

USER GUIDE

Coriandre

Pre-registration
EXCHANGE STUDENT

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

PRÉINSCRIPTION ADMINISTRATIVE EXCHANGE STUDENT

- [Identification](#)
- [Informations Générales \(General Information\)](#)
- [Titre d'Accès \(Access title\)](#)
- [**VOUS INTÉGREZ L'INSA EN ECHANGE Formation Initiale**](#)
- [Situation Sociale \(Social Situation\)](#)
- [Pièces jointes \(Attachments\)](#)

PRE REGISTRATION

Identifiant :

Mot de passe :

Se connecter

Do not click on these flags. It generates errors.

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:

IA Web Année universitaire sélectionnée : 2019/2020 DE CADOINE DE GABRIELLE

Coriandre

Dossier Pré-inscription 2019

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

Info. Générale Titres d'Accès Formations Envisagées Cours de l'Étudiant Situ. Sociale Pièces Jointes Renseignements Divers

1 select the English flag

2 click again on « pré-inscription »

Université Fédérale Toulouse Midi-Pyrénées

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 yet (it is already checked)
You have nothing to fill in
- **CVEC Certificate N° MANDATORY:** already checked . You have nothing to fill in
- **Social Security number** (= Code INSEE)

As you are a foreign student, you don't have a Social Security N° : check the box code unknown

BUT YOU WILL HAVE TO ENROLL TO SOCIAL SECURITY (see further information)

- **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 | |
| Autres prénoms | CHRISTINA | |
| Nationalité * | FRANCAIS(E) FRANCE | |

Autres prénoms

JEROMINE, LEA

General information

Add your **photo ID** 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 already have one 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 ...

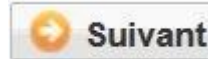
Next : residence name, apt N°, floor

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

Personal telephone numbers

Téléphones Personnelles

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



General Informations

If you dont know the n° of your apartment yet, you could 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 Coursus 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** : first find your high school by typing the first letters and then the city

If you graduated in 2023 please go directly to the Tab « Formations envisagées »

Diplôme / Autre titre d'accès à la formation souhaitée



**ONLY for levels of BAC +1/2/3 et +
CHECK the box**



Info. Générales **Titres d'Accès** Formations Envisagées Coursus 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

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
- **Type** : **USE ONLY THE CHOICES AVAILABLE BELOW**



| <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 |

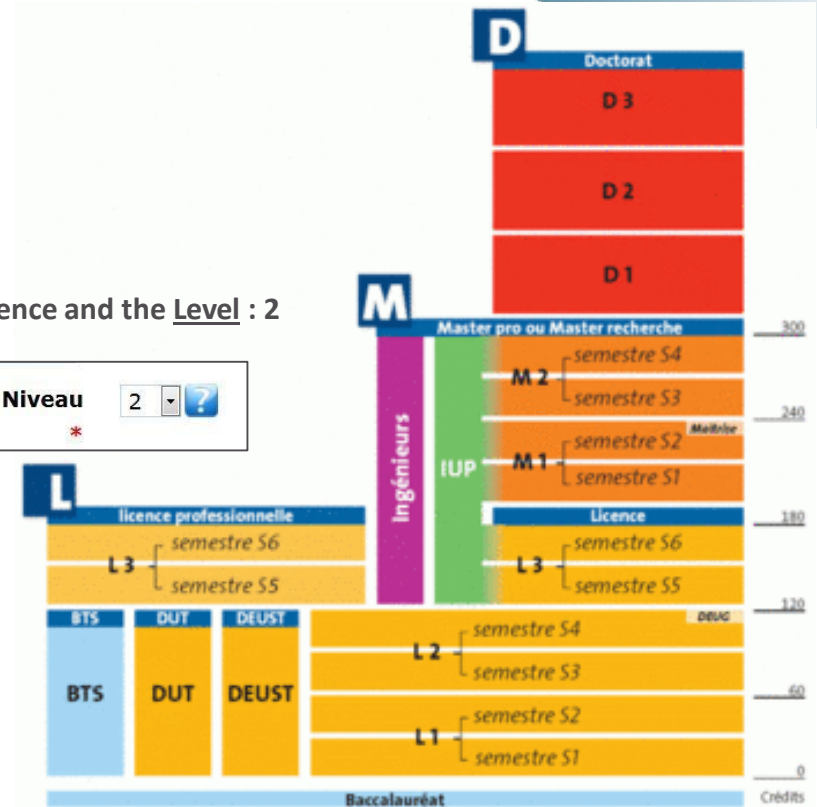
ONLY for levels of BAC +1/2/3 et +

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

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

| | | | | | |
|----------------|---------|---|-----------------|---|---|
| Grade * | Licence | ? | Niveau * | 2 | ? |
|----------------|---------|---|-----------------|---|---|

- **Titled** : 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**

If 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 : **2023**

Proposed courses

Formations Envisagées

Select your specialty by typing ECHANGE

Diplôme

I5PR000 - INGENIEUR spécialité GENIE DES PROCÉDES ET ENVIRONNEMENT

échange|

ECHS9 - ECHANGE S9

EDOC000 - ECHANGE DOCTORANT

EMRIESE - ECHANGE MRI ESECA

EMRIGREEN - ECHANGE MRI GREEN

EMRISAFE - Echange MRI Safety

EMR000 - Echange Master

E3BE000 - ECHANGE INGENIERIE CHIMIQUE, BIOCHIMIQUE ET ENVIRONNEMENTALE

E3IC000 - ECHANGE INGENIERIE DE LA CONSTRUCTION

E3MA000 - ECHANGE 3 INGENIERIE DES MATERIAUX, COMPOSANTS ET SYSTEMES

description *

Langue 1 *

inscription

Diplôme

I5PR000 - INGENIEUR spécialité GENIE DES PROCÉDES ET ENVIRONNEMENT

ECHANGE|

E3MED000 - ECHANGE MEDECINE

E3MI000 - ECHANGE MODELISATION, INFORMATIQUE, COMMUNICATIONS

E3SUPENR - ECHANGE SUPENR

E5AE000 - ECHANGE AUTOMATIQUE, ELECTRONIQUE, INFORMATIQUE

E5BI000 - ECHANGE 5 Biologie

E5GC000 - ECHANGE GENIE CIVIL

E5GM000 - ECHANGE GENIE MECANIQUE

E5GP000 - ECHANGE GENIE PHYSIQUE

E5IR000 - ECHANGE INFORMATIQUE ET RESEAUX

E5MI000 - ECHANGE GENIE MATHEMATIQUE ET MODELISATION

description *

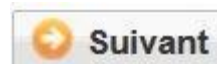
Langue 1 *

inscription

Student's studies

Cursus de l'étudiant

You have nothing to do on this tab



Social Situation

Situation Sociale

From 2018, to benefit from the mandatory health insurance*, ONE interlocutor: the CPAM* (Caisse Primaire d'Assurance Maladie). The inscription is free!

The Health insurance* reform for new international students outside UE

Be aware that, from the start of school year 2018, all international students arriving in France will have to join by themselves to the compulsory Social Security* (CPAM*). This application has to be made necessarily once on the French territory and after your administrative inscription at your school or university. You will be covered only from the day of your administrative inscription at INSA and it is retroactive. www.etudiants-etrangers.ameli.fr

Students from UE/EEE/Suisse/Monaco

You stay covered by the social security from your country through the health insurance European card previously asked from your country's health organism.

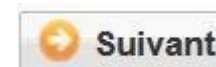
Special case

Students from Quebec and Andorra have special agreements. Check on the website www.ameli.fr :

<https://www.ameli.fr/assure/droits-demarches/europe-international/protection-sociale-france/vousvenez-etudier-en-france>




- **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** : you should not be concerned.



Attachments

Pièces jointes

Click  on requested documents

- ✓ 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
- ✓ Fiche Autorisation de soins (Care authorization)
- ✓ Passeport + Visa (**for foreign students outside of Europe**)
- ✓ Attestation de responsabilité civile 2023/2024 (Personal liability insurance)
- ✓ Charte de non plagiat signée (No Plagiarism Charter)

ALL REQUESTED DOCUMENTS ARE MANDATORY

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

 Enregistrer

 Suivant

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**

These followed 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 *

OUI

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

 Enregistrer

 Suivant

To finalize you registration

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

 Imprimer et Valider l'inscription

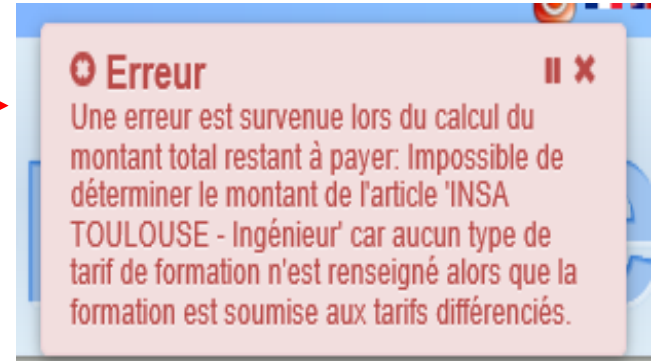
YOU HAVE NOTHING TO PRINT

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.
- ✓ When your registration is validated by the Admissions Office you will have access to your **2023-2024 school certificate**

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 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 problems:
Feel free to email us at
preinscription@insa-toulouse.fr

Education Service will be closed from the 28th of July to 22nd of August 2023 included.
Please do not send e-mails during that time, we will be unable to answer.