

1st registration in Doctorate  
Academic year 2024-2025

**The deadline for registration is November 30, 2024.**

To register for a PhD at PSL University, you must create your ADUM account. ADUM is the information, services, follow-up and communication portal chosen by PSL for its doctoral students, which will follow you throughout your doctorate

**1. To create your ADUM account**

- Click here: <http://www.adum.fr/index.pl?site=PSL>
- Define your access codes by entering a valid e-mail address and a password

**2. To create your ADUM profile**

Complete all the sections by saving each step: the tabs turn green:

**« Contact information » tab**

Fill in your primary e-mail address (if you already have one) and your secondary e-mail address (if you already have one)

**« CVEC » tab (Student life and Campus Contribution)**

Please note that prior to registration you must obtain, **a certificate of payment or exemption** from payment of the CVEC on the website <https://cvec.etudiant.gouv.fr/? locale=en> - and upload the certificate of payment or exemption at your adum account

CVEC for 2024 -2025: 103€

**« Thesis progress » tab**

Please note that a thesis co-director must hold an HDR (habilitation to supervise research projects) otherwise, he/she must be labelled as "co-supervisor"

**« Individual training contract (CIF) » tab**

Fill in all the sections of the form and validate with the help of your supervisors. Upload you "CIF" signed by all parts.

**« Documents to be attached » tab**

- Submit your passport photo (600x450, 50Kb max, JPG format) and your CV (PDF format)
- Submit **your documents in PDF and "portrait" format**
  - Copy of your valid ID (ID card or passport)
  - Copy of your diploma allowing you to start your thesis if you have it (or a validation certificate)
  - Proof of funding for the entire duration of your PhD (work contract, grant, etc.)
  - A certificate of your civil liability insurance

### 3. Transmission of your first registration request

Once all the tabs are green:

- Click on « I finalize the procedure ».
- Carefully read the consents to the different rules before accepting them by checking them off
- Click on "Transmission of data for acceptance".

### 4. What happens next

Your thesis director (DT), the center director and your Doctoral School (ED) check your file to validate it.

When your file has been validated, you will receive an e-mail inviting you to proceed to the payment of the registration fees of **391 €** for the academic year 2024-2025<sup>1</sup>.

You will have to go back to your personal space ADUM, click on the tab "payment of tuition fees" to deposit a certificate of payment.

Your file is then checked by the doctoral department.

If everything is in order, you will receive a confirmation of your registration and you will be able to access directly to your tuition certificate in your ADUM space.

Please note that your registration for a doctorate is only effective if you have completed the entire procedure.

### 5. Student card.

You will get an international student identity card "ISIC" only once your registration is fully finalized. The cards are ordered by batch which explains that it may take few days before you receive your card.

Please note that since 2023 we do not issue plastic cards anymore, you will receive an email at your @minesparis.psl.eu address telling you how to get your digital ISIC card

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<sup>1</sup> Please note that for doctoral students with an agreement for international joint supervision "cotutelle", the institution where you must pay the registration fees is determined in your cotutelle agreement.

