

INTERNATIONAL STUDENTS – Registration procedure to follow

This procedure is intended only for **international students who have received an enrollment authorization**, via the Etudes en France procedure, DAP green file (dossier vert), or DAP white file (dossier blanc).

1. Once you have received your enrollment authorization, you must apply for and obtain a student visa, which will be stamped in your passport. **You must start the visa application process as soon as possible, in order to be present in Nice on the dates indicated on your enrollment authorization.**

If you cannot be present on the scheduled dates, you must contact eur-elmi.international@univ-cotedazur.fr and request a late arrival authorization letter, justifying your situation and attaching your enrollment authorization to your request.

2. It is strongly recommended to consult the Welcome Guide of Université Côte d'Azur, in which you will find dedicated information regarding housing, necessary financial resources, and practical information for your student life in Nice: [Coming to study at Université Côte d'Azur - Université Côte d'Azur](#)

3. Before coming to our offices, you **must pay the CVEC**: Student and Campus Life Contribution, via the following link: <https://www.messervices.etudiant.gouv.fr/envole/> and **complete the registration form** that will be sent to you by email. If you have not received the form, you can write to us at eur-elmi.international@univ-cotedazur.fr

4. Then, to complete your administrative registration, you must present yourself to the International Relations Office of EUR ELMI (office 254-256) **on the dates indicated on your enrollment authorization.**

You must bring your enrollment authorization, your CVEC certificate, as well as all **the original documents (not photocopies)** submitted during your application: diplomas, transcripts, language certification, as well as their certified translations if the documents are not in French.

5. Once all of your documents have been verified, the Registrar's Office (service de scolarité) will be able to proceed with your enrollment, and you can pay the **tuition fees by check, credit card, or bank transfer**. Information regarding the tuition fees applied within our university is available on our website: [Tuition fees - Université Côte d'Azur](#)

6. Once your payment is confirmed, you will be able to download your **enrollment certificate (certificat de scolarité)** from your Intranet, and the Registrar's Office will be able to issue your student card, to be collected at the reception desk.