



Be sure to complete your form in capital letters and in blue, including if you make corrections.

***A complete, legible and duly filled out application form will allow a faster processing.***

### **Block 1 - Civil status**

**INE / BEA.** This number appears on your baccalaureate transcript (from 1995). Otherwise, you will find it on any transcript issued by a French higher education institution.

**Block 2 - Birth** (*How to complete your administrative registration form? Codes and references P. 1*)

**Department / country.** Enter the name and number of the department. For foreign countries, enter the name and refer to the table Countries and Nationalities for the country code.

**Nationality.** Enter the name and corresponding code from the Countries and Nationalities table.

**Block 5 - First enrollment** (*Codes and references P. 2*)

**Year of first enrollment in French higher education.** Higher education includes universities (including IUT and IUFM), Catholic institutes, private faculties, engineering schools, business schools, CPGE (classes préparatoires aux grandes écoles) and STS (BTS). The training courses preparing for access to university studies (ESEU, DAEU, capacity in law) are also concerned.

**Name of the institution.** Enter the name and the corresponding code from the table Establishments.

**Attention.** In the case of university branches (IUT, internal schools, etc.), specify the institution to which they are attached.

**Block 6 - BAC and equivalent** (*Codes and references P. 3*)

**Year of graduation.** For example, for the 2015-2016 school year, the year of graduation is 2016.

**Series.** Enter the corresponding code from the Baccalaureate table.

### **UNIVERSITÉ TOULOUSE 1 CAPITOLE**

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### Block 7 - Addresses

- Foreign routing.** Enter the postal code (if available) and the city of residence abroad.

### Block 8 - Annual registration

- Initial training.** For students who have not interrupted their studies for more than two consecutive years since the baccalaureate.
- Apprenticeship training.** For students who have signed an apprenticeship contract for a training program agreed with the university.
- Resumption of studies.** Concerns students who have interrupted their studies for at least 2 years. The financing or not is subject to the expertise of the Continuing Education service. See our website, under the heading "Formations/Se formation autrement".
- Work-study training.** Concerns students who have signed a professionalization contract.

### Block 9 - Socio-professional category *(Codes and references P. 4)*

- Category of the student, parent 1, and parent 2.** Enter the corresponding code from the table Socio-professional categories.
- Unemployed persons who have already worked must indicate the code of their former occupation.
- Only unemployed persons who have never worked should indicate the socio-occupational category 81.
- Please note.** The annual workload is for the academic year, i.e. from September 1st 2022 to August 30th 2023.

### Block 11 - International exchanges *(Codes and references P. 1)*

- Host OR home country.** Enter the wording and corresponding code from the Countries and Nationalities table.

### Blocks 12, 13, 14 and 15 *(Codes and references P. 2)*

- Name of the institution.** Enter the wording and the corresponding code from the table Institutions.
- Attention.** In the case of university branches (IUT, internal schools, etc.), specify the institution to which they are attached.

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### **Block 14 - Last degree obtained** (*Codes and references P. 5*)

**Type of last diploma.** Enter the wording and the corresponding code from the table Last degree obtained.

### **Block 16 - Transfer**

Type of last degree. Students arriving at Toulouse 1 Capitole University from another higher education institution must contact the transfer service before October 15. Consult the site, heading Transfer ([www.ut-capitole.fr/transfert](http://www.ut-capitole.fr/transfert)).

### **Block 18 - Social security affiliation**

This block is dedicated to information about student social security and the procedures resulting from your situation.

### **Block 19 - Student Life Contribution (CVE) – CROUS**

As of July 1st, all students, whether they are subject to or exempted from paying the CVEC, must log on (or create an account) at <https://www.messervices.etudiant.gouv.fr/> and pay the CVEC at <http://cvec.etudiant.gouv.fr/> and thus obtain a certificate of payment. Exempt students will still have to pay the CVEC but will not have to pay it at the time of payment.

- Not concerned** because I am not a student in initial training.
- CVE completed.** Specify the number transmitted by the CROUS.
- CVE validated** (Reserved for administration).
- Exemption case.** Specify the reason for exemption (CROUS scholarship holders, political refugees, etc.).

### **Block 20 - Optional rights** (*Codes and references P. 6*)

- Other supplementary benefits.** Enter the corresponding code from the Optional Benefits table.
- Please note.** Membership is only possible at the time of administrative registration.

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### **PAYMENT of your registration**

**Amount.** The amount of the fees will be communicated to you at the time of registration (do not fill in your check).

**Payment in 3 times.** You may pay in 3 installments above an amount set by the institution.

The amount below which the payment in 3 times is not proposed is fixed at 180 euros. Please note that payment in 3 instalments can only be made by credit card.

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