

Registration for Ph.D. Students



From the start of the 2021/2022 school year (on July 6th 2021), your registration interface is [ADUM](#).



Before going further in the process, please create your account

Registration for a PhD must be renewed each year within the allotted time.

It takes place in 2 steps:

- a procedure for admission (or pre-registration) to the Doctoral School,
- an administrative registration at the UPPA Central Registration Center ([Service de Scolarité Centrale - DEVE](#)).

Administrative assistance for foreign students:

International Welcome Desk

Bâtiment de la Présidence, campus de Pau

or

Pavillon Montauray, campus d'Anglet

or

CLEREMO building, campus de Bayonne

welcome-desk@univ-pau.fr

Guide for foreign students

STEP 1

Admission or pre-registration to the Doctoral School

Contact:

Secretariat **ED 211 SEA**:

05 59 40 81 95

inscription-ed@univ-pau.fr

Admission for 1st registration

1. On [ADUM](#)

Enter all fields of the registration process (10 sequences) until it is finalized.

Submit all the supporting documents requested on the platform:

Re-enrolment in 2nd year: Point d'Etape

1. Perform [the Point d'Etape](#)

At the end of the 1st year of the thesis, the student must assess the progress of research and

This step is a necessary prerequisite for the admission to YEAR 2. The signed [Point d'Etape](#) [ADUM](#).

- ID

- copy of the Master's degree

- copy of the residence permit for foreign doctoral students

Visa of the Doctoral Charter (this document is a commitment which recalls the rights and duties of the parties. It must be read carefully before visa)

In the event of a problem, you can contact the ED secretariat (inscription-ed@univ-pau.fr).

2. On [ADUM](#)

Enter all fields of the registration it is finalized.

Submit all the supporting documents

- copy of the financial support certificate

Re-enrollment in 3rd year and following

1. Perform the [INDIVIDUAL MONITORING](#)

At the end of the 2nd year of the PhD student's individual monitoring running of the course by relying on the training agreement.

This step is a **necessary prerequisite** **YEAR 3 AND FOLLOWING.**

The signed [CSI form](#) must be filed

2. On [ADUM](#)

Enter all fields of the registration it is finalized.

Submit all the supporting documents

- **copy of the financial support certificate**

Exceptional registration: From the 5th year of a **time PhD** and a **7th registration**, an **exceptional registration** exemption must be filed in **ADU**

« **WHEN YOUR ENROLLMENT REQUEST IS VALIDATED BY THE DIRECTORATE OF THE DOCTORAL SCHOOL, YOU WILL RECEIVE AN E-MAIL AUTHORIZING YOU TO PROCEED WITH THE ADMINISTRATIVE ENROLLMENT AT THE CENTRAL EDUCATION POLE (Service de la Scolarité Centrale – DEVE)**

STEP 2:

Administrative registration at UPPA

Contact: [Pôle Inscription Centrale](#)
[scolarite.centrale @ univ-pau.fr](mailto:scolarite.centrale@univ-pau.fr)

Contribution Vie Étudiante et de Campus (CVEC)

Compulsory contribution (amount 2022/2023: € 95) to be paid to **CROUS** before administrative registration, on the [CROUS website](#):

All information and payment methods are on [the website](#).

OR

Attestation de contractualisation FORCO

Make an appointment with the **FORCO Service** before administrative registration for:

- **establish the training contract** (or agreement if employer support)
- **pay the administrative fees: 110 €** (individual price 2022)
- **obtain the contract certificate** (or discharge title if employer support)

accueil.forco @ univ-pau.fr

05 59 40 78 88



See informations on UPPA website menu "Registrations". It is necessary to be affiliated.

More info [here](#).

Amount of registration fees 2022/2023: 380 €

- online registration with **IA WEB**.

Requested documents to provide online:

- **anti-plagiarism commitment**
- **civil liability insurance certificate** (for doctoral students not moving to France during the year 2022/2023, provide instead a certificate from your thesis director)
- **FORCO contract certificate** (for doctoral students in continuing education)

« **Registration deadlines for the 2022/2023 academic year**

« • **from July 4th to October 31th, 2022 for re-registrations**

« • **from July 4th to November 30th , 2022 for 1st year registrations**

Legislation

Arrêté du 25 mai 2016 relatif à la formation doctorale