

# **GUIDE**

**Admissions UCLy** 

**APPLYING TO A PROGRAM AT UCLy** 

### Présentation

The UCLy Admissions Platform is UCLy's dedicated system for applications and/or administrative enrollment for students wishing to join a program at UCLy. Depending on your situation, it will guide you throughout the process—from preparing your application file to receiving a decision on your admission to each of the programs you applied for, followed by your administrative enrollment.



To obtain additional information on each step, please click on the corresponding button.

## To prepare my application

Your application must be submitted on the UCLy Admissions Portal UNLESS:

- You are authorized to repeat the same program of study for re-enrollment in this program, as a repeat student.
- You are resuming a year of study after a gap period for this academic year.

In both cases, please contact the administrative office of your program to learn about the admission and registration procedures.

The program in question falls under one of the following platforms (feel free to confirm with our services):



I AM APPLYING FOR THE FIRST YEAR OF A POST-SECONDARY PROGRAM

I am French or a citizen of an EEA member country and hold or am in the process of obtaining a French or European baccalaureate, or a DAEU.

I want to apply after obtaining my baccalaureate or as part of a reorientation to the first year of a Bachelor's degree, Bachelor's program, Grande École program, or engineering cycle.



I AM APPLYING FOR A MASTER'S 1 PROGRAM

I am French or a citizen of an EEA member state and hold or am in the process of obtaining a Bachelor's degree or a diploma conferring the level of a Bachelor's degree or its equivalent.

I want to apply for the first year of a Master's program as a continuation of studies, resumption of studies, or reorientation.



I AM APPLYING FOR A PROGRAM THAT REQUIRES AN ENTRANCE EXAM.

I hold or am in the process of obtaining a French diploma at the Bac +2 or Bac +3 level and want to apply for the 3rd or 4th year of the Grande École Program (PGE) at ESDES (Accès competition platform).

I have completed the first year of post-secondary studies and am applying for the 2nd year of the integrated preparatory cycle of the engineering program at ESTBB (Puissance Alpha platform).



JE CANDIDATE À UNE FORMATION VIA L'ÉTRANGER

Since I'm a citizen of a country outside the European Economic Area (EEA), I'm inquiring about the necessary steps for admission.

I understand that I may need to complete a prior admission application (DAP)\* depending on my situation. If I reside in a specific country or region, I'll follow the "Études en France" application process.



### To prepare my application



### Before starting your application on the UCLy Admissions Portal,

- Please read this guide carefully.
- Do not wait until the last day to apply.
- Prepare your application by gathering all the necessary information and documents in advance.
- Do not wait for the results of your current studies to submit an application, it is always possible to withdraw an application, however it will not be possible to apply after the deadline for each program has expired.
- Learn more about the programs offered by UCLy by visiting ucly.fr.
- Find out about the support offered to students with disabilities at UCLy by consulting our website.
- Find out about the support system for high-level athletes and artists with special needs by consulting our website.

### If you have any questions, please:

- Click on the icons to access further details and information on the requested information.
- Read the tooltips and inserts provided throughout the form.
- Consult our FAQ by clicking on the icon, at the top right of your name once you are logged in.
- Contact the secretariat of the program to which you are applying (see email and phone conta-







### Access the UCLy Admissions Platform

- Preferably use the Chrome or Firefox browsers.
- Follow the link provided to you or the one displayed on the page of our website dedicated to the program you are considering to access the application form login page.
- Select the language if necessary.

  The platform is displayed in French by default, but you can switch to English for easier navigation (option at the top right corner of your screen).
- The platform operates using the Latin alphabet. Data entered in other alphabets (Arabic, Chinese, Cyrillic, etc.) will not be processed.



### I log in to the application form



Enter your login credentials and password for your UCLy IT account, then click "Log in"

#### Log in/ Sign in

You are on the UCLY 2025-2026 Admission Page (applications and/or administrative registrations)

• To apply for a course:

• if you are or have been a student at UCLY enter your UCLY credentials (full UCLY email address - xxxxxxy@ucly.fr and password);

• otherwise, create an application account (see bottom of this page).

• To proceed to your registration or administrative re-registration: enter the username received in the "register" email please wait for this email to log in the first time.

Registration guide

I have my UCLy identifier account

If your last enrollment at UCLy was before the 2021-2022 academic year, this does not apply to you. Click on "I don't have a UCLy ID number."

I don't have my UCLy identifier account

I do not have a UCLy ID number

#### Log in/ Sign in

If you have already created an account on the UCLy Admissions Platform this year or in previous years:
Enter the email address and password associated with your account, then

log in.

If this is your first time logging in, click "Create an application account" and follow the steps outlined on the next page.

USERNAME

johndoe@email.com

PASSWORD

your password

Forgotten password ?

Log in

If you don't have an UCLy account and haven't created an application account yet, create an application account by clicking below:

Create an application account



Choose my application



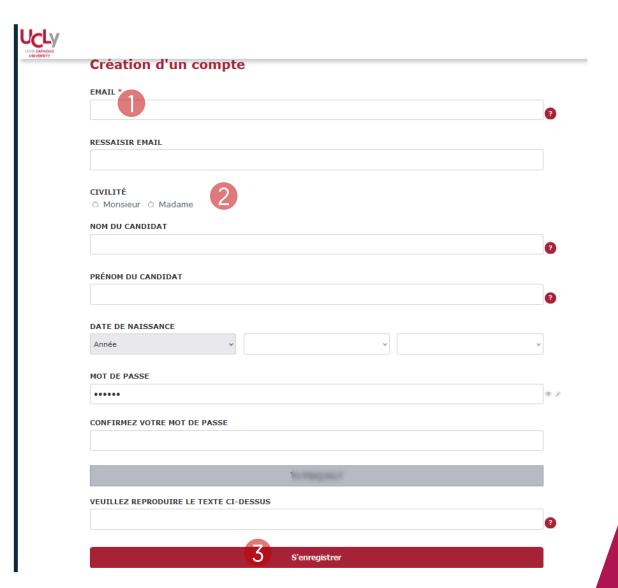
### I create an application account

Before creating an application account, ensure that you do not already have a UCLy IT account and that you have not previously created an account.

- Provide your email address. Please note that this email will be used for all communications regarding your application with UCLy. Make sure to use an active email address that you check regularly.
- 2. Enter the information corresponding to your civil status (if necessary, refer to your identity documents such as a passport or national identity card).
- 3. Save and validate the creation of your account by following the instructions in the email sent to the address you provided.

Be careful with the information you enter, as it cannot be modified after your account has been created.

Use your applicant account to apply to all UCLy programs of your choice for this academic year and in the years to come.





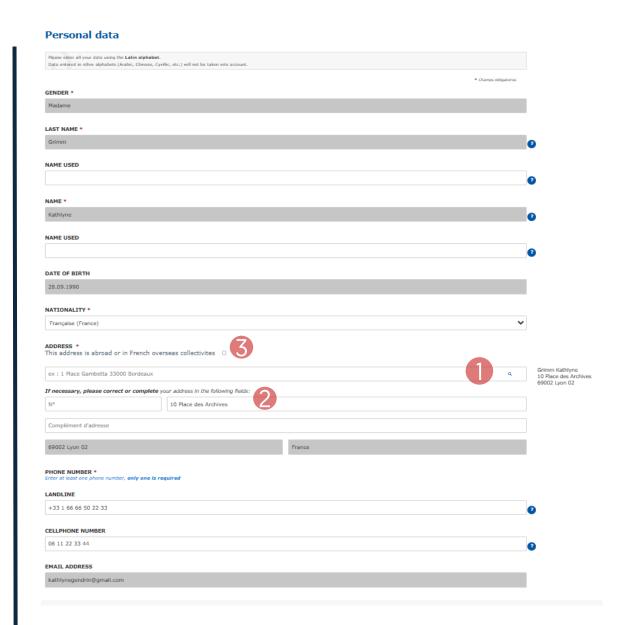
### I fill in the personal information for my account



- \* Fields marked with an asterisk are mandatory, and you cannot proceed to the next step without completing them.

  Grayed-out fields are not editable (these were provided during the creation of your applicant account).
- 1. Enter your current residential address in the "Address" field. Select and verify the address suggested after your input.
- 2. If needed, correct or complete the selected address using the fields below.
- 3. If your residence is currently abroad or in an overseas territory, check the appropriate box and provide the required information.

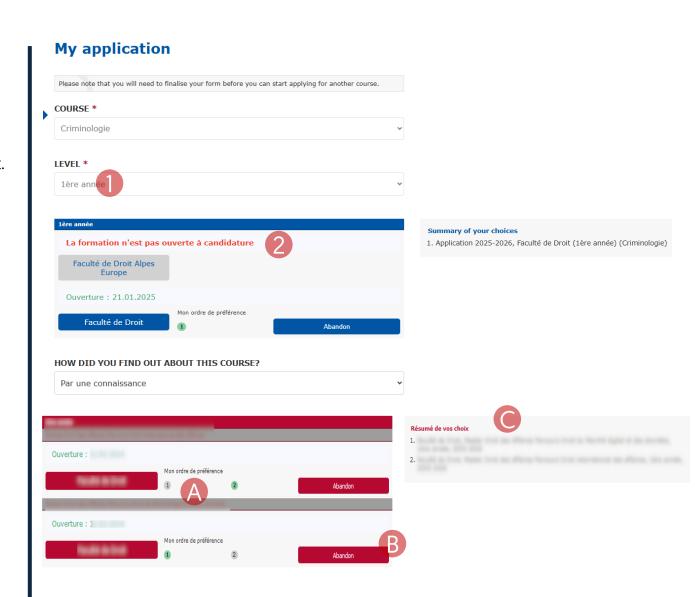
Your civil status information (family name, preferred name if applicable, first name, nationality) must match your identity documents (*National Identity Card or passport*).



## To choose my application



- 1. Select the program and the level you wish to apply for using the dropdown menu.
- 2. Click the button corresponding to the School or Faculty offering the program to select it.
- If the program is not open for applications, you will not be able to click on it. Instead, "Not open for applications" will be displayed in red.
- If the application period is scheduled to open later, the upcoming date will be indicated.
- The closing date for the application period will also be shown.
- A. If the program offers multiple options (e.g., available on two campuses, Lyon or Annecy, or with several tracks), click on each option you wish to apply for. Then, verify and, if necessary, adjust the order of preference (the selected order will be displayed in green).
- B. Click "Cancel" if you decide not to apply for the program or specific tracks you initially selected.
- C. Review your choices carefully before proceeding to the next step.
- Important Notes:
- You must submit one application file per program.
- If you wish to apply for multiple programs, complete your first application before starting the process for another. General data and common documents will be carried over, so you will not need to re-enter or reupload them.





# To fill out my application form

My high school diplomas

My higher education

My higher education diplomas

My student status

My academic records

To obtain additional information on each step, please click on the corresponding button.

## High School Diploma



Mes diplômes - baccalauréat ou équivalent

### Do you hold a French Baccalaureate?

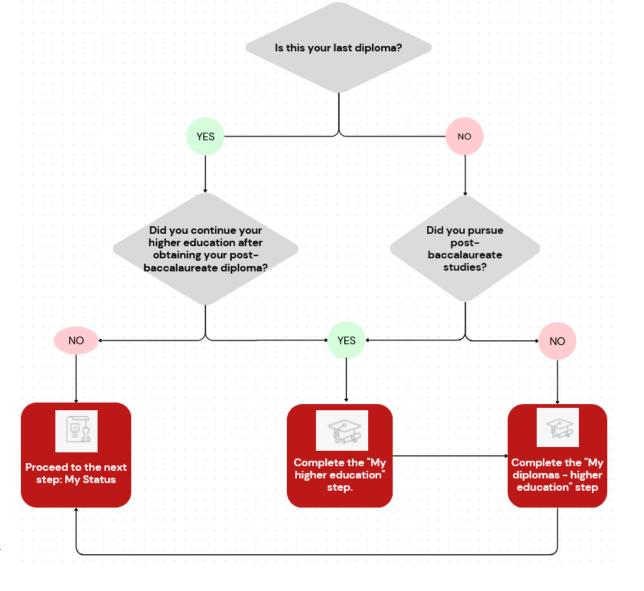
If you hold a French Baccalaureate, please check yes and provide the requested information.

- If you do not hold a French Baccalaureate, please check no and answer the following question:
  - Do you hold a French law degree (capacité en droit), an ESEU A or B, a DEAEU A or B, a VAE, VAPP, or a foreign equivalent to the French Baccalaureate? If yes, please check the box and provide the requested information.
- The country where you obtained your Baccalaureate or equivalent qualification must be entered in French, even on the English version of the website (e.g., enter "Allemagne" for Germany).

# Is this your highest level of education? Have you pursued higher education?

Please answer the questions according to your situation and proceed to the next steps, which will vary depending on your answers, as illustrated in the diagram. Back to the summary

**MY STATUS** 



## Post-secondary Education

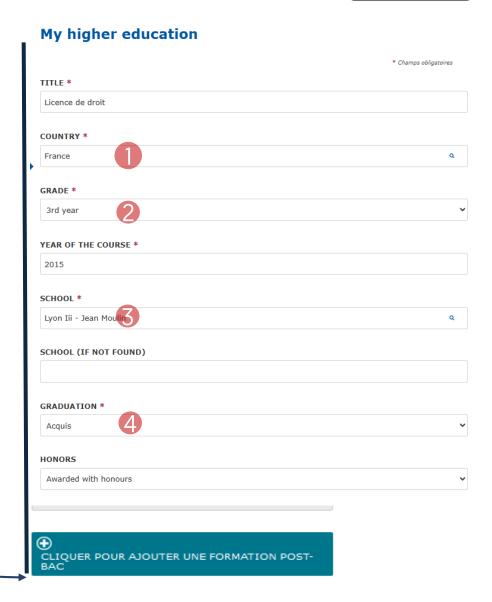




If you are currently enrolled in or have completed one or more post-secondary programs, please provide the details in this section.

- 1. The country must be entered in French, even on the English version of the website (e.g., enter "Allemagne" for Germany)
- 2. Indicate the highest level achieved in the program and the corresponding year. For example, if you completed the second year of a history degree in 2024-2025, enter "2nd year" and "2025".
- 3. Enter the name or city of the institution and select it from the list. If you cannot find your institution in the list, enter its name in the free text field below.
- 4. Indicate whether the diploma corresponding to the program is acquired, not acquired, or currently being acquired at the time of your application.

To add another program, click the button.



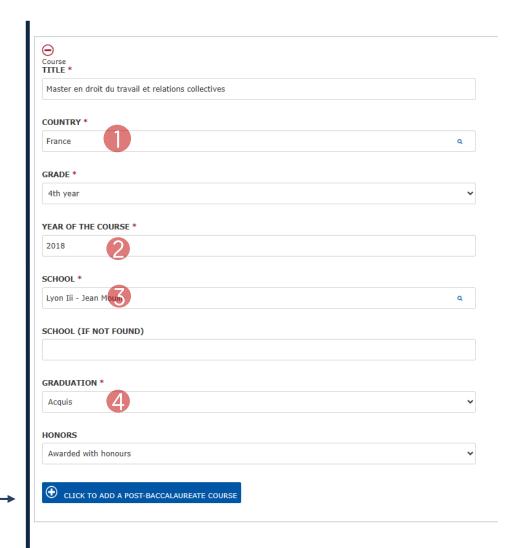
## Post-secondary Education



If you have obtained one or more degrees following your post-secondary education, please provide the details in this section.

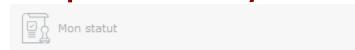
- 1. The country must be entered in French, even on the English version of the website (e.g., enter "Allemagne" for Germany).
- 2. Indicate the level of the degree obtained and the year of completion. For example, if you obtained a Bachelor's degree in 2023-2024, enter "Bachelor's" and "2024".
- 3. Enter the name or city of the institution and select it from the drop-down list. If you cannot find your institution in the list, enter its name in the free text field below.
- 4. Indicate whether the degree has been awarded, is pending, or is in progress at the time of your application.

To add another degree, click the button.



## Back to the summary

### To provide my status



Answer the questions regarding your situation and study plan. The questions displayed on this screen depend on: the modalities (e.g., work-study programs, professional contracts, vocational training) offered by the program you are applying to; and your answers based on your personal situation.

Answer sincerely and freely. These questions are not considered in the evaluation of your application but are intended to help us better support you.

### Gap in studies

If you have been enrolled in higher education every year since obtaining your high school diploma or equivalent, select "No" and proceed to the next step (My Documents).

If you have not been enrolled in higher education for at least one year since obtaining your high school diploma, select "Yes," then specify your situation from the drop-down list and indicate your funding source.

- If your application aims at resuming studies without a professional reconversion or career advancement plan, select this option regardless of your current status.
- For any questions or doubts, hover your mouse over the icon 🔞 to view tooltips explaining the various statuses and funding options in the drop-down menus.

#### Work-study program with a professional or apprenticeship contract

If the program you are applying to offers a work-study option with a professional or apprenticeship contract, answer the question about your future contract. If you have already identified your workplace for the work-study program, provide the name of the company.

If your plan is to pursue a work-study program but the question about identifying your workplace is not displayed, contact the administration office to confirm that the work-study option is compatible with the program.

If you do not wish to pursue a work-study program but the question about identifying your workplace is displayed, reach out to the admissions office managing the program to ensure the program can be followed without the work-study option.

### Back to the summarv

## To upload my documents



Upload the requested documents. These depend on:

- Your answers to the questions from previous steps.
- 2. The specific requirements of the program you are applying to.

The documents to upload primarily include proof of your academic background (e.g., transcripts and diplomas vou declared).

Additional documents (e.g., a cover letter, curriculum vitae, etc.) may be required based on the unique features and academic requirements of the program. For questions about the content or expectations for these specific documents, please contact the program administration office.

- Documents marked with an asterisk are mandatory. You cannot proceed to the next step without uploading them.
- $lack \Delta$  Documents must be in PDF format and meet the size requirements.

Only one file can be uploaded per section. If you need to submit multiple documents in the same section, merge them into a single PDF in a logical or chronological order. To merge or compress files, you can use free tools such as iLovePDF, SmallPDF, etc.

#### Steps to upload your documents:

Once the file is uploaded, an icon 🔟 will appear to confirm successful upload, and the file name will be displayed to help you verify that you selected the correct document.

To replace a document, you can delete the previously uploaded file and upload a new one. Alternatively, upload a new file directly, and when you proceed to the next step, the most recent file will be saved, replacing the previous one.

The program administration office may contact you later to request additional documents that were not initially required. You will be notified by email.

Déposez ici un document cliquez pour sélectionner





## To pay my application fees

Back to the summary
Submit my application

If the "Fees" step applies to the program you are applying to, proceed to pay the required application fees.

### To select the payment method

Mes frais

Check the "Flywire" option. Once redirected to the payment platform, you will be able to choose your preferred payment method (credit card or bank transfer).

### To pay via Flywire

Verify your personal details, select the payment method (credit card or bank transfer), and follow the steps provided on the Flywire payment platform.





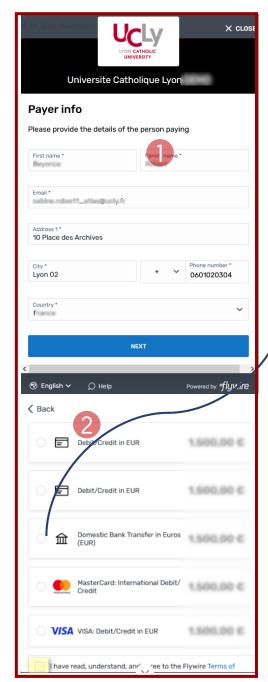
### RETOUR AU SOMMAIRE

## Step-by-Step Flywire Payment

- Verify the information taken from your UCLy admission account (personal data and contact details), then proceed to the next page.
- The information must be complete (all fields are mandatory) and must match the details entered in your UCLy Admission Space account.
- Select the payment method and agree to the terms and conditions.

Several payment options are available:

- Credit Card (CB): You will need to enter your card details and confirm the payment.
  Make sure to check with your bank that the payment amount is within your card's limit.
- ➤ Bank Transfer: You will need to make a transfer to Flywire following the instructions displayed on the next screen.



ransfer your funds ease transfer your funds using the bank instructions provided below				
	ayment. Note that Flywire can not take your tact us if you have any doubt.			
You	Universite Catholique Lyon DEMO			
We are v	vaiting for you to send the funds			
Bank instructions				
Amount to pay				
Reference / Payment	ID			
Remittance Informati	on / Reference			
Beneficiary Bank				

## To submit and track my application



### To submit my application



- $\triangle$  Check the validation box to finalize and submit your application.
- Once validated, you will no longer be able to modify the information provided for this application.
- Your application will not be considered submitted or reviewed until you complete this validation step.
- If you decide not to submit your application and wish to withdraw, you can return to the "My Application" step and click "Cancel." Your application status will then change to "Withdrawn."

### To download and save my application summary



After downloading and saving your application summary in PDF format, you can return to the home page of your UCLy Admissions Platform account.

### Page de validation

Veuillez saisir l'information suivante. \*

☑ JE VALIDE MA CANDIDATURE.

JE DÉCLARE SUR L'HONNEUR QUE LES RENSEIGNEMENTS INDIQUÉS LORS DE MA CANDIDATURE EN LIGNE SONT EXACTS ET COMPLETS.



### Récapitulatif de votre candidature

Fiche de résumé

Téléchargez ce document.

## To submit and track my application

### I track my application

To monitor the progress of your application, log in to your account on the UCLy Admissions Platform.

- Click on the arrow to open the "My Applications" tab and view your application(s) for the upcoming academic year.
- 2. Follow the progress of your application from submission to potential admission via its status

View the explanatory table of the different statuses by clicking here.

Review the information you provided by clicking on "read-only." You will not be able to modify it. If necessary, contact the program administration office via email or the chat feature (see point 7).

Access your application's progress and modify or complete the required documents as requested via emails sent from noreply@ucly.fr.

- 3. If a document required for your application is missing or invalid, it will be marked as "missing" or "invalid." You can then re-upload it.
- 4. You can withdraw your application at any time by clicking the "Withdraw?" button. Your application status will then change to "Withdrawn."

Ask questions to the administration office using the "My Dialogues" chat feature.

Check your emails regularly, log in to the platform frequently, and remain responsive during the application review period.

#### Back to the summary

#### My applications 2025-2026

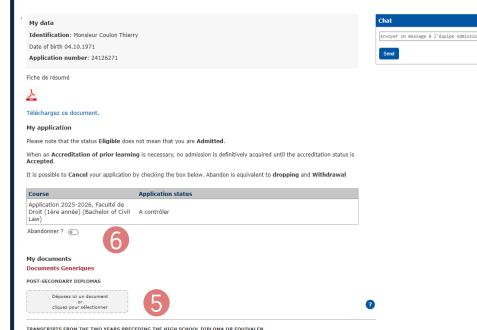
- After submitting your file, the access to the form is read-only. The follow-up and the modification of your file to be checked on the Follow-up and modification page.
- The Completed status means that your file is complete. The Eligible status means that you have received a positive reply. Complete or Eligible does not in any way mean that your Admission has been pronounced. Please check your emails regularly.
- · Eligibility "on condition that" means that there is a condition that must be met for you to be Eligible. Example: obtaining a diploma in progress or validation of a diploma equivalence or professional experience.

Registration guide 🔝

Number of applications registered: 2

Date of the application	Course	Application status	Access to form	Follow-up and modification
20.12.2024	Registration 2025-2026 Bachelor of Civil Law	A contrôler	Read-only	Follow-up and modification

#### Welcome!





## To submit and track my application

### I respond to admission offers

If your application is complete and administratively compliant, it will proceed to academic review.

Depending on the admission requirements of the program, you may be invited to an interview, test, or entrance exam.

Once the application review is completed, your application will either be rejected, accepted on the main list, or placed on the waiting list.

#### I am admitted on the main list

- 1. Your application will move to the "My Admissions" tab.
- 2. Access the decision screen labeled "I accept or I decline."

Pay attention to response deadlines. If you do not accept the offer within the timeframe indicated in the email informing you of your admission, it will be assumed that you have declined the offer.

#### 3. Accept or Decline

If you have been admitted to the main list for several of your applications, you must accept only one. If you have accepted an offer and are subsequently admitted to another program that you prefer to join, please contact the secretariat to decline the first offer (by email or chat). You can then accept this new offer.

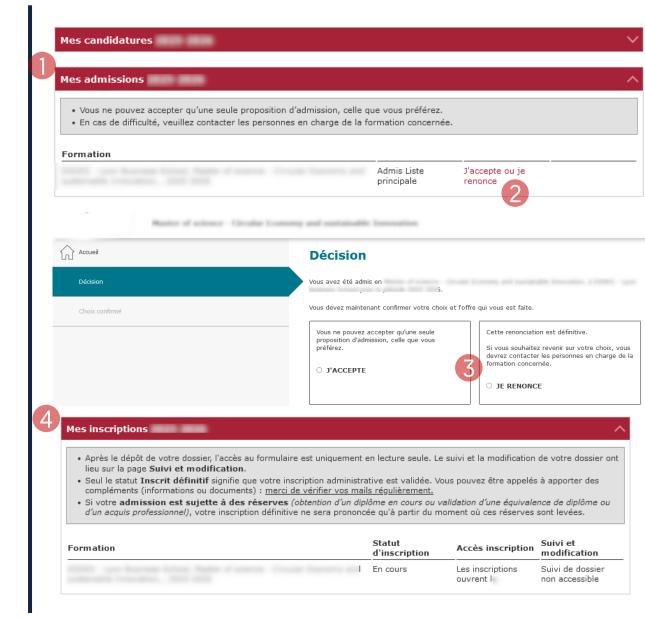
4. If you accept the offer, your application will be moved to the "My registrations" tab. You can start your pre-registration or registration immediately or as soon as access is opened. If the opening date is already scheduled, it will be indicated.

#### I have been admitted to the waiting list

The status 'Admitted to the waiting list' appears on your application file, which is then moved from the 'My applications' tab to the 'My admissions' tab.

You must wait for the list to evolve to possibly switch to 'admitted to the main list'.







### **ANNEXES**

# The different statuses of my application

### Your application status informs you about the stage of its processing by UCLy

To be checked	Your application is finalized and awaiting administrative processing (verification of information and submitted documents).
Pending completion	Your application has been administratively reviewed, and missing, invalid, or additional documents need to be submitted or resubmitted (see Application Tracking - My Documents).
Completed file, to be	
processed	Your application is awaiting administrative processing following the submission or resubmission of documents.
Complete	Your application has been administratively validated and will be reviewed academically.
To be reviewed	Your application has been submitted for academic review.
Rejected	Your application has been rejected.
Withdrawn	You have withdrawn your application.
Closed without action	Your application has been closed without further action by UCLy, either because you indicated that you no longer wished to apply or because you did not respond to requests within the given timeframe.
Conditional positive opinion	You have received a positive academic opinion, but your admission is subject to the decision of an academic committee.
Eligible	You have received a favorable academic opinion, but this does not mean you are admitted. You will receive an admission offer based on your rank and the number of available places.
Admitted to the main list	You have been admitted to enroll. You have received an offer that you can accept or decline. See application tracking.
Waitlisted	You are on the waitlist. Your admission depends on the responses of candidates ranked above you. Your status may change to "admitted to the main list." Please monitor your emails regularly.
Counter-offer	You have not been admitted to the program you applied for, but based on the review of your application, UCLy is offering you enrollment in another program that better matches your profile. For example, if you applied for the 3rd year of a History degree, you could receive an offer to enroll in the 2nd year of a History degree.

# European Economic Area (EEA)

#### **Member States:**

Germany Italy Austria Latvia

Belgium Liechtenstein Bulgaria Lithuania Cyprus Luxembourg Croatia

Malta

Denmark Netherlands Spain Norway Estonia Poland Finland Portugal

France Czech Republic

Greece Romania Hungary Slovakia Ireland Slovenia Iceland Sweden

### **Equivalents:**

Andorra Switzerland Monaco

### **Studies in France**

#### Countries or territories concerned:

South Africa Azerbaijan Algeria Saudi Arabia Argentina Bahrain

Benin

Bolivia

Brazil
Burkina Faso
Burundi
Cambodia
Cameroon
Canada
Chile
China
Colombia

South Korea Ivory Coast Djibouti

Comoros

Congo

**United Arab Emirates** 

Egypt Ecuador United States Gabon Georgia

Ghana Guinea Haiti

India Indonesia

Iran Israel Japan Jordan

Kenya Kuwait Laos Lebanon

Madagascar Malaysia

Mali

Morocco Mauritius Mauritania

Mexico Nepal Niger Nigeria Peru

Peru Qatar Democratic Republic of Congo

Dominican Republic United Kingdom

Russia Senegal Singapore Taiwan Chad Thailand Togo Tunisia

Turkey Ukraine Vietnam