Registration for Ph.D. Students

Your registration for the doctorate degree must be renewed each year.

The procedure takes place in 2 steps:

* First of all, a procedure of admission at the doctoral School,

* Then, an administrative registration at the Registration Central Pole of UPPA.

To help you, go to:

International Welcome Desk
Bâtiment de la Présidence, campus de Pau
or
Pavillon Montaury, campus d'Anglet
or
CLEREMO building, campus de Bayonne

welcome-desk@univ-pau.fr

Guide for foreign students

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# STEP 1

**Admission at Doctoral School**

Contact:
Secretary ED 211 SEA:
05 59 40 81 95
`edsciences@univ-pau.fr`

Some documents are required.

<table>
<thead>
<tr>
<th><strong>Admission for 1st registration</strong></th>
<th><strong>Opinion of the Thesis Committee (for 2d year PhD students and more)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Authorisation to register in 1st year</strong></td>
<td>A single document contains the re-enrollment authorization form and the opinion of the Thesis Committee.</td>
</tr>
</tbody>
</table>

To be filled and firmed by supervisors and directors of research units, then put online in APOFLUX.

This document must be signed by your thesis supervisor and the director of the laboratory.

<table>
<thead>
<tr>
<th><strong>Authorisation to register in 1st year</strong></th>
<th><strong>Registration authorization of thesis committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Doctoral Charter</strong></td>
<td>Doctoral students re-enrolling in the 2nd year must also provide the training agreement from the training platform.</td>
</tr>
</tbody>
</table>

To submit only in 1st year then put online in APOFLUX.

This document must be signed by your thesis supervisor and the director of the laboratory.

After receiving agreement of the ED 211, follow Step 2 "Administrative Registration".

<table>
<thead>
<tr>
<th><strong>Doctorale Charter</strong></th>
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</thead>
</table>
3. APOFLUX online Platform

To register, you beforehand need an APOFLUX number via the link:

APOFLUX

After that, contact the Doctoral School Secretary to validate your admission. An email will be sent to you when you are ready for the second step.

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STEP 2:

Administrative registration at UPPA

Contact: Pôle Inscription Centrale
scolarite.centrale @ univ-pau.fr

# Initial training (student) : How to obtain your "Contribution Vie Étudiante et de Campus" (CVEC) number

This compulsory €92 (amount 2020/2021) contribution must be acquitted to the CROUS on the site below, before your registration:


# Continuing education (resumption of studies of more than two years): How to obtain your "Certificate of contractualisation" of the FORCO service

Make an appointment at the FORCO Service before the administrative registration for:

- obtain the training contract and the certificate of contractualisation
- pay the booking fees: €110 (individual rate 2020)

accueil.forco @ univ-pau.fr
See informations on UPPA website menu "Registrations". It is necessary to be affiliated.

Amount of registration fees 2020/2021: €380

2 possibilities:

* registration online with IA WEB menu "Inscriptions":


Guide IA WEB

Documents needed: Anti-plagiarism agreement, liability insurance, (+ passport copy and Master diploma for 1st year)

* from July 6th to October 15th, 2020, for 2d year PhD students and more
* from July 6th to October 30th, 2020, for 1st year (coming) PhD students

Legislation

Arrêté du 25 mai 2016 relatif à la formation doctorale