



ANIMATION GAME DESIGN

Serre Numérique - 2 rue Pécelet  
59300 VALENCIENNES  
T. +33 (0) 3 61 10 12 20  
contact@rubika-edu.fr

INTERNATIONAL  
**SUMMER**  
PROGRAMS  
DESIGN ANIMATION GAME  
à la française

## Step-by-step Registration Guide

1. Go to the [extranet Rubika](http://extranet.rubika-edu.com/) (http://extranet.rubika-edu.com/)
2. Create a new account by clicking on the link « *Inscriptions : Concours / Séjours Péda / Summer Camps / Summer Programs* », as illustrated in the image below.

The screenshot shows a login form with fields for 'Email' and 'Mot de passe' (password), and a 'Connexion' button. Below the form, there are two links: 'Récupérer mon mot de passe' and 'Inscriptions : Concours / Séjours Péda / Summer Camps / Summer Courses', which is highlighted with an orange border. The RUBIKA logo is visible on the right side of the form.

3. Fill out the form and click the check button. A message containing your login details will be sent to your email. \*\*\*Zip code: enter 000

The screenshot shows the account creation form titled 'MON COMPTE'. It includes fields for 'Email', 'Titre / Title', 'Nom / Surname', 'Prénom / Firstname', 'Sexe / Gender' (M/F), 'Date de naissance / Date of birth', 'Nationalité / Nationality', 'Numéro de Sécurité Sociale (ou NAS)', 'Site web / Website (Portfolio)', 'Portable de l'étudiant / Student's mobile phone', and 'Comment nous avez-vous connu ? / How did you hear about us?'. There is also a section for 'Adresse de l'étudiant / Student's address' with fields for 'Destinataire / Recipient', 'Numéro et voie / Street & number', 'Adresse (suite) / Address (afterpart)', 'Code postal / Zip code', and 'Pays / Country'. A captcha image with the text 'CZY9f' is shown at the bottom. The form is marked with a green checkmark and a red X icon.

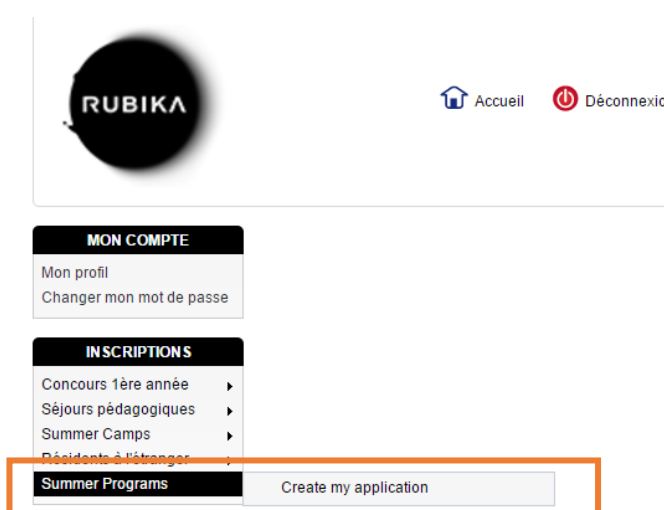


ANIMATION GAME DESIGN

Serre Numérique - 2 rue Pécelet  
59300 VALENCIENNES  
T. +33 (0) 3 61 10 12 20  
contact@rubika-edu.fr

INTERNATIONAL  
**SUMMER**  
PROGRAMS  
DESIGN ANIMATION GAME  
*à la française*

4. Login to the [extranet Rubika](#) using your new credentials.
5. Go to « INSCRIPTIONS > Summer Programs > Create my application », fill-in the online application form and attach the required documents:
  - Motivation Letter (in English)
  - Portfolio
  - Copy of passport
  - Passport-like photo (.jpg)



6. Once your documents are uploaded, you can make the first payment of the registration fee / first installment (400 EUR) by clicking on the credit card icon as shown in the picture
  - Early bird registration: 21 November to 12 February (total of 2400 EUR)
  - Regular registration: 13 February to 14 April (total of 2600 EUR)

Remember that your place will be confirmed only **once we have received full payment (first and second installments).**



**MON COMPTE**

Mon profil  
Changer mon mot de passe

**INSCRIPTIONS**

Concours 1ère année ▶  
Séjours pédagogiques ▶  
Summer Camps ▶  
Résidents à l'étranger ▶  
**Summer Programs**

### My application

SUMMER PROGRAMS 6th-30th JUNE 2017

Please complete the form below to register for Summer Courses.

Current institution	
Gender	Madame
<b>My application</b>	glo
Summer Programs Balance Payment	gloria
Current level or studies	
Year	
Current program/major at home institution	-
Current institution	-
French level	
English level	
Registration status	Pré-inscrit
Study program	
Size of T-shirt	
Surname of the legal representative	-
Firstname of the legal representative	-
Email of the legal representative or emergency contact	-

**Documents justificatifs pour le concours**

Portfolio	banner_v2.png (88 Ko)	
Motivation letter (EN)	banner_v2.png (88 Ko)	
Copy of passport	banner.png (45 Ko)	

7. Upon clicking on the card icon, the first installment of 400 € will be ready to be paid: click again on the icon to be redirected to a secure-payment website.
  - a. Choose your type of card (Visa, MasterCard)
  - b. Complete de fields with your card Number (No. de carte), and expiration date (expire fin)
  - c. Add the CVV number (the three last digits on the back of your card)
8. Right after your first payment you will receive and automatic confirmation email, and soon after, a personalized mail from us, with detailed information about your course, accommodation, and a letter of pre-acceptance for visa purposes.
9. You will be fully registered, and your place confirmed, once the second payment has been received (to be done from your extranet account).