

INSA

INSTITUT NATIONAL
DES SCIENCES
APPLIQUÉES
TOULOUSE

USER GUIDE

Coriandre

Pre-registration
ENGINEERING CURRICULUM

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

- [Identification](#)
- [Informations Générales \(General Information\)](#)
- [Titre d'Accès \(Access title\)](#)
- [Formations Envisagées \(Proposed courses\)](#)
- [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 for France and the United Kingdom at the top.
- A field labeled "N° INE/BEA/Candidat :".
- A 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" and "Année universitaire sélectionnée : 2019/2020".
- Navigation menu: "Pré-inscript. Inscription", "Rapport Insc. Rapport", "Paiement en ligne Paiement".
- Language selector: A small icon with flags (French and English) circled in red.
- Section: "Coriandre" and "Dossier Pré-inscription 2019".
- Warning: "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'Étudiant", "Situ. Sociale", "Pièces Jointes", "Renseignements Divers".

Red annotations include:

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

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, Code inconnu (=code unknown) check the box:
- **CVEC Certificate N° MANDATORY** (you must obtain the N° **BEFORE** entering CORIANDRE)- You already have received a specific help document (in pdf format) to obtain this certificate number. Please check your mailbox and find the email called “**CVEC help document**”. For 2024 This number is under the format : **TOU* ***** ****
- **Social Security number** (= Code INSEE)
 - As you are a foreign student, you do not have a Social Security N° : check the box code unknown
- **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	<input type="button" value="↑"/>
Autres prénoms	CHRISTINA	<input type="button" value="↑"/>
Nationalité *	FRANCAIS(E) FRANCE	<input type="button" value="↑"/>

Autres prénoms JEROMINE, LEA

General information

Add your **ID photo** 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 for 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 have one yet, 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

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	
Adresse *	90 route de Narbonne ?
Complément	Résidence Artémisia, apt 32, 1er étage ?
Code postal *	31400 ?
Boîte postale	?
Ville *	TOULOUSE ?
Pays *	FRANCE ?

 **Suivant**

General Informations

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

Personal address

Adresses Personnelles

Memo of apartment buildings at 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

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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** : d'abord les premières lettres de l'établissement, puis la ville

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

Diplôme / Autre titre d'accès à la formation souhaitée



**You are not concerned by this box.
DO NOT check it.**

This year

Info. Générales **Titres d'Accès** Formations Envisagées Coursus de l'Etudia

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

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

You are not concerned by these fields because you are just beginning your studies. You are at level BAC+0 – It is 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

<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

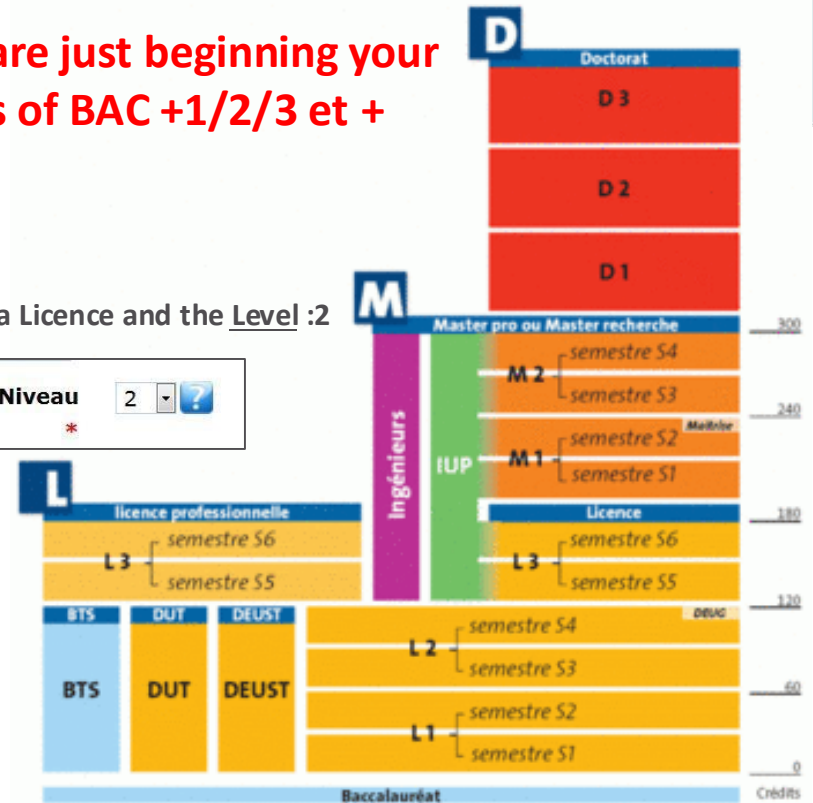
You are not concerned by these fields because you are just beginning your studies. You are at level BAC+0 – It is ONLY for levels of BAC +1/2/3 et +

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

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

Grade * Niveau *

- **Title** : 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**

As 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



* Champs obligatoires

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

Typ. Inscription	Diplômes souhaités	Parcours	Grade	Niveau	Parcours
Filter...	Filter...	Filter...	Filter...	Filter..	Filter...
<input type="button" value="Ajouter"/> <input type="button" value="Modifier"/> <input type="button" value="Supprimer"/>					

Click on the add button



The following information will be displayed :

Diplôme ?

Grade * ?

Niveau ?

Type inscription * ?

Régime d'inscription ?

Etudiant en échange international ?

Redoublement Cycle aménagé

IF YOU ARE ENTERING IN 1st / 2nd / 3rd YEAR **Formation Initiale (Full time courses)** :

- In the box **Diplôme** enter : « i1AN000 - Ingénieur INSA de Toulouse Années 1, 2 et 3 »

Diplôme

Rechercher un diplôme

i1

I1AN000 - INGENIEUR INSA DE TOULOUSE ANNEES 1, 2 et 3

- In the box **Niveau** select your year 1 : ANNEE 1 INSA Toulouse

Niveau

ANNEE 1 INSA DE TOULOUSE

ANNEE 2 INSA DE TOULOUSE

ANNEE 3 INSA DE TOULOUSE

- After having selected your level, the **Parcours** displays. Select your studies according to the examples :

- In : **Type inscription** * select : « **Principale** »

- In : **Régime d'inscription** select :

« **Formation initiale hors apprentissage** »

Type inscription * Principale

Régime d'inscription * FORMATION INITIALE HC


• PARCOURS

<p>1st YEAR</p>	<p>Parcours</p> <p>Sélectionner un parcours</p> <p>Sélectionner un parcours</p> <p>I1ANO_4 - 1ERE ANNEE FAS</p> <p>I1ANO_2 - 1ERE ANNEE NORG</p> <p>I1ANO_1 - 1ERE ANNEE</p>	<p>Choisissez:</p> <p>-1st year FAS → If you have obtained a « STI Bac » or equivalent</p> <p>-1st year NORG → If you integrate the NORGINSA program</p> <p>-1st year → If you integrate the main cursus</p>							
<p>2nd YEAR</p>	<p>Sélectionner un parcours</p> <p>Sélectionner un parcours</p> <p>I2MA0_1 - 2e ANNEE INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES</p> <p>I2BE0_1 - 2e ANNEE INGENIERIE CHIMIQUE, BIOCHIMIQUE ET ENVIRONNEMENT</p> <p>I2IC0_1 - 2e ANNEE INGENIERIE DE LA CONSTRUCTION</p> <p>I2IC0_4 - 2e ANNEE FAS CONSTRUCTION</p> <p>I2MI0_1 - 2e ANNEE MODELISATION, INFORMATIQUE ET COMMUNICATION</p> <p>I2FANU_1 - 2e ANNEE FAS NUMERIQUE</p> <p>IXCESURE - CESURE</p>	<p>Select your pre-orientation</p>	<table border="1"> <thead> <tr> <th data-bbox="1296 611 1605 721">Si vous avez été admis pour la spécialité :</th> <th data-bbox="1605 611 1891 721">Vous devez choisir:</th> </tr> </thead> <tbody> <tr> <td data-bbox="1296 721 1605 882"> <p>GPE – Génie des Procédés et Environnement</p> <p>GB – Génie Biologique</p> </td> <td data-bbox="1605 721 1891 882"> <p>ICBE</p> <p>(Ingénierie Chimique, Biochimique et Environnement)</p> </td> </tr> <tr> <td data-bbox="1296 882 1605 996"> <p>GC – Génie Civil</p> <p>GM – Génie Mécanique</p> </td> <td data-bbox="1605 882 1891 996"> <p>IC</p> <p>(Ingénierie de la Construction)</p> </td> </tr> </tbody> </table>	Si vous avez été admis pour la spécialité :	Vous devez choisir:	<p>GPE – Génie des Procédés et Environnement</p> <p>GB – Génie Biologique</p>	<p>ICBE</p> <p>(Ingénierie Chimique, Biochimique et Environnement)</p>	<p>GC – Génie Civil</p> <p>GM – Génie Mécanique</p>	<p>IC</p> <p>(Ingénierie de la Construction)</p>
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<p>GC – Génie Civil</p> <p>GM – Génie Mécanique</p>	<p>IC</p> <p>(Ingénierie de la Construction)</p>								
<p>3rd YEAR</p>	<p>Sélectionner un parcours</p> <p>Sélectionner un parcours</p> <p>I3MA0_11 - 3e ANNEE INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES</p> <p>I3BE0_11 - 3e ANNEE INGENIERIE CHIMIQUE, BIOCHIMIQUE ET ENVIRONNEMENT</p> <p>I3IC0_11 - 3e ANNEE INGENIERIE DE LA CONSTRUCTION</p> <p>I3MI0_11 - 3e ANNEE MODELISATION, INFORMATIQUE ET COMMUNICATION</p> <p>IXCESURE - CESURE</p>	<p>Select your pre-orientation</p>	<table border="1"> <tbody> <tr> <td data-bbox="1296 996 1605 1132"> <p>AE – Automatique, Électronique</p> <p>GP – Génie Physique</p> </td> <td data-bbox="1605 996 1891 1132"> <p>IMACS</p> <p>(Ingénierie des Matériaux, Composants et Systèmes)</p> </td> </tr> <tr> <td data-bbox="1296 1132 1605 1279"> <p>IR – Informatique et Réseaux</p> <p>MAT – Mathématiques Appliquées</p> </td> <td data-bbox="1605 1132 1891 1279"> <p>MIC</p> <p>(Modélisation, Informatique et Communication)</p> </td> </tr> </tbody> </table>	<p>AE – Automatique, Électronique</p> <p>GP – Génie Physique</p>	<p>IMACS</p> <p>(Ingénierie des Matériaux, Composants et Systèmes)</p>	<p>IR – Informatique et Réseaux</p> <p>MAT – Mathématiques Appliquées</p>	<p>MIC</p> <p>(Modélisation, Informatique et Communication)</p>		
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Student's studies

You have nothing to do on this tab

Cursus de l'étudiant

 **Suivant**

Social Situation

Situation Sociale

Social security is free in France
European students are covered by their own country,
You must have a european card before arriving
For non european students you must register on
<http://www.etudiant.gouv.fr/cid104942/la-securite-sociale.html>




- **Origin of financial resources** : you must choose in the 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

- ✓ C.V.E.C certificate
- ✓ ID card (both sides) or Passport
- ✓ Visa: only for foreign students coming from outside Europe
- ✓ 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), JPG format
- ✓ « Responsabilité civile » individual insurance covering material damage and personal **injury for the whole 2024/2025 academic year including internships** (when your contract is renewed during the year, please send the new certificate to the following email address: scolar@insa-toulouse.fr)
- ✓ High school exam (or Bac) marks
- ✓ Your highest degree
- ✓ Signed non-plagiarism charter
- ✓ For all **international students** coming from outside Europe: an extract of the original birth certificate + a translated version

ALL REQUESTED DOCUMENTS ARE MANDATORY

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**

The following documents are available on the INSA website with the attachments files

Vu le règlement des études *

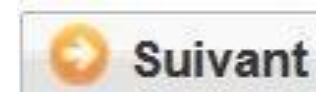
Vu l'information RGDP et droit à l'image *

Vu le règlement intérieur *

Vu la Charte informatique *

Option publication annuaire établissement *

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



To finalize you registration

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

 Imprimer et Valider l'inscription

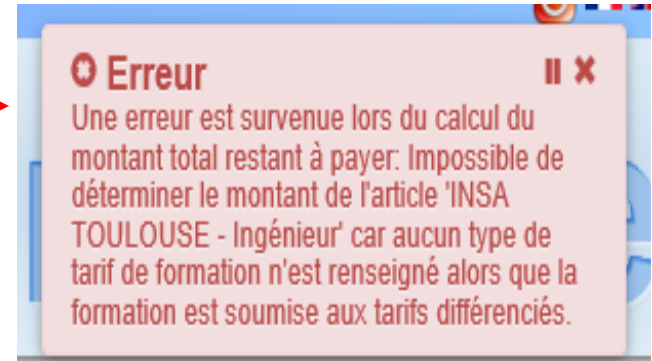
YOU HAVE NOTHING TO PRINT

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)
- ✓ **Payment** : when your pre-registration is validated, you will receive access to the online payment. (*you can pay online, all at once or in three installments*)
- ✓ When your registration is validated by the Admissions Office and after payment: you will have access to your **2024-2025 school certificate**.(after your payment, there's about a twenty minutes wait before you can see this document displayed on the website)
- ✓ 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?

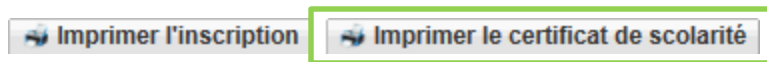
If this message is displayed at the end of the pre-registration after validation:



Or if the bill doesn't match with your situation, **it is not necessary** to contact us, the Office will deal with it 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 problem:
Feel free to email us at
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.

INFO TARIFS

*The academics year's rates 2024-2025:

- European Engineering Student Fees 618€
- Or **Droits d'inscription différenciés** (Differentiated registration fees for non European) see details on : <http://www.insa-toulouse.fr/fr/formation/s-inscrire/tarifs-et-droits-d-inscription.html>