

Numéro étudiant uB	Field reserved for administration officers
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PLEASE COMPLETE ALL SECTIONS – CHECK THE BOXES THAT MATCH YOUR SITUATION

Have you ever been enrolled at a French university? YES NO

- If YES, indicate your INE NATIONAL NUMBER (as indicated on a former student card or certificate of enrollment): ____/____/____/____/____/____/____/____/____/____/____/____/____/

CIVIL STATUS

Birth surname: _____ First name: _____
Current surname (if you are married): _____ Date of birth ^{day / month / year}: ____ / ____ / ____
City of birth: _____ Country: _____ Nationality: _____

PESRONAL SITUATION

Are you married? YES NO
Do you have any children? YES NO If so, specify how many: _____
Do you have any health problem or disability? YES NO
If so, please specify: _____

If you need information on access arrangements for disabled students, please feel free to contact: Mrs. Nadia ARDOIN, Mission Handicap - Maison de l'Université (office R08 - nadia.ardoin@u-bourgogne.fr).

HIGHER EDUCATION

Have you already been enrolled at a French university? YES NO
If so, please specify:
- year of 1st enrolment at a French university: _____
- name of French university: _____

SECONDARY EDUCATION DIPLOMA (High School Diploma/ A-level/ Abitur or equivalent)

Please specify: graduation year _____ and country: _____

ADDRESSES

Home country address	Address in France
_____	_____
_____	_____
Postcode/ZIP code:	Postcode/ZIP code:
City:	City:
Country:	Personal phone number:
Emergency contact number (e.g. family member):	Personal e-mail address:

ACCOMMODATION DURING THE ACADEMIC YEAR 2019-2020

- Room at the CROUS student residence
- Room at other residence (not CROUS)
- Flat share
- Personal apartment or other personal accommodation (outside of student residence)
- Other type of accommodation

OTHER INFORMATION

Please specify your parents' professions:

- Father: _____
- Mother: _____

Do you receive a study grant or another kind of financial support? YES NO

If so, please provide us with a grant certificate or another document of proof.

LAST INSTITUTION ATTENDED

Please specify if the last institution (college, school, university...) you studied at was:

- a foreign institution
- a French institution. For French institutions, please specify:
 - name of institution: _____
 - city: _____; department code: _____; academic year: ____ / ____

YOUR SITUATION IN 2018-2019

Were you a student in 2018-2019?

If so, please specify if you were enrolled:

- in a French university (other than the University of Burgundy):
 - name of institution: _____;
 - city: _____; department code: _____
- in a foreign higher education institution.

If you were not enrolled in higher education last year:

- you weren't enrolled in 2018-2019 but you have been enrolled in higher education before (in France or abroad);
- you have never been enrolled in higher education (in France or abroad).

LAST DEGREE OBTAINED

Please specify the last diploma you received:

- a secondary education diploma (Baccalauréat or foreign equivalent: *A-Level, High School Degree, Abitur* etc.);
- a higher education diploma (university degree or foreign equivalent: *Bachelor degree, Master degree*, etc.);
- a French higher education diploma. If so, please specify:
 - the type of the diploma (e.g.: *DUT, DEUG, Licence, Maîtrise, Master*, etc.): _____
 - place and year of graduation: _____

ENROLMENT AT UNIVERSITY OF BURGUNDY IN 2019-2020

Please specify your degree programme at the University of Burgundy as indicated on your admission letter:

(Example: Master 1 in Intercultural Management ; Licence 3 LLCE Anglais ; Master 1 Droit des affaires etc.)

SOCIAL INSURANCE: ENROLMENT IN FRENCH SOCIAL SECURITY SYSTEM

Once your administrative enrolment has taken place, you must apply for Social Security online via the *Caisse Primaire d'Assurance Maladie* (CPAM) website: <https://etudiant-etranger.ameli.fr/>.

I, the undersigned, hereby declare on my word of honour that all of the information provided above is correct and confirm that I have understood the instructions contained in this document.

Place: _____ Date: _____ Student's signature: _____

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Date de l'inscription :

Montant des droits :

Mode de paiement :

N° de quittance :

N° étudiant :

GENERAL DATA PROTECTION REGULATION

This administrative enrolment document contains personal data which is processed and managed by the University of Burgundy (uB). **1. Purpose of the data processing. Purpose:** administrative and pedagogical student management; informing CROUS student centre about student's enrolment so CROUS can exercise its missions; to inform the *Rectorat* (local education office) and/or high school establishments offering preparatory programmes for *grandes écoles* about the enrolment of their former students at uB; to establish statistical data for use by the Ministry of National Education, the Ministry of Higher Education, research and innovation and the *Rectorat* and to carry out surveys on students' living conditions organised by the *Observatoire de la vie étudiante* (Observatory of Student Life) and by uB. **Legal basis:** this data processing pertains to article 6 (c) of General Data Protection Regulation: data processing is necessary to comply with a legal obligation to which the president of the University is subject. **2. Processed data.** STUDENT'S PERSONAL INFORMATION SHEET: civil status, CVEC number (*Contribution de vie étudiante et de campus* - Student and campus life contribution, certificate number provided by CROUS student centre), family situation, disability, national service, 1st enrolment at the higher education establishment, bachelor's degree or equivalent. STUDENT'S ADMINISTRATIVE INFORMATION SHEET: address, phone number, e-mail, accommodation for new academic year. ADMINISTRATIVE ENROLMENT FOR ACADEMIC YEAR: registration scheme, status, student's socio-professional category, socio-professional category of student's parents or legal guardian, type of work, employment status (full or part-time), high level athlete status, financial aids excluding higher education grants, international exchanges. ENROLMENT STAGES: last institution attended, situation the year before enrolment at uB, last degree obtained, other establishment student is enrolled at during the current year, main enrolment, grant, adapted programme, gap year, external access title, joint enrolment, specific social situation, civil liability insurance. **Data source:** data entered by the person completing the administrative registration file (online entry or paper file). **Mandatory nature of data collection:** collection of data which is necessary for the management of the student's administrative and pedagogical file. **Automated decision-making:** the processing does not provide automated decision making in accordance with Article 22 of the General Data Protection Regulation. **3. Affected persons:** people who register for initial or continuing education at uB. **4. Recipients of the data. Category of recipients.** The recipients of this data are: administrative staff and teachers authorised by uB; CROUS student centre; Ministry of National Education; Ministry of Higher Education, research and innovation; *Rectorat*; *Observatoire de la vie étudiante*; High school establishments offering preparatory programmes for *grandes écoles*. **Transfer outside the EU:** no data transfer outside the European Union takes place. **5. Data retention period.** The data is kept in an active database during the current academic year and during university education and then archived. **6. Security.** The data is only accessible to authorised internal or external recipients according to a policy defined by uB. The recipients of the students' personal data within uB are subject to a specific confidentiality obligation. Appropriate technical security measures are implemented to combat destruction, unauthorised loss, alteration or disclosure of data in an accidental or unlawful manner. **7. Your rights to access data concerning you.** You can access and obtain copies of data concerning you, contest the processing of this data, have it rectified or erased. You also have a right to limit the processing of your data. **Exercise these rights.** The data protection officer (*déléguée à la protection des données*: DPD) at uB is your contact for any request to exercise your rights on this data processing. E-mail: dpd@u-bourgogne.fr. Post: *Déléguée à la protection des données, Maison de l'université, Esplanade Erasme 21078 DIJON CEDEX*. Data processing conforms to the European regulation (EU) 2016/679 from 27th April 2016 related to protection of individuals regarding the processing of personal data, and the modified law relative to computer technology, data files and civil liberties n°78-17 from 6th January 1978.

REMINDER: STEPS FOR REGISTRATION AT THE UNIVERSITY OF BURGUNDY IN 2019/2020

1st step: you must pay the *Student and Campus Life contribution fee (Contribution à la vie étudiante et de campus - CVEC)*

Pay the *Student and Campus Life contribution* fee of 91 euros, either online through the <https://www.messervices.etudiant.gouv.fr/> website via card payment, OR in cash through a French post office.

2nd step: prepare all necessary documents for your registration:

- this registration file;
- one passport-size photo;
- full copy of birth certificate or extract of birth certificate or government document provided by the consulate of your home country. This document must be translated into French or English;
- one copy of your identity card or passport, AND if applicable : one copy of your D-visa or long stay visa with the "Etudiant" (*student*) mention (if you do not have citizenship of a country within the European Union, the European Economic Area or the Swiss Confederation);
- one copy of a French civil liability insurance certificate (to be obtained at a French bank or a French insurance operator before the enrolment session). You will also be able to find out more information and register and pay for a policy at one of the student insurance stalls during the enrolment period at the University (price: around 20 euros);
- one copy of your 2019-2020 Admission letter at the University of Burgundy;
- a proof of payment of the *Student and Campus Life contribution* (CVEC) fee;
- if enrolling in a Bachelor programme: the original and one copy of your secondary education diploma or certificate of achievement of the last successfully credited year of study with an official translation in French (*Baccalauréat, A-Level, High School Diploma, Abitur, etc.*);
- if enrolling in a Master programme: the original and one copy of your last higher education diploma (*Bachelor degree, Master degree, etc.*) with an official translation in French or English;
- if you have already been enrolled in a French higher education institution in the past: please attach a copy of former student card or certificate of registration;
- if you are receiving a scholarship: please attach a copy of scholarship notification;
- **only for students who are required to obtain a visa or a residence permit for their entry into French territory: before your arrival in France, you must undergo a lung X-ray exam and bring the results with you to your enrolment. The results of this exam must be less than 3 months old.**

PREPARE 1 COPY FOR EACH ORIGINAL DOCUMENT: COPIES CANNOT BE MADE BY THE INTERNATIONAL OFFICE DURING ENROLMENT SESSIONS.

Comment from VIBOT-MaIA administration:

The steps below, highlighted in gray, APPLY TO DIJON CAMPUS STUDENTS ONLY.

VIBOT-MaIA students should refer to information and procedures provided by the programme administration from LE CREUSOT campus. Student registration, file check/compilation and fee payment will be dealt with during the Induction Days 11-13 September 2019.

3rd step: prepare the tuition fee amount.

The International Office will let you know the exact amount of your tuition fees (depending on your situation, study programme...) when you come to the enrolment office. You can pay either via card payment, in cash or by a cheque from a French bank. The cheque payment should be made out to *REGISSEUR DU POLE INTERNATIONAL – uB*. Please DO NOT complete your cheque in advance without knowing the exact amount of your fees!

4th step: carry out your administrative registration.

Administrative registration will take place from 6 to 12 September 2019 in room R03 of the Pôle AAFE building on the Dijon campus. Your registration day will depend on your faculty, school or institute.

5th step: apply for social security.

Once your administrative registration has taken place, you must apply for Social Security online at the <https://etudiant-etranger.ameli.fr/> website. To do this, you will need the following documents: passport/identity card; residence permit (only for students who do not have citizenship of a country within the European Union, the European Economic Area or the Swiss Confederation); full copy of birth certificate or extract of birth certificate (government document provided by the consulate) translated in French or in English; certificate of enrolment for the current academic year (you will receive this document at the end of the registration process); certificate of parental authorisation (for students under 16 years of age); bank account details (document from your bank indicating your bank details, and including your name, your bank domiciliation and your BIC/SWIFT and IBAN codes) preferably of your French bank account, or, if you don't have one, of a foreign bank account; other additional documents depending on your country of origin.

6th step: carry out your pedagogical registration.

Once you have registered, you must contact the "scolarité" (administrative office for your study programme) in order to find out about your pedagogical enrolment (for example choice of subjects...) if necessary.

IMPORTANT: You MUST READ through ALL of the details regarding the steps for your registration at <http://en.u-bourgogne.fr/admission/degree-seeking-students.html>.