

First PhD registration via ADUM

Academic year 2024-2025

Registration from 06/14/2024 to 09/30/2024

MANDATORY: please send a message to service.scolarite@obspm.fr to inform of your registration
You must create an ADUM account to register as a PhD student at Université PSL. This procedure is dematerialized.

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:

 Validated  Ongoing  To be done

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”:

Φ Pay the CVEC ¹ (103 euros for the 2024-2025 academic year) on the website <https://cvec.etudiant.gouv.fr/>

Φ Submit your CVEC payment certificate in PDF format. If you are exempt (see special cases), submit your exemption certificate and save.

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

². *PhD students who benefit from a cotutelle agreement must pay the registration 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 also have to pay the CVEC fees.

Section “Thesis progress”: **co-directors** must 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

☞ Download the document, sign it and make it signed by your thesis director

3. Registration finalization

Once all the sections have gone green click on the section “I finalize the procedure” > **“Transmission of the data in order to be validated”**. Your thesis supervision and the doctoral department will check your registration file. When validated, you will receive a confirmation email and will be able to access your enrollment certificate. Please request the certificate from the education department.

4. Filing of required documents

Section “Documents to attach”:

- ☞ Submit your ID photo (600x450, 50Ko max, JPG format) and your CV (PDF format)
- ☞ 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.)
 - Certified translation in French for foreign diplomas
 - Individual training contract signed
 - Civil liability insurance certificate

4. Registration fees payment

Registration fees come to **391 euros** (full-rate) for the academic year 2023-2024 (to inform of your registration decree of April 19, 2019 – revaluation in 2024).*

Online payment by credit card, please go to the section: payment of tuition fees after submitting your complete registration file

Payment by bank transfer after submitting your complete registration file on the IBAN account: FR76 1007 1750 0000 0010 0507 390 (BIC) TRPUFRP1

When making the transfer, please indicate the nature of the transfer in wording according to your background or situation as attached:

Doctorate in Astrophysics + surname/first name of the student

Doctorate in Physics + surname/first name of the student

If you do not indicate the nature of the transfer, it will be impossible for us to identify it.

5. Social security –Information

From September 1st, 2019 there will no longer be a special student regime and all the students will be under the same general social insurance scheme of the CPAM (French equivalent for public health insurance body) from their residency place.

- ☞ If you were enrolled in a French higher education establishment ;
- ☞ If you have a contract of employment or a doctoral contract (French and international students):
 - ⇒ You will **automatically be attached** to the CPAM without having to take any steps or formalities. You can create a personal account on ameli.fr.
- ☞ If this is your first registration in a French higher education establishment and you don't have any contract of employment nor doctoral contract:
 - ⇒ Please check Campus France's website to learn about the **steps you need to take**: <https://www.campusfrance.org/fr/je-m-inscris-a-la-securite-sociale>