

HOW TO APPLY

Please first create an applicant account. For this, go to <http://www.paris-iea.fr/en/apply/calls-for-applications> and open the call you are interested in.

At the bottom of the call, there is a button "Apply" leading you to a form to create your applicant account. Once the form is filled in and submitted, you will receive an e-mail to validate the creation of your account.

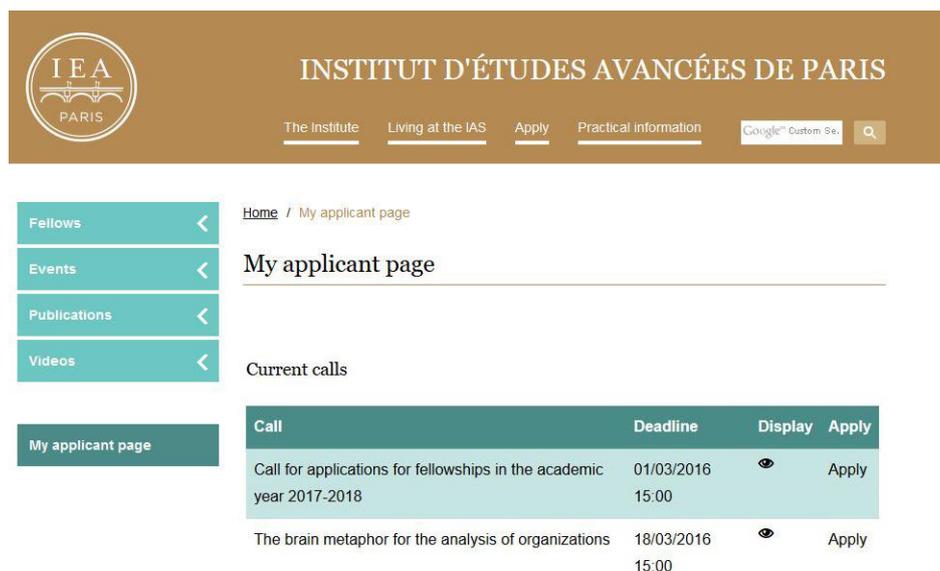
When the account is validated, you can connect to your applicant back office: go to the homepage of the IAS:

<http://paris-iea.fr/en/>

and use the "Log in" button at the top of the website homepage :



Once connected with the login and password you have provided, you will access your applicant back office, where you can see the calls. Click on "Apply" to create an application:



Senior or junior ?

Our online system will consider you as a senior or a junior on the basis of the date of your PhD. Once you have entered it in the form, the system automatically gives access to the upload buttons which enable you to upload the necessary recommendation/cooperation letters. You will find these buttons at the end of the form.

Both junior and senior candidates must provide a cooperation letter. Juniors also need to upload two recommendation letters.

Save or submit

To save a draft version of your application, choose “Save the application”. You can return later to the form to edit and complete it. Your application appears in the application table in your back office (“my applicant page” in the left menu). A click on the icon  enables you to edit it.



The screenshot shows the 'My applicant page' of the Institut d'Études Avancées de Paris (IEA Paris). The page features a navigation menu on the left with options like 'Fellows', 'Events', 'Publications', and 'Videos'. The main content area displays a table of applications and a section for 'Current calls'.

Application Table:

Application	Call	Display	Edit
Candidature de #3614	Call for applications for fellowships in the academic year 2017-2018		

Current calls:

Call	Deadline	Display	Apply
Call for applications for fellowships in the academic year 2017-2018	01/03/2016 15:00		Apply
The brain metaphor for the analysis of organizations	18/03/2016 15:00		Apply

Once your application is complete and all the requested documents have been uploaded, choose “Submit your application”. Be careful: once you have submitted your application, you can no longer edit it.

Make sure you submit the application. If it remains saved as a draft, it will not be considered in the selection process.