



Online registration manual
IA Web CORIANDRE
International Students Manual 2023

This guide is intended for international students who register for the first time at ENS Paris-Saclay. You will find in this guide, downloadable from the ENS Paris-Saclay website, the different screenshots with **indications of entry**.

For any information request, please send an email to sos-inscription-2023@ens-paris-saclay.fr

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To sign in

International students can pre-register on [Coriandre](#) as soon as they receive an e-mail from no-reply@ens-paris-saclay.fr containing their connection link and ID.

si
Services de l'ENS Paris-Saclay

école
normale
supérieure
paris – saclay

université
PARIS-SACLAY

Entrez votre identifiant et votre mot de passe.

Identifiant :

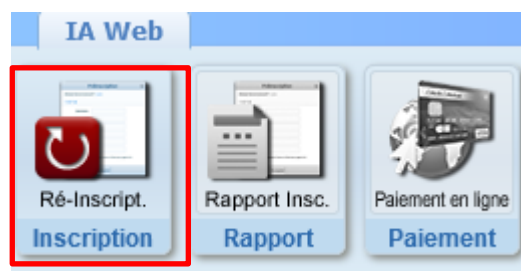
Mot de passe :

SE CONNECTER

[Mot de passe oublié ?](#)

Pour des raisons de sécurité, veuillez vous [déconnecter](#) et fermer votre navigateur lorsque vous avez fini d'accéder aux services authentifiés.

Once Coriandre is open, pre-register by going to the IA Web tab.



At the beginning of your registration, only one tab will be active. Once all the elements have been filled in, you will have access to your registration form, which does not constitute a school certificate, and then to paybox (online payment) to make your payment online once the School Office has validated your file.

The tabs below will open as you complete them. Be sure to validate the first page "Info. Generales" page or you will have to start the whole process again.



There will be 7 tabs to fill in before you finalise your registration with the payment tab.

1. « Info. générales » Tab

This tab allows each student to enter their personal details, address and telephone number. Fields marked with an asterisk are mandatory.

1.1 Administrative information area

Put your passport photo (jpeg format) on the top right corner of the registration form and save it before leaving the page. Without the photo we will not be able to print your student card.

Complete the expected elements. The information must correspond exactly to the identity document you will upload.

Check the box "Ajouter un prénom d'emprunt ou usuel" only if you wish to be called by a specific first name during your studies. In order for this first name to be taken into account on the call lists, email@ens-paris-saclay.fr... please notify it to sos-inscription-2023@ens-paris-saclay.fr

The screenshot shows the 'Dossier Pré-inscription 2021' form, 'Info. Générales' tab. The form is titled 'Informations administratives' and contains several sections. The 'Identifiant National de l'Étudiant (INE) ou Code Base Élèves Académiques (BEA) *' field is highlighted with a red box. Below it, the 'N° CVEC *' field is also highlighted with a red box. The 'Situation professionnelle' dropdown menu is highlighted with a red box. Other fields include 'Nom de famille', 'Prénom', 'Numéro de Sécurité Sociale', 'Numéro CNI', 'Numéro Passeport', 'Date de naissance', 'Département de naissance', 'Pays de naissance', 'Ville de naissance', 'Situation familiale', and 'Enfant(s) à charge'. A photo upload icon is visible in the top right corner.

Complete the expected elements. The information must correspond exactly to the identity document you will upload...

- **WARNING : Don't forget to save your photo at the end of the page before continuing your registration, without it your registration will not proceed correctly.**
- - International students who do not have an INE (Identifiant National Élève is a unique identifier that facilitates the management of the education system and allows the statistical monitoring of pupils, students and apprentices) and a social security number tick **Code inconnu**.
- A tab called CVEC (Contribution à la Vie Étudiante et de Campus) has been added since 2018. Before any registration, it has become compulsory to pay it. The payment of the CVEC, either by payment or by exemption, can be done by going to <http://cvec.etudiant.gouv.fr/>

Exempted students are international students with scholarships on social criteria (CROUS) and from the French government, international exchange students and Erasmus students..

At the end of the process, you will receive a certificate with a number to be entered in this field. The CVEC document must also be uploaded.

WARNING : Family names are written in capital letters. For first names, only the first letter is capitalized.

- - From the drop-down menu, you should select "Sans" to indicate your “situation professionnelle” (employment status).
- To fill in the “statut de l’apprenant” (Learner Status) field, please choose your status from the following proposals:
- -normalien(ne) élève à titre étranger (international civil servant : you took an entrance examination to join the school)

-étudiant(e) (student : you got in the school by making an application)

statut apprenant *

normalien(ne) élève fonctionnaire stagiaire

-

normalien(ne) élève fonctionnaire stagiaire

normalien(ne) élève non fonctionnaire stagiaire

normalien(ne) étudiant(e)

étudiant(e)

étudiant(e) EP

Pay stagiaire de la formation continue

1.2 Personal address and telephone number area

Personal address:

If you do not yet have your student address, please indicate your current address or that of your parents and ask for a correction once your address is known by sending an e-mail to the DSVE.

Personal phone numbers:

You must provide at least one mobile phone number.

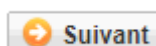
Specify student mobile phone.

Add a parent's phone.

Each addition is considered by clicking on



At the end of the page by clicking on



you open the next tab.

2. « Titres d'Accès » Tab

This tab allows the student to indicate the diploma/title/competition obtained which enables them to access the institution's courses. For example, if the student only has the baccalaureate (or its equivalent), he/she can only choose to enroll in a course for which the required level is at least the baccalaureate

2.1 Baccalaureate or equivalent degree for access to French higher education institutions area

The **type d'établissement** chosen determines the fields requested later for the baccalaureate.

The international student chooses as **type d'établissement**: Foreign. Their series is automatically pre-filled with the code 0031- Foreign title admitted for equivalence.

They will have to fill in the name of their institution manually.

2.2 Degree and other access title to the desired training

VERY IMPORTANT: The information entered in this box are the ones which will enable you to select the level of training you will have access in the "desired training" tab.

Here you can find a box followed by the question :

Do you have a diploma or equivalent letting you register to your desired training ? If yes, tick the box.

This box should be ticked and then the new information requested should be completed.

- Quel établissement avez-vous fréquenté sur cette période ? (Which institution did you attend during this period ?)

- If you are/were in CPGE and registered at the same time at a college during this period, you must indicate here the university where you were also registered.
- Quelle formation avez-vous suivi dans cet établissement sur cette période ? (What training did you receive at this institution during this period?)

If you are/were in CPGE, you had to register in parallel for a Licence at a university ; you complete the information as follows:

Type: Licence |Grade = Licence |Level = 2 if you have acquired 120 ECTS

|Level = 3 if you have acquired 180 ECTS

Intitulé (Title) : « CPGE 3/2 ou 5/2 + discipline » pour les CPGE scientifiques (for scientific CPGE)

« CGPE 1^{er} année de Khâgne + discipline » ou « 2^e année de Khâgne + discipline » pour les CPGE littéraires (for literary CPGE).

If you have obtained a licence by equivalence, please indicate it in the box below « Avez-vous obtenu un diplôme pour cette formation sur cette période ? Si oui, indiquer son intitulé ci-dessous » Title

Si vous n'êtes/ou n'étiez en pas en CPGE (If you were not in CPGE)

Fill in the elements of your academic path.


2.3 Registration years in French graduate studies

In this box, you should absolutely indicate:

- The first year you registered in undergraduate or graduate studies.
- The entering year in the institute.

Example: If you entered a university in 2010 and that you entered the ENS Paris-Saclay for the first time in 2018, you should indicate the following information:

Année 1^{ère} inscription dans l'enseignement supérieur (First year of registration in undergraduate or graduate studies): 2010, Année d'entrée dans l'établissement (ENS) (First year of registration in ENS Paris-Saclay) : 2018.

Années d'inscription dans l'enseignement supérieur français 		
Année de 1 ^{ère} inscription dans l'enseignement supérieur *	<input type="text"/>	Année de 1 ^{ère} inscription à l'université <input type="text"/>
		Année d'entrée dans l'établissement *

If this is your first registration in a French university, you need to fill in the same year for the first registration in graduate studies and year of registration in ENS Paris-Saclay.

Example : Année 1^{ère} inscription dans l'enseignement supérieur (First year of registration in undergraduate or graduate studies): 2018, Année d'entrée dans l'établissement (First year of registration in ENS Paris-Saclay) : 2018.

2.4 Last institution attended

Dernier établissement fréquenté ↑

Pays * FRANCE **Ville** LYON

Département 69 - RHONE **Etablissement** 0690028F - LYCEE GENERAL ET TECHNOLOGIQUE SAINT JUST

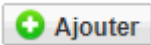
Firstly, fill in the country. Then fill in the other boxes.

In the box « établissement », indicate the name of the last institution you studied in, out of France.

3. « Formations envisagées » Tab

The training you filled in corresponds to the one you will study this year at the ENS Paris-Saclay. Please do not fill anything in this tab if your registration choice is not finalized.

The instructions to follow to complete this tab are given by each department of the ENS Paris-Saclay.

To open the training choices, click on  .

The list of trainings offered is filtered depending on the student's "Titres d'Accès" (access title). If the training you will follow at the ENS Paris-Saclay does not show up on this list, you have to correct the information given in the "Titres d'Accès" tab.

You are registering for:

3.1 The ENS Paris-Saclay diploma (for the normaliens admis à titre étrangers « NATE »)

- Select in « Diplôme », the training « E_ENSPS – Diplôme de l'ENS Paris-Saclay »
- Niveau = Année 1 (Level = Year 1) for all the normaliens (élèves et étudiants) in Diplôme ENS 1st Year

Parcours (Path) : Select the field of study

If you have acquired 120 ECTS (European academic credits) when registering at l'ENS de Paris-Saclay and that you justify it by downloading the document : select your field of study + L3

If you have acquired 180 ECTS (European academic credits) when registering at the ENS de Paris-Saclay and that you justify it by downloading the document : select your field of study + pré master (before master).

- Niveau = Année 2 (Level = Year 2) for the normaliens étudiants admitted on their academic record in Diplôme ENS 2nd Year.

Parcours (Path): select Primo-entrant + the field of study

In this case, you should also select a Master Level 1 with the « Ajouter » (add) button.

3.2 A master

- Select in « Diplôme » the name of the chosen Master (Consult the university website : <https://ens-paris-saclay.fr/index.php/formations/masters>)
Path: You can find this piece of information in you acceptance letter available on your INCEPTION candidate space or other application plateforme.
- Level : M1 or M2
Path: All masters do not show this box. When there is a box, you have to select an orientation. This piece of information can be changed by the Academic path and Studies service while verifying your file if you don't know. However, it must not be left empty.

3.3 An Internship

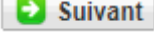
The ENS welcomes international students over various periods of time that can vary from several weeks to six months.

The intern welcomed by the ENS Paris-Saclay is supervised by an internship agreement established between the foreign university and the ENS Paris-Saclay.

While filling-in the administrative registration on CORIANDRE platform, the intern will have to indicate their « I Mobilité » and their welcoming department name like the following: « **I_Mobilité_Nom du département** » as “Type d’inscription: Principale”(Registration type : Main) and « **E_CIC-Nom du département** » as “Type d’inscription : Complémentaire”(Registration type : Complementary) in the tag “Formations envisagées”.

3.4 The drop-down list does not show my choice of training?

Go back to the 2.2 paragraph. You have forgotten to tick a box and/or you did not fill correctly the information.

At the end of the page, click on  .

4. « Coursus de l'étudiant » tag

4.1 Student's academic path

This tag summarizes your academic path since the baccalaureate (or equivalent). Thus, you should fill-in this page with all the trainings followed and/or obtained diplomas.

Information previously indicated are now filling this page. You have the possibility to add trainings.

At the end of the page, if you click on  you will open the next tag.

5. « Situation sociale » tag

Not mandatory (if you don't know the information).

Warning: This page adapts with the click you make.

Étape 1 (Step 1) :

For the international non-EU students, click on « **Étudiant étranger hors union européenne** » or « **Titulaire de la carte européenne en cours de validité** ».

The screenshot shows a web form titled "Etape 1 - Recherche de votre situation sociale". At the top, there are navigation tabs: "Info. Générales", "Titres d'Accès", "Formations Envisagées", "Cursus de l'Etudiant", "Situ. Sociale", and "Renseignements Divers". The main content area contains the question "Etes-vous ? (1 seul choix possible et obligatoire) *". Below the question is a list of radio button options. The options are: "Non concerné(e) par la sécurité sociale étudiante", "Enfant d'au moins un salarié (privé ou public)", "Titulaire de la carte européenne en cours de validité", "Bénéficiaire du régime particulier d'un de vos parents (EDF par exemple) - justificatif à fournir", "Agé(e) de plus de 28 ans", "Salarié(e) à plus de 60h par mois - justificatif à fournir", "Ayant droit de votre conjoint salarié", "Déjà affilié(e) à la sécurité sociale étudiante (dans un autre établissement)", "Enfant d'un travailleur non salarié (artisan, commerçant, profession libérale ...)", "Demandeur(euse) d'emploi", "Etudiant étranger hors union européenne", and "Elève fonctionnaire". The options "Titulaire de la carte européenne en cours de validité" and "Etudiant étranger hors union européenne" are highlighted with green boxes. At the bottom of the form is a "Suivant" button with a green arrow icon.

- For EU students :

The screenshot shows the same web form as above. In this version, the options "Non concerné(e) par la sécurité sociale étudiante" and "Titulaire de la carte européenne en cours de validité" are highlighted with green boxes. The "Suivant" button is also highlighted with a green box.

For EU students, click on the box « **Non concerné(e) par la sécurité sociale** » or « **Titulaire de la carte européenne en cours de validité** ».

Click on 

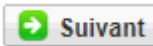
A new step come along.

5.1 Step 2 to 5

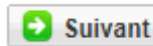
Step 2:

Step 2 appears. Fill-in the boxes and move forward to the next step.

Step 3: Information on your social situation

Fill-in your information and click on  and step 4 shows up.

Step 4: Resources

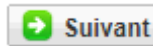
Fill-in all information asked and click on  and step 5 shows up.

Indicate your finance method if you have a scholarship: **Bourses et prêts** (Scholarship and loans) otherwise fill-in your situation.

Step 5: Scholarship

This box is reserved for scholarship holders on the social requirements of the CROUS.

The scholarship holder's box will not appear if you have not indicated it before.

Fill-in all information asked and click on 

At the end of the page, click on  you open the next tag.

6. « Pièces jointes » tag

You have to download the asked documents depending on your profile. Each document will be checked/controlled by the administrative registration service. Only then, the registration can be finalized and you will be able to proceed with the payment of registration rights. Finally, you will be sent the academic certificate.

Some of the expected documents are downloadable on the École normale supérieure Paris-Saclay website: <https://ens-paris-saclay.fr/admission/inscription-et-reinscription>

7. « Renseignements divers » tag

7.1 Other information

Fill-in the information expected.

You must fill-in the information below:

- Last name and First name of your emergency contact

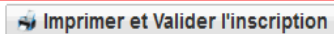
- Family link with the student
- Phone number
- Phone number code

7.2 Print your pre-registration report

When all the steps are completed, do not forget about printing and validating your registration, click on « **imprimer et valider l'inscription** » for your registration to be considered.

Montant estimatif des droits d'inscription pour la formation souhaitée
(Ce montant n'est pas définitif et sera contrôlé par la DSVE avant la mise en paiement pour finaliser l'inscription)

Libellé des articles de paiement

 Imprimer et Valider l'inscription

When this is done, no change can be done on your registration.

WARNING: Registration rights prices are general information, you will only see the adjusted price to you when your file is checked and validated (ready for the billing step).

8. Payment method for the registration rights.

As soon as the ENS Paris Saclay validates your registration file and adjusts the price for your registration rights, you will receive an e-mail with a link to proceed with the payment.

Indicate the method of payment chosen to pay your registration right in the drop-down list.

8.1 With credit card

This method is to be preferred.

Thanks to online payment via the paybox platform, you have the opportunity to pay your registration rights all at once or in various installments (3 times). Paying with credit card is the only way to divide the amount in three times. The payment is done with a Visa 3D Secure credit card.

The payment in 3 times is no longer possible from the end of September.

As international students cannot pay online, they can come to the ENS Paris-Saclay Campus (DSVE Office in 1B79 and then Accountability agency in 2A73) and pay with credit card.

8.2 With cheque

If you choose the cheque method, go straight to the DSVE Office in 1B79 before heading to the Accountability agency in 2A73, to pay the cheque. On the back of your cheque, please write with a pencil: your LAST NAME, First name and the student's birth date.

Registration rights are detailed on the ENS Paris-Saclay website, depending on your training.

8.3 Not concerned (Scholarship holders)

Finally, if you are a Scholarship holder from CROUS, French Government, Fulbright, Eiffel, intern, Campus France... you will select « **Non concerné** ».

Image rights

I accept to transfer my image rights: select in the drop-down list OUI or NON.

This piece of information has to be consistent with the « autorisation droit à l'image » file uploaded on the « pièces jointes » tag.

You can consult the **charter** available in the ENS Paris-Saclay's internal regulation's appendix.
https://ens-paris-saclay.fr/sites/default/files/SUPPORTS_COM/Reglement_interieur_ENS_PS_FR.pdf

REMINDER

In case of any difficulty, please tell us about it by e-mail at sos-inscription-2023@ens-paris-saclay.fr, indicating:

- Last name
- First name
- Login
- Status (normaliens-élèves, normaliens étudiants, stagiaires...)
- Admission's origin : master Paris-Saclay, échange international (ERASMUS)...
- Desired diploma
- Screenshot of the difficulty encountered

DO NOT SHARE YOUR TICKET AND PASSWORD