



Student departure action checklist



June 2021

This is an informal, non-comprehensive check list for main steps to be undertaken by students personally with regards to temporary or permanent departure in June. No rights can be conferred to this information sheet.

COVID19 pandemic

Students should personally check and ensure their safe travel, taking into account any applicable COVID 19 and other country specific measures (including transit country/ies), whether in France or abroad.

Some useful links:

↗ **French Government website links (English):**

<https://www.gouvernement.fr/en/coronavirus-covid-19>

<https://www.diplomatie.gouv.fr/en/coming-to-france/coronavirus-advice-for-foreign-nationals-in-france/>

↗ **European Union (Multilingual information on country specific information):**

<https://reopen.europa.eu/en>

Student Action:

- French Resident card or Visa/international mobility grants**
See information provided by Alice MERIAUDEAU, our Le Creusot campus RI officer.
Remaining questions can be submitted to: ri-lecreusot@u-bourgogne.fr cc admin.vibot@u-bourgogne.fr
- Graduated students:** French visa /resident card (renewal) applications cannot be supported further by our programme/IR department beyond VIBOT-MaIA programme termination, unless you're continuing as PhD student. You no longer would be registered as a student and your status will change.
See useful link: <https://www.campusfrance.org/en/temporary-resident-permit-aps>
- uB Student File**
 - Make sure you've submitted all mandatory documents requested by the Programme administration staff.
 - Inform our programme administration of any updates (e.g. new passport, French resident card, new bank account)You remain uB registered student throughout the entire programme duration. Your uB student file consequently needs to comply with uB regulations.
- Your administrative and academic documents** (received throughout your study period)
 - Scan and store all provided official documents and original certificates
 - Also keep your termination notifications of any other personal contracts.These are precious supporting documents for you, if ever you need to solve any administrative/financial issues (CAF/housing provider/granting institutions/health care etc.) after your departure.
- University fee payments**
Perform any remaining fee payment instalment to be done to our University (and your service providers, like housing, insurance, banking, mobile phone/internet), as mentioned in your VIBOT Student Agreement.
- uB Student Card**
Current M1 MSCV students in Le Creusot:
Make sure you carry your uB student card with you to the Induction Days September 08-10, 2021. Your student card will be activated then for the new academic year and returned to you with the uB registration certificate after due fee payment.
- Empty** your Condorcet internal mailbox.
- University Library** Return any books you may have borrowed from University library.
- University bike**, if you have borrowed a bike, bring it back before leaving.
- Update your CPAM file** (file closure or changing address in France).

For any question/problem: see with CPAM Help desk **09 74 75 36 46** (English/multilingual) or make an appointment at the local CPAM office.

In case of permanent departure from France, you need to fill out the following form https://www.ameli.fr/sites/default/files/formulaires/341544/s1105_puma_transfert_resid_remp.pdf.

Send this form to the CPAM Mâcon or drop in the local antenna CPAM office's letterbox, with copy of your "Carte vitale" and European Health Insurance Card (EHIC).

- New address**, Inform all institutions of your new address through your on line accounts: CPAM (Ameli website), CAF, bank (think about any new bank card or pin code to be received!), insurance, sponsors, providers of any other personal contracts you may have taken out such as internet, mobile phone etc.
NB: You cannot forward any personal surface mail to Condorcet University Centre's address.
- Your email address**
 - **All students**: Avoid changing email address during the programme period. At all times keep the Programme Administration staff informed of any change (admin.vibot@u-bourgogne.fr). Your email address appears in many listings.
 - **Future graduates**, we will be contacting you by email about **degree issuance** and expedition after your departure. **Keep us informed on any changed email address after programme termination.**
- French bank account** Inform all involved institutions in case of French bank account closure (VIBOT-MaIA programme administration, CPAM, housing provider, CAF, insurance providers...)
You've provided your RIB (bank details) to these institutions. Any outstanding payments/reimbursements to be done to you will be done to that bank account (including any stipends and mobility grants, if applicable).
- Insurances** See with your insurance provider about termination of housing insurance if departure from France.
NB: Check if tacit renewal applies to your insurance contract.
- Accommodation** Timely make an appointment with your housing provider for your inventory of fixture.
Ask for your certificate of departure and/or photocopy of your inventory of fixtures (if applicable) often asked as supporting document for any contract termination.
- CAF** Update your on line CAF account for any change of address, departure from France, mobile phone number, bank....
- Terminate** any other personal contracts (internet, mobile phone, subscriptions...). Keep in mind that some apply tacit renewal.
- PROGRAMME PARTICPATION 2021-2022 of M1>M2 continuing students**:
The academic staff, programme administration and campus International Relations office need to be informed of any discontinuation.

VIBOT PROGRAMME INFORMATION

INDUCTION DAYS September 08-10, 2021

Venue: Centre Condorcet (rooms to be confirmed)

Planning, time, venue to be confirmed.

TRANSCRIPT & RESULTS OF THIS ACADEMIC YEAR

Course Directors will send you your academic documents. For further questions about these documents, we're inviting you to see directly with them.

DEGREES

Current M2 Students:

We'll contact you as soon as we've received and are ready to send the UB degree off to you (if applicable, with other academic documents) by express mail. From experience, we know that this **may take up to spring next calendar year**. We count on your patience and understanding in this, as we can't speed up the UB degree issuance and signature processes.

uB VIBOT-MaIA staff

Function	Name	Email
VIBOT-MaIA PROGRAMME STAFF (uB)		
Coordinator International Programmes (MSc) - MaIA local coordinator	David FOFI	Coordinator.vibot@u-bourgogne.fr
Masters 1 Course Director/Planning officer (S1/S2)	Eric FAUVET	msc.vibot@u-bourgogne.fr
Masters 2 Course Director/Planning officer/ S4 traineeship (S3/S4)	Lew LEW YAN VOON	msc.vibot@u-bourgogne.fr
VIBOT - Local MaIA administration	Herma ADEMA-LABILLE Elisabeth COSSON Aur�lie ANTOINE	admin.vibot@u-bourgogne.fr
LE CREUSOT CAMPUS STAFF		
International Relations officer , Le Creusot campus International mobility grants, visa/resident card, CROUS Le Creusot campus (institutional support if required)	Alice MERIAUDEAU	ri-lecreusot@u-bourgogne.fr
Nurse , Medical Unit for Prevention and Health Promotion, Le Creusot Campus Medical Protocol for new incoming international non EU students Preventive medicine	Ingrid BARNAY	ingrid.barnay@u-bourgogne.fr
Bureau de la vie Etudiante (BVE): (student life office)	Paul PEREIRA – C�cile BRIDAY	ve.lecreusot@u-bourgogne.fr
ENT related questions : ENT, uB/Teams account, uB student email connection	Raphael DUVERNE- Germain SOUCIET	cri-lecreusot@u-bourgogne.fr