

University enrollment - How to

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This document will explain the university of Lille 1 enrollment procedure for PhD applicant.

1 Inscription

If you are graduated from a university outside France, you have to start with "validation d'études". You will need a validation number to do the online registration.

1. Create your own dossier here for validation d'études:

<http://webgestion4.univ-lille1.fr/validationEtudes>

2. For first year enrollment, you also need to provide "Charte de Thèse". This document can be found here (click on "Cette charte"):

<http://edspi.univ-lille1.fr/index.php?id=177>

3. Another document to provide would be the "Autorisation d'inscription" for each year. You have to ask the secretary of your laboratory for this document. More information can be found here:

<http://edspi.univ-lille1.fr/index.php?id=132>

4. After providing the last two documents you can register to your "Doctoral school":

<http://edspi.univ-lille1.fr/index.php?id=367>

5. After receiving the validation number, and providing the above documents, you can start the online registration:

<http://webgestion4.univ-lille1.fr/Inscription>

Click on "Je n'ai pas d'INE", and fill the form. You will receive an email containing the INE number (It will take a while). After receiving the INE,

click on "Passer à l'étape suivante". Then enter your INE number on the box associated to "Je m'inscris pour la première fois à Lille 1 et j'ai un N INE (Identifiant National Etudiant)", and continue. Your inscription should be free of charge. Note that you are considered as "Personnel of university of Lille 1", so you shouldn't forget to choose this option while filling the online form. Finally you have to print the form and provide the documents which are requested on the last page of your form.

6. You need medical examination. Lists of acceptable doctors should be asked.

2 Titre de sejour

7. Send the following documents to OFII (2 Rue de Tenremonde, 59800 Lille) by post as you arrive in Lille:

- Copy of your Convention d'accueil
- Copy of your passport, visa with entrance date.
- OFII documents given to you by France embassy in your country. Fill this document before send it.

You will be invoked by OFII, you receive a sticker for the first year of your stay in France. For the second and third year you have to go to Prefecteur.

3 Bank account

Call the bank, take an appointment, you need a certificate from university in which your salary and duration of stay are mentioned. Confirm with the bank if they need more documents.

4 Insurance

After receiving the OFII sticker, you can apply for insurance at CPAM. You need your contract with university, monthly pay sheet, birth certificate, visa, passport, OFII sticker and some forms which can be found at <http://www.ameli.fr/>

You have to declare the name of your doctor to CPAM, this can be done

online or by sending a document given to you at your first medical visit in France. It's different with medical examination for university enrollment.

5 Housing

After settling down, you can apply to CAF, it's an organization which gives you back a percentage of your monthly rent. The link can be found [here](#). You have to open an electricity contract with EDF. If you rent a house, be careful to note the numbers of power meter. You will be asked for these numbers during opening the contract.

In general you need the following documents:

- Convention d'accueil.
- Birth certificate, certificate of marriage, which have to be legalised by the embassy of your country in France.
- Your master and bachelor degree.
- Transcripts.
- driving licence, you can exchange for a french one, only in the first year of your stay with scientific visa.