

## First PhD enrollment via ADUM

**You must create an ADUM account to register as a PhD student at Université PSL.**

### 1. Creation of your ADUM account

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

☞ Define your access codes with a valid email address and a password

### 2. Creation of your ADUM profile

Please fill in all the sections and save each step: sections will turn green:

✔ Validated ! Ongoing ➤ To be done

Section "Contact information": complete as your principal email the email related to your **institution** and as your secondary email your **personal email**.

Section "Administrative attachment":

- ☞ You must pay CVEC fees<sup>1</sup> on <https://cvec.etudiant.gouv.fr/><sup>2</sup>
- ☞ Upload your CVEC payment certificate on PDF format. If you are exempted (scholarship, refugee, asylum seeker) you must upload your exemption certificate and **save**.

Section "Thesis progress" > "Thesis supervision": **co-directors** hold an HDR (French equivalent for the accreditation to supervise research). Otherwise, they are **co-supervisors**.

Section "Display management": if you want your data to be visible online on [theses.fr](https://theses.fr), you must select "yes" in the section "Information displayed on the web".

Section "Individual training contract":

- ☞ Fill in all the form's sections, save
- ☞ Click on "**I submit the Individual training contract (CIF) to my supervisor for correction and advice**"
- ☞ Once it has been approved, download the document, print it, sign it and make it signed by your thesis director, then upload it and **save**. You don't have to upload the document to finalize your enrollment, you can upload the final document later.

### 3. Enrollment application

Once all the sections have gone green, click on the last section "**I finalize the procedure**". You will have to **read and agree to the terms of PSL Thesis Charter** and then click on "**Transmission of the data in order to be validated**".

Your thesis director, the laboratory director and the doctoral department will check your application. When accepted, you will receive an email to ask you to go pay your enrollment fees and upload your enrollment file in ADUM.

<sup>1</sup> The contribution for campus life aims at promoting the welcome, social, health, cultural and sporting support for students and reinforcing the actions of prevention and health education.

<sup>2</sup> The INE number (French equivalent for national student ID) has 11 characters and is required. You can find it on the transcript of your French Baccalaureate (taken in France since 1995) or with the school office of the first French higher education establishment you were registered at. If this year is your first registration at a French higher education establishment you will be attributed a temporary number.

#### 4. Enrollment fees payment

Enrollment fees come to **391 euros** (full-rate) for the academic year.<sup>3</sup>  
Please use the following browsers to maximize online payment: *Firefox, Chrome*

#### 5. File submission

In your ADUM private space:

- ☛ Upload your ID photo (600x450, 50Ko max, JPG format) and your CV (PDF format)
- ☛ Click on “**Upload your enrollment file in PDF format**” and submit a PDF file including the following documents, **portrait layout and in order**:
  - ☐ Valid proof of ID (national ID card or passport)
  - ☐ CV
  - ☐ Copy of the diploma that enables your PhD registration
  - ☐ Proof of your PhD source of funding (contract of employment, scholarship, etc.) if concerned
  - ☐ Civil liability insurance certificate
- ☛ Save
- ☛ If you have not done so yet, click on “**Upload your Individual training contract (CIF) in PDF format**”, submit your document signed by you and your director of thesis and **save**.

When Service des thèses PSL checks and validates your application and payment you will receive and automatic email to confirm your enrollment and have access to an **enrollment certificate** in your ADUM private space, column “Administrative documents”.

#### 6. About the social security

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>

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<sup>3</sup> 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.