

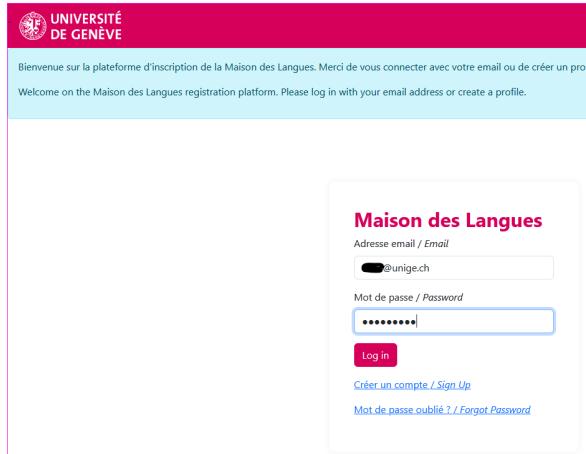
# Registration procedure for the Maison des Langues courses for incoming exchange students

1. Create your profile
2. Take the placement test
3. Choose your courses
4. Request a course change or a cancellation

# 1. Create your profile

To create your account [on our platform](#), enter a valid email address (private or institutional) and a password (don't forget to write it down!).

*This account will be valid for the entire duration of your stay in Geneva.*



## Password rules :

- At least 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- Special characters are not allowed

✓ Indicate your last and first names **as they appear on your identity documents**.

Nom de famille / Surname\*  
Tel qu'indiqué sur votre pièce d'identité / As stated on your identity card

Prénom / Name\*  
Tel qu'indiqué sur votre pièce d'identité / As stated on your identity card

Enter your surname

Date de naissance / Birthdate\*  
jj . mm . aaaa

Adresse / Address\*  
1234 Main St

Pays / Country\*  
SUISSE

Ville / City\*  
Enter your city

Zip / Zip\*  
Enter your zip

J'accepte la [Politique de Confidentialité](#) / I agree to the [Privacy Policy](#)

Formulaire d'informations sur le statut / Status Information Form

Affiliation / Affiliation\*

- Université de Genève / University of Geneva
- Graduate Institute
- HES-SO
- HUG

Statut / Status\*

- Etudiant-e régulier/ère / Regular student
- Etudiant-e d'échange / Boursier-ère d'excellence / Exchange student or Excellence Scholarship
- Collaborateurs/trices (PENS & PAT) / Staff Members (PENS & PAT)
- Membre Association Alumni / Member of the Alumni Association
- Participant-e Formation continue / Continuing education participant

Faculté / Faculty\*

- Droit / Law
- Economie et management / Economics & Management
- Lettres / Humanities
- Médecine / Medicine
- Psychologie et Sciences de l'éducation / Psychology and Educational Sciences
- Sciences / Sciences
- Sciences de la société / Social Sciences
- Théologie / Theology
- Traduction et interprétation / Translation and Interpretation
- Autre / Other

Justificatif / Written proof\*

Veuillez téléverser votre attestation d'hôte du SMAC au format PDF (max. 4 MB) / Please upload your host certificate from the SMAC in PDF format (max. 4 MB)

Parcourir... [Lettre invitation mobilité Genève.pdf](#)

Numéro d'étudiant / Student Number \*

Entrez votre numéro d'étudiant au format XX-XXX-XXX / Enter your student number in the format XX-XXX-XXX

XXXX-XXX

Adresse Email / Email Address \*

Veuillez saisir une adresse mail valide / Please enter a valid email address.

XXXXXX@etu.unige.ch

Submit

## ATTENTION :

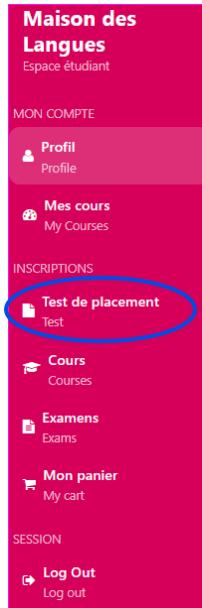
- ✓ **Proof of enrolment (justificatif)** = upload the invitation letter you received from the SMAC.
- ✓ **Student number** : enter the special number provided to you by SMAC — don't forget the **hyphens** !
- ✓ **Email address =>** use your UNIGE, personal, or home university email address.



Click on “Submit” : you will receive an email at the address provided to confirm your status.

## 2. Take the placement test (mandatory)

To choose the courses adapted to your level, you must first take a placement test.



virtual Une tentative d'examen de placement

### Test placement

Inscription ouverte jusqu'au / Registration open until: 10 July

**Ajouter / Add**

- ✓ One free placement test per semester is offered by the Maison des Langues to exchange students.
- ✓ If you are a complete beginner, you don't need to take the placement test.

Please click on the link in the **confirmation email** to receive your personal code from our partner ELAO.

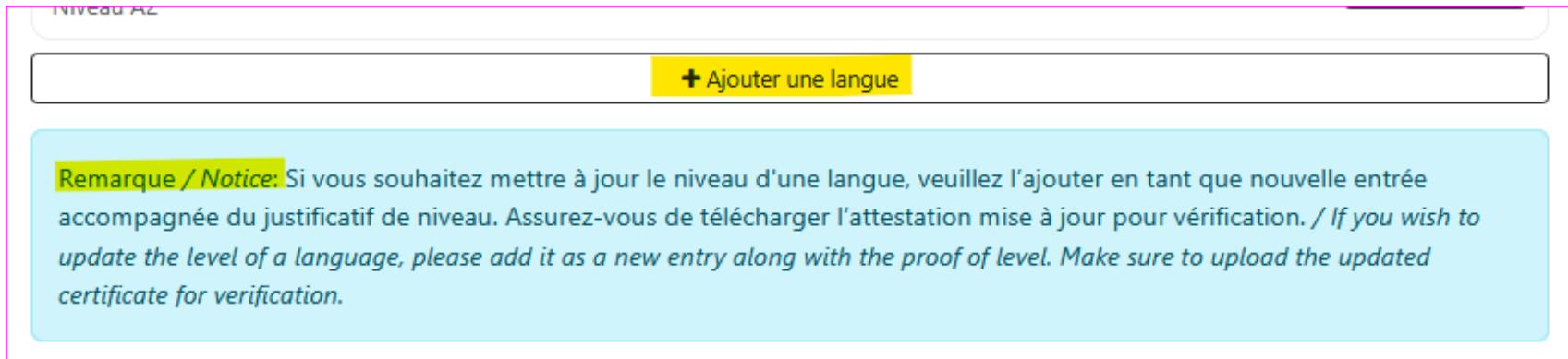
Be careful when entering your password (*Mot de passe*) !

ID	70704
Nom	[REDACTED]
Prénom	[REDACTED]
Email	[REDACTED] @gmail.com
Inscription	Test placement virtual Une tentative d'examen de placement
Prix	CHF 0
Lien vers le test	<a href="#">Lien</a>
Mot de passe	[REDACTED] 

- ✓ For more details, please read carefully the procedure for the ELAO tests available on our website **before** starting your test.

### 3. Choose your course

- ✓ Once your placement test done, from your account, under your personal information, click on “+ Add a language” (+Ajouter une langue)



Niveau PLZ

+ Ajouter une langue

**Remarque / Notice:** Si vous souhaitez mettre à jour le niveau d'une langue, veuillez l'ajouter en tant que nouvelle entrée accompagnée du justificatif de niveau. Assurez-vous de télécharger l'attestation mise à jour pour vérification. / If you wish to update the level of a language, please add it as a new entry along with the proof of level. Make sure to upload the updated certificate for verification.

**Langue / Language**

Dans quelle langue souhaitez-vous suivre des cours ?\*  
 Which language would you like to take courses in ?\*

Français

Je connais déjà mon niveau (test de langue ou examen)\*  
 I already know my level (language test or exam).\*

Yes

Niveau Acquis\*  
 Level Acquired\*

A2

**Attestation**

**Attestation\***  
 Veuillez télécharger une preuve de votre niveau. Cela nous aidera à vous placer dans le groupe le mieux adapté à vos compétences.  
 Please upload proof of your level. This will help us to place you in the group best suited to your skills.

Parcourir... f\_E\_1812541\_2668.pdf  
 Only PDF files are allowed.

**Type d'attestation de niveau Attestation Type\***  
 Sélectionnez le type d'attestation que vous téléchargez.  
 Please select the type of certificate you are uploading.

Attestation ELAO

Submit

## ATTENTION :

- ✓ Which language would you like to take courses in? → select “**Français**” (Français L1 = courses intended only for native French speakers !)
- ✓ Level acquired : if you are a complete beginner, please select A0. Otherwise, indicate the level you obtained in your placement test.



**Attestation : please upload the result of your placement test in PDF format.**

✓ To view the courses you have access to, click on “Cours / Courses” in the menu on the left, or on the "Suivre un cours" button:



NSCRIPTIONS

Test de placement  
Test

**Cours**  
Courses

Examens  
Exams

Mon panier  
My cart

Langues

**Français**  
Niveau A2

**Deutsch**  
Niveau A2

Mettre à jour le statut

Suivre un cours

Suivre un cours

Ajouter une langue

✓ The courses shown are those that correspond to the announced level.

You can display the courses according to different filters

**Course information:**  
price, timetable, level, period, terms and conditions, language

General or thematic course

Rechercher un cours / Search courses...

Réinitialiser / Reset

Langue / Language: Français, Deutsch

Cours type / Type of Course: Cours généraliste, Cours thématique

Modalité / Format: Intensif, Semestriel

15 / 15 cours affiché(s) / shown

**Français A2 (JE)** (Cours généraliste)

260 CHF, Jeudi 12h15-13h45, A2, semestre de printemps 2026, semestriel, Français

**Français A2 (MA)** (Cours généraliste)

260 CHF, Mardi 14h15-15h45, A2, semestre de printemps 2026, semestriel, Français

**Français Jeux de grammaire et de lexique A2** (Cours thématique)

280 CHF, Jeudi 10h15-11h45, A2, semestre de printemps 2026, semestriel, Français

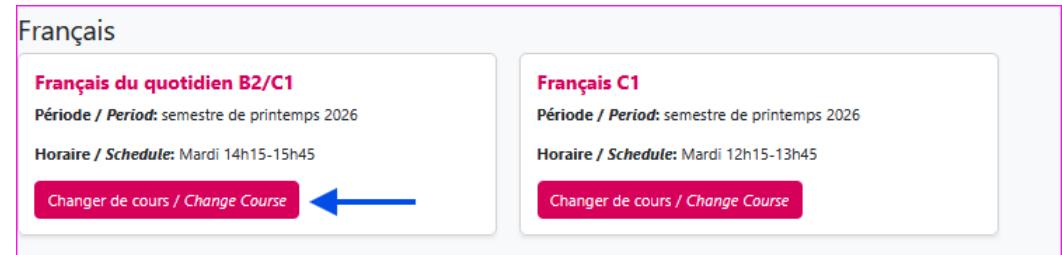
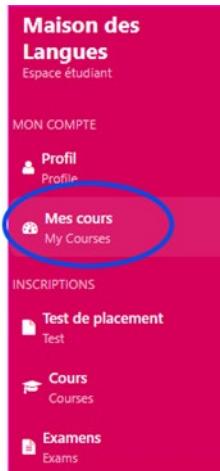
Ajouter / Add

- ✓ As an exchange student, you can take up to 2 free French courses per semester: **one general course** and **one thematic course** (max. 4 hours/week). These courses are offered free of charge by the Maison des Langues.
- ✓ Additional semester-long French courses, as well as semester-long courses in other languages and intensive courses, are subject to a fee.
- ✓ You can find the complete list of our courses and all practical information (description, schedule) in the [Vie de Campus Catalogue](#).

- ✓ If you wish to take courses in another language, you will need to repeat these steps starting from 'Add a language'. ([page 7](#)).
- ✓ If you stay for the whole academic year and wish to take classes again in the spring semester, log in to your account and follow the instructions starting on [page 9](#).
- ✓ Pay attention to the **application deadline** mentioned on our website.

## 4. Request a course change or a cancellation

- ✓ Requests for course changes or cancellations must be made **within the deadlines** stated on our website.
- ✓ From your account, click on "My courses" and then "Change course".



**Français**

**Français du quotidien B2/C1**  
Période / Period: semestre de printemps 2026  
Horaire / Schedule: Mardi 14h15-15h45  
**Changer de cours / Change Course**

**Français C1**  
Période / Period: semestre de printemps 2026  
Horaire / Schedule: Mardi 12h15-13h45  
**Changer de cours / Change Course**

#### Détails du cours actuel / Current course details

**Intitulé du cours / Course title:** Français du quotidien B2/C1

**Langue / Language:** Français

**Type / Type:** semestriel

**Horaire / Schedule:** Mardi 14h15-15h45

**Délai d'annulation / Cancellation deadline:** 01-03-2026

Veuillez noter : En cas de remboursement, des frais administratifs seront déduits conformément aux conditions d'annulation indiquées sur notre site web. / Please note: In case of a refund, administrative fees will be deducted according to the cancellation conditions indicated on our website.

Choisissez entre un cours de remplacement ou une annulation

Select a replacement course or choose to cancel your application

**Intitulé du cours / Course title :** Français Argumentation B2

**Niveau / Level:** B2

**Langue / Language:** Français

**Type / Type:** semestriel

**Horaire / Schedule:** Mercredi 12h15-13h45

**Intitulé du cours / Course title :** Français B1 (JE)

**Niveau / Level:** B2

**Langue / Language:** Français

**Type / Type:** semestriel

**Horaire / Schedule:** Jeudi 12h15-13h45

**Intitulé du cours / Course title :** Français B2 (JE)

**Niveau / Level:** B2

**Langue / Language:** Français

**Type / Type:** semestriel

**Horaire / Schedule:** Jeudi 12h15-13h45

**Courses at the same level  
available for a change**

If you wish to cancel your registration, please tick the corresponding box at the bottom of the page. Please briefly explain the reason for your request.

<p>Type / Type: semestriel Horaire / Schedule: Mercredi 12h15-13h45</p> <p><input checked="" type="radio"/> <b>Annulation sans cours de remplacement</b> Cancel without selecting a new course Si vous ne souhaitez pas choisir un cours de remplacement, vous pouvez sélectionner cette option. / If you do not wish to select a replacement course, you can choose this option.</p> <p>Motif de la demande / Reason of your request    </p> <p><b>Submit</b></p>
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The Maison des Langues secretariat will confirm your change or cancellation by email.