

Prior to your arrival

Prepare the following documents in due time as part of your administrative enrolment:

- The letter from the university stating your preliminary admission by the pedagogical committee.
- All supporting documents stated on the list received with your letter (Ex: diplomas, birth certificate which must be translated by a sworn translator). You must provide a photocopy of each document (the university cannot photocopy your documents).

Upon your arrival

Your administrative enrolment:

- Drop by the individual mobility office situated in the Tour des Chênes (Maison des Etudiants) Direction des Relations Internationales on the 3rd floor, office 317).
- Then call into the Student Services department (Scolarité Générale) in the Chênes 2 building to complete your administrative enrolment and get your student card "carte multiservice" as well as your certificate of attendance.

Your academic enrolment:

Go to see your course secretary in the department concerned in order to enrol on the attendance list, to obtain your timetable and choose your options. (You will receive contact details for your course secretary from the student services department.)

Prepare your residence permit application:

Come to the individual mobility office 2 months before your residence permit expires. (For Algerian students, please come to the office during the two months following your arrival in France.) Please note that you must be able to justify your resources to the prefecture for a minimum amount of 615 Euros/month (307.5 if you are already housed) either by

providing details of a bank transfer or a testimony from a third party stating that you will benefit from their financial support for the duration of your studies.

Things to do as soon as you arrive:

Open a bank account :

- A bank account will be required for various administrative procedures (such as applying for a residence permit, housing benefit, student grant, purchases...)
- Banks in the vicinity of Cergy-Préfecture:

BNP (Banque nationale de Paris, Banque populaire, Crédit Agricole, LCL (Le crédit Lyonnais), Société Générale.

Apply for housing benefit from the CAF :

In order to apply for housing benefit, you must fill in the form on the CAF website by following this link: www.caf.fr>[accéder-a-une-demande-en-ligne](http://www.caf.fr) Print out the form, sign it and make sure you have all the documents required. Send it by post to the address indicated on the CAF website at the end of the procedure.

Practical advice:

How to get to the UCP from Roissy-Charles-de-Gaulle airport:

- RER (train between Paris center and the suburbs), airport CDG1 – RER B direction Paris. Change at Châtelet-les-Halles, RER A direction Cergy-le-Haut, get off at Cergy-Préfecture. Price: 12 Euros.
- Bus 9518, leaves regularly travelling to Cergy-Préfecture. Price : 1.90 Euros (1 ticket "dans Paris"). The bus station is at Terminal 3 in front of the RER B station. <http://www.transdev-idf.com/timetablefile/105648572?vid=download>

- You can also take a taxi, however, this alternative can be quite expensive (ex: Roissy en France Charles-de-Gaulle /Cergy : 100 Euros.)

Travelling on public transport:

- Your student card will allow you to benefit from student tariffs for a weekly or monthly pass for travel between Paris and Cergy (apply at the STIF office at Cergy Prefecture bus station):
- Imagine'R card (for students aged 18 to 26) 333.90 Euros/year which works out at about 37.10 Euros/month. http://www.ratp.fr/ratp/c_21584/forfait-imagine-r/
- Pass Navigo (for students over 26) 63.30 Euros/month. <http://www.vianavigo.com/fr/titres-et-tarifs/les-forfaits/>

Indication of the cost of living in France : roughly 800€

- Make sure you have roughly 310 to 460 Euros for clothing. Winter can be quite cold in the Paris region and can begin as from October. Remember to bring warm clothes (woolens, socks, coats etc.) as well as winter shoes.
- Expect between 400 and 500 Euros per month rent for a small apartment. <http://studapart.com/fr/>
- A meal at the university cafeteria will cost around 3.15 Euros and a week's food shopping will come to approximately 40 to 50 Euros for one person.

Student grants:

Please collect information in relation to student grants from the Cultural Service at the French Embassy in your birth country before your departure.

CROUS Benefits:

If you require financial assistance, you may organize a meeting with Evelyne MANDROUX (CROUS social worker). Please contact her assistant, Martine THELEMAQUE at 01 34 25 71 05 or go to the reception. <https://www.u-cergy.fr/fr/vie-etudiante/aides-financieres-et-service-social.html?search-keywords=crous>