

TERMS AND CONDITIONS FOR REGISTRATION AS A DOCTORAT STUDENT YEAR 2026/2027

Once you have applied to a doctoral school and received confirmation of admission, you need to complete your pedagogical and administrative formalities.

Practical information:

Deadline for enrollment: November 15, 2026

Tuitions fees for the year 2026/2027: 398€ *

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: **Create your profile on ADUM**, complete all requested information 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? Use the guide! 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

① *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 enrolment confirmation form**. This document must be completed, signed by you and your thesis director 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**. 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.

LIST OF REQUIRED DOCUMENTS FOR A FIRST PHD 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, visa application *or* visa renewal

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

→ Proof of health insurance certificate

☐ Copy of your French social security card (recto/verso) or ☐ copy of your health insurance certificate (currently valid) or ☐ copy of your European Health Insurance Card

→ ☐ Copy of your baccalaureate transcripts (with INE code) *(for French student only)*

→ Proof of access to the program

☐ Copy of your Master diploma (or equivalent) or ☐ copy of your certificate of achievement of your Master diploma (or equivalent)

Please note: Even if they are requested by some doctoral schools, transcripts of grades are not sufficient.

→ Proof of thesis funding for 3 years (specifying gross monthly amount and start and end dates of funding)

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

Please note: Employment certificates are not sufficient.

→ ☐ A description of your thesis project, signed and dated by your Thesis Director.

2 pages maximum with your thesis's title.

→ ☐ Proof of [CVEC 2025/2026](#) payment (with the QR code)

Please note: A receipt of payment is not sufficient.

→ ☐ The [PhD Charter](#) of the Université de Lyon signed by all parties (on ADUM)

→ ☐ The [Image consent form](#) completed and signed

→ ☐ The [deontological charter](#) completed and signed

→ ☐ Curriculum vitae

→ ☐ Confirmation of enrolment in a doctoral program at the ENS de Lyon completed, dated, and signed

① This document will be sent to you by the PhD office once they have processed your file on ADUM.

→ If pursuing an international PhD co-supervision or an international joint PhD:

Please send us an email as soon as possible at rentree.doctorants@ens-lyon.fr and no later than September 30, 2026.

A feasibility request for the project must be submitted by your thesis supervisor.

☐ Certificate of enrollment from the foreign university (for joint PhD)

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

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.