ⌄
>
> **UniLaSalle - Master emPLANT**
>
> Hello,
>
> Your online application form needs to be modified by yourself before it can be processed.
>
> **The following information is required:** *We can't accept your certificate of residence because it is not complying with the requirements. Please check carefully the requirements concerning that document on the emPLANT website (FAQ webpage and application procedure webpage). Upload new correct document on your online account or your application will be rejected.*
>
> In order to process your application, we hope to hear from you soon.
>
> International Admission Office

Here is the information you have to change on your application. This one is an example.

Log on your online application thank to the first e-mail you received from emPLANT with your password.
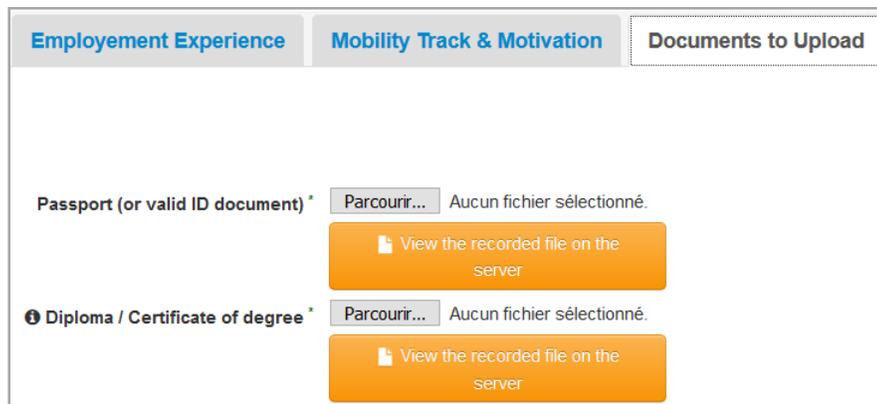
Employement Experience	Mobility Track & Motivation	Documents to Upload

Passport (or valid ID document) * Parcourir... Aucun fichier sélectionné.
View the recorded file on the server

ⓘ Diploma / Certificate of degree * Parcourir... Aucun fichier sélectionné.
View the recorded file on the server

Now change all the information you have to change.
If you have a document to change, click on « Parcourir » in front of the document.
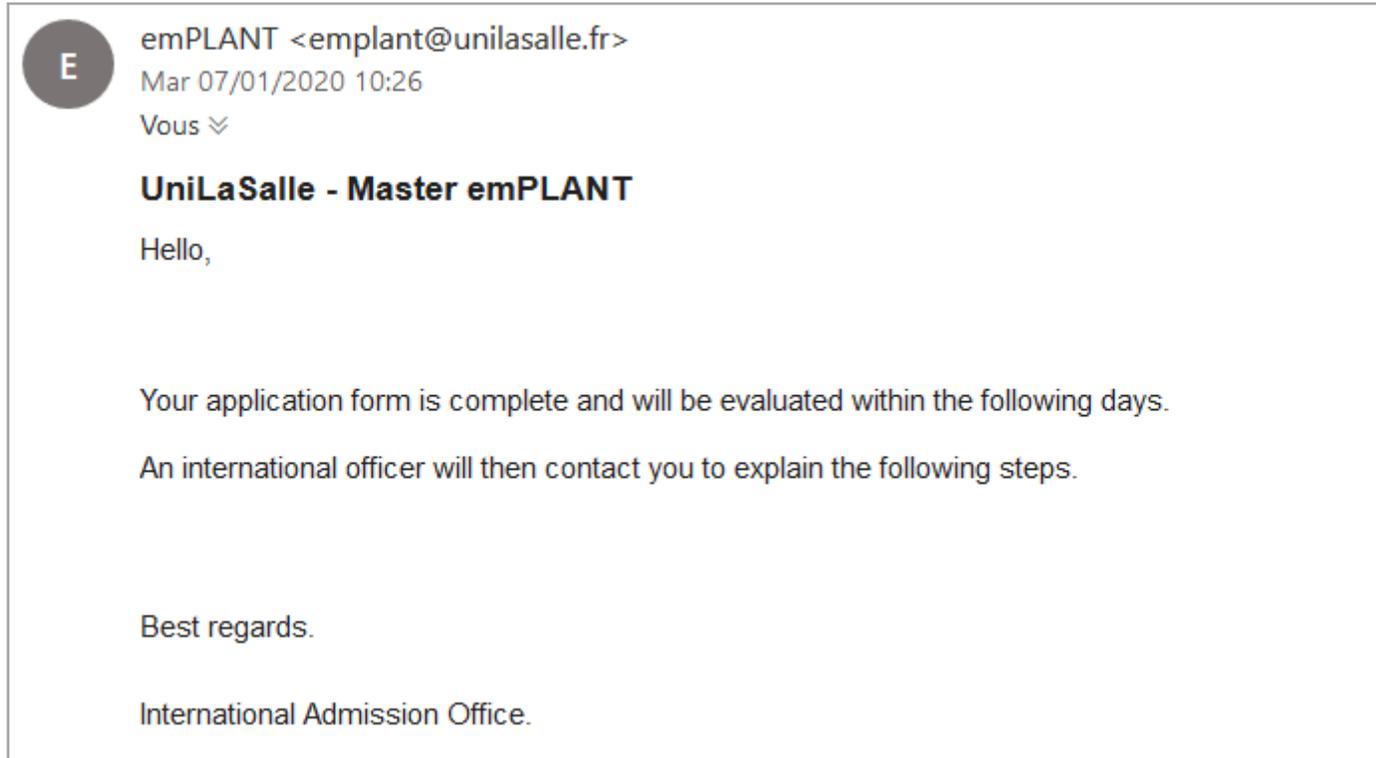Upload a new correct document.
Click on « save and check » at the top of the screen.
Then check if the new correct document has been downloaded by clicking on « view the recorded file on the server ».
If everything is fine, click on « finalize your application ».

You receive again the 2 same e-mails as previously.

emPLANT <emplant@unilasalle.fr>
Mar 07/01/2020 10:26
Vous ⌄

UniLaSalle - Master emPLANT

Hello,

Your application form is complete and will be evaluated within the following days.

An international officer will then contact you to explain the following steps.

Best regards.

International Admission Office.

Your file has been validated and is going to be assessed by the Executive Board with all the other accepted files.
The results are given on the emPLANT website, check the emPLANT selection procedure webpage for more details.

In case the emPLANT Executive Board rejects your file, you receive an e-mail looking like the following:

Dear candidate,

We have well received your application file for our Erasmus Mundus Master Program in Plant Breeding.

Unfortunately we are sorry to inform you that your application file is rejected.
Your file has been rejected either because your background is not in line with the emPLANT curriculum <u>OR</u> because too many of your uploaded documents were wrong.

Thank you for your understanding,
Best regards,
emPLANT Executive Board

Additional information

If you have a question concerning the application, don't forget to have a look at the **Frequently Asked Questions (FAQ)** of the emPLANT website: link

Otherwise you can contact emplant@unilasalle.fr

Make sure to check all the requirements and information on the emPLANT website (application procedure, list of documents to provide) before sending an e-mail with your question to the emPLANT Executive Board.