

**ADMINISTRATIVE REGISTRATION FORM
 ACADEMIC YEAR 2024/2025**

First registration (PRIMO student)
 (Student called « PRIMO » : who has *never been registered at UGA*)

Renewal of registration (REINS student)
 (Student called « REINS » : who has *already been registered at UGA*)

Hosted Learner (specific cases – reserved to the administration)

UGA student number (for « REINS » students) :

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This number is made of 8 numbers and has been generated when you first registered at University Grenoble Alpes : it must be reused for each new registration at UGA.

OPI Number (for «PRIMO» or «REINS» students)-(optional) :

.....

This is the number of your application file depending on the platform you used (Parcoursup, eCandidat, MonMaster, Campus France or MoveOn).

- ⚠ ONLY FOR ADMINISTRATION : AVANT TOUTE CRÉATION D'UN NOUVEAU DOSSIER, IL FAUT IMPÉRATIVEMENT :**
- Effectuer une recherche sur Apogée avec nom, prénom et date de naissance de l'étudiant afin de ne pas créer de doublon
 - Effectuer une recherche d'une éventuelle OPI sur Apogée avant de débiter la saisie de l'inscription.

STUDENT CIVIL STATUS

LAST NAME (birth last name) :

USE NAME (or spouse name) :

First name (In order of civil status) :

Middle name 1 : **2 :**

INES, INE or BEA number required (only for holders of a french high school diploma OR for students who have already been enrolled in French higher education in the past). **It is a 11 numbers and/or letters code (in case of handwritten input, use the sign Ø for the number zero)**

.....

Date of birth : *Estimated (for people who don't have concrete information about their date of birth)*

Place of birth : Country :

City :

Gender : **F** (Female) **M** (Male)

Nationality :

Family Status

- 1 – Single without child 4 – Couple with child(ren)
 2 – Couple without child
 3 – Single with child(ren) ⇒ Number of child(ren) :

Disability Yes No

Holder of a card mentioning the disability with the mention « invalidity » : Yes No

National defense and citizenship day (only for students with french nationality, otherwise choose 8 « foreign student »)

- 3** – Exempted, excused **8** – Not concerned (over 25 years old)
 5 – National Day attended (JAPD/JDC) **8** – Not concerned (foreign student)
 6 – Census accomplished (under 18 years old)

FIRST TIME REGISTRATION IN FRANCE

Year of the 1st time registration in **French higher education all training combined** (Universities, CPGE, BTS, DUT) – *Specify the academic year of your 1st entry into higher education in France :*

.....

Year of the 1st time registration in **public french university only** (if you have already been enrolled in french public university, specify the academic year, otherwise if it is your 1st registration, indicate the academic year 2024/2025) :

.....

Name of the **french public university** (linked of the precious information : if you have already been enrolled in french public university, indicate the name of it, otherwise indicate « UGA – Université Grenoble Alpes ») :

.....

Department of this university:

Year of the 1st registration **at University Grenoble Alpes** (if you have already been enrolled at UGA, indicate the date of your 1st registration, if you never been registered at UGA, indicate « 2024/2025 ») :

.....

HIGH SCHOOL DEGREE

0031 – Foreign high school degree :

Graduation year :

0031 – Other degree :

Graduation year :

Place of graduation

Establishment :

City :

Department :

Country :

ADDRESS

Permanent address (CAPITAL LETTERS) :

Zip code : City :

Country :

Person to notify in case of emergency (Last & First name) :

Phone number of the **person to call in case of emergency** :

Type of housing for the current year :

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> 1 – University housing | <input type="checkbox"/> 4 – Parents home | <input type="checkbox"/> 7 – Other |
| <input type="checkbox"/> 2 – Approved youth hostel | <input type="checkbox"/> 5 – Personal home (excluding student rooms) | |
| <input type="checkbox"/> 3 – Social housing (HLM/CROUS) | <input type="checkbox"/> 6 – Students room | |

Address for the current year (CAPITAL LETTERS) :

Zip code : City :

Country :

Student's phone number (cell phone) :

Student's personal email :

⚠ Warning : it is imperative that you enter a valid email address that you consult regularly because your registration confirmation and the list of supporting documents to fill will be sent to you on it

ANNUAL REGISTRATION

Professional category of the student :

Do you have a professional activity or are you seeking for employment : Yes No

Specify the socio-professional category : Code :

Activity

- 00 – Other activities
- K – Civil servant or military (Intern professor at INSPE...)
- L – EAP employment as future professor
- I – Intern in medical studies

Work quota

- A – Full time covering university year (\geq univ. year) including apprenticeship and professional contracts
- B – Part time +150h/trimester (\geq univ. year)
- C – Part time -150h/trimester (\geq univ. year)
- D – Part time -150h/trimester ($<$ univ. year)
- E – Job seeker with allocation without allocation
- F – Not applicable
- G – Full time – funding dedicated to the thesis (doctoral contracts)
- H – Part time – funding dedicated to the thesis (doctoral contracts)

Professional category of the first parent or legal responsible:

Designation : Code :

Professional category of the second parent or legal responsible:

Designation : Code :

HIGH LEVEL ATHLETES

Are you a high level athlete ? :

Yes, specify the sport: No

FINANCIAL SUPPORT

Main financial support (scholarship, allocation, PARE, etc...) :

Yes, specify : No

CVEC (STUDENT LIFE AND CAMPUS CONTRIBUTION) FOR THE CURRENT ACADEMIC YEAR

Required, please go on cvec.etudiant.gouv.fr for further informations.

Identifier of **12 numbers and letters** that appears on the certificate received by email (3 letters, 1 number, 6 letters, 2 numbers) :

(Obligation to provide the certificate in the supporting documents including students exempted from the payment of the CVEC)

You are not concerned (only for : **continuing education, professionalization contracts, CU, resumption of studies with training contract, reception-exchanges, agreement with foreigners in double diploma, free auditors, hosted learners, CLES, C2i2e, VAE, DAEU, Cotutelle**).

INTERNATIONAL EXCHANGES

You are going in another country (E)	Program	You are coming from another country (A)
<input type="checkbox"/>	ERASMUS	<input type="checkbox"/>
<input type="checkbox"/>	Other programs and bilateral agreements	<input type="checkbox"/>
<input type="checkbox"/>	Other programs and multilateral agreements	<input type="checkbox"/>
<input type="checkbox"/>	Double degrees	<input type="checkbox"/>

Name of the foreign establishment (Home of Host institution) :

Country :

LAST INSTITUTION ATTENDED

Type of institution

- | | |
|---|---|
| <input type="checkbox"/> LY – High school | <input type="checkbox"/> 01 – Advanced technician’s certificate n (BTS) |
| <input type="checkbox"/> 16 – University | <input type="checkbox"/> 02 – CPGE (preparatory class for prestigious school) |
| <input type="checkbox"/> 03 – Business, management, or accounting schools | <input type="checkbox"/> 04 – Engineers school |
| <input type="checkbox"/> 13 – School of Architecture | <input type="checkbox"/> 17 – Remote learning (CNED) |
| <input type="checkbox"/> 18 – Establishment of paramedical and social training | <input type="checkbox"/> 19 – Institute of Political Studies (IEP) |
| <input type="checkbox"/> 20 – INSPE (higher national institute teaching and education) | <input type="checkbox"/> 05 – Private higher education (catholic institute included) |
| <input type="checkbox"/> 06 – Artistic / cultural educational institution | <input type="checkbox"/> 11 – Ecole Normale Supérieure (ENS) |
| <input type="checkbox"/> PR – Private vocational school | <input type="checkbox"/> EV – Veterinary school |
| <input type="checkbox"/> EC – Private high school | <input type="checkbox"/> RC – Research organization |
| <input type="checkbox"/> 10 – Foreign higher education institution | <input type="checkbox"/> 15 – Other school or course |
| <input type="checkbox"/> 14 – Non-integrated ESPE (formerly IUFM) | <input type="checkbox"/> F – Other preparations |
| <input type="checkbox"/> 00 – Not applicable | |

Name of the establishment :

Department or country : Academic year :

LAST YEAR SITUATION (2023/2024)

Code

- | | |
|--|---|
| <input type="checkbox"/> A – High school in France (remote learning included) | <input type="checkbox"/> B – Advanced technician’s certificate n (BTS) |
| <input type="checkbox"/> C – IUT (post DUT/BUT and professional bachelor included) | <input type="checkbox"/> D – CPGE (preparatory class for prestigious school) |
| <input type="checkbox"/> E – Engineers schools | <input type="checkbox"/> M – INSPE (ex ESPE) |
| <input type="checkbox"/> H – University (Paris Dauphine included) NOT IUT or Engineers schools | |
| <input type="checkbox"/> J – Business, management, or accounting schools | <input type="checkbox"/> S – Other course in France |
| <input type="checkbox"/> G – Higher Education in Remote learning | <input type="checkbox"/> Q – High school abroad |
| <input type="checkbox"/> R – Higher Education Abroad | <input type="checkbox"/> K – Other courses abroad |

Name of the establishment :

Department or country : Academic year :

U – Unschooled in 2023/2024 but **already entered** in higher education

T – Unschooled in 2023/2024 and **never entered** in higher education

LAST DEGREE OBTAINED

Type of degree

- | | | |
|---|---|---|
| <input type="checkbox"/> 001 – BAC (French high school degree) | <input type="checkbox"/> 002 – DAEU (higher education access diploma) | <input type="checkbox"/> 010 – Advanced technician's certificate n (BTS) |
| <input type="checkbox"/> 011 – DUT (technological University degree) | <input type="checkbox"/> 043 – BUT (technological University bachelor) | <input type="checkbox"/> 012 – CPGE certificate |
| <input type="checkbox"/> 013 – DEUG (2 nd bachelor year) | <input type="checkbox"/> 016 – End of PASS or PACES certificate | <input type="checkbox"/> 004 – Capacity in Law |
| <input type="checkbox"/> 029 – DU (other postgraduate levels) | <input type="checkbox"/> 041 – Professional bachelor | <input type="checkbox"/> 042 – Bachelor degree (LMD) |
| <input type="checkbox"/> 034 – Paramedical and social degree | <input type="checkbox"/> 051 – 1 st year of master's degree | <input type="checkbox"/> 072 – Master degree (LMD) |
| <input type="checkbox"/> 519 – Other higher degree | <input type="checkbox"/> 018 – Political institute diploma (IEP) | <input type="checkbox"/> 073 – Engineer degree |
| <input type="checkbox"/> 500 – Foreign higher diploma | <input type="checkbox"/> 501 – Foreign high school degree | <input type="checkbox"/> 900 – No higher degree |

Specify the title of the degree obtained :

Name of the establishment :

State department or country : Graduation year :

OTHER INSTITUTION FREQUENTED FOR THE CURRENT YEAR

You are **already registered** in another **french establishment** for **2024/2025** ? Yes No
(If yes, you must provide the school certificate and the fees statement)

Type of institution :

- | | |
|---|--|
| <input type="checkbox"/> 01 – Advanced technician's certificate n (BTS) | <input type="checkbox"/> 02 – CPGE (preparatory class for prestigious school) |
| <input type="checkbox"/> 03 – Business, management, or accounting schools | <input type="checkbox"/> 04 – Engineers school |
| <input type="checkbox"/> 13 – Architecture school | <input type="checkbox"/> 17 – Remote learning (CNED) |
| <input type="checkbox"/> 18 – Establishment of paramedical and social training | <input type="checkbox"/> 19 – Institute of Political Studies (IEP) |
| <input type="checkbox"/> 20 – INSPE (higher national institute teaching and education) | <input type="checkbox"/> 11 – Ecole Normale Supérieure (ENS) |
| <input type="checkbox"/> 06 – Artistic / cultural educational institution | <input type="checkbox"/> 16 – University |
| <input type="checkbox"/> 05 – Private higher education (catholic institute included) | <input type="checkbox"/> EV – Veterinary school |
| <input type="checkbox"/> 10 – Foreign higher establishment | <input type="checkbox"/> 15 – Other school or course |
| <input type="checkbox"/> 14 – Non-integrated ESPE (formerly IUFM) | <input type="checkbox"/> F – Other preparations |

Name of the establishment :

State department or country :

Do you maintain this registration for the academic year ?

- Yes (parallel registration) No (change of institution for the current year)

REGISTRATION(S) REQUESTED AT UGA FOR 2024/2025

Main registration :

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Bachelor | <input type="checkbox"/> Reception-Exchanges | <input type="checkbox"/> University degree (DU or DIU) | <input type="checkbox"/> Free auditor |
| <input type="checkbox"/> Professional bachelor | <input type="checkbox"/> Capacity | <input type="checkbox"/> Higher school degree (DES) | <input type="checkbox"/> Other degree |
| <input type="checkbox"/> Master | <input type="checkbox"/> Préparation | <input type="checkbox"/> University certificate (CU) | |

Full title of the degree prepared :
.....

Other registration requested at UGA :

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Bachelor | <input type="checkbox"/> Reception-Exchanges | <input type="checkbox"/> University degree (DU or DIU) | <input type="checkbox"/> Free auditor |
| <input type="checkbox"/> Professional bachelor | <input type="checkbox"/> Capacity | <input type="checkbox"/> Higher school degree (DES) | <input type="checkbox"/> Other degree |
| <input type="checkbox"/> Master | <input type="checkbox"/> Préparation | <input type="checkbox"/> University certificate (CU) | |

Full title of the degree prepared :
.....

TYPE OF TRAINING

On site

Remote learning (EAD) → From France **or** Abroad

SCHOLARSHIP

Do you have a scholarship for the current year ?

Yes (proof has to be provided)

No

Type of scholarship (precision required)

02 – Scholarship based on social criteria (CROUS)

A2 – French government scholarship **with** UE – EEE nationality

06 – Scholarship from the French Ministry of Health

B4 – French government scholarship **without** UE-EEE nationality

For any other type of scholarship (Health studies scholarship, IDEX, scholarship for another establishment or scholarship for another EPE) : please report on the « Social status » section

Are you under Gap contract ? (if your request has been accepted)

Yes

No

ARRANGED COURSE

Only for people concerned by a specify study arrangement

01 – Agreement with a catholic institution

02 – CPGE (preparatory class for prestigious school)

Graduate School Program(specify the program name) :

AGREEMENTS & « GRADUATION SCHOOL PROGRAMS »

01 – Agreement with a catholic institution

02 – CPGE (preparatory class for prestigious school)

Graduate School Program(specify the program name) :

SPECIALITIES

For LEA, LLCER courses, pro-commerce bachelor, specify the language :

Language A :

Language B :

DIFFERENTIAL TUITION FEES STATUS

French student or national of a country of the European Union or the European Economic Area, tick :

00000 – Not concerned by differential tuition fees

Non-EU student, from a country outside the European Union and European Economic Area :

You must select the situation that suits you in order to benefit of the exemption of differentiated fees for your training at UGA.

The differentiated fees are normally applied to foreign students (it is different than the national registration fees). If none of these situations suits your status, please select the last box « **B6** ».

B1218 – Registered in french higher establishment in **2018/2019**

B13CY – PhD student/ HDR / 3rd cycle of health studies

B1APP – Apprenticeship

B1CPG – CPGE student

B1PRO – Under **subsidiary protection** (or child of a person in this situation)

B1QUE – Canadian student **citizen of Quebec**

B1REF – **Refugee** or **Asylum seeker** (or child of a person in this situation)

B1FIS – **Domiciled for tax purposes in France** (for at least 2 years in January 1st 2024)

B1FSC – **Attached to a tax household in France**– (for at least 2 years in January 1st 2024)

B1RAT – **Attachment to an EU / EEA / Swiss citizen**

B5IDE – **IDEX** scholarship

B3 – **Scholarship from the French Embassy**

B7 – Totally exempted with a foreign partnership program for students **outside EU/EEA**

B8 – Partially exempted with a foreign partnership program for students **outside EU/EEA**

B4 – **French Government scholarship**

B6 – Does not belong to any of these situations : I complete the : **UGA's exemption differentiated fees form**

SOCIAL STATUS

In the event of a **particular** social status, please indicate it by ticking the box corresponding to your situation :

- | | |
|---|--|
| <input type="checkbox"/> BI – IDEX scholarship | <input type="checkbox"/> BE – IEP-INP-ENSAG scholarship |
| <input type="checkbox"/> BS – Scholarship from the French Ministry of Health | <input type="checkbox"/> BH – Non-UGA student scholarship holder (CPGE included) |
| <input type="checkbox"/> PN – Ward of the french nation | <input type="checkbox"/> HA – Student with a disability with the CMI card with "Invalidity" mention |
| <input type="checkbox"/> RP – Refugee, asylum seeker and subsidiary protection | <input type="checkbox"/> BO – Scholarship based on social criteria (CROUS)
Or Scholarship from the French Government (Campus France) |
| <input type="checkbox"/> NO – No particular social status | <input type="checkbox"/> NO – No particular social status |

OPTIONAL FEES

- | | |
|---|---|
| <input type="checkbox"/> CU course catalogue | <input type="checkbox"/> CLES (Languages Certificate of Higher Education) |
| <input type="checkbox"/> Languages courses | <input type="checkbox"/> Request for a duplicate of the student card |
| <input type="checkbox"/> Reduced rate or gap year fees (scholarship holders excluded) for : | |
| - For Masters degrees | - For 3 rd Cycle degrees |
| - For Engineers degrees | - For PhD degrees (CED) |

CIVIL LIABILITY

You have taken a Civil Liability Insurance for « **School Life and Extracurricular Life** » YES NO

SOCIAL SECURITY

For **foreign students**: you must take note of a certain amount of information about social security on [UGA international website](#).

INFORMATION SYSTEM USAGE CHARTER

I declare that I comply with the Charter for the use of the information system of university establishments at UGA :

<https://services-numeriques-personnels.univ-grenoble-alpes.fr/menu-principal/securete-protection-donnees/charte-d-usage-du-systeme-d-information/charte-d-usage-du-systeme-d-information-217870.kjsp>

PROTECTION OF PERSONAL DATAS

● Identity and contact details of the data controller:

Université Grenoble Alpes
621 avenue Centrale
38400 Saint Martin d'Hères
FRANCE
Phone : +33 (0)4 57 42 21 42

● Identity and Contact Details of the Data Protection Officer

Délégué à la Protection des données
Bâtiment DSIM Domaine universitaire
31, rue des mathématiques - 38400 SAINT-MARTIN-D'HERES
Phone : +33 (0)4 56 52 90 44 - E-mail : DPO@univ-grenoble-alpes.fr

● Purpose and legal basis

The processing is necessary for the administrative and pedagogical management of the students' education. The legal basis for this processing is the mission of public interest.

● Secondary purposes :

The UGA also carries out surveys (the legal basis for this processing is the consent of the persons concerned) as well as statistical processing (the legal basis for this processing is the legitimate interest of the establishment or compliance with a legal obligation in the context of the SISE survey in particular).

The recipients of your data are :

- The Direction GD Formation
- All the educational services of the components of the UGA
- The General Management Delegate for Information Systems to give you access to all digital services

- The GD Department of International and Territorial Development as part of your mobility
- The legal service for the organization of the elections
- Sports department
- The service in charge of professional integration investigations
- The department responsible for data governance and decision support

Your data is also transmitted to legitimate, inter-university organizations (University health center, University Library, Observatory of student life, accounting agency) or external (CROUS ; Ministry of Higher Education, Research and Innovation).

Finally, they are likely to be communicated with your consent to the partner organizations of the training or the associative life of the students, alumnis... Specific information will then be provided.

● Storage periods :

Your data is kept for 3 years from your last registration in the active database, then is subject to archiving according to the legal durations.

● **Transfers :**

Your data is likely to be transferred outside the European Union in the event that you carry out a student mobility in a country located outside the European Union. You will then be specifically informed, depending on the country chosen, of the existence or absence of an adequacy decision issued by the Commission. In the absence of an adequacy decision, you will be kept informed of the guarantees put in place to supervise the transfer of your data by the GD Department of International and Territorial Development).

● **Rights :**

You have the following rights: right of access to personal data concerning you; right of rectification; right to the erasure of these, or to the limitation of the processing, in compliance with the legal retention periods; right to oppose the processing of your data according to the purpose of the processing and right to the portability of your data.

Regarding processing for which the legal basis is consent (surveys for example), you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent made before its withdrawal;

You can exercise your rights by contacting : uga-accueil@univ-grenoble-alpes.fr or RelaisDpo@univ-grenoble-alpes.fr

In the event of an unsatisfied legitimate dispute, you can lodge a complaint with a supervisory authority (see cnil.fr)

● **Requirement to provide personal data :**

The provision of data being necessary for your education, it is mandatory.

For information, under article 441-1 of the penal code, "the use of forgery constitutes an offense".

I certify sincere and true the informations provided and I declare that I have read the instructions attached to the file.

Made

On : At :

Student signature (and signature of the legal representative for students underage) :

Part reserved to the administration
Dossier complet :

OUI

NON