

# CHECKLIST

## OF THE STEPS TO TAKE UPON ARRIVAL

You are a new doctoral student at Université Grenoble Alpes?

Find here 10 steps to take upon arrival in France to settle in well and enjoy your stay!

You will find the details of these steps and procedures in the 'Practical guide for international doctoral students': [international.univ-grenoble-alpes.fr/english](https://international.univ-grenoble-alpes.fr/english) > Resources > Welcome pack.

### GETTING INTERNET ACCESS UPON ARRIVAL

Wi-Fi is available in airports, airport buses, cafés, and in the city center.

Pre-paid sim cards are sold in post offices and tobacco shops.

### ENTERING MY ACCOMMODATION

- Sign the two copies of my rental agreement ('bail').
- Subscribe to a housing insurance with a student insurance company ('mutuelle étudiante'), a bank, or an insurance company.
- Do the entry inventory ('état des lieux d'entrée') with the owner and get my keys.

### OPENING MY BANK ACCOUNT

- Check if my bank in my home country has a partnership with a French bank.
- Prepare my documents: proof of identity, proof of address, proof of my doctoral status if I have already registered and my work contract if I have one.
- Choose my bank and make an appointment at an agency to open my bank account.

### CONCLUDING CONTRACTS FOR WATER, ELECTRICITY, AND INTERNET

- Check with my residence, agency or landlord whether these charges are not already included in the rent.
- If not:
  - Choose my providers for electricity, water, gas (if needed).
  - Choose my internet provider.

### TAKING OUT CIVIL LIABILITY INSURANCE

- Check whether my housing insurance already includes a civil liability insurance ('responsabilité civile vie privée').

If not, get it from a student insurance company ('mutuelle étudiante'), a bank, or an insurance company.

- Print my insurance certificate, which may be required for my administrative registration at university.

### REGISTERING AT UNIVERSITY

- Complete my academic enrollment with the Doctoral school.
- If it applies to my situation, obtain my CVEC attestation and pay for the registration fees.
- Complete my administrative registration with the Doctoral college & obtain my student card.

### HEALTH INSURANCE

Having a health insurance is mandatory for the whole duration of my stay.

- Check whether I need to register for French state health insurance on the UGA international portal: [international.univ-grenoble-alpes.fr/getting-organized/](https://international.univ-grenoble-alpes.fr/getting-organized/) Section Insurances > Health insurance > Health insurance and complementary health coverage.

If I need to register:

- Transmit all the requested documents to later obtain my definitive social security number and my medical card 'carte Vitale'.
- Chose my primary care physician (« médecin traitant ») and declare it to the French state health insurance.

### SUBSCRIBING TO A COMPLEMENTARY HEALTH INSURANCE ('MUTUELLE')

Social security covers only part of the medical expenses.

- To be better reimbursed, I subscribe to a complementary health insurance (also called 'mutuelle').

**Good to know:** If I have a limited budget, and am registered with French state health insurance, I can apply to the 'Complémentaire Santé Solidaire' from the CPAM.

### VALIDATING MY VISA OR APPLYING FOR A RESIDENCE PERMIT

- If I have a visa, I follow the procedure that corresponds to my situation on the UGA international website: [international.univ-grenoble-alpes.fr/getting-organized/](https://international.univ-grenoble-alpes.fr/getting-organized/) Section Visas and residence permits

### APPLYING FOR HOUSING ALLOWANCE

- Check if I can benefit from a financial help to pay my rent offered by the government (via CAF) by doing a simulation on: [www.caf.fr](https://www.caf.fr).

**FAMILY :** If, I arrive with my family, check the UGA international website to know their rights and administrative procedures on arrival (health insurance, schooling etc).

If I still have a question, I can contact the

**International Students & Scholars office - ISSO**

In Grenoble: [isso@univ-grenoble-alpes.fr](mailto:isso@univ-grenoble-alpes.fr)

In Valence: [isso-valence@univ-grenoble-alpes.fr](mailto:isso-valence@univ-grenoble-alpes.fr)