

STUDENT ACCOUNT

I complete my online administrative registration

SciencesPo

DFI / DSI – Service formation aux usages numériques

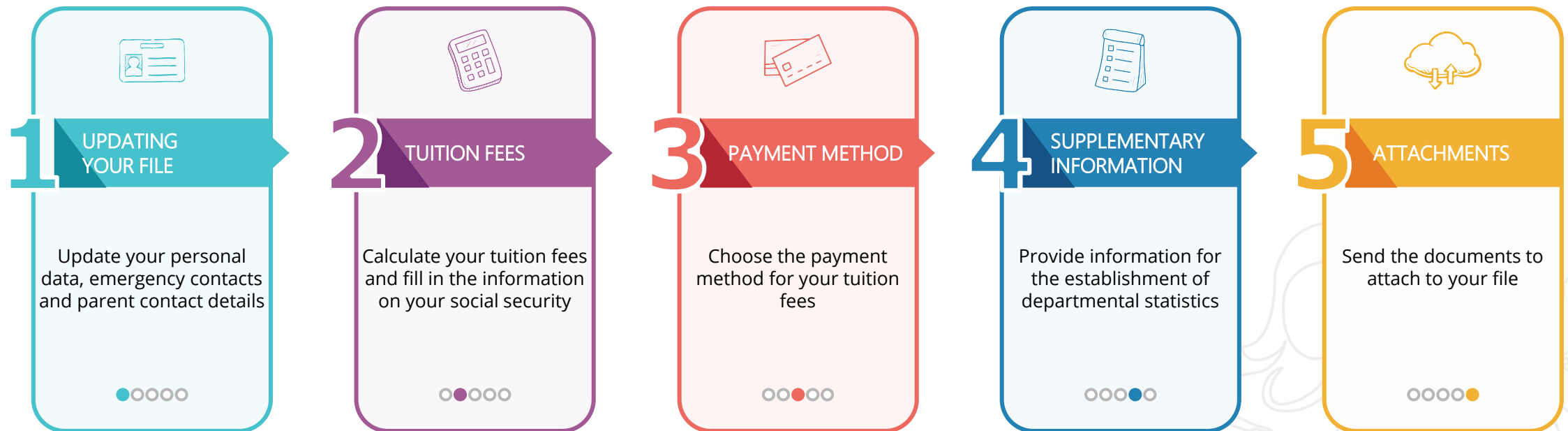


THE 5 STEPS OF MY REGISTRATION

HOW WILL MY REGISTRATION GO?

To register, log in to your [Student Account](#) ([learn more](#)). The section "Administrative services, housing and financial assistance" allows you to carry out and follow up your administrative registration.

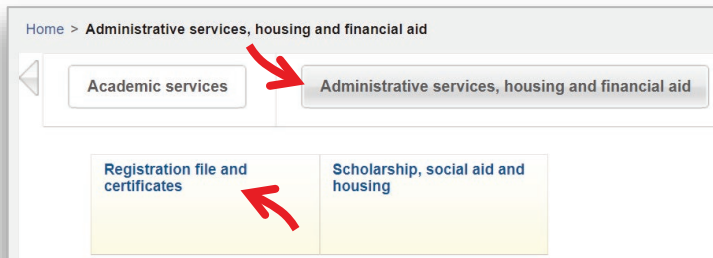
Once in your student account, follow the 5 steps of your online registration:



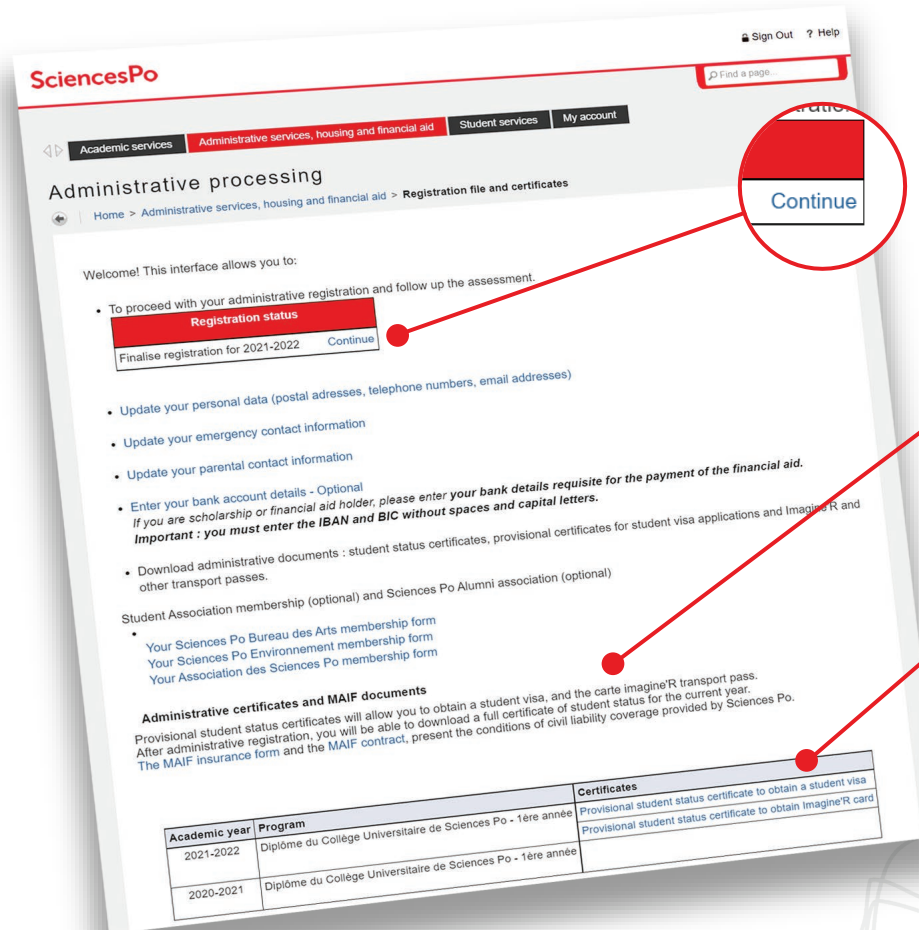
START YOUR ADMINISTRATIVE REGISTRATION

ACCESS YOUR ADMINISTRATIVE REGISTRATION PAGE

- 1 From your internet browser:
<https://scolarite.sciences-po.fr>
- 2 Use your Sciences Po credentials:
 - **Your Sciences Po email address**
firstname.lastname@sciencespo.fr
 - **Password**
Your Sciences Po password (same as GMAIL)
- 3 Click on "Administrative services, housing and financial aid" and then on "Registration file and certificates":



On this page, you can download your certificate of registration and your tuition payment certificate throughout the year



START OR CONTINUE WITH YOUR ADMINISTRATIVE REGISTRATION

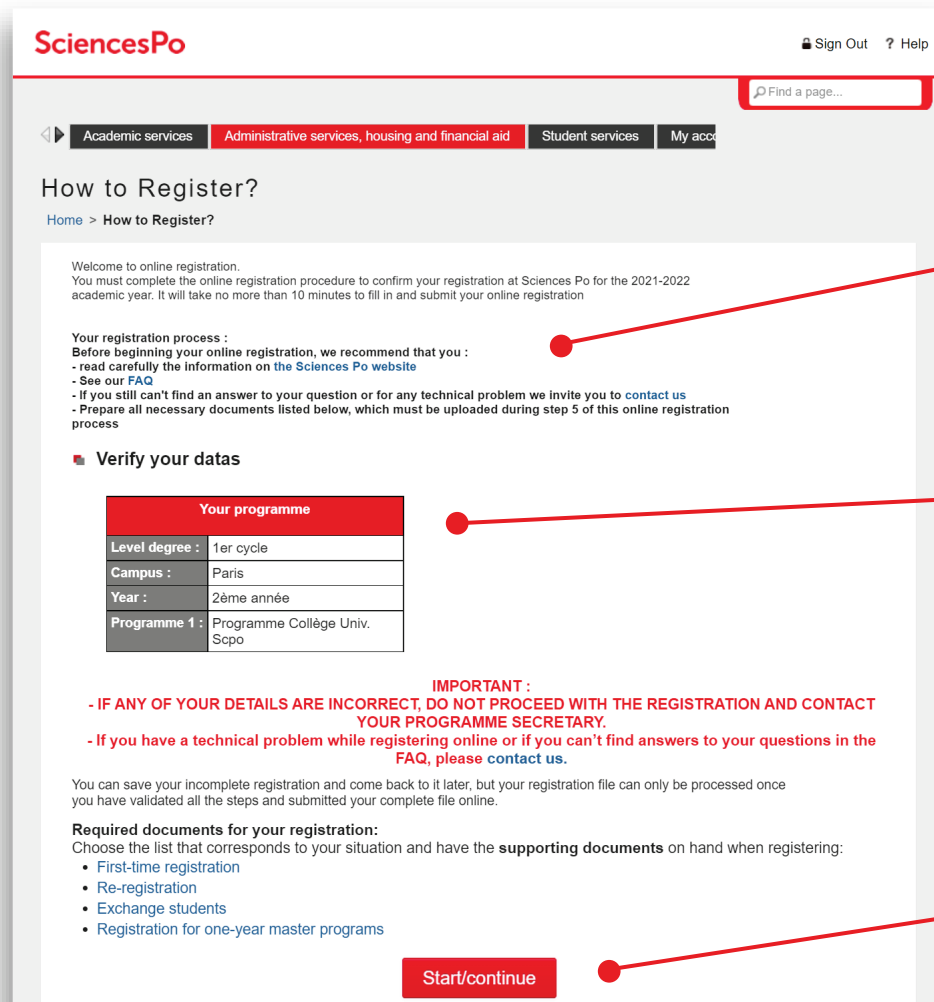
Download your insurance documents

Download your provisional certificates of registration for the issuance of the student visa and the Imagine'R card

Once your registration is finalised, you can download your final certificate of registration

REGISTRATION INFORMATION

ACCESS YOUR ADMINISTRATIVE REGISTRATION PAGE



SciencesPo Sign Out ? Help

Find a page...

Academic services Administrative services, housing and financial aid Student services My account

How to Register?

Home > How to Register?

Welcome to online registration.
You must complete the online registration procedure to confirm your registration at Sciences Po for the 2021-2022 academic year. It will take no more than 10 minutes to fill in and submit your online registration

Your registration process :
Before beginning your online registration, we recommend that you :
- read carefully the information on [the Sciences Po website](#)
- See our [FAQ](#)
- If you still can't find an answer to your question or for any technical problem we invite you to [contact us](#)
- Prepare all necessary documents listed below, which must be uploaded during step 5 of this online registration process

Verify your datas

Your programme	
Level degree :	1er cycle
Campus :	Paris
Year :	2ème année
Programme 1 :	Programme Collège Univ. Scpo

IMPORTANT :
- IF ANY OF YOUR DETAILS ARE INCORRECT, DO NOT PROCEED WITH THE REGISTRATION AND CONTACT YOUR PROGRAMME SECRETARY.
- If you have a technical problem while registering online or if you can't find answers to your questions in the FAQ, please [contact us](#).

You can save your incomplete registration and come back to it later, but your registration file can only be processed once you have validated all the steps and submitted your complete file online.

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 one-year master programs](#)

Start/continue

Before beginning your online registration, we recommend that you :
- read carefully the information on [the Sciences Po website](#)
- See our [FAQ](#)
- If you still can't find an answer to your question or for any technical problem we invite you to [contact us](#)
- Prepare all necessary documents listed below, which must be uploaded during step 5 of this online registration process

Go to the registration information pages such as the FAQ or the page about calculating your tuition fees

Also at your disposal:

the list of documents required for your administrative registration, to be uploaded during step 5 of registration

Level degree : 1er cycle
Campus : Paris
Year : 2ème année
Programme 1 : Programme Collège Univ. Scpo

Check your course data

Noticed any mistakes with your data?

► Contact your academic department to have it corrected

Start/continue

START OR CONTINUE YOUR ADMINISTRATIVE REGISTRATION

REGISTRATION INFORMATION

CONSTITUTION OF YOUR REGISTRATION FILE

Click on each step link in order to fill in the required information

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Sign Out ? Help

Find a page...

Academic services Administrative services, housing and financial aid Student services

Creating a registration application

Home > Creating a registration application

Step 1 - Updating the application
Below you will find your personal data for completion or correction.

- Update your personal data
- Update your emergency contacts
- Update your parental contact information

Step 2 - Health insurance information and tuition fees calculation

Step 3 - Payment

Step 4 - Supplementary information

Step 5 - Supporting documents (step to validate last)

☐ I have read and unreservedly accept the [academic rules and regulation](#) of registration at Sciences Po and [general terms and conditions of use](#)

Submit my registration

The status of each step is indicated by an Icon:



Validated step



Step not yet validated

Steps 1 to 4 must be validated in order to complete step 5

Once all the steps have been validated, check the box relating to the tuition regulations and legal notices and click on "Submit my registration"

STEP 1 - UPDATE YOUR FILE

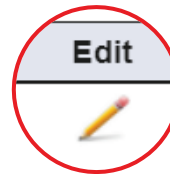
UPDATE YOUR PERSONAL DATA

Complete or modify your personal data (postal and email addresses and telephone)



A permanent address in France must be entered

Click on the pencil ("Edit" column) to edit the relevant information



Click on the "more" button to add new information (address, phone, etc.)



Check the boxes relevant to your choices and situation



Check the box for your personal address and click on the "Submit" button



SciencesPo Sign Out ? Help

Find a page

Academic services Administrative services, housing and financial aid Student services

Update my personal data

Home > Update my personal data

My personal data

Family Name: DUMONTIER

First Name: Pierre

Date of Birth: 25/04/2002

Native country: FRANCE

Department of birth: HAUTS-DE-SEINE

Native city: FONTENAY AUX ROSES

You must provide your permanent address and that of your parents. If you do not yet have an address in France, use the address of your campus :
Paris : 13 rue de l'Université, 75007 Paris
Reims : 1, place Mueaux 51000 Reims
Poitiers : 49, place Charles de Gaulle 86000 Poitiers
Nancy : 94, avenue du Maréchal de Lattre de Tassigny 54000 Nancy
Menton : 11, Place St Julien 06500 Menton
Le Havre : 77, rue Belot 76600 Le Havre
Dijon : 14, avenue Victor Hugo 21000 Dijon

My postal address

Type	Address	Edit	Delete
Adresse permanente	6 rue le Bois Auvée 75013 PARIS France		

Select the address to create: -- Select --

My telephone numbers

Type	Telephone	Edit	Delete
Personnel	330606060606		

Select the telephone number to create: -- Select --

My email

Type	Email	Preferred	Edit	Delete
E-mail personnel (1er mail)	pdumontier@gmail.com			
Sciences - Po	pierre.dumontier@sciencespo.fr			

Select the e-mail address to create: -- Select --

The language of communication: French

☒ I agree that Sciences Po uses pictures of me taken during my schooling, to promote its activities (trombinoscope, institutional communications in particular). By checking this box, I confirm that I have read and accepted the terms of the assignment of rights to the image.

☐ I am disabled.
If you have a disability or a disabling medical condition, please contact the disability service: claire.seconde@sciencespo.fr in order to speak about your needs and find appropriate solutions.

☐ I request extended examination sittings to take account of special circumstances (disability, etc.)

☐ I confirm that my personal address is valid.

Submit

STEP 1 - UPDATE YOUR FILE

UPDATE YOUR EMERGENCY CONTACTS

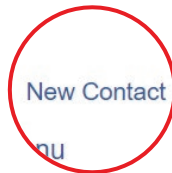


This step is very important. Please provide the contact details of at least one person to contact in case of emergency

Click the contact name to update it



Click on "New Contact" to add one



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Sign Out ? Help

Find a page...

Academic services Administrative services, housing and financial aid Student services My account

Update emergency contacts

Home > Mettre à jour les contacts d'urgence

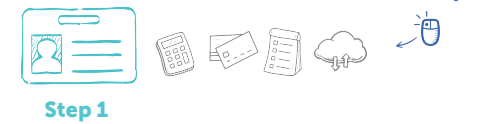
Update a contact by selecting it and making the necessary modifications.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Aurélie DUMONTIER	6 rue du Bois Auvée 75013 PARIS France 0660606060	Mère
2	Alfred DUMONTIER	6 rue du Bois Auvée 75013 PARIS France 0606600660	Père
3	New Contact		

Main Menu

STEP 1 - UPDATE YOUR FILE



UPDATE YOUR PARENTAL DETAILS

Entering parental details is mandatory for administrative purposes

Fields marked with an asterisk are required

Fill in the information then check the box "I confirm that my parental address is valid" and click on "Submit":

☐ I confirm that my parental address is valid

Submit

A screenshot of the SciencesPo website's 'Parental contact information' form. The form is titled 'Parental contact information' and includes a breadcrumb trail 'Home > Parental contact information'. It contains several sections: a consent section for institutional communication, a section for 'Parent 1 or guardian' with fields for Title, Last Name, First Name, and a checkbox for 'Alumni Sciences Po Paris', and a section for 'Parent 1' personal contact information with fields for Address, Zip or Postal Code, City, Country, Phone, and Email. There is also a section for 'Parent 1' business contact with fields for Profession, Employer, Address, Zip or Postal Code, City, Country, Phone, and Email. A red circle highlights the 'Title*' field in the 'Parent 1 or guardian' section, with a line pointing to the text 'Fields marked with an asterisk are required'.

STEP 2 - MY TUITION FEES



SOCIAL SECURITY AND CALCULATION OF TUITION FEES

1 Fill in the information about your social security.

If information about your tuition fees is required:

2 Indicate a scholarship or a special situation related to your tuition fees

3 The sum of the resources received by your parents in the field "resources" and the number of units

The number of units is calculated as follows:

One unit for each person of the household and half a unit for each dependent of the household regardless of age

Example: 2 adults + 2 dependent children = $2 \times 1 + 2 \times 0.5 = 3$ units

4 Click on "Calculate the amount due" to view the tuition fees total

SciencesPo Sign Out ? Help

Find a page...

Academic services Administrative services, housing and financial aid Student services My account

Health insurance information and tuition fees calculation

Home > Health insurance information and tuition fees calculation

Health Insurance

All necessary information about [social security](#) cover is available on our website

Joining the general French social security system is strongly recommended and open to all students, free of charge. Please consult the [registration process](#) according to your status.

In order to better support you, the institution wishes to identify your situation in relation to your health coverage during the university year

Identify your situation :
Please tick one of the following boxes:

- ☒ I am affiliated to the French social security scheme.
- ☐ I do not yet have a health insurance cover in France: I have started or I will start the affiliation process to the French social security
- ☐ I am European and I hold a European Health Insurance Card (EHIC)
- ☐ I have a private health insurance that covers me in France

Proof of your health coverage in France will be requested at step 5 of the online registration procedure: an insurance certificate or copy of the carte vitale

Tuition fees

All information about [tuition fees](#) is available on our website

- ☒ I am liable for tuition fees: I calculate my tuition fees
- ☐ I declare a specific situation and calculate my tuition fees

Country of residence for tax purposes France

Only students whose parents' tax residency is in the European Economic Area may declare their income below.

Other students are liable to pay the maximum fees.

To fill in the calculator, add up all the income received in 2019 by the household to which you belong (for instance: salary income, property income, industrial and commercial profits, allowances or benefits, etc., whether taxable or tax-exempt). Then enter the number of tax units in the household as follows: one unit for each non-dependent adult and half a unit for each dependent person, regardless of age.

For more information on how fees are calculated, please refer to our [dedicated pages](#).

☐ I do not declare my income and will pay the maximum fees:

Total income (€)

Number of units

[Calculate the amount due.](#)

STEP 2 - MY TUITION FEES



SUMMARY AND VALIDATION OF THE CALCULATION OF YOUR FEES

1 Check your entry and the calculation of your tuition fees

1 View your total tuition fees

2 If everything is correct, click on the button "Submit"

To change your input, click on the "Back" button

SciencesPo Sign Out ? Help

Find a page...

Academic services Administrative services, housing and financial aid Student services My account

Summary of your tuition fees

Home > Summary of your tuition fees

Summary of your situation

Your programme	
Level degree :	1er cycle
Campus :	Paris
Year :	2ème année
Programme 1 :	Programme Collège Univ. Scpo

Summary of your entries

Information relating to the social security health coverage
I am affiliated to the French social security scheme.

Your incomes
Country : France
Incomes : 75000 €
Nb of units : 3

Your scholarships or specific situation
You have not declared any scholarship or specific situation

Your tuition fees

Programme	Amount (€)
Programme Collège Univ. Scpo	2878
Total amount of your tuition fees	2878

This screen has no contractual value. This calculation is made subject to the accuracy of the information entered and remains subject to verification by the SciencesPo administration after studying your registration and supporting documents.

Back Submit

STEP 3 - MY PAYMENT METHOD



HOW TO PAY TUITION FEES

- 1 Choose to pay tuition fees in 1 or 4 instalments
- 2 Choose how to pay your tuition fees

Available payment methods:

- By credit card - payment must be made via the online payment terminal at the next step
- By direct debit - fill in the bank account credentials
- By transfer: make the payment using the bank details of Sciences Po viewable on the page. A copy of the transfer notice will be requested in Step 5.
Remember to mention your ID number, name and surname in the reason for the transfer

In the case of a payment in 4 instalments, a deposit of 25% of the calculated amount must be paid by credit card online at the end of this step and constitutes the first payment deadline. In case of multiple failures to pay the deposit online, you can choose to transfer the amount

A screenshot of the SciencesPo website's 'Means of payment of tuition fees' page. The page has a red header with the SciencesPo logo and navigation links. Below the header, there's a search bar and a breadcrumb trail. The main content area is titled 'Means of payment of tuition fees' and includes a disclaimer, an important note about a 25% deposit, and a table of tuition fees. Below the table, there are sections for 'Your specific situation' and 'Payment options'. The 'Payment options' section has radio buttons for '1 time(s)' and '4 time(s)'. The 'Mean of payment' section has radio buttons for 'Credit card online', 'Direct debit', and 'Wire transfer'. At the bottom, there's a red button labeled 'Validate my mean of payment and pay the deposit (if applicable)'. Red arrows point from the instructions on the left to the 'Payment options' and 'Mean of payment' sections on the screenshot.

SciencesPo Sign Out ? Help

Find a page...

Academic services Administrative services, housing and financial aid Student services My account

Means of payment of tuition fees

Home > Means of payment of tuition fees

We remind you that the information on this screen is not legally binding. The table below summarises your tuition fees based on the information you have provided. It will be verified by the Sciences Po administration.

Important: 25% of the tuition fees will be retained as a deposit if a student withdraws before the start of the course. Students who withdraw after the course has started are liable to pay the full semester.

Your tuition fees

Line	Amount (€)
Programme Collège Univ. Scpo	2878
Total amount of your tuition fees	2878

Your specific situation

Retirement of one of the parents (attach a document showing the amount of the primary and supplementary pensions.)

Unemployment of one of the parents (attach a document showing the amount of unemployment benefits, the notification of the Job Seeker Office decision and the three most recent payment notices.)

Request a specific study from the Committee for social affairs

Payment options

Please note that if you choose to pay in several instalments, a first payment by credit card, corresponding to 25% of your tuition fees, will be required at the end of this step, regardless of the payment method chosen.

☐ 1 time(s) You wish to pay at once 2878 euros

☐ 4 time(s) Deposit of 719 euros, then 2 instalments of 719 euros And one instalment of 721 euros

Mean of payment

☐ Credit card online

☐ Direct debit

☐ Wire transfer

Validate my mean of payment and pay the deposit (if applicable)

If you have decided to pay by direct debit in one or more instalments, you must download the direct debit mandate signed in [step 5](#) and then send the original by mail to the [Registrar's office](#)

STEP 4 - MY SUPPLEMENTARY INFORMATION



DATA ENTRY FOR STATISTICAL PURPOSES

1 Fill in the information about your bachelor's degree

2 Enter the data for a possible internship with Sciences Po Careers

A screenshot of the SciencesPo website's 'Supplementary information' form. The form is titled 'Supplementary information' and has a breadcrumb trail 'Home > Supplementary information'. It contains two main sections: 'Information requested by the Ministry of Education' and 'Information requested by Sciences Po'. The first section includes fields for 'INE Code', 'Baccalauréat serial number', 'High school of origin' (with sub-fields for Country, Département, City, and High school of origin), 'Year in which baccalauréat obtained', 'Très bien' commendation, 'Year of first registration in a public university', 'First year of higher education', 'Educational situation last year', 'Type of diploma last obtained', and 'Très bien' commendation for the Bachelor's degree. The second section, 'Information requested by Sciences Po', includes a sub-section 'Internship' with a question 'Will you be undertaking an internship through Sciences Po Avenir this academic year?' and a question 'If yes, what type of internship?'. At the bottom, there is a checkbox 'I have completed or updated the supplementary information.' and 'Submit' and 'Reset' buttons. Red arrows point from the text in the previous blocks to the 'Baccalauréat serial number' field and the 'Internship' section.

STEP 5 - MY ATTACHMENTS

ADD THE REQUIRED SUPPORTING DOCUMENTS

- 1 Click on the "Add a file" buttons to submit the requested documents

CVEC certificate

Upload the proof of payment 2021-2022 of the CVEC contribution

The CVEC, or Contribution Vie Etudiante et Campus (Student and Campus Life Contribution), is payable by all students enrolled in a degree programme at a higher education institution. This fee, set at €92 for the 2021/2022 academic year, is compulsory and must be paid to the Crous through [its website](#).

Add a file

Request additional time

- 2 Click "Choisir un fichier" and attach your document. You can add a comment. For certain attachments, additional information is required

CVEC certificate

Upload the proof of payment 2021-2022 of the CVEC contribution

The CVEC, or Contribution Vie Etudiante et Campus (Student and Campus Life Contribution), is payable by all students enrolled in a degree programme at a higher education institution. This fee, set at €92 for the 2021/2022 academic year, is compulsory and must be paid to the Crous through [its website](#).

File
 Aucun fichier choisi

Certificate number

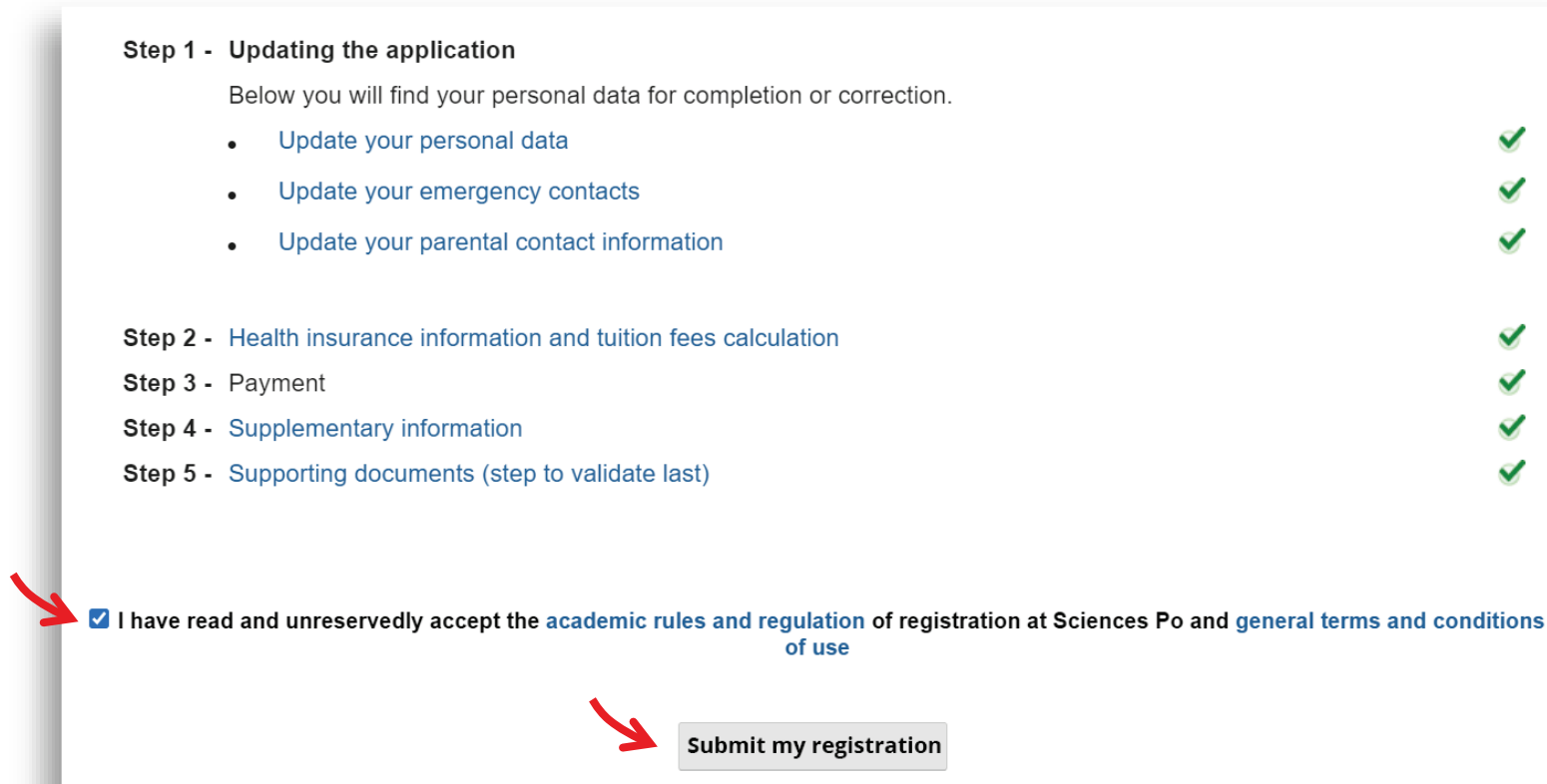
Comments

- You can request additional time for certain documents if you do not have them yet
- All documents must be uploaded or a request for "additional time" must be selected to be able to validate the step

VALIDATION OF YOUR REGISTRATION

HOW TO VALIDATE YOUR REGISTRATION?

- 1 Once the 5 steps of your registration have been validated, check the box relating to the tuition regulations and legal notices and click on “Submit my registration”.



The image shows a registration validation form with five steps. Each step is followed by a green checkmark, indicating successful validation. Step 1 includes a list of three items: 'Update your personal data', 'Update your emergency contacts', and 'Update your parental contact information'. Step 2 is 'Health insurance information and tuition fees calculation'. Step 3 is 'Payment'. Step 4 is 'Supplementary information'. Step 5 is 'Supporting documents (step to validate last)'. At the bottom of the form, there is a checkbox labeled 'I have read and unreservedly accept the academic rules and regulation of registration at Sciences Po and general terms and conditions of use'. A red arrow points to this checkbox. Below the checkbox is a button labeled 'Submit my registration', also indicated by a red arrow.

Step 1 - Updating the application
Below you will find your personal data for completion or correction.

- [Update your personal data](#) ✓
- [Update your emergency contacts](#) ✓
- [Update your parental contact information](#) ✓

Step 2 - [Health insurance information and tuition fees calculation](#) ✓

Step 3 - [Payment](#) ✓

Step 4 - [Supplementary information](#) ✓

Step 5 - [Supporting documents \(step to validate last\)](#) ✓

☒ I have read and unreservedly accept the [academic rules and regulation](#) of registration at Sciences Po and [general terms and conditions of use](#)

[Submit my registration](#)

REGISTRATION TRACKING & CONTACTS

HOW DO I FOLLOW THE PROGRESS OF MY FILE?

- 1 Once your registration has been completed, access the administrative registration interface again to keep track of the processing of your file

SciencesPo

Sign Out ? Help

Find a page...

Academic services Administrative services, housing and financial aid Student services My account

Administrative processing

Home > Administrative services, housing and financial aid > Registration file and certificates

Welcome! This interface allows you to:

- To proceed with your administrative registration and follow up the assessment.

Registration status	Doc. to be transmitted	Your admin. referent
12/05/2021 Your application is incomplete  The reasons	2	

As of 12/05/2021, your registration is incomplete

Your registration file has been successfully processed. In order to finalise your registration, you must complete the file and / or set up the payment of your tuition fees.

We thank you for taking into account the information in the box below relating to your administrative registration for the year in question.

Extrait du mail que vous avez reçu le 12/05/2021 :

Dear Student, please send us the requested proof (25/04/2021)

- 2 If the file is marked as incomplete, consult the reasons and add any missing documents

Any questions?

Contact the **Registrar and Tuition fees office**:



Registrar and Tuition fees office
13 rue de l'Université - 75007 Paris



Welcome and information desk
Visit our website:
<https://www.sciencespo.fr/students/en/contact>



Contact us
Fill in the [contact form](#)