ADMINISTRATIVE ENROLMENT DOCUMENT - INTERNATIONAL DEGREE SEEKING STUDENT - ACADEMIC YEAR 2023-2024

Numéro étudiant uB	Field reserved for administration officers

PLEASE COMPLETE ALL SECTIONS – CHECK THE BOXES THAT MATCH YOUR SITUATION

Have you ever been enrolled at a French university? ☐ YES ☐ NO

- If YES, indicate your INE NATIONAL NUMBER (as indicated on a former student card or certificate of enrollment): _____

CIVIL STATUS

Birth surname: _____ First name: _____
Current surname (if you are married): _____ Date of birth day / month / year: __ / __ / ____
City of birth: _____ Country: _____ Nationality: _____

PESRONAL SITUATION

Are you married? ☐ YES ☐ NO

Do you have any children? ☐ YES ☐ NO If so, specify how many: _____

Is your tax household in France? ☐ YES ☐ NO

Do you have an EU long-term resident card? ☐ YES ☐ NO

Do you have a member of your family who is a citizen of the EU, EEA or Switzerland? ☐ YES ☐ NO

Do you have refugee status? ☐ YES ☐ NO

Do you have subsidiary protection status? ☐ YES ☐ NO

Do you have any health problem or disability? ☐ YES ☐ NO

If so, please specify:

_____

If you need information on access arrangements for disabled students, please feel free to contact: Mission Handicap - Maison de l'Université (office R08 - mission.handicap@u-bourgogne.fr).

HIGHER EDUCATION

Have you already been enrolled at a French university? ☐ YES ☐ NO
If so, please specify:

- year of 1st enrolment at a French university: _____
- name of French university: _____

SECONDARY EDUCATION DIPLOMA **(High School Diploma/ A-level/ Abitur or equivalent)**

Name of diploma: _____

Please specify: graduation year _____ and country: _____

ADDRESSES

Home country address

_____

_____

Postcode/ZIP code:

City:

Country:

Emergency contact number (e.g. family member):

Address in France

_____

_____

Postcode/ZIP code:

City:

Student's personal phone number:

Student's personal e-mail address:

ACCOMMODATION DURING THE ACADEMIC YEAR 2023-2024

- ○ Room at the CROUS student residence
- ○ Room at other residence (not CROUS)
- ○ Flat share
- ○ Personal apartment or other personal accommodation (outside of student residence)
- ○ Other type of accommodation

OTHER INFORMATION

Please specify your parents' professions:

- Father: _____
- Mother: _____

Do you receive a study grant or another kind of financial support? ○ YES ○ NO

If so, please provide us with a grant certificate or another document of proof.

LAST INSTITUTION ATTENDED

Please specify if the last institution (college, school, university…) you studied at was:

- ○ a foreign institution - country: and year: ;
- ○ a French institution. For French institutions, please specify:
  - name of institution: _____
  - city: _____; department code: _____; academic year: _____

YOUR SITUATION IN 2022-2023

Were you a student in 2022-2023?

If so, please specify if you were enrolled:

- ○ in a French university (other than the University of Burgundy):
  - name of institution: _____;
  - city: _____; department code:_____
- ○ in a foreign higher education institution.

If you were not enrolled in higher education last year:

- ○ you have been enrolled in higher education before (in France or abroad);
- ○ you have never been enrolled in higher education (in France or abroad).

LAST DEGREE OBTAINED

Please specify the last diploma you received:

- ○ a secondary education diploma (Baccalauréat or foreign equivalent: *A-Level, High School Degree, Abitur* etc.);
- ○ a higher education diploma (university degree or foreign equivalent: *Bachelor degree*, *Master degree,* etc.);
- ○ a French higher education diploma. If so, please specify:
  - the type of the diploma (*e.g.: DUT, DEUG, Licence, Maîtrise , Master, etc.)*: _____
  - place and year of graduation: _____

ENROLMENT AT UNIVERSITY OF BURGUNDY IN 2023-2024

Please specify your degree programme at the University of Burgundy as indicated on your admission letter:

_____

(Example: Master 1 in Intercultural Management ; Licence 3 LLCE Anglais ; Master 1 Droit des affaires etc.)

I, the undersigned, hereby declare on my word of honour that all of the information provided above is correct and confirm that I have understood the instructions contained in this document.

Place: _____ Date: _____ Student's signature

Field reserved for administration officers

Date de l'inscription:
Mode de paiement :
N° étudiant :

Montant des droits :
N° de quittance :

IMPORTANT : You MUST READ through ALL of the details regarding the steps for your registration at *Degree-seeking students* rubric.

GENERAL DATA PROTECTION REGULATION

This administrative enrolment document contains personal data which is processed and managed by the University of Burgundy (uB). **1. Purpose of the data processing. Purpose:** administrative and pedagogical student management; informing CROUS student centre about student's enrolment so CROUS can exercise its missions; to inform the *Rectorat* (local education office) and/or high school establishments offering preparatory programmes for *grandes écoles* about the enrolment of their former students at uB; to establish statistical data for use by the Ministry of National Education, the Ministry of Higher Education, research and innovation and the *Rectorat* and to carry out surveys on students' living conditions organised by the *Observatoire de la vie étudiante* (Observatory of Student Life) and by uB. **Legal basis**: this data processing pertains to article 6 (c) of General Data Protection Regulation: data processing is necessary to comply with a legal obligation to which the president of the University is subject. **2. Processed data.** STUDENT'S PERSONAL INFORMATION SHEET: civil status, CVEC number (*Contribution de vie étudiante et de campus* - Student and campus life contribution, certificate number provided by CROUS student centre), family situation, disability, national service, 1st enrolment at the higher education establishment, bachelor's degree or equivalent. STUDENT'S ADMINISTRATIVE INFORMATION SHEET: address, phone number, e-mail, accommodation for new academic year. ADMINISTRATIVE ENROLMENT FOR ACADEMIC YEAR: registration scheme, status, student's socio-professional category, socio-professional category of student's parents or legal guardian, type of work, employment status (full or part-time), high level athlete status, financial aids excluding higher education grants, international exchanges. ENROLMENT STAGES: last institution attended, situation the year before enrolment at uB, last degree obtained, other establishment student is enrolled at during the current year, main enrolment, grant, adapted programme, gap year, external access title, joint enrolment, specific social situation, civil liability insurance. **Data source**: data entered by the person completing the administrative registration file (online entry or paper file). **Mandatory nature of data collection**: collection of data which is necessary for the management of the student's administrative and pedagogical file. **Automated decision-making**: the processing does not provide automated decision making in accordance with Article 22 of the General Data Protection Regulation. **3. Affected persons:** people who register for initial or continuing education at uB. **4. Recipients of the data. Category of recipients.** The recipients of this data are: administrative staff and teachers authorised by uB; CROUS student centre; Ministry of National Education; Ministry of Higher Education, research and innovation; *Rectorat*; *Observatoire de la vie étudiante*; High school establishments offering preparatory programmes for *grandes écoles*. **Transfer outside the EU**: no data transfer outside the European Union takes place. **5. Data retention period.** The data is kept in an active database during the current academic year and during university education and then archived. **6. Security.** The data is only accessible to authorised internal or external recipients according to a policy defined by uB. The recipients of the students' personal data within uB are subject to a specific confidentiality obligation. Appropriate technical security measures are implemented to combat destruction, unauthorised loss, alteration or disclosure of data in an accidental or unlawful manner. **7. Your rights to access data concerning you.** You can access and obtain copies of data concerning you, contest the processing of this data, have it rectified or erased. You also have a right to limit the processing of your data. **Exercise these rights.** The data protection officer (*déléguée à la protection des données*: DPD) at uB is your contact for any request to exercise your rights on this data processing. E-mail: dpd@u-bourgogne.fr. Post: *Déléguée à la protection des données, Maison de l'université, Esplanade Erasme 21078 DIJON CEDEX*. Data processing conforms to the European regulation (EU) 2016/679 from 27th April 2016 related to protection of individuals regarding the processing of personal data, and the modified law relative to computer technology, data files and civil liberties n°78-17 from 6th January 1978.