



**RÉPUBLIQUE  
FRANÇAISE**

*Liberté  
Égalité  
Fraternité*



# GUIDEBOOK

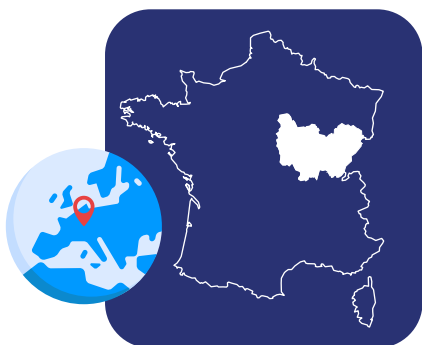


**Université Bourgogne-Franche-Comté**

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

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### WARNING

The following costs are subject to change and are on an indicative basis. UBFC handles neither the costs from external organizations (for example : Crous, banks, insurances, etc.), nor the tuition fees and CVEC amounts.

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 with an admission letter. **Keep it in a safe place, no copy will be sent again.**

**U**

**Upon**  
your arrival

### Tuition fees and CVEC (academic year 2022-2023)

#### ● 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 **95€** per academic year (online payment through your MSE account). For more information, please visit the dedicated website.

### 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 a case, please get in touch with the assistance.** 

## 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. (see page 16)

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

## 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. 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.

⚠ **Bear in mind that one month notice is required if you decide to leave your Crous accommodation (you will be asked to provide Crous with a RIB (French bank detail) on your name) This process can be done through your MSE account.**

You can also choose to live in a private residence, or in your own flat or flat share. See below "Other types of accommodation".

	Residence		Private				Services				Price
	Type of room	Name of the residence*	Shower	Toilets	Fridge	Hotplate	Free Wifi	Laundry	Intercom	Utilities Included	Per month
Besançon	Comfort room	Colette	X	X	X	X	X	X	X	X	257€
	Comfort room	Montmuzard	X	X	X		X	X		X	254€
Dijon	Traditional room	Montmuzard			X		X	X		X	161€
	Comfort room	Mansart	X	X	X		X	X		X	254€
	Traditional room	Mansart			X		X	X		X	161€
	Traditional room	Beaune			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	<b>Résidence internationale</b> 6 rue Maréchal Leclerc 21000 Dijon 03 80 71 70 00 rie-dijon@wanadoo.fr	<b>Les estudines</b> 2 avenue Champollion 21 000 Dijon 03 80 78 16 07
	<b>Résidence Apart'Etud Dijon Eiffel</b> 8/12 rue Chanoine Vinceneux 21 000 Dijon 06 75 62 19 77 dijon.eiffel@nemea.fr	<b>Résidence Henri Vincenot – Parme</b> 1 quai Etienne Bernard 21 000 Dijon 03 80 45 88 70 residence.henrivincenot@parmeubles.fr
	<b>Résidence étudiante Burgundinn université</b> 73 rue de Mirande 21 000 Dijon 06 40 81 30 65 hello@burgundinn.com	<b>Résidence étudiante les Académies des Ducs</b> 1 boulevard de la fontaine des Suisses 21 000 Dijon 0 811 260 940 contact@loc-habitat.com
BESANCON	<b>Foyer de jeunes travailleurs la Cassotte</b> 18 rue de la cassotte 25 000 Besançon 03 81 51 98 60 contact@fjt-lacassotte.com	<b>Logements étudiants francs-comtois</b> 02 81 41 94 93 lefbesac@free.fr
	<b>Résidence étudiante le Portail</b> 6 rue Roy 25 000 Besançon 03 81 25 27 57 edotal@doubs.cci.fr	<b>Hôtel résidences Zénitude La City</b> 11 avenue Louise Michel 25 000 Besançon 03 81 21 38 00 lacity@zenitude-groupe.com
	<b>Foyer Saint François Xavier (girls only)</b> 12 rue du lycée 25 000 Besançon 03 81 81 10 11 Foyer.francois.xavier@ovh.fr	<b>Hôtel résidences Zénitude La City</b> 11 avenue Louise Michel 25 000 Besançon 03 81 21 38 00 lacity@zenitude-groupe.com
BELFORT	<b>Résidences étudiants Belfort</b> c/o Alain Michel 26-28 rue Thiers 90 000 Belfort 03 84 90 21 13	<b>Stud location</b> 12 rue Gustave Lang ZAC de la Justice 90 000 Belfort 03 84 46 60 81 contact@studlocation.com
	<b>Habitat Jeunes 90</b> 03 84 21 39 16 Apply for accommodation: <a href="http://www.habitatjeunes90.org/formulaire.php">http://www.habitatjeunes90.org/formulaire.php</a>	
MONTBELLARD	<b>La Maison des Etudiants</b> 23 rue de l'Etuve 25 200 Montbéliard 03 81 91 34 43	

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](http://logement-bourgogne.com))
- <https://www.leboncoin.fr/>
- Find an accommodation in Franche-Comté | Jeunes FC ([jeunes-bfc.com](http://jeunes-bfc.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 / outgoings
chambre (ch, chbr)	bedroom
charges comprises (cc)	including building charges / outgoings
chauffage collectif	(shared) heating included in building charges
chauffage au gaz	gas heating
coin cuisine	breakfast nook / kitchenette
cuisine (cuís)	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.

Create your account **here**, and follow the different tutorials depending on your situation.

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

[Click here](#)

**For students in  
non-Crous-run  
residences**

[Click here](#)

**For students who  
are renting a private-market  
accommodation**

[Click here](#)

## B Before your arrival

### Housing insurance and civil liability (Assurance habitation et responsabilité civile)

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, or Montbéliard :**

**I study in Dijon :**

**More info**

**I study in Belfort :**

**More info**

**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 (which can be covered with a complementary health care cover)	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.

# 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.

Depending on your nationality, some banks reserve the right to refuse a bank account opening.

\*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 if possible. Upon arrival, show your results on the enrolment chain.

If you can't undergo the X-ray in your country, you can do it in France for free. On the enrolment chain, you will be given a document enabling you to book an appointment for the X-ray exam at the hospital.

### Health vaccination record:

You will need to show that you are up to date in your vaccines, so please bring your Health vaccination record (not just COVID vaccination). If you are not up to date, or don't have your vaccination record with you, **you will be required to get injections in France, for free.**

### 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.

\* Countries with a high tuberculosis incidence :

- the African continent as a whole;
- the Asian continent as a whole (except for Japan);
- Oceania (except for Australia, New Zealand, Samoa and Tonga);
- the Near East and the Middle East (except for Cyprus, the United Arab Emirates, Israel, Jordan, Saudi Arabia and Oman);
- the countries of Central and South America and Caribbean (except for Antigua and Barbuda, Barbados, Bermuda, Bonaire, Cuba, Costa Rica, Curaçao, Jamaica, Virgin Islands and Cayman Islands, Puerto Rico);
- Central and Eastern European countries including Russia and Ukraine (except for Croatia, Czech Republic, Greece, Hungary, Slovakia and Slovenia)

## 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 :**

**Mailys CLAUDIO**  
mailys.claudio@ubfc.fr

**I study  
in Dijon :**

**Éloïse ROUSSEL**  
eloise.rousseau@ubfc.fr

**I study in the Master  
QuanTEEM**

**Matthieu SALA**  
matthieu.sala@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 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 in French\*)
- ☐ 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



**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 they 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](http://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](http://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](http://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](http://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 !

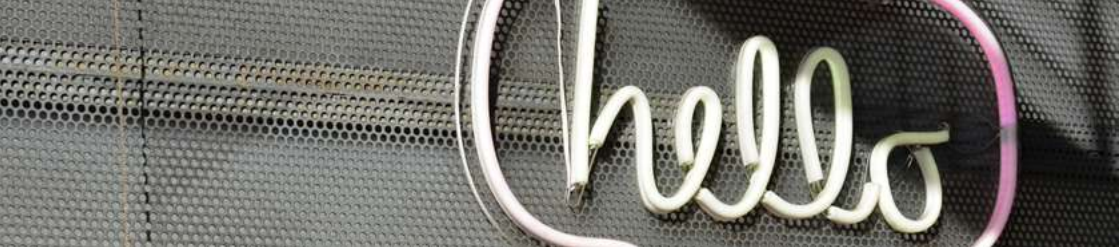
This card offers you a huge range of good deals for discovering culture, sport, and special discounts for hobbies and daily life, into the Bourgogne-Franche-Comté region !

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 :



**Before** your arrival



**Upon** your arrival

## International Relations Office



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



**Éloïse ROUSSEL**  
International mobility  
coordinator  
(Dijon)



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



**Matthieu SALA**  
Program manager  
Erasmus Mundus Master  
QuanTEEM



**Guillaume ALBERT**  
International cooperation  
coordinator



**Pauline MARCEAU**  
Erasmus+ International  
mobility coordinator



**Arevik AMIRYAN**  
Erasmus+ International  
mobility 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](mailto:mailys.claudio@ubfc.fr)  
32 avenue de l'observatoire  
25000 Besançon

### Degree-seeking students For QuanTEEM

#### Matthieu SALA

✉ [matthieu.sala@ubfc.fr](mailto:matthieu.sala@ubfc.fr)  
11 rue recteur Marcel Bouchard  
21000 Dijon

### Degree-seeking students City of Dijon:

#### Eloïse Roussel

✉ [eloise.rousseau@ubfc.fr](mailto:eloise.rousseau@ubfc.fr)  
11 rue recteur Marcel Bouchard  
21000 Dijon

### Exchange/Double-degree and Erasmus+ students :

#### Pauline Marceau

✉ [pauline.marceau@ubfc.fr](mailto: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

Please note that platforms may have changed. In addition, you have to select a different year from the one shown in the tutorials, as they are not necessarily up to date.

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



**Before** your arrival



**Upon** your arrival

**B** **Before**  
your arrival

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



- 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.

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



- Je suis accepté**

➔ 1 - Je finalise ma procédure

Dans cette étape, vous énumérez les raisons pour lesquelles vous souhaitez partir étudier en France et pour lesquelles vous disposez d'attestations, puis vous complétez vos informations personnelles. N'oubliez pas enfin de soumettre votre dossier !

1.1 - Je choisis mes projets d'études

Vous pouvez ajouter plusieurs projets d'études, tels que des acceptations pour des formations diplômantes, des formations Français Langue Etrangère, des concours, des échanges...  
 Vous ne pouvez pas ajouter plusieurs acceptations pour une formation diplômante.

Ajouter : Une acceptation pour un programme d'échange avec un établissement français  
 Une acceptation pour un programme d'échange avec un établissement français  
 Une acceptation payer reçue en dehors de l'application Etudes en France

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

**1) Je sélectionne le cas qui me concerne**

☐ J'ai reçu une acceptation papier pour une formation qui est dans mon dossier de candidature

☒ Je suis dans un autre cas \* :

Stage

Formation professionnelle continue

Formation Français Langue Etrangère

Formation diplômante

Doctorat

Concours

Autre

**2) Je décris ma formation**

Je recherche ma formation dans le  et dans ce cas, je la décris en

texte libre

☐ J'ai trouvé ma formation dans le catalogue

- 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

## 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
- ☐ Je n'ai pas trouvé ma formation dans le 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](#)

**3) Je choisis mon année d'entrée**

**4) Je sélectionne un établissement parmi ceux qui proposent cette formation**

☒ Université Bourgogne Franche-Comté - UBFC  
☐ Site de Besançon [Sélectionner cette formation](#)  
☒ Site de Dijon [Sélectionner cette formation](#)

**5) Je relis la fiche de la formation choisie**

[Master indifférencié \(recherche et professionnel\) Sciences, techniques et santé mention Biologie de la Conservation parcours Ecologie Comportementale et Gestion de la Faune \(ECGF\) \(année 2\) Université Bourgogne Franche-Comté - UBFC - Site de Dijon](#)

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) [Consulter](#)

☐ Je n'ai pas trouvé ma formation dans le catalogue

**3) Je sélectionne l'établissement qui m'accueille**

Université ou groupement d'établissements:

Etablissement:

Si 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**

Format:

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



**Mes justificatifs scannés pour : Acceptation ou Convocation Papier**

Vous pouvez ajouter vos justificatifs au format PDF, PNG ou JPG. La taille de chaque fichier ne doit pas dépasser 100 Mo.

Pour faciliter leur exploration, vous pouvez ajouter une brève description de chaque fichier (par exemple : "lettre du premier trimestre"). Les fichiers sont indexés par ordre chronologique du commentaire.

Assurez-vous que vos fichiers sont lisibles.

[Comment faire en plus facile ?](#)

Ajouter un nouveau justificatif :  Ajouter fichier sélectionné

Ajouter 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 web-site, 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.

  
Liberté • Égalité • Fraternité  
REPUBLIQUE FRANÇAISE  
MINISTÈRE  
DES AFFAIRES ÉTRANGÈRES  
ET DU DÉVELOPPEMENT  
INTERNATIONAL

## 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 | CREAT 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 : il figure sur votre carte d'étudiant ou sur le relevé de notes du baccalauréat, ou sur l'imprimé de confirmation d'inscription au baccalauréat.

Numéro INE \*

☐ Je n'ai pas d'INE

Si vous possédez un numéro INE et que 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'accueil temporaire en cité universitaire, que le crous vous a adressée par mail, est acceptée comme justificatif.

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 \*  
test2cd@yopmail.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

FR +33145441212

Téléphone portable \*

FR +33623456791

Adresse \*

voie contact 011

complément 1 contact 1

complément 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

FR +

Téléphone portable

FR +

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 :

1/ E-mail address

2/ Password

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

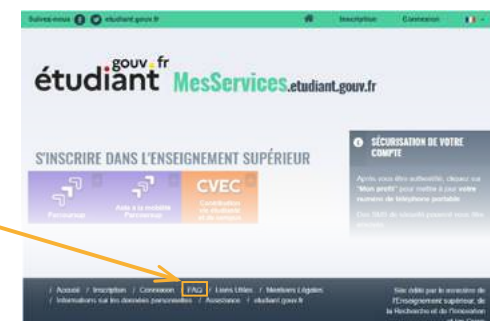
### B Before your arrival

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

[www.messervices.etudiant.gouv.fr](http://www.messervices.etudiant.gouv.fr)

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

«FAQ» :  
In case of trouble



2/ Click the "CitéU" 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	28/05/2015	CITE UNIVERSITAIRE CHAPOU	Payer le loyer	Demier 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](https://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

Avant de poursuivre pour obtenir votre attestation CVEC, veuillez vérifier vos données personnelles collectées à votre connaissance :

Les lignes marquées d'une astérisque sont des données obligatoires (nécessaires au paiement).  
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).

Vous 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

## 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**

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**

**MON ATTESTATION**

La Contribution de vie étudiante et de campus (CVEC) est collectée par les Crous.  
Chaque étudiant inscrit en formation initiale dans un établissement d'enseignement supérieur doit s'en acquitter avant de s'inscrire dans son établissement, par paiement ou par exonération.

Étape 1 : VBA de l'attestation

Saisissez le code postal ou le nom de votre ville d'études \*

VALIDER

**MODALITÉS D'ACQUITTEMENT**

Il y a trois modalités de paiement de la CVEC :

- le paiement en carte bancaire avec délivrance immédiate de l'attestation ;
- le paiement en espèces, au guichet d'un bureau de Poste en France (délai de 2 jours ouvrés après paiement pour la délivrance de l'attestation, ouvert à partir du 1er juin 2023) ;
- le paiement en Carte Bancaire par une autre personne.

**Attention : futurs boursiers en attente d'une notification de bourse.**  
Vous devez d'abord payer le CVEC, puis en demander le remboursement après l'obtention de votre droit à une bourse pour l'année universitaire 2023-2024.  
Une fois obtenu votre statut ouvrant droit à exonération, vous pourrez demander un remboursement.

**Réfugiés, bénéficiaires de la protection subsidiaire, demandeurs d'asile.**  
Vous pouvez demander une exonération. Si votre demande d'exonération est acceptée, une attestation vous sera délivrée.

Pour connaître tous les détails, voir les explications dans [Maquartier de ma Crec](https://mes-services-etudiant.gouv.fr).

**RÉCAPITULATIF**

**MON CROUS**

Ma CVEC sera gérée par le CROUS de Bourgogne Franche-Comté.

## 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 acquitte 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 antérieures.

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

Sélectionner un motif

**DEMANDER UNE EXONÉRATION**

Sélectionner un motif

Refuge

Bénéficiaire de la protection subsidiaire

Demandeur d'asile

Étudiant 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



- 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.**

**JE CRÉE MON ESPACE PERSONNEL**

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

\* Locataire ☒ Bailleur

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 ?

Par ...

Êtes-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 :

☐

Le présent, 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 inclusées dans le site et doivent être traitées en application de la loi informatique et libertés du 6 janvier 1978, sous l'égide d'un droit d'interrogation, d'accès, de rectification et d'opposition pour motifs légitimes, révoquant le consentement d'un utilisateur, qui n'empêche pas l'existence d'un droit de réclamation auprès du service juridique de l'APAGL ou de l'Action Logement Services, accompagné de la copie d'un titre d'identité.

On the 1<sup>st</sup> 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

Votre Union européenne avec carte séjour valid

Citoyenneté

ADRESSE DE RÉSIDENCE ACTUELLE

ESPAGNE

Calle Selentreno Oliteaga, 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).

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...

AVEZ-VOUS DROIT AU VISA

VOTRE SITUATION ACTUELLE

Étudiant boursier / y compris alternant, apprenti

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

☐ Oui
 ☒ Non

change obligations

RETOUR

JE TESTE MON DROIT AU VISA



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 APA-GIL 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 APA-GIL 19/21 Quai d'Austerlitz 75012 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

CONTEXTE (BMS) V

AVEZ-VOUS DROIT AU VISA

1 JE M'IDENTIFIE Madame SAINT-SUJIN 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

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

Passport valide en cours de validité

Titre de séjour mention étudiant en cours de validité (recto/verso)

Billet de demande de titre ou carte de séjour ou de renouvellement

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)

#### 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.

JUSTIFICATIFS SITUATION ACTUELLE

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

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

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

#### MANDATORY:

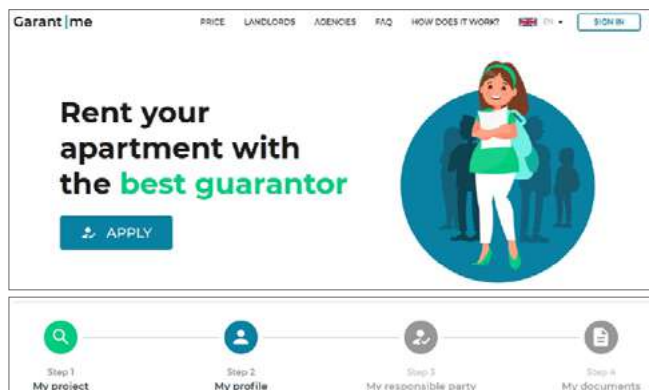
You must provide your pre-registration school certificate or admission letter.

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

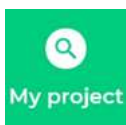


## APPENDIX 6 | FIND YOUR GUARANTOR WITH GARANTME

### B Before your arrival

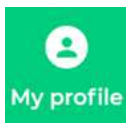


- Create your account on the website. Try to use a personal email, and not one from an institution if possible.
- You complete four different steps to finalise your application.



#### STEP 1

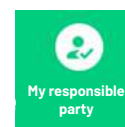
Complete this part by indicating the city where you will be studying. You can choose your rent duration, but be aware that if you have to move to a different city, you can ask to change the address to your new one.



#### STEP 2

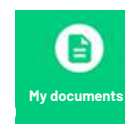
Complete this part with your personal information.

- 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 :

	<b>My ID</b> A copy of your ID card OR passport OR visa	<a href="#">Learn more</a>	<a href="#">UPLOAD</a>
	<b>My school certificate</b> A copy of a valid school certificate or an acceptance letter or a student card	<a href="#">Learn more</a>	<a href="#">UPLOAD</a>
	<b>My proof of revenues</b> 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	<a href="#">Learn more</a>	<a href="#">UPLOAD</a>
	<b>My savings</b> A bank statement if you have savings that you want us to take into consideration	<a href="#">Learn more</a>	<a href="#">UPLOAD</a>

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

	<b>Responsible Party ID</b> A copy of your Responsible Party ID card or passport	<a href="#">Learn more</a>	<a href="#">UPLOAD</a>
	<b>Responsible Party proof of revenues</b> 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	<a href="#">Learn more</a>	<a href="#">UPLOAD</a>

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

	<b>My ID</b> A copy of your ID card OR passport OR visa	<a href="#">i Learn more</a>	<a href="#">UPLOAD</a>
	<b>My school certificate</b> A copy of a valid school certificate or an acceptance letter or a student card		<a href="#">UPLOAD</a>
	<b>Responsible Party proof of savings</b> A bank statement if your Responsible Party has savings that you want us to take into consideration	<a href="#">i Learn more</a>	<a href="#">UPLOAD</a>
	<b>Responsible Party ID</b> A copy of your Responsible Party ID card or passport		<a href="#">UPLOAD</a>
	<b>Responsible Party proof of revenues</b> 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	<a href="#">i Learn more</a>	<a href="#">UPLOAD</a>

**Send**

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](mailto: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 42 08 20  
[support@garantme.fr](mailto:support@garantme.fr)

Free web call, English assistance available



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

STAY TUNED AND FOLLOW US !



## UBFC MEMBERS



UNIVERSITÉ  
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Arts  
Sciences et  
Métiers