

ADMINISTRATIVE REGISTRATIONS 2019-2020

UFR PhITEM

(Physique, Ingénierie, Terre, Environnement, Mécanique)

Before to be enrolled, you must pay the “Contribution vie étudiante et de campus (CVEC)”.

How? Why? See for details: <https://cvec.etudiant.gouv.fr>

You are	Step 1	Step 2	Step 3
<p>A student enrolling for the first time at a French higher education institution, originally from the EU or outside the EU.</p> <hr/> <p>People with the following status « Continuing Education »</p>	<p>You must make an appointment</p> <p>☎ (+33 0) 4 76 63 58 27 between 26th August and 30th August 2019 from 9am and 1pm</p> <p>for an administrative enrollment which will take place between the 2th and 13th September 2019</p>	<p>You must download the 2018/2019 administrative enrollment dossier, as well as the list of required supporting documents on the UGA website : “<i>étape 3 s’inscrire à l’université</i>”</p> <p>The completed and signed enrollment dossier must be handed over at your enrollment meeting. You must provide the requested supporting documents and a means of payment.</p>	<p>You must go to the following address on the day of your appointment:</p> <p>UFR PhITEM Michel Soutif Building (ex-bldg.A) – room A008 126 rue de la piscine Domaine Universitaire Saint Martin d’Hères</p> <p><i>Tram B or C, stop: Gabriel Fauré</i></p>
<p>A student enrolling at UGA for the first time (primo) having already put in an E-candidat application, and having received confirmation of your admission</p>	<p>You must enroll via the website:</p> <p>From 9th July to 19th July 2019 (L3, M1, and M2) or from 26th August to 13th September 2019 (L3, M2)</p> <p>Your enrollment must be validated with payment (via credit card)</p> <p>You can then consult your web enrollment</p> <p>In case of any problem, contact the hotline IAWeb (+33 0) 4.57.42.21.80</p>	<p>Once you have enrolled administratively, you must make an appointment to pick up your student card</p>	<p>You will be able to pick up your student card at your appointment in exchange for the supporting documents requested on your web enrollment at the following address:</p> <p>UFR PhITEM Michel Soutif Building (ex-bldg.A) – room A008 126 rue de la piscine Domaine Universitaire Saint Martin d’Hères</p> <p><i>Tram B or C, stop: Gabriel Fauré</i></p>

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You are	Step 1	Step 2	Step 3
<p>A student who is already enrolled at UGA, you would like to enroll for 2018-2019 (<i>for the next year of your program, change of subject or a repeat year</i>)</p> <hr/> <p>Please note!</p> <p>This section does not concern people who have a "Continuing Education" status</p>	<p>You must enroll via the website:</p> <p>from 9th July to 19th July 2019 (L3, M1, and M2) or from 26th August to 13th September 2019 (L3, M2)</p> <p>Your enrollment must be validated with payment (via credit card)</p> <p>You can then consult your web enrollment</p> <p>In case of any problem, contact the hotline IAWeb (+33 0) 4.57.42.21.80</p>	<p>Once you have enrolled administratively, you must make an appointment to bring the supporting documents requested</p>	<p>You must bring at the appointment the supporting documents requested on your web enrollment and your student card UGA 2017-2018 at the following address:</p> <p>UFR PhITEM Michel Soutif Building (ex-bldg.A) – room A008 126 rue de la piscine Domaine Universitaire Saint Martin d'Hères</p> <p><i>Tram B or C, stop: Gabriel Fauré</i></p>

All students, whatever their original institution (French or not) must hold a qualification allowing enrollment:

For an enrollment in the 3rd year of a degree, or for a masters:

• **Holder of a required French diploma:**

- ✓ qualification certificate of achievement allowing enrollment **and** transcript of grades (original + photocopy)
 - 3rd year of degree : transcript of grades for semesters 1 to 4 (having separately validated the 1st & 2nd years of the degree)
 - Masters 1 : degree certificate of achievement
 - Masters 2 : transcript of grades for semesters 7 and 8 (= the 2 semesters of the 1st year of the Masters) + validation certificate for the Masters 1 (60 credits)
- ✓ academic status delivered by the university of origin: *students from French universities must ask their university of origin for their university dossier to be transferred to Université Grenoble Alpes (UGA)*

• **Holder of a non-French diploma or non-holder of a required French diploma (or qualification):**

- ✓ admission notice (received via email for E-Candidat students, or certificate of pre-enrollment for France Campus students), **and** original + copy of the qualification/diploma with which you applied.

For an enrollment as an International Exchange Student:

- ✓ enrollment authorization delivered by the Direction Générale Déléguée Relations Territoriales et Internationales (DGDRIT)

For an enrollment in a magistère program:

- ✓ The students concerned must enroll in the national diploma (Degree 3rd year/Masters1/Masters2). The additional enrollment in a magistère program will take place in September at the UFR Program Service desk. Interested parties will be informed of the date in due course.

You can consult the start dates for the university year here: <https://phitem.univ-grenoble-alpes.fr/candidatures-et-inscriptions-115644.kjsp?RH=1533701818869695>