



CVEC CONTRIBUTION ADMINISTRATIVE PROCESS STEP BY STEP GUIDE

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messervices.etudiants.gouv.fr** **p. 3-11**
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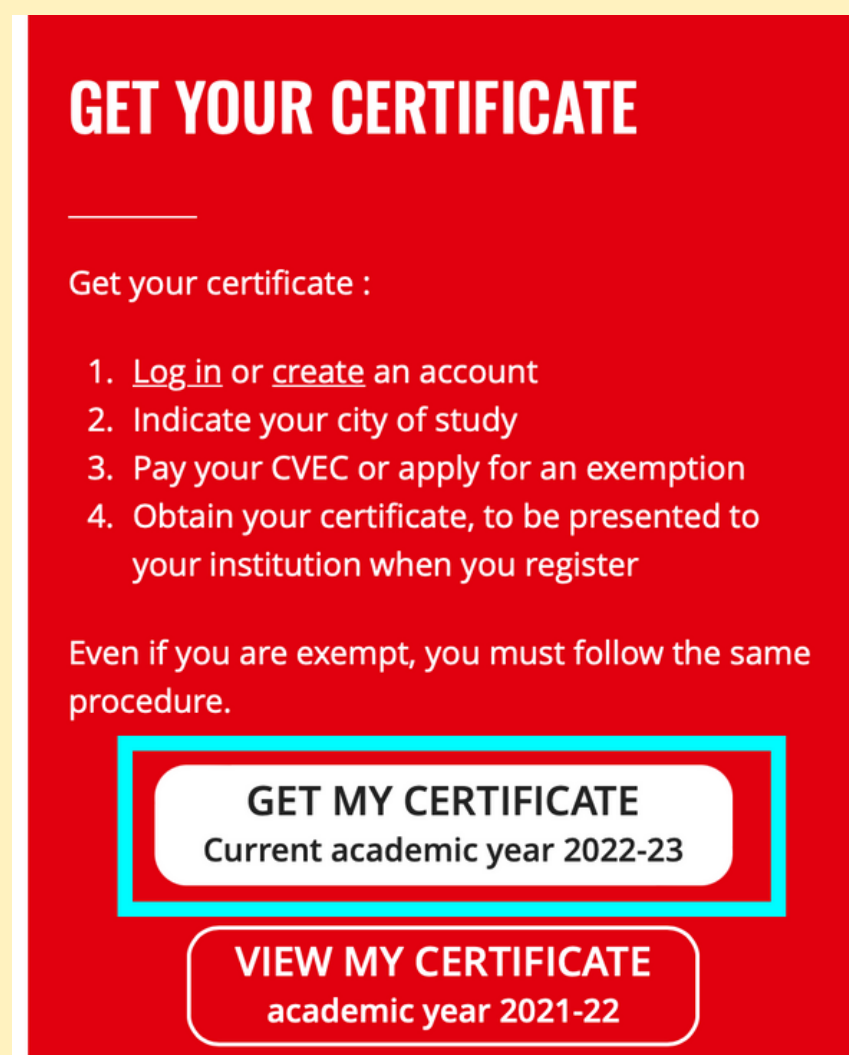
(for french scholarship holders* and refugee students* cf criteria p 20)

STEP 1- Create your profile

In order to pay the CVEC contribution you need to **create an account on messervices.etudiant.gouv.fr** . 2 options to create an account :

1- Go to the home page of <https://cvec.etudiant.gouv.fr> and click on "get my certificate"

You will be redirected to "messervices.etudiants.gouv"



GET YOUR CERTIFICATE

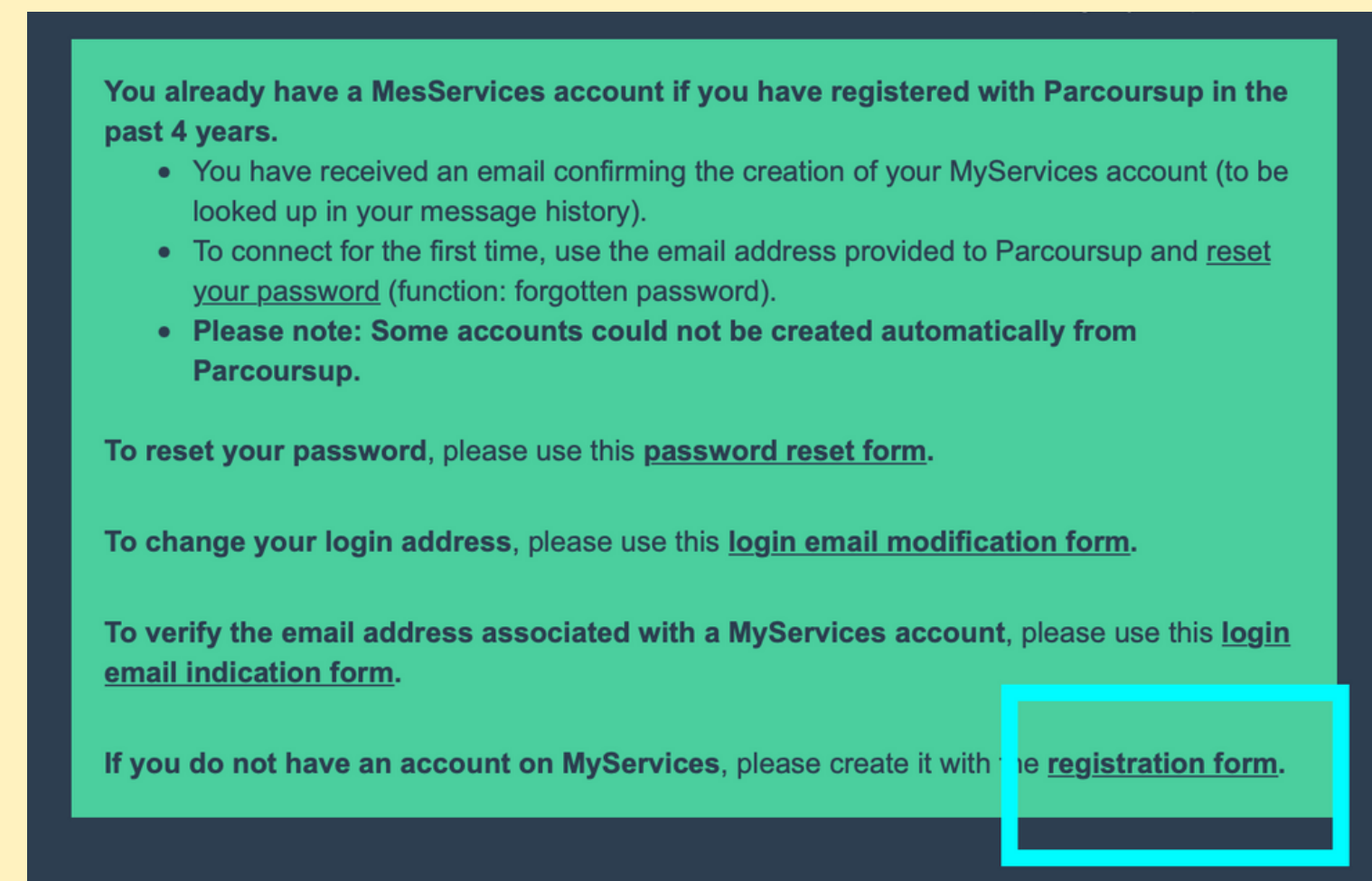
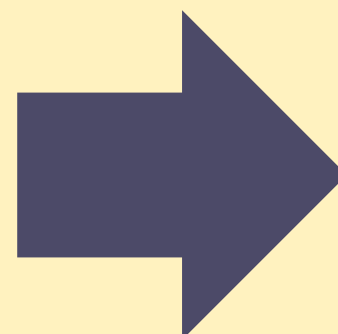
Get your certificate :

1. [Log in](#) or [create an account](#)
2. Indicate your city of study
3. Pay your CVEC or apply for an exemption
4. Obtain your certificate, to be presented to your institution when you register

Even if you are exempt, you must follow the same procedure.

GET MY CERTIFICATE
Current academic year 2022-23

VIEW MY CERTIFICATE
academic year 2021-22



You already have a MesServices account if you have registered with Parcoursup in the past 4 years.

- You have received an email confirming the creation of your MyServices account (to be looked up in your message history).
- To connect for the first time, use the email address provided to Parcoursup and [reset your password](#) (function: forgotten password).
- **Please note: Some accounts could not be created automatically from Parcoursup.**

To reset your password, please use this [password reset form](#).

To change your login address, please use this [login email modification form](#).

To verify the email address associated with a MyServices account, please use this [login email indication form](#).

If you do not have an account on MyServices, please create it with the [registration form](#).

STEP 1 - Create your profile



Follow us etudiant.gouv.fr **Registration**

étudiant.gouv.fr MesServices.etudiant.gouv.fr

YOUR STUDIES

Parcoursup **CVEC**
Contribution to student and campus life

YOUR FINANCIAL SUPPORT

i CVEC - CONTRIBUTION ON STUDENT LIFE AND CAMPUS LIFE

Each student in initial training in a higher education institution must pay CVEC and register in his/her institution: the CVEC certificate will be required to finalize registration.

The acquittal procedure, by payment exemption, by claiming the right to exemption for the 2022-2023 academic year, has been possible since May 2022.

2- Or go directly to <https://www.messervices.etudiant.gouv.fr/>

STEP 1 - Create your profile

CREATING A NEW PROFILE - STEP 1

Identity

Marital status *

Civility *

Surname / Birth name *

Surname / Customary name

Date of Birth *

Day Month Year

First given name *

Second given name

Third given name

Country of birth *

Department of birth *

Place of birth *

Nationality *

Country and city of birth must be those existing at the actual date of birth.

Enter your personal details

@ Main email address (connection and contact)

Email address * (name@example.com)

Email address verification * (name@example.com)

Enter a valid email adress as you will receive a validation code later on

STEP 1 - Create your profile

National Student Identification

The INE (National Student Identification) or BEA number: It appears on your student card or on the baccalaureate transcript, or on the baccalaureate registration confirmation form.

INE number *

If you have an INE (National Student Identification) number and this number is not accepted, please check "I don't have an INE number"

If you do not have an INE number (you come from abroad or you are enrolled in an institution not dependent of the National Education), you must provide proof of your registration in French higher education for the current or future academic year or an internship certificate in France.

An email from the Crous stating that you have been offered a temporary stay in a student hall, is accepted as proof.

I don't have an INE number

Depending of your situation, you may not have an INE number. You can only have an INE if you have previously studied in France.

You can find your INE number:

- On your Baccalaureat results
- On last year's student registration certificate if you were studying in France.

If you were not studying in France last year, tick the option I do not have an INE number

STEP 1 - Create your profile

Follow us etudiant.gouv.fr

Registration Sign in

étudiant.gouv.fr MesServices.etudiant.gouv.fr

The INE recovered is 223120671JH.
Click on the "Next" button to continue the registration.

Cancel Next

The website will generate a new INE

STEP 1 - Create your profile

gouv.fr
étudiant MesServices.etudiant.gouv.fr

CREATING A NEW PROFILE - STEP 2

@ Main email address verification (connection and contact)

An address verification code has been emailed to you.

Verification code *

Cancel

You will receive an email from "noreply@messervices.etudiant.gouv.fr" with a verification code (scroll down for english version)

--

You have applied for a creation of profile on messervices.etudiant.gouv.fr.

If you are at the origin of this operation, in order to guarantee the authenticity of your email address, here is the verification code to be reported in the registration form:

IXNEJC

NB: if you do not reach the end of the registration process, you will have to start the registration again from the beginning (the verification code is valid only for the current procedure).

Best regards,
The team of messervices.etudiant.gouv.fr

STEP 1 - Create your profile

Institution

If you do not yet know your institution or if it does not appear in the list, you can leave "Other" as institution. You can modify it later in "My Profile".

Academic year : 2022-2023

Not registered to date in an institution

Institution abroad

✕ Clear all fields

Department

RHONE

Institution *

LYON ECAM LA SALLE [FRANCE]

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

Choose your institution between:

- CPE Lyon
- Lyon ECAM la salle
- ISARA Lyon
- ITECH Lyon

STEP 1 - Create your profile

Upload a valid proof of ID (passport, country ID, driving licence)

Student situation

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


Proof of identity * (PDF, JPG, PNG format, 10Mo maximum for all PCs)

Browse...


No file selected

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

STEP 1 - Create your profile


 Student contact information



Cellphone *



I don't have any cellphone number to provide

The cellphone code, in the country or passport

 Family Contacts


 Contact 1  Contact 2


Civility:

Name:

First name:

Email address (name@example.com):

Cellphone: 

Phone: 

Address:

Address line 1:

Address line 2:

Postal code:

City:

Country:

Provide your cell phone number and address
The following sheet « family contact information »
is **not** mandatory.

STEP 2 - Connexion process

étudiant.gouv.fr
MesServices.etudiant.gouv.fr

CREATING A NEW PROFILE - STEP 4

Security email address verification

Do not close your browser. A verification code has been sent to your email address. Please check your email and enter the code in the field below.

Verification code *

Cancel

Once your account is created, you will receive an email to create a password. Open the email (scroll down for english version) and click on « this link ».

--

Your account has been created on messervices.etudiant.gouv.fr with INE number 223120671JH.

You can now sign in with the following credentials:

Username: naima.zarai@ipl.fr

Please follow [this link](#) to set your password and complete the registration process

The opening of an MSE account is reserved for students enrolled or that will enroll in a course delivered by a French educational institution. Your account may be deactivated later if the information is not sufficient to justify your status as a student or future student. If necessary, you will receive an information email inviting you to complete the information transmitted.

Best regards,
The team of messervices.etudiant.gouv.fr

STEP 2 - Connexion process

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).

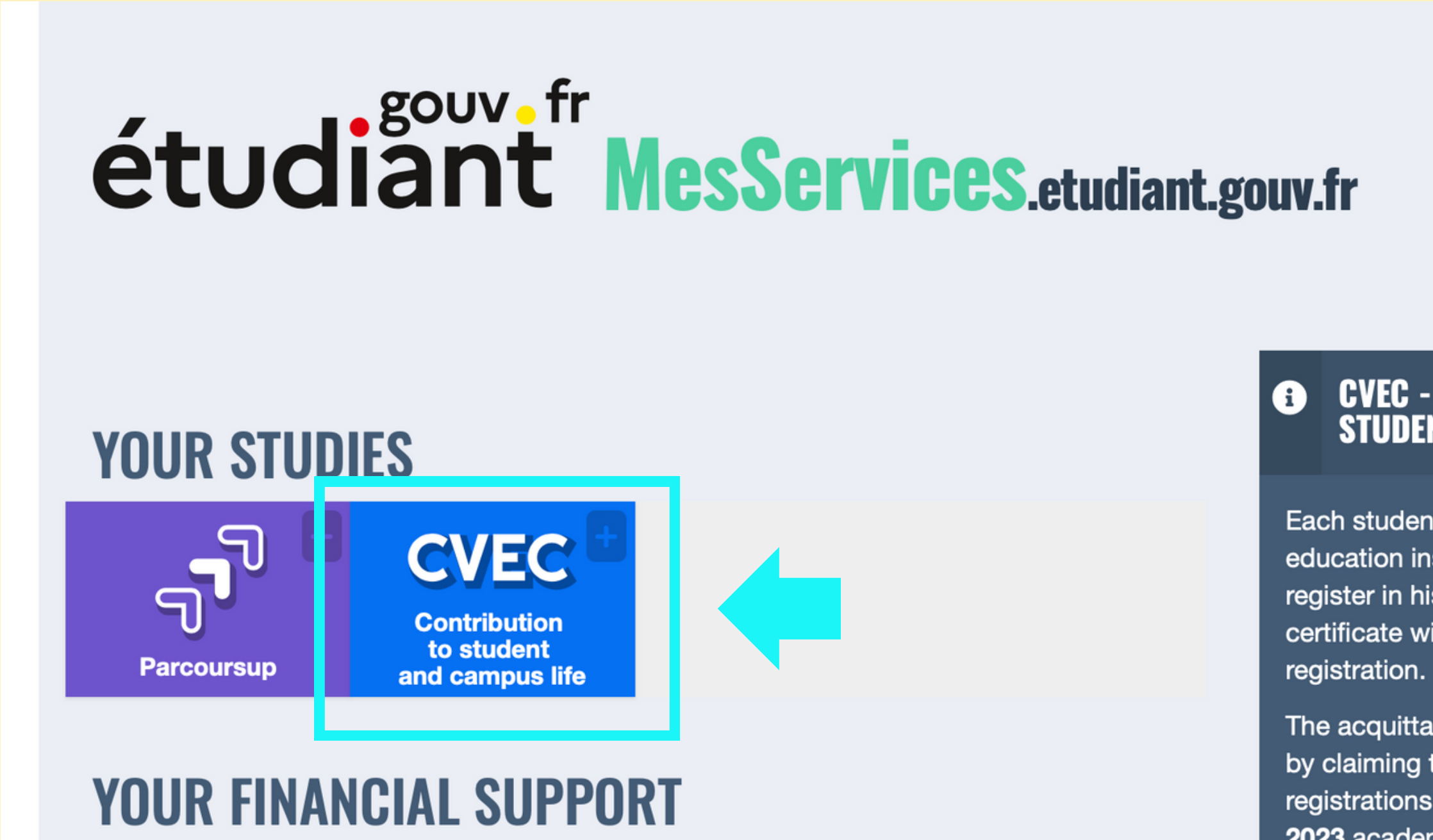
Nouveau mot de passe *

Confirmation du nouveau mot de passe *

Enregistrer le nouveau mot de passe >

Choose a new password

STEP 3 - Payment process



Log in to your newly created account on <https://www.messervices.etudiant.gouv.fr/>

Click on CVEC

STEP 3 - Payment process

GET YOUR CERTIFICATE

Get your certificate :

1. Log in or create an account
2. Indicate your city of study
3. Pay your CVEC or apply for an exemption
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Even if you are exempt, you must follow the same procedure.

GET MY CERTIFICATE
Current academic year 2022-23

VIEW MY CERTIFICATE
academic year 2021-22

You will be redirected to
<https://cvec.etudiant.gouv.fr>

Scroll down and click on "get my certificate"

STEP 3 - Payment process

Identity data recovered - Modify

Current INE number : 223120671JH

Civility : Mr

Surname : fff

Name in use : ff

First name : jjj

Middle name : ff

third name : ffff

Date of birth : May 4, 1999

Recovered contact data - Modify

Email address : naima.zarai@ipl.fr

Fixed telephone number : +33785098907

Mobile phone number : none

I have read and accept the terms and conditions detailed in [Personal Data Information](#)

CONTINUE

Check if your details are correct

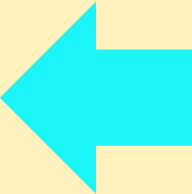
STEP 3 - Payment process

MY CERTIFICATE

The Student Life and Campus Contribution (CVEC) is collected by the Crous.
The Student Life and Campus Contribution (CVEC) is collected by the Crous. Every student registered in initial training at a higher education institution must pay it before registration at his or her institution, either by payment or exemption.
Tous les champs suivi d'une astérisque sont obligatoires.

Enter the postcode or the name of your city of study (information obligatoire)

Lyon (69001)



Type LYON

STEP 3 - Payment process

Online payment: credit card

Quick and secure, payment by credit card allows for the immediate delivery of your certificate of payment.



PROCEED TO PAYMENT *Secure payment (3DSecure Visa or Mastercard procedure)*

Payment by someone other than me (by credit card)

You have the possibility of asking another person to pay the CVEC for you.

The person chosen must have been informed in advance of your intentions.

- You will then need to copy the payment link that will be displayed and send it to the person of your choice.
The person will have 48 hours to accept or refuse payment.
- Beyond this period, the payment link is deactivated. You will then have to choose another payment method or renew the operation.
- If the person of your choice pays the CVEC on your behalf, you will receive an e-mail and will be able to download the certificate.

ASK A THIRD PARTY

Choose the method of payment

STEP 4 - Confirmation of payment

Contribution à la Vie Étudiante et de Campus

Année universitaire 2018 - 2019

ATTESTATION

N° de l'attestation **CRE8 DTGBLX 76**

Civilité Monsieur

Nom N'DIAYE

Prénom François

Né(e) le 23 mai 1998

N° INE 1409002949V

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

Rattachée au CROUS de CROUS de Créteil

Émise le 22 juin 2018 à 11:32

You can download your confirmation of payment and send it to your university's administration

STEP 5 - I need to obtain an acknowledgment of payment by exemption.

Student exempt from paying the CVEC but who must complete the online procedure on the website in order to obtain an acknowledgment of payment by exemption:

- students with **scholarships based on social criteria managed by the CROUS** (scholarship holders from the Ministries of Higher Education, Culture or Agriculture),
- students with **scholarships from the French government** (scholarship holders from the Ministry of Foreign Affairs)
- scholarship holders **financed by the regions for paramedical, health and social training,**
- **refugee students, students benefiting from subsidiary protection and students registered as asylum seekers.**

The following are not exempt from the CVEC:

- Foreign government scholarship holders (BGE)
- Scholarship holders from a private structure (e.g. foundation).

STEP 5 - I need to obtain an acknowledgment of payment by exemption.

Your right to an exemption should be automatically recognised during the process
However, if it is not, you must make a request for exemption.

- 1. Scroll down the payment page to **EXEMPTION**
- 2. Tick the box
- 3. Select a reason for exemption

EXEMPTION

If your right to an exemption is not automatically recognised, you must make a request for exemption by checking the box, choose your reason for exemption and then submit the appropriate supporting documents.

Displaced students from Ukraine benefiting from temporary protection must apply for a CVEC exemption before registering in a higher education program. This exemption is conditional on obtaining a scholarship based on social criteria.

Once you have applied for the CVEC exemption, the Crous scholarship service will contact you by e-mail to finalize your scholarship application.

If you are eligible for a scholarship based on social criteria, you will receive a conditional scholarship notice and your CVEC exemption certificate by e-mail.

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

Select a reason

REQUEST AN EXEMPTION

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

Select a reason

- Select a reason
- Refugee
- Beneficiary of the subsidiary protection
- Asylum seeker
- Displaced students from Ukraine benefiting from temporary protection
- Scholarship holders in health and social training from the regions of Hauts-de-France, Île-de-France, Pays-de-Loire, Occitanie, Auvergne-Rhône-Alpes and Grand Est
- International Student French Government Scholarship

If you have any enquiry, please contact :

Naima ZARAI

Mobility Manager

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naima.zarai@ipl.fr

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69002 LYON

