

CHECKLIST

OF THE STEPS TO TAKE UPON ARRIVAL

You are arriving in France to do a PhD at Université Grenoble Alpes ?
Find here the steps to take to settle in well, and thus enjoy your stay !

☐ MOVING INTO MY ACCOMMODATION

- Take out a home insurance contract with a student insurance company ('mutuelle étudiante'), a bank, or an insurance company.
- Sign my rental contract ('bail') in duplicate.
- Do the entry inventory ('état des lieux d'entrée') with the owner and get my keys.
- If water, electricity, gas or internet charges are not included in the rent: choose suppliers and take out contracts.

☐ OPENING MY BANK ACCOUNT

- Prepare my documents: proof of identity, proof of address in France, 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.

☐ TAKING OUT PERSONAL CIVIL LIABILITY INSURANCE

- Check whether my housing insurance already includes a personal civil liability insurance ('responsabilité civile vie privée').
- If not, get it from a student insurance company ('mutuelle étudiante'), a bank, or an insurance company.

☐ REGISTERING AT UNIVERSITY

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

☐ REGISTERING FOR HEALTH INSURANCE ('SÉCURITÉ SOCIALE')

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 web portal, under Insurances > Health insurance > Health insurance and complementary health coverage.

If I need to register:

- Submit all the requested documents to obtain my health insurance certificate and later on 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, take out a complementary health insurance contract (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 arrived in France with a visa:

- Within 3 months of my arrival in France, depending on the type of my visa, follow the procedure indicated on the UGA International web portal, under Visas and residence permits > Entry requirements and visas > On arrival.

☐ CAF HOUSING ALLOWANCE

- If I need financial help to pay my rent, check my eligibility for housing benefit by doing a simulation on the CAF website, and if necessary, apply online.

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



FIND OUT MORE +

Visit the UGA international web portal
> international.univ-grenoble-alpes.fr/getting-organized/
Section The steps of your stay

NEED HELP?

Contact the International Students & Scholars Office (ISSO)
In Grenoble : isso@univ-grenoble-alpes.fr
In Valence : isso-valence@univ-grenoble-alpes.fr