

The steps of your registration at UBFC

Step	What ?	Where ?	Resource documents	Contact information
1. Payment of the CVEC	All students must pay the a contribution of 95 € <i>« intended to promote the reception and social, health, cultural and sports support of students and to reinforce actions of prevention and health education ».</i>	You must log in https://www.messervices.etudiant.gouv.fr/ , Student Life and Campus Contribution entry. Payment online with your debit card or in cash at a post office.	- 9 March 2018 law - CROUS website : https://cvec.etudiant.gouv.fr/	Your Doctoral school office. To find the contacts details : https://collegedoctoral.ubfc.fr/ressources-faq/directory/?lang=en
2. Pedagogic registration	First step of your registration at UBFC, between September 1st and November 11th 2022.	On ADUM : www.adum.fr/UBFC	- Enrollment procedure - Tutorial for enrolling on ADUM Available on the Collège doctoral website (https://collegedoctoral.ubfc.fr/enrollment-2/?lang=en) and in your personal ADUM account.	Your thesis supervisor. Your Doctoral school office. To find the contacts details : https://collegedoctoral.ubfc.fr/ressources-faq/directory/?lang=en
3. If you have a doctoral contract : deposit of your human resources file (only if this is your 1st year registration)	For your contract to be established, you must provide additional documents.	Depending on the institution that employs you, the file is different.	Collège doctoral website : https://collegedoctoral.ubfc.fr/enrollment-2/?lang=en	Your Doctoral school office. To find the contacts details : https://collegedoctoral.ubfc.fr/ressources-faq/directory/?lang=en/ Human resources office of your employer.
4. Administrative registration (this step is carried out by the university services)	Second step of your registration at UBFC. Payment of the registration fees.	On line, by bank transfer or by bank check.	Enrollment procedure, available on the Collège doctoral website (https://collegedoctoral.ubfc.fr/enrollment-2/?lang=en) and in your personal ADUM account.	Your Doctoral school office and the Administrative office. To find the contacts details : https://collegedoctoral.ubfc.fr/ressources-faq/directory/?lang=en/
5. Certificate of tuition and Pass UBFC (the Pass is only delivered at your 1st registration)	Deliverance of your certificate of tuition and your multiservices Pass.	Certificate of tuition : in your ADUM personal space Pass UBFC : In Dijon : at the Doctoral studies office In Besançon : at your Doctoral school office In Belfort/Montbéliard/Sévenans : at the Doctoral studies office	Enrollment procedure, available on the Collège doctoral website (https://collegedoctoral.ubfc.fr/enrollment-2/?lang=en) and in your personal ADUM account.	To find the contacts details : https://collegedoctoral.ubfc.fr/ressources-faq/directory/?lang=en/
6. Signature of your doctoral contract (if appropriate)	Once you have registered, you are contacted to sign your Doctoral contract.	At the human resources office.	Collège doctoral website : https://collegedoctoral.ubfc.fr/enrollment-2/?lang=en	In uB : Gaëlle Dordain gaelle.dordain@u-bourgogne.fr In UFC : Louisa Ghelab louisa.ghelab@univ-fcomte.fr In UTBM : Nathalie CORNU nathalie.cornu@utbm.fr In UBFC : rh@ubfc.fr