

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) <b>OR</b> Transcript of marks <b>OR</b> 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: <a href="https://cvec.etudiant.gouv.fr/">https://cvec.etudiant.gouv.fr/</a> If you encounter difficulties: <a href="https://www.messervices.etudiant.gouv.fr/envole/message/new">https://www.messervices.etudiant.gouv.fr/envole/message/new</a>	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 <b>AND before February, 20th</b>	
	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 <b>AND</b> under 25 years old	Copy of the certificate of participation in the "Journée de Défense à la Citoyenneté" (JDC) <b>OR</b> 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](mailto:ced-ia-documents@univ-grenoble-alpes.fr)