

Information Notice

REGISTRATION

Academic Year 2023-2024

I. General rules for administrative registration

1. *General information*

- **The administrative registration is required for each student, every year and must be done before the beginning of the courses.**
- **The administrative registration is complete only when the fees are paid and all the supporting documents are provided.** Once fully registered, the registration certificate and student card are delivered.
- Any change of situation, address, marital status, scholarship status, etc. during the year must be reported to the student affairs department.
- Depending on the degree prepared and the optional choices made, optional fees corresponding to specific services may be offered in addition to the tuition fees.

Administrative registration is a prerequisite for

- **The student's digital services "Adonis" (mail box, online pedagogical space, internet access...).** Activation platform: <https://adonis.universite-paris-saclay.fr/activation/>
- **The delivery of results, transcripts and diploma**
- **Accessing the classrooms and examrooms**

2. *Payment*

- **Payment by check:** In case of payment by check, it should be addressed to "L'Agent Comptable de l'Université Paris-Saclay".
- **Payment by bank transfer :** You will need to provide the proof bank transfer upon your registration.

University Paris-Saclay's bank details:

RIB: 10071 91000 00001002940 65

IBAN: FR76 1007 1910 0000 0010 0294 065

BIC: TRPUFRP1

Account holder: UNIVERSITE PARIS-SACLAY

- **Payment by card:** You can pay by card at the student affairs department.
- **Installments:** It is possible to pay the registration fees in up to 3 **installments** without extra fees. It can be paid online or onsite by credit card. The minimum amount to be paid for one installment is 150€ euros. The student must **make the request before October 15 2023 to pay in installments.**
- It is encouraged to pay the registration fee online whenever possible in order to facilitate the processing of the registration

II. The student and campus life contribution (CVEC)

Before registering for initial training, it is mandatory to pay the student and campus life contribution (CVEC) to the CROUS by logging on to the website www.messervices.etudiant.gouv.fr

This contribution was introduced to promote social, health, cultural and sports support for students.

The amount of the CVEC is 100 € for the 2023-2024 academic year.

Once the CVEC has been paid, a certificate will be sent to you by e-mail with the payment number required for registration.

If you are a scholarship holder, and even if you are exempt from paying this fee, you must follow the same procedure and get a certificate.

- If you have a proof of your scholarship: no payment is needed, you will get a CVEC certificate.
- If you do not have the proof of your scholarship yet, you will need to pay the fee and then you will be able to ask for a refund.

Students enrolled in **continuing education** are not concerned by the CVEC.

III. Cases of exemption from university fees

- Students with social criteria scholarships, students receiving a specific annual grant, and foreign students receiving scholarships from the French government may be exempt from paying registration fees and specific fees
- Wards of the nation are exempt from registration fees upon presentation of a certificate or a ward of the nation card.
- Students on apprenticeship contracts are also exempt from paying university fees as soon as they sign their contract.
- Exceptionally, certain specific situations may lead to an exemption from registration fees

In the latter case, students must contact their Student Affairs Department to take the necessary steps. They will have to put together a file which will be examined by the local commission and then transmitted to the University Presidency for a final decision, within one month of the beginning of the course.

IV. Cancel a registration and refund

- If the candidate withdraws from the course no later than 30 days after the start of the course, the tuition fees will be reimbursed, with the exception of a lump sum of 23€. He must send his/her request by mail and within the deadline to the relevant school department

Transfer request from September 1, 2023 to January 31, 2024

This transfer does not give right to reimbursement. The University of Paris-Saclay will transfer the totality of the university fees to the host university at its request, except for the sum of 23€ which will be retained by Paris-Saclay as management fees.

Transfer request after January 31st 2024

This transfer does not give right to reimbursement. The University of Paris-Saclay will transfer half of the university fees to the host university at its request, except for the sum of 23€ which will be retained by Paris-Saclay as management fees.

- Any student registered and giving up for personal convenience more than 30 days after the beginning of the courses will not be able to get the reimbursement of the tuition fees which will remain acquired by the university. However, in exceptional cases, a request for reimbursement of tuition fees based on social criteria may be considered. This file must be examined by the local Commission of the component within the month following the beginning of the courses.
- Please note, however, that if you cancel your PASS registration after 30 days, your registration for the competition will still be counted.

V. Social Security (French health insurance)

- **French nationals:** Since the start of the 2018-2019 school year, first-year students after the baccalaureate no longer have to pay the annual contribution to the Student Social Security. They are affiliated with their original scheme, usually that of their parents, with no additional steps to take at the start of the school year.
- **Foreign students** arriving in France for the first time will have to make an online declaration to the CNAM (<https://etudiant-etranger.ameli.fr>) to be affiliated to the general security system.
- French government's information for international students and social security <https://www.etudiant.gouv.fr/en/welcome-france-2063>
- The University's International Welcome Desk is also here to help international students:

Contact: International.welcomedesk@universite-paris-saclay.fr

Website: <https://www.universite-paris-saclay.fr/en/campus-life/international-welcome-desk>

VI. Socio-professional categories (cf part 8 of the registration form)

Code	Category	Code	Category
10	Farmer	48	Foreperson
21	Craft and related trades workers	52	civil-agent
22	Merchant	53	Armed forces occupations
23	Company director (10 employee or more)	54	Administrative employee in the private sector
31	Licensed Professional (lawyer, doctor...)	55	Commercial employee
33	Public service executive	56	Service and sales workers (restaurant, nanny...)
34	Professor or research	61	Skilled worker
35	Profession information/arts/performance	66	Unskilled worker
37	Executive in the private sector	69	Farm worker
38	Technic executive engineer	71	Retired farmer
42	Teacher ans associate professionals	72	Retired craftman, salesman or company director
43	Health professional and social worker	73	Retired executive or intermediate profession
44	Clerical support workers	76	Retired employee or worker
45	Intermediate professional working for the State	81	Unemployed person that has never worked
46	Intermediate professional working in an administrative or sales department in the private firm	82	Person with no professional activity
47	Technicians and associate professionals		

VII. International Students : VISA & RESIDENCE PERMIT

- It is important to check the expiration date of your visa or residence permit when you register.
- Three months before the expiry of your visa or residence permit, you should send an email to visa.etudiant@universite-paris-saclay.fr which will inform you about the procedures to renew your permit.
- As a reminder, a valid residence permit is required in order to obtain an internship.

For more information, contact the International Welcome Desk :
Contact : International.welcomedesk@universite-paris-saclay.fr
Website: <https://www.universite-paris-saclay.fr/en/campus-life/international-welcome-desk>

VIII. Students with disabilities :

As part of its public service mission, the university can adapt the university curriculum for students with disabilities who need technical, educational or human assistance. The university registration process is an opportunity to contact students who may benefit from the assistance provided.

Arrangement of examinations:

Students may be given extra time for exams, assistance from a secretary, enlarged or Braille texts, or any other provision that may be helpful.

Adaptation of the program:

Schedule adjustments, material accommodations, access to reprography, translation of documents into Braille or enlarged, note-taking, loan of specialized equipment, interpreters

Educational and technical support

Assistance with research (library/internet) - Tutoring

Coverage of transport

The Ile de France Transport Union (STIF) organizes transportation for students with disabilities from their home to their place of study. You must have the opinion of the MDPH (Maison Départementale des Personnes Handicapées) of your place of residence, which determines the student's need to benefit from a specific transport for the trips between their home and their university. To contact the STIF: etudiants.ta@stif.info

In order to benefit from these measures or simply to be informed of the actions set up by the Disability Service (internship and job search, disability-related events), a questionnaire must be filled out in the registration file, called the census of students with a disability, and returned to the Disability and Studies Service or to the disability correspondent of your component.

As soon as you register for the first time, you must make an appointment with the doctor at the University Service of Preventive Medicine and Health Promotion (SUMPPS) of your component to set up your personalized accommodation plan.

For further information: Handicap Service

mail : handicap.etudiant@universite-paris-saclay.fr