



## **Withdrawal of diplomas**

**No diplomas will be sent by mail!**

### **During the doctoral graduation ceremony:**

Please go to the graduation office present at the ceremony, with a valid identity document (French national identity card, passport, driving license).

### **Come and collect your diploma from your institution's education service:**

Please go to doctoral school administration office during the opening hours, with a valid identity document (French national identity card, passport, driving license).

The administration office will get in touch with you when the diploma is ready.

### **Have it collected from the administration office by a third party:**

Establish a power of attorney for this third party (see Annex 1).

Provide a copy of the PhD's valid identity document and inform the third party that he/she will have to bring his/her valid identity document (French national identity card, passport, driving license).

Please send an email to the administration office and attach the requested documents to this e-mail.

The administration office will get in touch with you when the diploma is ready.

### **Receive your diploma in a French consulate or Embassy abroad:**

The diploma will be sent via the diplomatic bag service to the French embassy concerned:

find the French consulate or embassy abroad closest to the place of your residence abroad.

Make a request to send the diploma abroad (see Annex 2),

You need to provide a document showing your residence abroad, and

Provide a copy of a valid identity document (French national identity card, passport, driving license).

Please send an email to the administration office and attach the requested documents to this e-mail.

The administration office will get in touch with you when the diploma is ready.



**POWER OF ATTORNEY FOR A THIRD PARTY TO COLLECT THE PHD DIPLOMA**

I undersigned .....

DoB (date of birth) : ..... Location : .....

Address : .....

Phone : ..... E-mail : .....

Authorise, Ms, M. ....

To collect my PhD diploma, defended on:

Date .....Location.....

Signature of the PhD:

**DOCUMENTS TO BE SUBMITTED:**

Photocopy of both sides of a valid identity document of the holder of the diploma,

Valid identity document of the representative,

Dated and signed power of attorney

**BE AWARE that without these documents, no diploma will be issued**

## REQUEST TO COLLECT THE DIPLOMA ABROAD

I undersigned .....

DoB (date of Birth) : ..... Location : .....

Address in the Country of Residence : .....

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Phone : ..... E-mail : .....

Request to be able to withdraw my national doctoral diploma from a French representation (embassy, consulate) in my country of residence, whose address I specify below:

City : .....Country : .....

Address : .....

.....

Contact within the French representation (usual cultural attaché or ACU)

Last and First Name: .....

Phone : ..... E-mail : .....

Date .....Location.....

Signature du docteur ou de la docteure :

### DOCUMENTS TO BE SUBMITTED:

Photocopy of both sides of a valid identity document of the holder of the diploma,

Copy of a document establishing your situation as a foreign resident and indicating your address (rental agreement for accommodation, electricity bill, etc.)

Request to collect the diploma from the French consulate or embassy abroad, dated and signed

**BE AWARE that without these documents, no diploma will be issued**