

LIST OF DOCUMENTS REQUIRED FOR ADMINISTRATIVE REGISTRATION

The list of supporting documents below has to be consulted for a registration made with the **registration form only**. For an online registration, the list of supporting documents is generated automatically at the end of the registration on the link « SNPJ ».

For information, under Article 441-1 of the Penal Code, the use of forgery constitutes an offence".

N°	Designation of supporting documents	Primo	Reins
For all students			
00069	Registration form 2024-2025 completed and signed	X	X
00043	ID card or passport or residence permit	X	X
00038	Certificate of payment of the Student and Campus Life Contribution. (CVEC)	X	X
99999	1 ID photo in JPEG format	X	
↓ Access diploma to be provided according to the level of training and/or the type of diploma obtained ↓			
00042	Student holding a french high school diploma or a french DAEU : Transcript of French diploma or DAEU (for a registration in bachelor 1, BUT1 or PASS) on which must appears the INES or INE or BEA	X	
00044	Student holding a foreign diploma : Diploma justifying admission (must be translated by a sworn translator).	X	
00046	Student admitted to a selective course requiring another higher diploma (example: if admitted to a master's degree, the bachelor's degree is obligatorily required) : Transcript of marks or certificate of success of the access title allowing registration in the admissions process.	X	X
For students with special circumstances			
00007	Student under 25 years (with French nationality only) : Certificate of participation in the "Citizenship Defense Day" (JDC) or the "Defence Preparation Appeal Day" (JAPD)	X	
00045	Student who has not completed yet his JAPD ou JDC (with French nationality only) : Military census certificate	X	
00008	Student with a scholarship : Scholarship certificate 2024-2025 on which must appears the equivalent level of studies of the registration at UGA In absence of that certificate, the student cannot be considered as a scholarship holder. He must therefore pay the full registration fees to be registered; it is not possible to benefit from the exemption of registration fees without providing this document.	X	X
00032	Registration authorization or acceptance letter or email : For a student admitted with Campus France, a student in VAE, VES or VAPP, a student admitted to a selective course or a student in continuing course.	X	X
00022	Student who has already been registered in another french university : Departure transfer form signed by the initial university or Arrival transfer form of UGA (provided by the admission department of your course).	X	X
00016	Ward of the french nation : Ward of French Nation's card	X	X

00017	Person with a disability : « Mobilité Inclusion » card on which must appear the mention « Invalidité ».	X	X
00034	Student with refugee status, asylum seeker, under subsidiary protection and students from Ukraine under temporary protection : Document attesting the situation.	X	X
00019	Student in Master 2 MEEF first and second degree and DU MEEF first and second degree – apprenticeship : Proof of admission to the entrance examination	X	X
00024	Student enrolled in parallel at another university : Case 1 at another university : Copy of the school certificate and the statement of fees paid Case 2 at another establishment (IFSI, CPGE...) : Copy of the school certificate	X	X
00036	Gap year student: Signed contrat.	X	X
00066	Student in reorientation at UGA at the end of semester 1 - (registered in another establishment during the 1st semester) / CU student : School certificate and fee statement.	X	X
00047	Student in professional contract : Contract signed between the student and the company.	X	X
00048	Student in apprenticeship : Contract signed between the student and the company.	X	X
00049	Foreign students (outside EU)- Attachment to an EU / EEA / Swiss citizen "Residence card of a family member of EU / EEA / Swiss citizen" Or "Residence card" - <i>Guideline 2004/38/CE</i>	X	X
00050	Foreign students (outside EU) - Long-term resident (or his child) "Long-term resident card - EU" or "Algerian residence certificate". + for children ⇒ proof of filiation (birth certificate or family record book translated in french)	X	X
00051	Foreign students (outside EU) - Domiciled for tax purposes in France for at least 2 years at 01/01/2024 Three tax notices or notices of income tax reporting status (NOIRAs) for the years 2020-2021-2022 (2019-2020-2021 revenues)	X	X
00052	Foreign students (outside EU) - Attached to a tax household in France for at least 2 years at 01/01/2022 Three tax notices or ASDIR (with an address in France) + copy of the income tax return on which the marital status of the connected person must be mentioned.	X	X
00058	Foreign students (outside EU) – Partially exempted by the French Embassy Attestation of the French Embassy for the partial exemption of tuition fees	X	X
00053	Foreign students (outside EU)– registered in French higher establishment in 2018-2019 2018-2019 student card or certificate of enrolment indicating enrolment in a higher education institution in France	X	X
00054	Foreign students (outside EU) – No particular status UGA's request for exemption of the differentiated enrolment fees	X	X
00059	Foreign students (outside EU) – Quebec student Copy of Canadian passport and health insurance card	X	X



You may be asked for other supporting documents, which are specific to each enrolment department. In this case, your department will send you the list of additional documents to provide after your registration carried out.