




## Doctoral candidate

- 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
- 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.
- Upload the ID photo and the CV to the *Documents to be attached* section.
- Upload the application file as a single pdf to the *Documents to be attached* section.
- Click **Submit** in the section *I finalize the procedure*.



YOUR APPLICATION WILL BE VALIDATED BY

**Supervisor**

**Lab director**

**Doctoral school**



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/>
- 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.






## Bureau d'accueil des doctorants (registration office)

- They check if your application is complete and contact you in case you have missed some document.

YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO FINALIZE THE REGISTRATION, PAY THE REGISTRATION FEES, GET THE STUDENT CARD AND THE ENROLLMENT CERTIFICATE

### Doctoral student

- Log in to your ADUM account and click on *I wish to declare my re-enrollment in N year of PhD*.
- Check and complete the information required in each section. Sections become green when they have been completed **sauegardés**  Validé  En cours  À faire
- WARNING!** If your supervisor or your lab has changed, you must contact the doctoral school. You cannot modify this information by yourself.
- Upload the application file as unique pdf to the Documents to be attached section.
- Upload the thesis committee report in the *Thesis follow-up members* section: mandatory document from the 3rd year PhD enrollment.
- Click **Submit** in the section *I finalize the procedure*.



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**Head of the doctoral college**

- In case of exceptional enrollment from the 3rd year PhD, the head of the doctoral college has to validate the application in order to authorize the re-enrollment.

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PAY THE REGISTRATION FEES AND GET THE ENROLLMENT CERTIFICATE