

**The administrative registrations will be open from the 21st of August to the 4th of September 2019.**

**STEP 1 : Before your arrival**

BE CAREFUL : before signing up, you will have to pay a contribution of 91 euros called CVEC (Contribution Vie Etudiante et Campus). The procedure in order to pay the contribution is on the IEF3's website.

You will have to bring the copy of the certificate of payment when you come to our institute (formal certificate).

The registration office will be able to help you if you need.

**STEP 2 : At IEF3**

For your registration, you will have to come to IEF3 between 9:00 AM and 4:30 PM.

When you apply, you will have to provide the following documents :

- The registration form
- Your passport and a copy
- Your certificate of payment for CVEC
- Your original diploma and a copy
- Your original diploma's French translation and a copy
- One mean of payment for registration fees (cheque, credit card or bank transfer).  
Payment with cash is not accepted.

If you are unable to come during the application period, you have to send an e-mail to the information office ([iefe@univ-montp3.fr](mailto:iefe@univ-montp3.fr)) before the 4th of September.

**IEF3 Montpellier – Université Paul Valéry Montpellier 3**

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**[iefe@univ-montp3.fr](mailto:iefe@univ-montp3.fr)**