

# E-PiCo+

# Application Platform

# User Guide

The E-PiCo+ Master's programme has its own application platform. Only applications fully submitted on the platform will be taken into account and reviewed by the Selection Committee.

The following guide is there to help you complete each step on the platform.  
This guide is valid only for the E-PiCo+ application platform.

This application platform is only for STUDENTS Applications.

The application platform is available only in English.

Be careful when completing your application, once a part has been submitted, it is not possible to modify it, you will have to open a new application.  
You will receive an email of confirmation after you have finished each step.

**Link to the application platform: <https://epico.ec-nantes.fr/>**



# USER GUIDE CONTENTS

Link to the application platform:

<https://epico.ec-nantes.fr/>

1. Create your account
2. Application form
3. Application files
4. Submit your application
5. Additional information



# 1. CREATE YOUR ACCOUNT

Select the option “OPEN NEW APPLICATION”.  
Fill in your information.

If you do not have a last name on your passport, please write “..”

The email you put here will be the one used to contact you throughout the selection process.

Tick the box at the end.



The screenshot shows the E-PiCo+ Application page. At the top, there is the E-PiCo+ logo and the European Union flag with the text 'Co-funded by the European Union'. The page title is 'E-PiCo+ Application'. Below the title, there are four numbered instructions for users. To the right of each instruction is a button: 'OPEN NEW APPLICATION >>', 'FILL IN THE FORM >>', 'UPLOAD FILES >>', and 'VIEW AND SUBMIT >>'. At the bottom, there is a red line indicating the deadline for applications: 'The deadline for applications is 2026-01-31 23:59.' and the current CET date and time: '2025-09-24 08:59'.

**E-PiCo+ Application**

1. If you are here for the first time and you want to apply to E-PiCo+ use the **OPEN NEW APPLICATION** button. When you do so you will receive an e-mail with your personal ID and password. These access data are necessary for the next steps (2-4). **OPEN NEW APPLICATION >>**

2. If your application is already open and you have received your ID and password you may **FILL IN THE FORM**. You may return here as many times as you wish until you press CONFIRM on the last screen. **FILL IN THE FORM >>**

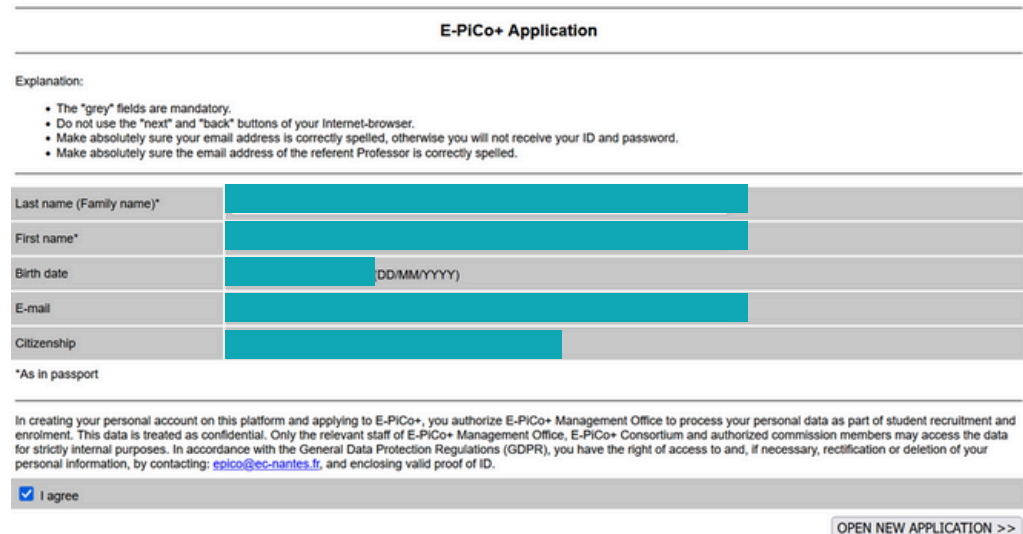
3. If your application is already open and you have received your ID and password you may **UPLOAD FILES**. The list of required documents is available on [this website](#). You may upload/override your files as many times as you wish until you press CONFIRM. You do not have to complete point 2 (fill in the form) to upload your files. Points 2 and 3 may be done in random order. **UPLOAD FILES >>**

4. Here you may see, submit and (if necessary) re-open your application to add further information. You will be given an opportunity to see your application and attached files in the same way they will be seen by evaluators. If your application is ready (you completed points 1, 2 and 3) **you must submit it**. Please note that **ONLY APPLICATIONS SUBMITTED BY THE INDICATED DEADLINE WILL BE PROCESSED!** In order to check the deadlines, please refer to [this website](#). **VIEW AND SUBMIT >>**

The deadline for applications is 2026-01-31 23:59.

Current CET date & time: 2025-09-24 08:59

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The screenshot shows the E-PiCo+ Application page with the registration form. The form fields are: Last name (Family name)\*, First name\*, Birth date (DD/MM/YYYY), E-mail, and Citizenship. Below the form fields, there is a checkbox for 'I agree' and a button for 'OPEN NEW APPLICATION >>'. The page also includes an 'Explanation' section with bullet points and a disclaimer about data processing.

**E-PiCo+ Application**

Explanation:

- The "grey" fields are mandatory.
- Do not use the "next" and "back" buttons of your Internet-browser.
- Make absolutely sure your email address is correctly spelled, otherwise you will not receive your ID and password.
- Make absolutely sure the email address of the referent Professor is correctly spelled.

Last name (Family name)\*

First name\*

Birth date (DD/MM/YYYY)

E-mail

Citizenship

\*As in passport

In creating your personal account on this platform and applying to E-PiCo+, you authorize E-PiCo+ Management Office to process your personal data as part of student recruitment and enrolment. This data is treated as confidential. Only the relevant staff of E-PiCo+ Management Office, E-PiCo+ Consortium and authorized commission members may access the data for strictly internal purposes. In accordance with the General Data Protection Regulations (GDPR), you have the right of access to and, if necessary, rectification or deletion of your personal information, by contacting: [epico@ec-nantes.fr](mailto:epico@ec-nantes.fr), and enclosing valid proof of ID.

☒ I agree

**OPEN NEW APPLICATION >>**

Your application is now open. You will receive an automatic email with your id and password.

Please do not loose them, they will not be given again.

To continue, “**LOGOUT**”. You will be redirected to the front page, where you can continue with **STEP 2**.

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**E-PiCo+ Application**

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You have successfully opened your application. You will now receive an e-mail with your ID and password which will be necessary for further actions with your application.

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[LOGOUT](#)

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Current CET date & time: **2025-09-24 09:09**

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## 2. APPLICATION FORM

STEP 2 is the application form.

To start, select the option “FILL IN THE FORM”

There are 6 pages on the application form.



The screenshot shows the E-PiCo+ Application form interface. At the top left is the E-PiCo+ logo, and at the top right is the European Union flag with the text "Co-funded by the European Union". The main heading is "E-PiCo+ Application". Below this, there are four numbered instructions for users, each with a corresponding button to the right:

1. If you are here for the first time and you want to apply to E-PiCo+ use the **OPEN NEW APPLICATION** button. When you do so you will receive an e-mail with your personal ID and password. These access data are necessary for the next steps (2-4). **OPEN NEW APPLICATION >>**
2. If your application is already open and you have received your ID and password you may **FILL IN THE FORM**. You may return here as many times as you wish until you press CONFIRM on the last screen. **FILL IN THE FORM >>**
3. If your application is already open and you have received your ID and password you may **UPLOAD FILES**. The list of required documents is available on [this website](#). You may upload/override your files as many times as you wish until you press CONFIRM. You do not have to complete point 2 (fill in the form) to upload your files. Points 2 and 3 may be done in random order. **UPLOAD FILES >>**
4. Here you may see, submit and (if necessary) re-open your application to add further information. You will be given an opportunity to see your application and attached files in the same way they will be seen by evaluators. If your application is ready (you completed points 1, 2 and 3) you must submit it. Please note that **ONLY APPLICATIONS SUBMITTED BY THE INDICATED DEADLINE WILL BE PROCESSED!** In order to check the deadlines, please refer to [this website](#). **VIEW AND SUBMIT >>**

**The deadline for applications is 2026-01-31 23:59.**

At the bottom left, it says "Current CET date & time: 2025-09-24 08:59". At the bottom right, it says "(C) E-PiCo+ 2024. [Contact us](#)".

Fill in all the information.

**Special Needs:** if you answer “yes”, the E-PiCo+ Management Office will contact you to help you on the matter.

Current address: please fill in the address where you currently reside.

You can either save and continue at a later date or move on to the next page

Explanation:

- The "grey" fields are mandatory.
- Do not use the "next" and "back" buttons of your Internet-browser.
- Make absolutely sure your email address is correctly spelled, otherwise you will not receive your ID and password.
- Make absolutely sure the email address of the referent Professor is correctly spelled.

---

**Personal data**

Gender	Select... ▼
ID document type	Select... ▼
ID document number	<input type="text"/>
Phone number (including country code)	<input type="text"/>

---

**Special needs**

Do you have any special needs?	Select... ▼
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The E-PiCo+ programme is eligible to the contribution to individual needs for enrolled students (with or without scholarships) with disabilities (e.g. assistance by third persons, adaptation, of work environment, additional travel/transportation costs).

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**Current address**

Country	Select... ▼
City/town	<input type="text"/>
Zip code	<input type="text"/>
Street and number	<input type="text"/>

---

SAVE AND FINISH LATER NEXT PAGE >>

Fill in your mobility preferences.

You must choose 5 different combinations of mobility.

A single institution can be used many times for the Semester 2 or Semester 3 as long as the combinations are all different.

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**E-PiCo+ Application Form**  
Page 2 of 6

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Explanation:

- The "grey" fields are mandatory.
- Do not use the "next" and "back" buttons of your Internet-browser.
- Make absolutely sure your email address is correctly spelled, otherwise you will not receive your ID and password.
- Make absolutely sure the email address of the referent Professor is correctly spelled.

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**Mobility preferences**  
Give your order of preference for your mobility. You can choose the same institution for the semester 2 and the semester 3. You must have 5 different combinations of mobility.

- CAU: Christian-Albrechts-Universität zu Kiel, Germany
- ECN: Centrale Nantes, France
- UAQ: Università Degli Studi dell'Aquila, Italy
- UNSTPB: National University of Science and Technology Politehnica Bucharest, Romania
- CINVESTAV: Centro de Investigación y de Estudios Avanzados del Instituto Politécnico Nacional, Mexico

	1st choice	2nd choice	3rd choice	4th choice	5th choice
Mobility for the semester 2	Select... ▾	Select... ▾	Select... ▾	Select... ▾	Select... ▾
Mobility for the semester 3	Select... ▾	Select... ▾	Select... ▾	Select... ▾	Select... ▾

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[<< PREVIOUS PAGE](#) [SAVE AND FINISH LATER](#) [NEXT PAGE >>](#)





**Institution full name:** please write the name of the university, not the faculty

**Institution website:** please write the URL of the front page of the university in its original language

**Speciality:** put the background of your degree

**GPA:** the first number is for your GPA, the second number is for the maximum grade possible for the GPA at your institution.

Information should match your transcripts.

E-PiCo+ Application Form	
Page 3 of 6	
Explanation:	
<ul style="list-style-type: none"><li>• The "grey" fields are mandatory.</li><li>• Do not use the "next" and "back" buttons of your Internet-browser.</li><li>• Make absolutely sure your email address is correctly spelled, otherwise you will not receive your ID and password.</li><li>• Make absolutely sure the email address of the referent Professor is correctly spelled.</li></ul>	
Bachelor institution full name	<input type="text"/>
Bachelor institution website	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="Select..."/>
Date at which the degree was obtained (or should be obtained if in preparation) (MM/YYYY)	<input type="text"/>
Specialty	<input type="text"/>
GPA or average academic score (ex: 3.5/4.3 or 15/20 or 85/100)	<input type="text"/> / <input type="text"/>
Ranking in the promotion (not compulsory if not available but <u>strongly</u> recommended) [rank number] / [total number of students in the promotion]	<input type="text"/> / <input type="text"/>



**Evidence of English proficiency:** the type of document you will provide to prove your proficiency

## E-PiCo+ Application Form

Page 4 of 6

Explanation:

- The "grey" fields are mandatory.
- Do not use the "next" and "back" buttons of your Internet-browser.
- Make absolutely sure your email address is correctly spelled, otherwise you will not receive your ID and password.
- Make absolutely sure the email address of the referent Professor is correctly spelled.

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**English language skills**

Evidence of English proficiency	<div>Select... ▾</div>
Native language	<div></div>
Language of university study	<div></div>

[<< PREVIOUS PAGE](#)
[SAVE AND FINISH LATER](#)
[NEXT PAGE >>](#)

Current CET date & time: 2025-09-24 09:24
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[More information about the requirement of English proficiency on this webpage](#)



**Referees:** We do **not** require recommendation letters. Only names and contact details of referees that can comment on your qualifications for graduate studies.

The Selection committee will contact them **only if needed**.

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**E-PiCo+ Application Form**  
Page 5 of 6

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Explanation:

- The "grey" fields are mandatory.
- Do not use the "next" and "back" buttons of your Internet-browser.
- Make absolutely sure the email address of the referent Professor is correctly spelled.

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List two persons (professors, department heads, tutors, studies directors) who can be contacted to provide recommendation letters. Please note recommendations can be requested from professors who are able to comment on your qualifications for graduate study.

Professors do not have to upload letters on the platform; they will be contacted by the E-PiCo+ Management Office if the Selection committee requests it.

	Last Name	First Name	Institution	Job title	E-mail
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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<< PREVIOUS PAGE SAVE AND FINISH LATER NEXT PAGE >>

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Current CET date & time: 2025-09-24 09:29(C) E-PiCo+ 2024. [Contact us](#)



**Definition of your country:** Be careful when choosing the definition of your country. Refer to this [webpage](#).

**E-PiCo+ Application Form**  
Page 6 of 6

Explanation:

- The "grey" fields are mandatory.
- Do not use the "next" and "back" buttons of your internet-browser.
- Make absolutely sure your email address is correctly spelled, otherwise you will not receive your ID and password.
- Make absolutely sure the email address of the referent Professor is correctly spelled.

How did you find about the Master E-PiCo+?

If you chose "other" in the dropdown menu, indicate how you found about E-PiCo+

What is your professional aim after master?

If you chose "other" in the dropdown menu, indicate your professional aim after master

Choose the definition of your country. Please refer to [this webpage](#).

☐ I declare that all information I provided is correct

<< PREVIOUS PAGE   SAVE AND FINISH LATER   CONFIRM

This is the last page of the application form, do not forget to confirm it. Once you confirm the form, there is no possibility to make any modification after. To continue, you will need to **"LOGOUT"**. You will be redirected to the front page, where you can continue with **STEP 3**.

**E-PiCo+ Application**

You have successfully validated your form. You will now receive an e-mail with instructions for further actions with your application.

[LOGOUT](#)

Current CET date & time: 2025-09-24 09:31

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# 3. APPLICATION FILES

To upload a document, click on “choose file”.

Once a document has been uploaded in a category, you can see the name of your document next to the button

1. CV - The Europass format is not mandatory, you are free to use any format.  
You have not uploaded this file during previous sessions.  
 CV.pdf
2. Passport/ID - Scan the page which includes name, date of birth, etc.  
You have not uploaded this file during previous sessions.  
 Diploma.pdf
3. Certified academic degree(s) with diploma supplement (if available) of all higher education studies, with official translation into English. If the degree will be obtained after the deadline of application, a certificate from the institution indicating the situation of the student and the expected date of graduation must be provided.  
You have not uploaded this file during previous sessions.  
 Diploma.pdf
4. Transcripts - Certified transcripts of all higher education studies, with official translation into English.  
You have not uploaded this file during previous sessions.  
 Diploma.pdf
5. Motivation Letter. Use the mandatory template to be [downloaded from the website](#).  
You have not uploaded this file during previous sessions.  
 Motivation letter.pdf
6. Evidence of English proficiency. [Check eligibility document here](#).  
You have not uploaded this file during previous sessions.  
 Language test.pdf

**I. Select files for upload**

You must not exceed single filesize of 5MB. Files must be uploaded in PDF format only. Your files must not be encrypted. Otherwise it is impossible to merge them. To check if our engine can merge your files press the button and make sure downloaded file is readable.

All documents to be uploaded in the platform needs to be in English language.

If the document need to be translated, only a translation made by a certified translator will be accepted. Combine both the original language document and the certified translation.

1. CV - The Europass format is not mandatory, you are free to use any format.  
You have not uploaded this file during previous sessions.  
 No file chosen
2. Passport/ID - Scan the page which includes name, date of birth, etc.  
You have not uploaded this file during previous sessions.  
 No file chosen
3. Certified academic degree(s) with diploma supplement (if available) of all higher education studies, with official translation into English. If the degree will be obtained after the deadline of application, a certificate from the institution indicating the situation of the student and the expected date of graduation must be provided.  
You have not uploaded this file during previous sessions.  
 No file chosen
4. Transcripts - Certified transcripts of all higher education studies, with official translation into English.  
You have not uploaded this file during previous sessions.  
 No file chosen
5. Motivation Letter. Use the mandatory template to be [downloaded from the website](#).  
You have not uploaded this file during previous sessions.  
 No file chosen
6. Evidence of English proficiency. [Check eligibility document here](#).  
You have not uploaded this file during previous sessions.  
 No file chosen

**II. Upload selected files**

After you selected some files for upload press **UPLOAD FILES**. After your files are uploaded successfully you will see green **UPLOADED** status for each uploaded file. Never press **UPLOAD FILES** button more than once. It may cause an error. Remember, that the upload process may take some time depending on files size and your connection speed.

**III. Finish**

Once your files are uploaded you may either press **FINISH LATER** button or **CONFIRM**.

Press **FINISH LATER** if you plan to upload some files later.

Press **CONFIRM** after uploading all mandatory documents. Once you have pressed **CONFIRM** you may submit your application (assuming your application form is also confirmed).

Current CET date & time:  
2025-10-29 11:33

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[Contact us](#)

Once you have selected all your documents, click on **“UPLOAD FILES”**

Once the documents have been uploaded into your application, **“UPLOADED”** will be written below the button in green

**Confirm** to validated STEP 3. No modifications are possible once you have confirmed.

To continue, you will need to **“LOGOUT”**. You will be redirected to the front page, to **continue with STEP 4**.

1. CV - The Europass format is not mandatory, you are free to use any  
[Click here to see the file uploaded during previous sessions.](#)  
 No file chosen  
**UPLOADED**
2. Passport/ID - Scan the page which includes name, date of birth, etc  
[Click here to see the file uploaded during previous sessions.](#)  
 No file chosen  
**UPLOADED**
3. Certified academic degree(s) with diploma supplement (if available, deadline of application, a certificate from the institution indicating th  
[Click here to see the file uploaded during previous sessions.](#)  
 No file chosen  
**UPLOADED**
4. Transcripts - Certified transcripts of all higher education studies, wil  
[Click here to see the file uploaded during previous sessions.](#)  
 No file chosen  
**UPLOADED**
5. Motivation Letter. Use the mandatory template to be [downloaded fr](#)  
[Click here to see the file uploaded during previous sessions.](#)  
 No file chosen  
**UPLOADED**
6. Evidence of English proficiency. [Check eligibility document here](#)  
[Click here to see the file uploaded during previous sessions.](#)  
 No file chosen  
**UPLOADED**

**E-PiCo+ Application**

You have successfully validated your files/docs. You will now receive an e-mail with instructions for further actions with your application.

Current CET date & time: 2025-09-24 09:39

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# 4. SUBMIT YOUR APPLICATION

STEP 4 is the last step of the application process.

Read the recap of your application form and check out your files.

Once everything is correct, click on “SUBMIT” at the top of the page.

Reminder: no modifications are possible, once you have confirmed a part of the application, if you notice an error, you will have to open and start a new application from scratch.



The screenshot shows a web interface for an application. At the top, it says "Application of Marie-Pierre LEBEAU (ID: ep3-0002)". To the right of this are three buttons: "Show my files", "Print This Page", and "Logout". Below this, a red message states "APPLICATION IS NOT SUBMITTED! If it is ready press this button to submit it:" followed by a "SUBMIT" button. The main section is titled "Personal Data" and contains a list of fields: Last name, First name, Citizenship, E-mail, Phone, Special needs, ID document type, ID document number, Date of birth, and Gender. Below this list is a section titled "Current address".

Read carefully.

Click on “I agree” to confirm and submit your application.

Once your application is submitted, “Application submitted” will be written in Green top right of your application.

You will also receive an email to confirm that your application is fully submitted.

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**Application of Marie-Pierre LEBEAU (ID: ep3-0002)**

As applicant to the E-PiCo+ Master programme and by pressing "I agree":

- I declare not to have already benefited from an EMJM scholarship during the 2021-2027 period.
- I commit not to benefit from another EU funded scholarship scheme to follow the same EMJM course for the entire period of the course.
- I declare that the information provided and documents uploaded are true and correct. I also understand that any willful dishonesty may render this application invalid or result in immediate termination of enrolment.
- I declare to be aware that the financial support shall be repaid by the scholarship holder in case of fraud or false declaration.

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Current CET date & time: 2025-09-24 09:42 (C) E-PiCo+ 2024. [Contact us](#)

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**APPLICATION IS SUBMITTED!**



# 5. ADDITIONAL INFORMATION

For any issues or questions, please reach out to us via email [epico@ec-nantes.fr](mailto:epico@ec-nantes.fr)

## DEADLINES

Students applying for Erasmus+ EMJM and Consortium scholarships:

31 January 2026 (11:59 PM GMT +1)

Students applying as self-funded students: 30 April 2026 (11:59 PM GMT +1)

## DATA PROTECTION

In creating your personal account on this platform and applying to E-PiCo+, you authorise E-PiCo+ Management Office to process your personal data as part of student recruitment and enrolment. This data is treated as confidential. Only the relevant staff of E-PiCo+ Management Office, E-PiCo+ Consortium and authorised commission members may access the data for strictly internal purposes. In accordance with the General Data Protection Regulations (GDPR), you have the right of access to and, if necessary, rectification or deletion of your personal information, by contacting: [epico@ec-nantes.fr](mailto:epico@ec-nantes.fr), and enclosing valid proof of ID.

