

| ADMINISTRATIVE REGISTRATION 2023-2024 in 1st year of thesis<br>List of supporting documents to be provided |  |   |   | IA WEB |
|--|--|---|---|--------|
| 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* | Following 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><br>Transcript of marks <b>OR</b> Certificate of achievement allowing registration   | By e-mail to the Students Affairs Department* | Following your administrative registration  |        |
| CVEC (Contribution à la Vie Etudiante et de Campus)  |  | Method of deposit                             | When ?  |        |
| All publics<br>(excluding cotutelle with payment of fees in the partner university)                        | CVEC certificate<br>Useful link for obtaining it: <a href="https://cvec.etudiant.gouv.fr/">https://cvec.etudiant.gouv.fr/</a><br>If you encounter difficulties:<br><a href="https://www.messervices.etudiant.gouv.fr/envole/message/new">https://www.messervices.etudiant.gouv.fr/envole/message/new</a> | No deposit<br>Entering the CVEC number online | At the time of your administrative registration<br>(after payment of your contribution) |        |
| 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* | Following 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* | When you sign your contract   |        |
| Other  |  | Method of deposit                             | When ?  |        |
| You have already been registered for a thesis  | Transfer file to be requested from the tuition service of your home university   | By e-mail to the Students Affairs Department* | Following your administrative registration  |        |

\* E-mail to [ced-ia-documents@univ-grenoble-alpes.fr](mailto:ced-ia-documents@univ-grenoble-alpes.fr)