

How to apply for a PhD 2018-2019

Terms and conditions in 2 steps:

1. At the doctoral school

Contact the doctoral school to obtain an ID and password for the application SIGED

With these, connect to this application:

- Complete all fields of it
- Upload :
 - Proof that you hold a Master's degree or a diploma granting access to doctoral studies signed or a certificate of examination
 - Photocopy of the entire document constituting proof of funding for the doctoral program (proof of bursary award, contract...) OR the application which has been submitted and is awaiting a decision
 - Charte du Doctorat undertaking signed by the three required parties
 - Click on “**submit**”

The application provides an electronic validation of your dossier by the thesis supervisor, the director of the laboratory and then the director of the doctoral school (state 5/6). You can follow the progress of these validations in the SIGED application by consulting your dossier regularly (tab "follow-up of the inscriptions)

2. At the ENS de Lyon : administrative enrollment

As you like :

- ✓ Either in electronic version to rentree.doctorants@ens-lyon.fr by specifying in the object “inscription : name, first name – doctorate”
- ✓ Either by post : ENS de Lyon – Service des Etudes et de la Scolarité – Bureau du 3ème cycle
Site Descartes : 15 parvis René Descartes – BP 7000 – 69342 Lyon cedex 07
- ✓ Either bringing them at the ENS during the open days every Tuesdays and Thursdays mornings on **September** only between 8.30 am to 12.00 am at, the office D2-330 (Descartes)

A/ Other supporting documents

- Baccalauréat grade report (for the French student ID code (INE)) or any other document with the INE code (if you have been previously enrolled in a French institution of secondary or higher education)
- Curriculum vitae
- Proof of identity:
- Photocopy of both sides of your valid French national identity card OR the relevant pages of your valid passport
- Photocopy of both sides of your valid carte de séjour (French residence permit) for students from outside the EU

- A description of your thesis project dated and signed by the thesis director (this type written document should not exceed a maximum of 2 pages and MUST have a title)
- Copy of affiliation to the French Sécurité Sociale health insurance scheme or a copy of Carte Vitale Card or a copy of the European Health Insurance Card
- The completed, dated and signed "Payment University fees" form
- Proof of payment CVEC (Contribution Vie Etudiante et de Campus) : <http://www.etudiant.gouv.fr/> paid to the CROUS only

- For an internationally co-directed thesis (thèse en cotutelle):
 - Request form for the international thesis completed and signed by all members (Cf. site internet de l'ENSL : <http://www.ens-lyon.fr/formation/inscription-scolaire/premiere-inscription-en-doctorat>)
 - Proof of financial support while your stays in France planned on your first three years of doctoral studies
 - Enrolment certificate from the foreign university

- About thesis in codirection: **two original copies** of the codirection agreement signed

B / Online Registration

- When SIGED is on step 5/6, the office Bureau du 3ème cycle will contact you by mail :
 - To inform you of the progress (missing documents, SIGED not filled or anything else....)
 - To send you a link on the new application **CORIANBRE** to enroll your administration registration at the ENS de Lyon online and an identifier in case.

After check all the documents, our office will proceed to the validation and will send the school certificate

**WARNING : You must have completed all of these steps before
15th NOVEMBER 2018**

If you have not been able to collect all the documents requested before this date, please contact the office Bureau du 3ème cycle via : rentree.doctorants@ens-lyon.fr specifying in subject : "Inscription : Name, First name – Doctorate"

