

## FAQ Administrative registration for doctoral studies

This document is intended to assist you with the registration process and contains the most frequently asked questions and answers. For quick access, click on the question of your choice to view the answer.

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### I cannot find the Registration/Re-registration tab on my ENT:

- You need to log in to **the student ENT** (prenom.nom.etu@univ-lille.fr) and not **the personal ENT** (prenom.nom@univ-lille.fr).

### My student ENT has not been created, has been deactivated or has expired, or I have forgotten my password:

- Log in to the [SESAME](#) website or...
- Fill in the [online support form](#)

### I am unable to log in:

- Has my ADUM file for the current year been validated by the Doctoral School and the Institution? It is essential that the ADUM educational registration be finalised.
- **Login details:** Do I have the correct login details? Your login details are your **INE** and **your date of birth**. If you do not have an INE, you can log in with your **temporary ADUM** number and **your date of birth**.
- Is there a data entry error in my ADUM file?

It is essential to carefully check the data entered in ADUM, particularly the mandatory data: INE, personal details (surname, first name (be careful not to reverse them)), date of birth, year of obtaining the BAC.

If, after checking all these points, the problem persists, [technical assistance](#) is available online.

### I have managed to log in, but:

- I am unable to continue the procedure because an error message appears: "**no training can be offered**": contact the doctoral school to check the information recorded in ADUM
- **My CVEC number is not recognised.** Please note that the civil status information in your CVEC profile must be exactly the same as that in your ADUM file (order of first names and date of birth); contact the organisation where your civil status does not exactly match your identity document to request a change.

### I am in joint supervision this year and do not have to pay my registration fees to the University of Lille: how do I register for exemption?

- I must make sure to tick the boxes for joint supervision and exemption, then upload my supporting documents to [PJ web](#).
- **!** In the case of joint supervision, administrative enrolment is mandatory each year at both partner institutions.
- **!** The exemption does not apply to the CVEC payment, which must be paid each year.

### I have completed my online application. When and where will I receive my certificate of enrolment?

After verification and validation of the file by the registrar's office:

- **your student card and certificate** will be sent by post to the address indicated in your online application (please note that no items will be sent abroad).
- It is also possible to download the certificate of enrolment from your **student digital workspace**.

**I would like to obtain an exemption from registration fees outside of joint supervision: who should I contact?**

- The University may grant a total or partial exemption from registration fees. For more information, click [here](#).

Contact for any questions: [Info-exo@univ-lille.fr](mailto:Info-exo@univ-lille.fr)

**I would like a refund of my fees**

- The [forms](#) are available online.

**How can I pay my registration fees?**

- Payment is made **online** (option to pay in three instalments until 30/10/2025).
- If you encounter any particular difficulties with paying the fees, please contact the student services department (see contact details at the end of this document).
- By **bank transfer**: international transfers are subject to variable transaction fees. (Please check with your bank beforehand.)
- For **cash payments**, please contact the student services department.

**I have questions about the progress of my application. Who should I contact?**

The [student services department](#) is responsible for managing your application and sending you your student card and certificate of enrolment.

**If some documents are missing from my registration file, am I still registered? How can I find out if my file has been approved?**

Your administrative enrolment will only be validated if your file is **complete**.

As soon as your administrative enrolment is validated by the registrar's office, a certificate of enrolment will be available online via your ENT.

**Until what date can I take exams without re-registering?**

It is possible to take exams until the end of December without having to re-register, but you should take into account the end-of-year academic closure.

**I am on a gap year, do I have to register and pay the CVEC?**

All students on a gap year are required to register administratively (Gap Year profile) and must [pay the CVEC](#).

**How much are my registration fees?**

The amount of the registration fees is set by decree. Please consult [the document](#) (section on National Diplomas - Standard Fees) listing the registration fees for each programme.

**Contact details for the student services offices:**

The list of student services offices and their contact details are [available online](#).