

PAYMENT OF THE CONTRIBUTION VIE ETUDIANTE ET DE CAMPUS (CVEC)

The CVEC payment contributes to the development of the student medical services, student associations and initiatives (FSDIE) and to certain sports and cultural activities at the UPPA.

For 2022-2023, the CVEC costs 95 €. It is mandatory (except for continuing education “FORCO” students).

Do not pay for the CVEC before you obtain your visa. It is non-refundable.

Website: <https://cvec.etudiant.gouv.fr>

CIVIL LIABILITY INSURANCE (assurance responsabilité civile – vie privée)

To enroll at the UPPA, all students must provide proof of **assurance responsabilité civile – vie privée** (third-party liability insurance) obtained from a company online or from your bank in France when opening an account. This is included in most “multi-risk” housing insurance policies; check before paying for a new policy. If possible, request a contract that does not automatically renew (*un contrat sans tacite reconduction*).

UNIVERSITY ENROLLMENT

1. Administrative enrollment (*inscription administrative*)

- Enter your information and pay your **enrollment fees** (*frais de scolarité*),
- Upload all required supporting documents
- ☐ (Students in Pau) Make an appointment to pick up your **enrollment certificate** (*certificat de scolarité*) and your **student ID card**: <https://www.smartagenda.fr/pro/uppa/rendez-vous/>
- ☐ **24 hours after your enrollment is validated by the Registrar**, activate your digital UPPA account and student email address using the permanent INE located on the *bulletin de versement* section of your enrollment certificate. You may do this here: <https://moncompte.univ-pau.fr>
- ☐ Activate your IZLY account (on-campus payment system) by following the link from the email you will receive on your UPPA student email address (direct link to access university email: <https://partage.univ-pau.fr>)



Tip: Download the IZLY application on your smartphone to pay for meals using a QR code!

2. Scholastic enrollment (*inscription pédagogique*)

- ☐ See the secretary of your studies for this information

➤ **PhD students:** check with your Doctoral School to learn about your specific enrollment process!

VISALE (guarantor program)

If you are under 31 years of age and you do not have a physical guarantor in the Euro zone, go to <https://www.visale.fr/> to sign up for this free program. You will obtain a Visale certificate at the end which you must present to the CLOUS or to your landlord.

If you are 31 years of age or older, you will need to provide proof of a physical guarantor in the Euro zone (a person who will pay your rent if you are unable to), or you can take out a private policy to act as your guarantor (a paid service; search for “*garant payant*” online), or pay for a full year of rent in advance.

HOUSING IN A UNIVERSITY RESIDENCE (CROUS)

1. Sign up on <https://www.messervices.etudiant.gouv.fr/> (select “I don’t have an INE number”)
2. Once you receive a proposal by email (*attribution de logement*), pay the reservation fee online, upload all required documents, pay the security deposit and 1st month’s rent online
3. Go in person to the administrative office of the local CLOUS
 - ☐ Pick up the keys for your room
 - ☐ Do the check-in inventory
 - ☐ Put your full name on your mailbox!!!
 - ☐ Request **proof of housing** (*une attestation de logement*)
 - ☐ A document for your APL request (CAF) will be sent to you shortly after your check-in

OPENING A BANK ACCOUNT

To open a bank account in France, you will need to provide:

- ☐ A photocopy of your ID (passport)
- ☐ Proof of your French address: *attestation de logement* or copy of your rental contract
- ☐ Your proof of enrollment at the UPPA (*certificat de scolarité*) or admission letter
- ☐ Some banks require a birth certificate, if your city of birth is not specified on your passport

Be sure to request several **RIBs** (*Relevés d’Identité Bancaire*, bank account certificate).

IMMIGRATION PROCEDURES

Once you have moved in to your housing, within the first 3 months of your stay, go to the following website to take care of immigration procedures:

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

You have a long-stay student / “ Etudiant ” visa Or a 12-month “ Passeport Talent Chercheur ” visa	You have a 3-month visa “ carte de séjour à solliciter ” (Algerian nationals, Passeport Talent Chercheur ...)
Select “ Validate your VLS-TS long stay visa ”	Select “ I would like to apply or renew my residence permit ”
You will be asked to pay the fee (either online or in a <i>tabac</i>), and at the end of the process you will obtain a PDF confirming that your visa has been transformed into a residency permit (<i>un titre de séjour</i>)	You will receive confirmation of your request, then notification when your permit has been approved. Go to the Prefecture with this confirmation to pick up your physical residence permit.

Should you decide to pursue your studies for another year or more in France, you may request a renewal via this same website between **four and two months prior to the expiration** of your residence permit.

HEALTH CARE (SÉCURITÉ SOCIALE)

This step pertains to international students who are entering France for the first time.

➤ **STUDENTS with a long-stay student visa or European nationals:**

In order to obtain a *sécurité sociale* number and enroll in the French healthcare system, go to the following website: <https://etudiant-etranger.ameli.fr/>.

Upload the following documents:

1. A copy of your UPPA enrollment certificate (*certificat de scolarité*): **the date of issue of this document corresponds to the beginning of your access to French health care / *sécurité sociale*.**
2. A copy of your **passport**
3. a. (*Non-EU citizens*) A copy of your **student visa**
b. (*EU citizens*) A signed certificate of income, available on the same website
4. A full copy of your **birth certificate**, or marriage certificate, or *livret de famille*, translated into French or another language of the EU
5. Your French **RIB Relevé d'identité bancaire** (bank account certificate)
6. (*Non-EU citizens*) The PDF confirming that you validated your visa (after validation online)

➤ **PHD STUDENTS with Doctoral Contracts and Passeport Talent Chercheur residency permits:** contact welcome@univ-pau.fr for your specific enrollment procedure.

Until you receive your *sécurité sociale* number, you will need to **advance payment** of any medical treatment or medications you may need, so be sure to keep your “*feuilles de soin*” receipts!

Once you receive your *sécurité sociale* number, students in Pau can send their “*feuilles de soin*” to the local CPAM (health office) for reimbursement:

CPAM Pau Pyrénées 26 bis, avenue des Lilas 64000 PAU	CPAM de Bayonne 68 All. Marines 64100 Bayonne
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Then, using your *sécurité sociale* number, you may open an account on [Ameli.fr](https://www.ameli.fr) to see how your reimbursements are coming along and to **request a *Carte Vitale***. The *Carte Vitale* is not a payment method but rather a way to communicate between health care providers and the centralized *sécurité sociale* system. It simplifies and expedites your reimbursements.

➤ For questions about your enrollment with French healthcare, you may call the **English language hotline** of the CPAM: **09 74 75 36 46**

➤ **IMPORTANT: Be aware that French healthcare does not cover all health-related costs.** To cover the remaining balance, it is advisable to take out a supplementary health insurance policy (*une mutuelle* or *une assurance complémentaire santé*). This type of insurance is optional and not mandatory, but **strongly recommended (especially for dental and/or optical care).**

CAF (housing subsidizing program)

For information about French government housing subsidies, please see the website of the CAF (*Caisse d'Allocations Familiales*) : www.caf.fr

Given the personal nature of the information required, you must formulate the request yourself and transmit the documents to the CAF through their website or by email. Alternatively, you can go in person to the CAF nearest you to submit your request.

- in Pau: 5 rue Louis Barthou, 64000 PAU
- in Bayonne: 10 avenue Maréchal Foch, 64100 Bayonne

In Pau, the “Marguerite” bus comes to campus on Tuesday afternoons (near the Gaston Phoebus Residence) to help students with their administrative steps for the CPAM (healthcare office) and CAF.