

LIST OF SUPPORTING DOCUMENTS REQUIRED FOR ENROLLMENT AT UGA

N°	Name of the document	FIRST ENROLLMENT AT UGA	RE- ENROLLMENT AT UGA
	Registration form downloaded, filled in and signed.	X	X
01	Recto-verso photocopy of your ID card or passport + original to be presented	X	
02	Photocopy of transcript of grades for the high school diploma or diploma allowing enrollment (enrollment in degree year 1, DUT year 1, PACES) + original to be presented	X	
28	INE or INES or BEA number	X	
03	Photocopy of transcript of grades or certificate of achievement (French diploma) allowing enrollment + original to be presented	X	Only in case you change your curricula or you enroll in a selective track
	Proof of civil liability insurance (by your name) valid until the end of the academic year 2019-2020	X	X
04	For students with foreign diplomas : Photocopy of the diploma(s) justifying admission, translated + original to be presented	X	
07	For French students, under 25 years old: photocopy of one of the following certificates « Journée d' Appel de Préparation à la Défense »(JAPD) or « Journée de Défense à la Citoyenneté » (JDC).	X	
29	Certificate of military census for students who did not attend the JAPD or the JDC yet	X	
08	Scholarship students: photocopy of the scholarship allocation for 2019/2020	X	X
09	Students coming from another French university : academic record from your university of origin (please contact the registrar office of the concerned university)	X	X

10	For students registering in EAD and IFSI : 1 passport photo (2 cm x 2 cm) (neither a scan nor a copy) with your surname and name on the back if you do not come to the enrollment centre to pick up your student card	X	X
13	Enrollment authorization or acceptance letter or email according to your situation (holder of a foreign degree, applicant via the PEF, concerned by the Validation of Experience, enrolling in a selective program)	X	X
14	Continuing education interns, or mature students: enrollment authorization signed by the Continuing Education service	X	X
15	Ward of the nation : copy of the ward of the nation card	X	X
16	Student with disabilities : disability card above or equal to 80%.	X	X
27	Refugees or asylum seeker : documents stating your situation	X	X
18	MEEF Masters 2 first and second level and sandwich university diploma course students: proof of admission to the entry exam.	X	X
19	Additional registration in another university or change of university: Photocopy of the student card and fees due statement	X	X
20	Student in gap year (année de césure) : photocopy of the signed contract	X	X
21	Student in course change at the end of his /her 1st semester of the 1st year registered in another university / CU at the UGA: copy of the student card and fees due statement.	X	X
22	Payment of fees which are due but which have not been paid (identify the students who have not collected their student card and who have not entirely paid the fees)	X	X
23	Online registration : students who have not collected or updated their student card	X	X
24	Student card of the previous academic year		X
25	Proof of payment of the Contribution Vie Etudiante et de Campus (CVEC)	X	X
26	Parcoursup : the certificate issued at the end of your application	X	

30	Student with contrat de professionnalisation : contract signed by the student and the company	X	X
31	Students with contrat d'apprentissage : contract signed by the student and the company	X	X
32	Non EU student : Family member of a EU / EEA / Swiss citizen : «Carte de séjour de membre de la famille d'un citoyen de l'Union / EEE / Suisse» Or «Carte de séjour - directive 2004/38/CE»	X	
33	Non EU student : with long term residence permit (or his/her child) : «Carte de résident longue durée – UE» or «certificat de résidence algérien» + for the child : proof of parentage (birth certificate or family record book translated in French	X	
34	Non EU student - who is considered as a resident in France for tax purposes for at least two years (situation on 01/01/2019) : 3 tax notices or declaration of income statement (ASDIR) for the following years : 2017-2018-2019 - Or who is attached to a tax home in France since at least two years (situation on 01/01/2019) : 3 tax notices or declaration of income statement (ASDIR) of the tax home + copy of the declaration of income on which the name and details of the student is indicated	X	
35	Non EU student : decision of partial exemption of tuition fees from the French embassy	X	
36	Non EU student : Student card or registration certificate for 2018-2019 proving that the student was registered in a higher education institution in France (including French for Foreigners centers)	X	X
37	Non EU student : UGA form “request for exemption of the differentiated enrolment fees”	X	

You must have a means of payment, credit card or check, in case you did not register and pay online or in order to complete the payment of your enrollment.