USER

OUTGOING

Managing your exchange programme abroad

GUIDE

SciencesPo | DSI – service formation aux usages numériques

SciencesPo

Information about your exchange programme file:

- For students wishing to go on an exchange programme with a Sciences Po partner, you must start building up your file:
  - If you are at **Undergraduate College**: 6 partner universities
  - If you are studying for a **Master**'s: Maximum 3 partner universities

- You must select universities in **order of preference**

- The International Affairs Division officers, when reviewing your application, will assess the overall profile of the application, the motivation and coherence of the student's project, the academic results, and the language level.

- The final decision will take place in an assignment committee composed of Representatives from initial training, Sciences Po careers, and the IAD, and teachers and students who will consider the students' applications on the basis of the elements provided in the file. Decisions will be made in the following days and will be published on the personal account of the Outgoing app.

- It is your responsibility to **verify the data in your file**. In case of any administrative errors, contact the registrar office.
  In case of an error regarding your language levels, contact the language department:
  - **Undergraduate College** : langues1ercycle.paris@sciences-po.fr
  - **Master :** languesmaster.paris@sciences-po.fr

2

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Logging in

Connect to the **Outgoing** app at the following address: https://outgoing.sciencespo.fr

by using your login details of first **name.surname** and your usual password.

Eva ABOLINA
Student

Switch the interface
to English

Input My Application

1 In the main menu on the left, choose your year of study

Campaign year
2020-2021

2 Then click on the heading « **Input My Application** »

Input My Application

3 Complete the **5 steps** of the file (detailed on the next page) by navigating through the « **Next** » and« **Previous** » buttons
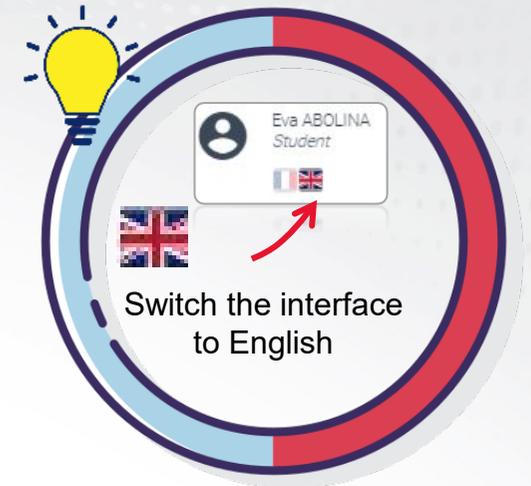
Step icons

3 Step to complete

✓ Step completed

⚠ Elements missing

Input student application

Introduction — Personal details — Choose project type — Describe your project — Submit your project

< PREVIOUS   > NEXT

< PREVIOUS   ⬇SAVE   > NEXT

File navigation buttons

A noter
Fields marked with an asterisk *
are **mandatory**

⬇ SAVE

Save to finalize the folder later

3

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The 5 steps of the file

1 Introduction

Explanation of how to complete the file and consent to data collection

☑ Student: I have read and I agree the conditions of use and data processing

2 Personal details

- Verifying your data
- Completing « Your language level » and « Your previous background » for master's students

Your language level *	Informations manquantes
Your previous background	Informations manquantes

3 Choose project type

Check your preferences

◉ I am willing to complete my exchang
○ I would prefer to complete my excha

4 Describe your project

Undergraduate Student: 6 possible choices
Master's Student: 3 possible choices

a Make a choice

➢ Click on the « **Country** » section and choose the desired country.

➢ Then click on « **University** » and select your choice.

➢ Fill in the fields under the headings « **Campus** » et « **Department** ».

Mes choix — Vous avez formulé 0 souhait(s)

Pays
- Brésil
- Burkina Faso
- Canada

Pour sélectionner un choix : sélectionnez d'abord le pays dans la liste, puis l'université, puis le campus et le département.
Cliquez sur le département pour l'ajouter à votre panier.

1 Universidade de Sao Paolo ...
Philosophie et Lettres ...
Accord Niveau non défini

Université
Campus
Département

Mes documents — Veuillez fournir tous les documents obligatoires.

b List of choices

Your choice appears on the right.

c Next choices

Click again on the "**Country**" section and go through the process again to indicate the next choices.

Remember to fill in the mandatory "**My documents**" part (provide pdf documents)

5 Submit your project

Once the file is finalised, click on "Submit" at the last step of the process

✓ SUBMIT

- 1st year transcripts
- CV (in French or English)
- A cover letter (in French or English) up to 2 pages long (with motivation for each of the choices)
- Language test results as required by the requested partner universities
- Degree grades or their equivalent

4

Follow-Up to My Application

 Follow-Up To My Applicat...

Once the file has been entered, click on « **Follow-up to my application** » on the main menu on the left to view your exchange programme choices in the menu.

When the decision is made by the International Affairs Division assignment committee, you will see **the final validated choice**.

End Of My Stay

 End Of My Stay

At the end of the programme, click on the " + " button:

- Study abroad report

- Transcript from semesters (1st semester , 2nd semester or 2 semesters at the same time)

- Other documents (Miscellaneous)

5