UBE Student Number	To be filled in by UBE administration officers

PLEASE COMPLETE ALL SECTIONS – CHECK THE BOXES THAT MATCH YOUR STATUS OR CHOICE

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

- If YES, fill in your French INE number (as it appears on your former student card or certificate of enrolment): ☐

CIVIL STATUS (exactly stated in your passport)

Last Name (Birth Surname): ☐
First Name(s): ☐
Current Surname (if you are married): ☐
Date of birth day/ month / year: ☐
City of birth: ☐
Country: ☐
Nationality: ☐

PERSONAL INFORMATION

Are you married? ☐ YES ☐ NO
Do you have any children? ☐ YES ☐ NO
If so, please specify how many: ☐
Is your tax household in France? ☐ YES ☐ NO
Do you have an EU long-term resident card? ☐ YES ☐ NO
Do you have a member of your family who is a citizen of the EU, EEA or Switzerland? ☐ YES ☐ NO
Do you have refugee status? ☐ YES ☐ NO
Do you have subsidiary or temporary protection status? ☐ YES ☐ NO
Do you have any health condition or disability? ☐ YES ☐ NO
If so, please specify: ☐
If you need further information on access arrangements for disabled students, please feel free to contact Mission Handicap: mission.handicap@u-bourgogne.fr.

HIGHER EDUCATION

Have you already been enrolled at a French university? ☐ YES ☐ NO

If so, please specify:

- the year of your 1st enrolment at a French university: ☐
- the name of the French university: ☐

SECONDARY EDUCATION DIPLOMA (A-Level, High School Diploma, Abitur or equivalent)

(A-Level, High School Diploma, Abitur, or equivalent)

Name of diploma:
Please specify:

- graduation year:
- and country:

ADDRESSES

HOME COUNTRY ADDRESS:
Post code/ZIP code:
City:
COUNTRY:
Emergency contact number (e.g., family member):

ADDRESS EN FRANCE :
Post code/ZIP code :
City:
Personal phone number:
Personal e-mail address (mandatory):

ACCOMMODATION FOR THE ACADEMIC YEAR 2026-2027

☐ Crous student residence
☐ Another student residence (except Crous)
☐ Flat share
☐ Personal accommodation or private rental (except student residence)
☐ Other type of accommodation

OTHER INFORMATION

Please specify your parents' professions:

- father:
- mother:

Do you receive a study grant or other scholarship? ☐ 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 2025-2026

Were you a student in 2025-2026? ☐ YES ☐ NO

If so, please specify if you were enrolled:

☐ in a French university (other than Université Bourgogne Europe)
name of institution: ☐
city: ☐
department code: ☐
☐ in a foreign higher education institution.

If you were not enrolled in higher education last year:

☐ 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 ATTAINED

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 diploma (*DUT, DEUG, Licence, Maîtrise, Master…*):
place and year of graduation:

ENROLMENT AT UNIVERSITÉ BOURGOGNE EUROPE IN 2025-2026

Please specify your degree programme at the Université Bourgogne Europe as indicated on your admission letter:

*(**Example:** VIBOT M1 (or M2), Master de Sciences, Technologies, Santé, mention Traitement du Signal et des Images)*

I, the undersigned, hereby certify 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:

To be filled in by UBE administration officers

Date de l'inscription :
Montant des droits :
Mode de paiement :
N° de quittance :
N° étudiant :

IMPORTANT:

Dijon Campus: You may find all the details regarding the enrolment procedure on our Obtaining a degree webpage. Not applicable to VIBOT programme.

Le Creusot Campus: You MUST READ the "Student Practical Guide", information sheets and procedures uploaded on the Student's Zone. You'll receive further instructions on the registration process applicable to Le Creusot Campus from the programme administration in August.

GENERAL DATA PROTECTION REGULATION

This administrative enrolment document contains personal data which is processed and managed by Université Bourgogne Europe (UBE). **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 UBE; 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 UBE. **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 UBE, last degree attained, 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 UBE.
4. Recipients of the data. Category of recipients. The recipients of this data are: administrative staff and teachers authorised by UBE; 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 UBE. The recipients of the students' personal data within UBE 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 UBE is your contact for any request to exercise your rights on this data processing. E-mail: dpd@ube.fr. Mail address: Déléguée à la protection des données, Maison de l'Université, Esplanade Erasme 21078 DIJON CEDEX. Data processing complies with 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.