



RÉPUBLIQUE
FRANÇAISE

*Liberté
Égalité
Fraternité*



UBFC

UNIVERSITÉ
BOURGOGNE FRANCHE-COMTE



GUIDEBOOK

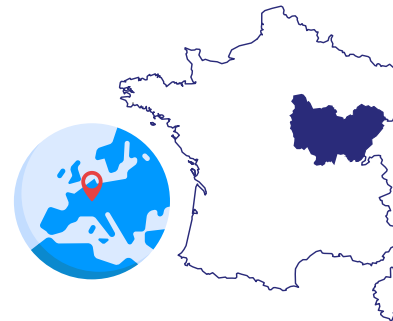


Université Bourgogne-Franche-Comté

BESANÇON
BELFORT-MONTBÉLIARD
DIJON

WELCOME

to Université Bourgogne-Franche-Comté!



Congratulations on becoming a UBFC student!

Being part of this university means that you will never be left behind!

To make your stay go as smooth as possible, the UBFC International Relations Team will support you before and during your studies at UBFC. This guide will help you through the different procedures and processes, and you will find many tips and clues for your student life in the region Bourgogne-Franche-Comté.

Best of success in your studies at UBFC!

UBFC International Relations office

TABLE OF CONTENTS

6 ADMINISTRATIVE PROCESSES

7..... Administrative enrollment

7..... Admission letter

7..... Tuition fees

8 Enrollment

8 Sworn translation of your document

9..... Visa procedures

9..... Visa process

10..... Visa validation

10..... Visa renewal

11..... Accommodation

11..... Find an accommodation

14..... Visale: housing guarantor

14..... Housing benefits (CAF)

15..... Housing insurance and civil liability

16 Health care registration

16 Social security

17 Complementary health insurance

18 Bank account opening

19 Medical check-up

19 Covid-19

19 Medical check-up

22 PREPARE YOUR JOURNEY

23 Steps to follow before your arrival

25 Getting to your study place

28 STUDENT LIFE

29 Transportation

31 Food service facilities

32 Sports facilities

33 Be a student in Bourgogne-Franche-Comté

33..... Student card

33..... "Avantages jeunes" e-card

34 CONTACTS

37 APPENDIX

38..... APPENDIX 1 Online application to Campus France

44 APPENDIX 2 Create your MSE account and get your INE number

49 APPENDIX 3 Crous accommodation : pay your rent in 3 steps

50 APPENDIX 4 CVEC Acquittal

56..... APPENDIX 5 VISALE procedure

64 APPENDIX 6 Find your guarantor with GarantMe

67..... APPENDIX 7 The complementary health insurance from social security

Follow the color code to know what you have to do first.



Before your arrival



Upon your arrival



ADMINISTRATIVE PROCESSES

Follow the color code
to know what you have to do first :

B Before your arrival

U Upon your arrival

ADMINISTRATIVE ENROLLMENT

B Before your arrival

Admission letter

The International Relations Team will provide you an admission letter. **Keep it in a safe place, no copy will be sent again.**

U Upon your arrival

Tuition fees

You are responsible for paying your tuition fees. At UBFC, tuition fees amount **243€** per academic year, for both national and international students.

Tuition fees are waived for:

- Campus France scholars,
- Eiffel scholars,
- Exchange students,
- Double-degree students.

CVEC : Student Life Contribution Fee

Besides the tuition fees, each student has to pay off the Crous-BFC Student life contribution fee which amounts around **92€** per academic year (online payment through your MSE account). For more information, please visit the dedicated website.

CVEC is waived for:

- French scholarships holders based on social criteria, French government scholarships holders for international students (Campus France);
- Exchange students;
- Refugee students, students registered as asylum seekers and having the right to remain in the territory.

MSE and CVEC: creating your MSE account and getting your INE number

MSE website for 'Mes Services Etudiant' provides you a wide range of online services. Check appendix 2 to see how to create your account. Through your account, you can: create your INE number, book a room, pay your rent and deposit (see appendix 3), pay the CVEC (Student Life Contribution fee, see appendix 4), apply for Visale, etc.

Once you have paid the CVEC fees, you will get a certificate, required for your enrollment at university.

A special attention must be paid to your last and first names. In case you switch them, you won't be able to finalize your enrollment. In such case, please get in touch with the assistance.

U Upon your arrival

Enrollment

Besançon/Belfort/Montbéliard :

1. Click on the link mentioned on the notification of admission you received through your eCandidat account and follow the different steps. This is when you will pay the tuition fees.

If any problems occur with the online administrative enrollment application, you will have to get a paper form at the school office of your department and pay the tuition fees, both at your arrival;

2. You may be asked to provide your original documents (diploma, transcripts...) to the school office of your department. Make sure you bring them with you.

Dijon :

All the needed information will be given to you in due time by the international mobility coordinator of the International Relations office of UBFC.

Sworn translations of your documents

For enrollment at university, you will be asked for documents translated either in French or in English.

When you register in the French social security system, you will be asked to upload different documents.

If the original document of your birth certificate is not established in a language from the European Union, **you will be asked to get a sworn translation in French.** In order to do so, you need to contact either:

- ✓ The French Embassy or consulate of your home country
- ✓ The Embassy of your home country in France
- ✓ A sworn translator authorized by the French Court of Appeal

Please visit this page for more information :

IMPORTANT: Mandatory documents for enrollment (as a minimum):

- ✓ Completed and signed registration file
- ✓ Passport photo
- ✓ Full copy of birth certificate or extract of birth certificate in English or French
- ✓ Passport copy, and if applicable copy of your D-visa or long stay visa with the "Etudiant" mention
- ✓ Copy of the French civil liability insurance certificate
- ✓ Admission letter
- ✓ CVEC payment certificate
- ✓ Original + copy of your last higher education diploma with sworn translation in French or English
- ✓ Copy of scholarship notification if applicable

VISA PROCEDURES

B Before your arrival

Visa process

Be aware that a visa is mandatory for all students coming from a non-European country. To be legally authorized to enter and remain on the European soil, international students must apply for a visa. We strongly recommend you to choose the "visa long séjour valant titre de séjour (VLS-TS) mobility" since this kind of visa is much more flexible than the "Visa long séjour temporaire (VLS-T)" which is not renewable. Please, do mention it during your appointment at the French embassy. Two different procedures are to be followed according to your nationality and country of residence.

	You come from a Campus France Country	You come from a NON - Campus France country
Countries	Algeria, Argentina, Azerbaijan, Bahrain, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Chad, Chile, China, Colombia, Comoros, Congo, Ivory Coast, Democratic Republic of the Congo, Djibouti, Dominican Republic, Ecuador, Egypt, Gabon, Georgia, Ghana, Guinea, Haiti, India, Indonesia, Iran, Japan, Jordan, Kenya, Kuwait, Laos, Lebanon, Madagascar, Malaysia, Mali, Mauritania, Mauritius, Mexico, Morocco, Niger, Nigeria, Peru, Qatar, Russia, Saudi Arabia, Senegal, Singapore, South Africa, South Korea, Taiwan, Thailand, Togo, Tunisia, Turkey, Ukraine, United Kingdom, United Arab Emirates, United States, Vietnam	All countries besides countries from the European union and Campus France countries
How to apply	Etudes En France procedure (Once your account has been created, click on "Je suis accepté" and follow the procedure, see appendix 1)	Map
Where to apply	Map	French Embassies (L)

U Upon your arrival

Visa validation

Upon your arrival in France, you must validate your long-stay visa valid as a residence permit. You have three months to take the necessary steps. The process is entirely digital: you can do everything remotely, on the following website :

<https://administration-etrangers-en-france.interieur.gouv.fr>

To validate your visa, you need :

- A valid email address;
- Information on your visa;
- Your date of arrival in France;
- Your home address in France;
- A bank card to pay online the fee for issuing the residence permit (50€)

You will then receive two emails. The first one contains your login details; the second one confirms the information you entered online. Make sure you download this document.

Visa renewal

Between the 120th and the 60th day before your current resident permit expires, you need to ask for its renewal via the website mentioned above. Bear in mind that an “e-photo” (6 months validity) is necessary to do this process. This can only be made in France by a certified photographer or a photo booth, so be sure you do it before going abroad (internship or holidays for example).

Within the first three months after you arrive in France, you may freely leave the country and come back. After these three months, if you haven't validated your VLS-TS and leave the country, you will need to apply for a new visa to return to France.

ACCOMMODATION

B Before your arrival

Find an accommodation

Crous: Student Residence

Crous is a regional organization part of the national institution named CNOUS providing a wide range of students services including accommodation, catering, administrative support, psychological and counselling services offered. **All students are eligible to apply for an accommodation in a residence hall.** You can also choose to live in a private residence, or in your own flat or flat share. See below “Other types of accommodation”. Whether in Dijon, Besançon, Belfort or Montbéliard, Crous provides one-bedroom flats with very competitive rents and furnished rooms, which are very popular amongst students. **Please note that all residence halls are mixed.**

	Residence		Private				Services				Price	
	Type of room	Name of the residence*	Shower	Toilets	Fridge	Hotplate	Free Wifi	Laundry	Intercom	Accessibility	Utilities Included	Per month
Besançon	Comfort room	Colette	X	X	X	X	X	X	X	X	X	257€
Dijon	Comfort room	Montmuzard	X	X	X		X	X			X	254€
	Traditional room	Montmuzard			X		X	X			X	161€
	Comfort room	Mansart	X	X	X		X	X		X	X	254€
Dijon	Traditional room	Mansart			X		X	X			X	161€
	Traditional room	Beaune			X		X	X		X	X	161€
Belfort	Comfort room	Duvillard	X	X	X	X	X	X			X	257€
Montbéliard	T1	Portes du Jura	X	X	X	X	X	X			X	337€

*This shows the name of the main residence. Each residence is made of different buildings, so the name might be different when you get your key.

Other types of accommodation

DIJON	<p>Résidence internationale 6 rue Maréchal Leclerc 21000 Dijon 03 80 71 70 00 rie-dijon@wanadoo.fr</p>	<p>Les estudines 2 avenue Champollion 21 000 Dijon 03 80 78 16 07</p>
	<p>Résidence Apart'Etud Dijon Eiffel 8/12 rue Chanoine Vinceneux 21 000 Dijon 06 75 62 19 77 dijon.eiffel@nemea.fr</p>	<p>Résidence Henri Vincenot – Parme 1 quai Etienne Bernard 21 000 Dijon 03 80 45 88 70 residence.henrivincenot@parmeubles.fr</p>
	<p>Résidence étudiante Burgundinn université 73 rue de Mirande 21 000 Dijon 06 40 81 30 65 hello@burgundinn.com</p>	<p>Résidence étudiante les Académies des Ducs 1 boulevard de la fontaine des Suisses 21 000 Dijon 0 811 260 940 contact@loc-habitat.com</p>
BESANCON	<p>Foyer de jeunes travailleurs la Cassotte 18 rue de la cassotte 25 000 Besançon 03 81 51 98 60 contact@fjt-lacassotte.com</p>	<p>Logements étudiants francs-comtois 02 81 41 94 93 lefbesac@free.fr</p>
	<p>Résidence étudiante le Portail 6 rue Roy 25 000 Besançon 03 81 25 27 57 edotal@doubs.cci.fr</p>	<p>Hôtel résidences Zénitude La City 11 avenue Louise Michel 25 000 Besançon 03 81 21 38 00 lacity@zenitude-groupe.com</p>
	<p>Foyer Saint François Xavier (girls only) 12 rue du lycée 25 000 Besançon 03 81 81 10 11 Foyer.francois.xavier@ovh.fr</p>	<p>Hôtel résidences Zénitude La City 11 avenue Louise Michel 25 000 Besançon 03 81 21 38 00 lacity@zenitude-groupe.com</p>
BELFORT	<p>Résidences étudiants Belfort c/o Alain Michel 26-28 rue Thiers 90 000 Belfort 03 84 90 21 13</p>	<p>Stud location 12 rue Gustave Lang ZAC de la Justice 90 000 Belfort 03 84 46 60 81 contact@studlocation.com</p>
	<p>Habitat Jeunes 90 03 84 21 39 16 Apply for accommodation: http://www.habitatjeunes90.org/formulaire.php</p>	
MONTBÉLIARD	<p>La Maison des Etudiants 23 rue de l'Etuve 25 200 Montbéliard 03 81 91 34 43</p>	

In addition, you can choose the shared apartment option. Here are some useful websites:

- <https://www.lacartedescolocs.fr/>
- Apartment, room and studio rental in Dijon - Burgundy (logement-bourgogne.com)
- <https://www.leboncoin.fr/>
- Find an accommodation in Franche-Comté | Jeunes FC (jeunes-fc.com)

Accommodation vocabulary

T1, T2, F1, F2 etc.	Usually, (T) stands for apartment and (F) for house, although it can sometimes be mixed up. The number refers to the rooms, not including kitchen or bathroom. Example: F2 (maison deux-pièces) = one-bedroom house Example: T2 (appartement deux-pièces) = one-bedroom apartment
ascenseur (asc)	lift
assurance habitation	housing insurance
balcon (blc)	balcony
buanderie	utility room/laundry room
calme	quiet
caution	damage deposit (rental property)
cave	cellar
cellier	storeroom/still room
+ charges	rental price excludes building charges / outgoing
chambre (ch, chbr)	bedroom
charges comprises (cc)	including building charges / outgoing
chauffage collectif	(shared) heating included in building charges
chauffage au gaz	gas heating
coin cuisine	breakfast nook / kitchenette
cuisine (cuïs)	kitchen
cuisine équipée	equipped kitchen
digicode	security door (lock) keypad/keycode
douche (dche)	shower
étage (et.)	floor (level of a building)
état des lieux	condition of property report completed on moving in and referred to on leaving
Frais/honoraires d'agence	agency fees
immeuble (imm)	building or residence
loyer	rent
meublé/équipé	furnished
pièce (p)	room
préavis	notice period (period to give notice of intent to vacate premises)
rez de chaussée (RDC/rdc)	ground floor
salle de bain (sdb)	bathroom
WC séparées	separate toilet

B Before your arrival

Visale: housing guarantor

A guarantor is a person who stands surety for you. That means that he or she agrees to pay your rent when you are no longer able to do so. In France, almost all owners, whether French or foreign, will ask you for a guarantor. It is a way for them to make sure they get the rent no matter what.

For students up to 30 years old

The VISALE system is a free rental deposit (set up by the French government). The VISALE certificate is mandatory and will be requested by Crous. You can apply for VISALE as soon as your visa is issued to you through your MSE account. (See appendix 5 for a guide)

For students over 30 years old

If you do not have a guarantor in France, you will have to subscribe for this service online, on websites such as Garantme for example. This is not free of charge, and the price depends on the rent you will have to pay. See appendix 6 for a guide to help you apply for a guarantor on Garantme, as this is the website commonly used by students, but feel free to use other websites, such as Cautioneo, Unkle or "Smart Garant".

U Upon your arrival

Housing benefits (CAF)

Renting a place in France allows you to request financial support if you are staying for more than 3 months : you have to apply to the "Aide Personnalisée au Logement" (APL) granted by the Caisse des Affaires Familiales (CAF).

The amount of the allowance offered is based on your financial resources and on the price of the rent of your apartment without charges (electricity, water supply, heating etc.). Everything is done online, do not hesitate to do an online simulation to find out if you are eligible.

For students in Crous-run accommodation
(on - off campus)

For students in non-Crous-run residences

For students who are renting a private-market accommodation

B Before your arrival

Housing insurance and civil liability

For any accommodation, you will have the legal obligation to take out a home insurance policy covering water damage and fire damage. That insurance is available through specific companies or with your French bank (from 1 to 30€ approximately/month for a room in a university hall). The certificate of home insurance is mandatory and will be requested by Crous.

- SMERRA has a 39€ per year insurance, including civil liability, with automatic renewal.
- ADHE has different formulas: 22€ per year without civil liability or 30€ per year including civil liability, without automatic renewal.

Your French bank can also provide this service; get in touch with them in order to know their prices.

Prices for housing insurance will vary in accordance to the size of the accommodation, or the additional options you will select.

When you buy your housing insurance, the civil liability for your accommodation (responsabilité civile locative) is included. Make sure they include as well the personal civil liability (responsabilité civile vie privée). The personal civil liability is compulsory when you register at university. It will cover you if you cause any damage to the equipment, or to someone. If it is not included in your package, you will have to purchase it separately. You can do it with your French bank from example. Ask them if they provide this service. For exchange students: usually, you buy the housing insurance for a year. If you are coming for a few months, you can check the website of Lovys. They provide a monthly insurance for less than 6€/month, so it is worth taking it if you are staying for 5 or 6 months.

HEALTH CARE REGISTRATION

U Upon your arrival

Social security : general health care system

French healthcare system is one of the widest funded system by the French Government National Health insurance, meaning a national system that ensures a national population against the costs of healthcare.

Registration to the French Health insurance is mandatory for French, European (in some conditions) and non-European students.

- European students have to bring their European Health Insurance Card (EHIC) covering the period of studies. Ask for this card in your country of origin. If you do not have this card, you need to ask for the certificate of entitlement (S1 form), and upon arrival, register online by submitting this form along with all requested documents (except for visa).

- Non-European students need to register online.

Social Security is free and compulsory for all students (French or international) and must be made upon your arrival in France, once your administrative registration at the university is completed. It allows you to benefit from a reimbursement of all your medical expenses.

Declare a physician during your first consultation so as to benefit from a 60%-70% reimbursement.

**I study in Besançon,
Belfort or Montbéliard :**

I study in Dijon :

Once you receive your certificate,
access your account on :

**Upload all requested
documents :**

- School certificate,
- Passport copy,
- Visa copy,
- Birth certificate with sworn translation in French (if the language of origin is not a European language),
- Validation of visa,
- RIB (bank account details).

Complementary health insurance

In addition, you can take out a complementary health care cover, which enables you to get a refund on the additional part.

It is highly recommended to take a complementary health insurance so as to benefit from a complete reimbursement.

Examples for consultations costs :

	General practitioner	Specialist practitioner
Cost	25€	28€
Social security reimbursement	16,50€ (70%)	18,60€ (70%)
Remaining cost <small>(which can be covered with a complementary health care cover)</small>	7,50€	8,40€
Compulsory remaining cost	1€	1€

With private companies, the prices depend on the options you take. Here are a few examples:

SMERRA: 5,50€ or 10,50€ per month

LMDE: 4,90€, 14,60€, 25,60€, 37,90€ per month

HEYME : 9,90€, 17,90€, 27,90€, 44,90€ per month

The social security offers a complementary health insurance called "complémentaire santé solidaire (CSS)". You can apply once you have validated your visa and received your enrollment certificate. Depending on your situation, it is either free, or with a small financial participation. The CSS is not applicable to European students who have a European Health Insurance Card. You need to be registered at social security.

You will have access to the CSS for a year. If you are staying at least two years in France, please make sure that during your first year (around April), you do your income tax declaration. You will indeed need this document to renew your CSS for the second year.

Check appendix 7 to guide you through the administrative process.

BANK ACCOUNT OPENING

U Upon your arrival

As an international (a non-European) student in France, **you will have to open a bank account for your different administrative processes** (health insurance, daily life...) and if you have been awarded a scholarship. Indeed, you can only receive your scholarship payment on a French bank account.

If you are a European student, you will need a French bank account only if you receive an incoming mobility scholarship. Bear in mind that scholarship payments (incoming and/or outgoing scholarship) can only be done on French bank accounts. You will receive a debit card, and a document called a RIB (bank account details). If you receive a scholarship, give this document to the dedicated service so they can proceed with its payment.

All major French banks have bank agencies in every city and are often located right on campuses:

- BNP Paribas*
- Société Générale*
- Crédit Lyonnais*
- Crédit Agricole*
- Banque Populaire*

Banks in France are usually closed on Mondays and open from Tuesday to Saturday between 9:00 am and 6:00 pm, only morning on Saturdays. Here are the documents required to open a bank account:

- Identity card or passport (mentioning your birth place (city)). If your passport is only mentioning your country of origin, you will need to provide a birth certificate as well.
- Accommodation certificate
- Letter of admission or the certificate of enrollment if you have it.

If you prefer, you can also choose online banks such as Boursorama banque*, Fortuneo banque*, Hello bank*. Make sure it's a French one and read carefully their conditions to see what they offer. Some of them have free debit cards for example.

*Non-exhaustive list

MEDICAL CHECK-UP

B Before your arrival

U Upon your arrival

COVID 19

To stay informed, please visit the following website as often as you can :

Medical check-up

I study in Besançon - Belfort - Montbéliard :

All students enrolled at UBFC can visit general practitioners and some specialists (psychologist, nutritionist, etc.) for free, at the SUMPPS (University Preventive Medicine and Health Promotion Center). Their team provides information, consultations, and preventive actions throughout the academic year. It is highly recommended to visit them anytime you need medical advice.

At your arrival, medical appointments are compulsory depending on your situation:

• **A compulsory medical check-up and vaccinations check-up for all international students.** To take an appointment, we kindly ask you to contact the SUMPPS of the Campus.

The doctors and/or the health professional may ask you your personal (child) health record. If your vaccinations are not up to date, you will be asked to go to the vaccination center of your city. The exact address will be given to you.

• **International students who are nationals of one of the countries with a tuberculosis incidence must do a tuberculin test at the SUMPPS.** The medical team will explain to you all the process. This is absolutely free, covered by the Social Security (compulsory registration at your arrival) if you are already registered, or covered by the CLAT 25 (Anti-Tuberculosis Fight Center) if you are not registered yet at the Social Security.

Countries with a tuberculosis incidence:

Afghanistan; Albania; Algeria; Angola; Bhutan; Bolivarian Republic of Venezuela; Bosnia and Herzegovina; Bulgaria; Burkina Faso; Cambodia; Cameroon; Central African Republic; Chad; Congo; Ivory Coast; Croatia; Democratic Republic of Congo; Egypt; Equatorial Guinea; Eritrea; Ethiopia; Gabon; Gambia; Georgia; Ghana; Guinea; Guinea-Bissau; Guyana; Haiti; Hong Kong Sar China; India; Indonesia; Kazakhstan; Kenya; South Korea; Lao People's Democratic Republic; Liberia; Libya; Malaysia; Malawi; Mali; Morocco; Mauritania; Mongolia; Mozambique; Myanmar; Namibia; Nepal; Niger; Nigeria; Pakistan; Panama; Papua New Guinea; Peru; Philippines; Portugal; Republic Of Moldova; Romania; Russian Federation; Rwanda; Senegal; Sierra Leon; Somalia; South Africa; South Sudan; Sudan; Sri Lanka; Tajikistan; Thailand; Togo; Tunisia; Uganda; Ukraine; United Republic of Tanzania; Uzbekistan; Viet Nam; Yemen; Zambia.

I study in Dijon :

Depending on your country of origin, you might need to undergo some medical check-up:

Tuberculin check-up: students coming from countries with a high tuberculosis incidence will need to undergo a lung X-ray exam before coming to France. Bring the results with you, translated in French is possible. Upon arrival, take an appointment at the medical center of the university (contacts below) to show your results.

• If you can't undergo the X-ray in your country, you can do it in France for free. Again, take an appointment at the medical center of the university so the doctor can give you a prescription for the X-ray.

Countries with a high tuberculosis incidence:

- The African continent as a whole;
- The Asian continent as a whole (except for Japan), including the countries of the Near and Middle East (except for Cyprus, the United Arab Emirates, Israel, Jordan and Oman);
- The countries of Central and South America (except for Antigua and Barbuda, Barbados, Bermuda, Bonaire, Cuba and Costa Rica, Curaçao, Jamaica, Virgin Islands and Cayman Islands, Puerto Rico);
- The countries of Central and Eastern Europe (except for Austria, Greece, Hungary, the Czech Republic, Russia, Slovakia and Slovenia).

Vaccination check-up:

The medical center will also check that students are up to date in their vaccines. If you have a health record booklet, please take it with you to show the medical center. If you can't prove that you have been vaccinated, the medical center might ask you to do it before registration. You can do it for free in France.

• If vaccinations are not up to date, you will be asked to go to the vaccination center of your city. The exact address will be given to you.

Contacts and opening hours

(subject to change depending on the period)

Besançon

Campus de Besançon

45 C, avenue de l'Observatoire
BP 1535
25 009 Besançon
03 81 66 61 30
sumpps@univ-fcomte.fr

Opening hours

Monday: 8:00 - 17:00
Tuesday: 8:00 - 17:00
Wednesday: 8:00 - 17:00
Thursday: 8:00 - 17:00
Friday: 8:00 - 17:00
Sat. & Sun. : closed

Montbéliard

Site universitaire des Portes du Jura

4 place Tharradin
BP 71427
25211 Montbéliard
03 81 99 47 38
07 85 64 01 60
sumpps-montbeliard@univ-fcomte.fr

Opening hours

Opened only on Tuesday
8:00 - 16:00

Belfort

IUT Belfort-Montbéliard (3rd floor)

19 avenue du Maréchal Juin
90 000 Belfort
03 84 58 77 78
07 85 64 01 60
sumpps-belfort@univ-fcomte.fr

Opening hours

Monday: 14:00 - 18:00
Thursday: 9:00 - 17:00
Closed on Tuesday, Wednesday, Friday,
Saturday and Sunday.

Dijon

Centre de Prévention et de santé Universitaire (CPSU)

6A rue recteur Marcel Bouchard
21000 Dijon
03 80 39 51 53

Opening hours

Mon/Tue/Thu/Fri 8:30am - 5:30pm
Wed 8:30am - 4:30pm
Sat/Sun closed



PREPARE YOUR JOURNEY

Follow the color code
to know what you have to do first :

B Before your arrival

U Upon your arrival

STEP TO FOLLOW BEFORE YOUR ARRIVAL

B Before your arrival

I inform people of my arrival

About one week before departure, inform the International Relations Team of your arrival.

**I study in Besançon,
Belfort or Montbéliard :**

Maïlys CLAUDIO
mailys.claudio@ubfc.fr

**I study
in Dijon :**

Éloïse ROUSSEL
eloise.rousseau@ubfc.fr

You should have received by email the contact of our Ambassadors, who are the persons who will welcome you at the train station and take you to your room. Please make sure you get in touch with them a week before arrival. You need to let them know the details of your journey: when you leave your country, when you arrive in France, and what time they need to pick you up at the train station. If possible, send them a picture of your plane and train tickets. If you have booked your accommodation yourself, make sure you let your landlord know your date of arrival.

I prepare my luggage

While preparing your luggage, think carefully about what you need, and more specifically the kind of clothes that you will need in Bourgogne-Franche-Comté.

We have a nice weather during summer (June-Sept), but winter (Dec-March) can be very cold, so pack clothing adapted to all types of weather.

I prepare my documents

Do not hesitate to scan or photograph your documents and email them to yourself or save them in the Cloud.

You will then always have easy access to them. Do not forget to also take your mobile phone, a bank card you can use to withdraw money in France and the original or a copy of your Health Record Booklet. You might need to show that you are up to date in your vaccines for enrollment. If you are not, you can be vaccinated in France for free.

Please remember to bring the original copy of your diploma/transcripts/birth certificate and their translation.

It is important that you make sure you take all necessary documents with you.
Tick the boxes while you pack!

Identity documents :

- Identity card
- Passport
- Previous degrees (a sworn translation copy*)
- Birth certificate (a sworn translation copy*)
- Driving licence (if you are planning on driving in France)

Documents relating to your studies in France :

- Proof of enrollment in your institute
- Previous degrees (a sworn translation copy*)

Documents relating to your trip :

- Your train and/or plane tickets
- Your itinerary from the airport

Documents relating to setting up :

- The printed reservation of your accommodation
- The documents required for taking up residence in the lodging
- The list and contact information for your contacts in France

* See page 8 for sworn translation

U Upon your arrival

Getting to your study place :



Carpooling
BlaBlaCar



Bus
Flixbus - BlaBlaBus



Train
(easiest and fastest way)
SnCF

From Paris-Orly to Dijon, Besançon or Belfort by train (via Paris Gare de Lyon):

TAXI : you can reach the station from the airport by taking a taxi. It will cost around 30-40€.

RER : you can take the Orlyval (shuttle connecting the Airport with the city's RER network) and the RER B. The combined ticket is 12,10€. You can buy it at the airport, at a guichet or an automatic vending machine. The Orlyval will take you to the station of Antony. From there, you take the RER B, in the direction of Mitry-Claye or Aéroport Charles-de-Gaulle, to Châtelet-les-Halles, and then the RER A, in the direction of Marne-la-Vallée Chessy or Boissy-saint-Léger, to Gare de Lyon.

TRAIN : from gare de Lyon, you will get a train ticket. We invite you to buy your ticket on the website of SNCF Connect, or at a vending machine in the station:

- To Dijon ville
- To Besançon Viotte
- To Belfort ville

From Paris-Orly to Dijon and Besançon (via Gare de Paris Bercy)

TAXI : you can reach the station from the airport by taking a taxi. It will cost around 50€.

RER : you can take the Orlyval (shuttle connecting the Airport with the city's RER network) and the RER B. The combined ticket is 12,10€. You can buy it at the airport, at a guichet or an automatic vending machine. The Orlyval will take you to the station of Antony. From there, you take the RER B, in the direction of Mitry-Claye or Aéroport Charles-de-Gaulle, to Denfert-Rochereau. You then take the Metro 6, in the direction of Nation, and you stop at Bercy.

TRAIN : from Paris Bercy, you will get a train ticket. You can buy your ticket on the website of SNCF Connect, or at a vending machine in the station:

- To Dijon Ville (direct)
- To Besançon Viotte (connection)

From Paris-Orly to Belfort by train (Paris Gare de L'Est):

TAXI: you can reach the station from the airport by taking a taxi. It will cost around 35-45€.

RER: you can take the Orlyval and the RER B. The combined ticket is 12,10€. You can buy it at the airport, at a guichet or an automatic vending machine. The Orlyval will take you to the station of Antony. From there, you take the RER B, in the direction of Mitry-Claye or Aéroport Charles-de- Gaulle, to Gare du Nord, and you walk to Gare de l'Est (about 500 metres).

TRAIN: from gare de L'Est, you will get a train ticket. You can buy your ticket on the website of SNCF Connect, or at a vending machine in the station:

- To Belfort ville

From Paris-Charles de Gaulle to Dijon, Besançon or Belfort by train (Paris Gare de Lyon):

TAXI: you can reach the station from the airport by taking a taxi. It will cost around 35-57€.

RER: you can take the RER B, in the direction of Robinson or Saint-Rémy-lès-Chevreuses, to Châtelet-les-Halles, and then the RER A, in the direction of Marne-la-Vallée Chessy or Boissy-saint-Léger, to Gare de Lyon. You can buy your ticket at the airport, at a guichet or an automatic vending machine for 10,30€.

TRAIN : from Gare de Lyon, you will get a train ticket. You can buy your ticket on the website of SNCF Connect

- To Dijon ville
- To Besançon Viotte
- To Belfort ville

From Paris-Orly to Dijon and Besançon (Gare de Paris Bercy)

TAXI: you can reach the station from the airport by taking a taxi. It will cost around 50€.

RER: you can take the Orlyval (shuttle connecting the Airport with the city's RER network) and the RER B. The combined ticket is 12,10€. You can buy it at the airport, at a guichet or an automatic vending machine. The Orlyval will take you to the station of Antony. From there, you take the RER B, in the direction of Mitry-Claye or Aéroport Charles-de-Gaulle, to Denfert-Rochereau. You then take the Metro 6, in the direction of Nation, and you stop at Bercy.

TRAIN: from Paris Bercy, you will get a train ticket. You can buy your ticket on the website of SNCF Connect, or at a vending machine in the station:

- To Dijon Ville (direct)
- To Besançon Viotte (connection)

From Paris-Charles de Gaulle to Dijon and Besançon (Via Gare de Paris Bercy)

TAXI: You can reach the station from the airport by taking a taxi. It will cost between 60€ and 75€.

RER: Take the RER B, in the direction of Robinson or Saint-Rémy-lès-Chevreuses, to Châtelet-les-Halles. You then take the Metro 14, in the direction of Olympiades, and you stop at Bercy. You can buy your ticket at the airport, at a guichet or an automatic vending machine for 10,30€.

TRAIN: From Paris Bercy, you will get a train ticket. You can buy your ticket on the website of SNCF Connect, or at a vending machine in the station:

- To Dijon Ville (direct)
- To Besançon Viotte (connection)

From Paris-Charles de Gaulle to Belfort by train (Via Paris Gare de L'Est):

TAXI: You can reach the station from the airport by taking a taxi. It will cost around 50€.

RER: Take the RER B, in the direction of Robinson or Saint-Rémy-lès-Chevreuses, to Gare du Nord, and you walk to Gare de l'Est (about 500 metres). You can buy your ticket at the airport, at a guichet or an automatic vending machine for 1,90€

TRAIN: From Gare de L'Est, you will get a train ticket. You can buy your ticket on the website of SNCF Connect, or at a vending machine in the station:

- To Belfort ville

While traveling, please make sure your belongings are safe. Keep your money and passport where it cannot be stolen (inside your coat for example).
Always keep an eye on your luggage, and never leave it unattended.



STUDENT LIFE

Follow the color code to know what you have to do first :

B Before your arrival

U Upon your arrival

TRANSPORTATION

Please, bear in mind that all prices are subject to change !

U Upon your arrival

BESANÇON



GINKO

- Monthly pass 18-25 y/o: 28€
- Monthly pass +26 y/o: 43,50€
- A 1-hour ticket: 1,40€ when you already have a support, 1,60€ if you need to buy the support (keep your ticket and refill it at the machine).



VÉLOCITÉ

- Yearly subscription: 16€ (15 months for *Avantage Jeunes card* holder, find a description of the card on section 4)
- Weekly subscription: 2€, first ½ hour for free each day, then 1€/hour
- Daily subscription: 1€, first ½ hour for free, then 1€/hour.

If you have a Tram and Bus subscription, then your *Vélocité* subscription is free of charge. You only pay 1€ per hour (the 1st 30 minutes are free).



SNCF

Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language) www.sncf-connect.com

- There are 2 main train stations:
- Besançon Viotte (close to downtown)
 - Besançon TGV (14km from Besançon)

BELFORT



OPTYMO

- Monthly pass scholarship students : 13€
 - Monthly pass: 36€
 - A 1-hour ticket: 1€
- There is no ticket sale inside the bus. You must hold a Pass before travel.



OPTYMO

- Optymo pass holder: the access is free of charge. You will only be charged 0,02€/minutes
- Other cases: 1€ the access + 0,02€/minutes



SNCF

Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language) www.sncf-connect.com

- The main train station is in downtown.
- The Belfort - Montbéliard TGV train station (12km from Belfort)

MONTBÉLIARD



EVOLITY

Under 26 y/o

- Yearly pass for students: 150.80€
- Monthly pass: 38€ (usable in both Montbéliard and Belfort cities)

+ 26 y/o

- Yearly pass: 356.90€
- Monthly pass: 36.20€ (usable only in Montbéliard city)

For everybody

A 1 trip ticket: 1€



SNCF

Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language)

www.sncf-connect.com

There are 2 main train stations:

- Besançon Viotte (close to downtown)
- Besançon TGV (14km from Besançon)

DIJON



DIVIA

- Monthly pass 18-25 y/o: 30€
- Monthly pass +26 y/o: 42€
- A 1-hour ticket: 1,40€ when you already have a support, 1,70€ if you need to buy the support (keep your ticket and refill it at the machine).
- 9 months subscription 18-25 y/o: 240€
- Yearly subscription 18-25 y/o: 315€
- Yearly subscription +26 y/o: 441€



DIVIA SELF-SERVICE BICYCLE

If you have a Tram and Bus subscription

- Yearly subscription: 25€, first ½ hour for free each day, then 1€ per hour
- Monthly subscription: 7€, first ½ hour for free each day, then 1€ per hour

If you don't have a Tram and Bus subscription

- Weekly subscription: 2€, first ½ hour for free each day, then 2€ per hour
- Daily subscription: 1€, first ½ hour for free, then 2€ per half hour

DIVIA BICYCLE RENTING

- 24 hours: 3€
- 48 hours: 5€
- Weekly subscription: 9€
- Monthly subscription: 15€ for 1 month, 30€ for 3 months, 50€ for 6 months, 65€ for 9 months
- Yearly subscription: 80€

25% off if you are under 26,

50% off if you have a Tram and Bus subscription.



SNCF

Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language)

www.sncf-connect.com

There are 2 main train stations:

- Dijon ville
- Dijon Porte-Neuve

FOOD SERVICE FACILITIES

BESANÇON

University restaurants

The university restaurants offer complete meals. Cafeterias are also available on campus and offer sandwiches, salads, coffees, etc.

You can pay by cash, debit card or by using your PASS'UBFC and the IZLY payment system.

Eating at home

In Besançon, different student associations ('BAF', 'AGORAé Besançon' for example) go into actions to help students with getting food products.

Learn more about these actions : [f/agoraebesancon](https://www.facebook.com/agoraebesancon) [f/BAF.etudiants](https://www.facebook.com/BAF.etudiants)

Supermarkets are at a walking distance from the campuses.

BELFORT

The university restaurant and cafeteria "Duvillard" (close to UTBM) offer meals and food with good prices.

You can pay by debit card or by using your PASS'UBFC and the IZLY payment system.

MONTBÉLIARD

The university restaurant and cafeteria "Portes du Jura" inside the University area offer meals and food with good prices.

You can pay by debit card or by using your PASS'UBFC and the IZLY payment system.

DIJON

University restaurants

The university restaurants offer complete meals. Cafeterias are also available on campus and offer sandwiches, salads, coffees, etc.

You can pay by cash, debit card or by using your PASS'UBFC and the IZLY payment system.

Eating outside

As the Campus of Dijon is well located, you also have access to places such as fastfood restaurants, or even the food truck of the Crous-BFC where you can buy burgers or pizzas !

Eating at home

You have different supermarkets at a walking distance from the Campus. You can also enjoy going to the market to buy fresh products !

SPORT FACILITIES

BESANÇON, BELFORT AND MONTBÉLIARD

In your institution, you may also have free access to sports facilities. Contact your Sports Department.

At Université de Franche-Comté, the Service Campus-Sports offers a wide range of physical and sports activities for both recreation and competition:

More info [here](#)

In Besançon, you can also find sports activity among the numerous sports facilities managed by the city or just have a walk up to the 7 hills of the city !

DIJON

As a student, you will have free access to the SUAPS (Service Universitaire des Activités Physiques et Sportives).

You can register directly [on their website](#)

You will then have access to over 50 different activities: swimming, diving, running, ice skating, golf, archery, fencing, bodybuilding, climbing, skiing, mountain biking, pilates, yoga, dance, zumba, step, basketball, football, rugby, volleyball, boxing, karate, tennis, badminton, table tennis...

BE A STUDENT IN BOURGOGNE-FRANCHE-COMTÉ

U

Upon your arrival

STUDENT CARD

UBFC and the Crous-BFC provide a sole multiservice card common to all Bourgogne-Franche-Comté sites. This contactless card is supported by the "Izly" e-money service of the Crous-BFC. It is aimed at making everyday life of UBFC students and staff easier.

Once you are enrolled, you will get your student card called PASS'UBFC, with the Izly payment system. A few days later, an email from the Crous-BFC will be sent to you to your university address with a secret code and a link to activate your account. Follow the link, complete your information, and discover what you can do with your card! Put money on it and pay for Crous-BFC services (restaurants, copier, laundry...). Download the application and pay with your mobile or your student card. No need to carry around your credit card anymore!

Depending on the Master's Degree, you may need an appointment to pick it up.

"AVANTAGES JEUNES" E-CARD

If you are under 30 y/o you can get your "Avantages Jeunes Card" for only 8 euros !

This card offers you a huge range of good deals for discovering culture, sport, and special discounts for hobbies and daily life, into the Bourgogne-Franche-Comté region !

There are 9 different editions :

- Belfort
- Besançon, Haut Doubs
- Dijon Métropole
- Haute-Saône
- Jura
- Montbéliard
- Nièvre
- Saône-et-Loire
- Yonne

You can use it from the 1st of September to the 31st of August of each year. Whatever the place you get it, it is usable in all the Bourgogne-Franche-Comté region.

[> more infos](#)



CONTACTS

Follow the color code
to know what you have to do first :

B Before your arrival

U Upon your arrival

International Relations Office



Maïlys CLAUDIO
International mobility
coordinator
(Besançon-Belfort-
Montbéliard)



Éloïse ROUSSEL
International mobility
coordinator
(Dijon)



**Yevgenya
PASHAYAN-LEROY**
Head of International
Relations



Pauline MARCEAU
Erasmus+
International
mobility coordinator



Guillaume ALBERT
International
cooperation
coordinator

For all students, a welcome/advice desk and support services (visa, practical aspects of student life at UBFC, facilities on campus, accommodation search, etc) are offered to you, please refer to your coordinator.

Degree-seeking students Cities of Besançon, Belfort & Montbéliard

Maïlys Claudio

✉ mailys.claudio@ubfc.fr
32 avenue de l'observatoire
25000 Besançon

Degree-seeking students City of Dijon:

Eloïse Rousset

✉ eloise.rousset@ubfc.fr
11 rue recteur Marcel Bouchard
21000 Dijon

Exchange/Double-degree and Erasmus+ students :

Pauline Marceau

✉ pauline.marceau@ubfc.fr
11 rue recteur Marcel Bouchard
21000 Dijon

Please note : for any specific questions about the programs content or pedagogical questions, you can send an e-mail to the Master's program director. You'll find the contact information **on each program page.**

**Exchange and double-degree students
(incoming & outgoing, non Erasmus) :**
studentexchange@ubfc.fr




**Exchange students (incoming & outgoing Erasmus) and Erasmus+
+ Agreement Management & Administration :**
erasmus@ubfc.fr



Cooperation & University Partnership :
international@ubfc.fr

**For any emergency please contact
international@ubfc.fr**

Emergency numbers

Use these emergency numbers to get through to the emergency services free of charge, 24/7

-  **15** SAMU
The French emergency medical assistance service. To call out a medical team to a medical emergency as well as to be referred to a round-the-clock health facility
-  **17** Emergency police number
To report a crime requiring an immediate police response
-  **18** Fire brigade
To report a dangerous situation or accident concerning people or property and receive a swift response

-  **112** European emergency number
If you are a victim or witness of an accident in a country in the European union.
-  **114** Emergency number for deaf and hard-of-hearing people
*If you are a victim or witness of an emergency situation and require emergency assistance.
(SMS available too)*

APPENDIX

Follow the color code
to know what you have to do first :

B Before your arrival

U Upon your arrival

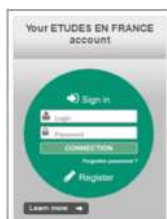
APPENDIX 1

ONLINE APPLICATION TO CAMPUS FRANCE

B Before your arrival

STEP 1: Create your Etudes en France account

- Go to <https://pastel.diplomatie.gouv.fr/etudesenfrance> and register to Etudes en France



=> To change the language to English at any point, go to the top left-hand side of the page and click EN

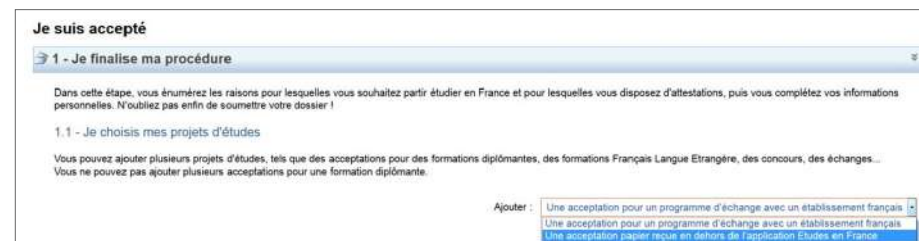
- Click on "Register".
- Select your local Campus France.
- Select EN (to switch into English) at the top left corner of the screen.
- Fill out your personal information.
- You will receive an e-mail inviting you to confirm the creation of your account and to initialize your password. Your email address will be used as login to log in my account and can be modified by connecting to the platform and by going to the "my account" section.

STEP 2: Create your online application using the section "I am accepted", prior to applying for a visa

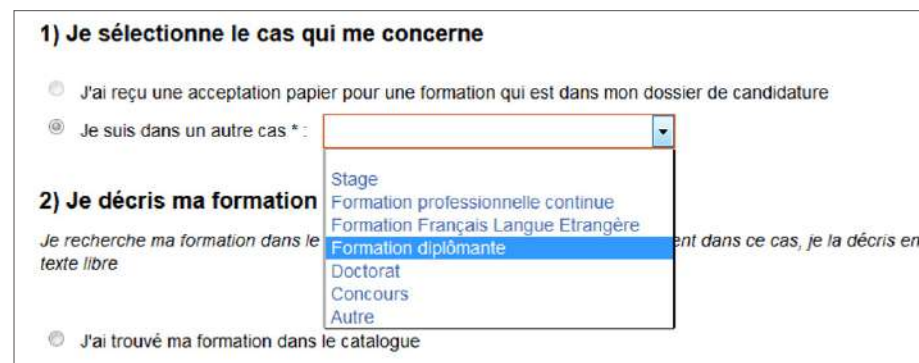
- Connect to your account. You have the choice between two sections: "I am a candidate" and "I am accepted"
- Click on "I am accepted":



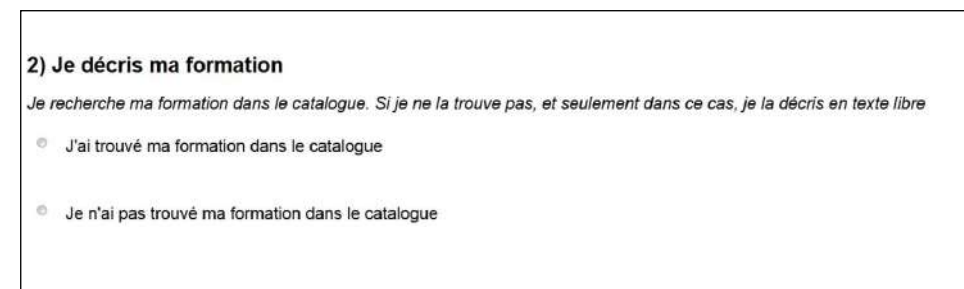
- Select as a study project "a letter of acceptance received outside the procedure " Etudes en France"



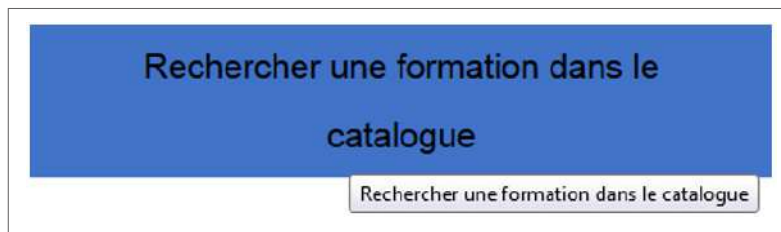
- Choose the radio button "I am in another case" and select from the drop-down menu "Master degree/Graduate study" :



- Describe your study program
- For part 2) I describe my study program, you have the choice between two items:
 - I found my course in the catalogue
 - I cannot find my course in the catalogue



When you click on the button "I found my study programme in the catalogue", you must then click on "search for a study programme in the catalogue".



- You will be brought to the following page with a classic search engine field:

Je retrouve ma formation dans le catalogue

Vous avez reçu une acceptation papier pour des études en France, ou une convocation pour un concours

- 1) Rechercher la formation concernée en saisissant son libellé (ou une partie)
- 2) Sélectionnez-la parmi les résultats qui vous sont proposés
- 3) Sélectionnez votre année d'entrée
- 4) Sélectionnez l'établissement qui dispense votre formation parmi les résultats proposés
- 5) Relisez bien la fiche formation pour être certain qu'elle correspond à votre papier, et cliquer sur "Sélectionner cette formation"

1) Je recherche ma formation

(Ex: Master Biologie Nantes)

1) Je recherche ma formation

(Ex: Master Biologie Nantes)

2) Je sélectionne ma formation

- Taught In English
- + Master indifférencié (recherche et professionnel)

- By pressing the +, you can unfold the tree until you choose the corresponding formation. Once the information has been verified, you click "select this study program"

1) Je recherche ma formation

(Ex: Master Biologie Nantes)

2) Je sélectionne ma formation

- Taught In English
- Master indifférencié (recherche et professionnel)
 - Sciences, techniques et santé
 - Biologie de la Conservation
 - Ecologie Comportementale et Gestion de la Faune (ECGF) année 1, année 2 [Sélectionner cette formation](#)

Return to the page "I received an official acceptance letter in writing"

2) Je décris ma formation

Je recherche ma formation dans le catalogue. Si je ne la trouve pas, et seulement dans ce cas, je la décris en texte libre

J'ai trouvé ma formation dans le catalogue

Formation: **Master indifférencié (recherche et professionnel) Sciences, techniques et santé mention Biologie de la Conservation parcours Ecologie Comportementale et Gestion de la Faune (ECGF)**

Année d'entrée: **Année 2 (bac + 5)**

Je n'ai pas trouvé ma formation dans le catalogue

3) Je sélectionne l'établissement qui m'accueille

Université ou groupe d'établissements:

Etablissement:

L'établissement n'est pas présent dans la liste, je choisis Autre et je saisis son nom et sa localisation (ville):

Site d'enseignement:

4) Je précise les dates de mon séjour en France

Date de début:

5) Je saisis ma motivation pour ce projet

Je saisis les raisons pour lesquelles je souhaite partir en France pour cette formation et j'explique le choix de l'établissement d'accueil

Motivation globale (mon projet personnel et mon projet d'études):

C'est mon projet d'études principal

Caractères: 0 / 1500

Mes justificatifs scannés pour : Acceptation ou Convocation Papier

Vous pouvez ajouter vos justificatifs au format PDF, JPG ou PNG. La taille de chaque fichier ne doit pas dépasser 500 ko.
Pour faciliter leur exploitation, vous pouvez ajouter une brève description de chaque fichier (par exemple : "notes du premier trimestre"). Les fichiers sont triés par ordre alphabétique du contenu.

Assurez-vous que vos fichiers sont lisibles.

[Comment faire un scan lisible ?](#)

Apporter un nouveau justificatif : Aucun fichier sélectionné

Aucun document

Upload the official acceptance letter and click "save".

6) Je joins un justificatif

Complet

C'est mon projet d'études principal

[Justificatifs \(1\)](#)

Enter your personal information and submit your online application to the Campus France.

STEP 3: Prepare your visa application

- Once your application has been submitted (electronically) to the Campus France website, it is examined by the Campus France team.
- If the documents provided by you are not legible and / or missing, the Campus France may return the application for correction.
- Once your study project has been validated by the Campus France office, a Campus France approval is generated automatically by the platform. It is available and downloadable from your CAMPUSFRANCE online message box (not your personal email account). A model of the approval is given on the next page. It is this document that you must present to the visa service to justify that you have indeed realized all the required steps of the procedure "Etudes en France"!
- Campus France completes the examination of the pre-consular application by setting up an interview with the candidate, which is an essential prerequisite, except in case of exemption, before presenting the candidate to the visa service.



Accord préalable d'inscription

Confirmation of acceptance/pre-enrollment
Attestation « Etudes en France »
'Etudes en France' certificate

Nom : **DZ16-48376**
Surname (family) name :
Prénom : **DZ16-48376**
First name(s) :
Date de naissance : **11/11/1991**
Date of birth :
Numéro d'identifiant : **DZ16-48376**
Application ID :
Dossier suivi par : **Campus France Algérie - Alger**
Contact information :
30 rue des Frères Kadri, Hydra

Etablissement d'accueil : **Ecole européenne**
Host institution :

Site : **Paris**
Location :

Formation demandée : **Formation description**
Course name :

Année d'entrée : **année 1**
Entry year :

Après avoir obtenu votre visa de long séjour, vous devrez vous présenter à l'adresse ci-dessous muni(e) de cette attestation et des justificatifs requis par votre établissement d'accueil, le cas échéant, pour finaliser votre inscription.

Once you receive your long stay visa, you must come in person to the address below and present this certificate, along with documents required by your host institution, if requested, in order to finalize your enrollment.

Ecole européenne - Site de Paris
63 rue Ampère Paris

Date de début des cours : **15/02/2017** Durée de la formation : **1 an 11 mois**
Course start date : Course duration : **30 jours**

Date limite d'arrivée autorisée : **Non renseigné**
Latest authorized arrival date :

Informations importantes de la part de votre établissement :
Important information provided by host institution :
Non renseigné

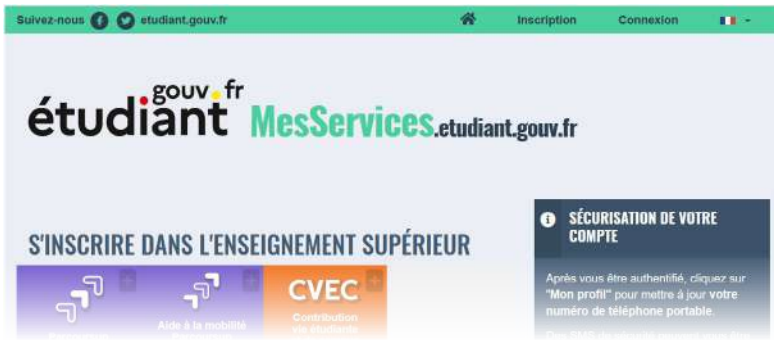
Date de délivrance : **13/03/2017**
Date of issue :

Cette attestation a été générée par l'application « Etudes en France » du ministère des Affaires Etrangères et du Développement International. Elle doit être présentée à l'ambassade, au consulat ou au centre de dépôt des demandes de visa compétent. Elle est valable sous réserve de présentation des justificatifs demandés par l'établissement et de leur traduction officielle, pour la rentrée qui suit le dépôt de dossier.

APPENDIX 2 | CREATE YOUR MSE ACCOUNT AND GET YOUR INE NUMBER

B Before your arrival

STEP 1 : access the website



STEP 2 : fill out the form

CRÉATION D'UN NOUVEAU PROFIL - ÉTAPE 1

Identité de l'étudiant

Civilité *
Mr/Mrs

Nom de naissance *
Last name/family name

Prénom *
First name/name

Deuxième prénom
Middle name (if any)

Troisième prénom
Third name (if any)

Date de naissance *
Day of birth Month Year

Adresse courriel *
e-mail address

Adresse courriel (vérification) *
e-mail address (verification)

1/ If you have never been enrolled in France before (high school or university), click on «Je n'ai pas d'INE».

Numéro Identification Nationale

Le numéro INE (Identification Nationale Étudiant) ou BEA, à figure sur votre carte d'étudiant ou sur le relevé de notes du baccalauréat ou sur l'insigne de confirmation d'inscription au baccalauréat.

Numéro INE *

Si vous possédez un numéro INE et ce numéro n'est pas accepté, veuillez cocher "Je n'ai pas d'INE".

Si vous ne possédez pas de numéro INE (vous venez de l'étranger ou vous êtes scolarisé dans un établissement ne dépendant pas de l'Éducation nationale), vous devez nous fournir un justificatif de votre inscription dans l'enseignement supérieur français sur l'année en cours ou à venir ou une attestation de stage en France.

Une proposition d'accès temporaire en cas universitaire, que le créez vous e adressé par mail, est acceptée comme justificatif.

Je n'ai pas d'INE

Annuler Envoyer

STEP 3

1/ A verification code has been sent to you by e-mail.

CRÉATION D'UN NOUVEAU PROFIL - ÉTAPE 2

Vérification adresse courriel

Un code de vérification de votre adresse vous a été envoyé par courriel.

Adresse courriel *
test2oct@gmail.com

Code de vérification *

2/ Enter the code here.

Identité de l'étudiant

Situation Familiale *
- Sélectionnez votre situation familiale - → Select your marital status

Nationalité *
FRANCE → Select your nationality

Établissement

Année universitaire en cours

Non inscrit à ce jour dans un établissement

[✕ Vider tous les champs](#)

Établissement à l'étranger

Département

— Sélectionnez un département —

Établissement *

Autre

Si vous saisissez au moins 3 lettres dans 'Établissement', la liste des établissements sera filtrée

Situation étudiante

Cette inscription va être vérifiée. Si vos justificatifs ne sont pas valides, votre compte sera bloqué.

Pièce justificative d'identité * (Format PDF, JPG, PNG, 10Mo maximum pour l'ensemble des PJ)

[Parcourir...](#) Aucun fichier sélectionné.

Ce justificatif doit obligatoirement être à votre nom, avec photo. Ce justificatif peut être soit votre carte d'identité, votre passeport, votre permis de conduire.

Pièce justificative étudiante * (Format PDF, JPG, PNG, 10Mo maximum pour l'ensemble des PJ)

[Parcourir...](#) Aucun fichier sélectionné.

Vous devez nous fournir un justificatif de votre inscription dans l'enseignement supérieur français sur l'année en cours ou à venir.

Si vous ne disposez pas de ce justificatif, une attestation sur l'honneur, datée et signée, pour nous signaler que vous êtes en cours d'inscription dans l'établissement de votre choix, pour la formation que vous souhaitez et pour l'année universitaire en cours ou à venir, est aussi acceptée.

Étudiants Campus France : Vous devez nous envoyer une attestation sur l'honneur pour nous signaler que vous vous engagez à vous inscrire dans un établissement d'enseignement français. Un modèle d'attestation vous est proposé dans notre [FAQ](#).

STEP 4: family contacts

Informations de contact de l'étudiant

Téléphone fixe

+33145441212

Téléphone portable *

+33623456791

Adresse *

voie contact 011

complement 1 contact 1

complement 2 contact 1

Code postal *

31000

Ville *

ville contact

Pays *

FRANCE

Contacts Familiaux

Contact 1

Contact 2

Civilité

— Sélectionnez la civilité —

Nom

-

Prénom

-

Email

Téléphone fixe

+ -

Téléphone portable

+ -

Adresse

Code postal

Ville

Pays

— Sélectionnez le pays de résidence —

★ Crous favoris

Personnalisez votre navigation sur messervices.etudiant.gouv.fr, en présélectionnant votre Crous favori.

CROUS GRENOBLE

CROUS Référent

[+ Ajouter un favori](#)

[Annuler](#)

[Enregistrer](#)

Congratulations, your account has been created !

You will receive an e-mail to change your password and confirm your account.
This platform is useful to :



✓ Book CROUS accommodation



✓ Pay your rent online



✓ Ask for the Visale guarantor

For future connections :

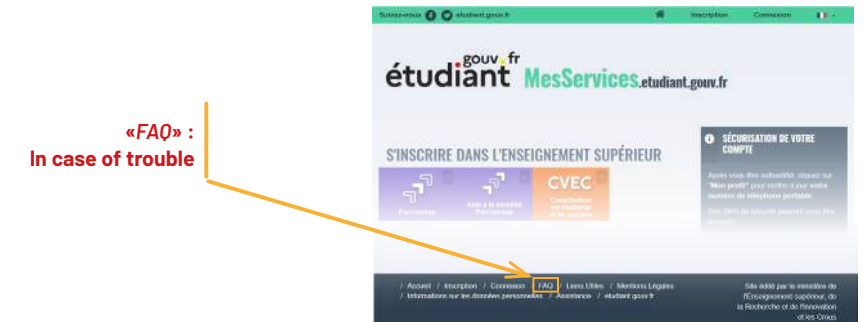
APPENDIX 3 | CROUS ACCOMMODATION : PAY YOUR RENT IN 3 STEPS

B Before your arrival

1/ Connect to the web portal "portail numérique des démarches et services de la vie étudiante" :



- You need to register if you do not have your D.S.E file.



2/ Click the "Cité'U" service to choose your Crous



3/ Click "Payer le loyer" and make your payment safely. A confirmation email will be sent to you. You can also download your latest invoice.

CITÉS EN ATTENTE DE PAIEMENT				
Début	Fin	Cité		
19/09/2014	26/05/2015	CITE UNIVERSITAIRE CHAPOU	Payer le loyer	⊗ Dernier avis d'échéance

APPENDIX 4 | CVEC ACQUITTAL

B Before your arrival



The acquittal of the CVEC is done only on the secured platform <https://cvec.etudiant.gouv.fr>, and not through another channel.

The acquittal is currently possible for the year 2022- 2023.

As a reminder, we advise you to acquit the CVEC as close as possible to the effective registration in the establishment and the course of your choice.

What is the CVEC?

Every student in initial course in a higher education institution must obtain, prior to the registration, the certificate of acquittal of the Student life and campus contribution(CVEC).

Further information

OBTAIN YOUR CERTIFICATE

Obtain your certificate in 2 minutes:

- 1/ Connect or create an account on **MesServices.Etudiants.gouv.fr**
- 2/ Indicate the city where you study
- 3/ Acquit the CVEC, by payment or exemption
- 4/ Obtain your certificate, to be submitted to your establishment during your enrollment.

Discover the procedure in detail.

Even if you are exempted, you need to follow the same procedure.



OBTAIN MY CERTIFICATE

>> Next university year 2022-23

OBTAIN MY CERTIFICATE

>> Current university year 2021-22

WHERE YOU CAN FIND YOU CERTIFICATE

You can find your certificate directly on Cvec.etudiant.gouv.fr, by connecting to your MesServicesEtudiants account. It is also available at any moment via the main menu, by clicking on “*Mon attestation*” (My certificate).

If you are requesting an exemption or a cash payment in a post office (in France), you will receive an email as soon as your certificate is available: you can obtain it by the same means mentioned above.

REFUND REQUEST

You have paid the CVEC whereas:

- You are a scholarship holder
- You fill in an exemption condition
- You are enrolled in a course that does not need the CVEC payment

Click below in order to ask your refund.

REQUEST THE CVEC REFUND 2021-2022

REQUEST THE CVEC REFUND 2022-2023

AFTER YOU CLICK ON OBTAIN MY CERTIFICATE

Before you proceed to obtain the CVEC certificate, please check your personal information.

The lines marked with an asterisk are mandatory data (needed for the file processing).

The optional lines aim the better knowing of the student in order to improve the proposed services, while ensuring safety for this personal data.

Collected identity data (below you will find your personal information)

If you want to rectify certain personal data above- mentioned, please do it in [MesServices.Etudiant.gouv.fr](https://mes-services.etudiant.gouv.fr)

You have a general right to access, rectify and delete your personal data which has been collected when you registered in order to benefit from this service.

The procedures to access are detailed in “*les informations sur les Données Personnelles*” (the information on the Personal Data)

Attention: Please check your civil status (surname, forename and birth date) because you will not be able to modify your certificate after its issue.

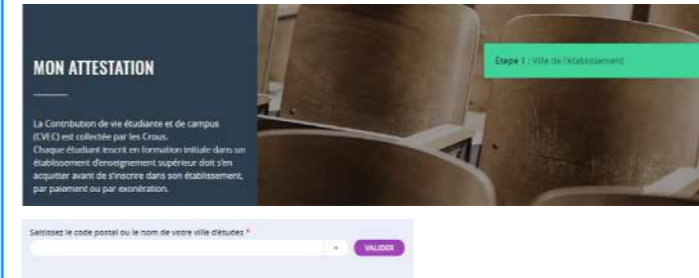
Check the following box:

I have read and accepted the detailed conditions in “*les informations sur les Données Personnelles*” (the information on the Personal Data)

[> CONTINUE](#)

Avant de poursuivre pour obtenir votre attestation CVEC, veuillez vérifier vos données personnelles collectées à votre connexion :
Les lignes marquées d'un astérisque sont des données obligatoires (nécessaires au traitement).
Les lignes facultatives sont destinées à mieux connaître l'étudiant et ainsi à améliorer les services qui sont proposés, tout en assurant la sécurité de ces données personnelles.
Données d'identité récupérées

Si vous souhaitez rectifier certaines données personnelles ci-dessus, veuillez le faire sur le site [MesServices.Etudiant.gouv.fr](https://mes-services.etudiant.gouv.fr).
Notes: disposez d'un droit général d'accès, de rectification et de suppression de l'ensemble des données personnelles vous concernant qui ont été collectées au titre de votre inscription pour bénéficier du présent service.
Les modalités d'accès sont détaillées dans [les informations sur les Données Personnelles](#).
ATTENTION : Vérifiez bien votre état civil (NOM, Prénom et date de naissance) car l'attestation ne sera plus modifiable après son émission.
 J'ai lu et j'accepte les conditions détaillées dans [les informations sur les Données Personnelles](#) *
[CONTINUER](#)



MY CERTIFICATE

The Student life and campus contribution(CVEC)is collected by Crous.

Every student enrolled in initial course in a higher education institution needs to acquit before registering in the establishment by payment or exemption.

1st Step: City of the establishment

Fill in the postal code or the name of the city where you study and Validate

2nd Step: Ways of acquittal

There are three ways of payment of the CVEC

- the payment by card with immediate issue of the certificate;
- the payment in cash, at the postal office in France (with a delay of 2 working days after the payment for the issue of the certificate, available on this page,
- the payment by card by another person.

! Attention: future scholarship holders who are waiting for a scholarship notification

You need to pay first the CVEC, and ask for a refund after obtaining the right to a scholarship for the year 2022-2023.

Refugees, beneficiaries of subsidiary protection, asylum seekers : You can request an exemption. If your request is accepted, a certificate will be delivered to you. In order to know all the details, see the explanations in «**M'acquitter de ma Cvec**».

Paiement en ligne : carte bancaire

Rapide et sécurisé, le paiement par carte bancaire permet la délivrance immédiate de votre attestation d'acquiescement.



PAYER EN LIGNE Paiement sécurisé (procédure 3D Secure Visa ou Mastercard)

Paiement par une autre personne que moi (par CB)

Vous avez la possibilité de demander à une autre personne de payer la CVEC pour vous.

La personne choisie doit avoir été informée au préalable de vos intentions.

- Vous devrez ensuite copier le lien de paiement qui vous sera affiché et l'envoyer à la personne de votre choix. La personne aura un délai de 48 heures pour accepter ou refuser le paiement.
- Au-delà de ce délai, le lien de paiement est désactivé. Vous devrez alors choisir un autre mode de paiement ou renouveler l'opération.
- Si la personne de votre choix acquiesce la CVEC à votre place, vous recevrez un mail et pourrez télécharger l'attestation.

DEMANDER À UN TIERS

Online payment: By card

Quick and secured, the payment by bank card allows the immediate issue of your acquittal certificate.

> PAY ONLINE Secured payment (3D Secure Visa or Mastercard procedure)

Payment by another person (by card)

You have the possibility to ask another person to pay the CVEC for you

The chosen person needs to be informed before concerning your intentions.

- You then need to copy the payment link which will appear and send it to the person of your choice. The person has a dead-line of 48 hours in order to accept or refuse the payment.
- Beyond this dead-line, the payment link is deactivated. So you need to choose a different method of payment and renew the procedure.
- If the person of your choice acquits the CVEC on behalf of you, you will receive an email that will allow you to download the certificate.**

> ASK ANOTHER PERSON

Paiement en espèces dans un bureau de La Poste (Eficash)

Le paiement de la CVEC en espèces (à un guichet de La Poste) pour l'année universitaire 2020-2021 sera disponible à partir du 1er juin. Merci de privilégier un paiement en CB.

EXONÉRATION

Si votre droit à exonération n'est pas automatiquement reconnu, vous devez effectuer une demande d'exonération en cochant la case, choisir votre motif d'exonération, puis déposer les pièces justificatives adéquates.

Je déclare bénéficier d'une exonération pour le motif suivant :

Selectionner un motif

DEMANDER UNE EXONÉRATION

- Selectionner un motif
- Refuge
- Bénéficiaire de la protection subsidiaire
- Demandeur d'asile
- Etudiant international Boursier du gouvernement français

Cash payment in a postal office in France (Eficash)

The payment of the CVEC in cash (in a postal office) for the year 2020-2021 will be available starting June 1. Thank you for prioritising the payment by card.

EXEMPTION

If your right for exemption is not automatically recognised, you need to make a request for the exemption by checking the box, choose the motive of the exemption, and add the necessary documents.

I declare to benefit from an exemption because of the following reason:

- refugee
- beneficiaries of subsidiary protection
- asylum seekers
- international student with a scholarship from the French government.

> MAKE AN EXEMPTION REQUEST

APPENDIX 5 | VISALE PROCEDURE



B Before your arrival

INFOS:

- VISALE is **free**.
- You must subscribe to VISALE if you are between 18 and 30 years old (eve of the 31st birthday).
- VISALE is open to foreign students who are part of the European Union and, if outside of European Union, to holders of a Long Stay Visa standing for residency permit (Visa Long Séjour valant Titre de Séjour, mention « étudiant » / VLS-TS).
- You must subscribe to VISALE before signing or renewing your lease.

! It is imperative to send your VISALE certificate to your landlord at the latest at the signature of the lease.

VISALE.FR
CONNECTE EMPLOI ET LOGEMENT

JE CRÉE MON ESPACE PERSONNEL

Pour demander un visa, vous devez tout d'abord créer votre espace personnel.

Locataire Bailleur

hebergement.crouse@campusfrance.org ✓

Your email address@xxx.xxx ✓

..... ✓

Parce qu'il est important pour nous de savoir qui sont nos visiteurs, comment ils nous ont découvert, voici donc un petit sondage pour mieux comprendre notre visibilité, et l'améliorer. Merci d'avance !

Comment avez-vous connu Visale ?

Pai ...

(liste déroulante)

Etes-vous suivi par un organisme d'intermédiation locative ?

OUI NON

Par la communication de mon adresse e-mail, j'accepte en cochant la case ci-après que l'APAGL ou Action Logement Services m'adressent toutes informations ou enquête de satisfaction relatives à Visale ou toutes informations sur d'autres produits/services distribués par Action Logement Services ou ses filiales :

L'APAGL, responsable du traitement, met en œuvre un traitement de données à caractère personnel ayant pour finalité la création et la gestion de votre compte personnel. Les informations collectées sont indispensables à la mise en œuvre de ce traitement. En application de la loi informatique et libertés du 6 janvier 1978, vous disposez d'un droit d'interrogation, d'accès, de rectification et d'opposition pour motifs légitimes relativement à l'ensemble des données vous concernant, qui s'exerce par courrier postal auprès du service juridique au 10/16 rue Bianconi 75015 PARIS, accompagné de la copie d'un titre d'identité.

OK ANNULER

On the 1st page, when you create your personal space, you are asked if you are followed by a "rental intermediation organization".

As Campus France does not have the status of a "rental intermediation organization", you must tick "NO" to this question.

1 JE M'IDENTIFIE Madame SAINT SURIN Sabine	2 JE CALCULE MON LOYER MAXI Loyer/charge maximum 800,00	3 JE JOINS MES PIÈCES JUSTIFICATIVES CARTE D'IDENTITÉ ...
---	--	---

Cette première étape permet de vérifier votre éligibilité au dispositif VISALE.
 Les données que vous saisissez seront sauvegardées, vous pourrez donc quitter cet assistant et y revenir à tout moment.

DEMANDEUR

Vous devez prendre un nouveau logement. Avez-vous déjà signé le bail pour lequel vous demandez un visa ?

Oui Non

Attention, si l'un des titulaires de votre futur bail a moins de 31 ans, vous devez renseigner sa situation en tant que demandeur.

If you already have an accommodation in a CROUS residence, you will be requested to sign a new lease for the 2021/2022 academic year.

Libreville	✓
Hors Union européenne avec carte séjour valid	✓
Célibataire	✓
ADRESSE DE RÉSIDENCE ACTUELLE	
ESPAGNE	✓
Calle Salustiano Olózaga, 9	✓

Regarding the « Nationality » question :

Choose only between « Union européenne / European Union » or « Hors Union européenne avec carte de séjour valide/Outside the European Union with a valid residency permit » (even if you do not have it yet. A valid Long Stay Visa will be sufficient).

AVEZ VOUS DROIT AU VISA		
1 JE M'IDENTIFIE Madame SAINT SURIN Sabine	2 JE CALCULE MON LOYER MAXI Loyer/charge minimum	3 JE JOINS MES PIÈCES JUSTIFICATIVES CARTE D'IDENTITÉ ...

VOTRE SITUATION ACTUELLE

Etudiant boursier (y compris alternant, apprenti) ✓

Êtes-vous alternant, apprenti ou en contrat de professionnalisation ?

Oui Non

* champs obligatoires

PERSONNEL JE PEUX :

VISA

N

FAQ

en qualifiant votre dossier

VISAS

Compte tenu des informations renseignées et dans l'attente d'une certification vous êtes éligible au dispositif.

J'ai déjà trouvé un logement:

Oui Non

Je saisis les caractéristiques du logement trouvé ou recherché:

A (CP ou Ville) CP ou Ville

Habitation Maison ou Appartement

Loyer (charges comprises) Loyer max[€] euros/mois

Nombre de pièces Min Max

Surface du bien Min (m²) Max (m²)

Type de location Meublée Non meublée Résidence étudiante ou universitaire

Les informations recueillies sur le questionnaire d'enquête sont facultatives. Elles font l'objet d'un traitement statistique à des fins d'amélioration de la connaissance de la demande de logement. Les destinataires de ces données sont l'APAGL et Action Logement Services. Conformément à la loi "Informatique et Libertés" du 6 janvier 1978 modifiée vous bénéficiez d'un droit d'accès et de rectification aux informations qui vous concernent. Vous disposez également d'un droit d'opposition pour des motifs légitimes à la transmission de ces données. Si vous souhaitez exercer ce droit et obtenir communication des informations vous concernant, veuillez vous adresser à APAGL 19/21 Quai d'Autier/175 75013 PARIS.

JE VALIDE

Tick:

- **Yes**, if you have already received your accommodation assignment or if you have requested a renewal in the same accommodation.

Tick :

- **No**, if you are currently waiting for your assignment.

Do not complete the other boxes as they are optional.

MON ESPACE

VISALE

CONNECTE EMPLOI ET

AVEZ VOUS DROIT AU VISA

1 JE M'IDENTIFIE
Madame SAINT SURIN Sabine

2 JE CALCULE MON LOYER MAXI

3 JE JOINS MES PIÈCES JUSTIFICATIVES
CARTE D'IDENTITÉ ...

DEMANDER UN VISA

POUR RÉPONDRE À VOS QUESTIONS

MES DEMANDES / MES VISAS

Vous n'avez pas de demande en cours.

MES ÉCHANGES / MON SUIVI

Au regard de votre situation le dispositif VISALE peut se porter caution pour un loyer maximum de 800 € mensuel (charges comprises) en région Île de France et 600 € dans le reste de la France.

- Je souhaite bénéficier de Visale pour un loyer (charges comprises) de 800 € (Région Île de France) ou 600 € (dans le reste de la France).
- Je dispose de ressources mensuelles nettes supérieures à 1600€ (Région Île de France) ou à 1200€ (dans le reste de la France) permettant de réévaluer le plafond de loyer autorisé soit 800€ (Région Île de France) ou 600€ (dans le reste de la France).

JE VALIDE

Les équipes d'Action Logement s'organisent afin d'

PERSONNEL JE PEUX :

ANDER UN VISA

OTIFICATION

NSULTER LA FAQ

visites en qualifiant votre dossier grâce à Locati

MES VISAS

VIS

JUSTIFICATIFS DU DEMANDEUR

ETAT CIVIL

1er justificatif à fournir dans la liste ci-dessous (cocher la case correspondante)

Visa long séjour valant Titre de Séjour Mention Étudiant
 Passeport talent en cours de validité
 Titre de séjour mention étudiant en cours de validité (recto/verso)
 Récépissé de demande de titre ou carte de séjour ou de renouvellement

Parcourir...

2ème justificatif à fournir dans la liste ci-dessous (cocher la case correspondante)

Le visa nominatif intégré dans le passeport
 Carte d'identité (recto/verso) ou passeport en cours de validité
 Permis de conduire
 Carte d'invalidité civile ou militaire
 Carte famille nombreuse
 Carte Vitale avec ou sans photo
 Livre de famille (page d'identification du demandeur)

Parcourir...

MANDATORY:

- If you come from an **European Union country**, you must provide a valid proof of identity.
- If you come from **a country outside the European Union**, you must provide a Long Stay Visa (student), valid as a residency permit.

VISALE.FR
CONNECTE EMPLOI ET LOGEMENT

Les équipes d'Action Logement s'organisent afin d'

PERSONNEL JE PEUX :

R UN VISA

CATION

ER LA FAQ

es en qualifiant votre dossier grâce à Locati

S VISAS

VIS

JUSTIFICATIFS SITUATION ACTUELLE

- Carte d'étudiant (recto/verso) et certificat de scolarité (ou attestation d'inscription) valides pour l'année en cours

Parcourir...

JUSTIFICATIF DE DOMICILE (de moins de 3 mois) - JUSTIFICATIF D'IMPOSITION

Les documents ci-dessous sont actuellement facultatifs.

- Facture d'électricité ou de gaz ou justificatif de contrat
- ou Facture d'eau ou justificatif de contrat
- ou Facture de téléphone (fixe ou mobile)
- ou Attestation d'hébergement accompagnée de la justification de domicile de l'hébergeur
- ou Attestation de la mairie du domicile

Plus le justificatif:

- L'avis d'imposition sur les revenus N-1 ou N-2, ou avis de non-imposition N-1 ou N-2 ou de rattachement fiscal

Parcourir...

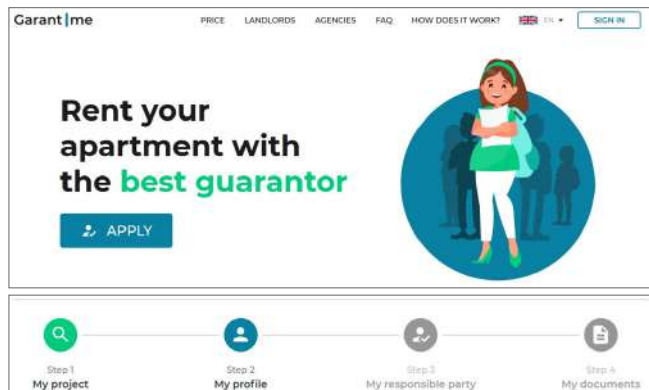
MANDATORY:

You must provide your pre-registration school certificate or admission letter.

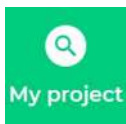
If you attended school in France during the 2020/2021 academic year, you must also provide your 2020/2021 school certificate.

APPENDIX 6 | FIND YOUR GUARANTOR WITH GARANTME

B Before your arrival

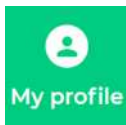


- Create your account on the website. Try to use a personal email, and not one from an institution if possible.
- You complete four different steps to finalise your application.



STEP 1

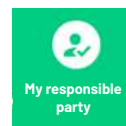
Complete this part by indicating the city where you will be studying. You can choose your rent duration, but be aware that if you have to move to a different city, you can ask to change the address to your new one.



STEP 2

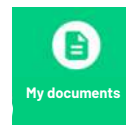
Complete this part with your personal information.

- Indicate the address where you live at the moment in your country.
- For your phone number, click on the flag to change the country
- Professional status: you will either put «student with no revenues» or «student with revenues» (if you have a scholarship for example)
- School or university: put «other»



STEP 3

- If your professional status is «student with no revenues» you will need to provide a responsible party, so tick yes on this page.
- If your professional status is «student with revenues», you can tick no and carry on to the next step. However, if Garantme thinks that the revenues and/or savings you indicated are not sufficient, they will ask you to provide a responsible party as well.



STEP 4

- If you are eligible for Garantme, you will be able to submit your documents.









If you are a "student with revenues" and didn't need a responsible party, here are the documents you will need to upload :

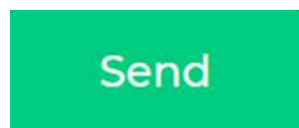
	My ID A copy of your ID card OR passport OR visa	Learn more	UPLOAD
	My school certificate A copy of a valid school certificate or an acceptance letter or a student card		UPLOAD
	My proof of revenues A copy of an internship agreement OR traineeship OR bank loan OR income tax statement OR scholarship OR the 2 most recent payslips showing the monthly revenues that you indicated	Learn more	UPLOAD
	My savings A bank statement if you have savings that you want us to take into consideration	Learn more	UPLOAD

If you are a "student with revenues" and needed a responsible party, you will need the documents below in addition to the documents above :

	Responsible Party ID A copy of your Responsible Party ID card or passport		UPLOAD
	Responsible Party proof of revenues A copy of 2 most recent payslips OR employment contract OR retirement benefits OR income tax statement OR bank account statement to validate the monthly revenues of your Responsible Party	Learn more	UPLOAD

If you are a "student with no revenues", you will need to upload the following documents:

 My ID A copy of your ID card OR passport OR visa	 Learn more	UPLOAD
 My school certificate A copy of a valid school certificate or an acceptance letter or a student card		UPLOAD
 Responsible Party proof of savings A bank statement if your Responsible Party has savings that you want us to take into consideration	 Learn more	UPLOAD
 Responsible Party ID A copy of your Responsible Party ID card or passport		UPLOAD
 Responsible Party proof of revenues A copy of 2 most recent payslips OR employment contract OR retirement benefits OR income tax statement OR bank account statement to validate the monthly revenues of your Responsible Party	 Learn more	UPLOAD



Once you have uploaded all your documents, click on send. Garantme will then evaluate your application, and send you a temporary contract.

NEXT STEPS

- When you receive your temporary contract, send your lease (even if it is not signed yet) to bailleur@garantme.fr
- You will pay the fees for your application and sign your contract on your Garantme account
- Within 2 hours, you receive your permanent contract
- Once the lease is signed from both parts, you send it back to Garantme by email

CONTACT

<https://garantme.fr/fr>
+33 1 76 41 02 04
support@garantme.fr

Free web call

APPENDIX 7 | THE COMPLEMENTARY HEALTH INSURANCE FROM SOCIAL SECURITY

U Upon your arrival

Social security covers up to 70% of your medical expenses. The remaining cost is at your expense.

You have the option to register for a complementary health insurance, in order to cover the remaining cost, either with a private company (SMERRA, Heyme, ...) or with the CPAM offering the CSS.

The C.S.S, complementary health insurance from CPAM, is either with or without financial participation, for students who can benefit from it.

What are the requirements ?

- To be registered at French social security and have a permanent or temporary social security number (students with a EHIC (European Health Insurance card) are not concerned)
- To have your visa validated and have an enrollment certificate (certificat de scolarité)
- Not exceed a certain amount of financial resources (set by CPAM)

How do I apply ?

- Complete the form (N° 3711)
- Add the required supporting documents
- Send or drop your application at the CPAM of your place of residence.

If you are under 26 Y/O

COMPLÉMENTAIRE SANTÉ SOLIDAIRE ATTESTATION SUR L'HONNEUR

Demande individuelle par un jeune majeur de 18 à 25 ans au titre des articles R.861.2 et R.861.16 du code de la Sécurité sociale.

JE SOUSSIGNÉ(E),
 Nom : _____ Prénom : _____
 Adresse : _____
 Numéro de Sécurité sociale : _____

1. À LA DATE DE DÉPÔT DE MA DEMANDE DE COMPLÉMENTAIRE SANTÉ SOLIDAIRE :
 Je bénéficie d'une aide annuelle d'urgence versée par le CROUS sur le Fonds national d'aide d'urgence (FNAU) : Oui Non
Si oui, je joins une attestation de versement d'aide annuelle FNAU en cours de validité et passe directement à la rubrique 3 de ce formulaire.

2. POUR POUVOIR DEMANDER LA COMPLÉMENTAIRE SANTÉ SOLIDAIRE AVANT MES 25 ANS, JE DOIS ÊTRE CONSIDÉRÉ(E) COMME AUTONOME, C'EST-À-DIRE :

> **CONDITION GÉOGRAPHIQUE**
 Je réside hors du domicile de mes parents : Oui Non

> **CONDITION FINANCIÈRE**
 Je suis autonome financièrement, c'est-à-dire que je ne perçois pas de pension alimentaire de mes parents... Oui Non
 Si ma pension alimentaire fait suite à une décision judiciaire je remplis cette condition d'autonomie. Je joins une copie du jugement.

> **CONDITION FISCALE**
 J'ai effectué une déclaration de mes revenus à titre personnel auprès des services fiscaux. Je joins la copie de mon dernier avis d'impôt : Oui Non
 Je m'engage à établir ma prochaine déclaration fiscale en mon nom : Oui Non
Si je m'engage à établir ma prochaine déclaration fiscale en mon propre nom je remplis cette condition d'autonomie.

⚠ Si je ne remplis pas ces 3 conditions d'autonomie (géographique, financière et fiscale), c'est à mes parents d'établir cette demande en m'incluant dans leur foyer.

3. JE CERTIFIE SUR L'HONNEUR L'EXACTITUDE DES RENSEIGNEMENTS CI-DESSUS.
 Fait à : _____ Le : _____
 Signature : _____

Nom = Last name
 Prénom = First name
 Adresse = Address
 Numéro de sécurité sociale = Social security number

1. On the date you apply to CSS:
 You benefit from a yearly financial help from Crous called FNAU (tick yes or no)
 If you do, enclose the certificate, and go directly to section 3 of this document.

You live away from my parents' house (tick yes or no)

You support myself financially, which means you do not receive child support (tick yes or no)

you did a tax declaration and you enclose your document (tick yes or no)
 You commit to doing your tax declaration (tick yes or no)
 You will then meet the requirement of self-sufficiency

You have to meet the requirements of self-sufficiency (geographically, financially, fiscally) in order to be eligible.

You certify on your honour the accuracy of your information.
 Fait à: city where you signed the document
 Le: Date when you signed the document

Complete the form for CSS

! Use black ink, capital letters and accents if needed !

→
Your personal information :
 Last and first names / social security number / CAF number
 (numéro allocataire, only if you have one) / date of birth / nationality / address

→
 Your family status (if it has changed within the last 12 months)

→
 Information about your husband/wife , partner

→
 Information about other people less than 25 Y/O that you support

→
 Related to financial social help you receive
 (you should not be concerned by that as an international student)

cerfa
N° 12504*08

Demande de Complémentaire santé solidaire

(articles L.861-1 et suivants, articles R.861-2 et suivants)

Merci de remplir ce formulaire en noir, en lettres majuscules et avec les accents.
 Pour plus d'informations, veuillez vous reporter à la notice.

▶ LA COMPOSITION DE VOTRE FOYER

• Vous-même
 Vos nom et prénoms : _____
 Numéro de sécurité sociale (si vous en avez un) : _____
 Votre n° d'allocataire (anciennement tamari, si vous en avez un) : _____
 Votre date de naissance : _____
 Votre nationalité : française européenne* autre
 Votre adresse : _____
 Code Postal : _____ Commune : _____
 Si vous n'avez pas d'adresse personnelle, nom et adresse de l'organisme auprès duquel vous avez été domicilié (par exemple : un centre communal d'action sociale, une association agréée) : _____
 Code Postal : _____ Commune : _____

• Votre situation familiale a-t-elle changé au cours des 12 derniers mois ? oui non
 Si oui, vous êtes : célibataire marié(e) - en concubinage - pacsé(e) séparé(e) - divorcé(e) veuf ou veuve

• Votre conjoint(e), votre concubin(e) ou votre partenaire dans le cadre d'un PACS
 Ses nom et prénoms : _____
 Son n° de sécurité sociale (s'il en a un) : _____
 Son n° d'allocataire (anciennement tamari, s'il en a un) : _____
 Sa date de naissance : _____
 Sa nationalité : française européenne* autre

* Allemagne, Autriche, Belgique, Bulgarie, Chypre, Danemark, Espagne, Estonie, Finlande, Grèce, Hongrie, Irlande, Italie, Lettonie, Lituanie, Luxembourg, Malte, Pays-Bas, Pologne, Portugal, République Tchèque, République de Slovaquie, Roumanie, Royaume-Uni, Suède, Suisse et Tunisie.

• Les autres personnes de moins de 25 ans à votre charge réelle et continue
 (y compris les bénéficiaires du RSA jeune)

Nom et prénom	N° de sécurité sociale	Lien de parenté	Garde alternée	Date de naissance	N° de sécurité sociale
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

(1) Résidence de ce membre du foyer : "FR" si vous êtes de nationalité française, "ZZ" si vous appartenez à l'un des pays de la zone des pays Européens, "AUT" si vous n'êtes pas dans l'une des zones de ces pays.
 (2) Cochez la case (1) s'il s'agit d'un enfant considéré financièrement en garde alternée.

▶ VOUS-MÊME ET LES PERSONNES DE VOTRE FOYER BÉNÉFICIAIRES D'AIDES

Nom et prénom	A demandé le RSA	Bénéficiaire déjà du RSA	Demande Complémentaire santé solidaire en cours	Bénéficiaire de l'ASFA (1) ou de l'ASV (2)	Bénéficiaire de l'ASV (1)	Bénéficiaire de l'ASV (2)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(1) Allocation aux adultes handicapés (2) Allocation de solidarité aux personnes âgées (3) Allocation supplémentaire veillée (4) Allocation supplémentaire jeune

53711

LES RESSOURCES DE VOTRE FOYER
Ne pas remplir si vous, votre conjoint(e), concubin(e) ou partenaire PACS êtes concerné(e)s par le RSA.

Précisez cette période des douze derniers mois : du []/ []/ [] au []/ []/ []

Indiquez le montant cumulé au cours de ces douze mois (indiquez "0" en l'absence de ressources (si le nombre de colonnes n'est pas suffisant, complétez votre déclaration sur papier libre))

	Vous	Votre conjoint(e), concubin(e) ou partenaire PACS	Enfant ou personne à charge de moins de 25 ans	Enfant ou personne à charge de moins de 25 ans
1 Salaires nets imposables	€	€	€	€
2 Derniers revenus annuels professionnels non salariaux (annuaire civile précédente)	€	€	€	€
3 Si vous êtes micro-entrepreneur, dernier chiffre d'affaires connu (année civile précédente) - vente de marchandises et fourniture de logement - prestations commerciales et artisanales - activités libérales	€	€	€	€
4 Percevez-vous ou avez-vous perçu des allocations chômage ou une rémunération de stage de formation professionnelle ?	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>
5 Percevez-vous ou avez-vous perçu des indemnités journalières, une pension d'invalidité, une rente au titre d'un accident du travail/maladie professionnelle ?	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>
6 Retraites de base et complémentaires (y compris veuvage)	€	€	€	€
7 Percevez-vous des prestations familiales, des aides au logement ?	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>
8 Person(s) alimentaire(s) perçue(s)	€	€	€	€
9 Êtes-vous propriétaire de votre logement ou logé(e) gratuitement ?	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>	oui <input type="checkbox"/> non <input type="checkbox"/>
10 Ressources placées n'ayant pas rapporté de revenus (par exemple assurance vie)	€	€	€	€
11 Autres ressources (dons, gains au jeu...) Précisez la nature :	€	€	€	€

12 Veuillez nous fournir le(s) justificatif(s) suivant(s) (vous devez présenter les originaux ou des photocopies lisibles).
Nous nous réservons la possibilité de revenir vers vous si ces informations s'avèrent insuffisantes pour l'instruction de votre dossier.

Votre situation	Justificatif(s) à fournir
Votre foyer et ses ressources (pour toutes les personnes du foyer quel que soit son âge)	- Avis d'impôt ou avis de situation déclarative à l'impôt (ASDIR) - Avis de taxe foncière, de taxe locale d'habitation
Si vous avez résidé à l'étranger au cours des 12 mois précédents	Les justificatifs de situation fiscale et sociale (études) pays concernés(s)
Si vous avez demandé le RSA (vous si un des membres de votre foyer a plus de 18 ans et moins de 25 ans et a fait une demande de RSA jeune ou bénéficiaire du RSA jeune	L'(les) attestation(s) de ressources présumées inférieures au montant forfaitaire du RSA, délivrée(s) par la CAF ou la MSA (pour le demandeur du RSA uniquement)

Indicate the period for the last 12 months.

If you didn't receive anything, write 0€, if you have a choice between « yes » and « no », make sure you tick a box. Make sure you complete all boxes for you.

Categories that are most likely to concern you :

- 1 - Net taxable salaries
- 7 - Do you receive housing benefit from CAF
- 9 - Are you the owner of your accommodation, or do you live somewhere rent free
- 11 - other financial incomes (every scholarship you receive that was not allocated to you based on social criteria).

Documents to provide:

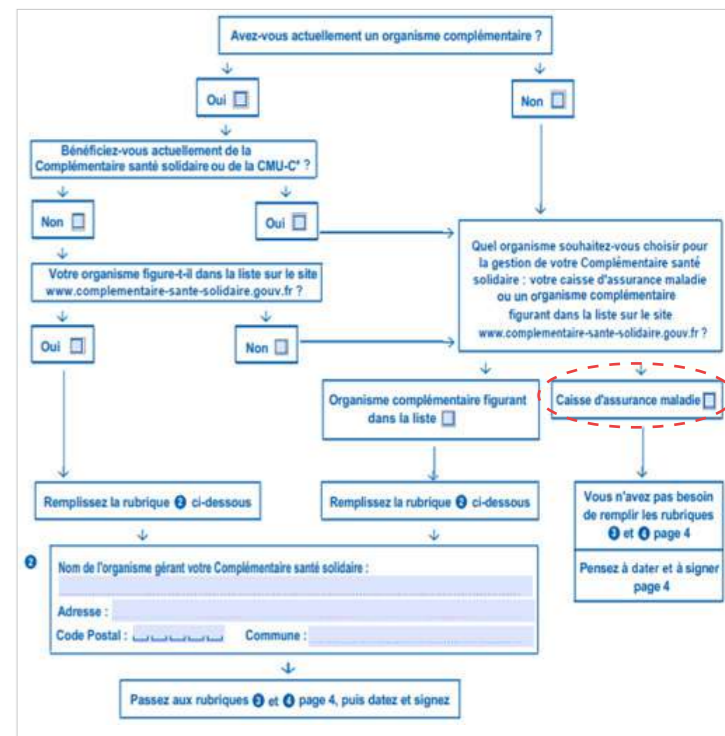
-French tax document if you have one, otherwise a declaration on your honour declaring the incomes you received during the last 12 months.

-Your visa (plus the validation of your visa if possible)

- Your enrollment certificate

Complete this part to indicate if you have or not a complementary health insurance at the moment, and to which complementary health insurance you want to subscribe.

We recommend you to choose the complementary health insurance from the CPAM, then you do not have to complete sections 3 and 4 on the next page, and it will be easier to have the same provider for social security + complementary health insurance.



DROITS À LA COMPLÉMENTAIRE SANTÉ SOLIDAIRE
(à compléter par le casier d'assurance maladie)

sans participation financière
 moyennant paiement d'une participation financière

Cachet de la caisse d'assurance maladie gérant la complémentaire santé de base

Fait à : the city where you are signing the document
Le : date when you are signing the document
Signature du demandeur : your signature



**Put all your documents in an envelope,
write the address on the front, send it or drop it !**

DIJON

CPAM de la côte d'Or
Service CSS
1D Boulevard de Champagne
21000 Dijon

BESANÇON

CPAM du Doubs - Besançon
Service CSS
2 rue Denis Papin
25000 Besançon

BELFORT

CPAM du Territoire de Belfort- Belfort
Service CSS
12 Rue Général Strolz
90021 Belfort

MONTBÉLIARD

CPAM du Doubs - Montbéliard
Service CSS
3 rue Léon Blum
25200 Montbéliard

Useful tips 😊

Model of declaration on your honour

Attestation sur l'honneur - Ressources

Je soussigné _____

Numéro de sécurité sociale _____

Atteste sur l'honneur avoir reçu des ressources imposables ou non, d'un montant de _____ (amount in euros your incomes) pour la période du .../.../... au .../.../... (same period that you indicated on the form) et ne pas être en possession de justificatifs correspondants.

Reconnais avoir connaissance qu'une fausse attestation de ma part m'expose à des sanctions pénales et qu'elle est établie en vue de production en justice.

Fait à: Le:

Signature:

✓ **Remember to write in black ink**, capital letters, including accents if needed

✓ Check the form **twice**

✓ Check that you have included **all required documents**

✓ **If you are not sure about what is asked, you can use a translator on your phone**
(visual translation available from a picture with google for example)

✓ **You can contact the CPAM by calling the 09 74 75 36 46 (English speaker)
or 3646 (French speaker).**



© Ludovic Godard



© Peter Hermann - UNSPLASH

Looking forward to having **you join us !**

STAY TUNED AND FOLLOW US !



UBFC MEMBERS



UNIVERSITÉ de
FRANCHE-COMTÉ



L'INSTITUT
agro Dijon



BSB
BURGUNDY SCHOOL OF BUSINESS

Arts Sciences et
Technologies
et Métiers

Création et conception : communication UBFC
Rédaction/traduction : relations internationales UBFC
Ne pas jeter sur la voie publique - C0014-2022