

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.

In 2021-2022, the CVEC costs 92 €. 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>

UNIVERSITY ENROLLMENT

1. Administrative enrollment (*inscription administrative*)

- Take out an **assurance responsabilité civile** (third-party liability insurance policy) from a company online or from your bank in France when opening an account in France. If possible, request a contract that does not automatically renew (*un contrat sans tacite reconduction*).
- Finalize your administrative enrollment online:
 - Step 1: enter your information and pay your **enrollment fees** (*frais de scolarité*),
 - Step 2: upload all required 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 using the permanent INE located on the *bulletin de versement* section of your enrollment certificate
- Activate your IZLY account (on-campus payment system) by following the link from the email you will receive on your UPPA student email address: xxxxxx.xxxxxxxxxx@etud.univ-pau.fr

2. Scholastic enrollment (*inscription pédagogique*)

- See the secretary of your studies for this information

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

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).

VALIDATE YOUR LONG-STAY STUDENT VISA (*visa de long séjour étudiant*)

Once you have moved in to your housing, if you have received a **long-stay student visa valid for the first year of your studies**, you should go to the following website to validate your visa:

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

You will be asked to pay the fee (either online or in a *tabac*), and at the end of the process you will receive a PDF proving that you have finished the process. It's a good idea to print a copy to keep in your passport.

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

Students with a visa valid for the first two or three months of their stay must go to the Préfecture right away to request a residency card (for example, Algerian nationals).

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).

HEALTH CARE (SÉCURITÉ SOCIALE)

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

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/>.

You must 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)

After providing at least documents 1-3, you will receive a **provisional sécurité sociale** number, which you can use to request partial reimbursement for medical visits and medications. **You will need to advance payment, so be sure to keep your receipts!**

Once you upload all documents and receive your definitive *sécurité sociale* number, open an account on [Ameli.fr](https://etudiant-etranger.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 a way to communicate between health care providers and the centralized *sécurité sociale* system. It simplifies and expedites your reimbursements.

➤ **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).**