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 exemple: 25/02/1999

Find your personal login number in the email sent by INSA administration in July and called « Pre-registration INSA ».
PRE REGISTRATION

General information

Info. Générales  |  Titres d'Accès  |  Formations Envisagées  |  Cursus de l'Etudiant  |  Situ. Sociale  |  PiècesJointes  |  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, 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

• **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

**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, appt N°, floor

Personal telephone numbers

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

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

<table>
<thead>
<tr>
<th>Personal address</th>
<th>Adresses Personnelles</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>7-9 Allée des Sciences Appliquées</td>
</tr>
<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>
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.
## Proposed courses

**Formations Envisagées**

Click on the add button ![Ajouter](#)

The following information will be displayed:

<table>
<thead>
<tr>
<th>Diplôme</th>
<th>Rechercher un diplôme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type inscription</td>
<td>-</td>
</tr>
<tr>
<td>Régime d'inscription</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Niveau</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Etudiant en échange international</th>
<th>-</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cycle aménagé</th>
</tr>
</thead>
</table>

**PRE REGISTRATION**
IF YOU ARE ENTERING IN 1st YEAR AS NORGINSA STUDENT: **Formation Initiale (Full time courses):**

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

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

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

- In: **Type inscription** select: « Principale »
- In: **Régime d’inscription** select: « Formation initiale hors apprentissage »
IF YOU ARE ENTERING IN 1st YEAR AS IBERINSA, ENGINSIA or ASINSA STUDENT: **Formation Initiale (Full time courses)**

- In the box **Diplôme** enter: « i1AN000 - Ingénieur INSA de Toulouse Années 1, 2 et 3 »
- In the box **Niveau** select your year 1: ANNEE 1 INSA Toulouse
- After having selected your level, the **Parcours** displays. Select your studies according to the picture:
  - In: **Type inscription** select: « Principale »
  - In: **Régime d’inscription** select: « Formation initiale hors apprentissage »
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
https://etudiant-etranger.ameli.fr/#/

- **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
  You must have one that covers you for 2024-2025 university year
- **Scholarship**: You should not be concerned.
Click on requested documents

✓ C.V.E.C certificate 2024-2025
✓ ID card (both sides) or Passport
✓ Visa: only for foreign students coming from outside Europe
✓ 1 ID picture for the student card: between 1Mo 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
✓ « Autorisation de soins » (medical care authorization) scheme 2024-2025
✓ 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 definitely you registration, so you can log in again to drop the missing attachments.
To finalize your registration

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

[Print and Validate the registration]

**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](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.