Starting a new academic year, you must pay the "Contribution Vie Etudiante et de Campus" (CVEC) administrative fee BEFORE registering with your institution.

What is it?

The “Student success and orientation” law (loi “ORE”) presented by the government has established a Student Life and Campus Contribution (CVEC) of 92€ per year (2020/2021 rate).

The amount is due each year for all the students enrolled in higher education studies. This mandatory contribution aims to strengthen the social, health, cultural and sports support of students, as well as to reinforce prevention and health education actions carried out for them.

This administrative fee is compulsory for all undergraduate, graduate and PhD students. It must be paid at the beginning of each academic year.

Some exceptions apply:

International Students (graduate, undergraduate and PhD) coming to France within the framework of an exchange program for less than a year, do not have to pay the CVEC. If you are in this case, you do not need to follow the steps indicated below.
Register online at:

www.messervices.etudiant.gouv.fr

1) Click on the registration button
2) A new screen is displayed. Scroll down until you get to the registration form:
3) Fill in the registration form. Compulsory information is marked with a *:

- Select title
- Family Name
- First Name
- Second name
- Third name
- Date of birth
  - Day
  - Month
  - Year
- Email address
- Email address (confirmation)
4) As a new international student, you do not have a national student number (INE). Check the tick box « Je n’ai pas d’INE » and submit it by clicking on the « envoyer » button:
5) A new screen is displayed and you now have received an email (check your spams) with a verification code. Fill in the information:

- Verify your email address with the verification code that was sent to you.
- Fill in the information regarding your family and nationality.

[Diagram of the website page showing fields for email address, verification token, family situation, and nationality.]
6) Keep scrolling down and filling out the required information. Please note that, as a new international student, you are not yet considered to be registered in your academic institution. You must therefore check the tick box « Non inscrit à ce jour dans un établissement ». Regarding the proof of studies that you must submit, it is the document called « attestation d’admission » that you will find in the school registration form that you have received from us (usually page 8). You must submit the French version of it (not the English admission certificate).
7) Keep scrolling down and filling out the required information. Compulsory information is marked with a *:
8) Keep scrolling down and fill in the contact information of at least one emergency contact. This is not compulsory but strongly advised. Once you are done, submit your registration by clicking on the « envoyeur » button.
9) A new screen is displayed. Your registration has been submitted and a second email has been sent to you.
10) To complete your registration, open the second email (check your spams) that you have received and follow the link to set your password.
11) Type your new password and confirm it then click on « Enregistrer le nouveau mot de passe ». Note that the password you are choosing must contain at least 1 capital letter, 1 number and 1 special character.
12) You can now click on « Connexion » and log in.

- Click here
- Enter Email address
- Enter Password
- Click Connexion
13) A new screen is displayed. Click on the CVEC logo (orange)

Click here

Your name
14) A new page has now opened. Scroll down and click on « OBTENIR MON ATTESTATION 2020-21 »
14) Make sure your details are correct because you will not be able to change it afterwards.

Tick the box

ATTENTION : Vérifiez bien votre état civil (NOM, Prénom et date de naissance) car l’attestation ne sera plus modifiable après son émission.

Click on « continuer »
15) Enter the city of Kedge Business School: «Talence» select it with the post code then press «valider»

Type «Talence» and select Talence (33400)

Click here to submit
16) Proceed to the payment of the contribution by credit card (92€)

Click here to pay the contribution by credit card
17) Choose the type of credit card that you have and click on “Procéder au paiement”

Choose your type of credit card

Click here to enter your credit card numbers
17) Enter your credit card numbers and click on « Valider »
Once the payment is done, you will receive a PDF document. Once you have your attestation, make sure to upload it on your virtual campus « my Netfile->CVEC » or to send it by email at « rentreebordeaux@kedgebs.com ». This is how your attestation will look like.