



Université Clermont Auvergne
Centre FLEURA — CLM Arlette Lévy-Andersen
34 Avenue Carnot – BP 185 - 63006 CLERMONT-FERRAND Cedex 1
Tél. 04 73 40 64 93 ou 04 73 40 61 02
www.uca.fr/fleura/

DIPLÔME UNIVERSITAIRE PASSERELLE

SUBMISSION OF THE DOSSIER SOCIAL ÉTUDIANT (DSE)

ou must complete your *Dossier Social Étudiant*, meaning Student Social File, (DSE) online to apply for a scholarship and/or student housing.

Given the processing times and the tighter schedule for housing applications, it is strongly recommended to submit your file as early as possible, especially if you need to provide a conditional scholarship notification for your application to the Diplôme Universitaire Passerelle (DUP).

For the 2025-2026 academic year, applications can be submitted **from March 2 to May 31, 2026** on the [Mes Services Étudiants](#) platform.

1. Creating an account

If you do not yet have an account, create one on the [Registration](#) page by completing the form at the bottom.

CRÉATION D'UN NOUVEAU PROFIL - ÉTAPE 1

Identité

Situation familiale * -- Sélectionnez votre situation ↓	Civilité * -- Sélectio ↓	Nom de naissance * <input type="text"/>	Nom d'usage <input type="text"/>
Date de naissance * Jour ↓ Mois ↓ Année ↓	Prénom * <input type="text"/>	Deuxième prénom <input type="text"/>	Troisième prénom <input type="text"/>
Pays de naissance * <input type="text"/>	Département de naissance * <input type="text"/>	Commune de naissance * <input type="text"/>	Nationalité * -- Sélectionnez votre natio ↓

L'intitulé du pays ou de la commune de naissance doit correspondre à celui existant au moment de la naissance.

Please fill in all fields marked with an asterisk (*), as they are mandatory.



*** formations
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*** accueil
*** locaux
*** gestion





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2. Submitting an application

Next, enter your DSE application. This is a nationally unified file where you will need to provide:

- your personal and family information,
- your study preferences as a preliminary indication (these can be updated at the start of the academic year according to your final registration).

You will also need to attach the following documents to your DSE:

- your 2025 tax notice on income earned in 2024, as well as that of your parents (if you do not have a personal tax notice, attach only your parents' notice).
- your school registration certificates, and those of your siblings if they are also students.

After submitting your application, you will receive a confirmation email summarizing your entry.

You may modify your file as long as it has not yet been processed by your CROUS and can upload additional documents in PDF format directly to your DSE.

3. Processing by the CROUS

If your file is **incomplete**, you will receive an email requesting the missing documents via your account.

Once your file is **complete and approved**, you will receive a conditional scholarship notification for the requested programs.

You must submit this scholarship notification when applying for the DUP. Without this document, your application will be considered incomplete and will not be processed.



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