Programme d'échange d'assistants de langue en France

ADELE
Detailed tutorial for candidates *– September 2022*

Welcome ! ADELE is the new management platform for the *Programme d'échange d'assistants de langue* managed by France Éducation international and its partners all over the world. The platform aims at gathering all actors of the program in one application.

Step 1 : Creation of your account on ADELE

Click on the following link to create your account : https://assistants.france-education-international.fr/CreationCompte
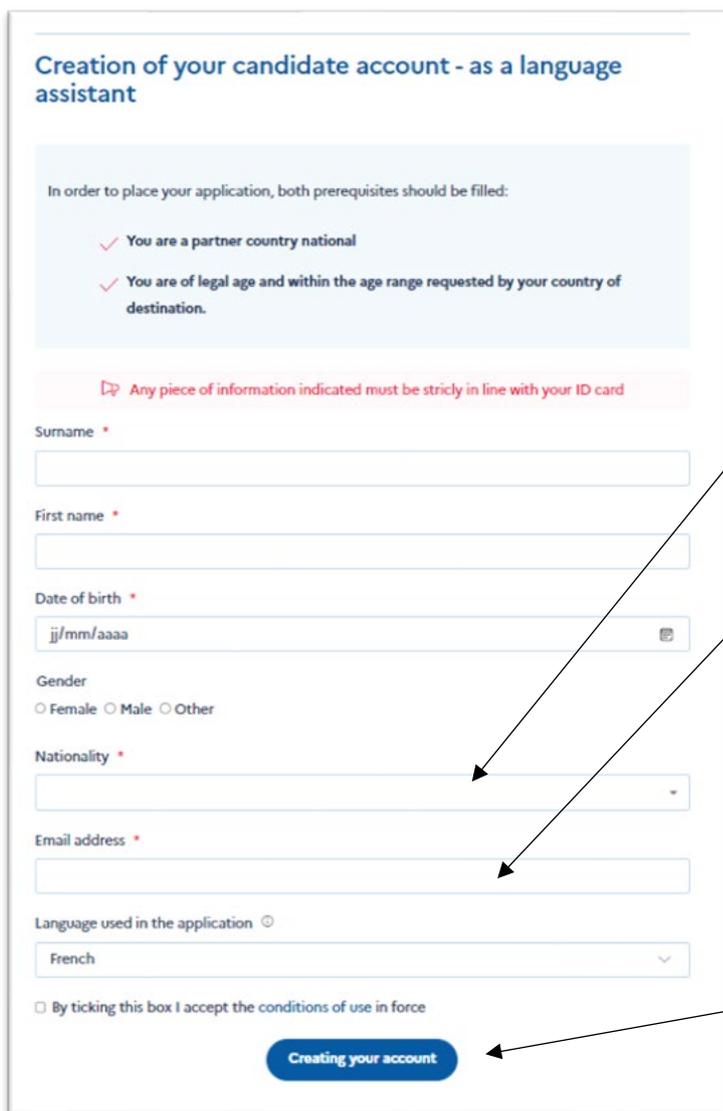
Creation of your candidate account - as a language assistant

In order to place your application, both prerequisites should be filled:

✓ You are a partner country national

✓ You are of legal age and within the age range requested by your country of destination.

☞ Any piece of information indicated must be stricly in line with your ID card

Surname *

First name *

Date of birth *

jj/mm/aaaa

Gender
○ Female ○ Male ○ Other

Nationality *

Email address *

Language used in the application ⓘ

French

☐ By ticking this box I accept the conditions of use in force

Creating your account

> Select your nationality in the dropdown list.

> Use an email adress with which all actors of the program can reach out to you until the end of the program. We advise you to not use a student's address.

> You will receive an automatic message shorty after clicking on « creating your account ». This can take a few minutes. Remember to check your spam folder. **Click on the link embedded in this message to create your password and access your account**.
>
> **NOTE: this link expires will expire after 24h.** Should you click on this link later than 24 hours after its reception, a new link will be sent to your email address that you should then use to create your password.

Step 2 : Fill in your application

You need to complete 6 different sections to apply to the program. Once a section is complete, it will turn to **green**.
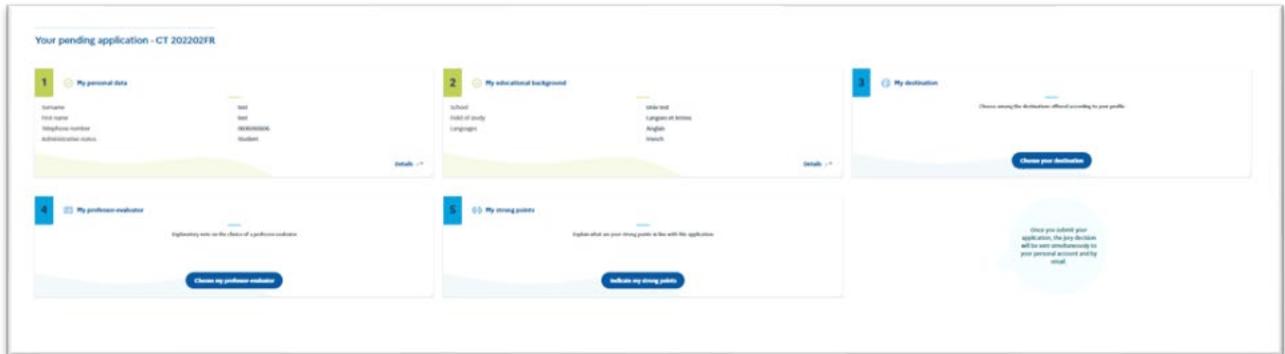
1. Your personal data
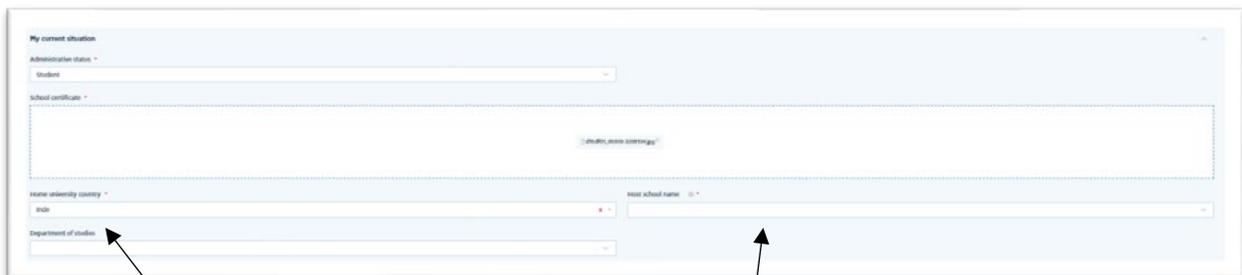
Select your country in the dropdown list.

Select your actual university/school.
If it is not on the list, **contact them and ask them to create their account.**

Only select « France Éducation international » if you are not a student. **Contact our partner in your country should you wonder which status and/or school to select.**

2. Your educational background

➔ Fill in all secondary education and higher education sections. Do not forget to indicate the last academic year you validated.

> If you validated an academic year in 2016/2017, choose 2017.

> **You need to list every year obtained. This will help calculate your eligibility.**

> The third subsection « my educational background » is optional. You can list any additional training you completed.

➔ List all foreign languages that you speak

> Do not forget to indicate your level in french and your mother tongue (the language that you will teach in France)

3. Your destination

➔ Once section 1 and 2 are filled in, you will be able to access the destination "France".

Destination « France » will be selected and you will access all additional information about the campaign (dates, salary, etc.) Read the *fiche-pays* carefully.

You need to confirm the destination to move onto the next step.

4. Your evaluating professor ("professor-evaluator")
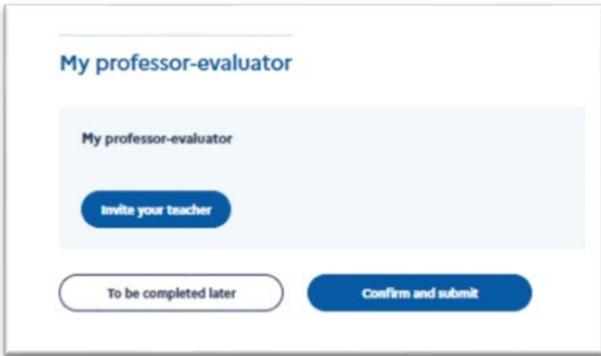
Should there be no teacher listed in this section, this means that they have not registered on the application yet.

You can contact them by message and ask them to create their account by clicking on this link.

Do not send multiple invites to different teachers. Be patient and send one invite at a time. You will get a notification when your teacher accepts to evaluate your application.
Make sure that your teacher has filled in your evaluation before you validate your application.
Once they have filled in your evaluation, your application will show a different status :
« assessed teacher ».

5. Your strong points

In this section, you can add any skill or experience that you deem necessary. This is also where you will write your motivation letters.
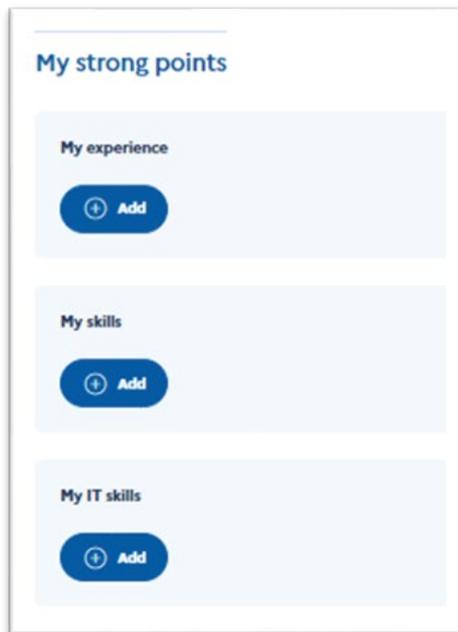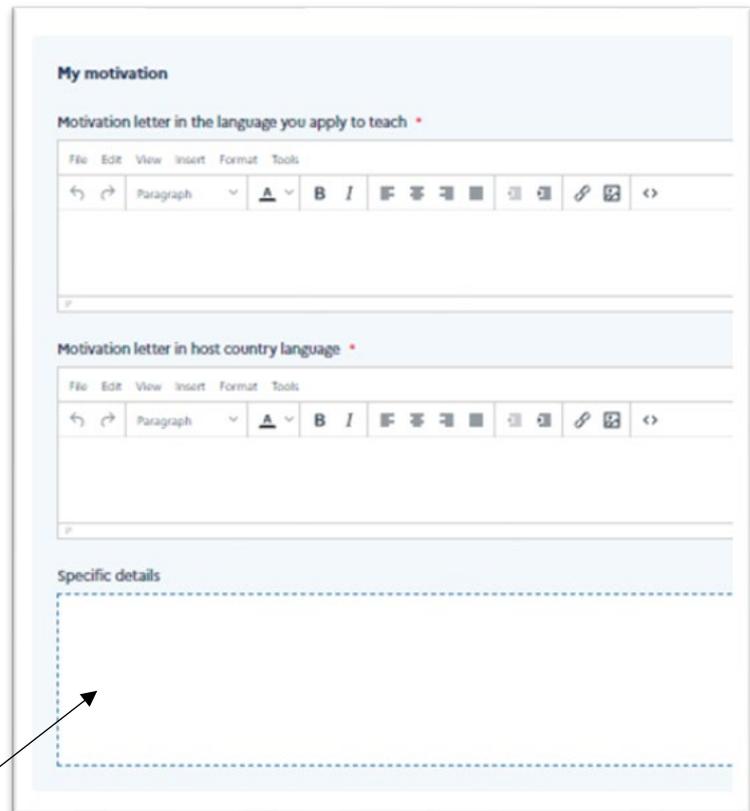
> You can add additional documents here (letter of recommendation for instance). This section is optional.

Step 3 : Validate your application

Once your application is complete and assessed by your teacher, you can validate it **(validating your application is final!).** Your application will then display the following status : "Received by FEI or partner".

Step 4 : Results and information on your placement

The timeline on your dashboard will remind you of all key dates.