

USER GUIDE

Coriandre

Pre-registration
ENGINEERING CURRICULUM

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

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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 text input field labeled "N° INE/BEA/Candidat :".
- A text input field labeled "Date de naissance :".
- A button labeled "Se connecter" 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.
- Page title: "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="v"/>
Autres prénoms	CHRISTINA	<input type="button" value="v"/>
Nationalité *	FRANCAIS(E) FRANCE	<input type="button" value="v"/>

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, appt 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, appt 32, 1er étage ?
Code postal *	31400 ?
Boîte postale	?
Ville *	TOULOUSE ?
Pays *	FRANCE ?

 **Suivant**

General Informations

If you dont know the number of your apartment yet, you can 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** : 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 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

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 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, ENGINSA or ASINSA STUDENT : **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 picture:

Parcours

I1ANO_1 - 1ERE ANNEE

Sélectionner un parcours

Etu I1ANO_4 - 1ERE ANNEE FAS

I1ANO_2 - 1ERE ANNEE NORG

I1ANO_1 - 1ERE ANNEE

IXCESURE - CESURE

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

- In : **Régime d'inscription** select : « Formation initiale hors apprentissage »

Type inscription * Principale

Régime d'inscription * FORMATION INITIALE HC

Student's studies

Cursus de l'étudiant


You have nothing to do on this tab

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
<https://etudiant-etranger.ameli.fr/#/>



- **Origin of financial resources:** you must choose in the drop down menu.
- **Name / PCS / Parents Profession :** Parents, student's gardien
- **Liability insurance:** Pay attention to validity dates 
You must have one that covers you for 2025-2026 university year
- **Scholarship :** You should not be concerned.



Attachments

Pièces jointes

Click  on requested documents

- ✓ C.V.E.C certificate 2025-2026
- ✓ 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 2025/2026 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 2025-2026
- ✓ 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

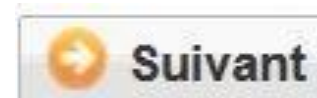
Vu le règlement des études *

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

Vu le règlement intérieur *


Vu la Charte informatique *

If any documents are MISSING, **DO NOT** validate definitively you registration, so you can 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

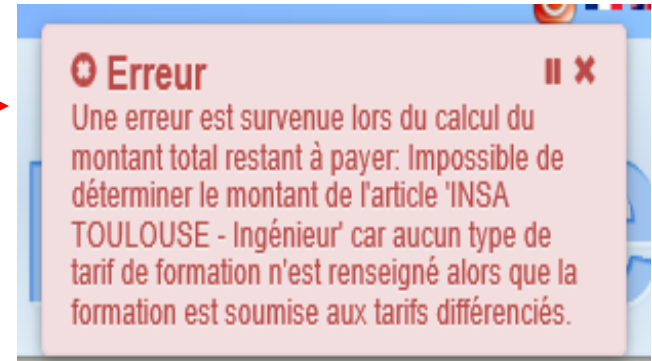
YOU HAVE NOTHING TO PRINT

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 **2025-2026 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?

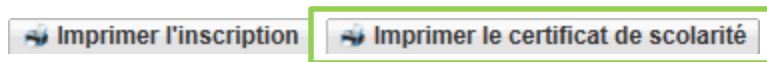
If this message is displayed at the end of the pre-registration after validation:



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 29th of July to the 21st of August 2025 included.
Please do not send e-mails during that time, we will be unable to answer.