Step 1

GUIDE

Online enrollment at the UPPA:
Students enrolling for the first time

Need help?

Hotline: (+33) 05 40 17 52 08
(from July 08 (2 pm) to July 24
and from
August 19 to September 30)
Registrar’s front desk (+33) 05 40 17 52 30
Before you begin, be sure to have on hand:

- Your Parcoursup or Apoflux number
- Your CVEC attestation number
  https://cvec.etudiant.gouv.fr/
- Your French INE number, if you have already studied in a French school.
  *This is NOT the « provisional INE » provided by the CROUS for housing requests*

⚠️ **Important:**
This process must be done in one sitting. If you time out or are missing information or a document (ex: CVEC attestation number), you must start the process over from the beginning. Your entries will not be saved.
Enrollment:

https://www.apogee-pau.u-bordeaux.fr/AuthEtudiantUppa/index_nocas.php?app=iaprimo
Select « inscription administrative » in the drop-down menu.
Veuillez confirmer votre identité:

Nom patronymique : DUPONT
Prénom : Léa
Date de naissance : 29/01/1997
BAC ou équivalence : S-Scientifique

For Foreign students : « Titre étranger admis en équivalence – 031 »

Check that the information is correct, then click « confirmer »
Check the box of the studies you will pursue
Complete the information concerning the diploma obtained which allows you to register, for example:
- L1: baccalaureate or equivalent diploma for foreign students
- M1: Licence / undergraduate degree

Information to provide:
- Academic year the diploma was obtained
- Diploma title
- Country
- If in France, the department number (if not, leave blank)
- Type of institution
- Specify the name (if in the list)
Enter the missing information regarding your full legal name as it appears on your passport or ID card, including middle name(s) in the spaces Prénom 2 / Prénom 3.

Name = family name at birth
Common name = married name (if applicable)

Enter your French INE number as it appears on your « bac » (French high school) grade report or obtained upon your initial enrollment in French higher education. If this is your first enrollment in French higher education, leave blank.

DO NOT ENTER A PROVISIONAL INE PROVIDED BY THE CROUS! If it's your first registration in France, leave this field empty.

Enter your country of birth. If you were born in France, enter your department and town of birth. If you were born outside of France, enter only the town of birth, in the final box.
Check the information about your « baccalauréat ou équivalence » (high school diploma) and modify if needed. N.B.: « ETRANGER » = abroad (that is to say, outside of France). Enter the name of the school which awarded you your high school diploma.
Regarding your military obligation in France, select:
- Journée Défense et Citoyenneté JDC (Civil service)
- En attente JDC (upcoming civil service)
- Service accompli (service completed)
- Exempté (exempt – this is the case for non-French nationals)
- JDC inutile pour les + de 25 ans (not required for French students who are over 25 years old)

Select your current situation:
- Seul sans enfant à charge (single no child/ren)
- En couple avec enfant(s) à charge (in a couple with child/ren)
- En couple sans enfant à charge (in a couple without child/ren)
- Seul avec enfant(s) à charge (single with child/ren)

Enter your mobile number and your personal email address (your personal contact information and not those of a third party; do not copy-paste, but enter the address twice to confirm)

Regarding your permanent (fixed) address, enter:
- Your telephone number (optional)
- Building, Residence, chez (e.g. parent)
- #, street name
- Extra address line
- COUNTRY
- If address in France: add postal code and city name (commune)
- If address outside France: add postal code and city name in the last line

If applicable: indicate your handicap.
If you need special accommodations to carry out your studies and to take exams at the UPPA because of a physical or other handicap, you must contact the university’s Mission Handicap:
(+33) 05.40.17.51.59 or handi@univ-pau.fr
Enter your address details for the upcoming academic year

- Your telephone number (optional)
- Building, Residence, chez (e.g. roommate, host, family member...)
- # and street name
- Extra address line
- COUNTRY
- If address in France: add postal code and city name (commune)
- If address outside France: add postal code and city name in the last line
To determine enrollment fees, Select the case that applies to you:

- Non-European student having the recognized status of Asylum Seeker (Protéction subsidiaire)
- Apprentice
- Student from Québec
- Refugee status (réfugié)
- None of these cases apply to me
This screen only concerns international students from outside of the EU

To determine enrollment fees, select the case that applies to you

- Partial reduction of enrollment fees - embassy outside of the EU
- Partial reduction of enrollment fees granted by the UPPA for extra-EU students (voted by the Board of Directors, no extra document required)
- Partial reduction of enrollment fees granted by international partnership / Inter-university Collaboration Agreement
- Total exoneration of fees granted by French Government scholarship (BGF) (proof will be required)
- Total exoneration of fees granted by institution outside of the EU (proof will be required)
- Total exoneration of fees granted by international partnership / Inter-university Collaboration Agreement (proof will be required)

N.B.: If you select TOTAL EXONERATION, you must submit a document explicitly stating that your BGF scholarship / double-degree or ICA program / etc. permits you to enroll without paying UPPA tuition and fees.
If you will have a job besides your studies during the academic year, enter your employment here, otherwise select «Personne sans activité professionnelle».

Enter your parents’ professional categories.

If applicable, enter the type of tuition-exonerating scholarship you have received for this year:
- need-based scholarship from the CROUS (bourse sur critères sociaux (notification conditionnelle reçue du CROUS)), (non-French nationals may only qualify for such scholarships after living in France for a minimum of two years)
- French government scholarship (BGF), proof will be required.

Indicate here any other financial aid you will receive and which does not exonerate you from paying tuition at the university (ex: Talent’s Academy grant, Regional grants, certain international grants...)

If you are recognized as a competition-level athlete, indicate your sport here. You must be enrolled on the French Ministry’s list and provide proof of your status, and contact the SUAPS/sports service upon arrival at the UPPA.
UPPA

DUPONT

29/01/1997

Choose the subscription

Personal data

Annual data

Social cover

Other data

Rights to pay

Reconciliation subscription

Payment

End of subscription

Données annuelles:

* Obligatory field

If you are concerned by an exchange international program:

What is the international exchange program you are involved in?

What country are you going to?

Specify the establishment you are going to:

Dernier établissement fréquenté:

What is the type of establishment?

What is the department where you study?

What is the name of this establishment?

LYCEE GENIE ET TECHNOL.PRIVE IMMAC,CONCEPT,BEAU FRENES

Quelle est l’année universitaire de fréquentation de cet établissement?

2017 / 2016

L’année dernière:

What was your situation?

Enseignement secondaire (y compris par correspondance)

FRANCE

PYRENEES ATLANTIQUES

Quel est le pays de votre formation?

(Si pays = France)

Precisez l’établissement:

LYCEE GENIE ET TECHNOL.PRIVE IMMAC,CONCEPT,BEAU FRENES

Dernier diplôme obtenu:

What is the type of this diploma?

Baccalauréat (French)

FRANCE

PYRENEES ATLANTIQUES

Quel est le pays d’obtention?

(Si pays = France)

Precisez l’établissement d’obtention:

LYCEE GENIE ET TECHNOL.PRIVE IMMAC,CONCEPT,BEAU FRENES

Quelle est l’année d’obtention?

2013 / 2014

Si vous êtes inscrit(s) dans un autre établissement:

What is the type of this establishment?

What is the department where you study?

Precisez l’établissement d’inscription:

Souscrivez-vous y maintenir votre inscription?

Yes / No

* Obligatory field

Exchange students only:

Specify your exchange program here (Erasmus, …) and indicate the country and name of your home university / institution

All students:

Indicate the latest school, university or institution where you were enrolled

Indicate what your situation was in the previous academic year (2022/2023)

Enter the most recent diploma that you received:

- level of studies,
- country (and if in France, department) of studies,
- name of the school,
- academic year in which you graduated

If you are enrolled in another university for the academic year 2023/2024 (cotutelle, double diploma, CPGE students…) you must indicate it here:

- Type of institution
- Department (if in France)
- Name of institution
- Will you maintain your enrollment there? Yes / No

Année universitaire 2024/2025

Prénom : Léa
In order to enroll at the UPPA, all students must provide proof of **third-party civil liability insurance** (une assurance responsabilité civile), an insurance policy which covers any damage that you accidentally cause to another person’s property. If you are renting a room or an apartment in France, **be sure to check your multirisk housing insurance policy**, as third-party liability insurance is often covered within such contracts.

If you do not have private third-party civil liability insurance, you can take out a policy from a company online or once you arrive in France. Some companies offer inexpensive plans for students. You may also take out an insurance policy from the bank when opening a bank account in France.

Enter the name of the company which will cover you for assurance responsabilité civile: select one of the companies named, or select *Encours* or *Autre* and type in the name of the insurance company.

You will need to upload proof of your insurance policy along with the other documents to validate your administrative enrollment.

Information / reminder: you are encouraged to enroll for supplementary health insurance (une mutuelle santé) with the insurance company of your choice.
This screen will not appear for students with need-based scholarships (étudiants boursiers).

Indicate your situation:
- **Non boursier** (Not receiving a French need-based scholarship paid by the CROUS)
- **Pupille de la nation (sur justificatif uniquement)** (Sponsored by the French State, proof of status required)
A la fin de votre inscription, si vous souhaitez payer en ligne, vous serez redirigé(e) vers le site Paybox (seul site officiel de paiement à l’UPPA). Attention ! Pour les étudiants boursiers, vous n’avez pas à régler les frais d’inscription.

The amount of enrollment fees is automatically calculated according to the information that you have provided.

If you choose to pay online, you will be automatically redirected to Paybox (the only official online payment site for the UPPA).

« Etudiants boursiers » (students with need-based scholarships paid by the CROUS) do not have to pay enrollment fees.

Continuing Education Trainees do NOT have to pay registration fees ONLINE AT THIS POINT.
Contact the Life-Long Learning (FTLV) Service: accueil.forco@univ-pau.fr
To pay your enrollment fees, you may:

- Pay by French check, sent by mail or given on-site in France: select *paiement différé (pay later)*

- Pay online by bank card (all at once, or in three installments*): select *paiement immédiat par carte bancaire (pay now)*

*Payment in three installments is only possible if the first payment is made before September 30.
This is the list of documents to be uploaded. Your list may be different from what you see here, as it will be generated according to the information which you will have entered during the enrollment process.

This is the link where you can upload the required documents.

After validating your administrative enrollment (including uploading the documents and paying the fees), you will also need to proceed with your « inscription pédagogique » or pedagogical enrollment. (This step does not apply to PhD students)

Please enter your email address here to receive this confirmation by email.

You may print this information by clicking here
Check your email inbox regularly!

The APOGEE team will send you an email summarizing your administrative enrollment and containing the list of documents to be uploaded here: https://www.apogee-pau.u-bordeaux.fr/pj8web

⚠️ Attention: any documents sent by postal mail will be discarded. Only documents uploaded to this site will be processed.

N.B.: You can use your smartphone to photograph or scan the documents (by downloading a free application from Google Play/Apple Store such as CamScanner, Scanner pour moi, Gratuit scanner, doc scanner…) They must not exceed 2Mb.

Please note: no enrollment files will be processed during the administrative closure of the UPPA, between 5pm on July 26 and 9am on August 21.
If you did not pay online with a bank card, you may:

- Pay by credit card

You have to take an appointment via [https://www.smartagenda.fr/pro/uppa/rendez-vous/](https://www.smartagenda.fr/pro/uppa/rendez-vous/)
(your 6-digit UPPA student number is required to take an appointment)