Step 2

GUIDE
Uploading your documents online
Before you begin, scan your documents

Here is the email you received:

Here is your student number. You will keep it throughout your studies at UPPA. To be indicated in any and all correspondence with the administration.

This is the list of required documents to upload (your list may be different from the one pictured here)
Option 1
for students newly arrived at the UPPA

Click on the following link:

https://www.apogee-pau.u-bordeaux.fr/AuthEtudiantUppa/index_nocas.php?app=pjweb

Enter your personal email address, your student number, your date of birth (format: DD/MM/YYYY), click « valider », and you will receive an email with a code.
Enter the code that you receive by email
Click « Gestion des pièces justificatives : Connexion »
Option 2
for students who have already activated their UPPA account

log in directly to « Mes applications »
https://moncompte.univ-pau.fr/mes_applications/
navigate to the « Vie étudiante » (student life) section

Select « Portail de scolarité »

Click on the link « pièces justificatives »
Click on « Gestion des pièces justificatives : Connexion »
1) Click « + » to add a file. Accepted formats: jpeg, jpg, pdf or png. Maximum size: 2 Mb.

2) Once all of your documents are uploaded, don’t forget to click « Confirmer ».

3) « En attente » = Waiting; you need to upload this document.
   « Transmis » = Transmitted; wait for the document to be validated by the registrar.
   « Validée » = Validated; your document has been accepted by the registrar.

Click the links to download the forms:
- Use of your photo and access to student rates at the university restaurants (sharing your name and date of birth with the CROUS)
- Anti-plagiarism form

Print, sign, and upload these forms here.
Your current ID

French students:
> Both sides of your national ID card (Carte Nationale d’Identité, CNI) or your passport or your driver’s license

Non-French students:
> Your passport or your French residency card (titre de séjour)

Important:
French students: the 5-year extension does not apply to students who are minors when their CNI is issued.
The expiration date should be indicated in the format DD/MM/YYYY.
If your identity document is out of date, you can provide us with the old one along with the receipt for the new request provided by your town hall. Once the new ID is obtained, you will need to replace the old one with the new one.

Your attestation de responsabilité civile vie privée = proof of third-party civil liability insurance

This document must be issued by an insurance company. It certifies that you have an insurance policy which covers any damage that you may accidentally cause to another person’s property.

This certificate must be up-to-date and written in French.

It must indicate your first and last name.

Housing insurance policies that only apply to the rental (those lacking the « multirisque » and « responsabilité civile – vie privée » clauses) are not accepted.

If you take out this insurance from your home country, the certificate must mention that you are covered in France.

Attention:
The expiration date should be indicated in the format DD/MM/YYYY. This certificate must be valid.
**Votre certificat de participation à la JDC/JAPD = your certificate of participation in French citizen days**

- This does not apply to non-French citizens.
- This does not apply to French citizens who are over 25 years old.
- (French nationals) If you have not participated in the JDC/JAPD yet, leave this document « en attente ».
- (French nationals) As soon as you have done your JDC/JAPD, upload the proof of completion.
- (French nationals) Without this certificate, your future diploma cannot be issued.

**Votre photo d’identité = your photo**

- It must be a color photo.
- It must have a neutral background.
- This is the photo that will be printed on your student ID card.
- You have the option of reframing the photo.
You can verify the state of each document:

- en attente (not yet uploaded),
- transmis (uploaded, not yet verified),
- refusée (refused),
- validée (accepted).

Once your documents are accepted by the registrar and you pay your enrollment fees, you may activate your digital workspace (Espace Numérique de Travail, or ENT) here: https://moncompte.univ-pau.fr/accueil_public/ and download your enrollment certificate (certificat de scolarité) by navigating as follows:

1. Mes applications
2. Vie étudiante
3. Portail de scolarité
4. Inscription administrative
5. Certificat de scolarité
Advice!

You can use your smartphone to photograph or scan your documents (by downloading a free application from Google Play/Apple Store such as CamScanner, Scanner pour moi, Gratuit scanner, doc scanner...) Specialized sites can help you to reduce the size of your files so that they are less than 2MB.

Please note!

Documents submitted by postal mail will not be accepted.
The personnel of the registrar’s office will not scan any documents, each student is responsible for updating his or her file.

Need help?

You can contact the enrollment hotline by calling 05 40 17 52 08 (within France)
From outside of France, call: +33 5 40 17 52 08
The hotline will be open 9am – 5pm on weekdays, from July 04 to July 26 and from August 21 to September 29.