


Enrollment application: list of documents to be uploaded to ADUM





1st year PhD enrollment

Documents to be attached

MANDATORY DOCUMENTS

- ☐ **ID photo** (jpg format, colour photo, well framed, vertical orientation, plain light background).
- ☐ **CV**.
- ☐ **ID or 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.
- ☐ **Charte du doctorat (Doctoral Charter)**, that you can find on ADUM and that must be [signed](#) .
- ☐ **Employment contract or hiring certificate from the employer's HR or scholarship certificate**, mentioning the start and end dates of the contract as well as the net monthly salary.

ADDITIONAL DOCUMENTS according with your situation


- ☐ If you don't hold a master degree or equivalent diploma, you must fill in the **Autorisation d'inscription dérogatoire en doctorat** form, 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 **Demande de mise en place d'une convention de cotutelle internationale** 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 **Demande de mise en place d'une convention de codirection internationale** 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 1.500€, you must ask for a salary compensation by filling in the **Demande d'aide spécifique au doctorant boursier (ASDB)** form. 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.

***Digital signature:** Any document needing a signature must be signed electronically. You can use the Adobe Acrobat DC signature tool (icon ). Documents that were printed, handsigned and scanned will not be accepted.

2nd year PhD enrollment

Documents to be attached

- If you hold a scholarship and you benefit from the "Aide spécifique au doctorant boursier (ASDB)", you must fill in and **sign** the **Déclaration annuelle de ressources** form, that you can find on ADUM. You also have to provide the **scholarship certificate** covering the current academic year.

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.

3rd year PhD enrollment

Documents to be attached

- If you hold a scholarship and you benefit from the "Aide spécifique au doctorant boursier (ASDB)", you must fill in and **sign** the **Déclaration annuelle de ressources** form, that you can find on ADUM. You also have to provide the **scholarship certificate** covering the current academic year.

Thesis follow-up members

- **Thesis monitoring committee report** (comité de suivi individuel de thèse), **signed** by the committee members, to be uploaded to the "Thesis follow-up" 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.

Exceptional enrollment after the 3rd year

Documents to be attached

- ☐ **Employment contract** or **hiring certificate from the employer's HR** or **scholarship certificate**, mentioning the start and end dates of the contract as well as the net monthly salary. Funding must cover the duration of the doctorate until the date of the thesis defence.
- ☐ **Thesis progress report**.
- ☐ **Thesis writing schedule** and/or research plan.
- ☐ Additional **seek leave certificate** or **maternity leave certificate**.

Thesis follow-up members

- ☐ **Thesis monitoring committee report** (comité de suivi individuel de thèse), signed by the committee members, to be uploaded to the "Thesis follow-up" 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.