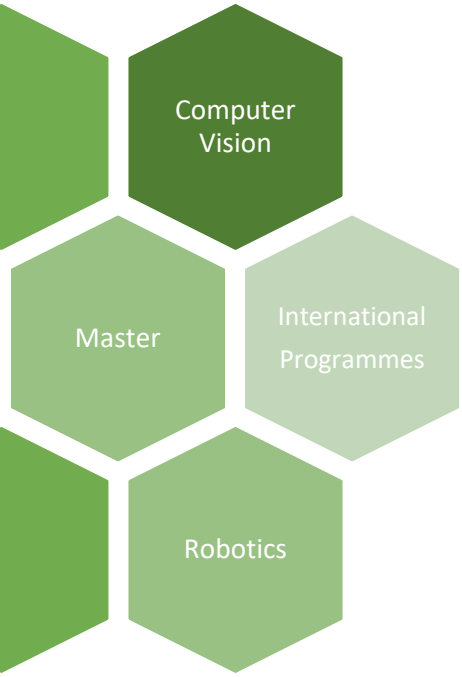
# International programmes in Vision & Robotics




# Student Practical Guide

## ACADEMIC YEAR 2026-2027

**Université Bourgogne Europe - Centre Universitaire Condorcet**
VIBOT and MaIA International Programmes Administration
720 Avenue de l'Europe, 71200 LE CREUSOT, France
http://www.vibot.org/

# INTRODUCTION

## Welcome to our VIBOT programme in Le Creusot!

Thank you for joining our VIBOT programme. We're inviting you to carefully read this ***Student Practical Guide 2026***.

This document informs you on and guides you as much as possible through the main administrative/practical steps to be undertaken by you. The information is tailored to your stay in **Le Creusot,** in the French department called S*aône et Loire,* where our Condorcet University Centre is located. As you know, our Condorcet University Centre is located on campus Le Creusot which is part of the Université Bourgogne Europe (UBE) whose main campus is located in Dijon (in the department called *Côte d'Or)*. The *Saône et Loire* and *Côte d'Or* departments each have their own prefectures and are a part of a larger administrative region called *Bourgogne-Franche Comté*.

Don't hesitate letting us know if you have any remaining questions after consulting the information on our website.

- Academic / course content related questions: http://www.vibot.org/contact.html
- Administrative questions : admin.vibot@ube.fr

Best regards,
The programme administration team

Herma ADEMA LABILLE - Elisabeth COSSON - Aurélie ANTOINE

IMPORTANT

- Regularly check out our VIBOT documents/information updates of which we will inform you and downloaded on the cloud;
- Students are and remain fully responsible for their choice, subscription/contractual commitment, termination and payment of costs/fees of any service provider for their stay in Le Creusot;
- Rules and regulations of the various French national institutions and commercial service providers evolve regularly. National institutional and commercial websites and contractual documents consequently remain the official sources to be referred to. No rights can be conferred to information contained in this information sheet;
- Information, procedures and/or timelines may be subject to change as required by Université Bourgogne Europe and national institutions, or following any changes in national conditions and government decisions regarding incoming student mobility to France.

# Courses locations

Department staff offices (coordination, teaching and administrative staff and class rooms):

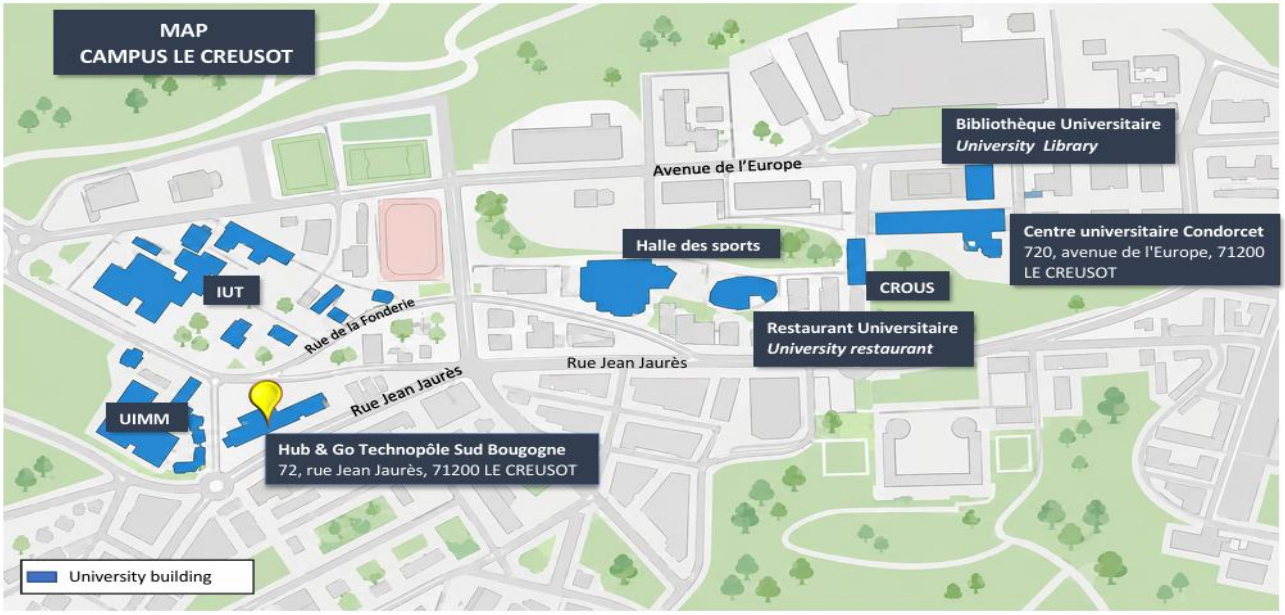
**Hub&Go - Technopole Sud Bourgogne**
Robotics Department (VIBOT-Master Computer Vision + Polytech Dijon engineering courses)
1st floor
72, rue Jean Jaurès, 71200 LE CREUSOT – France

Mailing address and venue for some classes:

**Centre Universitaire Condorcet - Université Bourgogne Europe**
Robotics Department
720, avenue de l'Europe, 71200 LE CREUSOT – France

Centre universitaire Condorcet official website :
https://condorcet.ube.fr/

Map of Le Creusot campus :



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# I. GENERAL INFORMATION

## 1. INDUCTION DAYS 2026

**DATES** **9-11 Sept 2026** **Mandatory** presence during these days.

**VENUE** Hub&Go Technopôle Sud Bourgogne, 72 Rue Jean Jaurès, 71200 Le Creusot, France

**SCHEDULE** Will be communicated as soon as available.

**PURPOSE** During the Induction Days (ID2026), key information will be provided to the students on academic, administrative and practical aspects of programme participation and semester(s) spent in Le Creusot. Introduction to VIBOT administrative and academic teams, and other involved staff (e.g. Le Creusot campus Medical Unit, Registration office, Campus International office, Technicians, Library, …). Students will carry out main administrative procedures.

Students will deal with their university and VIBOT programme student registration and other administrative steps as planned in the ID2026 schedule:

1. **Submission of required enrolment documents** t**o programme administration**, and checking of the documents by our programme administration for UBE student file compilation (see Document submission section);
2. Carrying out University **student registration and fee payment process with involved staff**: VIBOT (UBE);
3. Students receive the UBE student registration certificate and student card after registration, from our programme administration.

ALL STUDENTS (M1 and M2) must attend the Induction Days and plan their preparatory action and arrival in student housing accordingly. See hotel list.

On-line French national Social Security/Health Care registration is compulsory and must indeed be performed as soon as possible. This process can be initiated prior to arrival in France.
A special **French Social Security/national Health Care session** will be organised, shortly after the Induction Days by our administration staff to globally explain the national health system to the newly arrived international students. Students will proceed with their enrolment, if not performed yet.

**General Data Protection Regulation (GDPR):** Processing of students' personal data for university student registration and any other course participation related action and events, complies with European and French laws and decrees applicable to General Data Protection Regulation to which the President of the Université Bourgogne Europe must abide.
See also your Student Registration Form (to be) signed by you.

# II. UBE STUDENT REGISTRATION

## 1. REGISTRATION FEES 2026-2027 - Université Bourgogne Europe

Enrolment in the VIBOT international Master programme at the *Université Bourgogne Europe* is conditioned on full payment of the involved enrolment fees:

- *national university fees, defined by the government every year**
  +
- *VIBOT Master programme specific* fees

and

- CVEC student contribution (see § below).

* Differentiated national university fees, the so-called "droits différenciés", applicable to Non-European students, were put in place by the French government in 2019.
So far, the *Université Bourgogne Europe* (and other French universities) have been able to apply a "partial fee waiver", meaning partial waiving of these national differentiated university fees.

Decisions made by the French government regarding the National university fees and conditions, applicable to academic year 2026-2027, and guidelines to be received from the Université Bourgogne Europe governance, will be shared with our students as soon as they are available.

Double degree Medical Imaging Computing (year M2):
Conditioned on validation of M1 and admission to be confirmed by the selection committee

- Fees UBE: see above
- Fees University of Girona (UdG):
  https://www.udg.edu/en/masters-en-tecnologia/computacio-dimatge-medica
  Contact coord.mic@udg.edu for any further questions, if needed.

CVEC - STUDENT CONTRIBUTION:
All students (including MIC double degree students) are required to pay the national French student contribution, "CVEC".

See French student contribution **section 4** CVEC PAYMENT (national student and campus contribution).

The CVEC certificate, to be downloaded after payment of this contribution, needs to be shown at the student registration phase in Le Creusot. UBE enrolment cannot be performed without this document (QR code).

## 2. REQUIRED DOCUMENTS FOR UBE STUDENT REGISTRATION

This section provides information and time line for documents to be prepared by the students and uploaded to a dedicated cloud folder by the announced deadline. The link to this folder will be provided by our administration in due course.
Documents are required for:

- **UBE student registration**;
- **French national institutions** (CPAM…).

IMPORTANT On the day of your student registration (Sept 9, 2026), students must show the original of the requested documents, in French or English, to the administrative staff, corresponding to the electronic version to be submitted by you before **August 23th, 2026,** for validation.

### a. Submission of supporting documents for student registration

**Important**: Université Bourgogne Europe does not accept ZIP or any other compressed files for security reasons.
Kindly follow the submission procedure:

- You will receive a link from our administrative staff, giving you access to a personal cloud folder, on the Cloud of the Université Bourgogne Europe.
- Use the file names in the table hereafter.
- Upload and store the documents in the folder on the UBE cloud.

### b. Translation

Documents issued in/translated into **English** are accepted by UBE for student registration purposes.
Translation into **French** may however be required in some cases for documents requested by national institutions. These institutions will inform you directly of this.
You can translate your documents in your country with your French embassy/consulate, Campus France antenna or in France, consult the Court of Appeal lists where you will find the lists of translators on French territory.

### c. Electronic copies

Keep a backup of electronic copies of your administrative supporting documents in order to have access to your personal documents at all times for various administrative procedures and in case of loss.

### d. Forms

Forms to be filled out and submitted by the students to the programme administration (e.g. Student registration form, VIBOT student agreement) will be uploaded on the Student Zone in due course.

| List of required documents for UBE registration purposes<br>Original documents (O) and uploaded on the cloud (C) is needed for "x" marked documents<br>Data processing in compliance with General Data Protection Regulation /Règlement général sur la protection des données | | | | |
|---|---|---|---|---|
| **TYPE of DOCUMENT** | **NAME of DOCUMENTS** | **O** | **C** | **Comments** |
| Passport (relevant ID pages) or national ID card (for EU students only) | **Pass_ID_FAMILY NAME** | **X** | **X** | Students are personally responsible for ensuring **passport validity** throughout their programme duration. Renewal during the programme period can complicate student mobility during programme duration. Your passport needs to be valid for at least three months after the planned ending date of your programme. |
| CVEC Certificate (student and Campus life contribution) | **CVEC_2026-2027_FAMILY NAME** | | **X** | No enrolment can be performed without this certificate.<br>Provide the page with the **QR code** |
| UBE student registration form 2026-2027 | **UBE_student registration form_2026-2027_FAMILY NAME** | | **X** | To be duly filled out and signed by the student. Will be provided to the students as soon as available (Student Zone). |
| UBE admission letter (to be downloaded on the eCandidat platform) | **UBE_admission letter_FAMILY NAME** | | **X** | Have a hard/digital copy of the letter to hand at the student registration on September.<br>You may be asked to provide this letter for other French administrative procedures. |
| French Student liability insurance certificate 2026-2027 | **RC_2026-2027_FAMILY NAME** | | **X** | This cover is compulsory for UBE student registration and must include traineeship period (for M2). See Insurance section below and non-comprehensive list of insurance providers on the Student Zone. |
| French visa | **VISA_FAMILY NAME** | **X** | **X** | Valid for entire UBE study period. |
| European Health Insurance Card | **EHIC_FAMILY NAME** | | **X** | For European students only. Valid for full programme duration. |
| VIBOT Student agreement | **SA_2026-2027_FAMILY NAME** | | **X** | To be duly filled out and signed by the student.<br>Will be provided to the students as soon as available (Student Zone). |
| Pictures and communication authorization | **Pic_authorization_2026-2027_FAMILY NAME** | | **X** | To be duly filled out and signed by the student. Will be provided to the students as soon as available (Student Zone). |
| Original academic document (original language) confirming student's academic level | **Bach_OR_FAMILY NAME** | **X** | **X** | Your most recently obtained higher education diploma:<br>• MSc 1st year students: at least **BSc Degree** (180 ECTS) or **certificate of successful termination**<br>• MSc 2nd year Double Degree students: **BSc degree** (180 ECTS)<br>**+ certificate of Masters 1** (60 ECTS) **successful termination**<br>**+ transcripts** |
| Original translation into French or English of above-mentioned document | **Bach_FR_FAMILY NAME**<br>**or**<br>**Bach_ANG_FAMILY NAME** | **X** | **X** | To be performed by a **sworn translator**. |

| | | | | |
|---|---|---|---|---|
| Photocopy of former French student card or certificate of registration | **Student card_FR_FAMILY NAME** | | X | If you have already been enrolled in a French higher education institution in the past. |
| **TYPE of DOCUMENT** | **NAME of DOCUMENTS** | **O** | **C** | **Comments** |
| Certificat "Journée défense et citoyenneté" (JDC) : | **JDC_FAMILY NAME** | X | X | Only applicable to students with French nationality. |
| French social/government grant certificates | **Grant_Cert_FAMILY NAME** | | X | This concerns CROUS social grants and French government grants only. |
| 1 recent, colour, passport-size photo | **Photo_FAMILY NAME** | X | X | For various on-line procedures (e.g.: student registration, Social Security…). |
| - A Lung X-Ray exam and report (English or French)<br>- Up to date vaccination record | **X-ray_Exam_FAMILY NAME**<br>**X-ray_Report_FAMILY NAME**<br>**Vaccination_FAMILY NAME** | X | X | ONLY for students who have citizenship from, or reside in one of the countries most affected by tuberculosis from **THIS list** :<br>• a lung X-ray exam (translated in French if possible) **less than 3 months old**. You must undergo this exam before your arrival in France. This request is part of tuberculosis screening.<br>• updated vaccination record and required renewals.<br><br>**Submission to Le Creusot campus nurse, Ingrid Barnay by email prior to your arrival in France (see section 9 UBE medical protocol and for National requirement) and mention in the subject: VIBOT + academic year (i.e. 2026-2027). You will not go through SSE Sijon.** |

| **OTHER: DOCUMENTS, EQUIPMENTS and TIPS** |
|---|
| **Pay slips, tax income and related income documents** for other procedures such as CAF housing allowance application, CSS (Complémentaire Santé Solidaire) complementary insurance scheme, etc. |
| **Authenticated original Birth certificate with parent affiliation and original certified translation into French of Birth certificate, by sworn translator** (see point 2 "Translations" above, in this section) **or European international birth certificate (multilingual)** for European students only. Documents required for French National Social Security registration procedure. |
| **Other relevant supporting documents for personal medical needs.** If you need specific medication, make sure you check if this medication is available in France. Plan last check-up visits with your home country specialist before departure. Appointment delay for specialists can run up to 4 months in France. |
| **Computer equipment required for the programme** |
| **Thermometer, basic set masks, hydro-alcoholic gel…** Also, for some country specific medical protocols that you may need to comply with upon arrival. The Campus nurse will inform us about any specific protocol cases. |

# III. OTHER ACTIONS

In this section, you'll find a list of key actions to be undertaken after receiving your Selection Committee's admission notification and having confirmed your participation through the eCandidat platform to our programme administration.

## 1. French Visa and Resident card related information

*The French visa related information in this paragraph was received from Alice MERIAUDEAU, Le Creusot Campus International Office. For any question or more information about this section, we're inviting you to contact directly Alice Meriaudeau,* alice.meriaudeau@ube.fr

### a. Visa application – before coming to France

Non European students need to apply for a **long-stay STUDENT visa valid as a residence permit for students** (visa long séjour valant titre de séjour "étudiant" (VLS-TS "étudiant")
Information see : https://www.campusfrance.org/en/student-long-stay-visa

### b. Campus France process*

Students residing in one of the **73 countries listed on the Campus France institutional website,** must contact the Campus France representative in their country of residence:
https://www.campusfrance.org/en/espaces
The Campus France country representatives assist students in their visa application process for their studies in France, and can provide information and additional support.

IMPORTANT
***Special procedure after confirmation of admission by Selection commission through eCandidat:**
After admission in the VIBOT Master in Computer Vision programme by the selection committee, admitted students need to undertake the following steps:

1. Confirm their participation through the eCandidat platform;
2. Download their official *Université Bourgogne Europe* (UBE) personal admission letter on the eCandidat platform
3. Submit their UBE admission letter along with the VIBOT Master programme specific annex, which will be sent to you by the VIBOT Master programme administration.
   Submission to be done through the special entry "Je suis admis" on the Etudes en France platform (Campus France procedure) in order to initiate the next steps for French visa application.

You also find this information in the explanatory note "French visa application" on the Student Zone and which was also sent to you by email by our VIBOT programme administration.

### c. Consular process

**Students without a Campus France representative in their country of residence** need to directly contact the French Embassy/Consular : https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/organisation-et-annuaires/ambassades-et-consulats-francais-a-l-etranger/

For visa application details and timeframe students need, in this case, see the instructions and updates on the French Government website dedicated to French visa application procedures (in English):
https://france-visas.gouv.fr/web/france-visas/accueil

### d. Validation of Long Stay Visa – After arrival in France

After their arrival in Le Creusot, students **have to validate their French long stay visa as residence permit online**: https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

Additional information: https://www.campusfrance.org/en/how-to-validate-your-long-stay-visa-visa-long-sejour-upon-your-arrival-in-france
*(You will need a valid email address, visa information, date of arrival in France, address in France and your credit card.)*
This procedure makes your "long stay visa" valid as residence permit.

### e. Renewal Resident Permit

Contact Mrs Alice Meriaudeau (ri-lecreusot@u-bourgogne.fr) whom will inform students living in Saône et Loire and support them to renew their residence permit.

Additional information: https://www.campusfrance.org/en/renew-residency-permit

### f. Passport Validity

Students are personally responsible for ensuring **passport validity** throughout their programme duration. Renewal during the programme period can complicate student mobility during programme duration. Your passport needs to be valid for at least three months after the planned ending date of your programme.

## 2. STUDENT ACCOMMODATION

Students need to plan timely arrival in their student housing in Le Creusot, to be fully settled and present at the UBE student registration on 9 September 2026. (A schedule will be provided).

**Housing applications are the student's responsibility. Our university cannot book or block housing for its students, nor provide any housing certificate.**

**IMPORTANT** At all times keep your accommodation provider informed on arrival date (and delay) to ensure maintaining of any accommodation booking, as far as possible. See with your provider about the validity period and conditions of your booking.

Le Creusot housing providers :

### a. Résidence Jeunes Actifs – Le Creusot – Etudiants

Only for public aged 18 till 30 years at the most.
This student residence is located next to our Condorcet University Centre:
https://www.residencejeunesactifs.com/creusot/logements/
Questions and/or booking can be submitted as from now through the contact email:
etudiants.lc@habitatjeunesactifs.fr (English spoken).

### b. Habitat Jeune Creusot (Chanliau Residence)

Website: https://www.residencejeunesactifs.com/le-creusot-jeunes-actifs/logements/
For further information and application: creusot@habitatjeunesactifs.fr

### c. CROUS (national social student housing provider)

The independent, national provider of social housing for students called "CROUS" (regional head office of the CROUS is located in Besançon) also manages student housing in Le Creusot.
It also runs the university cafeteria and offers student activities and social assistance services.
https://www.crous-bfc.fr/

Information for international students: you need to create your CROUS account first (see **section 4 CROUS STUDENT SERVICES ACCOUNT (MSE)**), giving you access to all CROUS services (student housing application, CVEC payment, social assistance…).

Priority is given to CROUS social granted students for *Jean MOULIN Residence,* there is therefore very limited opportunity to book this residence (even in July booking period for international students). Students should therefore search through all other available channels as from time of admission.

### d. OTHER providers (Private sector housing and Public social housing)

A list of housing providers with local agencies in Le Creusot is uploaded on the Student Zone.
See directly with the housing provider of your choice for their booking procedure.

**IMPORTANT:** In France, housing is unfurnished by default, you need to clearly state that you're looking for **a furnished** accommodation.
As far as possible, choose for an accommodation with charges (i.e. gas, electricity) included in the rent.
For your information, see the national energy comparator tool, in case this is needed:
https://comparateur-offres.energie-info.fr/compte/profil

### e. VISALE

If students do not have a French guarantor, they **can apply for the VISALE procedure** (VISALE is a special French state guarantee option allowing students without guarantor to have access to housing).
Website: https://www.visale.fr/
For further information and instructions: https://www.campusfrance.org/en/VISALE-free-security-deposit-for-students

### f. French visa application

For French visa application purposes, you will have to submit a housing certificate issued by your housing provider to the consular authorities as a proof of your accommodation. Neither our university nor our programme can provide students with a housing certificate. Kindly refer to the housing provider list. Any updates will be shared with our students.

## 3. CROUS STUDENT SERVICES ACCOUNT (MSE)

- **New incoming** (for first time in France) international students should:

Create their student services account through the national platform
https://messervices.etudiant.gouv.fr/ (You can choose English version at the top right in green banner)

This website also gives information on topic such as on CVEC and Visale procedures. For any further questions, kindly contact the local CROUS office.

**CROUS Le Creusot, local agency**

Student services information counter when you are on Campus, also university restaurant:

**3, Avenue Jean Monnet, 71200 Le Creusot**
**tel. +33 (0)3 45 16 40 00 Email :** site.lecreusot@crous-bfc.fr

## 4. CVEC PAYMENT (national student and campus contribution)

The CVEC (Contribution Vie Etudiante et Campus) is a French tax contributing to students' life on campus. **It is managed by CROUS.**
Amount: **105€/student/academic year (= rate 2026-2027)**
This student contribution applies to all students enrolled in French universities. It has been put in place in the framework of global French Student Plan and finances among others social, cultural and sports activities and services for students.

The CVEC student tax is to be paid on-line: https://cvec.etudiant.gouv.fr/?_locale=en
Campus France explanatory information on CVEC (in English):
https://www.campusfrance.org/en/system/files/medias/documents/2018-08/Proc%C3%A9dure%20CVEC_EN.pdf

Video tutorial from Campus France (in English): https://www.youtube.com/watch?v=0RlhjHIEKO0

You already have created your CROUS student services account reference **DSE/MSE** ("Dossier Social Etudiant"). No need to create a new account. Check website for any updates. See section **4 CROUS student services account**

- Connect to your online CROUS student services account ("Mes Services Etudiants" – MSE) with the same email and password as you do for DSE/housing process. See also section **2. Student Accommodation**
- Go through the CVEC procedure
- Makes sure you **mention Le Creusot** as place of study
- Students will be asked to provide their **INE** reference number ("Identifiant National Etudiant"). Current UBE students can find this reference on their UBE transcripts, top left.
  For new incoming students this is the CROUS DSE reference number received through the DSE process (also referred to as "INE");
- As far as we know you'll be asked to upload (avoid heavy files which cause upload problems):
  - Passport
  - Visa page
  - Programme admission letter
  - Additional documents depending if exemption applies to you.

- French CROUS social granted students, Erasmus+ exchange students (not Erasmus Mundus), refugees and asylum seekers are (usually) exempt from payment **but** also need to go through this

procedure to obtain a CVEC certificate of exemption. They will be asked to upload supporting documents.

Links:

- CVEC institutional website, (in French): https://cvec.etudiant.gouv.fr/
- General information: https://www.campusfrance.org/en/10-things-you-need-to-know-about-the-new-student-and-campus-life-contribution-cvec-0

A CVEC certificate will be issued after your on-line CVEC contribution payment (or acceptance of exemption documents, if applicable).
All our VIBOT students must submit this CVEC certificate for their university registration.
No UBE student registration can be performed without this CVEC certificate.

## 5. BANK ACCOUNT

French/European bank account details (the so-called RIB, Relevé d'Identité Banciare") will be requested by various institutions for any reimbursement/payments to be made to you or by you (health care related cost reimbursement, student housing, insurance providers, …).

**See the list of banks with local subsidiaries in Le Creusot on the Student Zone,** for your information and reference.

For further information: https://www.campusfrance.org/en/getting-a-bank-account

**IMPORTANT**

- Ask for the termination and tacit contract renewal conditions and check alternative offers, before signing any contract. You may want to seek advice from senior students.
- Students should foresee and secure the financial arrangements required for payment of UBE university fees, student housing rent, cost of living, insurance costs, bank fees etc.
- Timely see with your home country bank for questions about bank transfer to your French/European account.
- Ask your bank to inform you on any rules of importance to you as incoming international student for e.g. deposit of cash money (maximum amount authorized, forms to be filled out, etc.) on your bank account or through ATM.

Links:
French government tool for comparison of bank rates (in French only):
https://www.tarifs-bancaires.gouv.fr/
http://www.etudes-en-france.net/banque-etudiant-etranger-france

## 6. INSURANCES

Insurance subscription to be performed by all students personally:

a) French national Social Security (BASIC healthcare scheme) – CPAM - free of charge
b) Complementary health insurance, with European or worldwide cover upgrade for M2 work placement outside France.
c) Student civil liability and remaining cover (repatriation and individual accident cover for all study and extra-curricular activities including M2 work placement period
d) Housing insurance

**See (non-comprehensive) list of insurance providers on the Student Zone.**

The above-mentioned insurances b) to d), are not included in the French BASIC national free health cover scheme.

NOTE:
Students are free to take out these insurances b) to d) through any provider of their choice complying with French regulations.
Double check with your insurance provider for contract conditions such as tacit renewal.

### a) French national Social Security

https://www.ameli.fr/saone-et-loire/assure
The French Social Security scheme is **free of charge** for all, and is managed by the national **CPAM institution** ("Caisse Primaire d'Assurance Maladie"). It is a public institution and provides among others cover for basic health care costs to all person residing in France.

**Non-European students** who are newly arriving in France, must personally enrol on-line in the national Social Security scheme right after their university student registration (UBE registration certificate needs to be uploaded). Check the national website if any bilateral agreement for Social Security applies to your country.

**European students** having their home country Social Security scheme should request for their European health insurance card (EHIC) prior to departure to France. They will need this supporting document for maintaining their EU home country rights in France.

**NOTE:**

1. A special French Social Security/national Health Care session will be organised, shortly after the Induction Days by our administration staff to globally explain the national health system to the newly arrived international students. Students will proceed with their enrolment, if not performed yet.

2. **Temporary global health care cover** (from home country departure till enrolment in French national health care scheme):
   New incoming Non-European Students arriving earlier in France/Europe, and who do not have a French Social Security number yet, must take out a temporary private global health insurance at the student's cost, through a private provider of his/her choice, to cover him/her at least until student registration and effective French health care enrolment.

3. **Continuing students:** Make sure to update all documents in your ameli account like adress, RIB etc …. if there is any change.

Links and contact details:

- CPAM - General information French **health care coverage** (English): https://www.ameli.fr/saone-et-loire/assure/droits-demarches/etudes-emploi-retraite/etudiant/student-your-medical-expenditure-coverage

- CPAM – **Enrolment process** (English) https://www.ameli.fr/saone-et-loire/assure/droits-demarches/etudes-emploi-retraite/etudiant/french-social-security-registration-process-foreign-students

- CPAM **contact details** (for any questions you may have):

Helpdesk (English/multilingual):

  - **09 74 75 36 46** (from France) or **36 46** (only speaking French)
  - **00 33 974 75 36 46** (calling France from abroad)

Monday to Friday, from 8.30 a.m. to 5.00 p.m.

**See also:** https://www.ameli.fr/saone-et-loire/assure/english-pages

- CPAM Saône-et-Loire **local information counter**, Le Creusot :
  **4, Avenue de Verdun, 71200 LE CREUSOT**
  An appointment is required.
  Ask a French speaking person :
  - To book an appointment for you and
  - To come with you, since English speaking staff aren't always available.

- CPAM – **Forum for students**
  https://forum-assures.ameli.fr/categories/4288-in-english-studies-internship#none

- See also information on Campus France website:
  https://www.campusfrance.org/en/registering-to-social-security

### b. Complementary health insurance

The French national health care scheme only reimburses medical costs up to a nationally defined limit. The complementary insurance (cost borne by student) allows you to complete the non-reimbursed part to a certain extent.

Students have two options: **French national complementary insurance scheme CSS** or **private complementary insurance** through the regular insurance companies.

- **CSS (so-called Complémentaire Santé Solidaire)**
  Besides the French BASIC health scheme reimbursements, you may indeed also meet the eligibility requirements to benefit from the national complementary health care scheme "Complémentaire Santé Solidaire"/ CSS which is also managed by the CPAM.
  - Fees amount for CSS cover are income based.
  - This scheme is only valid when residing in France.
  - CPAM does not provide any housing insurance, nor student liability insurance.

Links:

- Reminder: https://www.campusfrance.org/en/healthcare-student-social-security
- CSS explanation (in French): https://www.ameli.fr/saone-et-loire/assure/droits-demarches/difficultes-acces-droits-soins/complementaire-sante/complementaire-sante-solidaire
- CSS eligibility simulator (in French): https://www.mesdroitssociaux.gouv.fr/dd1pnds-ria/#destination/simu-foyer

- **Private sector insurance schemes:**
  Combined student insurance schemes are proposed by private providers in France including cover for:
  - Complementary health care,
  - student liability and
  - student housing.

### c. Student civil liability and remaining cover (repatriation and individual accident)

For UBE registration, a student civil liability insurance is mandatory, and must cover university curricular activities, including traineeship period Master Semester 4.

**IMPORTANT**

1. Civil liability for private life doesn't cover student activities nor traineeship periods. Double check with provider to make sure that their liability insurance covers study related activities and traineeship period.
2. Student liability insurance may sometimes be included in the housing insurance scheme. Check this with your insurance provider. Realize that cover will stop when you terminate your housing insurance (when leaving France).
3. VIBOT M2 students, if leaving France on student mobility for semester 4 traineeship abroad, will need to:

- upgrade the supplementary health insurance for the remaining part of your programme year abroad (to be adapted following European or worldwide destination).
- Take out an individual accident and repatriation cover.

### d. Housing insurance

In France, housing insurance is compulsory for any type of accommodation rental. The housing provider will ask you for an insurance certificate. All students must consequently take out this insurance.

Note that some insurance companies provide a student housing insurance without you having a confirmed student housing address.

See with the insurance provider of your choice. A list of insurance providers is uploaded on the Student Zone.

## 7. CAF application (Housing allowances)

**IMPORTANT:** Changes are currently being studied at national level regarding the rules applying to housing allowances.
We're drawing your special attention that we cannot guarantee that these allowances will continue to be awarded.
The links below allow you to refer directly to the institutional information sources to be consulted.

CAF is a French public institution independent from our university. Our services don't manage housing allowances. The proposed measures are subject to change each year.
For more information about Housing in France and CAF allowance:
https://www.campusfrance.org/en/student-housing-france

See English CAF (http://www.caf.fr/) online housing allowance application tutorial.
https://www.caf.fr/allocataires/aides-et-demarches/droits-et-prestations/logement/les-aides-personnelles-au-logement

Application tutorial (English):
https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2022/Anglais/Flyer_ConnexionEtudiantEtranger_EN.pdf

No guarantee can be given as to eligibility. Study and granting of any allowances is entirely managed by CAF.

## 8. University Medical Protocol

Non-European students whose place of residence is in countries with a high incidence of tuberculosis:

List of countries with a high tuberculosis incidence, vaccination recommendations and other information through this link (scroll down for English text):
https://www.ube.fr/wp-content/uploads/2026/06/PRI-sse-inscriptions-etudiants-internationux.pdf

Prior to their arrival in Le Creusot, non-European students need to:

1. Perform a **lung x ray exam**, **no more than 3 months** before arrival in France;

2. Send an **up-to-date vaccination record with required booster vaccination + the report** of the lung X-ray exam (translated into English or French) to our Le Creusot campus nurse, Ingrid Barnay, by email ingrid.barnay@ube.fr and mention in the subject: VIBOT + academic year (i.e. 2026-2027)

**Important:** You will not go through SSE Dijon. Ingrid BARNAY is the preventive medicine contact for international students coming to our campus of Le Creusot. The supporting document will be processed locally by her

Students will then be given a medical appointment (mandatory) and need to bring the listed original medical documents to their appointment (vaccination record, report and original X-ray).

All international students:
If you take any **specific medication**, make sure you check if this medication is available in France.

Plan last check-up visits with your home country specialist before departure. Appointment delay for specialists can run up to several months in France.

**In case of emergency**, call the national services (outside the University) according to your situation:

- 15: emergency medical services (SMUR, SAMU) to ask for a consultation through the emergency unit at the Hotel Dieu hospital;
- 17: emergency police number in cases of violence, theft, or burglary;
- 18: Fire department in cases of fire, gas leaks, water damage, natural disasters, or traffic accidents;
- 112: European emergency number, free and accessible anywhere throughout the European Union, in addition to national emergency numbers;
- 114: general emergency number centralising text emergency messages for all situation types (police, fire department, and paramedics). It is particularly suited to those who have difficulty hearing or speaking, as well as to those in situations where it's impossible to speak.

# IV. Acronyms, Travel tips & useful links

## 1. Some Acronyms

| | |
|---|---|
| CAF | Caisse des Allocations Familiales: French public organization providing, among other, student housing allowances if eligible, and under certain conditions; |
| CEAM/EHIC | Carte Européenne d'Assurance Maladie/European Health Insurance Card is issued by the national social security providers in Europe. E.g. by CPAM in France. |
| CF | Campus France: French national institution providing support to international students. |
| CSS | Complémentaire Santé Solidaire: the French supplementary universal health care scheme managed by CPAM. |
| COL | Cost of Living |
| CPAM | Caisse Primaire d'Assurance Maladie: French public institution which manages the mandatory national social welfare/health scheme for all; |
| CROUS | Centre Régional des Oeuvres Universitaires et Scolaires: French public organisation managing among others student halls of residence, campus restaurants and student life related services. |
| CVEC | Contribution Vie Etudiante et Campus: French student contribution to be paid by all students enrolled in French universities. |
| Polytech Dijon | Engineering school based in Dijon. Its Robotics Department is located at the Hub & Go, Le Creusot. Engineer students have some joint modules with VIBOT Master students. |
| ID20xx | Induction Days 20xx |
| INE | Identifiant National Etudiant: National Student identification number |
| MSc CV | Masters in Computer Vision course, which is part of the VIBOT programme, coordinated by Université Bourgogne Europe |
| MIC | Double Degree Medical Imaging and Computing programme within the VIBOT Master programme setting with 2nd year spent at Universitat de Girona |
| NIR | Numéro d'Inscription au Répertoire: so-called French Social Security number. It is composed of 13 digits and a 2-digit control key. This number is issued after registration with the French Social Security. |
| RIB | Relevé d'Identité Bancaire: French bank account detail document containing IBAN/SWIFT/BIC information which is requested by various institutions. |
| UBE | Université Bourgogne Europe (since January 2025, formerly called *Université de Bourgogne*) |
| VIBOT | Computer Vision and Robotics Master programme coordinated by the *Université Bourgogne Europe* |

## 2. Travel information and tips

### a. Travel options

General travel information to France:
https://www.campusfrance.org/en/how-to-travel-in-France

- **TRAIN (national and regional connections)**

**National connections**

High speed train (so-called "TGV" in France: Train à Grande Vitesse)
This train allows you to have fast national connections between main cities/airports in France (Paris, Lyon) and Le Creusot TGV train station.

For online ticket booking (main airports <-> Le Creusot). Be sure to mention "**Le Creusot- Montceau-TGV**" when buying a TGV train ticket: https://www.sncf-connect.com/
TGV train station "**Le Creusot- Montceau-TGV**" is located outside Le Creusot (20 minutes driving distance).

**Regional train connections**

The TGV train station is not to be confused with Le Creusot's regular, **regional** train station which is located within Le Creusot city.
Only local (snail train) and regional trains ("TER") like the ones from Dijon stop there.
TER: https://www.viamobigo.fr/en

### b. BUS SHUTTLE local public transportation network "Mon Rezo"

Bus fare: € 1.20 (rate January 2026).
A bus shuttle service connects Le Creusot TGV station to the city of LE CREUSOT.

Shuttle booking, online https://cucm.monbus.mobi/

Local office in Le Creusot :
Boutique MonRéZo Le Creusot,
Esplanade Simone Veil, 71200 Le Creusot
Opening hours (Monday-Friday): 09.00-12.30 and 13.30-17.00.
Telephone: +33 3 85 73 01 10

Link: www.monrezo.org for Mon Rézo timetable, opening hours, booking and further information.

Or you can take a taxi from the station.

For more information, see our hotel-taxi-internet access list on the Student Zone.