

## Audencia Business School

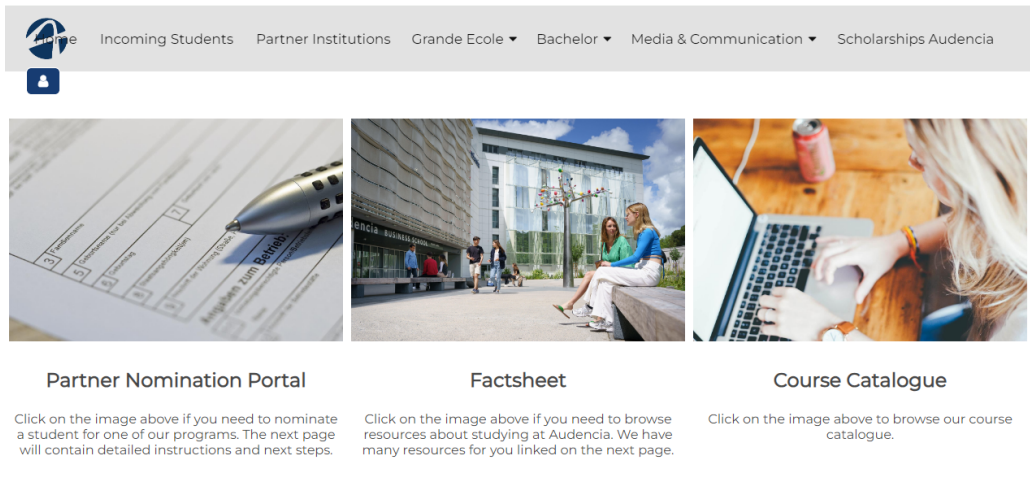
### Steps for Nominating a Student

Before beginning a Partner Nomination, you will need to know the following information about the **student**:

1. Email address
2. First name
3. Last name
4. DOB
5. Gender
6. The program and term for which you are nominating them

### Steps for Nominating:

1. Go to [apply.exchangestudents.audencia.com](http://apply.exchangestudents.audencia.com)
2. Click on the image PARTNER NOMINATION PORTAL



The screenshot shows the Audencia Business School website. The top navigation bar includes the Audencia logo and links for Incoming Students, Partner Institutions, Grande Ecole, Bachelor, Media & Communication, and Scholarships Audencia. Below the navigation bar, there are three main sections: Partner Nomination Portal, Factsheet, and Course Catalogue. Each section has a representative image and a brief description.

**Partner Nomination Portal**  
Click on the image above if you need to nominate a student for one of our programs. The next page will contain detailed instructions and next steps.

**Factsheet**  
Click on the image above if you need to browse resources about studying at Audencia. We have many resources for you linked on the next page.

**Course Catalogue**  
Click on the image above to browse our course catalogue.

3. Select the term for which you are nominating the student
4. On the Login Wizard, choose **I have login credentials to this site that I received by email**
5. Login with your full email address and custom password
6. Enter the email address of the **student**

## OneStep : Choose / Create Proxy Applicant

Use the form below to search for a user record from within your system. Once you find the person you wish to proxy OneStep Register for, click the Register button next to their name. 

**New User**

In addition to searching for an existing person at , you may also add a user with the form below:

Email:

### 7. Complete the New User Form on behalf of the **student**

**New User Form:**

First Name:

Middle Name:

Last Name:

Email: kendall@tdu.com

Date of Birth:

Gender: ☐ Male ☐ Female ☐ Other:

### 8. Answer the questions on the Partner Nomination Form

**Partner Nomination:**

(\*) Indicates the question is required.

1. Nominating Partner Institution (\*)

2. Program at Audencia (\*)

3. Is the student coming as a double degree student? (\*)

4. Number of semesters in higher education (\*)

5. Track (\*)

6. Comments

### 9. Click “Update” to submit