



Guidance for online application

Updated 17 January 2025

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Please read carefully before completing your application form

1

Continuing Education - Work-based Training

1. Differences between Formal and Continuing Education

Formal education relates to students who have not interrupted their studies.

Continuing education is for employees who wish to complete their training or resume their studies, and for jobseekers (including those who do not perceive an allowance). If you are not registered with the Employment Centre (Pôle Emploi) even though you are entitled to receive benefits and/or if you have interrupted your studies for at least two years, continuing education applies to you.

It should be noted that the training followed is exactly the same as that of students enrolled in formal education. Finally, all ISTHIA diplomas can be obtained via continuing education.

2. Work-based training possibilities

ISTHIA has opened some of its courses to work-based training. This allows to train future employees within a specific company culture, and furthermore the 'contrat de professionnalisation' (open to all young people aged 16 to 25 and to job seekers aged 26 and over) gives access to different governmental aids: remuneration calculated on the basis of a percentage of the minimum wage (SMIC), training costs covered by the OPCO, etc.

3. Identify your status in the application file

It is important for us to quickly identify the fact that you are (or are likely to be) in continuing education so we can activate the procedures simplifying the payment of your training costs and, if necessary, prepare the elements linked to your financial aid. Therefore, please remember to fill in the relevant information in the application form.

2

International Applicants

1. For applicants residing in the following countries:

Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Congo, Brazzaville, Ivory Coast, Gabon, Guinea, India, Japan, Lebanon, Madagascar, Mali, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, South Korea, Syria, Taiwan, Tunisia, Turkey, United States, Vietnam.

Please contact the 'Centres d'Études pour la France' (CEF) via the CEF website of your country of residence (e.g. www.algerie.campusfrance.org) and follow the instructions given there.

For more information, see: www.campusfrance.org (under the 's'inscrire' section).

2. For all international applicants: language proficiency evidence

You will be asked to submit proof of sufficient proficiency in French by including the following in your supporting documents

2.1. A French knowledge test ('test de connaissances de français') (TCF)

For the DU ('diplôme universitaire') and 'licence' courses, the minimum required level is B2. For the Master programmes it is C1.

For more information, see:

<https://www.service-public.fr/particuliers/vosdroits/R52170?lang=en>

The following are exempt from the French language test (TCF):

1. Nationals of one of the following countries: Belgium*, Benin, Burkina-Faso, Burundi*, Canada*, Cameroon*, Central African Republic*, Chad*, Comoros*, Congo, Ivory Coast, Djibouti*, Gabon, Guinea Conakry, Haiti*, Luxembourg*, Madagascar*, Mali, Mauritania*, Niger, Democratic Republic of Congo, Rwanda*, Senegal, Seychelles*, Switzerland*, Togo, Vanuatu*.

** Exemption upon presentation of diplomas from a French-speaking educational institution.*

2. Holders of DELF B2, DALF (Diplôme Approfondi de Langue Française) or the new DALF C1 and C2 diplomas.

3. Students graduating from French or French bilingual secondary education.

Below you will find answers to the questions most applicants have. Please read carefully before you start filling your application.

3

FAQ

• What does INE mean? How do I find it?

If you have been a candidate for a French baccalaureate or if you have been enrolled in a French public university from 1995 onwards, you have an INE (National Student Identification Number) or its equivalent, the BEA number (Academic Student Database). You will find it:

- Either in the top left-hand corner of your baccalauréat transcript,
- Or on any transcript issued by a French public university.

Foreign applicants who have never been registered in a French institution do not have an INE.

• My school/institution is not on the list of external institutions ('cursus externes'), how do I fill it in?

In this case, please select an institution or school you feel is closest to your type of training, and in the '*libellé et niveau de formation*' section, indicate that you have not found the institution or school in the list, and then specify the name + the town + the course name + the course level.

• Why aren't the links on the courses active?

For the links to be active, you must:

- Have validated your account by clicking on the link in the activation e-mail
- Have started to fill out your application form.

• How do I send several attachments for one supporting document?

You can compress it using one of the free tools available online. For example:

- <https://smallpdf.com/fr/fusionner-pdf>
- www.merge-pdf.com
- www.sodapdf.com/fr/fusionner-pdf/

• The attachment is too big, what should I do?

You can compress it using one of the free tools available online. For example:

Par exemple : <https://smallpdf.com/fr/compresser-pdf>

You can also use a lower resolution when scanning.

• The name of my baccalaureate/secondary school diploma doesn't show up, what should I do?

Please select '*autres bacs +....*'; and then enter the name of your diploma.

• My internal curriculum ('cursus interne') does not show up in my digital file, what can I do?

Please enter your INE or INES number in your personal information.

• Do I need to send paper documents to complete my application file?

No, the whole process is paperless.

• E-candidat says that my application file is locked by another user, what should I do?

This means that your file is currently being consulted by the school or by the members of the pedagogical committee.

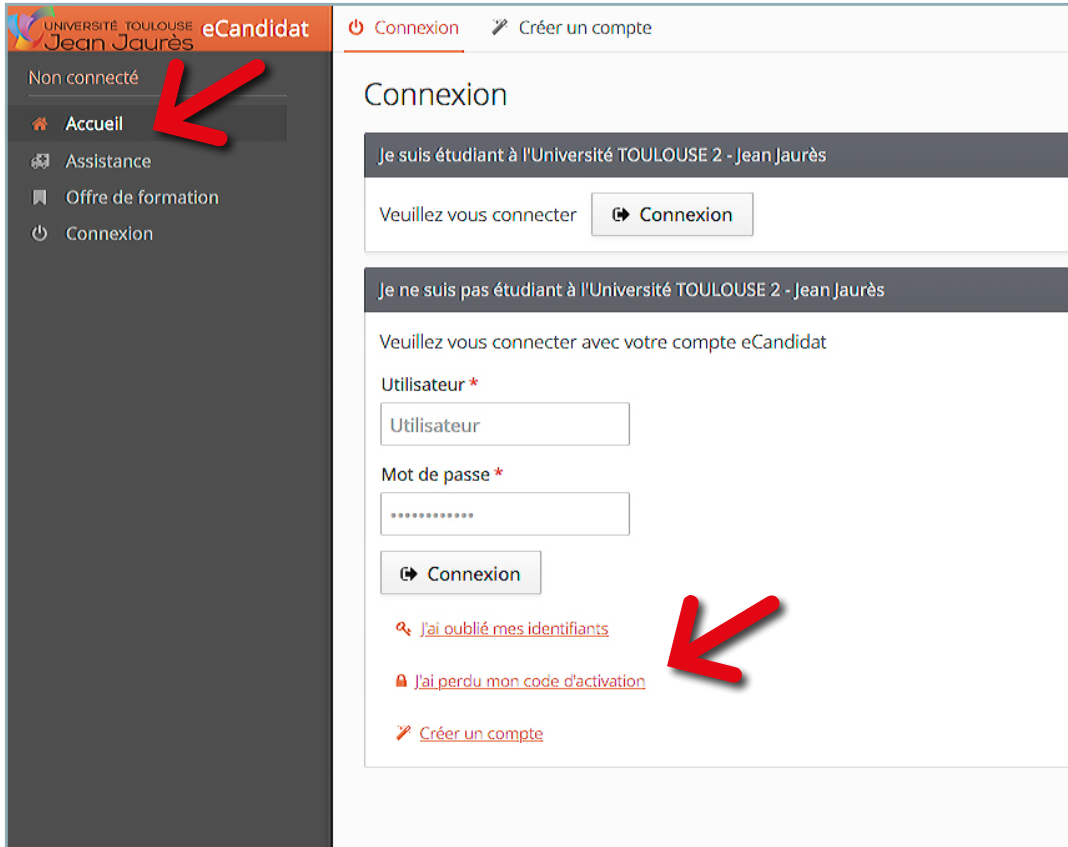
To access your file, log in again later.

Guidance for online application

Academic year 2025 | 2026

- I've lost my password or my login, how do I recover it?

Go to <https://ecandidat.univ-tlse2.fr/#accueilView>, in the home (accueil) menu



The screenshot shows the eCandidat login interface. On the left, a dark sidebar contains a menu with 'Accueil' highlighted by a red arrow. The main area is titled 'Connexion' and has two sections. The first section is for students at Université TOULOUSE 2 - Jean Jaurès, with a 'Connexion' button. The second section is for non-students, with fields for 'Utilisateur' and 'Mot de passe', and a 'Connexion' button. Below these fields, there are three links: 'J'ai oublié mes identifiants' (highlighted with a red arrow), 'J'ai perdu mon code d'activation', and 'Créer un compte'.

Click on: **'I have forgotten my login details'** (*J'ai oublié mes identifiants*) and enter your e-mail address.



The screenshot shows a modal window titled 'J'ai oublié mes identifiants'. It contains the text: 'Saisissez votre adresse mail utilisée pour la création de votre compte, un mail vous sera envoyé contenant votre login et un nouveau mot de passe'. Below this is a text input field labeled 'Adresse mail *'. At the bottom, there are two buttons: 'Annuler' and 'Envoyer'.

- When I log in, I can only see the headings 'accueil', 'assistance', 'offre de formation' and 'deconnexion' on the left-hand side but not the professional curriculum and personal information. Moreover, when I click on one of the courses in the list, nothing happens. Is this normal?

You have to activate your account via the activation link received by e-mail. If you have not received it, check your spam folder, or go to **'accueil / connexion'**, and click on **'I have lost my activation code'** (*J'ai perdu mon code d'activation*).

4

Application Form

The application procedure is purely electronic, you do not have to send anything by post. For each course you apply for, you will have to submit supporting documents, submit your application, monitor the status of your application, and accept your offer if your application is approved.

4.1 CREATE A USER ACCOUNT

Select **'create an account'** (Créer un compte)

The screenshot shows the 'eCandidat' interface for Université Toulouse Jean Jaurès. In the top right navigation bar, the 'Créer un compte' link is highlighted with a red dashed circle. The main content area is titled 'Créer un compte' and contains two sections. The first section, 'Je suis étudiant à l'Université TOULOUSE 2 - Jean Jaurès', includes a 'Veillez vous connecter' label and a 'Connexion' button. The second section, 'Je ne suis pas étudiant à l'Université TOULOUSE 2 - Jean Jaurès', includes a 'Créer un compte' button.

Two possibilities will be available to you:

al You are not a student at the University of TOULOUSE 2 Jean-Jaurès ('Je ne suis pas étudiant à l'Université Toulouse 2 – Jean-Jaurès'): Select **'create an account'** (Créer un compte)

This screenshot shows the 'Création de compte' form. A red dashed circle highlights the 'Je ne suis pas étudiant à l'Université TOULOUSE 2 - Jean Jaurès' section and its 'Créer un compte' button. The form itself is titled 'Création de compte' and includes a warning: 'Attention, lorsque vous aurez modifié votre compte, vous serez déconnecté. Vous devrez consulter vos courriels pour valider votre adresse, puis vous pourrez vous reconnecter.' Below this are four input fields: 'Nom *', 'Prénom *', 'Adresse mail *', and 'Confirmation Adresse Mail *'. At the bottom, there are 'Annuler' and 'Enregistrer' buttons.

Complete the appropriate fields, and click on **'submit'** (enregistrer)

NOTICE

Please take care that you do not reverse your first name and last name or write them on the same line.

Création de compte

Attention, lorsque vous aurez modifié votre compte, vous serez déconnecté. Vous devrez consulter vos courriels pour valider votre adresse, puis vous pourrez vous reconnecter.

Nom * DUPONT

Prénom * Jean

Adresse mail * jean.dupont@hotmail.fr

Confirmation Adresse Mail * jean.dupont@hotmail.fr

Annuler Enregistrer

bi You are a student at the University of TOULOUSE 2 Jean-Jaurès
(Je suis étudiant à l'Université Toulouse 2 Jean-Jaurès)

- select **"Connexion"**
- complete the appropriate fields (login and password) and click on **"enter"** (me connecter).

Je suis étudiant à l'Université TOULOUSE 2 - Jean Jaurès

Veillez vous connecter Connexion

Établissement / Nom d'utilisateur

ut2 tom.sawyer

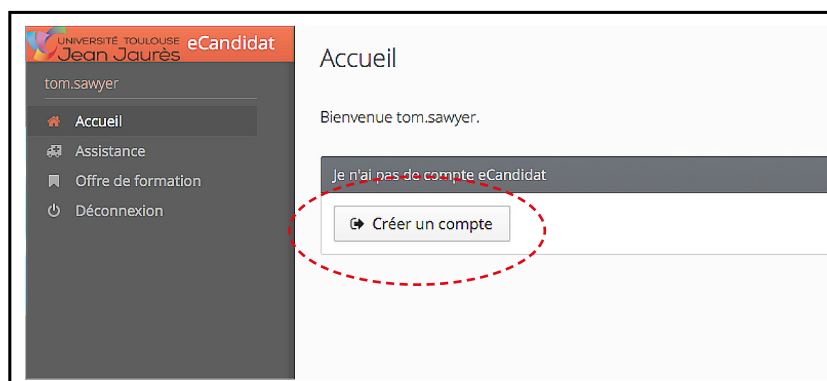
Mot de passe

Se souvenir de moi

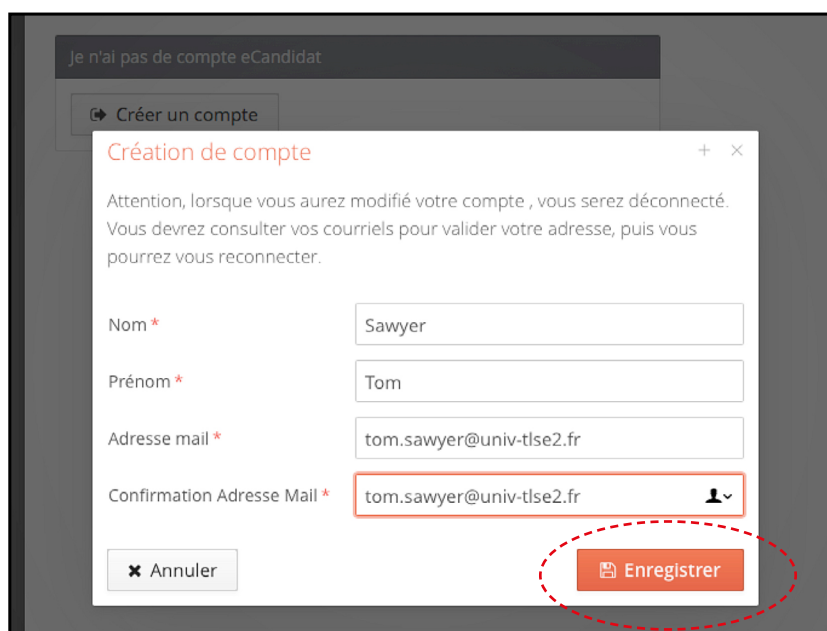
Me connecter

Support

Select **'Create an account'** (Créer un compte)



Complete the appropriate fields, and click on **'Submit'** (Enregistrer)



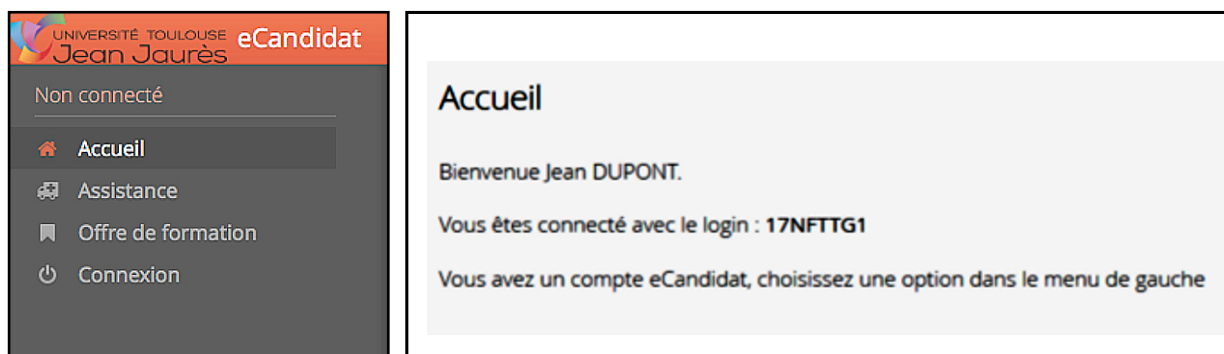
In both cases (whether or not you are a student at UT2) an activation e-mail will automatically be sent to the e-mail address you have provided.

Please check your spam folder in case you cannot find the e-mail in your inbox.

Activate your account by clicking on the link provided in the e-mail.

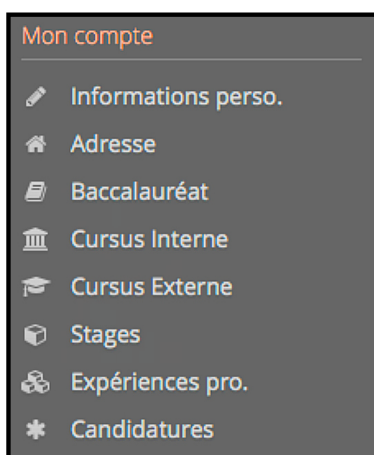


Once you have done this, your e-candidate account will be active, and you can access it at any moment using the login details provided in the e-mail.

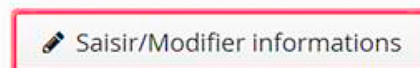


4.2 ENTER REGISTRATION DETAILS

Complete all of the following:



To add information, select **'enter and modify'** (saisir et modifier) in each section



then click **"Next"** (Suivant)



Notice: You will be asked for your INE number. It can be found on your baccalaureate transcript. If you do not have this information, you can continue your application without filling in this field, you will not be blocked.

Personal information	<i>Enter your INE, last name, first name, date of birth... It is recommended that you also enter your mobile phone number.</i>
Address	<i>Fill in your postal address.</i>
Baccalauréat	<i>Fill in the information relevant to your baccalauréat (or equivalent).</i>
Cursus interne	<i>If you are already a student at UT2J, your curriculum will show up automatically. If you are not a student at UT2J, this field will be left empty, and you can go on to the next one.</i>
Cursus externe	<ul style="list-style-type: none"> ▶ <i>Enter as many courses as number of post-baccalaureate (post-secondary school) years attended.</i> Example : A course in 2018 for the first year of BTS/DUT/L1 etc., then a course in 2019 for the second year of BTS/DUT/L2 etc.. ▶ <i>In 'année d'obtention', indicate the year of enrolment in this course.</i> ▶ <i>When indicating name and level of the course, please use the following model: Level, field, specialty (if applicable), course (if applicable).</i> Example for a first year Master's degree: <ul style="list-style-type: none"> • M1, Corporate Law, European and Comparative Social Law Example for a first year of a DUT or BTS: <ul style="list-style-type: none"> • DUT1, Information-Communication • or BTS1, Information-Communication
Stages	<i>Fill in any internships/work placements you have done during your schooling</i>
Expérience professionnelle	<i>Fill in your professional experiences, summer jobs, etc.</i>
Candidatures	<i>Apply for courses</i>

• Nota Bene

a. The name of your baccalauréat/secondary school diploma does not show up: Please select '**autres bacs +...**', and then enter the name of your diploma.

b. Your institution is not on the list of external institutions ('cursus externes').

In this case, please select an institution or school you feel is closest to your type of training, and in the '**libellé et niveau de formation**' section, indicate that you have not found your institution or school in the list, and then specify the name + the town + the course name + the course level.

4.3 CHOOSE YOUR COURSES

Select **offre de formation**, then **'which kind of diploma'** (type de diplôme) within the **'requested course'** (formation souhaitée)

UNIVERSITÉ TOULOUSE Jean Jaurès eCandidat

TESTEUR CANDIDAT

- Accueil
- Assistance
- Offre de formation**
- Déconnexion

Mon compte

- Informations perso.
- Adresse
- Baccalauréat
- Cursus Interne
- Cursus Externe
- Stages
- Expériences pro.
- Candidatures

Offre de formation

Vous pouvez consulter les formations en dépliant les menus et candidater à une formation en cliquant dessus.

Filtre Filtre en cours : Aucun

Université TOULOUSE 2 - Jean Jaurès

Titre	Mots clés
ISTHIA	
▶ Diplôme d'université 1cycle	
▶ Licence	
L3 Management et Ingénierie des Industries du Tourisme (MIIT)	
L3 Management et Ingénierie des Industries du Tourisme (MIIT) - site de Kuala Lumpur	
L3 Sociologie et Anthropologie de l'Alimentation (SAA)	
L3 Tourisme et développement - site de Foix	
▶ Licence Professionnelle	
▶ Master	

Confirm your choice. An e-mail will be sent to the e-mail address you have provided confirming your choice. You can apply for a maximum of 3 courses.

Confirmation

Voulez-vous candidater à la formation 'M1 Management et Ingénierie de la Restauration Collective (MIRC)' ?

4.4 OPEN YOUR APPLICATION

Double-click on the course or select it and click on **'Open'** (Ouvrir)

+ Nouvelle candidature			
Formation	Date limite de retour	Statut du dossier	Décision
Licence Pro Hôtellerie Restauration	18/05/2018	Réceptionné	Décision défavorable - Adéquation du cursus suivi avec la formation visée
Licence Pro Définition et Gestion de Systèmes Alimentaires (DGSA)	10/01/2018	Réceptionné	En attente
M1 Management des Industries du Tourisme (MIT)	10/01/2018	Réceptionné	Décision présélection
L3 Management et Ingénierie des Industries du Tourisme (MIIT)	18/05/2018	Réceptionné	En attente
L3 Sociologie et Anthropologie de l'Alimentation (SAA)	18/05/2018	Réceptionné	En attente
M1 Sciences Sociales Appliquées à l'Alimentation (SSAA)	18/05/2018	Réceptionné	En attente
M1 Management et Ingénierie de la Restauration Collective (MIRC)	28/02/2018	En attente	En attente

4.5 UPLOAD (OR CONSULT) SUPPORTING DOCUMENTS

There are 4 types of supporting documents

- **Supporting documents which you may not have to provide**

Courses are open to international applicants (see part 2 - International applicants). If you are not concerned, a button allows you to indicate this:

Pièce justificative	Fichier	Statut	Pièce conditionnelle
Lettre de motivation	+	En attente	
Curriculum vitae	+	En attente	
Copie des diplômes	+	En attente	
Relevés de notes du baccalauréat	+	En attente	
Attestations stages et emplois	+	En attente	
Test de connaissances du français (étudiants étrangers)		Non concerné	Concerné par cette pièce

- **Supporting documents that must be submitted**

To be able to submit your application it is **compulsory** to upload all documents requested for. Your application cannot be processed without all the documentary evidence.

For each type of supporting document requested, you must send only one PDF file. If you have several PDF files, you must merge them into one.

Here are some tools available on the internet:

- <https://smallpdf.com/fr/fusionner-pdf>
- <http://www.merge-pdf.com>
- <http://www.pdfmerge.com/fr>

Please note that each supporting document requested must not exceed 10 MB..

If your file exceeds this size, you can compress it with a free tool available online.

For example: <https://smallpdf.com/fr/compresser-pdf>

For proof of internships and jobs, you will find a model of what is required on:

https://www.service-public.fr/simulateur/calcul/Attestation_De_Stage

<https://www.service-public.fr/particuliers/vosdroits/F87>

To upload a document, click on **+**

Informations détaillées		Dates utiles	Adresse de contact	
Formation	M1 Management et Ingénierie de la Restauration Collective (MIRC)	Date limite de retour	28/02/2018	
Statut du dossier	En attente	5 allées Antonio Machado 31058 TOULOUSE Mail : frederic.zancanaro@univ-tlse2.fr		
Décision	En attente			

▲ N'oubliez pas de consulter l'onglet 'Formulaires complémentaires'

Pièces justificatives Formulaires complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 28/02/2018. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fichier	Statut	Pièce conditionnelle	Commentaire
Carte d'identité	+	En attente		
Photo d'identité	+	En attente		
Lettre de motivation	+	En attente		
Curriculum vitae	+	En attente		
Copie des diplômes	+	En attente		
Relevés de notes du baccalauréat	+	En attente		
Attestations stages et emplois	+	En attente		

Once your document has been uploaded, its status will be marked as **'transmitted'** (transmise). You can now view it or delete it if in case of a mistake.







Pièce justificative	Fichier	Statut
Carte d'identité	-  	Transmise
Photo d'identité	+	En attente

• Nota Bene

For current Bac+2 students, please attach the report cards or transcripts in your possession to date in place of the diploma.







• Compulsory supporting documents with model

Download the document

 	Formulaire Langue Vivante	+	En attente
 	Choix Formation	+	En attente
 	Compétences Informatique	+	En attente

• Optional supporting documents

Download the document

 	Formulaire Langue Vivante	+	En attente
 	Choix Formation	+	En attente
 	Compétences Informatique	+	En attente

Fill in the document and remember to save it on your computer so that the changes made are taken into account.

Upload the document by clicking on +

		Formulaire Langue Vivante		En attente
		Choix Formation		En attente
		Compétences Informatique		En attente

Once your document has been uploaded, its status will be marked as **'transmitted'** (transmise). You can now view it or delete it if in case of a mistake.

		Formulaire Langue Vivante				Transmise
		Choix Formation				En attente

• Nota Bene

Submit the documents in the right position (rotate if necessary) so your application can be easily viewed.

4.6 SUBMIT YOUR FINALISED APPLICATION

Once you have uploaded all the required supported documents and double-checked everything you have entered on your application form, click on **'submit my application'**:

The screenshot shows the application form interface. At the top right, there is a green button labeled "Transmettre ma candidature". Below this, the form is divided into three main sections: "Informations détaillées", "Dates utiles", and "Adresse de contact".

Informations détaillées	Dates utiles	Adresse de contact
Formation: M1 Management et Ingénierie de la Restauration Collective (MIRC) Statut du dossier: En attente Décision: En attente	Date limite de retour: 28/02/2018	5 allées Antonio Machado 31058 TOULOUSE Mail: frederic.zancanaro@univ-tlse2.fr

Below these sections, there are tabs for "Pièces justificatives" (selected) and "Formulaires complémentaires". A warning message states: "N'oubliez pas de consulter l'onglet 'Formulaires complémentaires'".

The main part of the form is a table for uploading documents:

Pièce justificative	Fichier	Statut	Pièce conditionnelle	Commentaire
Photo d'identité	+	En attente		
Lettre de motivation	+	En attente		
Curriculum vitae	+	En attente		
Copie des diplômes	+	En attente		
Relevés de notes du baccalauréat	+	En attente		
Attestations stages et emplois	+	En attente		
Test de connaissances du français (étudiants étrangers)		Non concerné	<input type="checkbox"/> Concerné par cette pièce	
Relevés de notes des diplômes post bac	+	En attente		

At the bottom of the form, there are several buttons: "Fermer", "Annuler la candidature", "Transmettre ma candidature" (highlighted with a red dashed circle), and "Télécharger mon dossier".

If the **'Transmettre ma candidature'** button is not active (if it hasn't turned from grey to green), please make sure that you have submitted all the requested supporting documents, or that you haven't forgotten to specify that you are not concerned by a supporting document marked as missing.

4.7 "TÉLÉCHARGER SON DOSSIER"

You can download your application form by selecting: **'Télécharger mon dossier'**

This screenshot is identical to the one above, showing the application form interface. In this version, the "Télécharger mon dossier" button at the bottom right is highlighted with a red dashed circle, while the "Transmettre ma candidature" button is greyed out.

Your form will open in a PDF reader, and you will be able to save it on your computer.

4.8 VIEW THE STATUS OF YOUR APPLICATION

Formation	Date limite de retour	Statut du dossier	Décision
Licence Pro Hôtellerie Restauration	18/05/2018	Réceptionné	Décision défavorable - Adéquation du cursus su la formation visée
Licence Pro Définition et Gestion de Systèmes Alimentaires (DGSA)	10/01/2018	Réceptionné	En attente
M1 Management des Industries du Tourisme (MIT)	10/01/2018	Réceptionné	Décision présélection
L3 Management et Ingénierie des Industries du Tourisme (MIIT)	18/05/2018	Réceptionné	En attente
L3 Sociologie et Anthropologie de l'Alimentation (SAA)	18/05/2018	Réceptionné	En attente
M1 Sciences Sociales Appliquées à l'Alimentation (SSAA)	18/05/2018	Réceptionné	En attente
M1 Management et Ingénierie de la Restauration Collective (MIRC)	28/02/2018	En attente	En attente

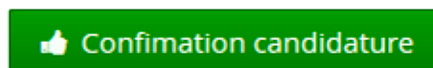
You can view the status of your application on **'Statut du dossier'**

En attente	<i>You have not yet submitted your final application.</i>
Réceptionné	<i>You have submitted your application and it has been received.</i>
Complet	<i>Your application is complete, and all the supporting documents are valid.</i>
Incomplet	<i>The supporting documentation is incomplete, one or more documents are missing, cannot be read properly or are inadmissible.</i>

Once the commission has met to study the applications, you will receive the result by e-mail. It also appears on the right-hand side of the table in the **'Décision'** column.

4.9 ACCEPT YOUR OFFER

If you have received a favorable answer to your application, **it is essential that you confirm the offer** by clicking on:



NOTICE: If you do not confirm your offer within the given time limit (specified in the e-mail with the favorable answer), your application will be cancelled.

An email is sent to the email address you entered in your application form. You will then be given information about the registration procedure. In case of technical problems (and only in this case), please contact: isthia-candidatures@univ-tlse2.fr

(Updated January 2025)

ISTHIA, TOULOUSE SCHOOL OF TOURISM, HOSPITALITY MANAGEMENT AND FOOD STUDIES

Campus du Mirail - Toulouse
5, allées Antonio Machado
31058 TOULOUSE Cedex 09
Tél : +33 (0) 5 61 50 42 30
isthia.toulouse@univ-tlse2.fr

Centre Universitaire de l'Ariège Robert Naudi - Foix
4, rue Raoul Lafayette - 09000 FOIX
Tél : +33 (0) 5 61 02 19 74
isthia.foix@univ-tlse2.fr

Centre Universitaire Maurice Faure - Cahors
273, avenue Henri Martin - 46000 CAHORS
Tél : +33 (0) 5 65 23 46 04
isthia.cahors@univ-tlse2.fr

www.isthia.fr
www.univ-tlse2.fr

