Guide to the

MON MASTER

PLATFORM

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I. WHAT IS MONMASTER?

Created in 2023, **MonMaster** is an application portal where students can browse and select their state master's programs, compile and send applications to their chosen universities, and receive confirmations and updates regarding their applications. Only applications into the 1st year of state or national master's programs can be completed via MonMaster.
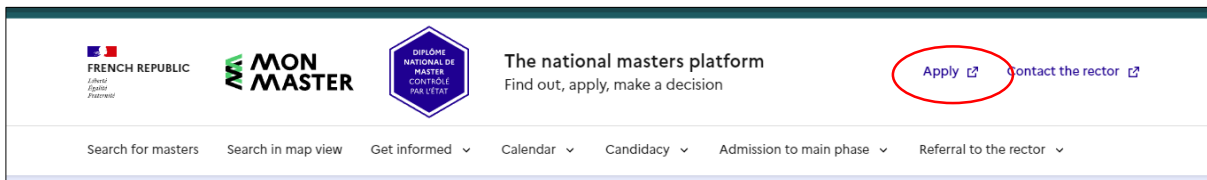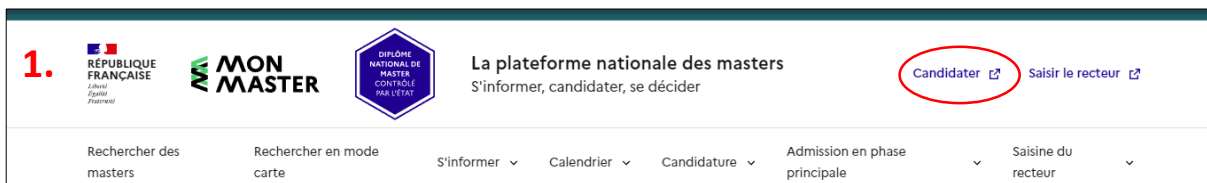
II. GETTING STARTED

Before we get started with navigating the MonMaster platform, make sure you have documents—such as your CV, your diploma, and your transcript of records—on hand and ready to be uploaded. Documents that are already in English need not be translated.

We also recommend using browser plugins to automatically translate the content of the MonMaster pages into English.

III. CREATING YOUR ACCOUNT

The first thing to do is to create your account by clicking on the *Candidater* link, which will let you either sign in, or create an account.

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MON MASTER

DIPLÔME NATIONAL DE MASTER
CONTRÔLÉ PAR L'ÉTAT

La plateforme nationale des masters
S'informer, candidater, se décider

2.

La plateforme nationale des masters

Se connecter avec son compte

Votre adresse électronique
Par exemple : nom@example.com

manille@campusfrance.org

Votre mot de passe   ☐ Afficher

••••••••••••

Mot de passe oublié ?

Se connecter

Vous n'avez pas de compte ?

Créer un compte

↑ Haut de page

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MON MASTER

DIPLÔME NATIONAL DE MASTER
CONTRÔLÉ PAR L'ÉTAT

The national masters platform
Find out, apply, make a decision

The national masters platform

Log in with your account

Your email address
For example: name@example.com

manille@campusfrance.org

Your password   ☐ Display
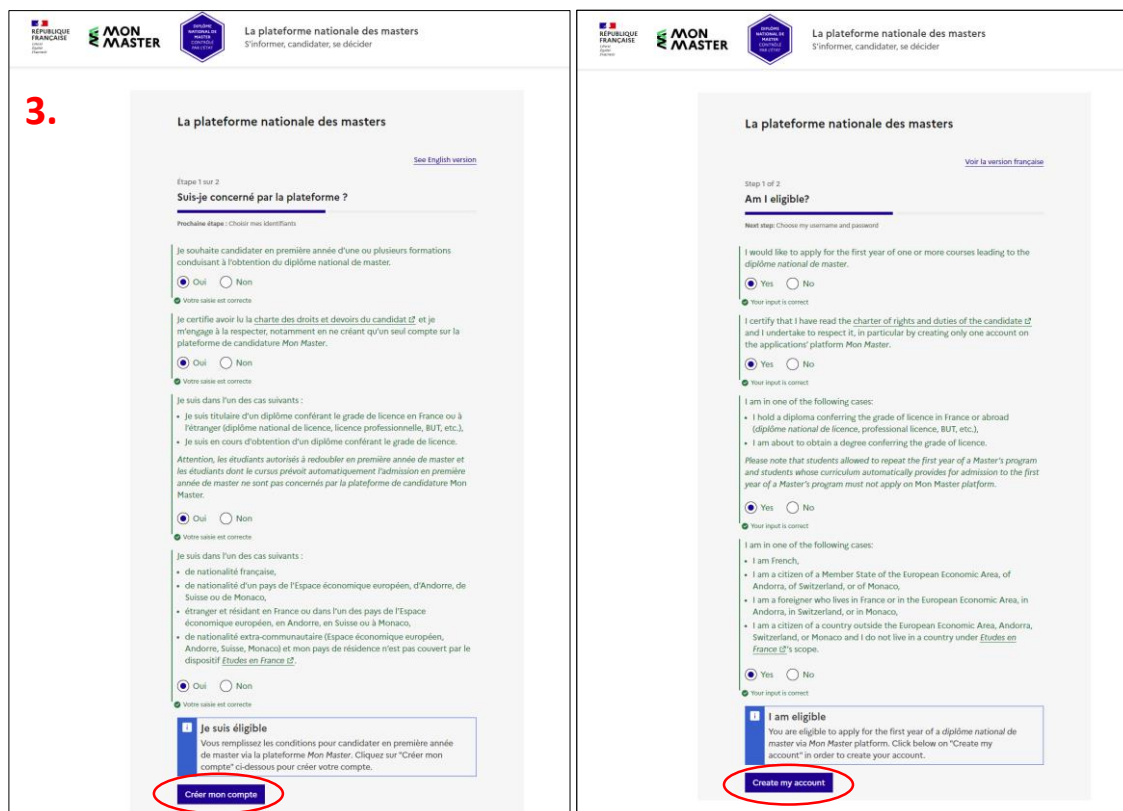
••••••••••••

Forgot your password ?

To log in

You do not have an account ?

Create an account

↑ Top of page

The 1st step of account creation prompts the new user to acknowledge their eligibility. Answering "Yes" to the prompts lets you access the page where the account details can be indicated.

After creating your account and confirming it by way of a confirmation email, you may access your **personal dashboard**. To the upper right is your candidate number which will be your reference for every application you will be making. There are also dates indicating the current phase, as well as the upcoming phases of the MonMaster calendar.
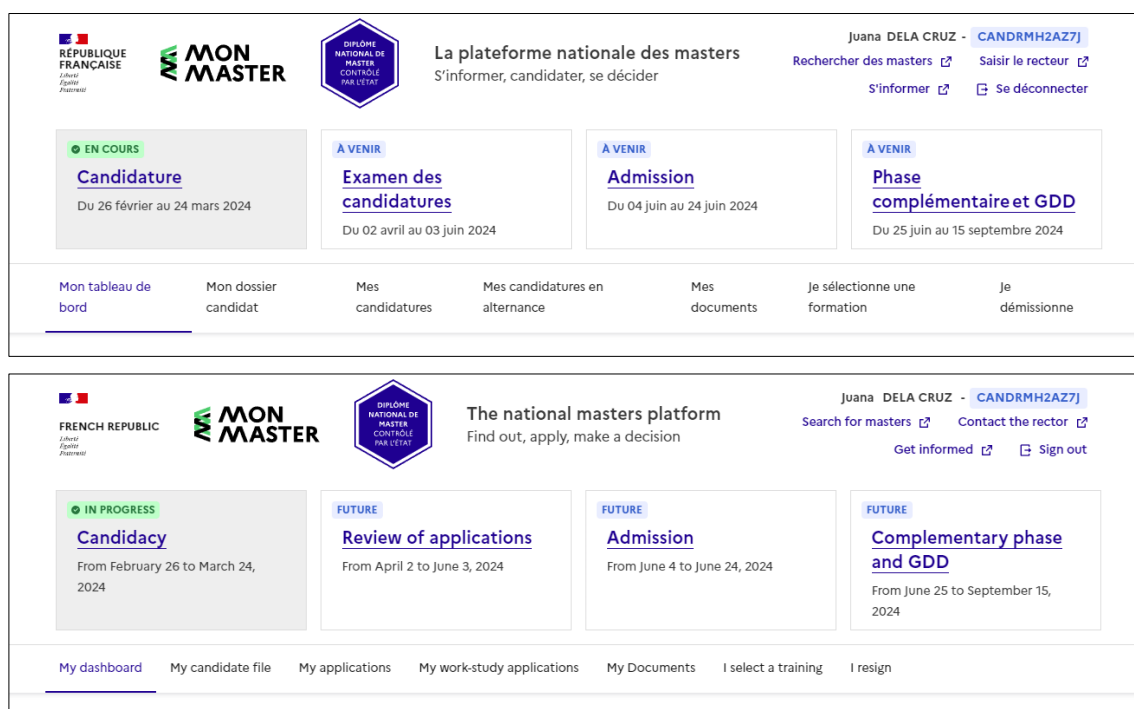
The many options on the home page allow you to access your profile, consult your applications and your document uploads, apply for a program during the application phase, or delete your MonMaster account.

IV. COMPLETING YOUR PROFILE

Before you may proceed with your applications, you must first complete your student profile. The information on your profile serves as an easy reference for establishments, and includes your **personal details** and your **educational and professional background**.

Mon tableau de bord	Mon dossier candidat	Mes candidatures	Mes candidatures en alternance	Mes documents	Je sélectionne une formation	Je démissionne

My dashboard	My candidate file	My applications	My work-study applications	My Documents	I select a training	I resign

Mes informations personnelles	My personal information
⊘ Mes coordonnées	⊘ My contact details
⊘ Mon CV	⊘ My CV
⊘ Mon baccalauréat	⊘ My baccalaureate
⊘ Mon cursus post-baccalauréat ˅	⊘ My post-baccalaureate course ˅
⊘ Mes relevés de notes	⊘ My transcripts
⊘ Mes stages	⊘ My internships
⊘ Mes expériences professionnelles	⊘ My professionnal experience
⊘ Je suis un sportif de haut niveau.	⊘ I am a top athlete.
⊘ Je suis un artiste confirmé.	⊘ I am an experienced artist.
⊘ Je déclare une situation de handicap.	⊘ I declare a disability situation.
⊘ Je bénéficie d'une bourse.	⊘ I benefit from a scholarship.
⊘ J'envisage une année de césure.	⊘ I'm considering a gap year.
⊘ J'envisage une formation continue.	⊘ I am considering continuing education.
⊘ Mes engagements	⊘ My commitments

The data fields are intuitive, but there will be some pointers on the more particular information that you may encounter when setting up your profile.

IV.A Personal Information

It is important that you enter your personal information as they appear on official identification and documents (i.e. passport).

1. *Nom* – surname/family name, maiden name for married individuals
2. *Nom d'usage* – married surname for married individuals (can be left blank)
3. *Prénom* – first name/given name/s
4. *Deuxième, troisième prénom* – second, third names

IV.B INE/BEA/INA

At the bottom of the [**Mes informations personnelles/My personal information**], you will be prompted to provide an INE, BEA, or INA code. **Applicants who haven't completed education in a French institution do not have these codes**, and should indicate that this field is not applicable.

Mon identifiant étudiant

INE/BEA/INA

Indiquez impérativement votre INE, votre INA ou BEA, si vous en disposez : cet identifiant sera utilisé lors de votre inscription administrative en première année de master.

Pour information, celui-ci figure sur votre relevé de notes du baccalauréat, sur ceux de vos années post-baccalauréat et/ou sur votre carte étudiant.

Les candidats qui ne disposent ni d'un INE, ni d'un INA, ni d'un BEA doivent cocher Je ne dispose pas d'un identifiant étudiant et justifier de cette absence.

Exemples : 1295635521M ou 129563552JM

☑ Je ne dispose pas d'un identifiant étudiant.

Justification de l'absence d'un identifiant étudiant *

Indiquez la raison pour laquelle vous ne disposez d'aucun identifiant étudiant.

Étudiante issue d'un pays hors Europe.

Enregistrer Annuler les modifications

My student ID

INE/BEA/INA

You must indicate your INE, your INA or your BEA, if you have one: this identifier will be used during your administrative registration in the first year of your master's degree.

For information, this appears on your baccalaureate transcript, on those of your post-baccalaureate years and/or on your student card.

Candidates who do not have an INE, an INA, or a BEA must check I do not have a student identifier and justify this absence. Examples: 1295635521M or 129563552JM

☑ I do not have a student ID.

Justification for the absence of a student identifier *

Indicate the reason why you do not have a student ID.

IV.C Baccalauréat

you may indicate that you possess a diploma equivalent to a *baccalauréat* (high school) and indicate its country and year of obtention. You must also indicate that your diploma is a [*TITRE ÉTRANGER ADMIS EN ÉQUIVALENCE /* Foreign title admitted in equivalence].

Mon baccalauréat

Indiquez les informations relatives à votre baccalauréat ou à votre titre admis en équivalence du baccalauréat.

| Les informations suivies de * sont obligatoires.

Mon baccalauréat ou mon titre admis en équivalence *
Si vous ne disposez ni du diplôme du baccalauréat, ni d'un titre admis en équivalence, indiquez *Je ne dispose pas de baccalauréat ou équivalence*

○ Je suis titulaire du baccalauréat français

◉ Je suis titulaire d'un titre admis en équivalence du baccalauréat

○ Je ne dispose ni du baccalauréat ni d'une équivalence

Pays d'obtention *
Indiquez le pays d'obtention du titre admis en équivalence du baccalauréat. Exemple : Belgique
Si le pays d'obtention ne figure pas dans la liste, indiquez *Autre pays d'obtention*.

Philippines

Année d'obtention *
Indiquez l'année d'obtention de votre baccalauréat. Exemple : 2020

2015

Titre admis en équivalence *

TITRE ETRANGER ADMIS EN EQUIVALENCE ⌄

Enregistrer Annuler les modifications

My baccalaureate

Indicate the information relating to your baccalaureate or your title accepted as equivalent to the baccalaureate.

| Information followed by * is mandatory.

My baccalaureate or my equivalent qualification *
If you do not have a baccalaureate diploma or an equivalent qualification, indicate *I do not have a baccalaureate or equivalent*

○ I have a French baccalaureate

◉ I hold a title accepted as equivalent to the baccalaureate

○ I do not have a baccalaureate or an equivalence

Country of acquisition *
Indicate the country where the title accepted as equivalent to the baccalaureate was obtained. Example: Belgium
If the country of obtaining is not in the list, indicate *Other country of obtaining* .

Philippines

Year of graduation *
Indicate the year you obtained your baccalaureate. Example: 2020

2015

Title admitted in equivalence *

FOREIGN TITLE ADMITTED IN EQUIVALENCE ⌄

Save Discard changes

IV.D Mon cursus post-baccalauréat

With the high school education background done, you must then enter information about your post-secondary education, indicating the years of your study, as well as the name of your program and its particularities. You'll need to enter every year of study individually.
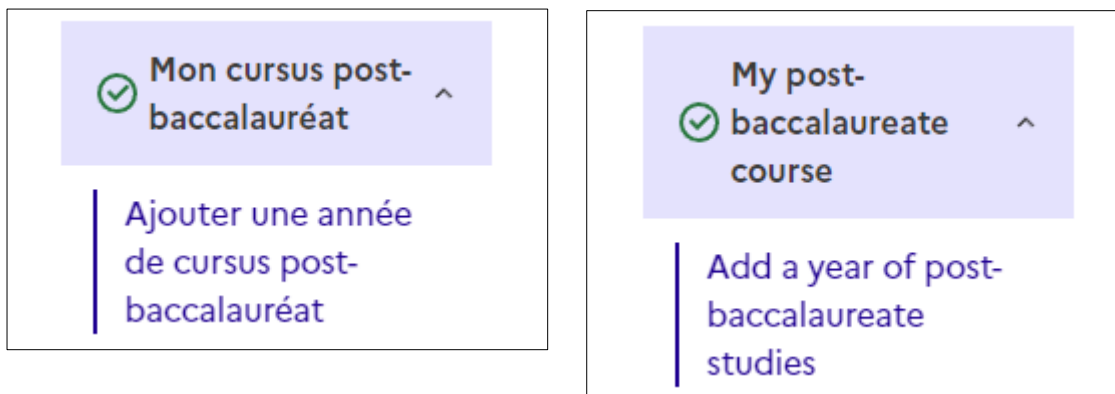
FIELDS TO FILL OUT:

1. **Année universitaire** – Duration of academic year (Start-End, e.g. 2020-2021)
2. **Type de formation ou de diplôme prepare** – Type of diploma to be issued at the end of the program. For most cases, the option [*Bachelor*] will suffice.
3. **Année dans le cursus** – Year in the study program [1st, 2nd, 3rd, 4th, etc.)
4. **Avez-vous bénéficié d'un aménagement d'études au titre de cette année de cursus?** – Tick [*Oui*/Yes] if you have received particular arrangements for your study load or calendar (e.g. for high-level athletes, artists in residence, etc.)
5. **Mention ou spécialité** – The name of the study program (e.g. Bachelor's Degree in History)
6. **Parcours** – The specialization of the study program, if applicable (e.g. Major in Southeast Asian History)
7. **Avez-vous obtenu un diplôme durant cette année universitaire?** – Tick [*Oui*/Yes] if you obtained a diploma during a certain study year (last year of study).
8. **Moyenne au premier semestre** – Optional, general weighted average for 1st semester
9. **Moyenne au second semestre** – Optional, general weighted average for 2nd semester
10. **Pays de l'établissement** – Country where diploma was/is to be issued
11. **Avez-vous suivi cette formation dans le cadre d'une mobilité internationale?** – Tick [*Oui*/Yes] if you have spent a semester/both semesters under an international exchange program.

IV.E Document Uploads

You will be prompted to upload two **documents to supplement your profile: a CV** and **copies of your transcript of records.**

Documents that are already in English need not be translated.

IV.F Special Situations

Certain situations are taken into account when evaluating a student's profile. Note that declaring any information that applies to these might require proof by way of employment certificates, portfolios, handicapped person ID, etc.
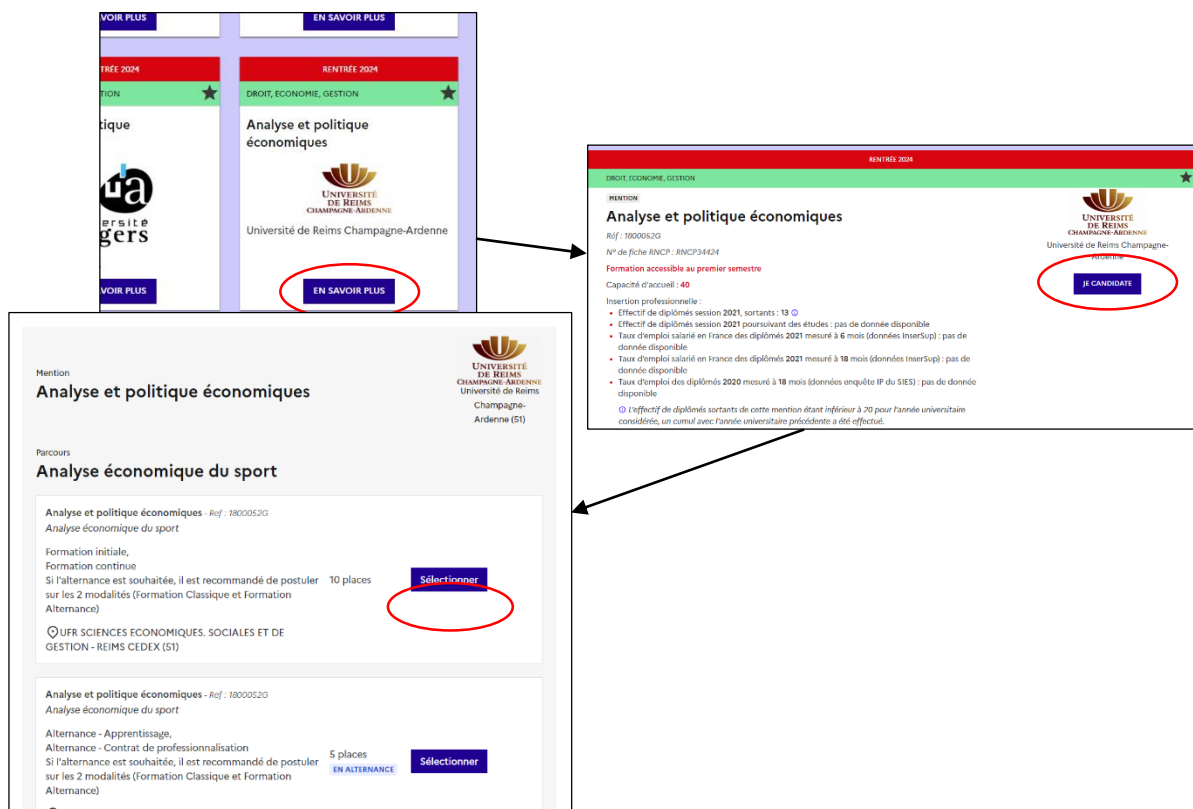
These criteria are:

5. *Mes stages* – internships may be declared here
6. *Mes expériences professionnelles* – any professional experience, be it freelance, contractual, or regular, may be included
7. *Je suis un sportif de haut niveau.* – Tick [*Oui*/ Yes] if you are/have been a high-level athlete.
8. *Je suis un artiste confirmé.* – Tick [*Oui*/ Yes] if you are/have been a featured artist.
9. *Je déclare une situation de handicap.* – Tick [*Oui*/ Yes] if you are a handicapped person.
10. *Je bénéficie d'une bourse.* – Tick [*Oui*/ Yes] if you are a grantee of a social aid program.
11. *J'envisage une année de césure.* – Tick [*Oui*/ Yes] if you intend to do a gap year.
12. *J'envisage une formation continue.* – Tick [*Oui*/ Yes] if you are/were employed, or have taken leave from school and wish to resume your studies.
13. *Mes engagements* – Include any societal or organizational obligations here.

V. APPLYING FOR A PROGRAM

After you complete your profile, you may begin applying for your chosen master's degrees via the MonMaster search pages.
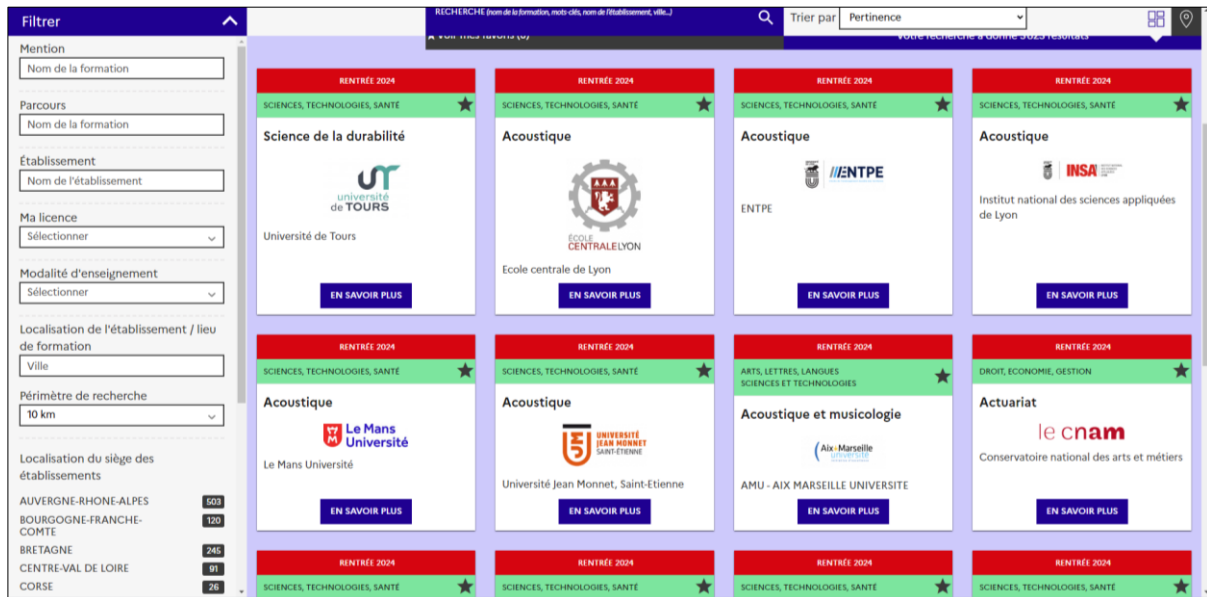
Clicking on a specific master's program will lead you to a page condensing the course details and the different specializations available. Clicking on [*Je Candidate*/I apply] will add the master's program to your selection and prompt you to provide further documents as required by the program.

While the **student profile is detected as complete** by the MonMaster platform, there are additional requirements that are exclusive to the program. In this case, a letter of motivation specific to the program is mandatory, while some other supplementary documents aren't marked by an asterisk and are optional.

The supplementary documents will depend entirely on your chosen program, and may include language proficiency certificates, letters of motivation and recommendation, and proof of prior experience or creative works.

After you submit additional requirements for your chosen program, you'll know that your application is complete by looking at its **green status in the program list**.

You will also see complete applications **via the dashboard**.

By verifying the MonMaster calendar, producing the necessary documents, and consulting the status of your submissions, you can stay on top of all your master's program applications.

If you have further questions, send us an e-mail at **manille@campusfrance.org**.