Welcome to our VIBOT and MaIA programmes!

- Now that you’ve confirmed your programme participation, we’re inviting you to carefully read this Student Information & Action checklist 2019. This document aims to inform you on and guide you as much as possible through the main administrative steps that students need to undertake. The information is tailored to your stay in Le Creusot. Le Creusot is located in the French sub region called Saône et Loire, which is part of the Burgundy region and in some cases different institutional contacts than those for University of Burgundy’s main campus, which is located in Dijon, in the French sub region Côte d’Or.

- The university declines any responsibility as for the services/schemes provided by companies such as banks insurance providers. Students are free to take out contracts through any service provider of their choice and remain fully responsible for any subscription, termination and payment of fees.

I. General information:
- Induction Days (page 2)
- Programme fees (pages 3 and 4)

II. Actions to be performed by the students:
- French VISA/resident card through Campus France or embassy (Non EU students) (pages 4 and 5);
- CROUS student housing application and VISALE procedure if applicable (pages 5 and 6);
- Document preparation/submission (pages 6 to 9);
- Payment of French student tax (so called CVEC - “Contribution Vie Etudiante Campus”) (page 9 and 10);
- Bank account (French/European bank) (page 10);
- Insurances:
  - French Social Security, National Heath Care scheme through CPAM institution (pages 11 and 12);
  - Other insurances: student civil liability, housing, complementary health insurance...(pages 12 and 13);
- CROUS check in + CAF application (pages 5,6 and 13)
- OFII (on-line confirmation by students after arrival in France) (page 4)

Administrative actions during Induction Days in registration chain:
- Submission of supporting documents (pages 6 to 9)
- Student registration (page 2)
- uB fee payment (pages 3 and 4)

III. Acronyms (page 14)
IV. Useful links/information for preparing your stay in Le Creusot (page 15)
Annex 1: Overview of Student action (page 16)
Annex 2: French health care registration process (page 17)

- REGULARLY CHECK OUT our VIBOT website’s “Student Zone” for any UPDATES of the posted documents.
- Rules and regulations of the various French national institutions evolve regularly. National institutional and partner websites consequently remain the official sources to be referred to. No rights can be conferred to information contained in this information sheet.
I. GENERAL INFORMATION

INDUCTION DAYS 2019

DATES 11-13 Sept 2019 (compulsory student attendance)
VENUE Centre Universitaire Condorcet, 720 Avenue de l'Europe, 71200 Le Creusot, France
SCHEDULE Uploaded in Student Zone on VIBOT web site http://www.vibot.org/ as soon as available.
PURPOSE Key information will be provided on academic, administrative and practical aspects of the programmes and semester in Le Creusot. Introduction to VIBOT-MaIA administrative and academic teams.

Students deal with student registration and other administrative steps:
1. Submission and checking of supporting documents to programme administration staff, by students, for uB student file compilation (see Document submission section);
2. University student registrations: VIBOT (uB) and MaIA (uB and UDG/UNICAS);
3. uB fee payment (see “uB FEE PAYMENT” section in this document);
4. Support is provided by campus International Relations office staff for any OFII (French immigration office) on line procedure, French long stay visa and resident card related issues for non EU students.

Two special information sessions will be organised, right after the Induction Days, on French Social Security information and national Health Care scheme registration sessions with professional staff from the local CPAM (Social Security) agency at our Condorcet University Centre, for newly arriving international students in France. On-line French national Social Security (Health Care) registration is compulsory and must indeed be done straight after student registration.

ALL STUDENTS (BSc/M1 and M2) must:
- Attend the Induction Days and
- Plan their arrival in CROUS* student housing (or private sector) accordingly.
  CROUS student residences open as from September 2, 2019. The local check-in counter of the CROUS student housing agency in Le Creusot is closed during weekends. See hotel list in the Student Zone.

General Data Protection Regulation (GDPR) /(Règlement général sur la protection des données (RGPD):
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 de Bourgogne must abide.
FEE PAYMENT 2019-2020 - Université de Bourgogne

The VIBOT programme BSc/MSc global fees for academic year 2019-2020 (covering nationally defined university registration fees * and programme specific fees), are to be paid in two instalments, as follows:

Instalment 1: *

Bachelor programme: 170€
Master programme: 243€

⇒ Payment (in euros only) is to be performed upon student registration, at the Induction Days, by visa/master card to the student registration department staff.

Instalment 2:

VIBOT Bachelor programme: 830€
VIBOT Master programme: 1257€

⇒ Students will directly be invoiced by the University of Burgundy. Payment (in euros only): by French/European bank transfer.

For this invoicing process, students must submit their French or EU bank details (RIB=“Relevé d’identité bancaire”) by September 16, 2019 at the latest to admin.vibot@u-bourgogne.fr.

Students must at all times foresee and secure the funds on their bank accounts, for fee payment.

* IMPORTANT REMINDER Differentiated EU/Non–EU rates for national university registration fees were adopted by decree in April 2019, by the French government, for students registering at French universities, in academic year 2019-2020. See CampusFrance web site for more information https://www.campusfrance.org/en/tuition-fees-France.

The Université de Bourgogne has confirmed partial waiving for academic year 2019-2020 of the new national university fees for Non European students. EU and non EU students consequently pay the same amount of university registration fees in 2019-2020, besides the programme specific fees. Updates on evolution of fees and any possible (partial) fee waivers for academic year 2020-2021 will be provided as soon as information is released by the French Ministry and the Université de Bourgogne.

SPECIAL CASES

- Students with an external sponsor/grant provider
  If a student receives financing through an external sponsor, he/she must inform our programme administration staff if the grant provider request for direct fee invoicing by the Université de Bourgogne to the sponsor.
  In this case, a sponsor certificate must be provided by the student by August 26, 2019 at the latest to admin.vibot@u-bourgogne.fr.

  Specific uB forms indeed will then be provided and need to be filled out by the sponsor institution for the UB financial department prior to your arrival in September.

  In case of non-compliance with the above mentioned rules and deadline, the student must perform payment her/himself at the Induction Days.

- MalA students:
  Payment of the global MalA MSc Programme fees (covering full registration fees of the three partner universities UdG/uB/UNICAS) is entirely managed by the MalA coordinating institution UdG. No direct fee payment is to be done by MalA students to uB.

- Nanjing Tech double degree students: Direct fee invoicing by Université de Bourgogne to Nanjing Tech.
REMINDER: All MaIA and VIBOT students (including M2 MaIA students) must personally pay the mandatory French student tax “CVEC”. See French student tax section. No uB enrolment is possible without submission of the CVEC payment certificate to be submitted to the registration department staff at the ID2019. MaIA M2 students will be contacted by our programme administration staff about this.

II. STUDENT ACTION (prior to arrival)

Below you’ll find a list of key actions to be undertaken by students who have received their Selection Committee’s admission letter and have confirmed their participation through the reply to offer form:

FRENCH VISA, Campus France or embassy (only for non EU)

FRENCH VISA
BEFORE COMING TO FRANCE:
Non-European students need to apply for a student visa: “Visa de Long Séjour pour études-Titre de Séjour (VLS-TS)”, (long term visa for students, 12 month validity). For applications and timeframe, see the instructions on the French Government website dedicated to visa procedures (in English): https://france-visas.gouv.fr/web/france-visas/accueil

Note that, for some countries, it is compulsory to go through CampusFrance. The CampusFrance country agencies specifically assist students with the visa application process for their studies in France, and can provide information and additional support.

If you do not have a Campus France agency in your residence country, please directly contact the French Embassy and follow the procedure in the French Government website above-mentioned.

If you encounter any difficulties, please send an email:
To ri-lecreusot@u-bourgogne.fr (International Relations Office), Le Creusot campus
cc admin.vibot@u-bourgogne.fr ;

ONCE IN FRANCE:
After your arrival in France, you have to validate your visa online:
https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/
You will need your visa, your date of arrival in France, your address in France and your credit card.
This procedure costs 60€ (rate March 2019) and gives your visa a statute of residence permit.

If you encounter any difficulties, please send an email to ri-lecreusot@u-bourgogne.fr (International Relations Office), Le Creusot campus.
Our International Relations officer will also be present at the Induction Days Induction Days 2019.

In some specific cases you will be offered a short term visa. Please double check this with your embassy/consulate/CampusFrance, because it is preferable to try to get a 1 year VLS-TS.

PASSPORT
Students are personally responsible for ensuring passport validity throughout their programme duration. Renewal during 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.
Student information & action checklist
Academic year 2019-2020

Links:
- Renewal of residence permit: https://www.campusfrance.org/en/renew-residency-permit

☐ CROUS, STUDENT HOUSING APPLICATION

Students should start CROUS booking procedure as soon as possible. This is a long process.
Your French visa can be submitted to CROUS at the end of housing booking procedure.

The independent national student-housing provider called “CROUS” (head office located in Besançon) manages specific Student housing in Le Creusot.

NB. Students are of course also free to seek housing through private sector housing providers.

IMPORTANT: Students should request for CROUS student housing as soon as they get their acceptance letter and not wait until French visa issuance, using the CROUS_Guidelines_DSE_2019 in the Student Zone (English). The student housing booking procedure takes time and requires several actions from your side.

Students must plan arrival in Le Creusot student housing between September 2 – 6, 2019, on working days only (Monday-Friday), and during local CROUS office opening hours (check-in counter : see visiting address below).

Outside these periods, students should foresee a hotel booking.

Procedure steps detailed in the Guidelines:
1. Create your personal account
2. Fill the “DSE” form, and chose the green box “Demande de dossier Social Etudiant DSE” to begin the student housing application
3. After 10th July: Book your accommodation with your login (see step 1.) and chose you accommodation option in Les Acacias residence in Le Creusot.
4. You have to pay the 1st rent and the deposit online within 8 days after receiving the proposition of accommodation by CROUS (Document 7 in the Accommodation section of the Students’ Zone)

CROUS General Information and contact details:

CROUS International Student contact: To partenaires-dijon@crous-bfc.fr
Cc: admin.vibot@u-bourgogne.fr; ri-lecreusot@u-bourgogne.fr; site.lecreusot@crous-bfc.fr; francois.legrand@crous-bfc.fr (CROUS Le Creusot local student contact - English speaking)

Personal account (DSE):
https://www.messervices.etudiant.gouv.fr/envole/enregistrement?page=/pve/enregistrement

Student housing application:
https://www.messervices.etudiant.gouv.fr/envole/

Accommodation booking website:
https://trouverunlogement.lescrous.fr/

English housing application guide: will be posted in our website’s Students’ Zone as soon as available, named CROUS_Guidelines_DSE_2019

FAQ: available in the students’ zone

VISALE procedure: https://www.visale.fr/#!/ and find the VISALE application English guide in the Student’s Zone named VISALE_GUIDELINES_2019

Submit any questions you may have about the CROUS booking procedure or other housing related requests to the above-mentioned CROUS email address.
For any remaining questions (not solved through CROUS above-mentioned contacts), you can get in touch with our local Le Creusot Campus International Relations Officer: ri-lecreusot@u-bourgogne.fr who will provide further support.
Note that, after reception by CROUS of your booking and only if all conditions are met and supporting documents have been provided by you, students receive confirmation from CROUS of individual room allocation in the Acacias residence in Le Creusot. It is important to realize that without this official housing confirmation certificate and payment of deposit per CROUS’ instructions, students will not be given keys to access to student housing. Note that our university cannot book nor block student housing for you.

CROUS Le Creusot, local agency: for check-in and Le Creusot housing related questions after student arrival in Le Creusot
3 Avenue Jean Monnet, 71200 Le Creusot,
tel. +33 (0)3 45 16 40 00
The University Restaurant is located at this address too.

IMPORTANT:
You will not get your keys before paying CROUS online:
- First month’s rent to be confirmed by CROUS (for reference only: 238€ in 2019)
- And security deposit (1 month of rent: 238€ in 2019)
  ⇒ To secure your accommodation, you have to do this payment online as soon as you get the proposition from CROUS

If you do not have a French guarantor, you have to apply for the VISALE procedure (VISALE is a State insurance allowing students without guarantor to have easier access to housing). For more information, please refer to the CROUS FAQ and the above-mentioned links.

To get your keys you will have to make an appointment online: [https://mesrdv.etudiant.gouv.fr/fr](https://mesrdv.etudiant.gouv.fr/fr)
You will find a translation of the webpage in your Students’ Zone (Doc 7 in the Accommodation section)

The student-housing period to be booked by students of all CVR programmes runs by default from September 2019 to June 30, 2020.
Given the fact that there is a one-month notice for departure from CROUS rooms in “Acacias” building, this consequently means that you should:
1. Announce shorter stays from the start in your application file (this is the case for those leaving Le Creusot end January: MAIA, double degree students and second year (M2) students going abroad;
2. Submit a termination notice letter after coming to Le Creusot, by December at the latest (Semester 1 and 3 ending on Jan 31).

French Visa application:
For French visa application purposes, you can submit the following document to the consular authorities:
☐ The email you will receive from CROUS, acknowledging receipt of your housing application (to prove this application is being processed) and, at a later stage, the CROUS confirmation of room allocation certificate.

[DOCUMENT PREPARATION & SUBMISSION (all students)]

This section provides information and time line for documents to be prepared by students for:
- uB registration (and MaIA partner administrations: UdG and UNICAS);
- French national institutions (CPAM, CAF...).
1. **ORIGINALS + PHOTOCOPIES**
   A set of supporting documents (and photocopies for “x” marked documents) in the following table, required for uB student registration, must be handed to the programme student office team at Induction Days 2019 in an envelope with “PROGRAMME_FAMILY NAME” clearly written on it.
   Our Student Office will keep your originals and return them to you personally after checking and processing.

2. **TRANSLATED VERSION**
   Documents issued in/translated into **English** are accepted by uB. Translation into French may however be required in some cases for documents requested by CAF. CAF will inform you directly of this.
   See list of Tribunal approved translators in Student Zone or with your French embassy/consulate.

3. **ELECTRONIC COPIES**
   Keep electronic copies of your administrative supporting documents in order to have access to your personal documents at all times. E.g. You will be asked to upload your passport, visa page and VIBOT or MaIA admission letter for CVEC Student tax on-line payment procedure.

4. **FORMS**
   Forms to be filled out by the students are uploaded in the Student Zone of [http://www.vibot.org/](http://www.vibot.org/).
# Student information & action checklist

## Academic year 2019-2020

### List of supporting documents for uB student file compilation / programme participation

(photocopy is needed for "x" marked documents)

Data processing in compliance with General Data Protection Regulation / (Règlement général sur la protection des données)

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport (relevant ID pages) or national ID card (for EU students only)</td>
<td>Must be valid throughout course period.</td>
</tr>
<tr>
<td>Certificate CVEC (student Contribution)</td>
<td>This certificate is compulsory for uB student enrolment. No enrolment can be performed without this certificate.</td>
</tr>
<tr>
<td>uB student registration form 2019-2020</td>
<td>We will upload this document in the Student Zone when received from the university. To be duly filled out and signed. If issuance by UB is delayed, the form will be provided at the ID2019</td>
</tr>
<tr>
<td>Student liability insurance certificate 2019-2020</td>
<td>This cover is compulsory for uB student registration and must include traineeship period (for M2). See Insurance section below and non-comprehensive list of insurance providers in the Student Zone.</td>
</tr>
<tr>
<td>French visa / resident card</td>
<td>Valid for UB study period.</td>
</tr>
<tr>
<td>European Health Insurance Card</td>
<td>For European students only. Valid for full programme duration.</td>
</tr>
<tr>
<td>Authenticated original Birth certificate with parent affiliation</td>
<td>For non-European students only. These documents will be asked not only by our University, but also when performing the CPAM and CAF application procedures. The birth certificate to be submitted at the Induction days in September must: 1. Contain details of both parents (affiliation); 2. Comply with the authentication rules through apostille or legalisation. See template and country list (annex 1) of this document, showing the type of procedure needed per nationality; 3. Be translated into French by a sworn translator who is listed in the network of French Tribunal Experts. See French Tribunal Sworn translators list in student zone on VIBOT website. You can also see with your embassy.</td>
</tr>
<tr>
<td>European international birth certificate (multilingual)</td>
<td>For European students only. Also required by CAF/CPAM for their procedures.</td>
</tr>
<tr>
<td>VIBOT Student agreement (BSc and MSc students)</td>
<td>2 copies signed by you, see Student Zone”. UdG provides MaIA Student Agreement to MaIA students.</td>
</tr>
</tbody>
</table>
| Original academic document (original language) confirming student’s academic level | • For BSc students: **Certificate of successful termination or transcripts** for 2 years Bachelors programme (120 ECTS or non EU equivalent)  
• For MSc 1st year students: **BSc Degree** (180 ECTS), **transcripts or certificate of successful termination**  
• MSc 2nd year Double Degree students: **BSc degree** (180 ECTS) + **certificate of Masters 1** (60 ECTS) successful termination and transcripts |
| Original translation into French or English of above mentioned document, by sworn translator. | English version suffices for uB. |
| French or European bank account details (so-called RIB: relevé d’identité bancaire, in France) | uB and CPAM accept EU bank accounts. CAF (student housing allowance) asks you for a **French** bank account for housing allowance payment (if eligible). Bank details must cover: IBAN, BIC, SWIFT name and address bank, account number, name and address beneficiary …). |
| Certificate “Journée défense et citoyenneté” (JDC) | Only applicable to students with French nationality. |
| French social / government grant certificates | This concerns CROUS social grants, French government grants only. |
| 1 recent, colour ID photographs, size: 35x45 mm/passport size, plain light background, uncovered, front faced, centred | - For various on-line procedures (e.g. student registration, Social Security, OFII). |
| French visa validation (OFII) | NEW in 2019: On-line validation to be performed by student after student registration. |
| A Lung X-Ray exam | NEW in 2019: 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 and bring the results with you to your enrolment. The results of this exam must be less than 3 months old.** |

8/17 old
OTHER DOCUMENTS (to be foreseen by students for personal action to be undertaken)

| Pay slips, tax income and related income documents | for other procedures such as CAF housing allowance application, CMU-C complementary insurance scheme; |
| Vaccination card (if available) + other relevant medical supporting documents | for personal medical needs; If you need specific medical treatment, make sure you check if this medical treatment is available in France. Plan last check-up visits with your usual specialist before departure. Appointment delay for specialists can run up to 4 months in France. |

**CVEC PAYMENT (national student and campus contribution)**

The CVEC (Contribution Vie Etudiante Campus) is a French tax contributing to students’ life on campus. Amount: **91€/student/academic year (rate 2019)**. This student tax 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. It is managed by CROUS. Payment of CVEC is paid to CROUS. The CVEC student tax is to be paid on-line [https://cvec.etudiant.gouv.fr/](https://cvec.etudiant.gouv.fr/) with the help of the CVEC_Guidelines available in the Student Zone (start on page 14 if you already have created your DSE).

- Connect to your on line CROUS account with the same email and password as you do for DSE/housing process
- 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 uB students can find this reference on their uB transcripts, top left. For new incoming students this is the CROUS DSE reference number received through the DSE and housing 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
  - VIBOT or MaIA admission letter
  - Additional documents depending if exemption applies to you.
- Payment is to be done by credit card.
- Your CVEC certificate can be downloaded immediately after payment/submission of required documents.
- French CROUS social granted students, Erasmus+ exchange students (not Erasmus Mundus), refugees and asylum seekers are 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.
- Even if you’re a granted student, you also need to go through this procedure to obtain a CVEC certificate of exemption.

**Links:**

- Campus France explanatory information on CVEC and tutorial* (in English):
* If you’ve applied for CROUS student housing, you will already have your **DSE** (“Dossier Social Etudiant”) account reference. No need to create a new account. Follow tutorial as from page 14. Check website for any updates.

A CVEC certificate will be issued upon on-line CVEC tax payment or acceptance of exemption documents. All our VIBOT MaIA students must submit this CVEC certificate for their university registration. No registration can be performed without this CVEC certificate.

## BANK ACCOUNT

Students must open a bank account (French/European bank). Submission of bank details (so-called “RIB”= Relevé d’Identité Bancaire), is to be done at the Induction Days 2019 to the administrative staff. Bank account details will be requested by UB and all institutions for any reimbursement/payments to be made to you (CPAM, CROUS, insurance providers, CAF, ...).

See the list of banks with local subsidiaries in Le Creusot, in our Student zone [https://www.vibot.org/](https://www.vibot.org/), for your information and reference.

**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 timely foresee and secure a **basic lump sum** required for payment of UB university fees, CROUS student housing rent, cost of living, insurance costs, bank fees etc.
- See with your home country bank for questions about bank transfer to your French/European account.
- Students often need to have a **French/European mobile phone number** when opening a bank account. See with your bank.
- A **French** bank account is specifically asked for CAF student housing allowance application. No European/foreign account is accepted by this national institution called “Caisse Allocation Familiale”.
- CPAM accepts a European bank account.

**Links:**

## INSURANCES

Insurance subscription is to be performed by all students personally (VIBOT and MaIA):

1. **French national Social Security (BASIC healthcare scheme)** – CPAM - **free of charge**
2. **Supplementary health insurance**
3. **Liability Insurance** (covering all study related activities, including traineeship period)
4. **Housing insurance**

See list of insurance providers in Student Zone.

The above mentioned insurances 2 to 4, are **not** included in the French BASIC national free health cover scheme. **NOTE:**

Students are **free** to take out these insurances (2 to 4) through any provider of their choice complying with French regulations.

Double check with your insurance provider for contract conditions such as **tacit renewal**.
1. French national Social Security

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 basic health care cost cover to all. International students are nationally managed by a CPAM agency (English spoken) dedicated to the international public.

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

Scans of supporting documents such as Passport, French visa/resident card, French/EU Bank account details, and authenticated birth certificate through “apostille” or a “legalisation” procedure will need to be uploaded. The full list of required documents is partly nationality related. When enrolling on-line, the list of required documents applicable to you will be automatically communicated.

See Annex 2 to get an idea of the enrolment process.

2. **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**

- **Two special CPAM information sessions** will take place in September covering general explanations on the national health care scheme and the special national CMU-C supplementary insurance scheme (non commercial).

- **MaIA new incoming M1 students** should:
  - See with UdG coordinating institution about any special **global** medical insurance cover provided to them;
  - check out the UdG Information Pack or contact UdG coordinating staff through info@maiamaster.org for any remaining questions on that topic;
  - must also enrol in the mandatory French Social Security scheme in September. The special **global** scheme provided through UdG only covers **emergency** related costs and accidents.
  - Are invited to see with the hosting partner institutions about applicable national health care system, procedures and cover during their semester stay at partner university.

- **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, should think about taking out a temporary **private global health insurance** at the student’s cost, through a private provider of his/her choice to cover him/her until student registration and effective French health care enrolment.
2. Supplementary health insurance

Students are strongly recommended to take out a supplementary health insurance to obtain reimbursement of remaining health costs. The French national health care scheme indeed only reimburses medical costs up to a nationally defined limit. This insurance is to be taken out, and costs are borne by the student.

Students have two options:

- **French national supplementary insurance scheme CMU-C (CPAM):** Besides the French BASIC health scheme reimbursements, you may indeed also meet the eligibility requirements to benefit from the national supplementary universal health care scheme ("couverture maladie universelle complémentaire"/ CMU-C) which is also managed by the CPAM.
  - Fees for CMU-C cover is income based. It is social solidarity based scheme.
  - It is only valid when residing in France.
  - CPAM does not provide any housing insurance, nor student liability insurance.
  More information will be provided in CPAM special session in September.

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

3. Student civil liability and repatriation

For uB 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).
4. MAIA M1 and M2 students will be informed by the hosting partner institutions about required cover. If MAIA students do their S4 internship in France, they need to subscribe to a French Student liability insurance.
4. 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. For example if you’ve applied for CROUS student housing but do not have your exact address and room number in Le Creusot yet, you can anticipate subscription of a general housing insurance contract. See with the insurance provider of your choice. A list of insurance providers is uploaded in the Student Zone.

CAF application (Housing allowances)


No guarantee can be given as to eligibility. Study and granting of any allowances is entirely performed by CAF.
III. Some acronyms...

CAF CaisseAllocationsFamiliales (French public organization providing, among other, student housing allowances, under certain conditions);

CEAM/EHIC CarteEuropéenne d’Assurance Maladie/European health Insurance Card is issued by the national social security providers in Europe. E.g. by CPAM in France.

CF CampusFrance (French national institution providing support to international students).

CMU-C “Couverture MaladieUniverselle Complémentaire”: 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 etScolaires (French public organisation managing among others student halls of residence, campus restaurants and student life related services).

CVEC “Contribution Vie Etudiante Campus”: French student tax to be paid by all students enrolled in French universities.

ID2019 Induction Days 2019

INE «Identifiant National Etudiant» = National Student identification number

IP Information Pack (practical key information for students which is posted on our programme’s website, in the Student Zone (only accessed with password).

BScCV Bachelor in Computer Vision course, which is part of the VIBOT programme, coordinated by Université de Bourgogne

MScCV Masters in Computer Vision course, which is part of the VIBOT programme, coordinated by Université de Bourgogne

MaIA Master in Medical Imaging course, coordinated by Universitat de Girona

NIR French Social Security number

OFII Office Français de l’Immigration et de l’Intégration (French institution dealing with immigration related issues)

RIB “Relevé d’identité bancaire” = French bank account detail document containing IBAN/SWIFT/BIC information which is requested by various institutions from the student (CPAM, CROUS, CAF, grant providers etc.).

RTO Reply To Offer form which is send to students upon acceptance by the programme Selection Committee. This form is returned by students to confirm participation along with submission of financial resource supporting document. MAIA students are fully managed by UdG.

uB Université de Bourgogne (VIBOT consortium coordinating institution and MAIA consortium partner)

UdG Universitat de Girona (VIBOT consortium partner and MAIA consortium coordinating institution)

UNICAS Università degli studi di Cassino e del Lazio Meridionale (MAIA consortium partner)

VIBOT Computer Vision and Robotics programme, offering BSc and MSc courses and is coordinated by the Université de Bourgogne
IV. Some tips for TRAVELING to Le Creusot, FRANCE

General map:  
https://www.google.com/maps/place/Centre+Universitaire+Condorcet/@46.8065739,4.4221847,17z/data=!4m5!3m4!1s0x47f24bf0005a4d2f:0x3d802ac1a63137fb18m2!3d46.8077462!4d4.4232798

When making travel arrangements, students should keep in mind to plan arrival for student housing check-in during **week days** (Monday to Friday), during “CROUS” student housing office opening hours (see student housing section).

Travel options:  
FLIGHT:

- **To Paris Charles de Gaulle airport (CDG).**  
  Take the “TGV” (high speed) train from the airport/Paris to Le Creusot (see TRAIN section).  
  See the public transport link below to find your way in Paris by subway/regional train (and to go from the airport to the train station).  
  Useful links:  
  http://www.aeroportsdeparis.fr/en/homepage  

- **To Lyons Airport**, Lyon Saint Exupéry (LYS).  
  Take the “Rhonexpress” shuttle from Lyon airport to “Lyon Part Dieu” train station.  
  From there, take the TGV train to "Le Creusot- Montceau-TGV" train station, located *outside* Le Creusot.  
  Useful links:  
  http://www.lyonaeroports.com/eng  
  http://www.rhonexpress.fr/

**TGV TRAIN**: High speed train (called “TGV” in France: Train à Grande Vitesse)

This train allows you to have fast connections between the airports 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.  

TGV train station "Le Creusot- Montceau-TGV" is located *outside* Le Creusot. This 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.

**BUS SHUTTLE of Le Creusot local network “Mon Rezo”**:  
A bus shuttle service connects Le Creusot TGV station to the city of LE CREUSOT. Bus fair: € 1.20 (rate March2019).  
Shuttle booking, tel. 0800 402 082 (free call from a French landline), or +33 800 402 082 from abroad during working days opening hours. On line reservation in French only 24h/24h and 7 days /7.  
Link: www.monrezo.org for Mon Rézo timetables, opening hours and further information.

Get off at the bus stop “Place Schneider” to go to the CROUS administrative check in counter (student housing organisation) for payment and key pick up.

Or you can take a taxi from the station.
Student information & action checklist
Academic year 2019-2020

Updated AUGUST 23 2019 Replaces previous versions

Centre Universitaire Condorcet
VIBOT-MaIA International Programmes Administration
720 Avenue de l’Europe
71200 LE CREUSOT, France
www.vibot.org
Annex 2 French health care enrolment **NEW foreign students (non EU)**

Site dédié aux étudiants étrangers francophones: [étudiant-étranger.ameli.fr *](https://étudiant-étranger.ameli.fr)

Web site dedicated to English speaking foreign students: [foreign-student.ameli.fr *](https://foreign-student.ameli.fr)