

Procedure for registration in doctorate via ADUM SERVICE DES THESES PSL ACADEMIC YEAR 2018-2019

I. PRE-REGISTRATION ONLINE

You must create an ADUM account.

★ Please go on :
<http://www.adum.fr/index.pl?site=PSL>



★ Create your account :
- Define your code access
- Enter your email and password

★ Create your personal ADUM account

★ **IMPORTANT:** To see the title of your thesis on theses.fr (Search engine for French theses), you must choose "yes" in "your private space" on "Display management" =>

★ Please click on « save » at each step.



★ You must put a photography,
➢ a "portrait": .jpeg (600x450 - 50ko max)

★ You must put
➢ a CV : .pdf

★ **After the finalization of the procedure:**

- The information will be checked by our office
- The registration forms are on your private space on ADUM, you must download them, print them and obtain the signatures required from the director of your thesis, the director of the laboratory, the director of your doctoral School.
- All the documents must be sent or given to our office, Service des thèses.
- You will receive an email confirming your registration

★ Please note:

- The principal email will be the email your institution created for you
- The secondary email will be your personal email
- Important : the « co-directors » have the « habilitation à diriger des recherches », if not they are « co-supervisors ».


II. THE DOCUMENTS FOR YOUR REGISTRATION

★ **To download from your ADUM account :**

- The registration form (to complete and sign) *
- The CNIL form (to sign) *
- The thesis charter (to sign) *
- The individual training contract (to sign) *

★ **Documents to add :**

- Your Identity card*
- A CV*

The "Attestation CVEC"*  It's a Campus life's contribution of 90 € you will have to pay each year to the CROUS, please add the document, **and deposit it on ADUM** (see page 2).

Your personal liability certificate*

(The civil liability is an insurance which covers you if you accidentally cause damage to a third party)

The copy of your diploma(s)*:

Master's Diploma; or Engineer Diploma or; If in foreign language, an official translation + the results

The proof of an employee contract or scholarship (if concerned)

NB: From this year, the institution will not declare you to the student healthcare center anymore. You have to declare yourself to the general healthcare service CPAM (see page 2).

III. PAYMENT OF TUITION FEES

The tuition fees are decided each year by our Ministry, this year : **380€**.

- If you have a cotutelle agreement, please check where to pay the tuition fees this year.

If you pay by « chèque » please note:

« à l'ordre de l'agent comptable de la ComUE PSL »

If you pay by paybox (credit card), please add the proof you received by email on your private space ADUM.

Important: When you will be registered you will receive **an enrollment certificate and a student card**.

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IV. Healthcare : No more payment of the contribution.

Your situation :

- ★ You were a student in France last year and you chose SMEREP or LMDE center, you stay registered for 1 year for free to your healthcare center.
 - ⇒ You don't have to pay.
- ★ You signed a doctoral contract, or every other work contract for a full-time work, you have to declare yourself to the general healthcare service AMELI (CPAM).
 - ⇒ Please create an [AMELI](#) account (if you already have a social security number) and indicate your status as "worker". If you don't have this number go on this website: in [French](#), and in [English](#), it will open the 1st September 2018.
- ★ You come from European Union, you have the European Health Insurance Card.
 - ⇒ You don't need to do anything.
- ★ You come from a country out of European Union and you will begin for the first time your studies in France, you have to declare yourself to the general healthcare service CPAM (AMELI).
 - ⇒ website in [French](#), and in [English](#) (will open the 1st September 2018)

NB : an extract of birth certificate, extracted from the birth certificate with filiation / piece established by the consulate will be asked among the pieces to be attached .

NB : You can also subscribe to a complementary health insurance, it will cover the 30% of expenses that are not usually covered by the general healthcare service CPAM..

V. CVEC (Contribution for Campus life) 

For the first time, this year, in application of [the ORE law](#), the CVEC contribution is asked to the students in aim to promote the welcome, the social, health, cultural, and sporting support of the students, and to reinforce the actions of prevention and health education.

All students (initial training) are concerned and have to register before administrative enrollment. Even those ones who have a cotutelle agreement. (cf. article 12 de la [loi n°2018-166 du 8 mars 2018](#) relative à l'orientation et à la réussite des étudiants).

The steps :

- ★ **You create an account** (<https://www.messervices.etudiant.gouv.fr/envole/>)
 - You have to indicate your INE number, you may find it on the transcript of your Master's degree. If you can't find it, you will have to certify on the honor that you are enrolling in the institution of your choice, for the training you want and for the upcoming academic year (see the FAQ).
- ★ **You indicate** the town of your institution
- ★ **You pay 90 €** online, or you go to "La Poste" to pay cash by « Eficash ».
- ★ **You download** the attestation from this account
- ★ **You add** the attestation to the documents required for your enrollment, and you download it on your ADUM personal space.

The institution will control le payment and confirm your enrollment.

NB : If you have a scholarship, if you are a refugee, or an asylum seeker etc., you also have to register, but you may be exempted of the **90 €** , with a proof of your situation.



Useful links:

General information on ameli website [here](#).

Information for each situation [here](#).

Phd students coming from a country out of Europe ameli website, information :

[here](#) in French [here](#) in English.



Useful links :

[Site officiel](#)

[FAQ](#)