

# USER GUIDE

**Coriandre**

Pre-registration  
**EXCHANGE STUDENT**

<http://preinscription.insa-toulouse.fr/>

# PRÉINSCRIPTION ADMINISTRATIVE EXCHANGE STUDENT

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- [Informations Générales \(General Information\)](#)
- [Titre d'Accès \(Access title\)](#)
- [VOUS INTÉGREZ L'INSA EN ECHANGE Formation Initiale](#)
- [Situation Sociale \(Social Situation\)](#)
- [Pièces jointes \(Attachments\)](#)

# PRE REGISTRATION

Do not click on these flags. It generates errors.

The screenshot shows a pre-registration form with the following elements:

- Flags of France and the United Kingdom at the top.
- A text input field labeled "N° INE/BEA/Candidat :".
- A text input field labeled "Date de naissance :".
- A "Se connecter" button with a user icon.

Red arrows point to the flags, the "N° INE/BEA/Candidat" field, and the "Date de naissance" field.

Find your personal login Number in the email sent by INSA administration in july and called : « **Pre-registration INSA** »

Your date of birth in french format : day/Month/Year  
For exemple : 25/02/1999

- You must connect with your login and password received by e-mail, sent by INSA administration and called « Pre-registration INSA ». Please check your **spam** box!
- To change the language from French to English follow the steps below:

The screenshot shows the IA Web interface with the following elements:

- Header: "IA Web", "Année universitaire sélectionnée : 2019/2020", "DE CADOINE DE GABRIELLE", and "Coriandre".
- Navigation menu: "Pré-inscript. Inscription", "Rapport Insc. Rapport", "Paiement en ligne Paiement".
- Language selection: A small icon of the French and English flags in the top right corner, circled in red.
- Content area: "Dossier Pré-inscription 2019", "Attention, pour valider votre pré-inscription, le dossier doit être imprimé (Menu Rapport Inscription)", "\* Champs obligatoires".
- Footer: "Info. Générale", "Titres d'Accès", "Formations Envisagées", "Cursus de l'Etudiant", "Situ. Sociale", "Pièces Jointes", "Renseignements Divers", "Université Fédérale Toulouse Midi-Pyrénées".

Red annotations include:

- A red arrow pointing to the "Pré-inscript. Inscription" button, with a red box containing the number "2" and the text "click again on « pré-inscription »".
- A red arrow pointing to the language selection flags, with a red box containing the number "1" and the text "select the English flag".

## General information



Info. Générales

Titres d'Accès

Formations Envisagées

Cursus de l'Etudiant

Situ. Sociale

Pièces Jointes

Renseignements Divers

Information with an \* is required

### Administrative information

- **INE or INES Code** (11 characters) As you are a foreign student, you don't have an INE number yet (it is already checked)  
You have nothing to fill in
- **CVEC Certificate N° MANDATORY:** already checked . You have nothing to fill in
- **Social Security number** (= Code INSEE)

As you are a foreign student, you don't have a Social Security N° : check the box  code unknown

BUT YOU WILL HAVE TO ENROLL TO SOCIAL SECURITY (see further information)

- **Nationality** : already pre-filled, verify and choose the appropriate one

- In **Autres prénoms (other first names)**: to be separated by a comma

Nom d'usage	ABAUL	
Autres prénoms	CHRISTINA	
Nationalité *	FRANCAIS(E) FRANCE	



Autres prénoms	JEROMINE, LEA
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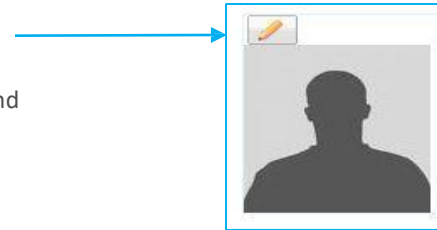


## General information

Add your **photo ID** by clicking on the pencil

The photo must be in JPG format and weigh between 1 Mb and 2 Mb  
(If you have trouble uploading it, please continue to fill in the other elements and then return to the 1st page)

ATTENTION: the photo must be in classic portrait format.



**Caution !**  
Your ID picture  
will be used on  
your student card.

Personal address

Adresses Personnelles

**PLEASE check and COMPLETE with your right adresse**

It is **mandatory** to give a personal address (if you do not already have one insert your parent's one\*)

Don't forget to enter your **personal e-mail** address → if necessary see the next slide listing apartment buildings around the institute

\* Once you have your new post address, please inform us at [scolar@ina-toulouse.fr](mailto:scolar@ina-toulouse.fr)

**Be careful** in the order of your mailing  
address :

**First** : the N° and name of your street, avenue ...

**Next** : residence name, apt N°, floor

Personal telephone  
numbers

Téléphones Personnelles

It is **mandatory** to enter at least one telephone number (foreign numbers accepted).

Adresse etudiant	
<b>Adresse *</b>	90 route de Narbonne ?
<b>Complément</b>	Résidence Artémisia, appt 32, 1er étage ?
<b>Code postal *</b>	31400 ?
<b>Boîte postale</b>	?
<b>Ville *</b>	TOULOUSE ?
<b>Pays *</b>	FRANCE ?

 **Suivant**

## General Informations

If you dont know the n° of your apartment yet, you could send it later by e-mail

Personal address

**Adresses Personnelles**

*Memo of apartment buildings in the INSA (R1 to R8) and around the campus*

R1	7-9 Allée des Sciences Appliquées
R2	10 Allée des Sciences Appliquées
R3	8 Allée des Sciences Appliquées
R4	4 Allée des Sciences Appliquées
R5	141 Avenue de Rangueil
R6	141 Avenue de Rangueil
R7	6 Allée des Sciences Appliquées
R8	147 Avenue du Colonel Roche
TRIPODE B	118 Route de Narbonne
TRIPODE C	118 Route de Narbonne

## Access title



\* Champs obligatoires

Info. Générales **Titres d'Accès** Formations Envisagées Cursus de l'Etudiant Situ. Sociale Pièces Jointes Renseignements Divers

Information with an \* is required

High school diploma or equivalent to access to higher education in France

Baccalauréat ou équivalent permettant d'accéder à l'enseignement supérieur français

The informations may be already pre-filled, **if not**, please fill in the fields as described below

- **Type d'établissement** : select the kind of BAC
- if you had a **French BAC in France** : First select the place (département), then find your high school by typing the first letters
- if you had a **Foreign BAC** : First select the country then write the name of the high school and the city
- if you had a **French BAC not in France** : first find your high school by typing the first letters and then the city

If you graduated in 2024 please go directly to the Tab « Formations envisagées »

Diplôme / Autre titre d'accès à la formation souhaitée



**ONLY for levels of BAC +1/2/3 et +  
CHECK the box**



Info. Générales **Titres d'Accès** Formations Envisagées Cursus de l'Etudiant

Baccalauréat ou équivalent permettant d'accéder à l'enseignement supérieur français

Type d'établissement \* Etranger ?

Obtenu en 2014 ?

Pays \* EGYPTE ?

Ville ALEXANDRIE

Titre \* Etablissement

Diplôme / Autre titre d'accès à la formation souhaitée

Avez-vous un autre titre d'accès/diplôme permettant de vous inscrire à la fo

Années d'inscription dans l'enseignement supérieur français

Année de 1ère inscription dans l'enseignement supérieur \* 2014

**ONLY for levels of BAC +1/2/3 et +**

Diploma / Other degrees to enter our programs

Diplôme / Autre titre d'accès à la formation souhaitée

- **Year** : Your last university year allowing access to our engineering programs
- **School** : Please find your school after entering the country and the department
- **Type** : **USE ONLY THE CHOICES AVAILABLE BELOW**



<u>IF YOU COME FROM:</u>		<u>Choose only in the drop-down list</u>
BTS	—————>	Brevet de Technicien Supérieur
CPES	—————>	Classe Préparatoire aux études supérieures
CPGE1, CPGE2, ATS	—————>	CPGE
DUT	—————>	DUT
L1, L2, Passerelle médecine, L3	—————>	Licence
M1, M2 en France, ARCHI	—————>	Master
PACES 1	—————>	Premier cycle: Médecine, odontologie, pharmacie
Transfert autres INSA, Prépa intégrée autres écoles	—————>	Ingénieur
EVERY DIPLOMAS obtained abroad (apart from France)	—————>	Etablissement d'enseignement supérieur étranger
If you don't find the good choice	—————>	Autre



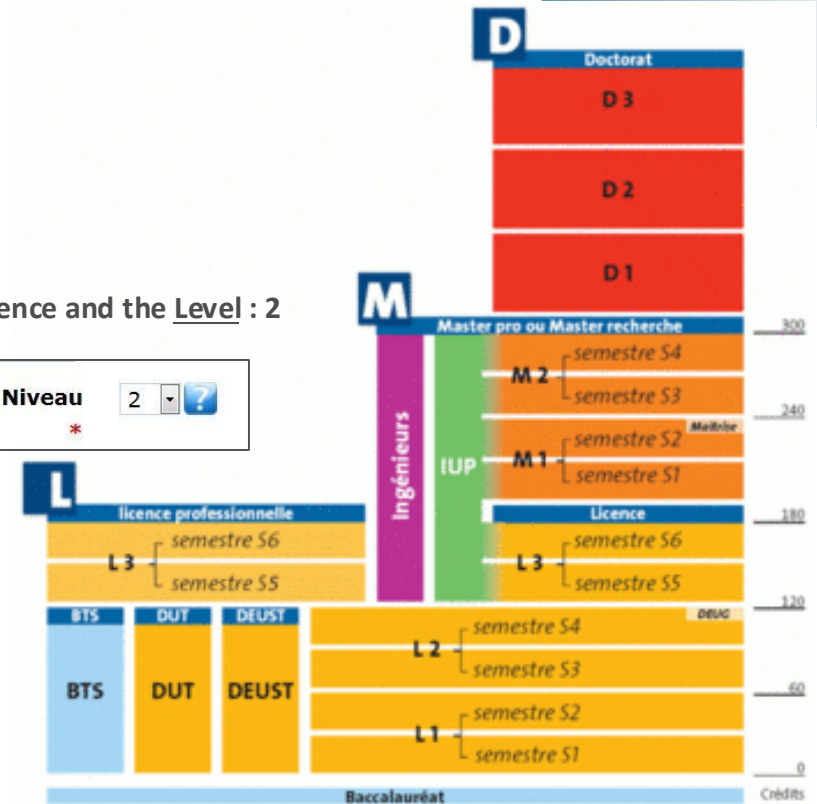
**ONLY for levels of BAC +1/2/3 et +**

- **Grade** and **Level** : refer to the following chart

Example : for a Bachelor the Grade will be a Licence and the Level : 2

Grade \*  Niveau \*

- **Titled** : Manually write the title of the obtained diploma



**Years of enrollment in higher french education**

**Années d'inscription dans l'enseignement supérieur français**

This space is requested by the ministry, please fill in the 3 dates :

- Indicate your **1st year enrollement in higher education in France**
- Indicate your **1st year enrollment to a university in France**
- Indicate the year of your arrival **at INSA**

If you are a **foreign student** and you have never attended a french university, fill in the 3 boxes with your year of arrival at INSA : **2024**

## Proposed courses

## Formations Envisagées

Select your specialty by typing ECHANGE

Diplôme

I5PR000 - INGENIEUR spécialité GENIE DES PROCÉDES ET ENVIRONNEMENT

échange|

ECHS9 - ECHANGE S9

EDOC000 - ECHANGE DOCTORANT

**EMRIESE - ECHANGE MRI ESECA**

EMRIGREEN - ECHANGE MRI GREEN

EMRISAFE - Echange MRI Safety

EMR000 - Echange Master

E3BE000 - ECHANGE INGENIERIE CHIMIQUE, BIOCHIMIQUE ET ENVIRONNEMENTALE

E3IC000 - ECHANGE INGENIERIE DE LA CONSTRUCTION

E3MA000 - ECHANGE 3 INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES

description \*

Langue 1 \*

inscription

Diplôme

I5PR000 - INGENIEUR spécialité GENIE DES PROCÉDES ET ENVIRONNEMENT

ECHANGE|

E3MED000 - ECHANGE MEDECINE

E3MI000 - ECHANGE MODELISATION, INFORMATIQUE, COMMUNICATIONS

E3SUPENR - ECHANGE SUPENR

E5AE000 - ECHANGE AUTOMATIQUE, ELECTRONIQUE, INFORMATIQUE

E5BI000 - ECHANGE 5 Biologie

E5GC000 - ECHANGE GENIE CIVIL

E5GM000 - ECHANGE GENIE MECANIQUE

E5GP000 - ECHANGE GENIE PHYSIQUE

**E5IR000 - ECHANGE INFORMATIQUE ET RESEAUX**

E5MI000 - ECHANGE GENIE MATHEMATIQUE ET MODELISATION

description \*

Langue 1 \*

inscription

## Student's studies

## Cursus de l'étudiant

You have nothing to do on this tab



## Social Situation

## Situation Sociale

From 2018, to benefit from the mandatory health insurance\*, ONE interlocutor: the CPAM\* (Caisse Primaire d'Assurance Maladie). The inscription is free!

### ***The Health insurance\* reform for new international students outside UE***

Be aware that, from the start of school year 2018, all international students arriving in France will have to join by themselves to the compulsory Social Security\* (CPAM\*). This application has to be made necessarily once on the French territory and after your administrative inscription at your school or university. You will be covered only from the day of your administrative inscription at INSA and it is retroactive. [www.etudiants-etrangers.ameli.fr](http://www.etudiants-etrangers.ameli.fr)

### **Students from UE/EEE/Suisse/Monaco**

You stay covered by the social security from your country through the health insurance European card previously asked from your country's health organism.

### **Special case**

Students from Quebec and Andorra have special agreements. Check on the website [www.ameli.fr](http://www.ameli.fr) :

<https://www.ameli.fr/assure/droits-demarches/europe-international/protection-sociale-france/vousvenez-etudier-en-france>



- **Origin of financial resources** : you must choose in drop down menu.
- **Name / PCS / Parents Profession** : Parents, student's guardian
- **Liability insurance** : pay attention to validity dates
- **Scholarship** : you should not be concerned.



Attachments

Pièces jointes


Click  on requested documents

- ✓ 1 ID picture for the student card: between 1 Mo and 2Mo (1600 x 1200 dots maximum), portrait of the face to the shoulders, on a neutral and bright background (NO dark or badly framed pictures), JPGformat
- ✓ Fiche Autorisation de soins (Care authorization)
- ✓ Passeport + Visa **(for foreign students outside of Europe)**
- ✓ Attestation de responsabilité civile 2024/2025 (Personal liability insurance)
- ✓ Charte de non plagiat signée (No Plagiarism Charter)

### **ALL REQUESTED DOCUMENTS ARE MANDATORY**

If any documents are **MISSING**, **DO NOT** validate definitively you registration,  
so as to you could log in again to drop the missing attachments

 Enregistrer

 Suivant

Various information

Renseignements divers

- **A person to contact in case of an emergency : NECESSARY.**  
If you do not have a reliable person in France, you must indicate a contact of a parent or legal guardian abroad.

- **Must mark ALL THE boxes**

These followed documents are available on the INSA website with the attachments files

**Vu le règlement des études \***

**Vu l'information RGDP et droit à l'image \***

**Vu le règlement intérieur \***

**Vu la Charte informatique \***

**Option publication annuaire établissement \***

OUI


If any documents are MISSING, **DO NOT** validate definitely you registration, so as to you could log in again to drop the missing attachments.

 Enregistrer

 Suivant

## To finalize you registration

- **MUST** click on this button, so as to finalize the pre registration

 Imprimer et Valider l'inscription

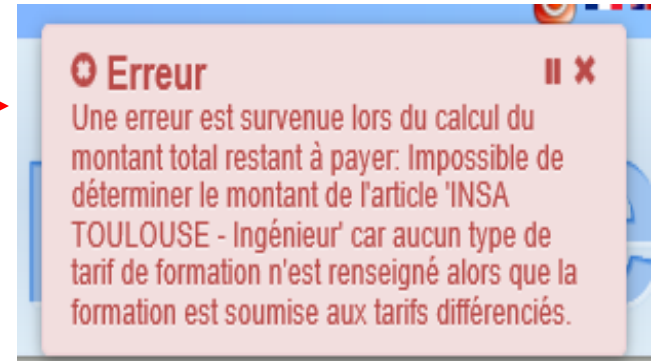
**YOU HAVE NOTHING TO PRINT**

### And what else?

- ✓ The Admissions Office will check every pre-registration as well as every file attached to it.
- ✓ This procedure can take several days or weeks, no need to send an email if you do not receive an answer immediately.
- ✓ When your registration is validated by the Admissions Office you will have access to your **2024-2025 school certificate**.
- ✓ The next day you will have to activate your INSA account : <https://www.insa-toulouse.fr/fr/formation/s-inscrire/pour-la-1ere-fois/compte-informatique.html> (**WARNING** : The activation link for your account is only valid for a single use)

## And what else?

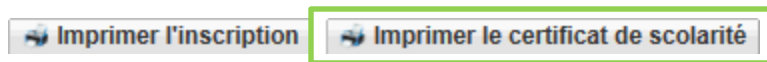
If this message is displayed at the end of the pre-registration after validation:



Or if the bill doesn't match with your situation, **it is not necessary** to contact us, the Office will deal with in order to regularize it.

In order to have access to your school certificate :

- click on the tab « **Rapport d'inscription** »
- And click on this button:





And what else?

If you encounter any problems:  
Feel free to email us at  
[preinscription@insa-toulouse.fr](mailto:preinscription@insa-toulouse.fr)

Education Service will be closed from the 26th of July to 21nd of August 2024 included.  
Please do not send e-mails during that time, we will be unable to answer.