

# I'M REGISTERING FOR A PhD – I'M A 1st YEAR DOCTOR AND I HAVE A LYON1 STUDENT ID

1

Registration for a PhD is done in two phases:

2

## PEDAGOGICAL REGISTRATION DOCTORAL SCHOOL

## ADMINISTRATIVE REGISTRATION DOCTORATE & HDR POLE

Doctoral student

- I log on to ADUM.
- I complete all the tabs and submit the required documents.
- I click on "Data transmission for file processing".

My secretary at the Doctoral Pole has been informed and will contact me by email after checking the administrative documents filed in ADUM.  
**I am patient.**

The Doctoral School checks the file.

I log on to the CROUS website to pay the CVEC and download my certificate: <http://cvec.etudiant.gouv.fr/>.

STEP 1

The Doctoral School checks the file.

ED validates my file and transmits.

**All stages of the re-enrolment process are carried out in MASCOL.**

STEP 2

The thesis director gives his/her opinion.

I log on to MASCOL to register and pay my registration fee online by credit card.  
Payment can be made in 3 instalments (see deadline on our website).

STEP 3

The Director of the laboratory gives his/her opinion.

When the registration is validated, I receive **an automatic e-mail** asking me to upload my CVEC certificate and my Campus France certificate if I have a French government scholarship into MASCOL.

STEP 4

The Director of the Doctoral School gives his/her opinion.

The secretary validates the documents and checks that the fees have been paid.  
**An automatic e-mail** is sent to me.

STEP 5

Refusal by the establishment.

Validation of the establishment.

**REFUSAL to register.**

I've completed the pedagogical registration.

- I log on to MASCOL and download my certificate of enrolment.  
- I can go to the Doctorate & HDR Department on Monday through Friday from 9:00 AM to 12:00 PM and from 1:45 PM to 3:45 PM to pick up my 2026/2027 label.