



## LIST OF DOCUMENTS TO BE PROVIDED FOR THE CONSTITUTION OF THE REGISTRATION FILE

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### FIRST REGISTRATION AT TOULOUSE SCHOOL OF MANAGEMENT

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- ☐ **Administrative Registration Form** completed and signed
- ☐ **Identity document** (national identity card or passport)
- ☐ **Title of access to the training for the year of registration** (e.g. transcript of grades, certificate of success...)
- ☐ **Transcript of marks from the baccalaureate** (or equivalent qualification)
- ☐ **Certificate of payment of the Student Life and Campus Contribution (CVEC)** obtained after payment of the CVEC on the CROUS website (<http://cvec.etudiant.gouv.fr/>)
- ☐ **Certificate of participation in the Defense Preparation Day or Defense and Citizenship Day, or certificate of census** (under 18 years old)
- ☐ **Passport photo** (3.5 cm \* 4.5 cm) with your surname, first name and programme on the back.
- ☐ **Means of payment:** Credit card or cheque endorsed in France made out to the order of the Accounting Officer of the University Toulouse 1 Capitole (the amount will be specified to you when you register).
- ☐ **MUT card** (Multiservice University of Toulouse card with IZLY logo) if holder

#### *ACCORDING TO YOUR SITUATION*

- ☐ **If you are a scholarship holder**, the original (front and back) of your scholarship notification\* issued by the CROUS or CAMPUS FRANCE
- ☐ **If you are enrolling after applying for a scholarship**, the letter of admission decision to the program
- ☐ **If you have registered in another institution for the same academic year**, the details of the registration fees paid (receipt...)
- ☐ **If you are a minor at the time of registration**, a parental authorization to register
- ☐ **If you are a ward of the nation**, the certificate issued by the Agence régionale de santé (ARS) ex. D.D.A.S.S.
- ☐ **If you wish to pay in 3 instalments**, you must have a bank card that is valid for more than 2 months from the day of registration. You must also have a bank account number (Relevé d'Identité Bancaire).
- ☐ **If your application for exemption has been accepted**, the notification of acceptance.

#### **UNIVERSITE TOULOUSE 1 CAPITOLE**

2 rue du Doyen-Gabriel-Marty - 31042 Toulouse cedex 9 - France - Tél. : 05 61 63 35 00 - Fax : 05 61 63 37 98 - [www.ut-capitole.fr](http://www.ut-capitole.fr)



#### NON-EU STUDENTS

- ☐ **If you are from Quebec**, your Canadian passport and your Quebec health insurance card
- ☐ **If you are a scholarship holder**, the original (front and back) of your scholarship notification\* issued by CAMPUS FRANCE
- ☐ **If you are enrolled in a parallel CPGE**, your school certificate provided by your lycée
- ☐ **If you are registered as an apprentice**, your apprenticeship contract
- ☐ **If you are a doctoral student**, your doctoral contract
- ☐ **If you were already enrolled in 2018-2019** (or before) in a university, a school under the supervision of the Ministry of Higher Education, Research and Innovation, or an FLE center, your registration certificate
- ☐ **If you are a beneficiary of an embassy exemption**, your exemption notification
- ☐ **If you are a refugee or a beneficiary of subsidiary protection**, your residence permit bearing the mention " Refugee or holder of subsidiary protection ".
- ☐ **If you are a child of a refugee or beneficiary of subsidiary protection**, your parent's residence permit marked "Refugee or holder of subsidiary protection" and proof of filiation
- ☐ **If a member of your family lives in the EU, the EEA or Switzerland**, the residence permit bearing the words "Carte de séjour de membre de la famille d'un citoyen de l'Union/EEE/Suisse" or "carte de séjour -directive 2004/38/CE".
- ☐ **If you are a holder of a long-term resident card**, your "EU long-term resident card" or an "Algerian residence certificate"
- ☐ **If you are the child of a holder of a long-term resident card**, your parent's "EU long-term resident card" or "Algerian residence certificate" and proof of parentage
- ☐ **If you have had your own tax home for more than 2 years**, your last three tax notices (or income tax status notices) (2018-2019-2020)
- ☐ **If you have had your own tax household for more than two years**, your three tax notices or Avis de Situation Déclarative à l'Impôt sur le Revenu (ASDIR) of the household to which you are attached (with an address in France) and a copy of a tax return on which you are mentioned
- ☐ **If you benefit from a partial or total exemption**, your exemption decision
- ☐ **If you are applying for an exchange or international programme**, your certificate of admission to an exchange programme and your exemption decision

#### IF YOU ARE REPRESENTED

- ☐ Handwritten power of attorney
- ☐ Photocopy of the student's ID
- ☐ A passport photo of the student with his/her NAME and first name on the back
- ☐ ID of the representative

*\* valid for the academic year of registration*

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### RE-REGISTRATION AT TOULOUSE SCHOOL OF MANAGEMENT

- ☐ Completed and signed **Administrative Registration Form**
- ☐ **Identity document** (national identity card or passport)
- ☐ **Consent form** (filled in and signed)
- ☐ **Access title to the programme** (transcript of marks, certificate of achievement...)
- ☐ **Certificate of payment of the Student Life and Campus Contribution (CVEC)** obtained after payment of the CVEC on the CROUS website (<http://cvec.etudiant.gouv.fr/>)
- ☐ **1 passport photo** (3.5 cm \* 4.5 cm) with your surname, first name and prepared training on the back.
- ☐ **Means of payment:** Credit card or cheque endorsed in France made out to the order of the Accounting Officer of the University Toulouse 1 Capitole (the amount will be specified to you when you register).
- ☐ **MUT card** (Multiservice card University of Toulouse with IZLY logo)

#### ACCORDING TO YOUR SITUATION

- ☐ **If you are a scholarship holder**, the original (front and back) of your scholarship notification\* issued by the CROUS or CAMPUS FRANCE
- ☐ **If you are enrolling after applying for a scholarship**, the letter of admission decision to the program
- ☐ **If you have registered in another institution for the same academic year**, the details of the registration fees paid (receipt...)
- ☐ **If you are a minor at the time of registration**, a parental authorization to register
- ☐ **If you are a ward of the nation**, the certificate issued by the Agence régionale de santé (ARS) ex. D.D.A.S.S.
- ☐ **If you wish to pay in 3 instalments**, you must have a bank card that is valid for more than 2 months from the day of registration. You must also have a bank account number (Relevé d'Identité Bancaire).
- ☐ If you did not provide it when you first registered at UT1, **the certificate of participation in the "Journée d'Appel de Préparation à la Défense" or "Journée Défense et Citoyenneté", or a certificate of census** (under 18 years old)

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