



## PhD re-enrollment (2<sup>nd</sup>, 3<sup>rd</sup> year and more) via ADUM Academic year 2022-2023

Re-registration from 20/06/2022 to 30/09/2022

**You must re-enroll via ADUM.**

### 1. Your ADUM account's updating

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

☞ Verify and update all your data within the sections and save at each step: sections will turn green:

Validated Ongoing To be done

Section "Status and Funding":

Don't forget to **add** any new funding if concerned.

Section "Thesis progress":

In the event of any change in your thesis supervision, please download, complete and sign the related form in your personal account.

Section "Individual training contract" (in the event a major change):

- ☞ Update the form's sections, save
- ☞ Download the document, sign and make it sign by your thesis director
- ☞ Submit the new signed document in the right section

Section "Documents to attach":

- ☞ Submit your updated CV (PDF format)
- ☞ Submit a PDF file including the following document(s), **portrait layout and in order:**
  - Valid proof of ID (national ID card or passport)
  - Certificate of payment or exemption from the CVEC
  - Civil liability insurance certificate
  - Proof of your PhD source of funding (contract of employment, scholarship, etc.)
  - Civil liability insurance certificate
  - For 4<sup>th</sup>-year re-enrollment and more** please join a signed letter to justify your request
  - In the event of a **change in your thesis supervision** please join the signed form

### 2. CVEC: contribution for campus life - Reminder - IMPORTANT - MANDATORY

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.

Before any registration, all the PhD students must go to the following website: <https://cvec.etudiant.gouv.fr/> and create a personal account. CVEC fees come to **95 euros** for the academic year 2022-2023. Some

students can be exempted (scholarship, refugee, asylum seeker) with a proof of situation but they still will have to download a certificate and drag and drop it in their ADUM personal account.

*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.*

### 3. Registration fees payment

Registration fees come to **380 euros** (full-rate) for the academic year 2022-2023 ([decree of May 11<sup>th</sup>, 2022](#)).\*

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.

### 4. Re-enrollment 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 re-enrollment file. When validated, you will receive a confirmation email and will be able to access your re-enrollment certificate.

### 5. Social security - Information - Reminder

From September 1<sup>st</sup>, 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](https://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>

You must have completed your formalities during the first year of registration to be affiliated with social security.