

# IP Paris Doctoral School

## Enrollment / Re-enrollement Procedure

### Step 1

Login to the ADUM platform at <https://www.adum.fr/>

### Important

You must submit the required documents in a chronological order as a single PDF file in the tab marked *document à joindre* (ADUM). If your file is incomplete, it will be automatically rejected by the Doctoral School. Documents may be drafted in French or English.

### Useful documents

- [Tutoriel Adum](#)
- [Guide de saisie de Convention Individuelle de Formations \(CIF\)](#)

### Step 2

After submitting the required documents, you must validate your data in ADUM.



All fields must be completed.

The INE number is mandatory. However, for international newcomers, the INE number will be provided later by the doctoral school department.

Your thesis must be 100% supervised (don't forget to indicate the percentage per supervisor).

**Enrollment Procedure for Year 1**  
**(for PhD student(s) NOT selected through institutional competitive entrance examinations)**  
Documents to submit at « Documents à joindre »

- Support letter from thesis supervisor
  - Summary of PhD project (1-2 pages)
  - Curriculum vitae
  - Grade transcript for 2-year master's program (M2) or equivalent
  - Copy or certified translation of diploma or certificate of successful completion authorizing PhD enrollment
  - Receipt confirmation of the self-assessment questionnaire
  - Copy of evidence of funding for the duration of your PhD or PhD extension period:
    - For those in paid employment related to the completion of their PhD: copy of employment contract (mandatory)
  - OR**
  - For those in paid employment unrelated to the completion of their PhD: provide a copy of your employment contract and copies of your last 3 pay slips.
  - OR**
  - For grant holders: provide a copy of the notice of the award or extension of your grant.
  - OR**
  - For self-employed workers, independent professionals and self-entrepreneurs: provide an URSAFF certificate
  - Copy of Co-supervision Agreement (if applicable) or document attesting to the drafting of such an agreement
  - Copy of national identity card or passport
  - For international students (non EU): provide a copy of your passport and valid residence permit or a copy of your summons to the prefecture to renew your residence permit
- Certificate of social security coverage:** if you are an international student and does not have the certificate yet, please provide a proof that you started the process on Ameli (screenshot)  
(<https://www.ameli.fr/assure/droits-demarches/etudes-stages/etudiant/french-social-security-registration-process-foreign-students>)
- ▶ If you are going to sign a PhD contract: your social security coverage will be extended once you sign your employment contract (student status to employee status) and you must provide your certificate of social security for the previous year.
  - ▶ If you receive a grant (government, Campus France, CNOUS or CROUS), provide proof of payment of student social security by visiting [ameli.fr](http://ameli.fr)
- Certificate of civil liability insurance (**private or personal**) for the current year  
(*Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.*)
  - Certificate of contribution (not the bill receipt) to CVEC Académie de Versailles (payment should be made at <https://cvec.etudiant.gouv.fr/>)  
(newly arrived: do not enter the temporary INE number on your CVEC certificate during your registration on Adum)
- Doctoral students enrolled in continuing education programs are exempt from the CVEC

**Enrollment Procedure for Year 1**  
**(for PhD student(s) selected through institutional competitive entrance examinations)**  
**(Only to Ecole Polytechnique, ENSTA Paris, ENSAE Paris)**  
Documents to submit at « Documents à joindre »

- Copy of Co-supervision Agreement (if applicable) or document attesting to the drafting of such an agreement
  - Copy or certified translation of diploma or certificate of successful completion authorizing PhD enrollment
  - Copy of national identity card or passport
  - Receipt confirmation of the self-assessment questionnaire
  - For international students (non EU): provide a copy of your passport and valid residence permit or a copy of your summons to the prefecture to renew your residence permit.
- Certificate of social security coverage:** if you are an international student and does not have the certificate yet, please provide a proof that you started the process on Ameli (screenshot)  
(<https://www.ameli.fr/assure/droits-demarches/etudes-stages/etudiant/french-social-security-registration-process-foreign-students>)
- ▶ If you are going to sign a PhD contract: your social security coverage will be extended once you sign your employment contract (student status to employee status) and you must provide your certificate of social security for the previous year.
  - ▶ If you receive a grant (government, Campus France, CNOUS or CROUS), provide proof of payment of student social security by visiting [ameli.fr](http://ameli.fr).
- Certificate of civil liability insurance (**private or personal**) for the current year  
(*Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.*)
  - Certificate of contribution (not the bill receipt) to CVEC Académie de Versailles (payment should be made at <https://cvec.etudiant.gouv.fr/>)  
(newly arrived: do not enter the temporary INE number on your CVEC certificate during your registration on Adum )

**Enrollment Procedure for Years 2 and 3**  
Documents to submit at « Documents à joindre »

- **Doctoral student annual personal report** ( to deposit on the Doctoral School (ED) section)
- Updated CV
  - Thesis progress report signed by thesis supervisor. For Year 3: indicate the month scheduled for your thesis defense in the progress report
  - Report of the Individual Monitoring Committee
  - List of academic and transverse training courses taken, updated summary of Participation in Training Courses and Ongoing Training (Récapitulatif de participation aux formations et formation en cours) accessible in the Formation section of your personal ADUM account (in PDF)  
For HEC: certificate of courses attended
  - For Year 2: International Thesis Co-supervision Agreement (this must be signed before the end of Year 1) provide a copy of your signed agreement if you have not already done so, as well as a copy of your certificate of enrollment at the host institution.
  - For international students, where applicable: provide a copy of your passport and valid residence permit or a copy of your summons to the prefecture to renew your residence permit.
  - Certificate of social security coverage for the current year
  - Certificate of civil liability insurance (**private or personal**) for the current year  
(*Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.*)
  - Certificate of contribution (not the bill receipt) to CVEC Académie de Versailles (payment should be made at <https://cvec.etudiant.gouv.fr/>) Doctoral students enrolled in continuing education programs are exempt from the CVEC

**Enrollment Procedure for Year 4  
(Defense scheduled before December 31)**

Your registration is extended until the day of your defense. **Please note: if your defense is postponed after December 31, you must re-register.**

**Enrollment Procedure for Year 4  
(Defense scheduled for after December 31)**  
Documents to submit at « Documents à joindre »

- **Signed request to extend the duration of your PhD program by special dispensation**
- Updated CV
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- List of academic and transverse training courses taken. Updated summary of Participation in Training Courses and Ongoing Training (Récapitulatif de participation aux formations et formation en cours) accessible in the Formation section of your personal ADUM account (in PDF)  
For HEC: certificate of courses attended
- Proof of funding (copy of employment contract or amendment)
- Thesis progress report signed by thesis supervisor
- Certificate of social security coverage for the current year
- Certificate of civil liability insurance (**private or personal**) for the current year  
(Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.)
- Certificate of contribution (not the bill receipt) to CVEC Académie de Versailles (payment should be made at <https://cvec.etudiant.gouv.fr/>) Doctoral students enrolled in continuing education programs are exempt from the CVEC

**Important**

Any academic year started is due (total registration fees, not pro rata) regardless of the thesis start date. The period of an academic year is from 01/09 to 31/08 of the following year and re-registrations must be made between 01/09 and 30/11 even if the thesis has started late. 4th year doctoral students who will defend their thesis before December 31st do not have to re-register, nor pay the CVEC contribution, nor pay the tuition fees.

After the academic and administrative validation of your registration request and payment of the registration fee (380 euros), you will receive a registration confirmation email from the Institut Polytechnique de Paris, a school certificate will be available in your personal space on Adum.

Each student receive a student card for the school year. With this card:

- you have access to all buildings on Palaiseau and Evry's campus
- you can pay your meal at the campus restaurant via your Izly account

Collect your student card from the institution that hosts your research laboratory.

<b>Polytechnique</b>	Badge office	cour Ferrié near the reception
<b>ENSTA Paris</b>	Mégane Perez	megane.perez@ensta-paris.fr
<b>ENSAE Paris</b>	Marie-Christine Baker	marie-christine.baker@ensae.fr
<b>Télécom Paris</b>	Julia Lopez bureau 5A125	julia.lopez@ip-paris.fr
<b>Télécom SudParis - site d'Evry</b>	Sandra Gchweinder bureau DIR220	Sandra.gchweinder@telecom-sudparis.eu

## **Documents/Forms**

All the documents are available on the IP Paris website - <https://www.ip-paris.fr/education/doctorat>

If you have any questions please contact :

- X : Audrey Lemarechal
- Télécom Paris / ENSTA Paris / ENSAE Paris : Julia Lopez
- Télécom SudParis : Sandra Gschweinder
- HEC Paris : Françoise Dauvergne