

INSTRUCTIONS - ITEMS TO BE PROVIDED

**PREPARE 1 COPY FOR EACH ORIGINAL DOCUMENT:
COPIES CANNOT BE MADE BY THE INTERNATIONAL OFFICE DURING ENROLLEMENT SESSIONS.**

I - ITEMS TO BE PROVIDED FOR ENROLMENT AT UNIVERSITY

ALL DEGREE SEEKING STUDENTS MUST BRING:

- one passport photo;
- one original and one copy of your birth certificate with an official translation (if possible in French, if not in English);
- one copy of your passport, and if applicable one copy of your D-visa or long stay visa with the "Student" mention (if you do not have the citizenship from the European Union, European Economic Area or Swiss Confederation);
- one copy of a French civil liability insurance certificate (to be taken at a [French bank](#) or a [French insurance operator](#) before the enrolment session). You will also be able to find out more information and also register and pay for a policy at one of the student insurance stalls ([SMEREB](#), [LMDE](#)) during the enrolment period at the University;
- one copy of your 2017-2018 Admission notification at the University of Burgundy.



- If you enrol for a **Bachelor programme**: one original and one copy of your secondary Education diploma or Certificate of achievement of the last successfully credited year of study with an official translation in French (*Baccalauréat, A-Level, High School Diploma, Abitur, etc.*).
- If you enrol for a **Master programme**: one original and one copy of your last higher Education diploma with an official translation (*Bachelor degree, Master degree, etc.*) in French or English.
- If you have already been enrolled in a French institution in the past: please attach a copy of former student card.
- If you are receiving a scholarship: please attach a copy of scholarship notification.



- One copy of your private health insurance certificate in French or in English mentioning explicitly that you are covered for a study stay abroad from September 1st, 2017 until August 31st, 2018 (excluding tourist insurances)
- OR*
- one copy of your European Health Insurance Card (EHIC) or provisional certificate justifying you have health insurance, in French or in English.

BE AWARE: If you do not have health insurance before your enrolment you must subscribe with French Student Social Security. This will be automatically completed by the International Office during your enrolment to the University when you pay the social security fees of around € 217.

Particular situation: students who are older than 28 on September 1st 2017 cannot subscribe for a student social security system and have to submit to a private insurance on their own. Some ideas: [CPAM](#), [Amariz](#) or [other private insurances](#).

II - PAYMENT OF TUITION FEES

The International Office will let you know the exact amount of your tuition fees (depending on your study programme, age...) when you come at the Enrolment office.

After that you will pay either:

- by French bank cheque or
- by Cash-Mandate : you must go to the French post office and ask for a *Mandat Cash*. You will then have to pay the amount equal to that of your University fees. Once completed please return the payment receipt to the Enrolment Office at the University of Burgundy.

All payments must be addressed to *REGISSEUR DU POLE INTERNATIONAL - uB*.

PAYMENTS IN CASH OR FOREIGN CHECKS WILL NOT BE ACCEPTED.

III - UBFC STUDENT CARD

After your enrolment, you will receive:

- a personal student card (to access the university restaurants, campus libraries, sports facilities etc...);
- a certificate of enrolment (to be kept and to copy if necessary).