

## PhD re-enrollment (2<sup>nd</sup>, 3<sup>rd</sup> year and more) via ADUM

**You must re-enroll via ADUM.**

### 1. Your ADUM account's updating

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

- ☞ Verify and update all your data within the sections and save at each step: sections will turn green:



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 "Status and Funding":

Don't forget to **add** any new funding if concerned.

Section "Thesis progress":

In the event of any change in your PhD progress (supervision, title of your thesis), please download the related form in your personal account, complete and sign it.

Section "Individual training contract" (in the event a major change):

- ☞ Update the form's sections, save
- ☞ In case of major change, 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 re-enrollment, you can upload the final document later.

### 2. Enrollment finalization

Once all the sections have gone green, click on the last section **"I finalize the procedure"** and then on **"Transmission of the data in order to be validated"**. Your thesis 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 re-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.

### 3. 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

### 4. File submission

In your ADUM private space:

- ☞ Submit your updated CV (PDF format) and/or photo
- ☞ Click on “**Upload your enrollment file in PDF format**” and submit a PDF file including the following documents, **portrait layout and in order**:
  - ☐ Civil liability insurance certificate
  - ☐ **For 4<sup>th</sup>-year re-enrollment and more** please join a signed letter to justify your request and have it signed by your thesis director
  - ☐ In the event of a **change in your PhD progress** please join the signed form
- ☞ Save
- ☞ If you have not uploaded it 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 Chimie ParisTech Thesis department checks and validates your application and payment you will receive an automatic email to confirm your re-enrollment and have access to an **enrollment certificate** in your ADUM private space, column “Administrative documents”.

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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.