New application procedures via the MOVEON software

A **URL link** to the application form will be sent in the campaign launch email.

This link must be forwarded **by the inviting lecturers to foreign speakers** wishing to apply for the programme.

The application must include:

- ✓ The **completed and validated form**
- ✓ **Annex II** (certificate of employment), which must be downloaded and completed by the invited lecturer
- ✓ **Annex III** (invitation draft), which must be downloaded and completed by the ULille academic staff member
- ✓ **Their CV, passport and/or identity card**

The IR or HR services of the university's various faculties will then select the applications according to their internal schedule. The list of applications from each department will be included in an Excel table generated by MOVEON and will be used by the department for the ranking sent to the DGDRI.

The DGDRI will then send the final list of selected candidates to the departments.

Overview of the technical aspects of digitising applications

For guest speakers and university lecturers

All forms go through a login page. If the guest speaker does not yet have a MOEVON account, they will need **to register.**

After registering, the guest speaker will be taken directly to the form to be completed (an English version and a French version are available at the top right). The form is the same as in previous campaigns.

The application form :

- ➢ The first page is used to **collect personal data** from guest speakers as well as **information about their stay** at ULille.
  Academic year: 2025/2026
  Academic period: 2nd period of the academic year
- ➢ The **'Certificates'** and **'Candidate's Activities'** pages remain unchanged
- ➢ The documents to be uploaded for the application can be found in **'download'**

Documents to upload :

- ➢ **Annex II** (certificate of employment) must be downloaded and completed by the guest lecturer.
- ➢ **Annex III** (hosting project) must be downloaded and completed by the ULille lecturer-researcher.
  The invitation project is the only document to be completed by the lecturer-researcher.
- ➢ **CV**
- ➢ **Passport and/or identity card**
- → The form can be saved so that you can return to it via the same link. It will then be left as it is.

VISA: *The DGDRI does not handle visa application procedures (appointments, fees, etc.). However, it is important to have this information so that we can draw up a hosting agreement, which is necessary for the guest speaker to obtain a visa.*

Do not forget to "Mark page as complete" to validate the pages.

Afficher/Masquer les colonnes   ✕

	Ajouter tous →	← Supprimer tous	6 Elements sélectionnés

visa – avez-vous besoin d'un visa? ⊕

Votre séjour à l'université de lille – année académique ⊕

Votre séjour à l'université de lille – composante ⊕

Votre séjour à l'université de lille – date de début prévue ⊕

Votre séjour à l'université de lille – date de fin prévue ⊕

Votre séjour à l'université de lille – date des interventions ⊕

Votre séjour à l'université de lille – période académique ⊕

Votre séjour à l'université de lille – type de mobilité ⊕

Votre séjour à l'université de lille – veuillez indiquer le nom de ⊕

Candidature ⊖

Importé ⊖

Numéro de candidature ⊖

Statut actualisé du fichier (pdf) ⊖

Statut ⊖

Utilisateur ⊖

OK   Annuler

If you have any questions regarding the digital application process, please send an email to gestion-conferenciers@univ-lille.fr or samael.chasseray@univ-lille.fr, who will be your contact person for this digitalisation process.