

ADMINISTRATIVE REGISTRATION 2024-2025 in 1st year of thesis
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) OR Transcript of marks OR 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 (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	No deposit Entering the CVEC number online	At the time of your administrative registration (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