



## Administrative registration procedure in 1st year

**Academic year 2023-2024****From 15<sup>th</sup> June to 12<sup>th</sup> July (ENS doctoral contracts) and from 1<sup>st</sup> September to 1<sup>st</sup> December 2023****I. REGISTERING AS A DOCTORAL STUDENT AT THE DOCTORAL SCHOOL;****II. PAYMENT OF « CONTRIBUTION DE VIE ETUDIANTE ET CAMPUS »**

As soon as you are authorized to enroll in initial training in a public or private French higher education institution at the start of the 2023 academic year, you must pay the student and campus life contribution. This contribution is intended for the reception and social, health, cultural and sports support of students. It is also used to support prevention and health education activities.

It must be paid each year to the Centre régional des œuvres universitaires et scolaires (CROUS). The amount is 100 euros.

If you enroll in several courses during the same academic year, whether in the same or different institutions, this contribution is only due once.

You are exempt from this contribution if you are :

- Higher education scholarship holder\*\* ;
- Refugee ;
- Beneficiary of subsidiary protection ;
- Asylum seeker benefiting from the right to remain on the territory.

**Whatever your situation, you must follow the steps below before starting any administrative registration process in higher education :**

**Étape 1** Connect to the following address: <http://cvec.etudiant.gouv.fr> and then create and activate your account..

**Étape 2** **Fill in your personal data and pay the CVEC (online payment by credit card)**  
*If you are a higher education scholarship holder (French government scholarship), you will be automatically exempted. If you are applying for an exemption in another capacity, you will have to submit the documents justifying your situation in your space, and will receive a response from the CROUS to your request within 2 days..*

**Étape 3** **Download your payment certificate or exoneration of the CVEC in the platform**  
<http://cvec.etudiant.gouv.fr>, it will be asked to you at the time of your administrative registration to the ENS.

**Étape 4** **Proceed with your administrative registration. The ENS makes sure that you have paid the CVEC and asks you to present your certificate of acquittal or exemption**

\* Mandatory documents for your registration

\*\* Scholarships based on social criteria managed by the Crous or scholarships paid by the regions

**We stay available at the following e-mail address [doctorat@ens.psl.eu](mailto:doctorat@ens.psl.eu) and you can drop by our office during opening hours.  
(Monday to Thursday from 9pm to 12pm and 1.30pm to 5pm – Friday from 9pm to 12pm – closed in the afternoon)**

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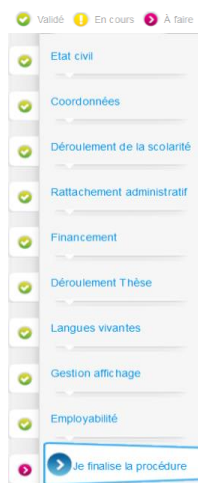
### III. ONLINE ENROLLMENT

**The creation of your ADUM account is mandatory. See practical guide ADUM.**

★ How to get started:  
<http://www.adum.fr/index.pl?site=PSL>



- ★ Create your account/Define your valid access codes
- ★ Enter valid email address and password
- ★ Create your ADUM profile
- ★ Don't forget to save each time before you go to the next step



**Please make sure that all required informations are filled in as completely as possible**

- ★ Must be uploaded to your account:
  - *Passport photo* - front pic – without head cover and/or sunglasses - format jpeg (600x450-50ko max)
  - CV - format pdf
  - *CVEC certificate*



- ★ Remember to indicate in ADUM:
  - Adresse principale = personal e-mail address If possible: Adresse électronique secondaire = e-mail address "@ens.psl.eu" (to be activated after final administrative registration)
- ★ After completing and validating your file (see IV) :
  - The collection of signatures of simple electronic signatures (Thesis Direction - Research Unit Direction - Doctoral School Direction) will begin. Once these signatures have been collected you will regain control in Adum to proceed with the **step V**

### IV. COMPOSITION OF THE RE-ENROLLMENT FILE

- ★ **Documents to upload to your ADUM account:**
  - Copy of your valid identity document \*
  - Thesis abstract\*
  - Copy of the diploma allowing access to a doctorate (Master's degree or equivalent). \*  
The foreign diploma (outside EU) must be accompanied by an authentic and certified translation into French by a sworn translator or by the diplomatic/consular agent.  
The foreign diploma (within the EU) can be in French or English
  - Certificate of civil liability for the current year \*
  - Proof of funding for the thesis (certificate or doctoral contract, contract of work, scholarship, acceptance mail etc.)\*
  - Copy of the CVEC Attestation \*
  - If joint PhD agreement: form of request for the setting up of Joint PhD (with signatures) \*

For any request for an academic *césure*, please contact the Pôle des thèses (Thesis Office) to obtain the form and the procedure. [doctorat@ens.psl.eu](mailto:doctorat@ens.psl.eu)

### V. PAYMENT REGISTRATION FEES

(AFTER COLLECTION OF THE ELECTRONIC SIGNATURES)

- by credit card in the Paybox of your Adum account.

**Once the "Pôle des theses" has finalized your registration, you will receive an email informing you of the procedure to follow.**

[If thesis funded by the ENS:](#)

[If foreign PhD student without social protection in France:](#)

### VI. HEALTH INSURANCE REGISTRATION

Via the affiliation website:

<https://etudiant-etranger.ameli.fr/>

\* Mandatory documents for your registration

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