

ADMINISTRATIVE REGISTRATION 2023-2024 in 1st year of thesis
List of supporting documents to be provided

IA
Présentiel
/ Mail

Form		Method of deposit	When ?
All publics	Registration form to be completed	By e-mail to the Students Affairs Department* or face-to-face	Prior to your administrative registration
Identity document - Photo		Method of deposit	When ?
All publics	Double-sided identity card or passport or residence permit	By e-mail to the Students Affairs Department* or face-to-face	Prior to your administrative registration
	Photo (in .JPG format)		
You are not of French nationality	Birth certificate translated into French or English		
Access title		Method of deposit	When ?
All publics	Diploma justifying admission (translated by a sworn translator if necessary) OR Transcript of marks OR Certificate of achievement allowing registration	By e-mail to the Students Affairs Department* or face-to-face	Prior to your administrative registration
CVEC (Contribution à la Vie Etudiante et de Campus)		Method of deposit	When ?
All publics (excluding cotutelle with payment of fees in the partner university)	CVEC certificate Useful link for obtaining it: https://cvec.etudiant.gouv.fr/ If you encounter difficulties: https://www.messervices.etudiant.gouv.fr/envole/message/new	By e-mail to the Students Affairs Department* or face-to-face	Prior to your administrative registration
Payment of registration fees		Method of deposit	When ?
You register in person by appointment	Payment by credit card only		At the time of your administrative registration
You register remotely	Receipt of your payment by transfer to the UGA account	By e-mail to the Students Affairs Department*	Prior to your administrative registration
You wish to pay your registration fees in 3 instalments	Bank account statement in your name	By e-mail to the Students Affairs Department* or face-to-face	Prior to your administrative registration AND before February, 20th
	SEPA direct debit mandate		
Exemption from registration fees		Method of deposit	When ?
You are a beneficiary of a French Government scholarship	Copy of the front and back of the scholarship award	By e-mail to the Students Affairs Department* or face-to-face	Prior to your administrative registration
You are a ward of the nation	Photocopy of the ward of the nation card		
You are disabled	RQTH or Carte Mobilité Inclusion (CMI) with the word "Invalidity" on it		
You have refugee, asylum seeker and subsidiary protection status	Document attesting to the situation		
Financing		Method of deposit	When ?
You have funding for the thesis	Copy of employment contract or scholarship	By e-mail to the Students Affairs Department* or face-to-face	When you sign your contract
Other		Method of deposit	When ?
You are of French nationality AND under 25 years old	Copy of the certificate of participation in the "Journée de Défense à la Citoyenneté" (JDC) OR the "Journée d'Appel de Préparation à la Défense" (JAPD)	By e-mail to the Students Affairs Department* or face-to-face	Prior to your administrative registration
You have already been registered for a thesis	Transfer file to be requested from the tuition service of your home university		

* E-mail to ced-ia-documents@univ-grenoble-alpes.fr