

REQUIRED DOCUMENTS

ADMINISTRATIVE REGISTRATION 2024/2025

In absence of supporting documents, you will not be registered

No copy can be made on site.

In case where you can't show all the documents the day of your registration, you'll have to take an another appointment

- **1 Identity Photo** recent, in color and in good quality to staple on the registration form at the location provided. Indicate your identity on the back.
- **1 Identity piece** : original + copy
For the French students and Européans : National Identity Card
For the Foreigners students : Passport and Residence permit
- **One copy of your attestation de la Contribution Vie Etudiante et de Campus (CVEC) 2024/2025.** Before showing you at your appointment fixed for your administrative registration, you have to pay the CVEC (103 euros). To do this, connect yourself or create yourself an account on « **MesServices.Etudiant.gouv.fr** ». You have the possibility to pay the CVEC online by bank card or in cash (by going to your post office). When you have paid the contribution, you'll received by mail a CVEC attestation to print and show imperatively at your administrative registration moment.



The exempt students (scholarship holders, refugees or recipient of the subsidiary protection) **must also connect themselves to MesServices.Etudiant.gouv.fr** to obtain a CVEC exemption certificate.

- **Diplomas :**
 - **Students registered at the University of Evry in 2023/2024:**
Only the copy of transcripts 2023/2024.
 - **For all the other students including the students registered at the IUT in 2023/2024 and HDR)**
Originals + copies of all your diplomas or certificate of success or transcripts mentioning the ECTS of all the years of study even non-graduates,
BAC including your transcripts (originals + copies)

For foreigners students : translations by a sworn translator

- Either by the French Embassy of the native country,

- Either by a translator from Appeal Court of Paris (translators list on the website www.cetiecap.com).

- **Old student card** or school certificate if previously registered in university.
- **INE ou BEA mandatory for registration** (n° national id) on the bac transcripts or the academic transcripts if foreign bac (see *p. 2 of the explanatory note*).
- **OPI Number :**
This number (include 1 ou 2 letters and some numbers) considering only the admitted students to registered at l'UEVE for 2024-2025 through Parcoursup, E-candidat or Inception. You will find him in the admission mail that you have received. Exemples : EC24.... for E-Candidat, P24...., for Parcoursup, M24..... for MonMaster and S24.... for Inception (Paris-Saclay Masters).
- **Bank card** (*only means of payment allowed*) - see *p. 8 of the explanatory note.*
(amount of registration fees 2024-2025: €175 for bachelor's degree, €250 for master's degree)

Please turn



✓ **SUPPLEMENTARY REQUIRED DOCUMENTS IF YOU ARE IN THIS SITUATION :**

SCHOLARSHIP HOLDERS (see the exempt *conditions explanatory page 7*) :

- **Copy of the conditional scholarship notification (both sides) 2024/2025** from the CROUS or French government scholarship notification. Without this attestation, you will not be exempted from the registration fees.

REGISTRATION BY A THIRD

- **Power of Attorney** handwritten, signed by the student.
- **ID (original + copy) of the mandated person.**

MINOR STUDENT

- **Handwritten letter by the parents** or legal tutor authorizing the registration.
- **Copy of the ID o Passport of the parent of tutor.**

STUDENTS CIVIL SERVANT TRAINEE SOLICITING A REGISTRATION IN M2 MEEF

- **Attach the assignment order emanating from the rectorate.**
- **Payment certificate/exemption from from the contribution de Vie Etudiante et de Campus (CVEC) to provide.**

THE DOCUMENTS ARE TO BE DELIVERED THE DAY OF YOUR APPOINTMENT WITH THE REGISTRATION FORM.

Each files delivered of sended by an another way will not treated.