

1ST STEP: CREATE YOUR PROFILE



Connect on : <https://www.messervices.etudiant.gouv.fr/envole/enregistrement>


Important: The website is in French but you can use a Google translation module to get the page in English.


You can find information on what is CVEC, who is concerned... on the MPH website: [HERE](#)

1. Some information on the CVEC

Please note that you are not concerned by the PARCOURSUP matters.

Follow us   [etudiant.gouv.fr](https://www.etudiant.gouv.fr)

 [Register](#) [Login](#)



MesServices [.etudiant.gouv.fr](https://www.messervices.etudiant.gouv.fr)

If you go / have to register on PARCOURSUP, you must make your registration PARCOURSUP.

Your account will be created automatically MesServices.etudiant.gouv.fr then (an email will notify you created your account MesServices.etudiant.gouv.fr).

Already have an account if:

- PARCOURSUP you are registered for the school year and you received an email confirming the creation of your account messervices.etudiant.gouv.fr

To log on, use the email address provided at one of these services.

If you do not have an account on the portal, thank you complete the form.

Important: if you have trouble registering or logging in, before sending us a message, thank you to first knowledge of the answers in [the FAQ page](#) : you probably find your solution there.

We will not respond to questions whose answer has already been given in the FAQ.

[Information on personal data](#)

2. Create your profile

If you use the French version of the website, note that “Nom” is “Family name” and “Prénom” is “Firstname”.

CREATING A NEW PROFILE - STEP 1

Student Identity

Civility *

Mrs

Name *

MARTIN

First Name *

PIERRE

Middle name

third name

Date of birth *

01

01

1990

Email Address *

mph@ehesp.fr

Email address (verification) *

mph@ehesp.fr

3. INE

INE is the « National Student Number ».

- If you were already enrolled in the French higher education system, **you should have an INE**: please enter it in the dedicated box. **This INE is written on your student card.**
- If you are new student in France, you do not have INE number so tick the box “I did not INE”

National Identification Number

The number INE (National Identification Student) or BEA: It's on your student card or transcript of the Bachelor or the printed registration confirmation bachelor.

INE Number *

If you have an INE number and that this number is not accepted, please tick "I have not INE".

If you do not have an INE number (you come from abroad or you are enrolled in an institution that does not depend of Education), you must provide proof of your enrollment in French higher education on current year or future or a training certificate in France.

A temporary reception proposal campus, the nuts addressed you by email is accepted as proof.

☒ I did not INE

Annuler

To send >

4. Other personal compulsory information

You will enter an e-mail address to which a code will be sent immediately. Enter this code in the dedicated box “verification code”.

CREATING A NEW PROFILE - STEP 2

✉ Checking email

A verification code to your address sent to you by email.

Email Address *
mph@ehesp.fr

Verification Code *
LKRXEW

👤 Student Identity

Marital Status *
- Select your family situation -

nationality *
LA FRANCE

5. Information concerning the university

Tick the box “not registered to date in an institution”

📅 Establishment

academic year

☐ Not registered to date in an institution

☐ Establishment abroad

Department
- Select a Department -


establishment *
Other

✖ Clear all fields

If you enter at least 3 letters in 'Establishment', the list of establishments will be filtered.

6. Compulsory documents to provide

- ID document: passport or ID card
- Proof of enrolment at EHESP: provide the EHESP enrolment letter that was included in your registration folder

 student Location

This registration will be verified. If your credentials are not valid, your account will be blocked.

Exhibit identity * (PDF, JPG, PNG, 10MB maximum for all PJ)
 Aucun fichier sélectionné.

This proof must be in your name, photo. This proof can be either your identity card, passport, driving license.

Student Exhibit * (PDF, JPG, PNG, 10MB maximum for all PJ)
 Aucun fichier sélectionné.


You must provide proof of your enrollment in French higher education in the current year or future.

If you do not have this proof, a sworn statement, dated and signed, to signal that you are being registered in the hotel of choice for the training you want and for the year academic current or future, is also accepted.

Students Campus France: You must send us a sworn statement indicating that you agree to enroll in a French institution. A model certificate is offered in our [FAQ](#).

7. Address in France

- If you already have an address in Paris for the coming academic year, you could enter it.
- If it's not the case, you can enter the EHESP Rennes campus address as below.

 Contact information

Phone

Mobile phone *

Address *

city *

Zip Code *

country *

8. Non-compulsory information

To complete your profile, this information is not compulsory to fill out.

Contact Family

Contact 1

Contact 2

Civility


- Select civility -

Name


First name

Email

Phone



Cellphone



Address

Postal code

City

Country

- Select the country of residence -

Annuler

To send >

9. Set your password

Your profile is now created. You will receive an e-mail with a link to set your password.

Suivez-nous   [etudiant.gouv.fr](#)

 Inscription Connexion

 MesServices.etudiant.gouv.fr

MODIFICATION DE VOTRE MOT DE PASSE

Votre mot de passe doit faire entre 6 et 20 caractères et contenir au moins 3 types de caractères différents (lettres minuscules, lettres majuscules, chiffres, caractères spéciaux).

Nouveau mot de passe *

Confirmation du nouveau mot de passe *

Enregistrer le nouveau mot de passe >

2ND STEP: PAY THE CVEC FEES

Once your profile is created, you can login in order to pay the CVEC fees with this link:

<https://www.messervices.etudiant.gouv.fr/envole/>

Your name and INE number appear at the right top of the screen.

The screenshot shows the MesServices.etudiant.gouv.fr website. At the top, there is a green navigation bar with 'Follow us' and social media icons, and a user profile section on the right showing 'MARTIN PIERRE' and 'INE: 9918A01927Y'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'SIGN IN HIGHER EDUCATION' section with a 'CVEC' box (Contribution de la vie étudiante et de campus) and an 'ASK AN EXCHANGE OR ASSISTANCE' section with icons for 'Demande de dossier social étudiant (DSE)', 'Suivi du dossier social étudiant (DSE)', 'Simulateur de bourse', 'ARPE', and 'Aide à la mobilité master'. On the right, there is a 'REGISTRATION PENDING VALIDATION' section with a '2018-2019 ACCOMMODATION' box (IMPORTANT: the complementary phase housing application is open from Wednesday, July 4.) and a 'CVECs - CONTRIBUTION STUDENT LIFE AND CAMPUS' box (Each student in initial training in a higher education institution must now fulfill the CVECs before enrolling in its establishment: the acknowledgment certificate must be presented to the institution. The acknowledgment procedure, payment (€ 90) or claiming its right to exemption is open from 1 July, on CVEC.etudiant.gouv.fr).

1. Click on “get my certificate”

The screenshot shows the 'YOUR CERTIFICATE' section of the MesServices website. It is divided into three columns. The first column, 'YOUR CERTIFICATE', lists steps to get the certificate in 2 minutes: 1. Login or create an account on MesServices.Etudiant.gouv.fr, 2. Indicate your city of study, 3. Fulfill your CVECs, payment or exemption, 4. Get your certificate to present to your business when registering. It also includes a link to 'Discover the details in procedure Even if you are exempt - E, you should follow the same approach.' and a red circle around the 'Get my certificate' link. The second column, 'YOU CAN FIND YOUR CERTIFICATE', explains how to find the certificate directly into CVEC.etudiant.gouv.fr, connecting you with your MesServicesEtudiants account. It also mentions that if the application for exemption or payment in cash in a window of the Post, an email will notify you as soon as your statement is available: you can recover in the same way. The third column, 'GETTING A REFUND', mentions that pending the opening of the unit in September, users can discover here the only case that qualifies for reimbursement.

2. Check your personal data and click on “I have read...”

COLLECTION AND USE OF PERSONAL DATA

Before you continue to get your CVECs certificate, please check your personal data collected your connection:

Lines marked with an asterisk are mandatory data (required for processing).
Optional lines are intended to know the student and thus improve the services offered, while ensuring the security of personal data.

Identity data recovered

* Current INE number : 9918A01927Y

* Title : Mrs

* Name : MARTIN

* First Name : Pierre

2nd name : no

3rd first name : no

* Date of birth : 1 Jan. 1990

Contact data recovered

* Email Address : mph@ehesp.fr

No fixed phone : no

No mobile phone : +33299022699


If you wish to correct certain personal data above, please do so on the website [MesServices.Etudiant.gouv.fr](https://meservices.etudiant.gouv.fr).


You have a general right of access, rectification and deletion of all personal data that have been collected under registration to benefit from this service.
The access arrangements are detailed in [the information on Personal Data](#).


☐ I have read and accept the conditions detailed in [the information Privacy](#).*

CARRY ON

3. Enter the postal code of EHESP Rennes: 35043

 Contribution
Via Étudiante
et Campus

 P. MARTIN (sign out)

 Menu

You are here: Home > Get a certificate (city of the establishment)

MY CERTIFICATE

The Contribution student life and campus (CVEC) is collected by the Crous which each student in initial training in a higher education institution must meet before enrolling in his establishment.


Step 1: Property Town


VALIDATE


4. Proceed to the payment

It's strongly recommended to use an online payment with a CB card.

Important: Please note that, in case you would not obtain your visa to France, the CVEC fees are not refundable.

 Contribution
Via Étudiante
et Campus

 P. MARTIN (sign out)

 Menu

You are here: Home > Get a certificate (acknowledgment mode)

MY CERTIFICATE

The Contribution student life and campus (CVEC) is collected by the Crous which each student in initial training in a higher education institution must meet before enrolling in his establishment.

Step 1: Property Town ✓

Step 2: acknowledgment mode

TERMS OF PAYMENT

There are two methods of payment CVEC:

- payment by credit card with immediate issue of the certificate
- cash payment to a post office with a period of 2 days for the issue of the certificate

Caution: Future stock pending notification of scholarships can pay CVECs and seek reimbursement after getting your right to scholarship for the academic year 2018- 2019. The refund application will be open from September on the platform.

Refugees, beneficiaries of subsidiary protection, asylum seekers can apply for an exemption. If your application for exemption is accepted, a certificate will be issued to you.

To know all the details, see the explanations in [me fulfill my CVECs](#).

SUMMARY

CROUS OF THE ESTABLISHMENT

CROUS Rennes Bretagne

Your contribution will be managed by the CROUS Rennes Bretagne.

Online payment: credit card

Fast and secure payment by credit card allows immediate delivery of your certificate of acquittal.



[PAY ONLINE](#)

Cash in an office La Poste (Eficash)

By choosing this method of payment:

- You immediately get a payment notice to present in any office La Poste (Eficash). In addition to € 90, you have to pay for postage of € 5. At your request, the fee may be offset by your Crous by a credit € 5 to be argued in a university restaurant with your Izly card.
- Within 2 business days after your payment, you receive your mail acknowledgment certificate to present to your business.

[REQUEST A PAYMENT NOTICE](#)

EXONERATION

If your right to exemption is not automatically recognized, you must apply for exemption by checking the box, choose your reason for exemption, then file the appropriate documentation.

☐ I declare benefit from an exemption for the following reason:

Select a reason




[REQUEST AN EXEMPTION](#)

5. Statement of payment

Once the payment is done you will receive a statement in pdf.


Please provide it to mph@ehesp.fr as soon as you get it.

Document émis le 10 juillet 2018 pour servir et valoir ce que de droit.



MINISTÈRE
DE L'ENSEIGNEMENT
SUPÉRIEUR,
DE LA RECHERCHE
ET DE L'INNOVATION

Ce timbre et ce cryptogramme authentifient
l'émetteur et le présent document.
Scanner ce cryptogramme Datamatrix 2D-Doc pour vérifier l'émetteur et les
données de ce certificat.



2D-Doc

Contribution de Vie Étudiante et de Campus
Année universitaire 2018
ATTESTATION

N° de l'attestation **REN8** *Hidden numbers*


Civilité
Nom *Hidden*
Prénom *information*
Né(e) le
N° INE

est en règle au regard de la Contribution de Vie Étudiante et de Campus

Émise le 10 juil. 2018 à 15:52

Pour l'inscription dans mon établissement

- Si la procédure d'inscription en ligne vous demande de renseigner votre numéro d'attestation CVEC, vous saisissez les 12 caractères de cette attestation :
REN8
- Si vous vous inscrivez physiquement dans votre établissement :
Vous présentez votre attestation sur écran, ou sur papier si votre établissement l'exige.
Celui-ci peut :
 - scanner ce QRcode :



- saisir votre numéro d'attestation enrichi des 5 premières lettres de votre nom :
REN8