

HOW TO COMPLETE YOUR ADMINISTRATIVE REGISTRATION FORM- NOTICE

DOWNLOAD THE DATA SHEET Code and reference tables

ON WWW.UT-CAPITOLE.FR/INSCRIPTIONS (enter the link or scan it QR Code)

Please complete your form in form in block capitals and ONLY in blue or black pen.



Block 1 – Civil status

- **INE / INES / 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 et 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 et 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 et équivalent (Codes et references P. 3)

- **Year of graduation.** For example, for the 2015-2016 school year, the year of graduation is 2016.
- **Séries.** Enter the corresponding code from the Baccalaureate table.

Block 7 – Adresses

- **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 former autrement".
- **Work-study training.** Concerns students who have signed a professionalization contract.

Block 9 – Socio-professional category (Codes et references P. 4)

- **Catégorie of the student, parent 1, and du 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 2023 to August 30th 2024.

Block 11 – International exchanges (Codes et references P. 1)

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

Blocks 12, 13, 14 et 15 (Codes et references P. 2)

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

Block 14 – Last degree obtained (Codes et references P. 5)

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

Block 16 – 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.
- **Exemption case.** Specify the reason for exemption (CROUS scholarship holders, political refugees, ect)

Block 18 – Transfer

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

Block 19 – Situation Rights

Code	Situation
B1819	I was enrolled in 2018-2019 (or previously) at a university, a school under the auspices of MESRI or an FLE centre.
B1DO	I am applying for a doctorate
B1CP	I am also enrolling in a CPGE
B1AP	I am applying for an apprenticeship
B1FF	My tax home (or that of my parents) has been in France since 2018
B1MEM	I have a residence permit stating "residence permit for a family member of a citizen of the European Union/EEA/Switzerland"
B1RES	I have a long-term resident card
B1RPS	I have refugee status or subsidiary protection
B1QEB	I am a Quebec national
B6EXO	I am a national of one of the low-income countries defined in the CA decision of 14 February 2023.
B6UT1	I was enrolled in 2019-2020 (or later) at the Université Toulouse Capitole
B6ACA	My application for exemption on academic grounds has been approved (cf. la délibération CA du 14 février 2023)
B6PSC	I am exempt under the solidarity and international cooperation policy (cf. la délibération CA du 14 février 2023)
B6INT	I am enrolled in an international course (cf. la délibération CA du 14 février 2023)
B2	I do not fall into any of these categories (full rate)

Block 20 – Optional rights (Codes et references P. 5)

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

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 installments can only be made by credit card and until October 4th 2024.

UNIVERSITE TOULOUSE 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