

# 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, 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 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.

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

If I need to register:

- Submit all the requested documents to be able to later obtain my health insurance certificate 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, 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

- 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.

### ☐ 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/](https://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)