




*Doctoral candidate*

Procédures

Create your ADUM account by logging in to <https://www.adum.fr/index.pl>

**WARNING!** If you have been selected after applying to the ADUM application portal you have to log in to this link by using the email and password that you entered at the moment of your application.

- Enter the information required in each section and click Save before starting a new one. Sections become green when they have been completed  Validated  Ongoing  To be done

Individual training contract

Fill in the Individual training contract (CIF). Once the CIF has been approved by your supervisor, you must upload the document to the Individual training contract section.

Documents to be attached

Drop in each dedicated space: ID photo, resume, written proofs necessary to your registration (identity related document, scholarly related document(s), financing related document(s)).

[See the list of documents required](#)

I finalize the procedure

Sign the Sorbonne Université doctorate charter electronically by ticking the box "I acknowledge that I have read the content of the doctoral Charter (...)". It will then be signed by your supervisor and the lab director.

Click Submit

**YOUR APPLICATION WILL BE VALIDATED BY**



*Supervisor  
Lab director*

*Doctoral school's administration  
Doctoral school's director*



**YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO UPLOAD THE CVEC CERTIFICATE**



*Doctoral candidate*

Get your CVEC certificate by logging in to: <https://cvec.etudiant.gouv.fr/>

CVEC

Connect to your ADUM account and upload your CVEC certificate to the CVEC section. If you are exempted (scholarship, refugee, asylum seeker) you must upload your exemption certificate.



**CHECKING OF THE ADMISSIBILITY OF THE REGISTRATION FORM BY**



*Tuition Service*



**YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO FINALIZE THE REGISTRATION**



**!/!** The registration is not effective as long as you have not clicked on one of the links received per email (cf. links below) in order to complete your registration and pay your fees online or fill in your exemption.

**The doctoral student has never studied at Sorbonne Université :** <https://iaprimo.sorbonne-universite.fr>  
**The doctoral student has already studied at Sorbonne Université :** <https://iareins.sorbonne-universite.fr>.

It is recommended to complete your registration from a computer rather than a smartphone/tablet.



## The doctoral student has never studied at Sorbonne Université:


### CONNEXION:

- Click on the following link : <https://iaprimo.sorbonne-universite.fr>
- In the box “your username”, enter the ADUM account of 6 digits.



Bienvenue [ ]  
 Votre n° de compte est en cours de création (n° temporaire : [ ])  
 N° INE : [ ]

- In the box “birth date”, enter the birth date with the format DD/MM/YYYY



**SORBONNE UNIVERSITÉ** Inscription Administrative en Ligne en Ligne

**Informations :** [Aide](#) [Mentions Légales](#)

La durée d'une inscription standard est d'environ 30 minutes. Attention : le temps de connexion imparti entre 2 pages est de 20 minutes.  
**N'utilisez pas les boutons précédent/suivant du navigateur.**  
**Les applications Web sont indisponibles chaque nuit de 23h45 à 5h00, pour maintenance.**  
 . [Consultez les dates de fermeture du service selon votre faculté.](#)

Veillez vous munir des informations suivantes : votre numéro INE ou BEA, l'attestation CVEC et votre CB si vous souhaitez payer en ligne.  
**IMPORTANT :** avant de valider votre inscription administrative en dernière page, **notez le numéro d'étudiant qui vous sera attribué** et conservez une copie PDF du récapitulatif.

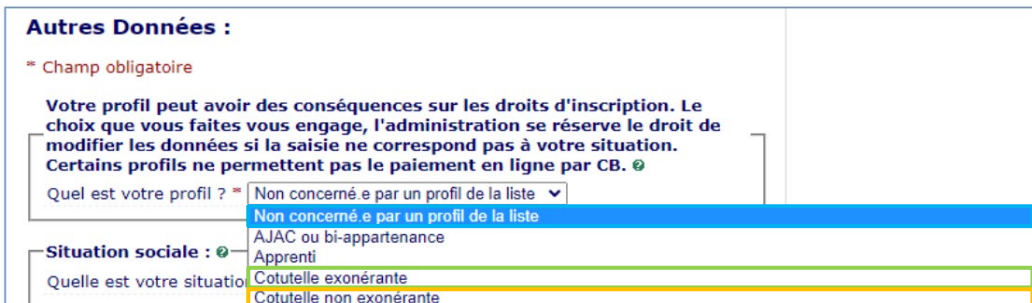
**Pour vous identifier :**

Le format de votre **identifiant** dépend de la plateforme de candidature :

- Pour Parcoursup, "P22" suivi de votre identifiant à 7 chiffres ou "P220" et votre identifiant à 6 chiffres.
- Pour eCandidat, c'est votre identifiant commençant par "22" indiqué dans votre dossier de candidature, précédé de "E2" (ex : E222ABCDEF).
- Pour ADUM, c'est votre n° temporaire de compte ADUM (6 chiffres).
- Sinon un *Code OPI* particulier a dû vous être communiqué par mél et doit être utilisé comme identifiant.

Identifiant : [ ]  
 Date de naissance (jjmmaaaa) : [ ]

### REGISTRATION FEES PAYMENT:



**Autres Données :**

\* Champ obligatoire

**Votre profil peut avoir des conséquences sur les droits d'inscription. Le choix que vous faites vous engage, l'administration se réserve le droit de modifier les données si la saisie ne correspond pas à votre situation. Certains profils ne permettent pas le paiement en ligne par CB. ⓘ**

Quel est votre profil ? \*    
 Non concerné.e par un profil de la liste  
 AJAC ou bi-appartenance  
 Apprenti  
 Cotutelle exonérante  
 Cotutelle non exonérante

**Situation sociale :** ⓘ  
 Quelle est votre situation

**Standard registration:** select the profile “not concerned by a profile in the list”. This choice allows to pay the registration fees online (391€)

**Registration with exemption based on social criteria:** select the profile “not concerned by a profile in the list”. The University will refund you when your request is accepted.

**Registration in an international joint guardianship:**

- select the profile “exemption joint guardianship” if the international joint guardianship’s agreement has established the payment of the registration fees of 2024/2025 in the University in collaboration.
- select the profile “non-exempting joint guardianship” if the international joint guardianship’s agreement has established the payment of the registration fees of 2024-2025 at Sorbonne Université

You can from now on activate your Sorbonne Université student account: [see the procedure](#)

## The doctoral student has already studied at Sorbonne Université:

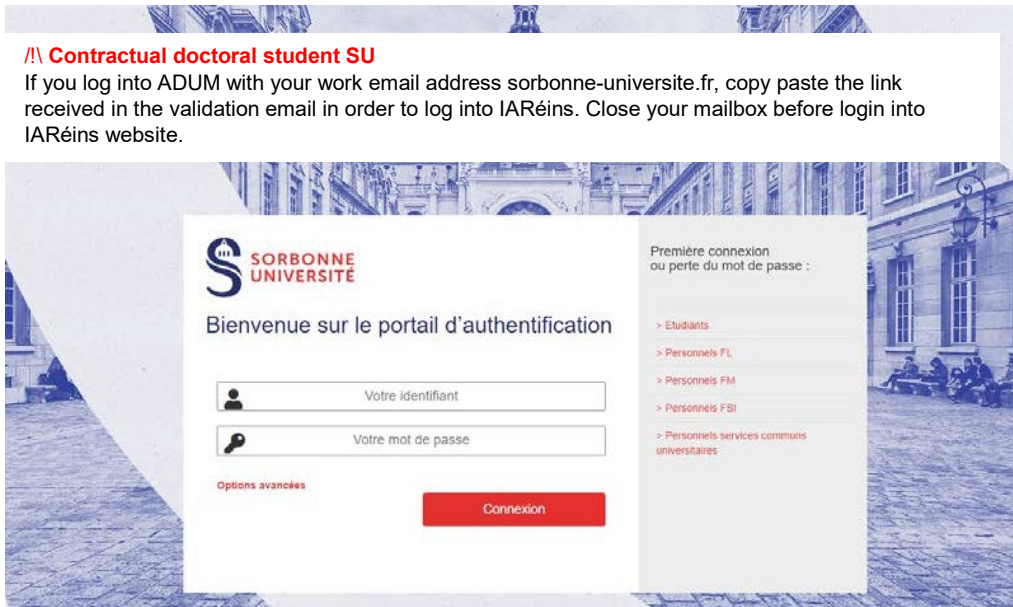
### CONNEXION :

- o Click on the following link : <https://iareins.sorbonne-universite.fr>
  - o In the box « *your username* », enter your student number (no name).
  - o In the box « *your password* » enter the password received for your first registration at Sorbonne Université.
- If you have forgotten your password : [see the procedure](#)



**!/\ Contractual doctoral student SU**

If you log into ADUM with your work email address sorbonne-universite.fr, copy paste the link received in the validation email in order to log into IARéins. Close your mailbox before login into IARéins website.



If the link does not work, contact the tuition service.

### REGISTRATION FEES PAYMENT:

**Autres Données :**

\* Champ obligatoire

**Votre profil peut avoir des conséquences sur les droits d'inscription. Le choix que vous faites vous engage, l'administration se réserve le droit de modifier les données si la saisie ne correspond pas à votre situation. Certains profils ne permettent pas le paiement en ligne par CB. ⓘ**

Quel est votre profil ? \*

**Situation sociale :** ⓘ

Quelle est votre situation ?

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[See the list of documents required](#)



*Doctoral student*

 **Procédures** Log in to your ADUM account and in « private space » > « Procedures », click on « I sign the doctorate charter ». It will then be signed by your supervisor and the lab director.

[I sign the doctoral charter \(modification order of 26 August 2022\)](#)

 **Procédures** Back to « Procedures », click on I wish to declare my re-enrollment in N year of PhD.

[I finalize my re-enrollment procedure in year of PhD thesis](#)

- Check and complete the information required in each section. Sections become green when they have been completed and saved  Validated  Ongoing  To be done

**WARNING ! In case of a change in the thesis' management and/or in the management of the research team, contact your doctoral school.**

 Thesis follow-up members

Upload the thesis committee report in the Thesis follow-up members section if concern.

 Documents to be attached

Drop the written proofs necessary to your re-enrolment. Otherwise, drop a blank page.  
[See the list of documents required](#)

 I finalize the procedure

Click Submit.

**YOUR APPLICATION WILL BE VALIDATED BY**



Supervisor

Doctoral school's administration

Doctoral school's director



**YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO UPLOAD THE CVEC CERTIFICATE**



*Doctoral student*

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 CVEC

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**CHECKING OF THE ADMISSIBILITY OF THE REGISTRATION FORM BY**



Tuition Service



**BEYOND THE THIRD YEAR : DEROGATORY ENROLMENT PERMIT BY :**



Head of the establishment

**YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO FINALIZE THE REGISTRATION**



**!/\ The registration is not effective as long as you have not clicked on one the link received per email (cf. below) in order to complete your registration and pay your fees online or fill in your exemption**

**The doctoral student has already studied at Sorbonne Université : <https://iareins.sorbonne-universite.fr>.**

[Click here to know how to log in](#)

It is recommended to complete your registration from a computer rather than a smartphone/tablet.

**1st year PhD enrollment** Documents to be attached **MANDATORY DOCUMENTS**

- ID photo** (jpg format, colour photo, well framed, vertical orientation, plain light background)
- CV**
- Copy of a currently valid official **identity document** (ID, passport)
- Master degree or official degree certificate bearing the stamp of the university.** If you obtained your diploma abroad and you have not a French or English version, you must provide the diploma supplement in English (if applicable) or an official French translation made by a sworn translator.
- Authorization of derogatory registration in PhD** signed by the doctoral school **IF** the candidate cannot justify 120 ECTS or if the diploma comes from a country that is not a signatory of the Bologna agreements ([see list of signatory countries](#)).
- Charte du doctorat de Sorbonne Université** (to sign electronically by ticking a box on your ADUM).
- In case of a doctoral contract, if the employer is not Sorbonne Université**, you must provide a **recruitment certificate from HRD** showing the start and end dates of the contract as well as the monthly amount perceived
- In case of a scholarship** granted by the French government or a foreign government, you must provide a **certificate** showing the start and end dates as well as the monthly amount perceived.

**ADDITIONAL DOCUMENTS in accordance with your situation**

- If you don't hold a master degree or equivalent diploma, you must fill in the **Authorization of derogatory registration in doctorate**, that you can find on ADUM and that must be signed by your doctoral school.
- If you are going to do your PhD under an international joint supervision (cotutelle internationale), you have to provide the **Jointly supervised doctoral thesis (cotutelle) application form**, filled in and signed by all parties.
- If you are going to do your PhD under an international co-supervision (codirection internationale), you have to provide the **Co-supervision doctoral thesis application form**, filled in and signed by all parties.
- If you hold a scholarship from France or a foreign government, and the net monthly amount of the scholarship does not reach 1.688€, you must ask for a salary compensation by filling in the **Application form for specific aid to doctoral fellows (ASBD)**. Submit this document signed by all parties.

 Individual training contract 

- Convention individuelle de formation - CIF (Individual training contract):** fill in all the form's sections from your ADUM account and click 'save'. Once the CIF has been approved by your supervisor, you must upload the document to the "Individual training contract" section of your ADUM account.

 CVEC 

- CVEC certificate:** <https://cvec.etudiant.gouv.fr/>. Once your application has been validated by the doctoral school you will receive an email from ADUM inviting you to pay the CVEC and obtain your certificate. Then you have to upload the document to the "CVEC" section of your ADUM account. In case of exemption, you have to submit the document proving your situation.

## 2<sup>nd</sup> and 3<sup>rd</sup> year PHD enrollment

### Documents to be attached

If you hold a scholarship from France or a foreign government, and the net monthly amount of the scholarship does not reach 1.688€, you must ask for a salary compensation by filling in the **Application form for specific aid to doctoral fellows (ASBD)**. Submit this document signed by all parties.

### Thesis follow-up members

**Thesis monitoring committee report (comité de suivi individuel)**, signed by the committee members, to be uploaded to the "Thesis follow-up" section of your ADUM account if concern.

### CVEC

**CVEC certificate**: <https://cvec.etudiant.gouv.fr/>. Once your application has been validated by the doctoral school you will receive an email from ADUM inviting you to pay the CVEC and obtain your certificate. Then you have to upload the document to the "CVEC" section of your ADUM account. In case of exemption, you have to submit the document proving your situation.

## Exceptional enrollment after the 3<sup>rd</sup> year

### Documents to be attached

**In case of a scholarship** granted by the French government or a foreign government, you must provide a **certificate** showing the start and end dates as well as the monthly amount perceived. The financing has to cover the doctorate's duration until the date of the defence of the thesis.

**In case of a doctoral contract, if the employer is not Sorbonne Université**, you must provide a **certificate** showing the start and end dates of the contract as well as the monthly amount perceived. The financing has to cover the doctorate's duration until the date of the defence of the thesis.

Additional **seek leave certificate or maternity leave certificate**.

**Thesis progress report**.

**Thesis writing schedule** and/or research plan.

### **ADDITIONAL DOCUMENTS in accordance with your situation**

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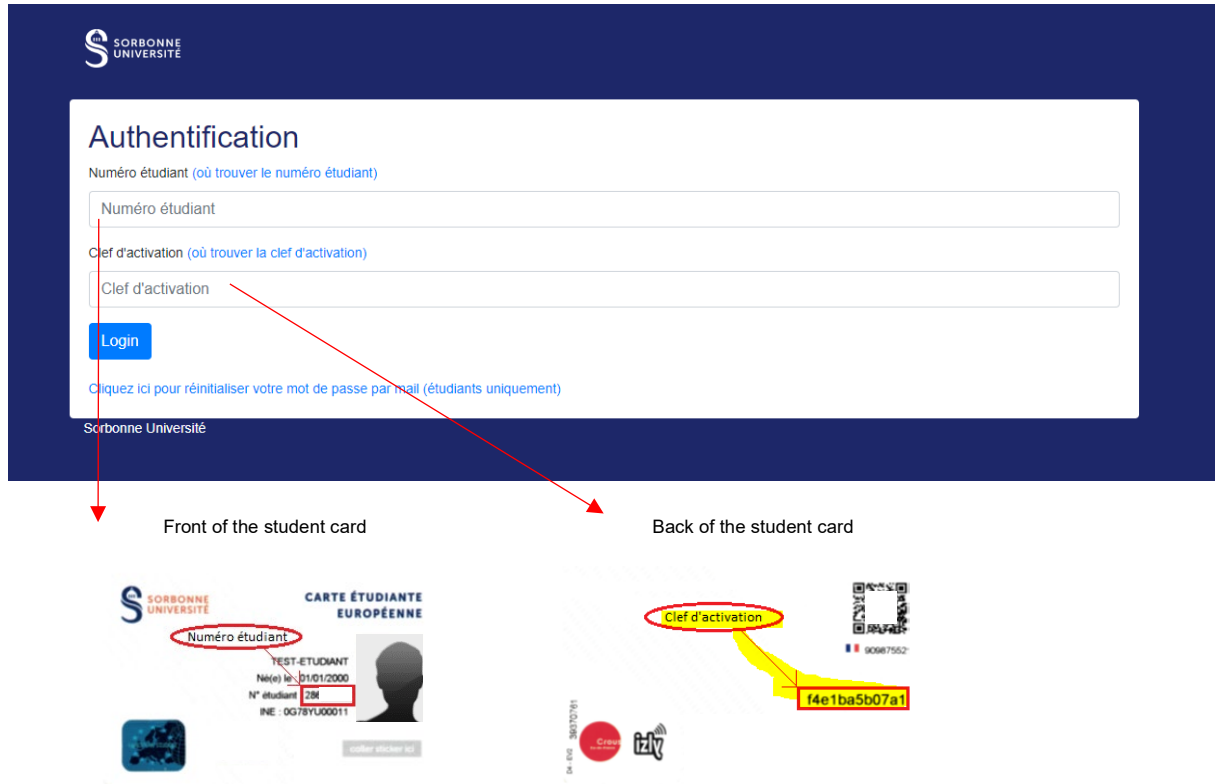
### CVEC

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### SORBONNE UNIVERSITÉ STUDENT ACCOUNT ACTIVATION

Once you are registered, you can activate your Sorbonne Université student account and create your password by clicking on the link: <https://www-atu.sorbonne-universite.fr/creation-motdepasse/#/login>.

Enter the student number and the activation key given at the back of the student card.



The image shows a screenshot of the Sorbonne Université authentication page. The page has a dark blue header with the Sorbonne Université logo. The main content area is white and titled "Authentification". It contains two input fields: "Numéro étudiant (où trouver le numéro étudiant)" and "Clef d'activation (où trouver la clef d'activation)". Below these fields is a blue "Login" button and a link: "Cliquez ici pour réinitialiser votre mot de passe par mail (étudiants uniquement)".

Below the screenshot, two images of a student card are shown. The left image is the "Front of the student card" and the right image is the "Back of the student card".

The front of the student card shows the Sorbonne Université logo, the text "CARTE ÉTUDIANTE EUROPÉENNE", and the student's details: "TEST-ETUDANT", "Né(e) le: 01/01/2000", "N° étudiant: 284", and "INE: 0678YU00011". The student number "284" is circled in red.

The back of the student card shows a QR code, the text "Clef d'activation" circled in yellow, and the activation key "f4e1ba5b07a1" circled in yellow.

### FORGOTTEN PASSWORD

Request the reset of the password from this link: <https://www-atu.sorbonne-universite.fr/creation-motdepasse/#/reinitmdp-mail>.

**Beware, enter the email address given for the last registration at Sorbonne Université. It may differ from the one used to log into ADUM.**



The image shows a screenshot of the Sorbonne Université password reset page. The page has a dark blue header with the Sorbonne Université logo. The main content area is white and titled "Saisissez votre adresse mail personnelle donnée lors de votre inscription (en minuscules)". It contains an input field for "Adresse mail personnelle". Below the input field is a CAPTCHA section with a checkbox labeled "Je ne suis pas un robot" and a "RECAPTCHA" logo. Below the CAPTCHA is a blue "Envoyer" button and a link: "Page précédente".