



STEP 1: PEDAGOGICAL REGISTRATION IN THE DOCTORAL SCHOOL

1. Access the [SIGED application](#).
2. Complete and update your file:
 - "Registration monitoring" tab: starting from the 4th registration, in agreement with your thesis supervisors, you must indicate your defense date,
 - "Funding" tab: download the documents attesting to your funding; starting from the 5th registration, clearly specify the funding planned to complete the thesis,
 - "Additional documents" tab: download your thesis monitoring committee report (CST) each year starting from the 2nd year. Finally, attach a request for exemption, starting from the 4th year of registration.
3. When all the data is entered, you can submit your request for validation.
4. SIGED ensures electronic validation by your thesis director, your laboratory, then your doctoral school (no need to have the file manually signed). You can follow the progress of these validations directly online.

5. STEP 2: ADMINISTRATIVE ENROLLMENT IN THE OPERATING ESTABLISHMENT

You must first subscribe to the Student and Campus Life Contribution (CVEC), it is possible to do it online starting from the 1st of July for the following academic year at:

messervices.etudiant.gouv.fr

6. When your SIGED file is validated (6/6), if you decide to pay your tuition fees online (380 euros), you can re-register administratively [via the page of the Jean Monnet University website](#) using your student number and your date of birth.
7. For any payment by check, a paper file is necessary, accompanied by a stamped envelope with your address, you must return it to the University: Maison de l'Université, WEB Enrollment, 10 rue Tréfilerie, 42023 St-Etienne Cedex 2.
8. Attach to your re-registration with the following documents:
 - Attestation Certificate of private liability for the current year « responsabilité civile »
 - CVEC certificate for the current year,
 - Certificate of registration abroad for the current year for co-tutelle students paying their tuition fees abroad.
9. Your school certificates and your annual sticker will be sent to you by mail.