



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 red button « *Inscriptions : Concours / Séjours Péda / Summer Camps / Summer Programs* », as illustrated in the image below.

The image shows a registration form with the following elements:

- An input field labeled "Email".
- An input field labeled "Password".
- A green button labeled "Connexion".
- A dashed horizontal line below the "Connexion" button.
- A dark blue button labeled "Récupérer mon mot de passe" with a white cursor icon.
- A red button labeled "Inscriptions : Concours / Séjours Péda / Summer Camps / Summer Programs" with a white right-pointing arrow icon.

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, HORS FRANCE*
4. Login to the [extranet Rubika](http://extranet.rubika) using your new credentials.
5. On the left menu, 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)



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DESIGN ANIMATION GAME
à la française

6. Once your documents are uploaded, you can make the first and second payments by clicking on the “payer” button.

SUMMER PROGRAMS 6th-30th JUNE 2017

Please complete the form below to register for Summer Courses.

Current institution

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

7. Upon clicking on the card icon, the first installment 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 newly created rubika account).