You must connect with your login and password received by e-mail send 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

Find your personal login Number in the email send by INSA administration and called: « Pre-registration INSA »

Do not click on these flags. It generates errors.
Administrative information

- **INE or INES Code** (11 characters): If you are a foreign student and 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* ****** ** (do not confound zero 0 and the letter o)

- **Social Security number** (= Code INSEE)
  - If you are a foreign student and you don’t have 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 **photo** by clicking on the pencil opposite
(If you have trouble downloading (jpeg format) continue to fill in the other items and then return to the first page)

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 appartment buildings around the institute

*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**

**Adresses Personnelles**

It is **mandatory** to enter at least one telephone number (foreign numbers accepted).
* Once you will have your new address, please inform us at [scolar@insa-toulouse.fr](mailto:scolar@insa-toulouse.fr)
## General Informations

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

<table>
<thead>
<tr>
<th></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

<table>
<thead>
<tr>
<th><strong>High school diploma or equivalent to access to higher education in France</strong></th>
</tr>
</thead>
</table>

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 yo had a **French BAC français not in France** : d’abord les premières lettres de l’établissement, puis la ville
**Diplôme / Autre titre d’accès à la formation souhaitée**

**Important:** 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

<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><strong>EVERY DIPLOMAS obtained abroad (apart from France)</strong></td>
<td>Etablissement d’enseignement supérieur étranger</td>
</tr>
<tr>
<td>Otherwise</td>
<td>Autre</td>
</tr>
</tbody>
</table>

If you are coming from...

- Etablissement: you have to find the name of your previous school
- Type: choose only the options listed

**Info. Générales**

- **Titres d’accès**
  - **Formations Envisagées**
  - **Cursus de l’Étude**

**Baccalauréat ou équivalent permettant d’accéder à l’enseignement supérieur**

- **Type d’établissement**: Étranger
- **Obtenu en**: 2014
- **Pays**: Égypte
- **Ville**: Alexandria

**Diplôme / Autre titre d’accès à la formation souhaitée**

- **Avez-vous un autre titre d’accès/diplôme permettant de vous inscrire à la formation souhaitée?**
- **Années d’inscription dans l’enseignement supérieur français**
  - **Année de 1ère inscription dans l’enseignement supérieur**: 2014
• **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**
Click on the add button

The following information will display:

- **Proposed courses**
- **Formations Envisagées**
- **Diplôme** select : « DOC »
  Choose your speciality, which is mentioned on your application.

- **The case parcours type** is displaying below: do the same thing.

- **Niveau** select your year (here it will be 1).

- **Type d’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**

You have nothing to do on this tab

**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/Scholarship from a foreign government/China Science Council.

<table>
<thead>
<tr>
<th>Organismes (CROUS, Ministère, Conseil Départemental, Conseil Régional, etc...)</th>
<th>N° d'Allocataire</th>
<th>Échelon</th>
<th>Formation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filtrer...</td>
<td>Filtrer...</td>
<td>Filtrer...</td>
<td></td>
</tr>
</tbody>
</table>

(Justificatif à fournir)

Vérification de la bourse CNOUS

Ajouter

Suivant
Social Situation

**Administrative Pre-Registration**

<table>
<thead>
<tr>
<th>Organisme</th>
<th>Formation</th>
<th>N° Allocataire</th>
<th>Echelon</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>2500103468v</td>
<td>Sélectionner un échelon...</td>
</tr>
</tbody>
</table>

- Enregistrer
- Annuler

**Creation bourse**

- Organisme: 
  - ABEF CAMPUS FRANCE
  - BOURSE GOUVERNEMENT ETRANGER
  - BRAFTEC
  - CAMPUS FRANCE
  - CNOS
  - COLCIENCIAS
  - CROUS EXTERIEUR
  - CROUS TOULOUSE OCCITANIE
  - CSC - CHINA SCIENCE CONCIL
  - EIFFEL - CAMPUS FRANCE
  - EXCELLENCE MAJOR - CAMPUS FRANCE
  - MINISTERE AFFAIRES ETRANGERES - CAMPUS FRANCE
  - SPERE - CAMPUS FRANCE

- Formation

- N° Allocataire

- Echelon

- Campus France

**Suivant**
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 further information:


https://etudiant-etranger.ameli.fr/#/
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 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
- « 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 for Bac+5 (Master): If you have not obtained the original degree from the previous year yet, when you register online, you must submit a certificate which states that you successfully completed your exams.
- For all international students coming from outside Europe: an extract of the original birth certificate + a translated version
- Financial certificate for the thesis (contract or attestation)

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
**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

<table>
<thead>
<tr>
<th>Document</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vu le règlement des études</td>
<td></td>
</tr>
<tr>
<td>Vu l'information RGDP et droit à l'image</td>
<td></td>
</tr>
<tr>
<td>Vu le règlement intérieur</td>
<td></td>
</tr>
<tr>
<td>Vu la Charte informatique</td>
<td></td>
</tr>
<tr>
<td>Option publication annuaire établissement</td>
<td></td>
</tr>
</tbody>
</table>

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
PRE-REGISTRATION

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 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.

INFO TARIFS

*Tarifs pour l’année universitaire 2023-2024 :
• Droits de scolarité doctorat 380€