



TO DO CHECKLIST AFTER YOUR ARRIVAL



Update 15/09/2022

Key information/sources

“Student Information & Action List”, procedures and information sheets uploaded in our web site’s Student zone.

Student Zone <http://www.vibot.org/> (access top right), password **IP2022_VIBOT**

For all administrative questions: VIBOT-MaIA administration admin.vibot@u-bourgogne.fr

Steps to be undertaken by **all students**:

1. **uB student registration and fee payment:**

- ☐ (after full validation of your uB student file by the VIBOT-MaIA programme administration), you can register at the Registration department at the IUT premises
- ☐ And perform payment of first instalment of fees (university fees) **VIBOT only**.

2. **Make sure to deal with, and submit supporting document to admin.vibot@u-bourgogne.fr (If it isn’t done yet):**

- ☐ Subscribe to a **Student liability insurance certificate**, so-called « Responsabilité civile étudiant », which is mandatory for uB student registration
- ☐ Subscribe to a French/European **Bank** and give us your bank details, so-called “Relevé d’Identité Bancaire (RIB)”, which is mandatory for uB student registration.
(You can go in the bank of your choice)

3. **Visa validation:**

- ☐ See visa section in “Student Information and Action List” and, if required, you can make an appointment with Alice MERIAUDEAU (International Relations Officer for campus Le Creusot)
Send a message to: ri-lecreusot@u-bourgogne.fr for remaining questions concerning Visa /resident card procedure and other OFII/international mobility grant information.

4. **ENT Code:**

- ☐ After full registration, our Student Office staff will provide you with ENT (University system) login and password. This is issued 24-48 hours after student registration in general. You will then need to perform activation of your uB system account.

5. **Social security (French national health care cover - CPAM):**

- ☐ Perform on-line enrolment immediately <https://etudiant-etranger.ameli.fr/#/>
See “Student Information and Action List” (p.14) for further information and “Administrative information for students” on the Student Zone.



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6. Campus nurse appointment

- ☐ New non-European students: Send your Lung X-ray and your vaccination record by e-mail to Ingrid BARNAY: Ingrid.barnay@u-bourgogne.fr , campus nurse, and in copy Admin.vibot@u-bourgogne.fr .
The nurse will give a medical appointment to new incoming non-European students (within framework of visa validation procedure)
- ☐ Send a message to: Ingrid.barnay@u-bourgogne.fr

7. BVE bureau vie étudiante : campus student life office

<http://www.vie-etudiante71.com/contacts.html>

(See your course schedule for general presentation to students)



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Source: Student Information & Action List (Student Zone)



Student actions update 01/03/2021



1 Before Departure



French VISA
Campus France or embassy
(only for non EU)

**Student Housing
application**

**VISALE Guarantor
procedure**

**Document
preparation**
(authentication / translation)

CVEC Payment
(student and campus contribution)

2 Upon arrival in France



**Student housing
check in**

Bank account

Insurances
(Housing, student
liability, "mutuelle"...)

CAF application
(Housing allowance)

3 INDUCTION DAYS

(action with campus Le Creusot
admin / RI / medical staff)



Student file compilation
(submission supporting documents)

Student registration
(MaIA: uB, UNICAS, UDG staff)

**UB fee
payment**

IR Office
(French visa/resident
card / international
mobility grants / other
info...)

**Medical
Protocol**

French Social Security enrolment – CPAM (mandatory, free enrolment)
Online enrolment
French health care system (mandatory enrolment)

**Personal
action**
(e.g : mobile
phone, ...)