

Q&A Administrative Registration - September 2024 -

Dear students, welcome to Rennes School of Business!

This Q&A has been created to assist you in your administrative registration on your **WebRISE**.

RISE will support you throughout your studies. You will find a lot of information and (very) useful documents such as your student handbook, your school certificate, transcripts... etc.

For more information, do not hesitate to read the articles on our Aloha Square website!

[Rise FAQ – Aloha Student Support](#)



Please, you can start the process of your administrative registration even if you do not have your VISA or another document. You will still be able to access later to add the missing documents.

What are the steps to register at Rennes SB?

Step 1: You receive a 1st email on your personal address to **activate your Outlook mailbox Rennes-sb.com**

Step 2: **Log into** your new student mailbox to receive all the information about your administrative registration via WebRise and your studies (don't forget to check the spam folder).

Step 3: I complete my administrative registration on Rise!

Step 4: I sign the [Photographic Consent Form](#) via “You Sign” (It is an email you receive on your student mailbox after your registration).



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UNFRAMED THINKING

1. MY MANDATORY DOCUMENTS/INFORMATIONS

* ID card or passport

Your document **must be valid** for the all period of your exchange.

* Private Travel Insurance / EHIC card

Your private travel insurance: must include.

1 - You are **covered** in France, Schengen Area or Worldwide.

2 - The **time** of your exchange in Rennes School of Business.

3 – The possibility of **repatriation**.

EHIC card (for European students): it must be valid for the whole period of your exchange.

* What type of photo should I add to my registration?

The only photo allowed in Rise is a passport-type photo which shows **only your face** on a neutral and light background.

This photo will be used to create your student card.

Avoid Instagram photos, artistic photos or photos with a filter, they will not be accepted, and this will delay the validation of your registration!



* I do not have an accommodation in Rennes yet. Which address should I enter?

While waiting to find your accommodation, you should use your family address.

Once you have your new address in France, you can directly make the changes via your WebRise:

ISE

Administrateur /RZ, you are

General and personal information

My student information

Students contact details

My scholarship(s)

Student address *

Street (1st line) *

Street (2nd line)

Street (3rd line)

Street (4th line)

Zip Code *

Province or Region

Country * FRANCE

Private mobile phone

Personal email

Family mobile phone

Emergency contact - Name *

Save Cancel

Update your address (* mandatory)

2. PHOTOGRAPHIC CONSENT FORM

Once you saved your registration on your WebRISE, you will receive an email from "YouSign" with the subject "**Rennes SB – Student photographic consent - Signature process**" on your Rennes SB email address.



- **Don't forget to check your spam folder as well!**

Ending message

Thank you for completing your administrative registration form. It has been successfully saved and will be processed by our team as soon as possible.

Pay attention to your Rennes School of Business mailbox, or **spam**, in order to sign your student contract, SEPA mandate, or **photographic consent - via a YouSign process.**

Check your spam box, the "You Sign" email sometimes goes there !

If you need more information, check our "**YouSign**" tutorial:

[My first signature procedure - Help Center \(yousign.com\)](https://www.yousign.com)



UNFRAMED THINKING

3. USEFUL DOCUMENTS / AND AFTER ?

* When will my school certificate be available and where?

You are now registered! You will be able to download your school certificate within **24hours** in your WebRise in the section **Education > My school certificate**.

* When will I receive my student card?

First you will receive on your Rennes-sb email address, your **digital student card** by ISIC.

The download procedure is [HERE](#)

Please note that this email does not mean that we have received your materialized student card!

Once we receive your student card at school, you will receive an email informing you of the date and place of distribution.



For information, the cards are printed by our service provider (ISIC). The school is therefore subject to delivery deadlines.

In case of an **incomplete registration file**, your card cannot be ordered.

* When will my schedule be available and where to find it?

Your schedule will be available at the **beginning of the semester** (provided that your administrative registration has been finalized and validated).

You can consult your schedule on your WebRise in the section **Schedules > My student schedule**.

* Where to find the General Calendar?

You can download the [General Calendar](#):

1 – In your WebRise in the section **My student documents > Useful documents**.

2– On the [Aloha website](#) – in the section **“GENERAL INFORMATION” - 2024-2025 GENERAL CALENDARS**



4. THE CVEC (only for BiM3, PGE2 & Masters / MSc IMGT Double Degree)

* The CVEC what is it?

The Student Life and Campus Contribution (CVEC) is **mandatory**. Every student in initial training in a higher education institution must obtain it, prior to his registration.

The payment is now possible for the 2024-2025 academic year.

Amount: **103 euros**

For more information (especially on exemptions) it's here! <https://cvec.etudiant.gouv.fr>

* Which document do I need to submit to confirm my CVEC in RISE?

You must submit the CVEC certificate that you obtain once you paid on the CVEC website –

Please be careful, not to submit your payment receipt as this document will not be validated.

Document dans le [] pour servir et faire valoir ce qui de droit.

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Ce livret et son règlement constituent l'attestation et le présent document. Scanner ce règlement. Délivrance 20. Une pour valifier l'attestation et les données de ce livret.

ATTESTATION
Contribution de vie étudiante et de campus

Année universitaire []

N° de l'attestation []

Civilité [] Monsieur

Nom de naissance []

Prénoms []

Né(e) le []

N° INE []

est en règle au regard de la Contribution de vie étudiante et de campus

Emise le []

Pour l'inscription dans mon établissement

- Si la procédure d'inscription en ligne vous demande de renseigner votre numéro d'attestation CVEC, vous devez lui 12 caractères de cette attestation.
- Si vous avez plusieurs établissements dans votre établissement.
- Vous attendez votre attestation sur internet ou sur papier de votre établissement. Détails et plus : []
- Scanner ce QRcode []

• saisir votre numéro d'attestation dans les 12 premières lettres de votre nom :

RÉPUBLIQUE FRANÇAISE

Détails du paiement

Établissement [] CENTRE REGIONAL DES OEUVRES UNIVERSITAIRES ET SCOL

Identifiant de l'établissement [] 22800834190001

Comptable [] CENTRE REGIONAL DES OEUVRES UNIVERSITAIRES ET SCOL

Numéro de contrat []

Identifiant de la transaction [] PAYPIP

Date [] 18 août 2024

Heure [] 18:25:17

Montant []

Numéro d'autorisation []

Référence commande []

Type de transaction [] DEBIT

Numéro de carte [] #####

N° Transaction CB []

Type [] TRANSACTION DE PAIEMENT

Type de carte [] CB

Usage [] DEBIT

E-mail [] @icloud.com



* **If my CVEC certificate is not considered valid during the registration, what should I do?**

I check the number (**enter it without spaces**), surnames and first names indicated on my application.

If your surname or first name have been mixed up or there is a spelling error, please contact **directly** the CROUS via [Assistance — MesServices.etudiant.gouv.fr](mailto:Assistance—MesServices.etudiant.gouv.fr) to make the change : select as message category “**Compte messervices.etudiant.gouv.fr**” to make your request.



For information: If the CROUS takes too long to reply to your request, do not hesitate to contact us via aloha@rennes-sb.com to inform us of the situation.

5. STUDENT EMAIL SIGNATURE

* **How to set up your student email signature?**

Create your signature with your student information (programme, year, student number...) so it will appear each time you send an email. It allows Aloha, your teachers, the different departments in the school or even the companies you contact to identify you directly.

In addition, when you make a request, your signature will allow us to respond to you more quickly!

You can consult our [tutorial](#) on the [Aloha website](#), in the “[Student email signature](#)” section.

**You are now all set up to start this new year.
in Rennes School of Business!**

