1. Logging in to your Student Account

- Log in to your Student Account (http://scolarite.sciences-po.fr). You will find your user ID as while logging in for the first time.
- Click on Administrative services, housing and financial aid then on Registration file and certificate
- From this page you have access to different sections all year long. You can also download your provisional or definitive student status certificate.

Before your registration, you can download your provisional student status certificate for visa applications and for your Imagine'R card as well

Once your registration is finalised, you can download your student certificate

You can download those documents all year long: student certificate, French health insurance coverage certificate and payment calendar.

<table>
<thead>
<tr>
<th>Année universitaire</th>
<th>Cursus</th>
<th>Document à télécharger</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>Stratèges territoriales et urbaines - 1ère année (Master)</td>
<td>Certificat provisoire pour demande de visa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificat provisoire pour la carte Imagine'R</td>
</tr>
<tr>
<td>2014-2015</td>
<td>Stratèges territoriales et urbaines - 1ère année (Master)</td>
<td>Certificat provisoire pour demande de visa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificat provisoire pour la carte Imagine'R</td>
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</tbody>
</table>
2. How to register

- Once you have read the information regarding the registration process, please click on « Begin/continue registration »:

Welcome to online registration. This step is essential and allows the Office of the Registrar to process your application and approve your registration at Sciences Po for the 2015-2016 academic year.

Your registration process:
Register and submit your entire registration file online.
Before beginning your online registration, we recommend:
- carefully reading the information on the Sciences Po web and see our FAQ
- If you still can’t find an answer to your question or for any technical problem we invite you to contact the registration office
- preparing all necessary documents listed below, which must be uploaded during step 5 of this online registration process.

It will take no more than 10 minutes to register online. You may complete your registration over several sessions but it will not be processed by Sciences Po until you submit your file.

Required documents for your registration:
Choose the list that corresponds to your situation and have the supporting documents on hand when registering:
- First-time registration
- Re-registration
- Exchange students
- Registration for MPA, MDPS, MFRS programs

On this page, you can find different links, to a FAQ or to consult the list of the documents you will need to proceed to your registration (you will have to upload them on step 5).

- Once a step is validated: ✅
- Step to be validated: 🛑
3. Five mandatory steps

1. Step 1: updating your personal and parent’s data (postal address, telephone numbers), and your emergency contacts
2. Step 2: Calculate your tuition fees (declared revenue as well as number of tax allowances) and related expenses (health insurance...)
3. Step 3: Paying you tuition fees (by credit card online, by direct debit or international bank transfer)
4. Step 4: Giving supplementary information for statistical purposes
5. Step 5: Uploading the required documents to finalise your registration (mandatory)

- Once you have completed all 5 steps, please check « I have read and unreservedly accept the academic rules and regulation of registration at Sciences Po... » and submit your registration
4. Step 1 – Personal data

- Fill your permanent address (mandatory)

Click on the pencil icon (column « Edit »)
Change the fields as needed
Click on « Submit » to validate

- Check the boxes when needed and submit.

Disabled students do not pay tuition fees. Evidence of your disability must however be provided.

If you require specific help either on a temporary or permanent basis
4. Step 1 – Emergency contacts

- Click on one of your emergency contact and update the informations

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address and Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lemmy Dickinson</td>
<td>57 Edgware Road, London, D0 NW9, W2 44 123565478</td>
<td></td>
</tr>
</tbody>
</table>

- In the field State or Province, select « Autre département » if the address is not located in the United States

- Click on « Submit Changes »
4. Step 1 – Parent’s address

- Fill the information regarding your parents addresses (mandatory fields:* )

```
Title* Sir
Last Name* LEMMY
First Name* Dickinson
Alumni Sciences Po ?

Parent 1’ personal contact information :
Address* 57 Edgware Road

Zip or Postal Code NW9, W2 City* LONDON
Country* Royaume Uni
Phone* 441236548
Email
```

- Click on Submit

Check this box if you have no parent 2:

- I have no parent 2
5. Step 2 – Calculate your tuition fees and related expenses

- Fill in the information regarding your health insurance coverage: your French healthcare number, your chosen French national healthcare reimbursement agency...). You must have a health insurance in France.

Choose additional insurance coverage (optional)

- I do not desire additional insurance coverage
- L.M.E.D.:
  - 129 € standard
  - 234 € all treatments/M1
  - 390 € lump sums/M1 treatments/M2
- S.M.E.R.E.P.:
  - 99 € Basic/SC (base)
  - 324 € Intermediate/SA
  - 588 € Total/SB

Please, leave this field blank if you do not have the French healthcare number.

Enter the reason for non-registration (written proof to be provided)

Example: European health insurance card, Quebec, Andorra, Monaco

Precise whether this is a first registration or a renewal.
6. Step 2 – Calculate your tuition fees and related expenses

- Specify whether you are subject to Sciences Po tuition fees

- Calculate and indicate the total amount of your parent’s income

Indicate and calculate the total amount of your parents’ incomes. All declared income has to be taken into account, income received abroad included.

Calculate and indicate the number of shares

Rule at Sciences Po: 1 share per adult / ½ share per child, whatever the number of children is

Example: 2 adults + 3 children = 2 × 1 + 3 × 0,5 = 3,5 shares
7. Step 3 – Paying your tuition fees

- Payment in four installments: fill in the information regarding your bank account

```
Option 1: Payment in four instalments
This payment covers all tuition and related fees:
I wish to pay in four instalments

Payment schedule:
The first instalment is paid upon registration and amounts to 25% of tuition fees and the totality of related fees (social security contributions, additional insurance, and physical examination fees, if applicable).
The payment schedule of each amount to 25% of tuition fees will be communicated by registrar office after examination of your application
```

- Single payment: Select a method of payment and fill in the required information

```
Option 2: A single payment
Direct debit payment is possible only on a bank account within SEPA zone
By credit card online
Direct debit on a bank account within the SEPA zone
International bank transfer
```

- Payment by bank transfer: you must upload the bank transfer statement at step 5
8. Step 4 – Supplementary information

- Fill in the fields within the section « Institutional statistics » (mandatory fields: ⭐)

  - Baccalauréat serial number
  - Current calendar year Ex.: 2015 for 2015-2016
  - Previous calendar year of your school year Ex.: 2014 for 2014-2015

- The INE code or BEA can be found on your French Baccalauréat certificate
- Mandatory field if you passed the French Baccalauréat

Situation in previous year. For French holders of the Baccalauréat, either in France or abroad, choose « Enseignement secondaire ». For students having studied abroad or in a foreign high school in France, choose « Etablissement étranger ».

- Indicate whether you will be undertaking an internship this year (Sciences Po service carrières)
9. Step 5 : Uploading the required documents

- Before beginning your registration, we advise you to:
  - Scan the required documents (maximum file size for each uploaded document: 2 Mb)
  - Verify the scanned document extension: only .doc, .docx, .rtf, .odt, .pdf, .tif, .jpeg are supported

- Ask for extra time to provide documents:
  - If you do not have a document in your possession during your registration, you must inform the Administrative department.

- As soon as you have the document, click on ‣ to upload it.
In order to validate your administrative registration, you should:

- On the main page, check the box related to the « general conditions » and click on « Submit my registration »

- If you chose to pay by direct debit (in 1 or 4 installments), please, upload the copy of your direct debit mandate (duly signed) at step 5 of the registration process. Also, please, send the original by post to the Registrar Office.

Any student whose administrative registration has not been completed will not be able to validate the current school year (as stated at article n° 2 of the Academic Rules).

Registrar Office
9 rue de la Chaise - 75007 Paris

Contact Registrar Office

Opening hours
Monday to Thursday: 9:30 AM - Noon / 1:30 PM - 4:00 PM and Friday: 9:30 AM - Noon

Fill in the contact form