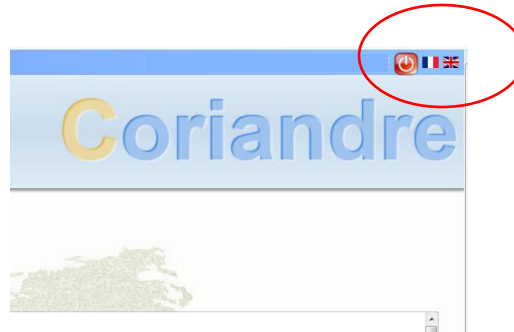


USER GUIDE

Coriandre

- You must connect with your INSA login and password
- To change the language from French to English you must select the English flag



Tab « IA Web »



Then « Ré-inscription »



General Informations

Attention, pour valider votre pré-inscription, le dossier doit être imprimé (Menu Rapport Inscription)

* Champs obligatoires

Info. Générales

Titres d'Accès

Formations Envisagées

Cursus de l'Etudiant

Situ. Sociale

Pièces Jointes

Renseignements Divers

The information marked with a * needs to be provided

A first page is displaying with your personal informations:

- Verify all the datas and modify them if necessary toutes les données et modifiez-les si nécessaire.
- **CVEC Certificate N° MANDATORY** (you must obtain the N° **BEFORE** entering CORIANDRE) unless joint-agreement and you are paying tuition at the other institution
- In **Autres prénoms**: SEPARATE BY A COMMA →

Autres prénoms

JEROMINE, LEA

Adresse etudiant

Adresse * 90 route de Narbonne ?

Complément Résidence Artémisia, appt 32, 1er étage ?

Code postal * 31400 ? **Boîte postale** ?

Ville * TOULOUSE ?

Pays * FRANCE ?

Be careful in the order of your mailing address :

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

...

Next : residence name, appt N°, floor



General Informations

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

Titre d'Accès

Access title

Attention, pour valider votre pré-inscription, le dossier doit être imprimé (Menu Rapport Inscription)

* Champs obligatoires

Info. Générales

Titres d'Accès

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Nothing to do on this page



Suivant

Proposed courses

Formations Envisagées

Attention, pour valider votre pré-inscription, le dossier doit être imprimé (Menu Rapport Inscription)

* 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
Filtrer...	Filtrer...	Filtrer...	Filtrer...	Filtrer..	Filtrer...
Ajouter Modifier Supprimer					

Click on



Ajouter

Proposed courses

Formations Envisagées

Diplôme ?

Grade *

Niveau ?

Type inscription * ?

☐ Redoublement

Régime d'inscription ?

Etudiant en échange international ?

☐ Cycle aménagé

- In **Diplôme** select : « **DOC** »
Choose your speciality, which is mentioned on your application
- The case **parcours type** is displaying below: do the same thing
- In **Niveau** select your year (here it will be 1)
- In **Type d'inscription** : select **PRINCIPALE**
- In : **Régime d'inscription** select : « Formation **initiale** hors apprentissage »

Diplôme THGC001 - DOCTORAT DE GENIE CIVIL

Parcours type **DOC**

Type inscription *

Régime d'inscription

THAUIN0 - DOCTORAT DE AUTOMATIQUE ET INFORMATIQUE
THAU000 - DOCTORAT AUTOMATIQUE
THCBS00 - DOCTORAT CHIMIE, BIOLOGIE, SANTE
THCMS00 - DOCTORAT DE CHIMIE MACROMOLECULAIRE ET SUPRAMOLECULAIRE
THCOC00 - DOCTORAT DE CHIMIE ORGANOMETALLIQUE ET DE COORDINATION
THCSGE0 - DOCTORAT DE COMPOSANTS ET SYSTEMES DE GESTION DE L'ENERGIE
THF000 - DOCTORAT DE DYNAMIQUE DES FLUIDES

Parcours type TH.GC_51 - DOCTORAT DE GENIE CIVIL

Type inscription * TH.GC_51 - DOCTORAT DE GENIE CIVIL

Niveau ANNEE ?

ANNEE 1 du Doctorat
ANNEE 2 DU DOCTORAT
ANNEE 3 DU DOCTORAT

Student's studies

You have nothing to do on this tab

Cursus de l'étudiant

 Suivant

Social Situation

Situation Sociale

- **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** : to be complete IN THE ONLY CASE that you get the scholarship **Campus France**

Bourse

  1 de 1   15 lignes / page

Organismes (CROUS, Ministère, Conseil Départemental, Conseil Régional, etc...)	N° d'Allocataire	Echelon	Formation
Filtrer...	Filtrer...	Filtrer...	
 Ajouter  Modifier  Supprimer			

(justificatif à fournir)

Vérification de la bourse CNOUS

 Ajouter

 Suivant

Social Situation

Création bourse

Organisme *

-

?

☐ Campus France

Formation

-

?

N° Allocataire *

2500103468v

?

Echelon *

Sélectionner un échelon ...

?

✓ Enregistrer

✗ Annuler

Création bourse

Organisme *

-

?

☐ Campus France

Formation

-

N° Allocataire *

Echelon *

✗ Annuler

15 lignes / page

Organismes (CROUS, Min Conseil R	Echelon	Formation
AEFE CAMPUS FRANCE		
BOURSE GOUVERNEMENT ETRANGER		
BRAFITEC		
CAMPUS FRANCE		
CNOUS		
COLCIENCIAS		
CROUS EXTERIEUR		
CROUS TOULOUSE OCCITANIE		
CSC - CHINA SCIENCE CONCIL		
EIFFEL - CAMPUS FRANCE		
EXCELLENCE MAJOR - CAMPUS FRANCE		
MINISTERE AFFAIRES ETRANGERES - CAMPUS FRANCE		
SFERE - CAMPUS FRANCE		

Filtrer...

Supprimer

(justificatif à fournir)

Suivant

PRE REGISTRATION

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, for futher informations :
<https://www.etudiant.gouv.fr/en/social-security-your-medical-expenditure-coverage-217>

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



Attachments

Pièces jointes

Click  on requested documents, you are concerned only by :

- ✓ C.V.E.C certificate
- ✓ « 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)
- ✓ Last financial certificate for the thesis (contract or attestation)
- ✓ Visa: **only for foreign students coming from outside Europe**

**DO NOT definitely validate your inscription if an attachment is missing ; so as to later you could add it the site
ALL REQUESTED DOCUMENTS ARE MANDATORY**

PRE REGISTRATION

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 *

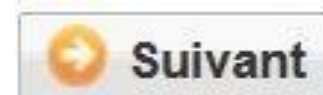
Vu l'information RGDP et droit à l'image *

Vu le règlement intérieur *

Vu la Charte informatique *

Option publication annuaire établissement *

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



PRE REGISTRATION

To finalize you registration

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

 Imprimer et Valider l'inscription

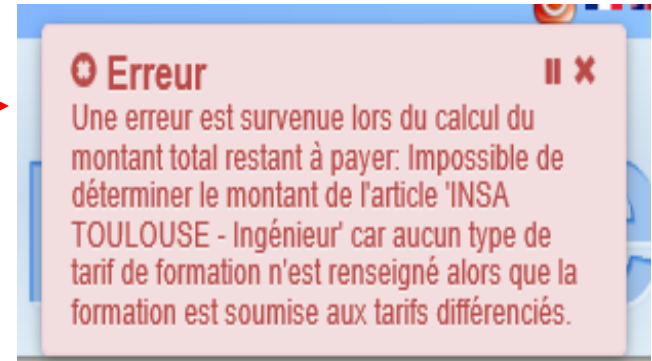
YOU HAVE NOTHING TO PRINT

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?

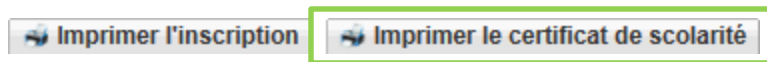
If this message is displayed at the end of the pre-registration after validation:



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.**

INFO TARIFS

***The academics year's rates 2024-2025 :**

- PHD Fees 397€