



STEP 1: CONTACT YOUR PHD SCHOOL

In accordance with your thesis director, return the 1st registration form indicating a valid e-mail address.

STEP 2: REGISTRATION IN YOUR PHD SCHOOL

1. With the identification received by email, please connect to the SIGED web application.
2. Create your file by providing the requested information and submitting the required documents:
 - « cursus » tab: research master's degree and transcript of master's years,
 - « Financement » tab : any document attesting to your funding status,
 - « Documents complémentaires » tab : C.V., thesis project, doctoral charter protocol signed by all parties "**+ only for ED 488 SIS an amendment signed by all parties**", and the training agreement signed by all parties as well.
3. When all the data is entered, you can submit your request for validation.
4. SIGED demands an electronic validation of your request by your thesis director, your laboratory, then your PHD school (**no need to have the file signed manually**). You can follow the progress of these validations directly online.

STEP 3: ADMINISTRATIVE ENROLLMENT IN THE OPERATING ESTABLISHMENT

You must first subscribe to the Student and Campus Life Contribution (CVEC), connection possible on the website starting from July 1 for the following academic year at: messervices.etudiant.gouv.fr

5. When your SIGED file is validated (6/6), you must send a registration file (received by e-mail) to Maison de l'Université, DRV – Etudes doctorales, 10 rue Tréfilerie St-Etienne Cedex 2.
6. Your file must be accompanied by the following documents:
 - SIGED file, completed manually the First two pages,
 - Certificate of private liability for the current year,
 - CVEC certificate for the current year,
 - Certificate of registration abroad for the current year for cotutelle students paying their rights abroad.
 - ID personal photo and copy of a valid ID,
 - Check for 380 euros payable to « l'Agent comptable de l'Université Jean Monnet », or by transfer but you must make a request by email in advance
7. Your school certificates and your student card will be sent to you by mail.