



INFORMATION SESSION

Administrative procedures for international students



Your check-list!

- Visa procedure
- Accommodation
- Covid-related information

- Bank
- Health insurance and mutuelle
- CAF
- CVEC
- Liability Insurance
- Transportation card («Navigo»)

Prior to your departure in France

Upon arrival in France

Prior to your departure in France

Visa

- Contact Campus France office in your country
- Register on “**Etudes en France**” platform and upload the necessary documents if your country of residence is one of the 65 affected by “Etudes en France” procedure. Campus France will verify your visa application file before submitting it to the French consulate.
- Make sure your passport is valid for the entire period of your stay in France.
- Original birth certificate (translated in French), carried out by a sworn translator
- The **VLS-TS** is equivalent to a French residence permit that allows you to stay in France for one whole year.
- *A visa is not required for citizens of the European Economic Area (European Union member countries (EU), Iceland, Norway and Liechtenstein) or Switzerland.*

Covid-related information

<https://www.interieur.gouv.fr/covid-19/deplacements-internationaux>

Accommodation

Residences available on the campus or in the area are listed on the following page:

<https://www.telecom-paris.fr/en/campus/campus-life/housing-and-dining>

Residences included in the « **Guichet Unique** » (« One-stop shop ») are all located on the campus. **The platform open around Mid-June**

We also have direct partnerships with:

- **Cité universitaire** (contact to book a room there: logement@telecom-paris.fr)
- **Crous Cachan** (contact to book a room there : logement@telecom-paris.fr)
- **Kley Saclay** (contact to book a room there : logement@telecom-paris.fr)
- **Ecla Residence** (contact to book a room there : logement@telecom-paris.fr)
- **Studapart** (contact to book a room there : logement@telecom-paris.fr)
- **Student Village Bagneux** (contact to book a room there : logement@telecom-paris.fr)
- **You First Campus Palaiseau** (contact to book a room there : logement@telecom-paris.fr)
(contact to book a room there : logement@telecom-paris.fr)

- **Sciences Accueil:** <https://www.science-accueil.org/en/request-services/>

« **Herberjeunes** » is another organisation similar to Sciences Accueil but we do not have a partnership with them.
<https://www.heberjeunes.fr/>

Accommodation Guarantor (garant)

/\! Payment start on the date mentioned on the agreement, not necessarily on the arrival date!!!

During the process, a **guarantor** (someone who will stand security for you) will be required.

If you do not know anyone in France to act as such (case for most of you!), some companies can provide you with a guarantor.

We recommend « Visale »: <https://www.visale.fr/> (Free process)

The website is unfortunately in French only.

Open your French bank account

Required documents

- passport + accomodation proof (in France)
- student card or enrollment certificate for special offers dedicated to students

*The bank will give you a « **RIB** » (Relevé d'Identité bancaire (bank and account details) which is necessary for other administrative procedures.*

The student Union (BDE) has a partnership with LCL Orsay that will allow you to get some benefits if you open your bank account with them (See pdf by LCL on « how to open your bank account »).

Validation of your VLS-TS visa

The **VLS-TS (LONG-STAY STUDENT VISA)** is equivalent to a French residence permit that allows you to stay in France for one year and which is renewable.

**You must validate it within the 3 first months after your arrival in France on
the following website:**

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

NB: Tax to pay: 50€

The online process allows you to be considered as a legal resident: situation of a foreigner in possession of documents authorizing him/her to remain in France and to cross the borders of the Schengen area again.


HEALTH INSURANCE

All students registered to the French higher education must have a health insurance during their stay in France.

You'll find below several options regarding your situation/nationality and application procedures.



Case 1 : European students (UE) or students from Quebec

- You need a European health insurance card, valid for the whole duration of your studies in France.
-  It's not a full coverage of your medical expenses in France though. Which means that you have to pay in advance the medical expenses then ask for a refund. Private health insurance is recommended for a better coverage.
- (Students from Quebec are exempted of affiliation to the social security upon presentation of Form #SE401Q106.)
- In the absence of a European health insurance from your country, you have to join the French public health system (refer to Case 2).



Case 2 : International students (non UE citizens), First year in the French higher education

Application to the French public health insurance (Sécurité Sociale) is free and compulsory. Visit <https://etudiant-etranger.ameli.fr/#/>

Upload the documents

- "Proof of registration for the current academic year" = enrollment certificate
- "Proof of identity" = first page of the passport
- "A student visa" = visa page of the passport
- "A vital record" = birth certificate
- "A residency permit" = validation of your VLS TS student visa
- "RIB " = details of your French bank account

You will acquire a temporary Sécurité Sociale number.

Apply to etudiant-etranger.ameli.fr as soon as you have your RIB

To do list :

- INDICATE YOUR FULL NAME ON YOUR MAILBOX :
Multiple documents to be received by post.

- Few weeks after registration on etudiant-etranger.ameli.fr, you'll receive your definitive number with the procedure to follow to create your personal account and you will receive later (could be after your first year in France) your « *carte vitale* » (the social security card).



- Students affiliated to Sécurité Sociale should declare a general practitioner (« [déclaration de choix de médecin traitant](#) »). If not, you'll only receive a 30% instead of 70% refund of your medical consultations expenses.

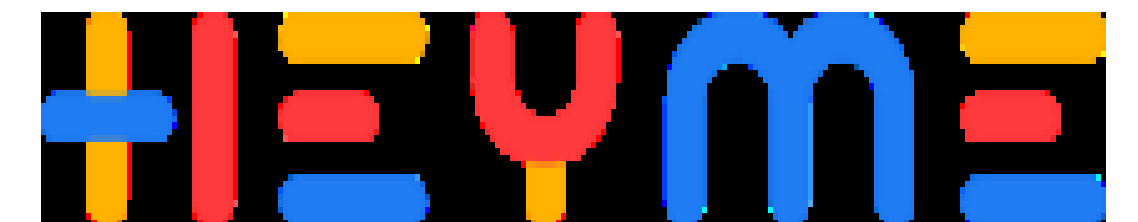
“MUTUELLE” = complementary health insurance

- The Sécurité Sociale partially (15-80%) covers your medical expenses but can be completed by a subscription to a *mutuelle*.
- Reliable mutuelle providers for students : [LMDE](#) and [HEYME](#), offer different packages from 10€ to 50€ per month.
- A partnership between Heyme and Telecom Paris exists and allows you to get a **discount** (see Heyme pdf document)!
- /!\ Annual rather than monthly subscription to a mutuelle (for the whole academic year) is advisable.



Social security = free and compulsory

Mutuelle = not compulsory but highly recommended



CAF (Caisse d'allocations familiales)

- International students are eligible to a housing allowance called « *aide au logement* » provided by the CAF (APL)
- Living in a student residence gives you the possibility to ask for the aide au logement.
- Check on [CAF.fr](https://www.caf.fr) for more details.



CVEC (Contribution vie étudiante et campus) (Exchange students not concerned)

- A tax known as the Student and Campus Life Contribution “intended for the promotion and improvement of student welcome and integration, social support, medical services, cultural and sports activities, and also for the support of student-oriented work related to disease prevention and education”.
- Paying the CVEC is a compulsory step when you enroll in a French higher education institution : A fixed amount of €92 for 2022-2023 academic year. <https://cvec.etudiant.gouv.fr/>
- Your CVEC certificate must be submitted to Telecom Paris at the moment of your enrollment (September)

Liability insurance or “assurance responsabilité civile”

- Subscription is compulsory for all students
- The liability insurance covers you in case of damages you may cause to people or their belonging(s)
- It can be included in a mutuelle, a housing or a car insurance, the services offered by your bank when opening a bank account

Possibility to sign up independently with an insurance company for less than 20€/year (Heyme/LMDE...)

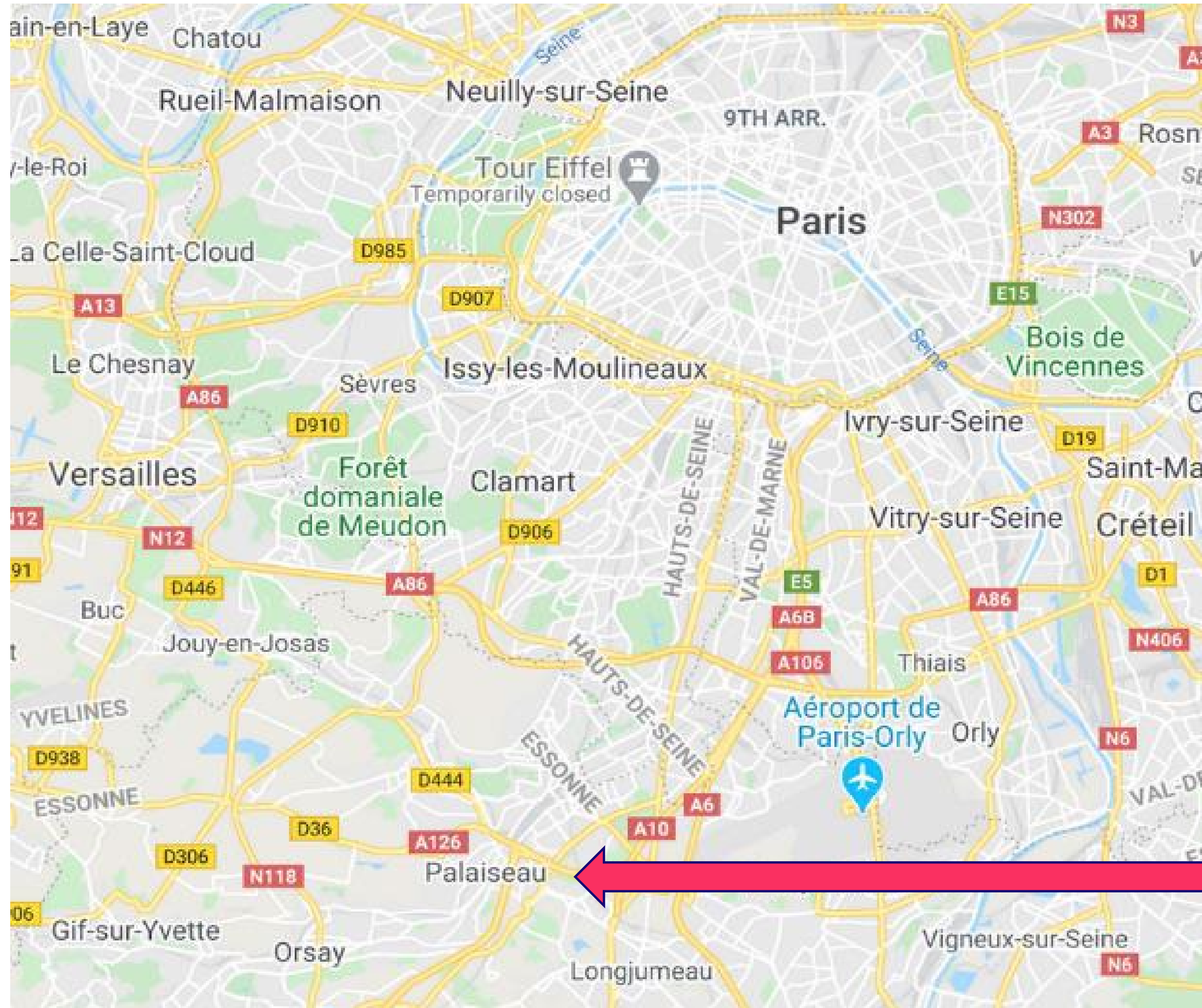
MAP to reach the campus

PUBLIC TRANSPORTATION:

Download the **RATP**, **vianavigo** or **citymapper** app on your mobile to search for transit routes, timetables, etc.

To purchase your transportation card (“carte Navigo”), visit:
www.iledefrance-mobilites.fr/titres-et-tarifs/liste?d=forfaits





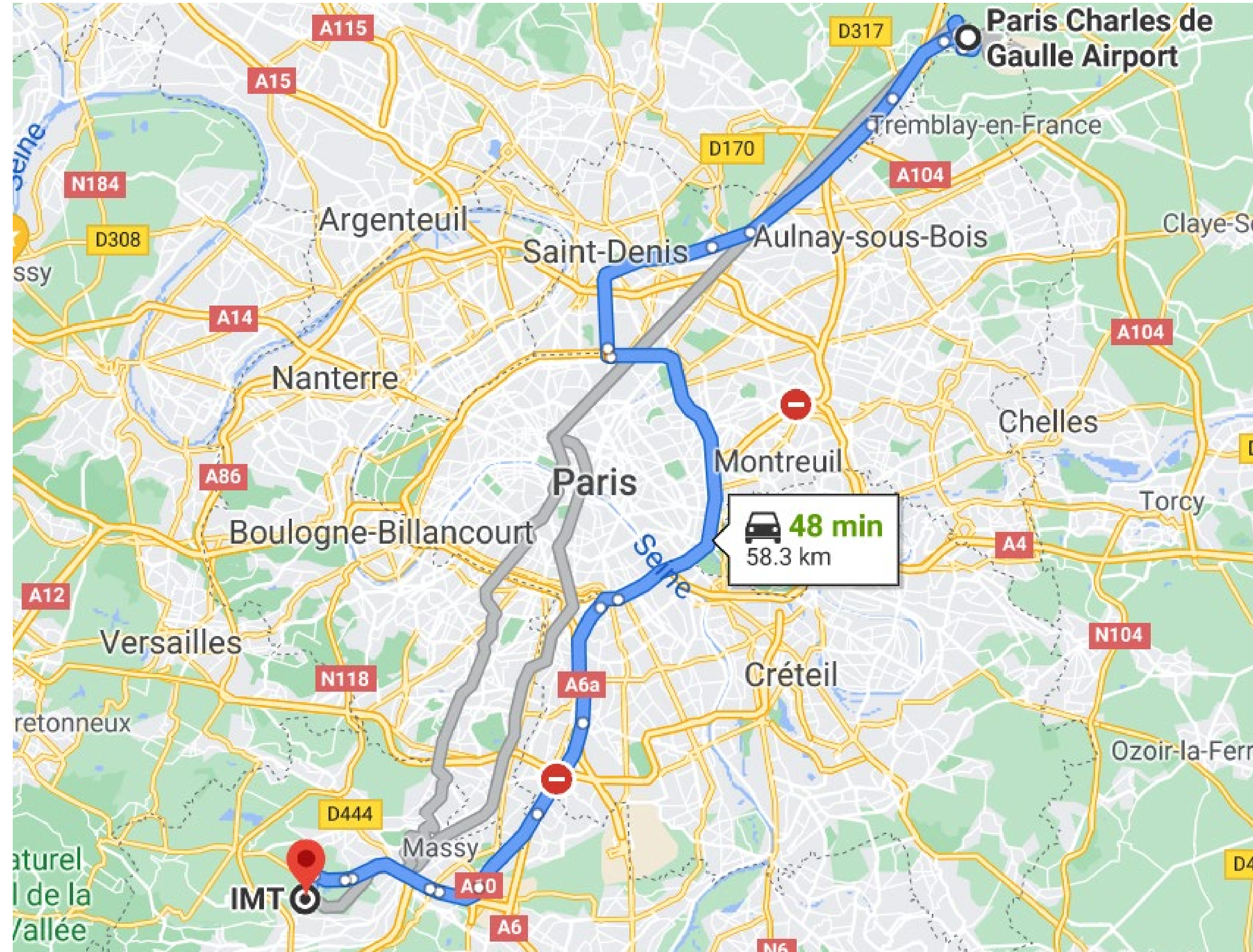
***Telecom Paris' Campus
situated on the
plateau de Saclay,***

***City of Palaiseau
(southwest of Paris)***

Essonne Department

From CDG Airport (Paris Roissy Charles De Gaulle)

Commuting time : +1 hour





Telecom
Paris

Ecole
Polytechnique

← 10 minutes walking distance →

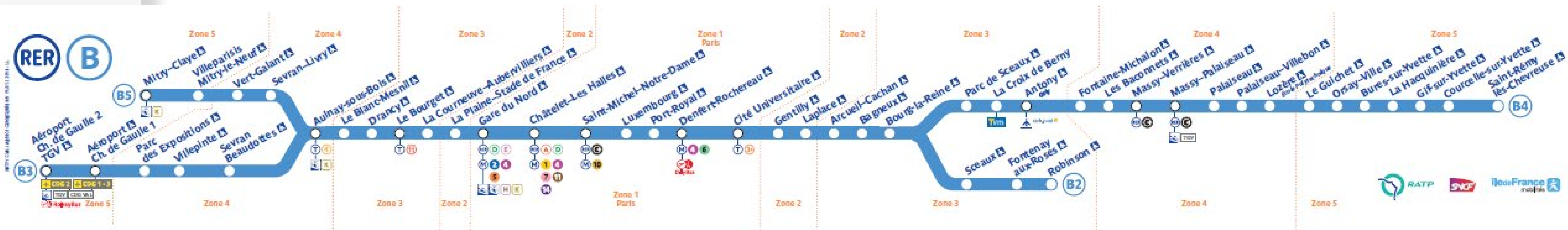


Reach the campus by public transportation

Take RER B towards Saint-Rémy-lès-Chevreuse or Massy-Palaiseau or Orsay Ville (avoid Robinson!)

- Option 1 : Get off at **Massy-Palaiseau** then take bus TransEssonne 91.06 or 91.10 (until “Place Marguerite Perey”)
- Option 2 : Stay in RER B and get off at **Lozère** station where you can reach Telecom Paris by foot (follow Ecole Polytechnique sign)

***NB:** Option 2 not recommended for your first visit at Telecom Paris if you have luggage as there are many unavoidable high stairs to climb!*



Useful Links:

<https://www.telecom-paris.fr/en/international/international-students>

<https://www.campusfrance.org/fr/des-tutos-pour-aider-les-etudiants-internationaux-dans-leurs-demarches>

<https://www.science-accueil.org/en/preparez-votre-venue/>