

# Enrollment guidelines 2021

Université Clermont Auvergne  
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[www.uca.fr](http://www.uca.fr)

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Please note that you **must own digital equipment** (especially an Internet-ready computer) **or have access to digital equipment in order to follow your university courses**. Due to the health context related to COVID, **all or part of the courses and exams may be given remotely**.

If you are unable to equip yourself or have access to digital equipment, please contact your training supervisor.

## ADMINISTRATIVE ENROLLMENT

**Education Code:** *"No one may be admitted to participate as a student in the teaching and research activities of an institution of higher education unless he or she is regularly enrolled in that institution".*

*"Enrollment is annual. It is renewed at the beginning of each academic year".*

*"Enrollment is subject to the production, by the interested party, of a personal file, the composition of which is defined by the head of the institution (...), as well as to the fulfillment of the formalities provided for by the regulations on university fees".*

*"The payment of the total amount of the enrollment fees is a condition for the awarding of the diploma and of all or part of the European credits validated in order to obtain it".*

### HOW TO ENROLL

Your university enrollment will take place in **two steps**:

1. You must pay the Student Life and Campus Contribution (CVEC) via the CROUS website (**MesServices.etudiant.gouv.fr**) **BEFORE** your administrative enrollment at the university. This procedure is mandatory for **all students enrolled in a regular university program, including exempt students**.
2. Once you have paid this fee, you will receive a **numbered CVEC certificate**. This 12-digit number will serve as proof of payment of the CVEC, allowing you to complete your administrative enrollment at the following website:

<https://inscription.uca.fr>

You will be asked to attach a copy of the CVEC certificate as one of the supporting documents in your enrollment file. **The CVEC is non-refundable, even if you withdraw from the university or do not complete the enrollment procedure.**

### **Student with the 2021 baccalaureate or from Parcoursup:**

Before proceeding with your administrative enrollment, please make sure that you have your:

- **Parcoursup user ID**
- CVEC certificate number
- National Student Identifier (INE) number (see transcript of baccalaureate grades)
- Credit card

As of the start of the 2018-2019 academic year:  
**Elimination of student Social Security registration  
for all students (French and international)**

- **If you are a new student** (*a student enrolling at the university for the first time*), you are covered by the general Social Security system. You will remain under your parents' plan (CPAM, MSA, SNCF, etc.) until you reach the age of majority, after which you will be insured independently.
- **If you are a European student**, you are covered by your European Social Security card.
- **If you are a newly enrolled non-EU international student:**  
It is **imperative** that you register on the dedicated online platform set up by the Caisse Primaire d'Assurance Maladie (CPAM): [etudiant-etranger.ameli.fr](https://etudiant-etranger.ameli.fr)

You may follow this procedure once you have paid the CVEC and have proceeded with your administrative enrollment at the University (see next page). **If you do not register on the CPAM platform, you won't be covered for all your health care expenses.**

Link: <https://etudiant-etranger.ameli.fr/#/>



Subscribing to a complementary health insurance plan **is optional**, but **highly recommended** if you are not covered by your parents' insurance plan.

## ***Payment of the CVEC (Student Life and Campus Contribution) by all students (French and international)***

Before enrolling at the university, you must provide a certificate of payment of the CVEC which you can obtain from **May 3** and which is collected by the CROUS.

### ➤ **What is the CVEC?**

This contribution funds **student orientation and social, health, cultural and sports programs**. It supports the prevention and health education actions carried out for students.

### ➤ **Who must pay the CVEC?**

The **CVEC**, which is set at **€92 for 2021/2022**, must be paid **each year by all students** who enroll in a **regular academic program** at a higher education institution.



**Students enrolled in a continuing education program do not need to pay the CVEC.**

### ➤ **Who is exempt from paying the CVEC?**

Students in the following cases are exempt from paying the CVEC:

- Scholarship students (social criteria scholarships granted by the CROUS and regional scholarships)
- Refugee students
- Students who are in receipt of the subsidiary protection
- Students receiving scholarships from the French government
- Students registered as asylum seekers, who the right to remain in France



**Even if you are exempt from paying the CVEC, you must follow the procedure in order to enroll at the university. Please note that **all authorized exemptions will be verified by the CROUS.****

### ➤ **What is the procedure for paying the CVEC?**

The CVEC must be paid **BEFORE** your administrative enrollment at the university, whether you are exempt or not, **in a single installment.** To pay the CVEC, you must connect to the website [MesServices.etudiant.gouv.fr](https://mes-services.etudiant.gouv.fr) and create an account.

You may then pay the CVEC **online by credit card** by clicking on the CVEC tab or at the post office in cash (international students may pay in EFICASH. Note, this is a paid service). Once you have paid the CVEC, you will receive a certificate of payment.

**Step 1:**

*Create your account*



The screenshot shows the homepage of the **étudiant.gouv.fr** website. At the top, there is a green navigation bar with the text "Suivez-nous" followed by Facebook and Twitter icons, and the URL "etudiant.gouv.fr". To the right of the bar are icons for a home page, "Inscription" (highlighted), and "Connexion". Below the navigation bar, the main header features the "étudiant.gouv.fr" logo (two overlapping circles, one green and one purple) and the text "MesServices.etudiant.gouv.fr". The central section is titled "S'INSCRIRE DANS L'ENSEIGNEMENT SUPÉRIEUR" and contains three main service tiles: "Parcoursup" (purple), "Aide à la mobilité Parcoursup" (purple), and "CVEC" (orange) with the subtext "Contribution vie étudiante et de campus". To the right of these tiles, there is a pink box titled "DEMANDES DE LOGEMENT 2019-2020" with the text "Le dépôt de demande de logement pour l'année universitaire 2019/2020 est ouvert." and a dark blue box at the bottom titled "CHANGEMENT D'INE".

**Step 2:**

*Pay the CVEC*

*(= choice of payment method)*

## Enrollment fees

### *Amount of fees - National Degrees*

Enrollment fees are set each year by ministerial order issued jointly by the Ministry of Higher Education, Research and Innovation and the Ministry of the Economy and Finance.

- Community students (EU member states including the United Kingdom, the EEA, the Swiss Confederation, Monaco, Andorra and Quebec) and non-EU students enrolled at UCA before the start of the 2019/2020 academic year

#### **APPLICATION OF 2021/2022 ENROLLMENT FEES:**

Bachelor's Degree and LAS, Professional Degree, DUT, PASS, PASS-R	Master's Degree	PhD Degree	Engineering Degree
€170	€243	€380	€601

- Non-EU students who enrolled at the beginning of the 2019 academic year (and until the end of the course in which they are enrolled)

Bachelor's Degree and LAS, Professional Degree, DUT, PASS, PASS-R	Master's Degree	PhD Degree	Engineering Degree
€170	€243	€380	€601

- Non-EU first-time students:

*In accordance with the decree of April 19 2019, setting the enrollment fees applicable to international students from outside the European Union enrolled in a public institution of higher education, tiered fees were voted by the Board of Directors of Université Clermont Auvergne during its meeting of September 27 2019 and their application was to take place as of the beginning of the 2020/2021 academic year.*



In view of the current health context, the UCA Board of Directors, meeting on December 18, decided to postpone the implementation of tiered fees for the 2021/2022 academic year. Consequently, non-EU students will pay the same enrollment fees as French and European students for the coming academic year.

Bachelor's Degree and LAS, Professional Degree, DUT, PASS, PASS-R	Master's Degree	PhD Degree	Engineering Degree
€170	€243	€380	€601

## *Payment of fees – online by credit card*

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Administrative enrollment is **entirely** dematerialized. Enrollment is validated as soon as the required supporting documents have been attached in electronic format **and** payment has been made. Once enrolled, students will receive a student card.

Online payment by credit card is the fastest and most secure way to pay the enrollment fees. **We highly recommend that you use this payment method.**

You may pay online by credit card in 3 installments or in a single installment:

- **Payment in 3 installments with no extra fees:**
  - Only for online enrollment **before November 15 2021**
  - Only if the **amount due is over €150**
  - When you enroll, you must select “**Payment in three installments** by credit card” in the “Choose your payment method” section.
- **Payment in a single installment:**
  - When you enroll, you must select “Immediate payment in a single installment by credit card” in the “Choose your payment method” section.

## *Payment of fees – by bank transfer:*

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Bank charges may be applied to your transaction.

If you are paying by bank transfer, **please include your surname, first name and the program year on the transfer order.**



## Inscription Administrative en ligne

UNIVERSITE CLERMONT  
AUVERGNE

Année universitaire 2018/2019

Nom :

Prénom :

Né(e) le :

[Aide](#)  
[Contact](#)  
[Quitter](#)  
[Mentions Légales](#)

### Choix de l'inscription

Données personnelles

Données annuelles

Couverture sociale

### Païement :

Choisissez votre mode de paiement ?

- ☒ Paiement immédiat par carte bancaire  
☐ Paiement en trois fois par carte bancaire

Continuer

Païement de

\*\*\*TEST\*\*\* ETS UDA



Numéro de carte

Date de fin de validité (MM/AA)

▼ ▼

Cryptogramme visuel :

3 derniers chiffres au dos de la carte (?)

**Verifone**  
e-commerce

« Retour

Valider



Paybox ® Infos Sécurité Commerce : France

## Additional information

### Gap year :

During a gap year, students remain enrolled at the university, in the program that they will join when they return from the gap year and for which they were admitted before leaving (their spot is reserved for the following year). Unlike the case of an interruption of studies, they will keep their student status and the associated benefits. A gap year may not exceed one year.

You **must** complete a gap year application form and send it to the Training and Research Unit (UFR) in which you are enrolled. (Gap year application forms and committee dates can be found on the UCA website).

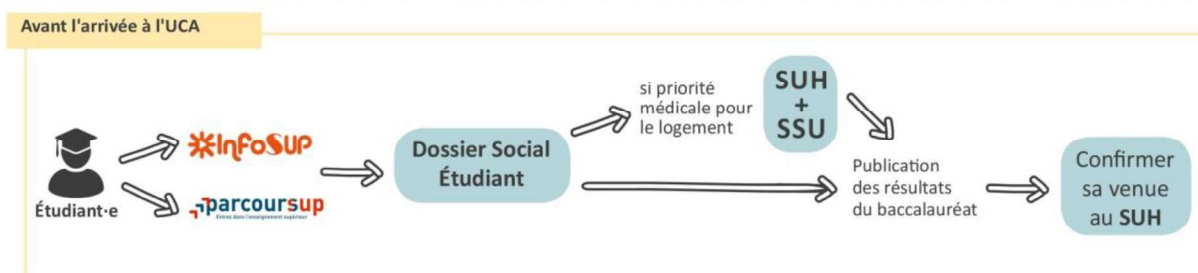
For more information, click on the link below:

[Gap year at UCA](#)

- ❖ **For a year-long gap year**, the student will have to pay the CVEC (€92) and reduced enrollment fees:
  - 113 euros for a Bachelor's degree, DUT, PASS, LAS
  - 159 euros for a Master's degree
  - 253 euros for a PhD degree
  - 401 euros for an Engineering degree
- ❖ **For a six-month gap period**, the student will have to pay the CVEC (€92) and full enrollment fees

### Students with disabilities :

As soon as you decide to enroll at Université Clermont Auvergne, it is **imperative** that you contact the University Disability Service (SUH) so that we can plan for your arrival.



After you have completed your administrative enrollment, you must make an appointment with a doctor from the University Health Service (SSU) at the following address if you wish to benefit from special study and exam arrangements.

Email: [ssu@uca.fr](mailto:ssu@uca.fr)

Tel.: 04 73 40 55 07

For more information: [Handicap à l'UCA](#)



The medical opinion for **your special exam arrangements** must be given **at least one month** before the date of your first exam.

## Transfer students wishing to access health studies

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Transfers to PASS and LAS are permitted but **are supervised**.

To respect the principles of the health studies reform, a student's application to one or two health programs is only admissible if the student has not been enrolled in the same UEs or courses in the previous year(s) or has not been enrolled in a similar program. Thus, a student who is enrolled in and has validated (or not) an L1 Law, and who wishes to transfer to LAS, will not be able to enroll in LAS Law. If you have any questions, we advise you to contact your component School.

Links to the Modalities of access to health studies for transfer students

<https://www.uca.fr/formation/nos-formations/formations-en-sante/reforme-de-l-acces-aux-etudes-de-sante/modalites-d-acces-aux-etudes-de-sante-pour-les-etudiants-en-reorientation-202520.kjsp?RH=1485183598206>



*During the administrative enrollment process, you will be asked to provide proof of **your previous enrollment in higher education since obtaining your baccalaureate** (school certificates and, for students outside UCA, the student file from APOGEE or any other education software)*

## LIST OF REQUIRED SUPPORTING DOCUMENTS

***Once you have paid your fees and validated your enrollment, you must transmit these supporting documents electronically using the dedicated platform***

<https://reins.dsi.uca.fr/pj-web/>

***This link will also be provided to you at the end of your online enrollment process***

## ENROLLMENT - FRENCH STUDENT, from the EU, EEA, Monaco, Andorra, Quebec, Swiss Confederation

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### PERSONAL INFORMATION

- ☐ French students: front and back of valid identity document (ID card or passport)
- ☐ Students from the EU + EEA + Monaco + Andorra: official identity document
- ☐ Students from Quebec: Canadian passport + Quebec health insurance card

### MILITARY STATUS

- ☐ Certificate of participation in the “Journée Défense et Citoyenneté” or “Journée d'Appel et de Préparation à la Défense”. If the JDC or JAPD has not been completed, provide the “Attestation de Recensement” **for French students under 25 years of age.**

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### REQUIRED QUALIFICATIONS AND DIPLOMAS/DEGREES

- ☐ Transcript of baccalaureate grades (For PASS and LAS, the original baccalaureate diploma must be presented to the relevant School before the end of December 2021 ).
- ☐ To enroll in a 2nd or 3rd year Bachelor's degree, a professional Bachelor's degree or a Master's degree, you must include (if not provided in the application file) **the document proving that the year of study or the degree required for registration has been completed** (certificate of completion or last transcript for the program received)

## OTHER REQUIRED DOCUMENTS

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- ☐ Student Life and Campus Contribution (CVEC) certificate
  - ☐ **Only for transfer students enrolling in PASS or LAS**
    - Copy of any previous school certificate(s)
    - **And for students outside UCA**, the student file from APOGEE or any other education software
  - ☐ A recent passport photo, full face, bare head (to be uploaded to ENT)
  - ☐ Proof of civil liability insurance, issued by your insurance provider, covering the 2021/2022 academic year, bearing the words "academic, extracurricular, internship" (**AND "internship in a hospital setting" for: 2nd, 3rd, 4th, 5th, 6th years of Medicine; 2nd, 3rd, 4th, 5th years of Midwifery Studies; 2nd, 5th years of Pharmacy; 2nd year of Dentistry; Occupational Therapy, Orthoptics, Speech Therapy**).
- If you do not have proof of civil liability insurance at the time of your administrative enrollment, this document can be submitted online in the month following the start of the academic year.
- ☐ STAPS students
    - A medical certificate of no contraindication to the practice of sports for **all** STAPS courses (with the exception of the Engineering and Ergonomics of Physical Activity Master's courses)
    - For high-level athletes: the certificate of registration on the list published by the Ministry of Sports

## SPECIFIC DOCUMENTS RELATED TO YOUR SITUATION

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- ☐ Students who will be under 18 years old on June 30 2022: Authorization of a legal guardian ([appendix 1](#)).
- ☐ If changing universities: Transfer-out form from the home university.

### **INCOMPLETE FILES WILL NOT BE PROCESSED**



**At the end of this document you will find a guide on:  
How to upload your photo to your student account**

## ENROLLMENT – NON-EU INTERNATIONAL STUDENT

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If you are a newly admitted, non-EU international student, **you must respect the arrival deadline specified in your letter of admission.**  
No administrative enrollment will be possible after the deadline.

### PERSONAL INFORMATION

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- ☐ Students from outside Europe: Official copy of birth certificate or photocopy of the family record book with filiation.

### REQUIRED QUALIFICATIONS AND DIPLOMAS/DEGREES

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- ☐ The following certified documents:
  - Diplomas/degrees obtained,
  - Detailed transcripts of the diplomas/degrees obtained,
  - Transcript of grades for the current year.
- ☐ The following documents must be translated by a *traducteur assermenté* (Sworn Translator of France):
  - Diplomas/degrees obtained,
  - Detailed transcripts of the diplomas/degrees obtained,
  - Transcript of grades for the current year.
- ☐ Proof of French language level (TCF or DELF = **B2 minimum**; DALF).

N.B : The following are exempt from providing proof of language level:

- applicants who have a French baccalaureate, a French qualification exempted from the baccalaureate by national regulations or the European baccalaureate,
- nationals of states where French is the exclusive official language,
- applicants residing in a country where French is the exclusive official language and holding a high school diploma from a country where French is the exclusive official language,
- applicants, whether nationals of a country or residents of a country where French is not the only official language, whose secondary education was conducted mostly in French.

## OTHER REQUIRED DOCUMENTS

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- ☐ Student Life and Campus Contribution (CVEC) certificate
- ☐ A recent passport photo, full face, bare head (to be submitted on the ENT)
- ☐ **Only for transfer students enrolling in PASS or LAS**
  - Copy of all previous school certificates
  - **And for students outside UCA**, the student file from APOGEE or any other education software
- ☐ Proof of civil liability insurance, issued by your insurance provider, covering the 2020/2021 academic year, bearing the words "academic, extracurricular, internship" (**AND "internship in a hospital setting" for: 2nd, 3rd, 4th, 5th, 6th years of Medicine; 2nd, 3rd,, 4th, 5th years of Midwifery Studies; 2nd, 5th years of Pharmacy; 2nd year of Dentistry; Occupational Therapy, Orthoptics, Speech Therapy**).  
If you do not have proof of civil liability insurance at the time of your administrative enrollment, this document can be submitted online in the month following the start of the academic year.
- ☐ STAPS students
  - A medical certificate of no contraindication to the practice of sports for **all** STAPS courses (with the exception of the Engineering and Ergonomics of Physical Activity Master's courses)



**Once your administrative enrollment is complete, don't forget to register on the website [etudiant-etranger.ameli.fr](https://etudiant-etranger.ameli.fr) in order to benefit from health coverage.**

**If you do not register on the website, you will not be covered.**

## SPECIFIC DOCUMENTS RELATED TO YOUR SITUATION

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- ☐ Students who will be under 18 years old on June 30 2022: Authorization of a legal guardian (appendix 1).
- ☐ If changing universities: Transfer-out form if transferring from a French university.

**INCOMPLETE FILES WILL NOT BE PROCESSED**



**At the end of this document you will find a guide on:  
How to upload your photo to your student account**

## Guide to submitting an ID photo

First login:



**Mon compte**

Informations personnelles | Badge / Accès | Mot de passe | Droit à l'image / Chartes | Politique de confidentialité

Jean DUPONT

**Identifiant** : jdupont

Il vous permet de vous connecter sur les applications, ou à votre disposition par l'UCA.

**Adresse mail universitaire** : Jean.DUPONT@uca.fr

Vous pouvez consulter vos mails à l'adresse [Jean.DUPONT@uca.fr](mailto:Jean.DUPONT@uca.fr).

**Adresse de contact** : jean.dupont@gmail.com

L'adresse de contact est utilisée en cas de mot de passe oublié.

[Modifier la photo de profil](#)

Click on “Change profile picture” (only appears on first upload):



**Mon compte**

Informations personnelles | Badge / Accès | Mot de passe | Droit à l'image / Chartes | Politique de confidentialité

Jean DUPONT

**Validation droit à l'image**

Je soussigné M. Jean DUPONT

☐ Autorise l'Université Clermont Auvergne à utiliser cette image sur l'ensemble des services numériques de l'Université dans le respect des dispositions légales en vigueur.

☐ Autorise l'Université Clermont Auvergne à utiliser cette image uniquement pour l'édition de ma carte étudiante.

\* Pour en savoir plus rendez-vous dans l'onglet « Droit à l'image / Chartes » de votre ENT.

\*\* Un mail d'information concernant votre droit à l'image vient de vous être envoyé sur votre adresse mail Universitaire.

[Continuer](#)

Click on “Continue”:



**Mon compte**

Informations personnelles | Badge / Accès | Mot de passe | Droit à l'image / Chartes | Politique de confidentialité

Jean DUPONT

[Télécharger une photo](#)  
Depuis votre ordinateur

[Prendre une photo](#)  
Avec votre webcam

[Modifier la photo de profil](#)



You will also receive an email:



Upload your profile picture from your PC:



Or by web-cam:

### Mon compte

Informations personnelles | Badge / Accès | Mot de passe | Droit à l'image / Chartes | Politique de confidentialité

**Jean DUPONT**



[Modifier la photo de profil](#)



[Prendre photo](#) [Retour à jour](#)



[X](#)

Click on “Update” to be redirected to the following screen:

### Mon compte

Informations personnelles | Badge / Accès | Mot de passe | Droit à l'image / Chartes | Politique de confidentialité

**Jean DUPONT**



[Modifier la photo de profil](#)

**Identifiant** : jdupont  
Il vous permet de vous connecter sur les ordinateurs mis à votre disposition par l'UCA.

**Adresse mail universitaire** : Jean.DUPONT@uca.fr  
Vous pouvez consulter vos mails à l'adresse <https://mail.uca.fr>.

**Adresse de contact** : jean.dupont@gmail.com  
Cette adresse de contact est utilisée en cas de mot de passe oublié.

## *Our support services*

### **HOTLINE**

***Please only call the hotline if you have technical or administrative problems that prevent you from enrolling.***

***Otherwise, send an email to [support.inscription@uca.fr](mailto:support.inscription@uca.fr)***

***Telephone hotline: 04 73 40 61 73***

***From July 7 to July 16, 2021 inclusive:  
9 a.m. to 5 p.m.***

***From July 19 to July 23, 2021 inclusive:  
9 a.m. to 12 p.m. and 1 p.m. to 5 p.m.***

***From July 19 to August 31, 2021 inclusive:  
9 a.m. to 12 p.m. and 1 p.m. to 4 p.m.***

**See our FAQ section for more information:**

**[FAQ - Administrative enrollment](#)**