

Reregistration in Doctorate 2A, 3A and extensions via ADUM Academic year 2023-2024

Your reregistration on ADUM is mandatory before September 30, 2023

1. Update your ADUM profile

Click here: <http://www.adum.fr/index.pl?site=PSL>

Check and update all the sections by saving at each step: the tabs turn "green":

« 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> - and upload the certificate of payment or exemption at your adum account

CVEC for 2023 -2024: 100€

« Status and Funding » tab

Remember to add any new funding (contract amendment etc.) if this is the case

« Thesis follow-up members » tab

Submit the minutes of your follow-up members in PDF format (mandatory from the 2A re-enrollment)

« Documents to be attached » tab

- Submit your updated CV (PDF format)
- Submit **a single PDF file** with the following document(s) in portrait format and in order:
 - A certificate of your civil liability insurance
 - If applicable, an amendment to the financing contract
 - If applicable, a signed change of subject or thesis director form
 - For registrations in 4th year and above, a letter justifying your request for a 4th (or above) registration

2. Transmission of your re-registration request

Once all the tabs have turned green:

- Click on "I finalize the procedure"
- If necessary, read carefully the consents to the different rules before accepting them by checking them off
- Click on "Transmission of data for acceptance"

3. What happens next

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



Once your file has been validated, you will receive an e-mail inviting you to proceed to the payment of the registration fees **of 380 €** for the academic year 2022-2023¹.

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 re-registration and you will be able to access directly to your tuition certificate in your ADUM space.

Please note that your re-enrollment in the doctoral program is mandatory and is only effective if you have completed this procedure.

¹ Please note that for doctoral students in cotutelle, the institution where you must pay the registration fees is determined in your cotutelle agreement.