USER GUIDE

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)
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:

1. Select the English flag.
2. Click again on « pré-inscription ».

Your date of birth in French format: day/Month/Year
For example: 25/02/1999
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, 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
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.

**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 Personnels**

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

If you don't know the n° of your apartment yet, you can send it later by e-mail

<table>
<thead>
<tr>
<th>R1</th>
<th>7-9 Allée des Sciences Appliquées</th>
</tr>
</thead>
<tbody>
<tr>
<td>R2</td>
<td>10 Allée des Sciences Appliquées</td>
</tr>
<tr>
<td>R3</td>
<td>8 Allée des Sciences Appliquées</td>
</tr>
<tr>
<td>R4</td>
<td>4 Allée des Sciences Appliquées</td>
</tr>
<tr>
<td>R5</td>
<td>141 Avenue de Rangueil</td>
</tr>
<tr>
<td>R6</td>
<td>141 Avenue de Rangueil</td>
</tr>
<tr>
<td>R7</td>
<td>6 Allée des Sciences Appliquées</td>
</tr>
<tr>
<td>R8</td>
<td>147 Avenue du Colonel Roche</td>
</tr>
<tr>
<td>TRIPODE B</td>
<td>118 Route de Narbonne</td>
</tr>
<tr>
<td>TRIPODE C</td>
<td>118 Route de Narbonne</td>
</tr>
</tbody>
</table>
Access title

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

This year
PRE-REGISTRATION

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 +

<table>
<thead>
<tr>
<th>Diploma / Other degrees to enter our programs</th>
<th>Diplôme / Autre titre d'accès à la formation souhaitée</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year : Your last university year allowing access to our engineering programs</td>
<td></td>
</tr>
<tr>
<td>School : Please find your school after entering the country and the department</td>
<td></td>
</tr>
</tbody>
</table>

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

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

---

**Years of enrollment in higher french education**

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**
Click on the add button

The following information will be displayed:

- **Diplôme**: Rechercher un diplôme
- **Type inscription**
  - Redoublement
- **Régime d’inscription**
- **Niveau**
- **Etudiant en échange international**
- **Cycle aménagé**
IF YOU ARE ENTERING IN 1\textsuperscript{st} / 2\textsuperscript{nd} / 3\textsuperscript{rd} YEAR \textit{Formation Initiale (Full time courses)}:

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

- In the box \textbf{Niveau} select your year 1: ANNEE 1 INSA Toulouse

- After having selected your level, the \textbf{Parcours} displays. Select your studies according to the examples:

- In: \textbf{Type inscription\*} select: « Principale »

- In: \textbf{Régime d’inscription} select: « Formation initiale hors apprentissage »
### PARCOURS

<table>
<thead>
<tr>
<th>1st YEAR</th>
<th>Choisissez:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year FAS</td>
<td>If you have obtained a « STI Bac » or equivalent</td>
</tr>
<tr>
<td>1st year NORG</td>
<td>If you integrate the NORGINSIA program</td>
</tr>
<tr>
<td>1st year</td>
<td>If you integrate the main cursus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd YEAR</th>
<th>Select your pre-orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAG 1 - 2e ANNEE INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES</td>
<td>GPE – Génie des Procédés et Environnement</td>
</tr>
<tr>
<td>IEBE 1 - 2e ANNEE INGENIERIE CHIMIQUE, BIOCHIMIQUE ET ENVIRONNEMENT</td>
<td>GB – Génie Biologique</td>
</tr>
<tr>
<td>IECO 1 - 2e ANNEE INGENIERIE DE LA CONSTRUCTION</td>
<td>ICBE (Ingénierie Chimique, Biochimique et Environnement)</td>
</tr>
<tr>
<td>IECO 4 - 2e ANNEE FAS CONSTRUCTION</td>
<td>GC – Génie Civil</td>
</tr>
<tr>
<td>IEMD 1 - 2e ANNEE MODELISATION, INFORMATIQUE ET COMMUNICATION</td>
<td>GM – Génie Mécanique</td>
</tr>
<tr>
<td>IFANU 1 - 2e ANNEE FAS NUMERIQUE</td>
<td>IC (Ingénierie de la Construction)</td>
</tr>
<tr>
<td>1ere ANNEE FAS</td>
<td>IMA 1 - 2e ANNEE INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES</td>
</tr>
<tr>
<td>1ere ANNEE NORG</td>
<td>IBB 1 - 2e ANNEE INGENIERIE CHIMIQUE, BIOCHIMIQUE ET ENVIRONNEMENT</td>
</tr>
<tr>
<td>1ere ANNEE</td>
<td>IECO 1 - 2e ANNEE INGENIERIE DE LA CONSTRUCTION</td>
</tr>
<tr>
<td>1ere ANNEE</td>
<td>IMED 1 - 2e ANNEE MODELISATION, INFORMATIQUE ET COMMUNICATION</td>
</tr>
<tr>
<td>1ere ANNEE</td>
<td>IEX 1 - 2e ANNEE CONSTRUCTION</td>
</tr>
<tr>
<td>1ere ANNEE</td>
<td>IEX 4 - 2e ANNEE FAS CONSTRUCTION</td>
</tr>
<tr>
<td>1ere ANNEE</td>
<td>IEX 4 - 2e ANNEE FAS CONSTRUCTION</td>
</tr>
<tr>
<td>1ere ANNEE</td>
<td>IEX 6 - 2e ANNEE INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd YEAR</th>
<th>Select your pre-orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAG 11 - 3e ANNEE INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES</td>
<td>AE – Automatique, Electronique</td>
</tr>
<tr>
<td>IEBE 11 - 3e ANNEE INGENIERIE CHIMIQUE, BIOCHIMIQUE ET ENVIRONNEMENT</td>
<td>GP – Génie Physique</td>
</tr>
<tr>
<td>IECO 11 - 3e ANNEE INGENIERIE DE LA CONSTRUCTION</td>
<td>IMACS (Ingénierie des Matériaux, Composants et Systèmes)</td>
</tr>
<tr>
<td>IMED 11 - 3e ANNEE MODELISATION, INFORMATIQUE ET COMMUNICATION</td>
<td>IR – Informatique et Réseaux</td>
</tr>
<tr>
<td>CESURE</td>
<td>MAT – Mathématiques Appliquées</td>
</tr>
<tr>
<td>CESURE</td>
<td>MIC (Modélisation, Informatique et Communication)</td>
</tr>
</tbody>
</table>

---

**Notes:**
- **PARCOURS**
- **Choisissez:**
- **1st year FAS**
- **1st year NORG**
- **1st year**
- **2nd year**
- **3rd year**

---

**Université Fédérative**
- Toulouse
- Midi-Pyrénées
You have nothing to do on this tab
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
• 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 definitively your registration, so you and log in again to drop the missing attachments.
To finalize your registration

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

![Imprimer et Valider l’inscription](#)

YOU HAVE NOTHING TO PRINT
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