

## INSTRUCTIONS LEAFLET 2021/2022

We first recommend students to read attentively the information guide they received.

Your administrative file will be updated using the information that you communicate to all the administrative services. Please fill in carefully and legibly in CAPITAL LETTERS all the forms.

Please connect first to <http://cvec.etudiant.gouv.fr> , pay the CVEC and upload your certificate. French students, already have an INE number printed on their school transcripts. Foreign students will automatically get one as they register for the CVEC.

Read the INSA internal rules and appendices, such as the Charter and the Information note about personal data processing available at: <https://www.insa-lyon.fr/fr/service-scolarite>

Please add the following documents :

- a Identity Document (passport or card)
- a color passport photo, 35x45mm size
- a civil liability insurance for the academic year 2021-2022
- the CVEC certificate mentioning the QR-code
- a certificate from Campus France or other organism in case you were awarded a scholarship
- a photocopy of your EHIC – European Health Insurance Card (if applicable)
- If you wish to be accommodated on campus, please upload and fill in the required documents available at : <https://www.insa-lyon.fr/fr/service-scolarite>)
- MSc in Acoustics, MSc NanoScale : add a certificate from ECL or UCBL
- Parental authorization for foreign minor (available at <https://www.insa-lyon.fr/fr/service-scolarite>)

Save your administrative file together with the appendices as a sole document as: SURNAME\_givename2021.pdf .

Please forward it to :

- 1A et 2A FIMI : [scol12@insa-lyon.fr](mailto:scol12@insa-lyon.fr)
- 3A et 4A (y compris apprentis), ENSAL : [scol34@insa-lyon.fr](mailto:scol34@insa-lyon.fr)
- Foreign Student admitted into an International Section : [filieresinternationales@insa-lyon.fr](mailto:filieresinternationales@insa-lyon.fr)
- International Bachelor in Mechanical, Materials and Aerospace Engineering : [ibmmae@insa-lyon.fr](mailto:ibmmae@insa-lyon.fr)
- Master Recherche et mastère spécialisé : [master@insa-lyon.fr](mailto:master@insa-lyon.fr)
- VAE, Plastronique, échange S9 : [scol5@insa-lyon.fr](mailto:scol5@insa-lyon.fr)
- échange Euromed : [welcome2@insa-lyon.fr](mailto:welcome2@insa-lyon.fr)