

# CHECKLIST

## OF THE STEPS TO TAKE UPON ARRIVAL

You are arriving in France as a new international student 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, and proof of student status if I am already registered.
- 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.
- Keep my insurance certificate, which can be required for my administrative registration at university.

### REGISTERING AT UNIVERSITY

- If it applies to my situation, obtain my CVEC certificate: [www.campusfrance.org/en/](http://www.campusfrance.org/en/) > Getting Organised > CVEC
- Validate my **administrative registration** with the 'service de scolarité' of my host faculty or school.
- Pay for the registration fees if it applies to my situation, and get my student card.
- Complete my **academic enrollment** (choice of courses, options...)

### REGISTERING FOR HEALTH INSURANCE ('SÉCURITÉ SOCIALE')

- Check whether I need to register for French health insurance on <https://etudiant-etranger.ameli.fr/#/>.

If I have to register :

- Submit the documents requested to obtain my provisional health insurance certificate, and later my medical card ('carte Vitale').
- Remember to choose and declare a referring doctor ('médecin traitant').

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

Social security covers only part of the medical expenses.

- To be better reimbursed, subscribe to a complementary health insurance from an insurance company ('mutuelle étudiante' for example).

**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.

### APPLYING FOR CAF HOUSING ALLOWANCE

If I am eligible, and if I need it:

- I can apply for a financial help to pay for my rent to the CAF (Caisse d'Allocations Familiales). The application is made online, on the CAF website, as soon as I move in.

### 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.



#### FIND OUT MORE +

Visit the UGA international web portal  
> [international.univ-grenoble-alpes.fr/getting-organized/](http://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](mailto:isso@univ-grenoble-alpes.fr)  
**In Valence :** [isso-valence@univ-grenoble-alpes.fr](mailto:isso-valence@univ-grenoble-alpes.fr)