

# USER GUIDE

**Coriandre**

Pre-registration  
**ENGINEERING CURSUS**  
<http://preinscription.insa-toulouse.fr/>

# ADMINISTRATIVE 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 send by INSA administration 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 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:

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 Encadrées 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) : 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

Nom d'usage	ABAUL	
Autres prénoms	CHRISTINA	
Nationalité *	FRANCAIS(E) FRANCE	

Autres prénoms	JEROMINE, LEA
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## 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)



Personal address

**Adresses Personnelles**

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

**Be careful** in the order of your mailing address :

**First** : the N° and name of your street, avenue ...  
**Next** : residence name, appt N°, floor

Adresse etudiant	
<b>Adresse *</b>	<input type="text" value="90 route de Narbonne"/> ?
<b>Complément</b>	<input type="text" value="Résidence Artémisia, appt 32, 1er étage"/> ?
<b>Code postal *</b>	<input type="text" value="31400"/> ? <b>Boîte postale</b> <input type="text"/>
<b>Ville *</b>	<input type="text" value="TOULOUSE"/> ?
<b>Pays *</b>	<input type="text" value="FRANCE"/> ?

Personal telephone numbers

**Téléphones 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

Personal address

**Adresses Personnelles**

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

R1	<b>7-9 Allée des Sciences Appliquées</b>
R2	<b>10 Allée des Sciences Appliquées</b>
R3	<b>8 Allée des Sciences Appliquées</b>
R4	<b>4 Allée des Sciences Appliquées</b>
R5	<b>141 Avenue de Rangueil</b>
R6	<b>141 Avenue de Rangueil</b>
R7	<b>6 Allée des Sciences Appliquées</b>
R8	<b>147 Avenue du Colonel Roche</b>
TRIPODE B	<b>118 Route de Narbonne</b>
TRIPODE C	<b>118 Route de Narbonne</b>

## Access title



\* Champs obligatoires

Info. Générales

**Titres d'Accès**

Formations Envisagées

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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 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**



**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
<b>EVERY DIPLOMAS obtained abroad (apart from France)</b>	→	<b>Etablissement d'enseignement supérieur étranger</b>
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**



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 display :

Diplôme  ?

Grade \*  ?

Niveau  ?

Type inscription \*  ?

Régime d'inscription  ?

Etudiant en échange international  ?

Redoublement  Cycle aménagé

## Formations Envisagées

**Diplôme** Rechercher un diplôme  ?

**Grade \***  ?

**Niveau** -  ?

**Type inscription \*** -  ?

**Régime d'inscription** -  ?

**Etudiant en échange international** -  ?

Redoublement  Cycle aménagé

- In **Diplôme** select : « **DOC** »

Choose your speciality, which is mentioned on your application

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

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

**Parcours type** TH.GC\_51 - DOCTORAT DE GENIE CIVIL

**Type inscription \*** Sélectionner une spécialité

TH.GC\_51 - DOCTORAT DE GENIE CIVIL

- In **Type d'inscription** : select **PRINCIPALE**

- In **Régime d'inscription** select : « Formation **initiale** hors apprentissage »

**Diplôme** THGC00 - DOCTORAT DE GENIE CIVIL

**Type inscription \*** DOC

**Régime d'inscription**

THAUIN0 - DOCTORAT DE AUTOMATIQUE ET INFORMATIQUE

THAU000 - DOCTORAT AUTOMATIQUE

THCBS00 - DOCTORAT CHIMIE, BIOLOGIE, SANTE

THCMS00 - DOCTORAT DE CHIMIE MACROMOLECULAIRE ET SUPRAMOLECULAIRE

THCOC00 - DOCTORAT DE CHIMIE ORGANOMETALLIQUE ET DE COORDINATION

THCSGE0 - DOCTORAT DE COMPOSANTS ET SYSTEMES DE GESTION DE L'ENERGIE

THF500 - DOCTORAT DE DYNAMIQUE DES FLUIDES

**Niveau** ANNEE  ?

FORMATION

ANNEE 1 du Doctorat

ANNEE 2 DU DOCTORAT

ANNEE 3 DU DOCTORAT

## Student's studies

You have nothing to do on this tab

## Cursus de l'étudiant

 Suivant




## 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.

### Bourse

  1 de 1   15 lignes / page

Organismes (CROUS, Ministère, Conseil Départemental, Conseil Régional, etc...)	N° d'Allocataire	Echelon	Formation
Filtrer...	Filtrer...	Filtrer...	
 Ajouter  Modifier  Supprimer			

(justificatif à fournir)

Vérification de la bourse CNOUS

 Ajouter

 Suivant

## Social Situation

**Création bourse**

**Organisme \***     **Campus France**

**Formation**

**N° Allocataire \***

**Echelon \***

**Création bourse**

**Organisme \***     **Campus France**

**Formation**

**N° Allocataire \***

**Echelon \***

Organismes (CROUS, Min  
Conseil R

filtrer...

(justificatif à fournir)

- AEFE CAMPUS FRANCE
- BOURSE GOUVERNEMENT ETRANGER
- BRAFITEC
- CAMPUS FRANCE
- CNOUS
- COLCIENCIAS
- CROUS EXTERIEUR
- CROUS TOULOUSE OCCITANIE
- CSC - CHINA SCIENCE CONCIL
- EIFFEL - CAMPUS FRANCE
- EXCELLENCE MAJOR - CAMPUS FRANCE
- MINISTERE AFFAIRES ETRANGERES - CAMPUS FRANCE
- SFERE - CAMPUS FRANCE

**Suivant**

# PRE REGISTRATION

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, for futher informations :

<https://www.etudiant.gouv.fr/en/social-security-your-medical-expenditure-coverage-217>

<https://etudiant-etranger.ameli.fr/#/>



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 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](mailto: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**

# PRE REGISTRATION

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 \***

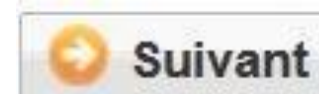
**Vu l'information RGDP et droit à l'image \***

**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.



## PRE REGISTRATION

To finalize you registration

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

 Imprimer et Valider l'inscription

**YOU HAVE NOTHING TO PRINT**

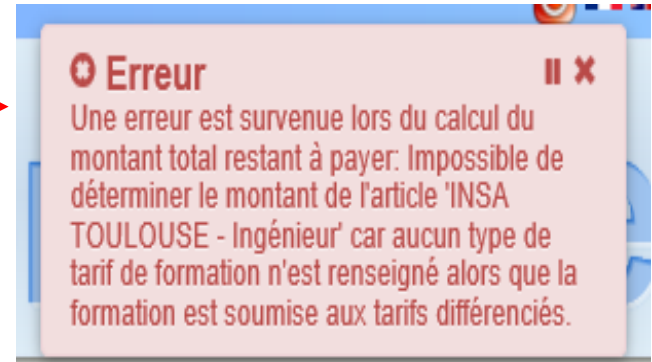


### And what else?

- ✓ 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)
- ✓ **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](mailto: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€