

USER GUIDE

Coriandre

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 \(Attachments\)](#)

PRE REGISTRATION

Do not click on these flags. It generates errors.

Identifiant :

Mot de passe :

Se connecter

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

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 Evénements Cours de l'Étudiant Situ. Sociale Pièces Jointes Renseignements Divers

1
select the English flag

2
click again on « pré-inscription »

1
select the English flag

Universit  F d rale
Toulouse
Midi-Pyr n es

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 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

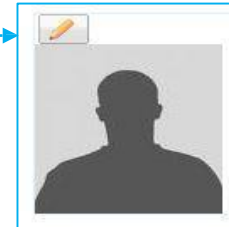
Nom d'usage	ABAUL	<input type="button" value="v"/>
Autres prénoms	CHRISTINA	<input type="button" value="v"/>
Nationalité *	FRANCAIS(E) FRANCE	<input type="button" value="v"/>

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 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

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, apt 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, apt 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 at INSA (R2 to R8) and around the campus

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

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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 2022 please go directly to the Tab « Formations envisagées »

Diplôme / Autre titre d'accès à la formation souhaitée



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

This year →

- **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



<u>If you are coming from</u>		<u>In the drop-down list, choose ONLY</u>
M2 in France, Architecture	→	Master (renseigner Grade : Master , Niveau : 2)
Transfert from an other INSA or Engineer School	→	Ingénieur
EVERY DIPLOMAS obtained abroad (apart from France)	→	Etablissement d'enseignement supérieur étranger
Otherwise	→	Autre


Années d'inscription dans l'enseignement supérieur français

Inscription year in the Higher French Education

- **Grade** and **Level** : refer to the chart opposite
- **Titled:** Manually write the title of the obtained diploma

Grade *   **Niveau ***  

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**

 **Suivant**

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

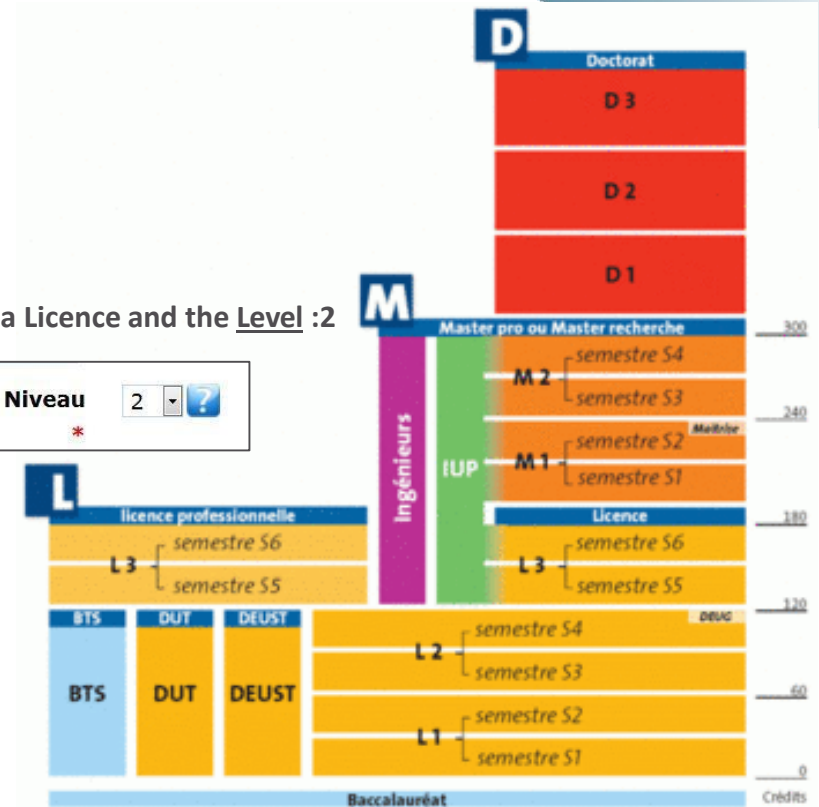
<u>IF YOU COME FROM:</u>		<u>Choose only in the drop-down list</u>
BTS	—————>	Brevet de Technicien Supérieur
CPES	—————>	Classe Préparatoire aux études supérieures
CPGE1, CPGE2, ATS	—————>	CPGE
DUT	—————>	DUT
L1, L2, Passerelle médecine, L3	—————>	Licence
M1, M2 en France, ARCHI	—————>	Master
PACES 1	—————>	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

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

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

Grade * Niveau *

- **Title:** Manually write the title of the obtained diploma



Years of enrollment in higher french education

Années d'inscription dans l'enseignement supérieur français

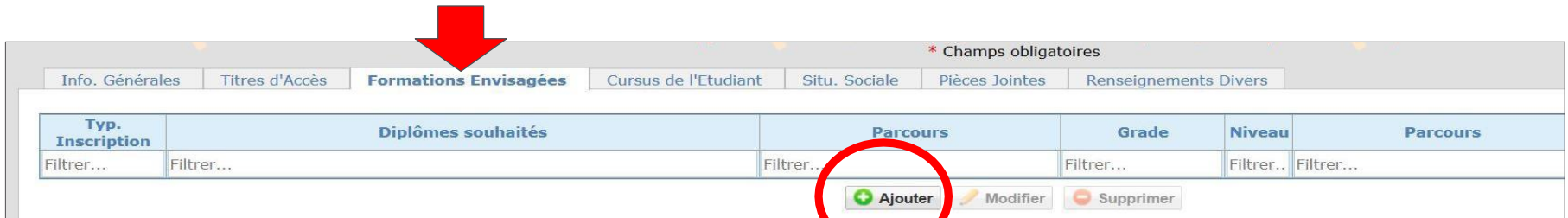
This space is requested by the ministry, please fill in the 3 dates :

- Indicate your **1st year enrollement in higher eduation 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



* Champs obligatoires

Info. Générales Titres d'Accès **Formations Envisagées** Coursus de l'Etudiant Situ. Sociale Pièces Jointes Renseignements Divers

Typ. Inscription	Diplômes souhaités	Parcours	Grade	Niveau	Parcours
Filtrer...	Filtrer...	Filtrer...	Filtrer...	Filtrer..	Filtrer...
<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	Rechercher un diplôme	Grade *	
		Niveau	-
Type inscription *	-	Régime d'inscription	-
<input type="checkbox"/> Redoublement		<input type="checkbox"/> Cycle aménagé	Etudiant en échange international
			-
<input type="button" value="Enregistrer"/> <input type="button" value="Annuler"/>			

MS SEAM

YOU MUST COMPLETE IT THIS WAY :

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

Diplôme 

cours type 

MSRE000 - Mastère spécialisé Safety Engineering & Management

MSRE000 - Mastère spécialisé Safety Engineering & Management


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

Niveau 

Année 1 (M) ?

Année 1 (MSSEM)

- In the **Parcours** select

Parcours type 

MSRE_81 - MS Safety Engineering & Management

Sélectionner une spécialité


MSRE_81 - MS Safety Engineering & Management

Principale

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

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

« Formation **initiale** hors apprentissage »


Type inscription * 

Régime d'inscription * 


**International Master
Fluids or Water or Biotechnology**

YOU MUST COMPLETE IT THIS WAY :

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



Diplôme

type




- In the **Parcours** select

Parcours type



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

Niveau



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

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

« Formation **initiale** hors apprentissage »



Type inscription *


Régime d'inscription *

Student's studies

You have nothing to do on this tab

Cursus de l'étudiant

 **Suivant**

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
<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 guardian
- **Liability insurance:** pay attention to validity dates
- **Scholarship :** you should not be concerned.



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

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 *

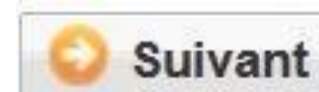
Vu l'information RGDP et droit à l'image *

Vu le règlement intérieur *

Vu la Charte informatique *


Option publication annuaire établissement *

If any documents are MISSING, **DO NOT** validate definitely your registration, so you and 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

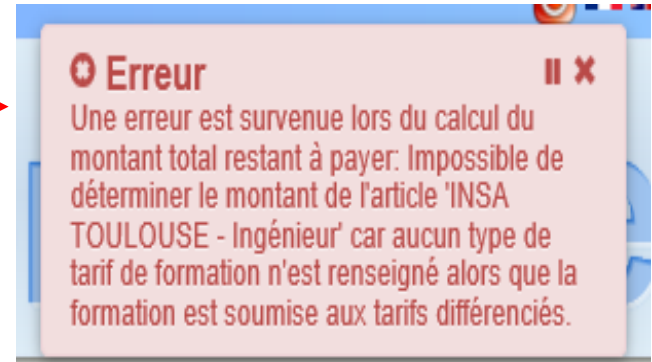
YOU HAVE NOTHING TO PRINT

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)
- ✓ 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.**