

First PhD enrollment via ADUM Academic year 2022-2023

You must create an ADUM account to enroll as a PhD student at Université PSL.

1. Creation of your ADUM account

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

- ☞ Define your access codes with a valid email address and a password

2. Creation of your ADUM profile

Please fill in all the sections and save each step: sections will turn green:



Section "Contact information": complete as your principal email the email related to your **institution** and as your secondary email your **personal email**.

Section "Administrative attachment":

- ☞ You must pay CVEC fees¹ (**95 euros** for the academic year 2022-2023) on <https://cvec.etudiant.gouv.fr/>²
- ☞ Upload your CVEC payment certificate on PDF format. If you are exempted (scholarship, refugee, asylum seeker) you must upload your exemption certificate
- ☞ Save

Section "Thesis progress" > "Thesis supervision": **co-directors** hold an HDR (French equivalent for the accreditation to supervise research). Otherwise, they are **co-supervisors**.

Section "Display management": if you want your data to be visible online on theses.fr, you must select "yes" in the section "Information displayed on the web".

Section "Individual training contract":

- ☞ Fill in all the form's sections, save
- ☞ Click on "**I submit the Individual training contract (CIF) to my supervisor for correction and advice**"
- ☞ Once it has been approved, download the document, print it and make it signed by your thesis director, then upload it and **save**. You don't have to upload the document to finalize your enrollment, you can upload the final document later.

3. Enrollment application

Once all the sections have gone green, click on the last section "**I finalize the procedure**". You will have to **read and agree to the terms of PSL Thesis Charter** and then click on "**Transmission of the data in order to be validated**".

Your thesis director, the laboratory director and the doctoral department will check your application.

¹ The contribution for campus life aims at promoting the welcome, social, health, cultural and sporting support for students and reinforcing the actions of prevention and health education.

² The INE number (French equivalent for national student ID) has 11 characters and is required. You can find it on the transcript of your French Baccalaureate (taken in France since 1995) or with the school office of the first French higher education establishment you were registered at. If this year is your first registration at a French higher education establishment you will be attributed a temporary number.

When accepted, you will receive an email to ask you to go pay your enrollment fees and upload your enrollment file in ADUM.

4. Enrollment fees payment (section “Tuition fees payment”)

Enrollment fees come to **380 euros** (full-rate) for the academic year 2022-2023 ([decree of April 19th, 2019](#)).³

NB: please use a PC with the following browsers to maximize online payment: Firefox, Chrome

!/ The payment window will close automatically after your credit card operation. You will receive a payment confirmation by email that you must drag and drop in “Payment method” > “Upload a payment proof in PDF format”.

5. File submission

In your ADUM private space:

- ☞ Upload your ID photo (600x450, 50Ko max, JPG format) and your CV (PDF format)
- ☞ Click on “**Upload your 2022-2023 enrollment file in PDF format**” and submit a PDF file including the following documents, **portrait layout and in order:**
 - Valid proof of ID (national ID card or passport)
 - CV
 - Copy of the diploma that enables your PhD registration
 - Proof of your PhD source of funding (contract of employment, scholarship, etc.) if concerned
 - Civil liability insurance certificate
- ☞ Save

- ☞ If you have not done so yet, click on “**Upload your Individual training contract (CIF) in PDF format**”, submit your document signed by you and your director of thesis and **save**.

When the doctorat department of your institution checks and validates your application and payment you will receive an automatic email to confirm your enrollment and have access to an **enrollment certificate** in your ADUM private space, column “Administrative documents”.

6. About the social security

Since 1 September 2019, all students are attached to the primary health insurance fund (CPAM) of their residency place.

If you were already registered in a French education establishment

If you have an employment contract or a doctoral contract (French and international students):

You will automatically be attached to the CPAM without any particular steps or formalities on your part.

However, take advantage of this to create an account on ameli.fr.

If you are a foreigner and you are enrolling for the first time in a French higher education institution in 2022-2023 and you do not have an employment contract or a doctoral contract:

Please check <https://etudiant-etranger.ameli.fr/> to learn about the steps you need to take.

³ PhD students who benefit from a cotutelle agreement must pay the enrollment fees to the institution determined by their convention.

If those fees are due to the foreign institution, they don't have to pay CVEC fees.

If those fees are due to Université PSL they have to pay the CVEC fees.