

REGISTRATION INSTRUCTIONS 2023-2024

Master D²HP M1 / M2

Step 1/ **From now: CVEC PAYMENT = 100 €**

BEFORE your registration, you must pay the Student and Campus Life Contribution (CVEC) to the CROUS:

<https://www.messervices.etudiant.gouv.fr>

The CVEC certificate with your **certificate number** is mandatory for the following stages.

Even if you are exempt, you must follow the same procedure and you will get the certificate that you will need for your registration.

Step 2/ **From June 26th, 2023 :**

ONLINE PRE-REGISTRATION with the same e-mail address you used to submit your file on the application platform.

<http://preinscription-masters.universite-paris-saclay.fr/connexion.php>

Step 3/ **COMPLETE YOUR REGISTRATION : be careful ! process to the payment when you get your visa, not before ! because reimbursement of tuition fees is a very long process and there is no guaranty to have it before december 2023**

<p>If you make your payment by bank transfer:</p> <p>From now, until October 31st <i>(note that the student affairs department will be closed during August, and will neither will be able to answer your questions nor issue your student card or confirm the receipt of the payment)</i></p>	<p>You should upload on the dedicated platform :</p> <ul style="list-style-type: none"> - All the supporting documents required named as follow: "YOUR LAST NAME - name of document" (example: CURIE-passeport) - The registration form filled up and signed named as follow: "YOUR LAST NAME - registration form" (example: CURIE-registration form) - The proof of bank transfer named as follow: "YOUR LAST NAME - payment" (example: CURIE-payment) <p>Link to the dedicated platform: M1 (1st year of the master degree): https://cirrus.universite-paris-saclay.fr/s/xrkfTXxCskDXBKL M2 (2nd year of the master degree): https://cirrus.universite-paris-saclay.fr/s/FsS89T5YRkqY8yq</p>
<p>If you make your payment by : Check or Card</p> <p>From September 1st to October 31st, 2023:</p>	<p>You will need to proceed with your registration ONSITE at the student affairs department ("Service Scolarité").</p> <p>You should bring along with you:</p> <ul style="list-style-type: none"> - Your registration form filled up - All the supporting documents requires - Your means of payment <p>The check which should be addressed to "l'Agent comptable de l'Université Paris Saclay"</p>
<p>If you wish to pay by installments (up to 3) by credit card only</p> <p>From September 1st to October 15th, 2023</p>	<p>You need to contact the registrar before October 1st, and then proceed with your registration ONSITE at the student affairs department. ("Service Scolarité").</p> <p>You should bring along with you:</p> <ul style="list-style-type: none"> - Your registration form filled up - All the supporting documents requires - Your means of payment

Step 4/ **The day after your registration: ACTIVATION OF YOUR ADONIS ACCOUNT**

1) **Adonis web service:** digital account to access all the digital services of Paris-Saclay University (mail box, wifi, etc.):

<https://adonis.universite-paris-saclay.fr/activation>

Please check your mail box regularly, including before the start of the academic year.

REMINDER ABOUT THE FEES:

For the International Master in Development of Drugs and Health Products, the tuition fees are as follow:

- Student holder of a bachelor degree from UPSaclay: 243€
- UE students - IDEX Scholarship holder - EIFFEL Scholarship Holder : 4243 €
- Non-UE students: 6243€
- Non-EU students with CAMPUS FRANCE or Embassy: 4000€
- Students with CROUS grant: full waiving.

FIRST ACADEMIC MEETINGS:

- MASTER 2 D²HP : Monday September 4th, 2023
- MASTER 1 D²HP : Monday September 26th, 2023

Students currently living abroad and who could not be present in France at the beginning of the academic year for visa problems or health instructions must imperatively notify their delay.

For any questions, please contact the registrar: **Mrs. Émeline PHILIPPE**, emeline.philippe@universite-paris-saclay.fr

Student affairs department (Service Scolarité):

Summer closing: from August 1st to 31st, 2023

Public opening: from September 1st, 2023

Address of the student affairs department :

Bâtiment Henri Moissan

17 avenue des Sciences, 91400 Orsay

opening hours :

Monday to Friday

9h30-11h00 and 13h30-16h00