IA WEB Pre-registration Guide

In this guide, downloadable on the ENSL website, you will find different screen shots with advice on how to fill in specific sections.

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1. How to connect

Your connection link and applicant-student number have been communicated to you by email.

2. General Information TAB

1.1. Administrative Information section

Fill in all of the required information. All information must absolutely correspond to the ID that you have uploaded.

CVE Certificate N°: Since 2018, before enrolling on any program/course, you must pay for the Student Life and Campus Contribution (CVEC) set up by the government (ORE Law).

To pay for the CVEC (unless you are exempt if you have a CROUS grant), go to the website http://cvec.etudiant.gouv.fr/. At the end of the process, you will receive a certificate with a number to put in the CVEC box on the form. You can also download the CVEC document.

1.2. Personal Addresses and Telephone numbers

Personal Addresses

If you haven’t got your student address yet, indicate your present address or that of your parents and you can make a change once you know your address by sending an email to your head of faculty.

- If you are in the Sciences faculty: etudes_departements_monod@ens-lyon.fr
- If you are in the Literature, arts and humanities: etudes_departements_lash@ens-lyon.fr
- If you are in the Languages, social sciences faculty: etudes_departements_lss@ens-lyon.fr

Personal Telephone N°

Enter your student cell phone number.
Add the telephone number of a parent.

To add them to your file please click on “ADD”
3. “Required Qualifications” TAB

3.1. French national Baccalauréat or equivalent giving access to Higher Education

Year qualification was attained: please fill this in before the section entitled “série” as this box will give you options in a list form depending on the different “baccalauréat” options of that particular year.

“Série” or options: To help you, you can just partially type in the series or majors that you took to get to the drop-down list.

Example: “math” will lead you to the following list

The indication (>=1995) means that this baccalauréat option only existed as from 1995
The indication (<1995) means that this baccalauréat option existed before 1995

3.2. Diplomas/Other qualifications required for the selected degree program

VERY IMPORTANT: It is the information provided in this section that will enable you to select, in the tab “selected degree program”, all the degree programs you will have access to.

You need to tick this box to then fill in the new information requested.
• Which establishment did you go to during this time?
  ⇒ If you are/were in CPGE* (*Preparatory Class for Prestigious Universities known as Grandes Ecoles) and currently registered at the university during this time, you must write down which other university you were enrolled in.

• Which degree program did you follow in this establishment during this period?
  ⇒ If you are/were in CPGE, you should register at the same time in a “Licence” (Bachelor’s degree level) in a university; you can fill in the information as follows:

  **Type of qualification:** Licence | Grade = Licence | Niveau = 2 if you have acquired 120 ECTS | Niveau = 3 if you have acquired 180 ECTS

  **Title:** “CPGE 3/2 or 5/2 + discipline” for Scientific CPGEs
  “CGPE 1er année de Khâgne + discipline” (CGPE 1st year of preparatory school (known as "année de Khâgne" in French) + discipline or CGPE 2nd year of preparatory school + discipline) for CPGE literary studies.

  If you have obtained an equivalent degree, please write it in the section below. “Have you obtained a qualification for this training program during this period? If you have, put its title under the words “Intitulé” which means “title”

  ⇒ If you are not/or you were not in CPGE

Fill in the fields with the elements of your program.

3.3. **Section regarding N° of years registered in Higher Education in France**
Fill in details of your course

3.4. **Last establishment attended**

Complete the country first, then the department. In the "establishment" field, type a discriminating element of the establishment to reduce the list.

**Exemple : je recherche le lycée Saint Just dans le département du Rhône**

Après avoir mis 69 dans département, je tape Just dans Etablissement et voici la liste présentée dans laquelle je choisis le lycée général et technologique Saint Just

4. **Selected Training Courses TAB**

To open up the selected training courses, click on ADD .

If you register in:

4.1. **In PhD**

- Select a training course starting by D- in Diploma

**Level = PhD 1** that corresponds to your first year of registration.

4.2. **The ENS de Lyon diploma**

- Select in Diploma, the training program “DIPN – Diplôme de l’Ecole Normale Supérieure de Lyon”

⇨ **Level = Year 1** for all the “normaliens” (pupils and et students) in the 1st year of the ENS diploma

**Program:** select the discipline
If you had 120 ECTS when you started at ENS de Lyon and you can justify these results by uploading the document: select your discipline + L3

If you have 180 ECTS when you started at ENS de Lyon and you can justify these results by uploading the document: select your discipline + Premaster.

**Niveau = Year 2** for normaliens students admitted through application file in ENS Diploma 2nd year

**Program:** choose Primo-entrant (1st registration) + the discipline

In this case, you can also select a Masters with a M1 level (see 4.3 below) by pressing on “ADD” or “ajouter” in French.

### 4.3. Master’s degree

- Select in the Diploma section the specialization of your Master’s (you can find details on the School’s website: http://www.ens-lyon.fr/formation/offre-de-formation/vue-masters

**Program:** you can find this information on your admission letter available on your CADENS applicant space.

**Level:** M1 or M2

**Program:** this field doesn’t exist for all Master’s degrees. When you find yours, you need to select your specialty. This information could be modified by the Registrar once your file and if you don’t know, you can leave it blank.

For the cases with the following numbers (4.1; 4.2; 4.3):

**Inscription:** Choose Anticipation

### 4.4. What if my chosen program isn’t in the scroll down list?

Go back to paragraph 3.2. if you have forgotten to tick/ check it and/or you haven’t filled in the required information correctly.

Click on NEXT the bottom of the page to open the next tab.
5. “Student Curriculum” TAB

5.1. Student Curriculum

This tab enables you to summarize your school curriculum from the Bachelor's degree (or equivalent).
You must therefore enter all the courses taken and/or diplomas obtained in this section.

Information entered in the previous sections will appear on the screen. You can add courses.

At the bottom of the page, click on NEXT to go onto the next tab.

6. “Social Status” TAB

NB: The different options pop-up as you click on the NEXT button

If you don’t apply through the competitive entrance exam, select Pupil with Civil servant status “Elève fonctionnaire”, if not for the other cases, select “Non concerné(e)” which means not concerned by the student social security.

Click on NEXT

You should then go to Step 4 before moving onto the next tab.

6.1. Steps 1 to 4

1.1.1 Admitted through competitive entrance exam
1.1.1.1 Step 1:
Select Civil Servant Pupil “Elève fonctionnaire” in French, and click on NEXT and Step 2 will appear

1.1.1.2 Step 2: Information concerning your social status
select MAGE or MGEN by clicking on NEXT and you will go onto Step 3

1.1.1.3 Step 3: Resources
Fill in the required information and click on NEXT and Step 4 will appear

1.1.1.4 Step 4: Scholarships
NB: Normaliens pupils cannot have a CROUS scholarship, click on NEXT

1.1.2 Admitted on file (CADENS or Campus France or PhD 1st year)

1.1.2.1 Step 1
Check “Non concern(é)” which means “not applicable” by the student social security then click on NEXT and Step 2 will appear

1.1.2.2 Step 2: Information about your social status
Click on NEXT and Step 3 will appear

1.1.2.3 Step 3: Resources
Fill in the required information and click on NEXT and Step 4 will appear

1.1.2.4 Step 4: Scholarships
Fill in the required information and click on NEXT

At the bottom of the page click on NEXT to open the following tab.

7. “Attached documents” TAB

You should upload the required documents depending on your profile. These documents will be checked by the department in charge of administrative inscriptions and only then can the inscription be finalized with the payment of the registration fees and once the school attendance certificate has been received.

7.1 For the Master’s, for the ENS de Lyon qualification
Some of the required documents are downloadable on the ENS de Lyon website: [http://www.ens-lyon.fr/formation/inscription-scolarite/inscription-et-reinscription-lens-de-lyon](http://www.ens-lyon.fr/formation/inscription-scolarite/inscription-et-reinscription-lens-de-lyon)

At the bottom of the page, click on NEXT and you will open the next tab.

7.2. **For 1st year PhD Students**


At the bottom of the page, click on NEXT and you will open the next tab.

8. "**Miscellaneous Information**” TAB

8.1. **Miscellaneous information**

Fill in the required information.

The following information must be filled in:

- Last name and first name of the person to contact in case of an emergency
- Relationship with student
- Telephone n°
- Country (and/or regional code)

1.1.3 **Method of payment for registration fees**

Indicate how you wish to pay your registration rights in the scroll-down list.

1.1.3.1 **By credit card**

Please pay by credit card whenever possible.

If you register between the end of August and the end of October, you can choose to pay "in one installment" or in "3 installments." You can only pay in 3 installments if you pay by credit card. The first payment is immediate, the second payment is on the 15th of the month M+1, and the third on the 15th of the month M+2.

1.1.3.2 **By cheque**

If you choose to pay by cheque, you must send your CORIANDRE registration report (see 9) with a cheque made out to the accounting officer of the ENS de Lyon, at the following address:

ENS de Lyon  
Service Etudes et Scolarité - Droits inscription  
*(SEE or LSH/LSS please specify)*  
15 parvis René Descartes  
BP 7000
69342 Lyon cedex 07

On the back of the cheque, the student's LAST NAME, first name and date of birth should be written with a pencil.

Registration fees per training course, will be listed on the ENS de Lyon website.

1.1.3.3 Other method of payment

You are only allowed to select another means of payment if you are unable to pay with the means mentioned above.

If you choose to pay in cash (only for amounts less than €300), you will receive an email from the Registrar department inviting you to go to the accounting agency. Payment by transfer is only permitted with prior agreement from the Registrar.

1.1.3.4 Not applicable (Scholarship)

If you have a scholarship from the Crous (French scholarship) or from the French government, you should choose “Not applicable”.

1.1.4 Image Rights

I accept to cede my image rights: select your answer from the scroll-down list YES or NO.

This information must be in line with the file “authorization image rights” on the attached documents tab.
8.2. **Military situation**

Only foreign citizens should check/tick « not applicable », if not you should indicate Yes or No depending on your situation.

8.3. **IT Charter and Internal Regulation**

These items must be checked/ticked YES. You can finish your registration by clicking on SAVE.

The IT charter and Internal Regulation are downloadable on the ENS website — under the institutional documents tabs by clicking on the link below.

http://www.ens-lyon.fr/lecole/nous-connaitre/organisation/bilans-et-documents-institutionnels

9. **Printing out the pre-registration report**

Once your pre-registration is complete, please print out your registration document by clicking on the pictogram at the top of the page.

Don’t take into account the possible amounts written on the screen. They could be wrong. The registration fees will be fixed by the registrar once your inscription has been approved. The amount of the registration fees are indicated on the School’s website.

10. **Registration Certificate and Login account**

Once the payment or duty exemption is registered, your administrative registration will be complete. You will receive a confirmation email and you will then be able to re-connect to Coriandre to download your registration certificate and find out how you can get your login account and password.