- 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. Select the English flag
2. Click again on « pré-inscription »

Your date of birth in french format: day/Month/Year

For exemple: 25/02/1999
### General information

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 2023 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
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.

**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**

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.

Personal address

Adresses Personnelles

Memo of apartment buildings in the INSA (R1 to R8) and around the campus

<table>
<thead>
<tr>
<th>Apartment</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>7-9 Allée des Sciences Appliquées</td>
</tr>
<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 2023 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.
Click on the add button

The following information will be displayed:
IF YOU ARE ENTERING IN 1st YEAR AS NORGINSIA 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 »

- 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 »
**Student’s studies**

You have nothing to do on this tab

**Cursus de l’étudiant**

**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 [https://etudiant-etranger.ameli.fr/#/](https://etudiant-etranger.ameli.fr/#/)

- **Origin of financial resources**: you must choose in the drop-down menu.
- **Name / PCS / Parents Profession**: Parents, student’s guarantor
- **Liability insurance**: Pay attention to validity dates
  You must have one that covers you for 2023-2024 university year
- **Scholarship**: You should not be concerned.
Click on requested documents

✓ C.V.E.C certificate 2023-2024
✓ 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 2023/2024 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 2023-2024
✓ Signed non-plagiarism charter
✓ Certificat médical (Doctor’s certificate: to fill in, and to be signed by your doctor. You need to keep the original or the scanned copy of the Doctor’s certificate for sports activities.
✓ 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 definitely your registration, so you can 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)

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 **2023-2024 school certificate**.(after your payment, there’s about a twenty minutes wait before you can see this document displayed on the website)
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 28th of July to 22nd of August 2023 included.
Please do not send e-mails during that time, we will be unable to answer.