

Steps to submit preferences at the University of Bordeaux

1. Use the link : <https://apoflux.u-bordeaux.fr/etudiant/> to access the Apoflux platform.
2. Click on « obtenir un numéro de dossier » (Top right hand corner)
3. Select « TEC - Collège Sciences et Technologies » in the scrolling menu.
4. Choose your level of study: 2nd year Bachelor's – 3rd year bachelor's – 1st year Master's – 2nd year master's *(If the inscription is already closed, click on the link « Un laissez-passer vous a été délivré ? » at the bottom of the page and enter the code given by the academic secretary's office. Request one to your academic coordinator, if you do not have any).*
5. Select the diploma you wish to apply for. *(if you did enter the code you don't need to select the diploma, it will automatically be selected).*
6. Select "Suivant" to get to the next page.
7. You have previously been enrolled at the university of Bordeaux? Yes/No *(-If "Yes", type your University of Bordeaux student ID number and your date of birth (DD/MM/YYYY). -If "No", type your INE number (only if you have already been registered at a French University, otherwise do not type anything in, only your date of birth (DD/MM/YYYY) at the bottom).*
8. Enter the information: Title / Name/ Surname/ Preferred surname (only if different from surname – e-mail *(It must be personal and unique. The same e-mail address cannot be used by two people enrolled in preference submission on Apoflux UB).*
9. Go to your e-mail and click on the link sent by the university.
10. Follow the steps by giving your information about your personal details, resuming studies, continuing studies.

For more detailed information, click on "Need help" in the top right corner, all pages are translated in English for each step

11- Once you are done with the personal information steps, select “Confirmer votre candidature et télécharger le dossier” (> confirm your application and download your preferences) – Then “Télécharger mon dossier” (*This includes a list of documents you need to attach according to your situation*).

12) Go back to the homepage and choose the documents you wish to upload according to your situation by clicking on “Déposez vos pièces justificatives”(=>upload your supporting documents):

-CV

-Motivation letter

-Transcript of the 1st semester of the 1st year of undergraduate studies

-Transcript of the 2nd semester of 1st year of undergraduate studies

-Transcript of the 3rd semester of the 2nd year of undergraduate studies

-Transcript of the 4th semester of the 2nd year of undergraduate studies

-Transcript of the 5th semester of the 3rd year of undergraduate studies or 1st year of engineering school

-Transcript of the 6th semester of the 3rd year of undergraduate studies or 1st year of engineering school

-Transcript of the 7th semester of the 4th year of tertiary studies (Master year 1 (if applicable), Engineering School year 2 or other)

-All transcripts of postgraduate studies

-Translated certified diplomas since graduation (baccalaureate)

-Official translation of all taught programmes/courses studied since leaving secondary school, and their workload (in number of hours)

12- “Choisir un fichier” (> select a file) and « Valider » (>Validate)

13- Once you have attached the required documents, your application on Apoflux is done, you will now be able to, modify or add documents from the homepage, by clicking on “Accéder à votre dossier” (>Access your application).