

[Click here to see the list of the documents to be provided](#)




Doctoral candidate



Procédures

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

Individual training contract

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.

Documents to be attached

Drop in each dedicated space: picture, resume, identity related document, scholarly related document(s), financing related document(s).

I finalize the procedure

Sign the Sorbonne Université doctorate charter electronically by ticking the box "I acknowledge that I have read the content of the doctoral Charter (...)". It will then be signed by your supervisor and the lab director.
Click Submit

YOUR APPLICATION WILL BE VALIDATED BY



Supervisor
Lab director

Doctoral school's administration
Doctoral school's director



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/>

CVEC

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.



CHECKING OF THE ADMISSIBILITY OF THE REGISTRATION FORM BY



Tuition Service



YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO FINALIZE THE REGISTRATION



!! The registration is not effective as long as you have not clicked on one of the links received per email (cf. links below) in order to complete your registration and pay your fees online or fill in your exemption.

The doctoral student has never studied at Sorbonne Université : <https://iaprimo.sorbonne-universite.fr>


The doctoral student has already studied at Sorbonne Université : <https://iareins.sorbonne-universite.fr>



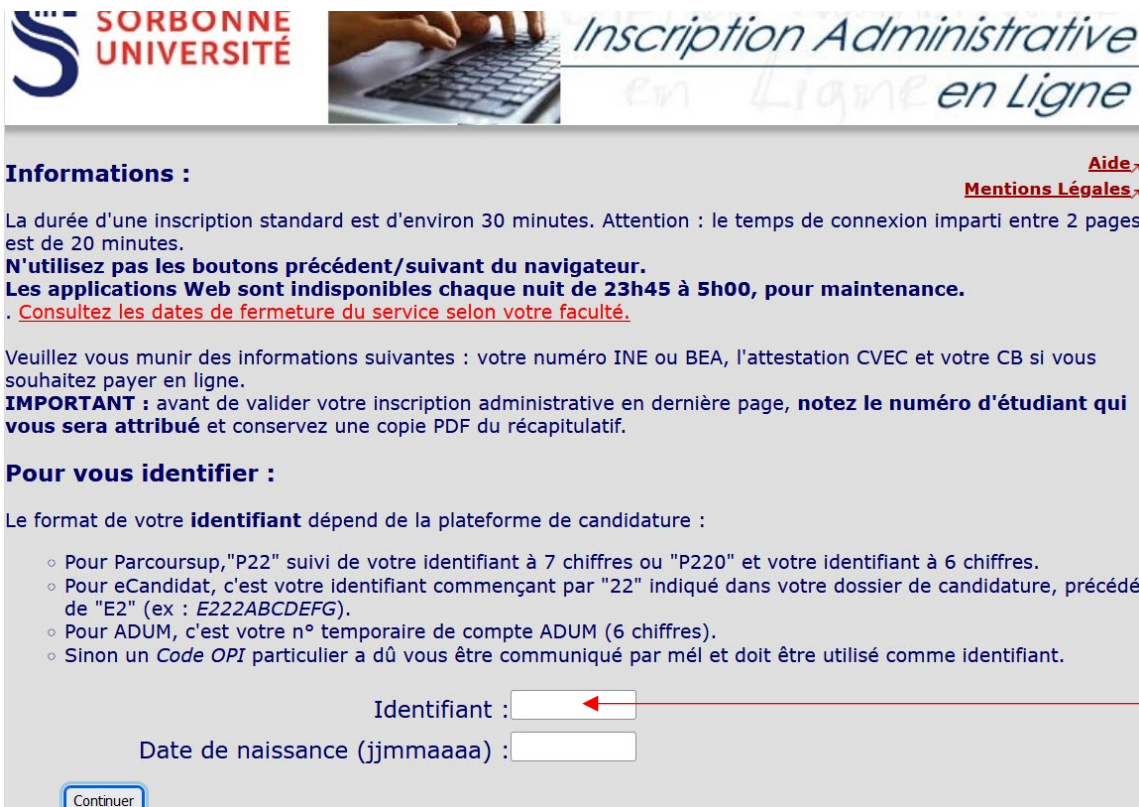
The doctoral student has never studied at Sorbonne Université:

CONNEXION:

- Click on the following link : <https://iaprime.sorbonne-universite.fr>
- In the box "your username", enter the ADUM account of 6 digits.



- In the box "birth date", enter the birth date with the format DD/MM/YYYY



PAIEMENT DES DROITS:

Profil	Permet le paiement ?
Non concerné.e par l'une des catégories ci-dessous	paiement en ligne possible
AJAC ou bi-appartenance	SANS paiement en ligne
Apprenti	SANS paiement en ligne
Cotutelle exonérante	SANS paiement en ligne
Cotutelle non exonérante	paiement en ligne possible

Standard registration: select the profile "not affected by one of the categories below". This choice allows to pay the registration fees online (380€)

Registration with exemption based on social criteria: select the profile "not affected by one of the categories below". The University will refund you when your request is accepted.

Registration in an international joint guardianship:

-select the profile "exemption joint guardianship" if the international joint guardianship's agreement has established the payment of the registration fees of 2023/2024 in the University in collaboration.

-select the profile "non-exempting joint guardianship" if the international joint guardianship's agreement has established the payment of the registration fees of 2023/2024 at Sorbonne Université

You can from now on activate your Sorbonne Université student account: [see the procedure](#)

The doctoral student has already studied at Sorbonne Université:

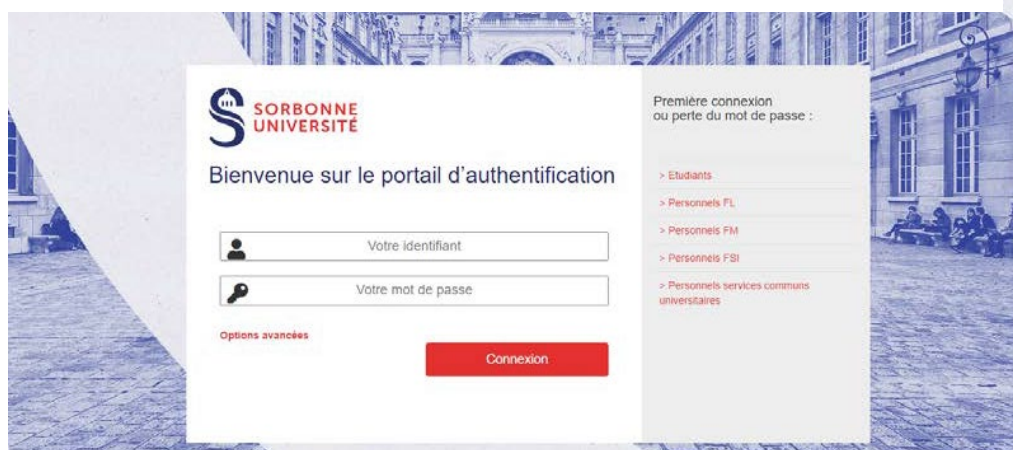
CONNEXION :

- Click on the following link : <https://iareins.sorbonne-universite.fr>
 - In the box « *your username* », enter your student number (no name).
 - In the box « *your password* » enter the password received for your first registration at Sorbonne Université.
- If you have forgotten your password : [see the procedure](#)



⚠ Contractual doctoral student SU

If you log into ADUM with your work email address sorbonne-universite.fr, copy paste the link received in the validation email in order to log into IARéins. Close your mailbox before login into IARéins website.



If the link does not work, contact the tuition service.

PAIEMENT DES DROITS :

Profil	Permet le paiement ?
Non concerné.e par l'une des catégories ci-dessous	paiement en ligne possible
AJAC ou bi-appartenance	SANS paiement en ligne
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[Click here to see the list of the documents to be provided](#)

Doctoral student



Procédures

Log in to your ADUM account and in « private space » > « Procedures », click on « I sign the doctorate charter ». It will then be signed by your supervisor and the lab director.

► I sign the doctoral charter (modification order of 26 August 2022)



Procédures

Back to « Procedures », click on I wish to declare my re-enrollment in N year of PhD.

► I finalize my re-enrollment procedure in year of PhD thesis

- Check and complete the information required in each section. Sections become green when they have been completed and saved Validated Ongoing To be done

WARNING ! In case of a change in the thesis' management and/or in the management of the research team, contact your doctoral school.

Thesis follow-up members

Upload the thesis committee report in the Thesis follow-up members section if concern.

Documents to be attached

Drop the documents related to the financing if affected. Otherwise, drop a blank page.

I finalize the procedure

Click Submit.

YOUR APPLICATION WILL BE VALIDATED BY



Supervisor
Doctoral school's administration
Doctoral school's director



YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO UPLOAD THE CVEC CERTIFICATE



Doctoral student

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CHECKING OF THE ADMISSIBILITY OF THE REGISTRATION FORM BY



Tuition Service



BEYOND THE THIRD YEAR : DEROGATORY ENROLMENT PERMIT BY



Head of doctoral college



YOU WILL RECEIVE AN EMAIL FROM ADUM INVITING YOU TO FINALIZE THE REGISTRATION



!! The registration is not effective as long as you have not clicked on one the link received per email (cf. below) in order to complete your registration and pay your fees online or fill in your exemption

The doctoral student has already studied at Sorbonne Université : <https://iareins.sorbonne-universite.fr>.

[Click here to know how to log in](#)

1st year PhD enrollment

 Documents to be attached**MANDATORY DOCUMENTS**

- ☐ **ID photo** (jpg format, colour photo, well framed, vertical orientation, plain light background)
- ☐ **CV**
- ☐ Copy of a currently valid official **identity document** (ID, 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 de Sorbonne Université** (to sign electronically by ticking a box on your ADUM).
- ☐ **In case of a doctoral contract, if the employer is not Sorbonne Université,** you must provide a **certificate** showing the start and end dates of the contract as well as the monthly amount perceived
- ☐ **In case of a scholarship** granted by the French government or a foreign government, you must provide a **certificate** showing the start and end dates as well as the monthly amount perceived.

ADDITIONAL DOCUMENTS in accordance 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.

2nd and 3rd year PHD enrollment

Documents to be attached

☐ 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.

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 if concern.

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

☐ **In case of a scholarship** granted by the French government or a foreign government, you must provide a **certificate** showing the start and end dates as well as the monthly amount perceived. The financing has to cover the doctorate's duration until the date of the defence of the thesis.

☐ **In case of a doctoral contract, if the employer is not Sorbonne Université**, you must provide a **certificate** showing the start and end dates of the contract as well as the monthly amount perceived. The financing has to cover the doctorate's duration until the date of the defence of the thesis.

☐ Additional **seek leave certificate or maternity leave certificate**.

☐ **Thesis progress report**.

☐ **Thesis writing schedule** and/or research plan.

ADDITIONAL DOCUMENTS in accordance with your situation

☐ 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.

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.

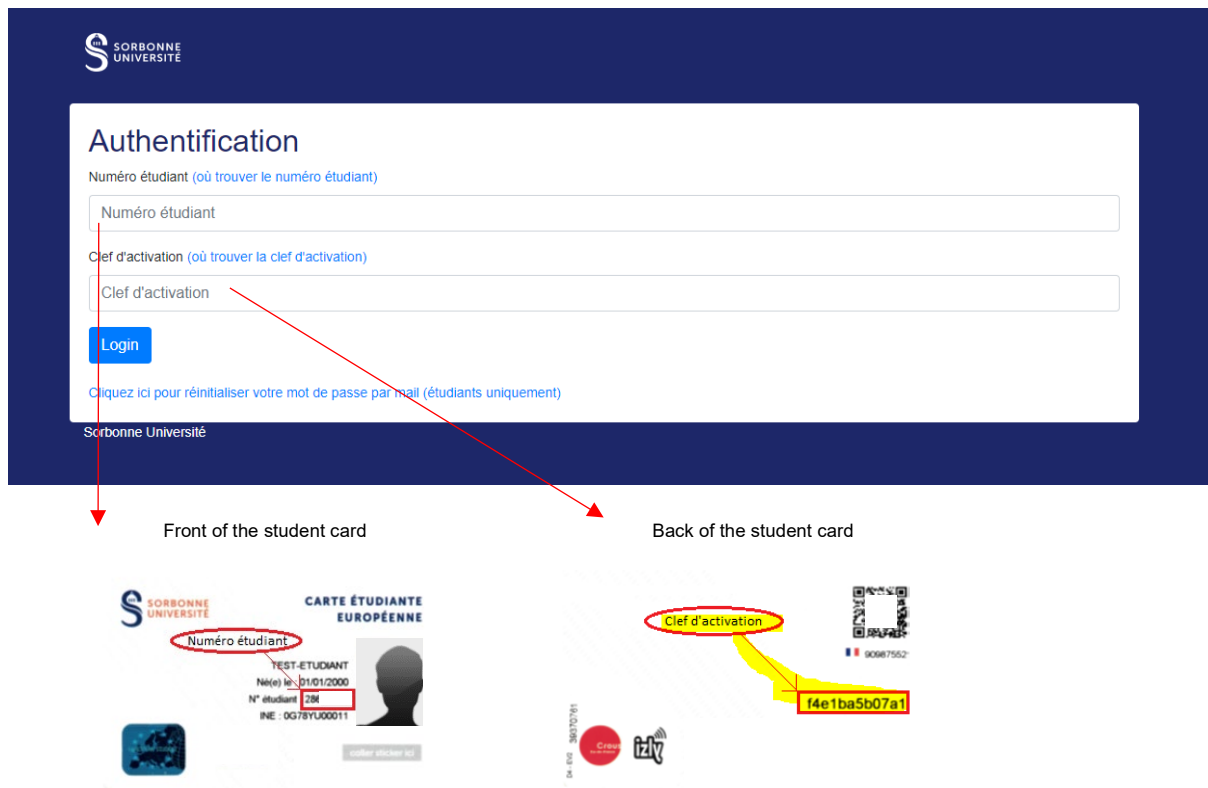
CVEC

☐ **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.

SORBONNE UNIVERSITÉ STUDENT ACCOUNT ACTIVATION

Once you are registered, you can activate your Sorbonne Université student account and create your password by clicking on the link: <https://www-atu.sorbonne-universite.fr/creation-motdepasse/#/login>.

Enter the student number and the activation key given at the back of the student card.



The image shows the 'Authentification' page of the Sorbonne Université student account activation process. The page has a dark blue header with the Sorbonne Université logo. The main content area is white and contains the following elements:

- Authentification** (Title)
- Numéro étudiant** (où trouver le numéro étudiant) - A text input field.
- Clef d'activation** (où trouver la clef d'activation) - A text input field.
- Login** (Button)
- [Cliquez ici pour réinitialiser votre mot de passe par mail \(étudiants uniquement\)](#) (Link)
- Sorbonne Université** (Footer)


Red arrows point from the input fields to the corresponding information on the back of the student card. The student card is shown below the login page, with the following details:

- Front of the student card:** Displays the Sorbonne Université logo, the title 'CARTE ÉTUDIANTE EUROPÉENNE', the student's name 'TEST-ETUDANT', the date of birth 'Né(e) le: 01/01/2000', the student number 'N° étudiant: 234', and the INE 'INE: 0678YU00011'.
- Back of the student card:** Displays the QR code, the title 'Clef d'activation', and the activation key 'f4e1ba5b07a1'.

MOT DE PASSE OUBLIÉ / FORGOTTEN PASSWORD

Request the reset of the password from this link: <https://www-atu.sorbonne-universite.fr/creation-motdepasse/#/reinitmdp-mail>.

Beware, enter the email address given for the last registration at Sorbonne Université. It may differ from the one used to log into ADUM.



The image shows the 'Mot de passe oublié' (Forgot Password) page of the Sorbonne Université student account activation process. The page has a dark blue header with the Sorbonne Université logo. The main content area is white and contains the following elements:

- Saisissez votre adresse mail personnelle donnée lors de votre inscription (en minuscules)** (Title)
- Adresse mail personnelle** - A text input field.
- ☐ **Je ne suis pas un robot** (CAPTCHA)
- Envoyer** (Button)
- [Page précédente](#) (Link)
- Sorbonne Université** (Footer)