Step 1

GUIDE
Online re-enrollment at the UPPA

Need help?
Hotline: (+33) 05 40 17 52 08
from July 08 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 IZLY card with your student number
- Your CVEC attestation number

⚠️ 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.
Students who do not have an active ENT account:
login by requesting a verification code
to be sent by email to a personal email address
https://www.apogee-pau.u-bordeaux.fr/AuthEtudiantUppa/index_nocas.php?app=iareins

Students who have an active ENT account:
https://www.apogee-pau.u-bordeaux.fr/AuthEtudiantUppa/index_cas.php?app=iareins
or navigate in your ENT to Informations and select Portail de scolarité

Re-enrollment 2024/2025
Select « réinscription administrative » in the drop-down menu.
Check the box of the studies you will pursue

Please note: CPGE students can only choose one course.
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)

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)

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 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)

Enter your CVEC number BOR2… (not required for continuing education trainees)

Enter your permanent address (if outside France, indicate the postal code and country)

Regarding the type of housing for the academic year, select from the drop-down list:
- Domicile parental (parents’ home)
- Résidence universitaire (University residence)
- Chambre étudiant (rented room with shared common areas, with a host family…)
- Foyer agréé (privately-managed dormitory)
- Logement HLM (subsidized housing)
- Logement personnel hors chambre étudiant (private studio / apartment, personal housing other than a rented room)
- Autre mode d’hébergement (other form of housing)
Reminder of your UPPA email address and login

Enter your address details for the upcoming academic year

Enter:
- 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
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 »

If you have received a need-based scholarship from the CROUS, select « bourse sur critères sociaux notification conditionnelle » (non-French nationals may only qualify for such scholarships after living in France for a minimum of two years)

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.
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
- CPGE student: specify the High School

Exchange students: specify your exchange program here (Erasmus, ...) and indicate the country and name of your home university / institution
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 En cours 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.
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)
- « 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

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).
### Personal Information
- **Name:** DUPONT
- **Address:** 65000
- **Mail:** Léa
- **Birthdate:** 29/01/1997
- **Phone:** 07 impasse du paradis 64000 PAU
- **Email:** xxxxxxxxxxx@gmail.com

### Academic Information
- **Year:** Année universitaire 2024/2025
- **University:** UPPA

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**Double-check the information provided.**

**You may print this information by clicking « Imprimer »**
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 29.*

At the end of your enrollment, if you choose to pay online, you will be automatically redirected to Paybox (the only official online payment site for the UPPA).

Students receiving need-based scholarships paid by the CROUS (étudiants boursiers) do not need to pay enrollment fees.
Your re-enrollment request has been taken into account for the academic year 2023/2024.

You may print this information by clicking « Imprimer » and/or receive the confirmation by email by entering your email address twice and clicking « Terminer inscription administrative ».
The APOGEE team will send you an email summarizing your administrative enrollment.

- You must upload the necessary documents here:
  [https://www.apogee-pau.u-bordeaux.fr/pj8web](https://www.apogee-pau.u-bordeaux.fr/pj8web) (UPPA student number required)
- For a re-enrollment, the following documents are required (format: jpeg, jpg, png, pdf):
  - Photocopy of your passport or residency card
  - Up-to-date proof of third-party liability insurance (*attestation de responsabilité civile vie privée*)
  - Signed anti-plagiarism form, available for download on the following site:
    [https://formation.univ-pau.fr/fr/inscription/anti-plagiat.html](https://formation.univ-pau.fr/fr/inscription/anti-plagiat.html)
- Other documents may be required, depending upon your situation

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.

⚠️ **Attention:** documents sent by postal mail will be discarded. Only documents uploaded via the website will be processed.

⚠️ Please note: no enrollment files will be processed during the administrative closure of the UPPA, between 5pm on July 24 and 9am on August 19.
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/

  (your 6-digit UPPA student number is required to take an appointment)