ÉCOLE NORMALE SUPÉRIEURE DE LYON

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TERMS AND CONDITIONS FOR RE-REGISTRATION AS A DOCTORAL STUDENT YEAR 2026/2027

A new academic year is about to begin, and you need to complete your pedagogical and administrative formalities.

Practical information:

Deadline for enrollment: November 15, 2026
Tuition fees for the year 2026/2027: 398€ *
Tuition fees for a gap year in 2026/2027: 265€ *
Reminder: The PhD academic year for the PhD program begins on October 1, 2026 and ends on September 30, 2027.
Contribution to Student and Campus Life (CVEC) : 105€
** These amounts are provided for informational purposes only and are subject to the publication of the ministerial order.*

How do I register ?

Step 1: Before you start, **gather all the documents you need to re-register**. Please note that your doctoral school may require additional documents beyond those listed below (**on page 2**). Check beforehand!

Step 2: **Update your information on ADUM** and **upload all required documents** before submitting your re-enrollment.
(NB: The CVEC will need to be uploaded after doctoral school director validation).
Need help? A tutorial is available, check it out! For any questions or difficulties in entering your information on ADUM, contact your affiliated doctoral school or our Office.

Step 3: ADUM provides for the electronic verification and validation of your file by:
- the doctoral school office
- your thesis director
- the laboratory director
- the doctoral school director

ⓘ *Some doctoral schools deal with enrolment applications through monthly committees.*
- the ENS director

Be patient, it may take time! You can follow the advancement of these validations on ADUM, by checking your file.

Step 4: The PhD office will examine your application. You will receive by e-mail a summary of your enrollment, with a list of any missing documents, as well as **the ENS doctoral re-enrolment confirmation form**. This document must be completed, signed and returned to us.
Need help? You can schedule an appointment with us!
Contact: For any questions, difficulties, or to schedule an appointment, contact us by email at rentree.doctorants@ens-lyon.fr specifying in the subject line your "Name - First Name - Doctoral discipline".

Step 5: As soon as the doctoral school director gives a favorable opinion in ADUM (step 4/6), and **only if your application is complete**, you will receive an e-mail with the link to the CORIANDRE application **to pay your tuition fees online (if any)**. Your **enrollment certificate** will be available **on CORIANDRE once you have paid**, **download it**! Congratulations, **your registration is now complete**!

No files will be processed during the administrative closure of the department (between July 25 and August 16).
Furthermore, in September, priority will be given to processing thesis defense files.
No enrollment certificate can be issued if your file is incomplete.

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LIST OF REQUIRED DOCUMENTS FOR PHD RE-ENROLLMENT

➔ **Proof of identity (currently valid)**

☐ Copy of your National identity card (front and back) *or* ☐ copy of your passport

If applicable:

☐ Copy of your valid visa *or* visa application *or* visa renewal

Or ☐ Copy of your valid residence permit (front and back)

➔ **Proof of health insurance certificate**

☐ Copy of your French social security card (front and back) *or* ☐ copy of your health insurance certificate (currently valid) *or* ☐ copy of your European Health Insurance Card

➔ ☐ **Proof of CVEC 2026/2027 payment** (with the QR code)

Please note: A receipt of payment is not sufficient.

Please note: If you defend your thesis between October and December 2026, you will be exempt from the CVEC payment.

➔ ☐ **A copy of your Individual Thesis Monitoring Committee (CSIT)** dated and signed

➔ ☐ **Confirmation of re-enrolment in a doctoral program at the ENS de Lyon completed, dated, and signed**

ⓘ This document will be sent to you by the PhD office once they have processed your file on ADUM.

Special cases:

Cas n°1 ➔ From the 4th year onwards

☐ A complete copy of your **new signed employment contract** *or* ☐ copy of your **scholarship certificate**

Cas n°2 ➔ If pursuing a jointly supervised PhD

☐ A copy of the **signed co-supervision agreement** (only for re-enrollment in the 2nd year)

Cas n°3 ➔ If pursuing an international dual PhD

☐ **A signed copy of the international co-supervision agreement** (only for re-enrollment in the 2nd year)

☐ **copy of the ongoing amendment** (from the 4th year of re-enrollment)

☐ **Certificate of enrollment from the foreign university for the year 2026/2027**

☐ **Proof of payment of university fees at the partner institution** (if the agreement provides for an exemption of fees at ENS for the year 2026/2027)

Cas n°4 ➔ If your defense is planned between October and December 2026

☐ Your **thesis defense project** must be submitted on ADUM at the same time with your re-enrollment.

Please note: If you defend your thesis between October and December 2026, you will be exempt from tuition fees.

Cas n°6, 7 and 8 ➔ If you request a gap year, if you are planning to change your place of registration or if you wish to abandon your thesis

☐ The completed and signed **gap year form** (to be returned **before September 30, 2026**)

Please note: Enrollment in a gap year is subject to reduced tuition fees.

☐ The completed and signed **abandonment form** (to be returned **before September 30, 2026**)

☐ The completed and signed **transfer form** (to be returned **before September 30, 2026**)

IMPORTANT: For any document written in a language other than French, a certified translation into French or a translation by a sworn translator must be provided.