

Enrollment Application 2021/2022 – Documents Checklist

1st year PhD enrollment

Mandatory documents to be uploaded to your ADUM account in one single pdf file:

- ID or passport**
- Master degree or official degree certificate** bearing the stamp of the university. If you obtained your diploma abroad, you must provide an official French translation made by a French authority or a [sworn translator](#)
- Charte du doctorat (Doctoral Charter)**, that you can find on ADUM and that must be **signed** by you and your supervisor
- 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 to be included in the application file according with your situation:

- If you don't hold a European diploma or equivalent master degree, 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 hold a French diploma, you must provide **your student card**
- If you are a French citizen, you must provide the **JDC or JAPD certificate**
- If you came from another French university, you have to provide the **Demande de transfert** or **Demande de changement d'établissement** forms **signed** by the institution. For more information: <http://www.sorbonne-universite.fr/offre-de-formation/candidater-et-sinscrire/procedure-de-transfert>
- 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 hold a scholarship from the French or another government, and the monthly amount of the scholarship does not reach 1422 euros, you must ask for a salary compensation by filling in the **Demande d'aide spécifique au doctorant boursier (ASDB)** form, **signed** by all parties

Other mandatory documents:

- 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, download the pdf document and get it **signed**, then upload it and click "save"
- 2021/2022 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 your ADUM account.

2nd year PhD enrollment

Mandatory documents to be uploaded to your ADUM account in one single pdf file:

- 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

***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.

- Your student card**
- If you hold a scholarship and you benefit from the “Aide spécifique au doctorant boursier (ASDB)”, you must fill in and [sign](#) the **Formulaire de déclaration annuelle de ressources** form, that you can find on ADUM

Other mandatory documents:

- 2021/2022 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 your ADUM account.

3rd year PhD enrollment

Mandatory documents to be uploaded to your ADUM account in one single pdf file:

- 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
- Your student card**
- If you hold a scholarship and you benefit from the “Aide spécifique au doctorant boursier (ASDB)”, you must fill in and [sign](#) the **Formulaire de déclaration annuelle de ressources** form, that you can find on ADUM

Other mandatory documents:

- Thesis monitoring committee report** (comité de suivi individuel de thèse), [signed](#) by the committee members
- 2021/2022 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 your ADUM account.

4th year PhD enrollment

Mandatory documents to be uploaded to your ADUM account in one single pdf file:

- 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
- Your student card**
- Additional **medical certificate or maternity leave certificate**
- Thesis progress report**
- Thesis writing schedule** and/or research plan

Other mandatory documents:

- Thesis monitoring committee report** (comité de suivi individuel de thèse), [signed](#) by the committee members
- 2021/2022 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 your ADUM account.