Université Paris Cité

Direction des études, de la formation et de l'innovation pédagogique
Pôle Scolarité générale, Centre de contact

REGISTER FOR THE FIRST TIME AT UNIVERSITÉ PARIS CITÉ

ACADEMIC YEAR 2026/2027

Table of contents

What is the administrative registration ? p.3
When should I register ? p.4
Documents to prepare before registration p.5
Steps of the administrative registration p.6
Step 1 – Download the CVEC Certificate (though payment or exemption) p.7
Step 2 – Online registration p.8
Step 3 – Activation of the Université Paris Cité student account p.26
Step 4 - Submission of documents through PJ WEB p.27
Step 5 – Downloading the Certificate of Enrolment and receipt p.33
A problem, a question ? p.34
Useful links p.35

What is the administrative registration ?

- The administrative registration is mandatory, annual and personal.
- It follows an application, then a permission to register.
- It leads to the payment of the Contribution to Student and Campus Life (CVEC) (*for full-time education or apprenticeship)* and registration fee *(students who benefit from a scholarship on social criteria are exempted).*
- It gives you the Student status and allows the issuing of a Certificate of Enrolment and a Student Card.
- It gives you access to numerous services in University (University Library, CROUS Restaurants, intranet, Moodle platform…).
- It is compulsory for the pedagogical registration, and to access your exams.

When should I register ?

Caution

The registration and document-submission platforms will be closed from July 22 (5 p.m.) to August 19, 2026 (included). Reopening on August 20, 2026, at 10 a.m.

Following your application, you have been authorized to register for the academic year 2026/2027.

- Students admitted via **Parcoursup (except for IFSI, IFPP)** will be able to register **from July 8, 2026.**

To access the registration process, you will have to wait for 24 hours after you confirm your choice for good on Parcoursup.

- Students admitted via **eCandidat, Mon Master, Etudes en France or a "laissez-passer"** will be able to register **from July 6, 2026 in general, but dates can vary according to the administration of your course.**

Please make sure you confirm the offer of admission on Parcoursup, eCandidat or Mon Master.

You must respect the registration deadline of the course you have chosen.

Documents to prepare before the administrative registration

Before your administrative registration, make sure you have the following documents with you :

- Parcoursup, eCandidat, or Mon Master number, or your “laissez-passer”
- National identification number, “Numéro d’identifiant national” (INE, INES or BEA)

- You have an INE, INES or BEA if you have a French baccalauréat obtained after 1995 or if you have been enrolled in the French higher education system from the academic year 1994/1995. This number can be found on your baccalauréat transcripts, any university transcript or on your student card.

- You do not have an INE, INES or BEA, if you are an international student, do not have a baccalauréat, or obtained your baccalauréat before 1995, and have never been enrolled in French higher education.

- CVEC Certificate 2026/2027

If you register for full-time education or apprenticeship in University, you have to pay the CVEC.

- Debit Card to pay the registration fee

If you do not have a debit card, you can open a bank account for free in France.

Steps of the administrative registration

The administrative registration consists of 5 steps :

Step 1 - Download the CVEC Certificate (by payment or exemption)

Step 2 - Online registration

Step 3 - Activation of the Université Paris Cité student account

Step 4 - Submission of documents

Step 5 - Download the Certificate of Enrollment and receipt



Step 1 - Download the CVEC Certificate (by payment or exemption)

cvec.etudiant.gouv.fr



Who has to obtain a CVEC certificate ?
- Students in full-time education or apprenticeship must pay the CVEC.
- Students in professional training do not have to pay the CVEC.

Who is exempted from paying the CVEC ?
- Students benefiting from a scholarship on social criteria managed by the CROUS or French Regions.
- Students under the refugee status, subsidiary or temporary protection.
- Asylum Seekers.

When should I do it ?
- You must obtain your CVEC certificate, or "Attestation CVEC" (by payment or exemption) before starting your administrative registration.
- You can access the procedure from June 1st, 2026, on the CROUS Website : cvec.etudiant.gouv.fr
- Its price for 2026/2027 is 105 €.
- You will receive a certificate containing a 12 characters number, which you must keep to use for your administrative registration.

Caution
- Enter your birth name, and not your preferred or usual name.
- You name and surname on the CVEC certificate must be strictly identical to the ones you used in the application platform (Parcoursup, eCandidat…). Even with a slight difference, your CVEC number will not be recognized by our registration platform.

Example :
Name provided on the eCandidat platform : MARTINS
Name provided on the attestation CVEC : MARTIN
-> CVEC number not valid on the online registration platform

Step 2 - Online registration

- Use a computer (no phone or tablet) and one of these browsers : Firefox, Chrome or Edge.

- Connect through this link : primo.app.u-pariscite.fr/primo

Click on “Continuer” at the bottom of the page.

- You will be redirected to the APO-Connect platform. Enter the following data :
- Your “Identifiant OPI” (login) in capital letters
- Your birth date in the DDMMYYYY format (*example : November 13, 2002 -> 13112002)*
- The email address you used when you applied on Parcoursup, eCandidat, Mon Master, etc.



- Once you entered the data, you will receive a link to connect to the online registration platform by email (check your spams).
- Caution : the APO-Connect link you will receive via email is only available for 10 minutes.

If this time has passed, you will have to request a new link via APO-Connect.

Where can I find my “Identifiant OPI” (login) ?
The login depends on the platform you used to apply.
You shall enter :

* **Parcoursup** :
P26 + 7 characters of your Parcoursup number
or P260 + 6 characters of your Parcoursup number
Example : number 1400797 -> P261400797

* **eCandidat** :
- For every “Faculté” : EC + eCandidat number
- For a Doctorate via the “Collège des Ecoles Doctorales” : ED + eCandidat number
Example : number H41F1QRZ -> ECH41F1QRZ

* **Mon Master** :
- For students in full-time education :
M6 + Mon Master number, removing “CAND”
Example : number CANDSRA7P6FW -> M6SRA7P6FW

- For students in professional training or apprenticeship :
Code you received in the registration authorization email (check your spams).
Example : LPP136862

* **Etudes en France or “laissez-passer”** :
Code you received in the registration authorization email (check your spams).
Example : LPP136862

Caution
If you have ever been enrolled in Université Paris Cité before, it is a re-registration. In that case, see the dedicated page :
u-pariscite.fr/reinscription-a-universite-paris-cite

Identity

- Check your identity, and if the information is correct, click on “Confirmer”.
- **If the information is incorrect :**

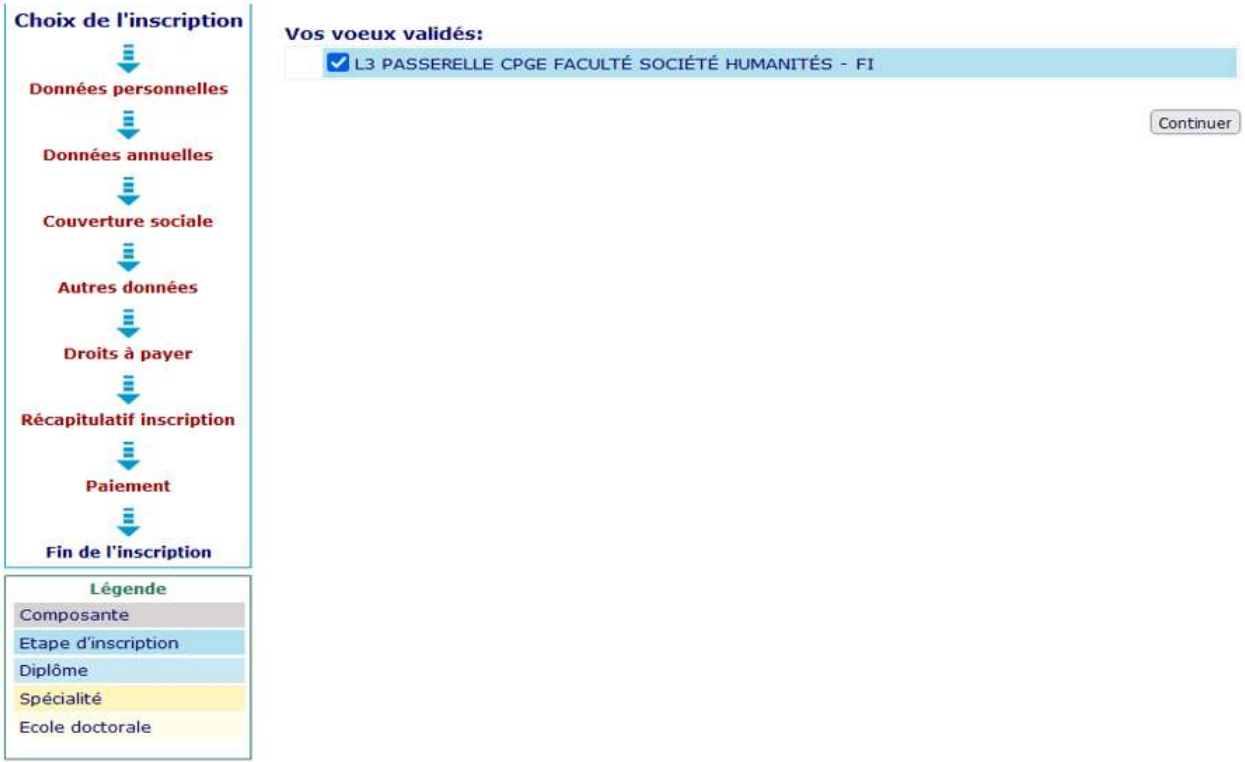
- If you have been admitted via Parcoursup, eCandidat or Mon Master, contact our Centre de contact : u-pariscite.fr/centre-de-contact
- If you received a “laissez-passer” via email, contact your course administrator : u-pariscite.fr/les-facultes



Baccalaureate obtained abroad
If you hold a foreign baccalaureate, have never been enrolled in French higher education system, “titre étranger ou titre français admis en equivalence” should be stated in the “BAC ou équivalence” box. If it is not the case, you will be stuck in the following steps, because you will be asked for an INE, INES or BEA, which you do not have.

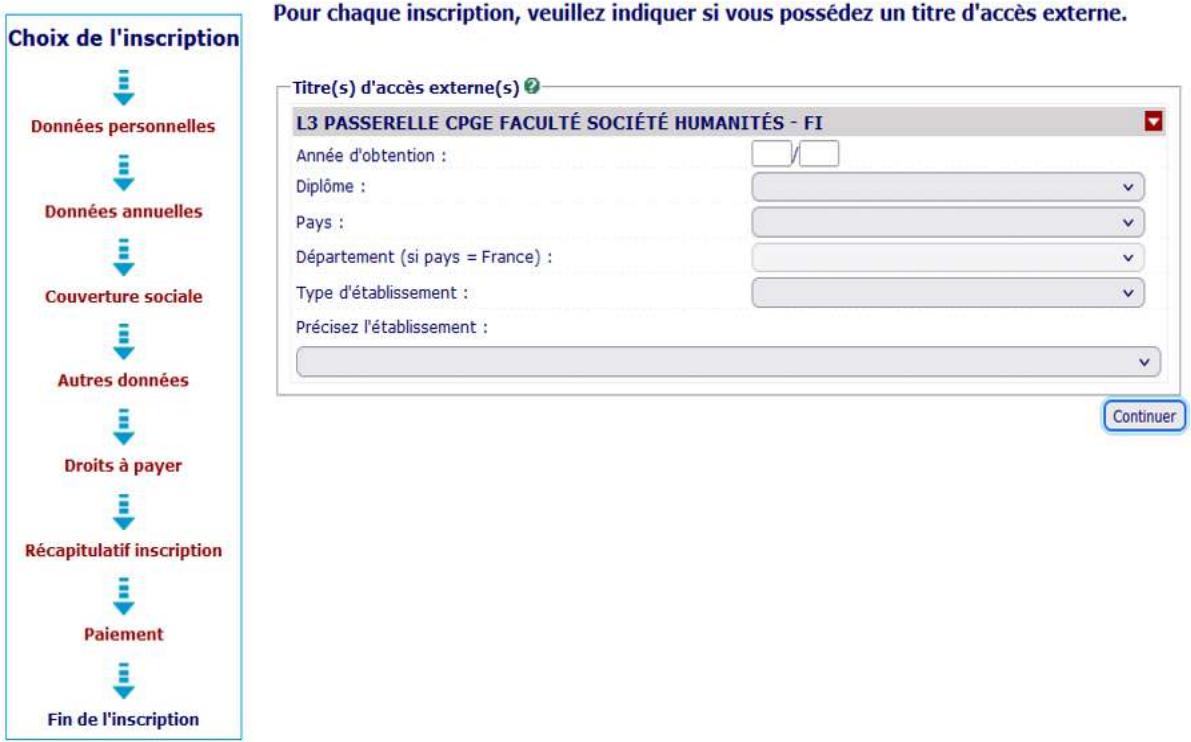
Choose your registration

Tick the box corresponding to the course you have been allowed to register for.



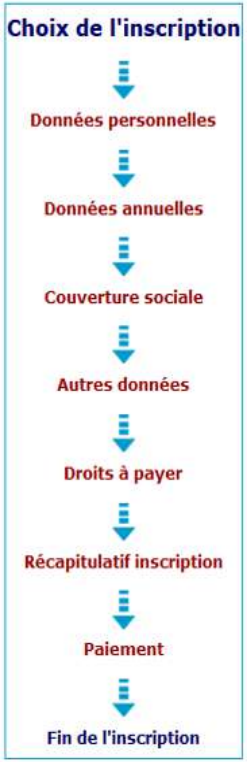
External access credentials

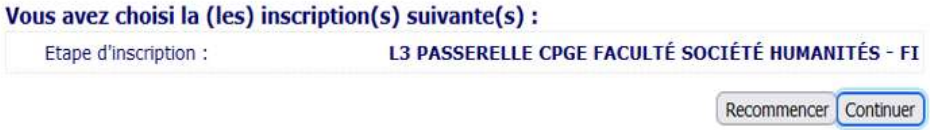
If you do not have a particular degree granting you access to the course, you can let the boxes empty and directly click on “Continuer” (for example : equivalence)



Confirmation of the registration choice

Confirm your course choice by clicking on “Continuer”.





Personal data 1/4

You are now accessing the personal data pages.
Some boxes may be filled in already, depending on your situation.



Identifiant National (INE, INES ou BEA)
It is specific to each student, you will keep it throughout your whole education, even if you go to a different university.

Enter the 11 characters number in capital letters, it appears on your baccalauréat transcripts, any university transcript or your student card.

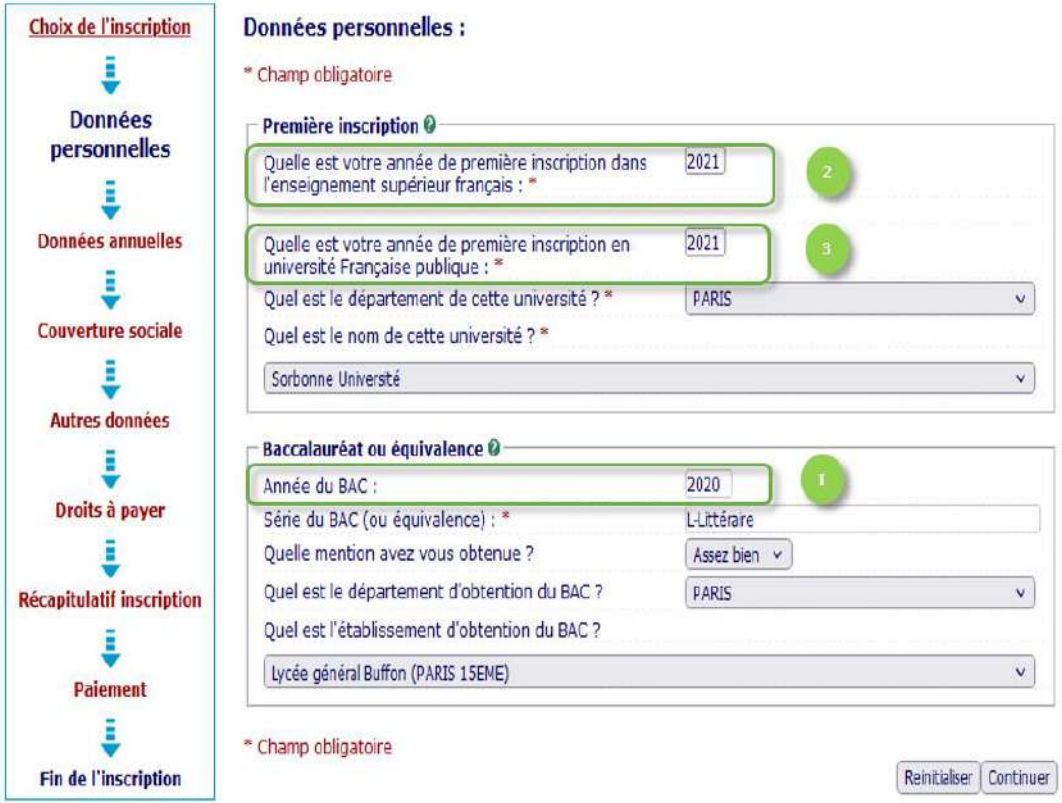
Only international students, students who do not have a baccalauréat or who have a French baccalauréat obtained before 1995 and have never been enrolled in French higher education do not have an INE, INES or BEA.

Caution, the temporary INE number mentioned on your Attestation CVEC is not valid. It should not be entered in that field.

CVEC
Enter the 12 characters number specified on your Attestation CVEC.

Personal data 2/4

Some boxes may be filled in already, depending on your situation.



Baccalauréat or equivalence

- Enter the honors obtained, the "département" and school attended.

- You have a foreign baccalaureate equivalent :

- The "série du BAC" box should mention "titre étranger ou titre français admis en équivalence"
- For the "département" of acquisition, select "Etranger" in the drop-down menu.

First registration

The year of first registration in French higher education is the one of your first registration after the baccalaureate.

Coherence of the data input

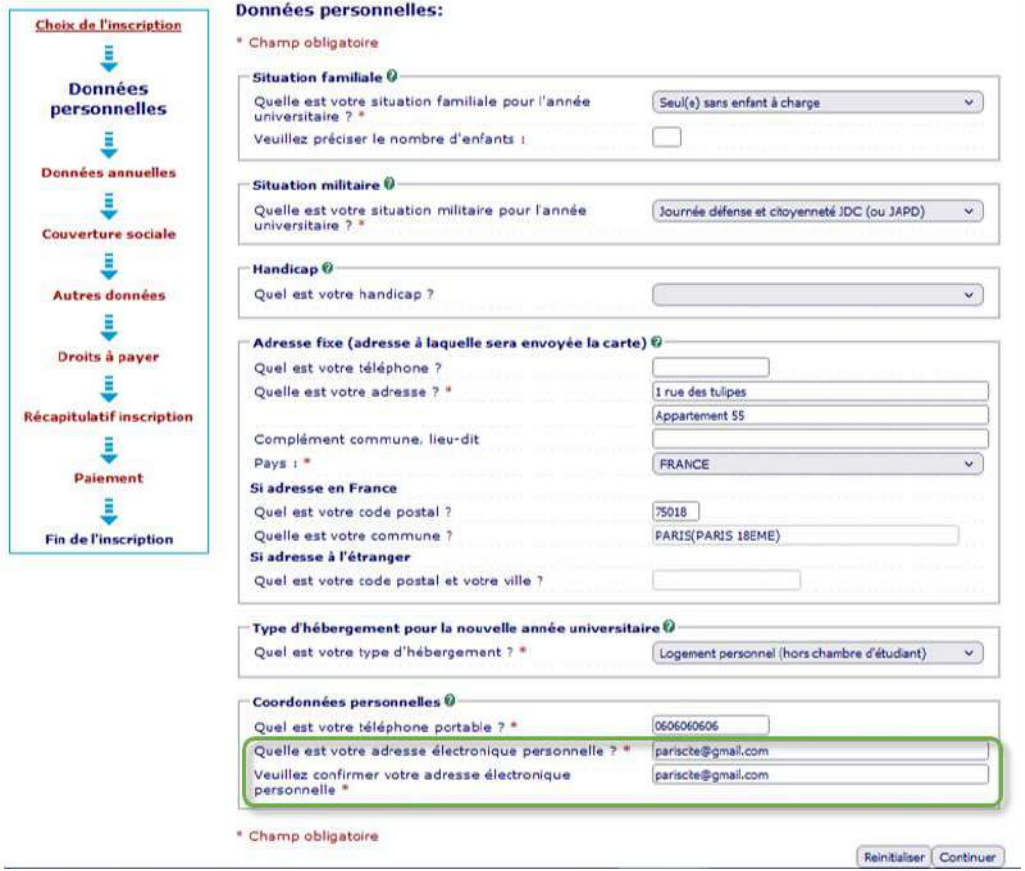
❶ Year of your baccalaureate, ❷ Year of your first registration in French higher education, ❸ Year of your first registration in a French public university
These three dates must be coherent.

Example :

- *Diploma prepared in 2019/2020 -> the year is : 2020*
- *The year of first registration in French higher education & year of first registration in a French public university must be equal or superior to the year of obtention of the baccalaureate or equivalent. Here : 2020.*
- *The year of first registration in French higher education & year of first registration in a French public university can be identical, though it is not obligatory.*

In case of incoherence, an error message appears.

Personal data 3/4



Military Situation
French Students under 25 years old must justify their situation regarding Defense and Citizenship Day (students who do not have French nationality are not concerned).

- If you have not done your JDC yet : select “Recensé (-18 ans)”.
- You have already done your JDC : select “Journée défense et citoyenneté JDC (ou JAPD)”.
- You are over 25 years old : select “Exempté ou réformé”.

Disabilities
If you have a disability, the Pôle handicap offers a personalized support :
u-pariscite.fr/etudes-et-handicap

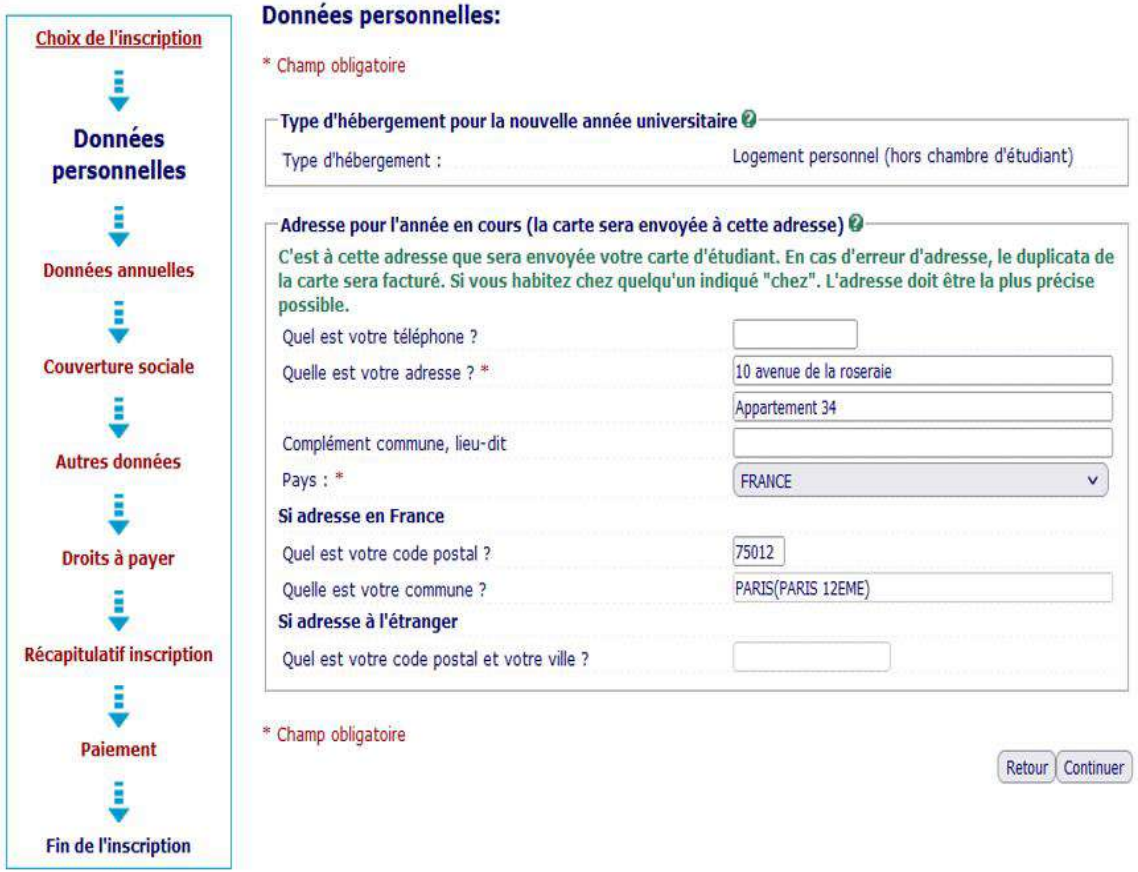
Permanent address
You must enter an address which is not likely to change, where we will always be able to reach you.
Example : parents’ address

It must be as precise as possible (chez “XXX”, name of the apartment complex, floor, room or apartment number…).

Type of housing
Enter the type of accommodation in which you will reside for the academic year.
Example : CROUS student accommodation

Valid email address
Please enter it carefully, with no error. You will receive important links and steps to complete your enrollment via this address (enrollment confirmation, activation of your account, documents to submit…).

Personal data 4/4



Address for the current year
It is the address you will live in during the academic year.
Example : CROUS student housing

Your student card will be sent at this address.

In order to avoid returns, the address must be as precise as possible (chez “XXX”, name of the apartment complex, floor, room or apartment number…).

Please make sure your name appears on your mailbox.

Annual data 1/2

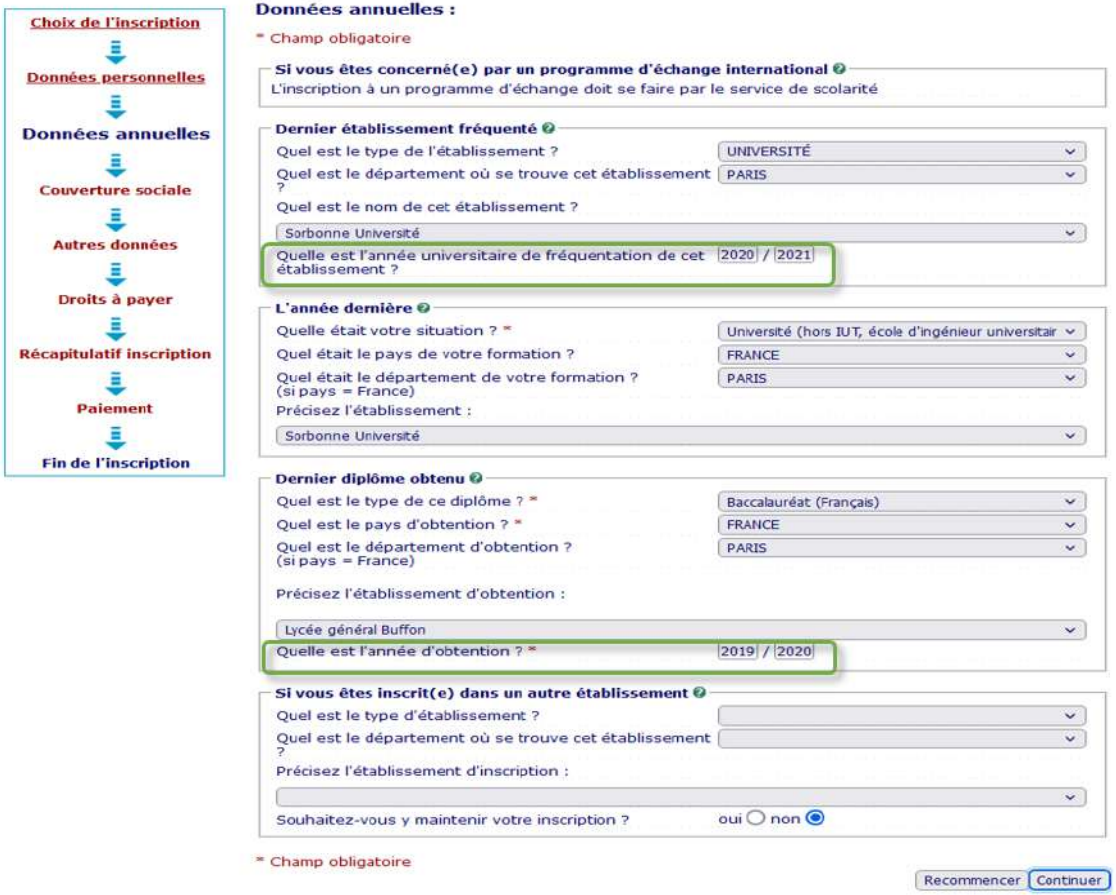


Your professional activity during the academic year
If you carry out a professional activity in 2026/2027, select its category, the activity and working time (full-time or part-time).

Socio-professional category of your parents
Select the corresponding category for each of your parents.

CROUS Scholarship
If you have been granted a CROUS scholarship, select “Bourse conditionnelle (en instance)”.
Students who have a “notification conditionnelle de bourse” are exempted from paying the registration fee (so do those with a “notification définitive”). To justify your status, you will have to submit the notification later on.
This procedure will be valid until October 15, 2026. After this date, students will have to pay the registration fee, then ask for a refund after they scholarship status has been confirmed.
For more information, contact the Pôle Vie Etudiante :
u-pariscite.fr/bourses-aides

Annual data 2/2



Last school attended
It is the last school or university you attended before joining Université Paris Cité.
Enter the school year in YYYY format

Last year
It is your situation in 2025/2026.

Last diploma obtained
Enter the year in YYYY format

If the last diploma you obtained is the baccalaureate or equivalent, the information entered must be coherent with those on the "Personal data 2/4" page.

Example :
You declared that you obtained your baccalaureate in 2020 at Buffon high school in Paris. You must enter the same data in the "Dernier diplôme obtenu" box.

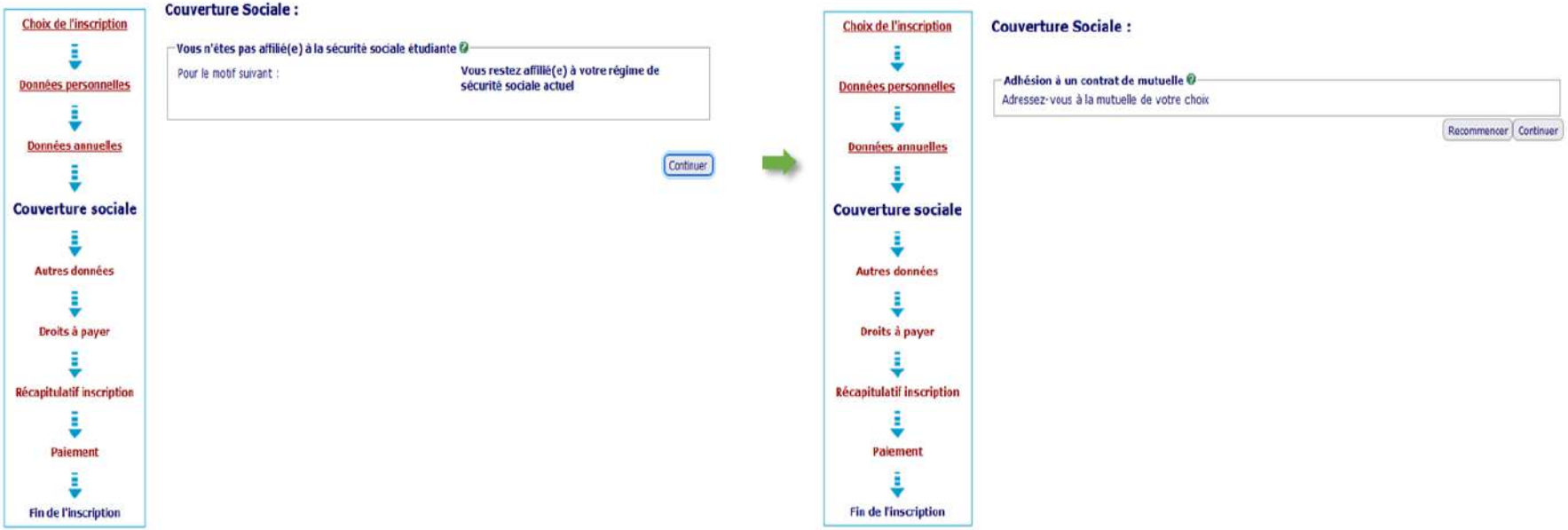
In case of incoherence, an error message appears.

You enrolled in another university
If you enrolled in Université Paris Cité and in another school or university at the same time for 2026/2027, indicate it in that field.

Social security cover

These pages are for information purposes. You can directly click on “Continuer”.
You are still affiliated with your current social security cover. To supplement social security reimbursements, you can get a health insurance or “mutuelle”.

For more information, see the Assurance Maladie website :
ameli.fr/assure/droits-demarches/etudes-stages/etudiant/etudiant
etudiant-etranger.ameli.fr



Handouts



The handouts are reserved for a few Health courses (PASS, UFR de Médecine and UFR Sciences Fondamentales et Biomédicales).

If you want to get the printed copies, check the box corresponding to your course. Do not select all of them, for you will only be able to receive the ones dedicated to your course.

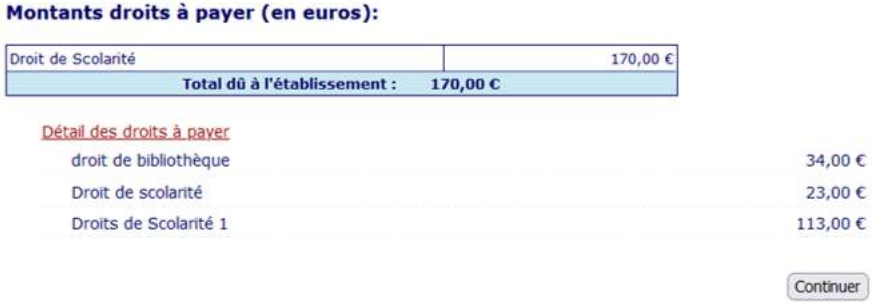
In addition, the handouts are available in digital format, and can be downloaded online for free.

Registration fees

Check the price of the registration fees before you pay.
If you notice an anomaly, do not hesitate to go back to the precedent pages and check the data *(example : scholarship status…).*

For more information regarding the fees, see :
u-pariscite.fr/droits-dinscription-tarifs-exonerations



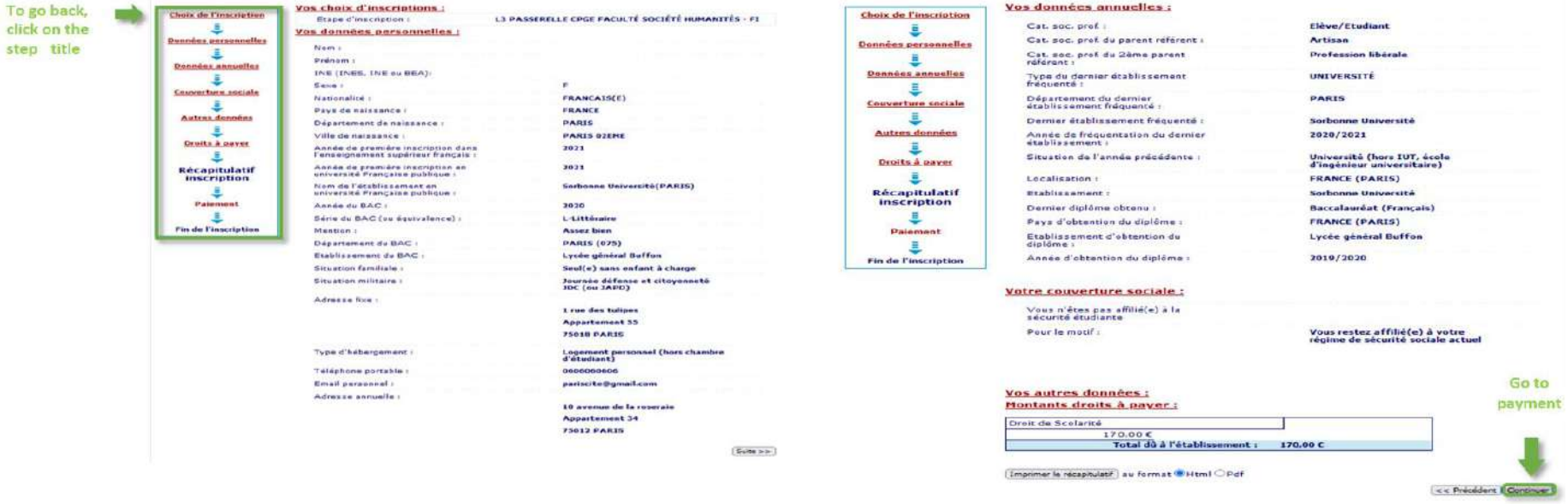


Pay by installments
You can pay through 3 installments if you register before October 31, 2026 and if your fee is above 301 €.

Recap of your registration

These pages summarize your entry, please read them attentively.
If you notice a mistake, you can change the data by clicking on the corresponding step, which appears in red and underlined in the left column.
If everything is correct, print the recap in PDF format.

Note that your registration is not complete yet. Click on “Continuer” to access online payment.
The registration will only be validated once the message “*Votre demande d’inscription a bien été prise en compte pour l’année universitaire*” *appears on screen.*



Payment 1/2



Online payment is mandatory and secured. It is only possible by card (visa, mastercard).

Make sure you enter the data of the card holder if it is not your own debit card, or else the payment will not work.

To receive your payment confirmation, enter a valid email address.

Payment 2/2

A new window appears.
Proceed with the online payment, making sure you do not close the registration form tab. Click on “Valider”.
You may receive your receipt only a few minutes after the payment (check your spams).



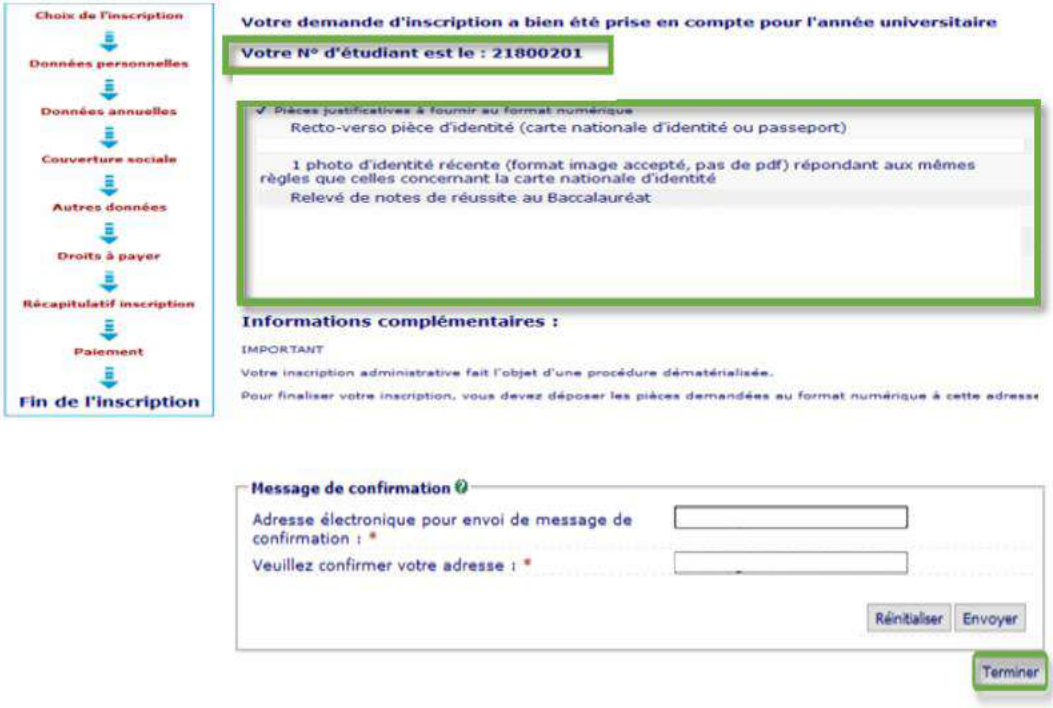
Online payment is only possible by card (visa, mastercard) though 3D Secure protocol, which guarantees a secured payment.

You will have to connect to your bank’s application to validate the transaction.

Once the payment is validated, do not leave the page, you will be automatically redirected to the registration form.

End of the registration

The message "*Votre demande d'inscription a bien été prise en compte pour l'année universitaire*" appears on screen.
To receive your registration confirmation, enter a valid email address, then click on "Envoyer".
To validate the registration, click on "Terminer".



The registration confirmation contains the personal student number you have been assigned. Keep it and write it down, you will need it for every university process.

This page also shows you the information to complete the further steps of your registration :

- Activation of the student account
- List of the documents to submit (caution, the list differs according to each student's situation)
- Terms and conditions of the student card's delivery
- How to download your Certificate of enrolment and official receipt.

Step 3 - Activate your Université Paris Cité account



- You can only activate your Université Paris Cité account if you paid the fees and validated your administrative registration for the 2026/2027 academic year.
- Within 48h after the payment, you will receive an email to activate your account. This message will be sent to the email address you entered when you registered (**check your spams**).
- You can also see the procedure on this page : u-pariscite.fr/activer-votre-compte-etudiant-universite-paris-cite
- If the error message "*L'adresse e-mail renseignée n'a pas été retrouvée dans notre base, veuillez essayer à nouveau*", appears, remember you have to wait for 48h after the registration to activate your account. This time is required for the application to recognize your email address.

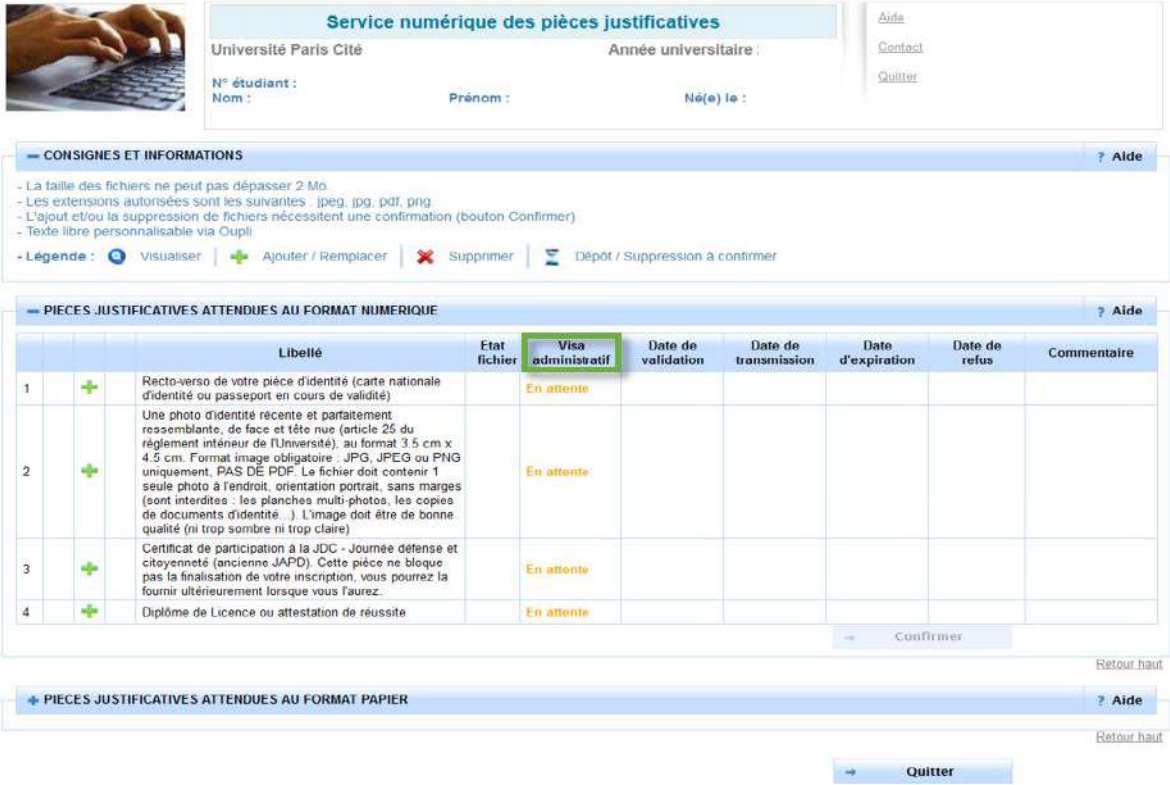
Step 4 - Submit your documents



- The PJ WEB application allows you to digitally submit the documents you have been asked at the end of your registration, and to check their status.
- You can access the PJ WEB application after you completed the registration and activated your account.
- Use a computer (no phone or tablets) and one of the following browsers : Firefox, Chrome or Edge.
- Connect to the app via this link : pjweb.app.u-pariscite.fr/pjweb
- Enter your login and password :
  - *Your login is generally : name.surname*
  - *Your password is the one you chose when you activated your account.*

Advice and information

Once connected, a list of documents appears. They may differ depending on each student's situation.
In the following example, 4 documents must be uploaded.



Some advice

- Scan the documents before starting.
- The documents must be readable and well framed.
- Each document must be smaller than 2 Mo.
- The documents must be uploaded as PDFs (except for the ID photo), jpg, jpeg or png.
- If you need to upload different documents within a same category, you can merge them using free websites.
  Example :
  ilovepdf.com/fr/fusionner_pdf
  smallpdf.com/fr/fusionner-pdf

Read the key attentively

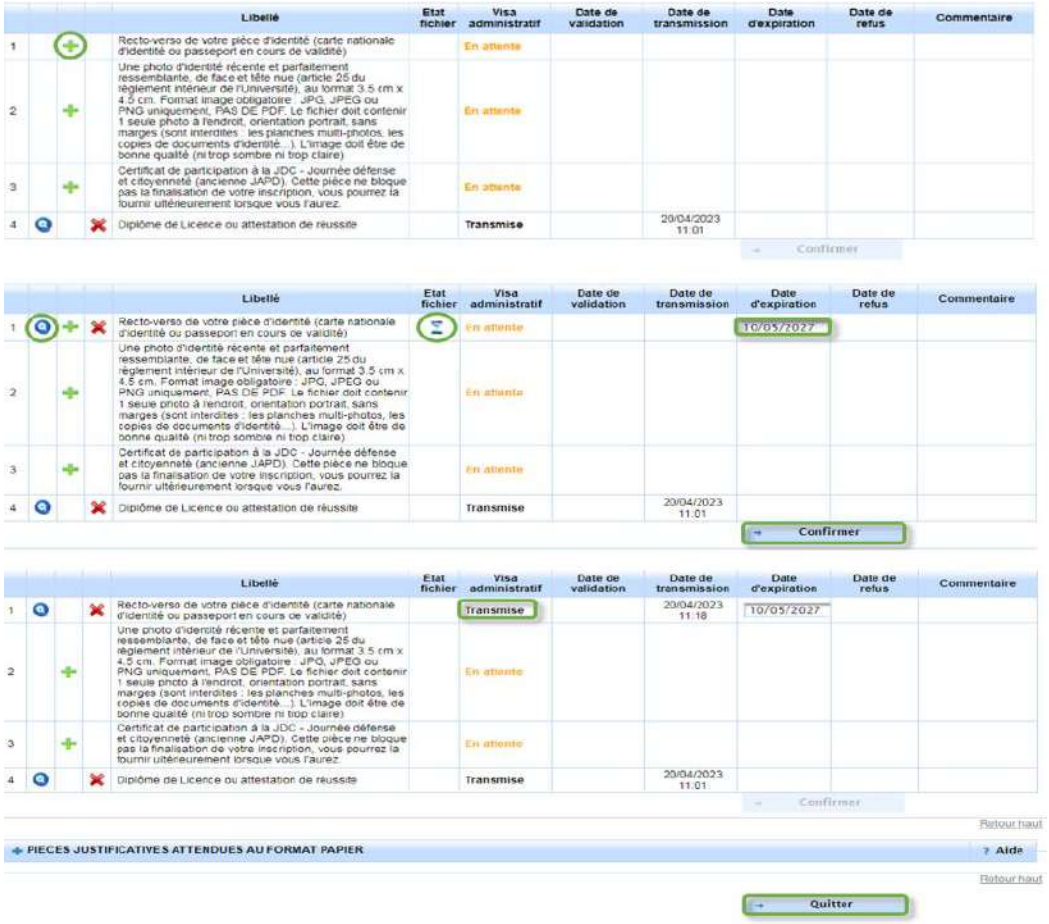


- The + button allow you to upload a file.
- The X button allows you to delete a file.
- The lens allows you to visualize a file.
- The hourglass reminds you to confirm a file's submission or deletion.

The "Visa administratif" column

En attente : you have not uploaded the corresponding file yet.

Submit a document



Upload a document on the application

- Press + and select the file from your computer.
- Visualize the uploaded file with the lens.
- The hourglass indicates you still have to confirm the submission.
- Click on "Confirmer" to validate the submission.
- The document's status now changes to "Transmise".

Follow that same process for every document. Then, click on "Quitter" to log off.

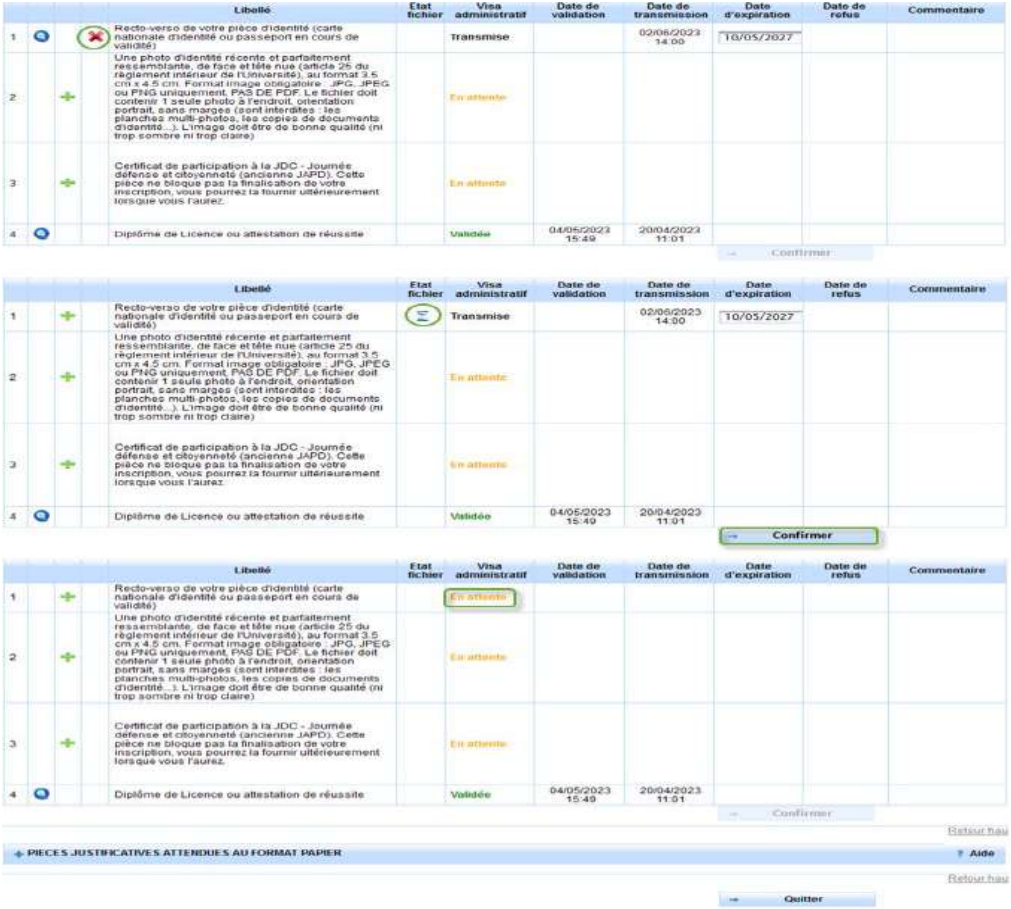
If you do not have all the documents with you, you can come back and connect to PJ WEB at any moment to upload new files. Every time you do so, do not forget to click on "Confirmer" before "Quitter".

ID expiration date

After you upload your ID or passport, enter its expiration date following the DD/MM/YYYY format
Example : May 10, 2027 -> 10/05/2027

If you have a French carte nationale d'identité (CNI) which expired, upload the renewal application receipt you were given by the city hall, and the expired CNI (both documents are compulsory).

Delete a document



Delete a document in the app

- Press **X**
- The hourglass indicates you still have to confirm the deletion.
- Click on “Confirmer” so the status changes to “En attente”.

Caution

After you delete a piece, if you need to upload a new one, make sure you give it a different name to avoid technical issues.

A document under the “Validée” status can not be deleted.

Reframe your ID photo





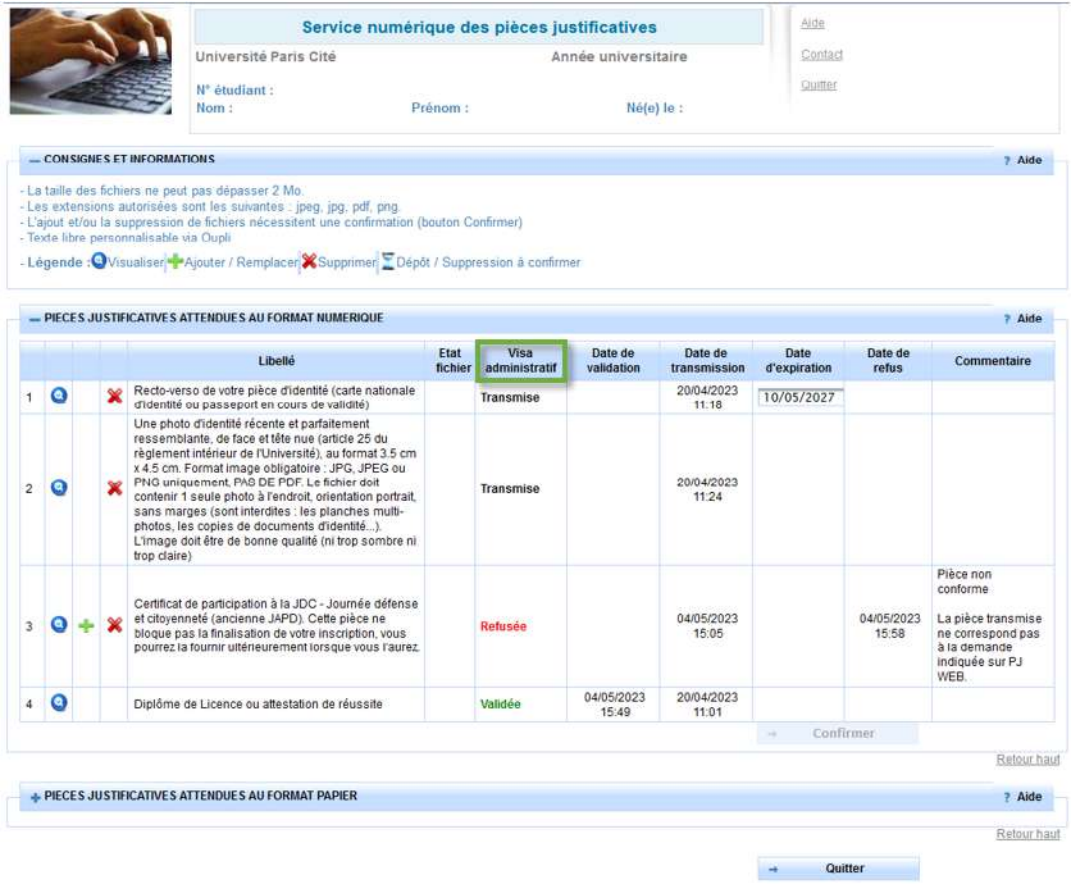
Some advice

- The photo must be uploaded in jpg, jpeg or png format (NO PDF).
- The file must be smaller than 2 Mo.
- The photo can follow the “photo d’identité” format.
- The background must be plain and of light color, the picture must be of good quality (no blurry pictures allowed).

Upload the photo on the application

- Press +
- The reframing window opens.
- Click on “Sélectionnez une photo à recadrer (ou la déposer dans le cadre ci-dessous)” and find the file in your computer.
- Place your face inside the red outline. To do so, adjust the image by moving it with your mouse, and zoom in with the scroll wheel.
- If the photo is upside down, you can rotate it with the blue cursor.
- Once the photo is adjusted in the reframing tool, click on “Valider ma photo”.
- Click on “Confirmer” to validate the submission.

Processing of your documents



The "Visa administratif" column

- En attente : you have not uploaded this document yet.
- **Transmise** : the document have been uploaded, our team will check it shortly.
- Validée : our team accepted your document.
- **Refusée** : the document have not been accepted by our team. The reason is explained in "Commentaire".

Processing of the documents

The documents are checked by the Service des inscriptions team (exept for the notification de bourse, examined by the Pôle Vie Etudiante team).

Check your document's status :

- When a document is in order, its status is updated to "Validée".
- If it is not, the status changes to "Refusée". In that case, you will receive an email with the reason of the refusal. When you upload a new one, make sure you give it a different name.

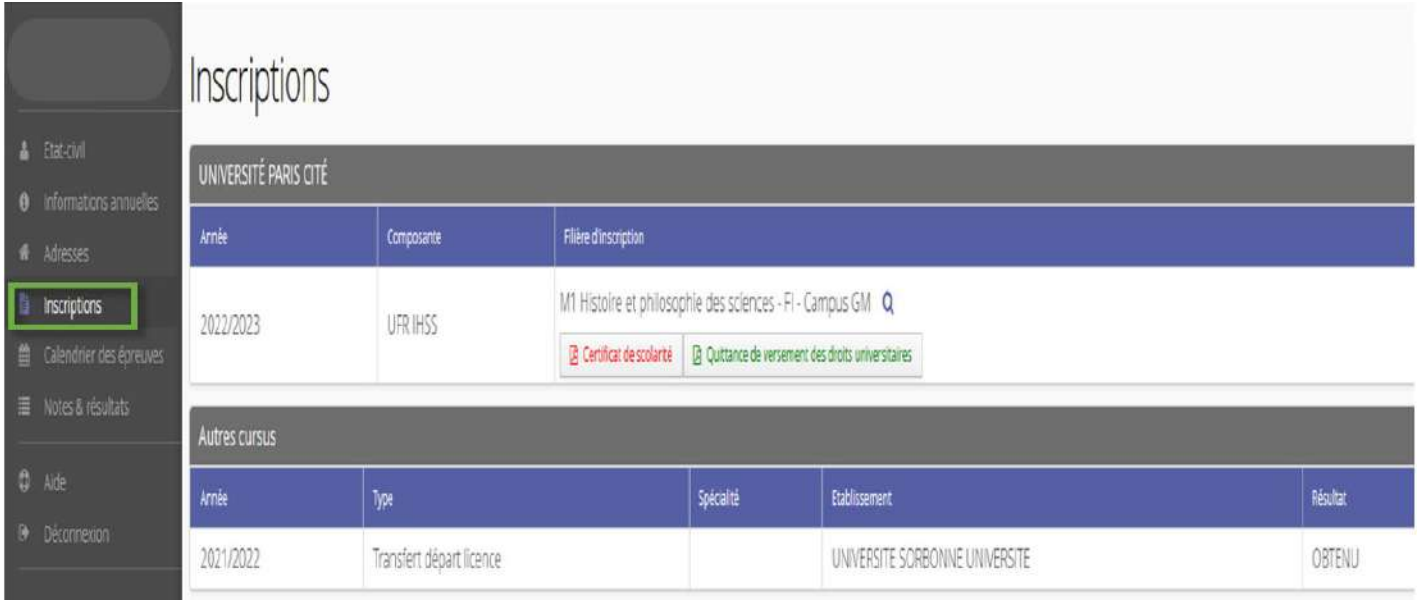
Delivery of your student card

After your documents have been validated, you will receive your student card by post, this will take at least 15 days (outside of the university's closing period).

The card is sent to the address you entered during your registration. To avoid returns, please make sure you name is visible on your mailbox.

Step 5 - Download your certificate of enrollment and receipt for the registration fee

After your administrative registration, and after you activated your account (cf. page 26), you can download a certificate of enrollment, called “certificat de scolarité” and your receipt for the registration fee on a computer, via the application Mon Dossier Web (*Inscriptions* tab) : mondossierweb.app.u-pariscite.fr



Any problem or question ?

- If you are having trouble during your administrative registration, a Q&A is available on our website : u-pariscite.fr/faq-inscriptions-et-demarches-administratives
- If you do not find any answer for your question, contact our Centre de contact :

- Using our contact form : u-pariscite.fr/centre-de-contact
- By phone : 01 57 27 65 67

Opening hours hotline : Monday to Friday from 9:30 a.m. to 4:30 p.m. (from July 6 to July 22, and from August 20 to December 18, 2026)

- Via videoconference, after making an appointment by phone.



Useful links

- University website : u-pariscite.fr
- Registrations : u-pariscite.fr/sinscrire-a-universite-paris-cite
- Q&A : u-pariscite.fr/faq-inscriptions-et-demarches-administratives
- Scholarship : u-pariscite.fr/bourses-aides

- CROUS website :
- CROUS services : messervices.etudiant.gouv.fr
- CVEC : cvec.etudiant.gouv.fr
- IZLY : izly.fr

- Centre de contact : u-pariscite.fr/centre-de-contact