



**INSTITUT
POLYTECHNIQUE
DE PARIS**

REGISTRATION PROCESS

Masters / PhD Track



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A. Registration dates

The registration session will start the 19th of May 2021 and end on the 15th of September 2021.

All administrative formalities must be completed at least 15 days prior to the start of your school year.

The certificate of enrolment and the student card will only be delivered once the administrative process is complete.

B. Documents to provide

1. Photo
2. Defense and Citizenship Day Certificate (French students)
3. Transcripts/Diplomas
4. ID (passport or French ID card)
5. Residence permit/Visa
6. CVEC certificate
7. Social security affiliation certificate
8. Civil liability insurance certificate
9. INE (National Student Number) proof
10. Scholarship certificate

All documents must be translated into French or English (by a sworn translator for the diploma(s) and/or the transcripts).

1. Photo

Your photo must meet the following requirements:

- Color picture,
- 35 mm x 45 mm,
- Must be dated less than 12 months to reflect your current appearance,
- Must be taken on a white background, bare head, nothing should appear behind you.

You can wear your glasses but there should be no reflection.

Required format: 8 Mb pdf, jpg or jpeg

The picture you will provide us with will appear on your student card. You must always carry your student card with you during your studies. Choose the appropriate picture.



2. For French students - Defense and Citizenship Day Certificate

To prove your participation in the Defense and Citizenship Day, you must have:

- a Defense and Citizenship Day Certificate,
- or a medical exemption notification along with the exemption certificate.

If you lose these documents, you can request a certificate from the organizing national service center. The request can be made either:

- on site (only if the center receives the public),
- by post along with a photocopy of your identity card,
- by email.

Required format: jpg or jpeg

Please note that when you reach 25 years old, you no longer have to provide these documents to take exams and competitions.

3. Transcripts/Diplomas

To register to a M1/PhD Track Year 1 program: upload your Bachelor diploma or a certificate of completion or all of your Bachelor transcripts or an equivalent diploma (180 ECTS completed).

To register to a M2/PhD Track Year 2 program: upload your last diploma (Bachelor diploma for international students), M1 certificate of completion or an equivalent and relevant diploma (180 ECTS + 60 ECTS completed).

For non-European diploma: please also provide a certificate from your university who indicate the equivalence of your credits in ECTS (European credits).

Required format: 8 Mb pdf, jpg or jpeg

4. ID

The documents you can provide are:

- A copy of a French ID card (double-sided),
- A copy of your passport.

Required format: 8 Mb pdf, jpg or jpeg



5. Residence permit/Visa

You must provide us with a copy of your visa (if a visa has already been issued to you) or a copy of your residence permit.

Required format: 8 Mb pdf, jpg or jpeg

The International Relations Office of IP Paris remains available to assist you with all administrative procedures upon your arrival. Feel free to contact them at the following email address: internationalstudents@ip-paris.fr

6. CVEC certificate

To register, you must provide a payment certificate of the CVEC 2021-2022 (Student and Campus Life Contribution / Contribution Vie Etudiante et de Campus). All students must pay the CVEC on the following website: <http://cvec.etudiant.gouv.fr/>

You will obtain a payment certificate of the CVEC 2021-2022 at the end of the process.

If you are a scholarship holder, eligible for exemption from paying this contribution, you must still provide a payment certificate of the CVEC, even if you do not pay, which should be delivered to you automatically.

Required format: 8 Mb pdf, jpg or jpeg

Please note that if you are enrolled in several programs for the same academic year, this contribution will only be required for the first registration.

7. Social security affiliation certificate

Please note that registration with the French Public Health Insurance (social security) is compulsory in France when you enroll in a Higher Education Institution.

The affiliation to the social security for international students is compulsory and free, the process must be done at their arrival in France on <https://etudiant-etranger.ameli.fr/>

Except for:

- Students coming from any of the 27 EU countries, Iceland, Lichtenstein, Norway or Switzerland who are already affiliated to a national health insurance provider, having the European health insurance card (EHIC). This card is free and will give you access to state-



provided healthcare during your stay in France under the same conditions and at the same cost as nationals.

- Students from Quebec are exempted of affiliation to the social security upon presentation of Form #SE401Q106.

According to your situation for the upcoming academic year:

- 1 - I am already affiliated to the social security for 2021-2022: upload copy of your social security document 2021-2022 year (section indicating the dates of validity);
- 2 - I am national of a European Union country and I have a European Health Insurance card (EHIC): upload copy of your European Health Insurance card;
- 3 - Quebec exemption: upload your form #SE401Q106;
- 4 - I am not affiliated to the social security yet. I will apply on at my arrival in France on: <https://etudiant-etranger.ameli.fr/>

Required format: 8 Mb pdf, jpg or jpeg

The International Relations Office of IP Paris remains available to assist international students with the administrative procedures regarding social security. Feel free to contact them at the following email address: internationalstudents@ip-paris.fr

8. Civil liability insurance certificate

Civil liability is an insurance that provides coverage for provisions under civil law. Civil liability insurance policies will pay for the damages that you may cause to someone else or their belongings. It is mandatory for the students enrolled in French higher education institutions to subscribe to a civil liability insurance policy for their studies (including internships). Your civil liability insurance must be valid for the 2021.2022 academic year. It can be included in different insurance packages (bank insurance, home insurance, car insurance, complementary health insurance = mutuelle).

If you are not in France yet, you will subscribe at your arrival.

Required format: 8 Mb pdf, jpg or jpeg

The International Relations Office of IP Paris remains available to assist international students with the administrative procedures to take out a civil liability insurance policy. Feel free to contact them at the following email address: internationalstudents@ip-paris.fr

9. INE (National Student Number) proof

The INE number is a national student number each student must have.

You can find your INE number in various documents:

- Baccalauréat transcripts,
- Baccalauréat notification,
- registration confirmation to the Baccalauréat exam.

Your INE number will follow you throughout your student life, it is important not to lose it! For students who have not been enrolled in the French education system in high school, the first French higher education institution you will enroll in will deliver it to you.

Beware, the INE number mentioned on the CVEC certificate is provisional. Please fill the questionnaire with an INE number issued by a French higher education establishment.

Required format: 8 Mb pdf, jpg or jpeg

Please note that if IP Paris is the first French institution of higher education you are enrolled in, we will communicate your INE number once your registration is complete.

10. Scholarship certificate

If you have been awarded a scholarship for the academic year of enrollment, you must provide us with a copy of it (CROUS, Campus France, ENSTA scholarship based on social criteria, etc.).

Required format: 8 Mb pdf, jpg or jpeg

C. Master programs fees

The fees indicated below are valid for the academic year 2021-2022. The amount retained will be the one most favorable to the student.

Please note that if you consider that the amount displayed in your registration file does not reflect your situation, please contact master-admission@ip-paris.fr before any payment.



1. You are a CROUS or Campus France scholarship holder

You have no fees to pay.

2. You are a student engineer in one of the IP Paris schools in 2021-2022

In accordance with your dual degree situation, you must pay the following fee amount: **159€**.

3. You are a PhD Track student

You must pay the following fee amount: **243€**.

4. You are a student in apprenticeship

You have no fees to pay.

5. You are a student from the EU / EEA / Switzerland

You register for a National Master program, the fees amount to **243€**.

You register for an International Master program (listed in Appendix 1), the fees amount to **4243€**.

6. You are a non-EU / EEA / Swiss student

You register for a National Master program, the fees amount to **3770€**.

You register for an International Master program (listed in Appendix 1), the fees amount to **6243€**.

7. You are a non-EU / EEA / Swiss student but concerned by one of the specific cases below

Please note that the following list is authentic and based on the decree of August 25th, 2020 setting the registration fees of the Institut polytechnique de Paris.

- Student holding a resident permit mentioning « residence card for a family member of a citizen of the European Union / EEA / Switzerland»;
- Student holding a resident permit issued under the conditions set out in Chapter IV of Title I of Book III of the Code on the Entry and Residence of Foreigners and the Right to Asylum or holding a similar permit issued within the framework of an international agreement applicable to the French Republic or be a minor under the age of eighteen and directly descended from or dependent on the beneficiary of one of these permits;
- Student who has declared their taxable household or have been associated with a taxable household in France for at least two years, on January 1st preceding the start of the academic year for which registration is requested (i.e., since January 1, 2019);
- Student who benefits from a refugee status or the subsidiary protection or be a person whose father, mother or legal guardian benefits from this status or protection;
- Student who is a national of a State which has concluded an international agreement applicable to the French Republic providing for the payment of registration fees identical to those applicable to French nationals or exempting nationals of that State from the obligation to hold a residence permit in France.

You register for a National Master program, the fees amount to **243€**.

You register for an International Master program (listed in Appendix 1), the fees amount **4243€**.

8. You are a student under an academic agreement

You will benefit from a special fee rate if the partner school confirms you are registered under one of those agreements. You will be informed of the specific fee rate when you register:

- Centrale Supélec Agreement - Statistics, Finance & Actuarial science - CentraleSupélec students ;
- ETH Zurich Agreement - High Energy Physics Program - ETHZ students;
- FU Berlin Agreement - Physics - FU Berlin students;



- EMINE Agreement - Master Nuclear Energy;
- Master Nuclear Energy Program Agreement- - UE rate;
- Aston University Agreement – Smartnet;
- Athens University Agreement – Smartnet;
- Universidad Galileo (Guatemala) Agreement;
- Universidad S Bolivar (Venezuela) Agreement;
- Hanoi University of Sc & Tech (Vietnam) Agreement;
- T.U. München (Germany) Agreement;
- Caltech (USA) Agreement ;
- Kyung Hee University (South Korea) Agreement.

Please note that no refund will be made in the event of resignation.

9. Your employer wishes to pay for your registration fees

If your employer wishes to pay for your registration fees, please contact saf@ip-paris.fr to set up a funding agreement.

10. The French embassy of your home country grants you a scholarship or reduced registration fees

This reduction is applicable on IP Paris registration fees.

APPENDIX 1: International Master Programs

Master 1

Applied Mathematics and statistics
Computer Science for Networks
Cyber Physical Systems
Cybersecurity
Data and Artificial Intelligence
Master in Economics
Nuclear Energy
Sciences and Technologies for Energy

Master 2

Computer Science for Networks
Cyber Physical Systems
Cybersecurity
Data and Artificial Intelligence
Data Sciences
Energy Infrastructures Management
Machine learning, Communications, and Security (MICAS)
Master in Economics
Nuclear Plant Design
Optimizing Energy Utilizations
Statistics, Finance and Actuarial science
Towards Clean Energy Production

CONTACTS

Admissions Masters: master-admission@ip-paris.fr

PhD Track: phd-track@ip-paris.fr

International Relations Team: internationalstudents@ip-paris.fr