

Procedure for registration in 2nd year, 3rd year and more in doctorate via ADUM SERVICE DES THESES PSL

I. PRE-REGISTRATION ONLINE

You must register by ADUM

★ To begin :
<http://www.adum.fr/index.pl?site=PSL>



★ Enter your email and password

★ Check the information on your ADUM account

★ Check your CV

★ **IMPORTANT:** To see the title of your thesis on theses.fr (Search engine for French theses), you must choose “yes” in “your private space” on “Display management” =>

★ Please click on « save » at each step

★ **After the finalization of the process :**

- The information will be checked by our office.
- The registration forms are on your private space on Adum, you must download them, print them and obtain the signatures required on them.
- All the documents must be sent or given to our office, Service des thèses.
- You will receive an email confirming your registration

★ **You must note on ADUM any change of :**

- director or supervisors or title of the thesis, and send to our office the form entitled « changement de directeur ou de sujet » signed, you will find it on your private space on ADUM.
- funding (keep on ADUM all information about funding during your thesis)


★ In case of change of institution :
Please send an email to Service des thèses :
service-theses@pdl.eu

II. THE DOCUMENTS FOR YOUR REGISTRATION

★ **To download on your ADUM account:**

- The registration form (to sign) *
- The individual training contract (in case of change to sign)

★ **Documents to add :**

The “Attestation CVEC”*  It's a Campus life's contribution of 90 € you will have to pay each year to the CROUS, please add the document, **and deposit it on ADUM** (see page 2).

The personal liability certificate *

In case of registration in 4th year or more* :
Please add a letter explaining how you advanced in your thesis and why you need more time.
In this document, you must indicate the date of your thesis defense, it must be signed by the director of your thesis.

NB: From this year, the institution will not declare you to the student healthcare center anymore. You have to declare yourself to the general healthcare service CPAM (see page 2).

III. PAYMENT OF TUITION FEES

1. the tuition fees are decided each year by our Ministry, this year, **380€**.

- If you have a cotutelle agreement, please check where to pay this year.

If you pay by « chèque » please note:

« **à l'ordre de l'agent comptable de la ComUE PSL** »

If you pay by paybox (credit card), please add the proof you received by email on ADUM.

Important : When you will be registered you will receive **an enrollment certificate and a student card**.

* Documents you must give for your registration

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IV. Healthcare: No more payment of the contribution.

Your situation :

- ★ You were a student in France last year and you chose SMEREP or LMDE center, you stay registered for 1 year for free to this healthcare center, you can't change.
 - ⇒ You don't have to pay.
- ★ You signed a doctoral contract, or every other work contract for a full-time work, and you have not yet declare yourself to the general healthcare service AMELI (CPAM).
 - ⇒ Please create an [AMELI](#) account (you need your social security number) and indicate your status as "worker".
 - ⇒ If you come from a country out of European Union, Website in [French](#), and in [English](#) (will open the 1st September 2018).
- ★ You come from European Union, you have the European Health Insurance Card
 - ⇒ you don't need to do anything.

NB : an extract of birth certificate, extracted from the birth certificate with filiation / piece established by the consulate will be asked among the pieces to be attached .

NB : You can also subscribe to a complementary health insurance, it will cover the 30% of expenses that are not usually covered by the general healthcare service CPAM..



Useful links:

General information on ameli website [here](#).
Information for each situation [here](#).
Phd students coming from a country out of European Union, ameli website information :
[here](#) in French
[here](#) in English.

V. CVEC (Contribution for Campus life)

For the first time, this year, in application of the [ORE law](#), the CVEC contribution is asked to the students in aim to promote the welcome, the social, health, cultural, and sporting support of the students, and to reinforce the actions of prevention and health education.

All students (initial training) are concerned and have to register before administrative enrollment. Even those ones who have a cotutelle agreement (cf. article 12 de la [loi n°2018-166 du 8 mars 2018](#) relative à l'orientation et à la réussite des étudiants).

The steps :

- ★ **You create an account** (<https://www.messervices.etudiant.gouv.fr/envole/>)
You have to indicate your INE number, you may find it on your private space on ADUM, or on your student card.
- ★ **You indicate** the town of your institution
- ★ **You pay 90 €** online, or you go to "La Poste" to pay cash by « Eficash ».
- ★ **You download** the attestation from this account
- ★ **You add** the attestation to the documents required for your enrollment, and you download it on your ADUM personal space.

The institution will control the payment and confirm your enrollment.

NB : If you have a scholarship, if you are a refugee, or an asylum seeker etc., you also have to register, but you may be exempted of the **90 €** , with a proof of your situation.



Useful links :

[Site officiel](#)

[FAQ](#)