USER GUIDE

Pre-registration
ENGINEERING CURRICULUM

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

To read before starting

IMPORTANT: Use Google Chrome (web browser)
➢ 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. Click again on « pré-inscription »
2. Select the English flag

Your date of birth in french format: day/Month/Year
For exemple: 25/02/1999

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 »
General information

<table>
<thead>
<tr>
<th>Info. Générales</th>
<th>Titres d'Accès</th>
<th>Formations Envisagées</th>
<th>Cursus de l'Etudiant</th>
<th>Situ. Sociale</th>
<th>Pièces Jointes</th>
<th>Renseignements Divers</th>
</tr>
</thead>
</table>

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:
  - □ Code inconnu (=code unknown)

- **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 2022 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 1Mb 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, apt 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.

**Adresses Personnelles**

Memo of apartment buildings at INSA (R2 to R8) and around the campus

<table>
<thead>
<tr>
<th></th>
<th>Address</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>
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 2022 please go directly to the Tab « Formations envisagées »*
• **Etablissement**: after entering the country and the department,
  • you have to find the name of your previous school

• **Type**: Please use only ones proposed below

<table>
<thead>
<tr>
<th>If you are coming from</th>
<th>In the drop-down list, choose ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>M2 in France, Architecture</td>
<td>Master (renseigner Grade : Master , Niveau : 2)</td>
</tr>
<tr>
<td>Transfert from an other INSA or Engineer School</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>Otherwise</td>
<td>Autre</td>
</tr>
</tbody>
</table>

You are concerned by this box for your PhD: CHECK IT

This year
• **Grade** and **Level**: refer to the chart opposite

• **Titled**: Manually write the title of the obtained diploma

If you are a **foreign student** and you have never attended a **french university**, fill in the 3 boxes with your year of arrival to INSA: **2023**
## Year:
Your last university year allowing access to our engineering programs

## School:
Please find your school after entering the country and the department

<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>
PRE REGISTRATION

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

  ![Chart](image)

  **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: **2022**
Proposed courses

Formations Envisagées

Click on the add button

The following information will be displayed:

- Diplôme
- Grade
- Type inscription
- Régime d'inscription
- Etudiant en échange international
- Cycle aménagé
PRE REGISTRATION

YOU MUST COMPLETE IT THIS WAY:

- 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

- In the **Parcours** select

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

- In: **Régime d’inscription** select:

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

• In the **Parcours** select

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

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

• In: **Régime d’inscription** select:
  « Formation **initiale** hors apprentissage »
You have nothing to do on this tab
Social Situation

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 guardien

• **Liability insurance**: pay attention to validity dates

• **Scholarship**: you should not be concerned.
PRE REGISTRATION

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 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 2022/2023 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
✓ 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

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)

When your registration is validated by the Admissions Office: your 2022-2023 school certificate will be sent by mail

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
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

Admission Service will be closed from the 29th of July to 22nd of August 2022 included.
Please do not send e-mails during that time, we will be unable to answer.