

## Information for International Exchange Students

Dear International Student,

Thank you for choosing Clermont School of Business as your exchange destination. The International Team, administrative staff and faculty look forward to welcoming you to our school in September.

Please find the enclosed our information package including the international student guide (available in French and English) which includes find information about the school, administrative formalities, and practical information. You will also find the academic calendar, and course offerings for exchange students.

The link to the application form for International Exchange Students is as follows:

<https://www.clermont-sb.fr/en/join-clermont-school-of-business/>

Please select the link **"You are from a Partner Institution"** (*The other link is not for exchange students and requires an application fee*)



**You are from a Partner Institution**

You must be officially nominated as a  
our partner institution

The deadline for submitting your documents is **May 31, 2025.**

IMPORTANT: ***No application will be accepted unless we have received an official nomination from a partner institution.***

You will find the following documents enclosed with this email:

- **CSB Factsheet**
- **International Student Handbook**, which is available in English and French (containing important information regarding visa formalities, health insurance and accommodation)
- **Course offerings** Excel File (you can apply filters according to tracks, programs, and language of teaching)
- **Learning agreement** (For all Erasmus and credit-seeking students) to be completed with the courses you intend to follow). This document should be signed by your home institution and your faculty advisor (see the International Student Handbook for more details) and the final validated version returned to me before **June 15, 2025.**

**Step-by-Step Application Procedure** (full details about the admission procedure as well as pre-arrival and arrival checklists are available in the International Student guide):

Steps for the applicant	Link	Deadline	International Office Follow-Up
Complete the <b>online application form</b> and submit documents	<a href="https://www.clermont-sb.fr/en/join-clermont-school-of-business/">https://www.clermont-sb.fr/en/join-clermont-school-of-business/</a>	<b>31<sup>st</sup> May</b> <i>(Please note that if you wait until the deadline to submit your application, processing may take longer)</i>	<ul style="list-style-type: none"> <li>Your application will be processed, and supporting documents checked</li> <li>Fee-paying students will receive a pre-admission letter with a request to pay the fee-deposit to receive the final admission letter</li> <li>Non-fee-paying exchange students will receive the final admission letter.</li> </ul>
Start your <b>visa application</b> (non-Europeans)	<a href="https://www.campusfrance.org/fr">https://www.campusfrance.org/fr</a> go to the Campus France webpage for your home country & register	As soon as you receive the final admission letter	—
Contact your <b>Faculty Advisor</b> and complete your learning agreement with your course <b>choices</b>	The complete list of Faculty advisors is available in the International Student guide	As soon as you receive your final admission letter	—
Submit your validated <b>learning agreement</b> to the international office	Signed and stamped by the person in charge of your studies in your home institution and by your faculty advisor in Clermont.	<b>June 15</b>	<ul style="list-style-type: none"> <li>Course Registration with the Program Office</li> </ul>
<b>Degree-Seeking Students only:</b> Complete the <b>official registration formalities</b>	A link will be sent to you by the administrative services	This deadline provided by the administrative service	<ul style="list-style-type: none"> <li>Once this procedure has been finalized and documents approved by the administrative Services, your student ID &amp; account will be created.</li> </ul>

**Get in contact with other international students:**

- International Student Facebook Group: <https://www.facebook.com/groups/1021269004622307/>
- Telegram Group : <https://t.me/+QgbNobNY3lo1OTQ0>
- International Students Community on Instagram: ISC Clermont SB

The Clermont School of Business International Office staff look forward to receiving your application and welcoming you to the school.

Sincere regards,

**Lisa FIACRE**

Head, International Exchange Students

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