

## 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 THE ENROLLMENT AT THE UNIVERSITY**

ALL STUDENTS IN EXCHANGE PROGRAMS:

- one passport photo;
- one copy of ID (ID card or passport);
- one copy of your Admission notification for the exchange program;
- one copy of your student card (from your sending institution);
- one copy of a certificate of French civil liability insurance: 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.



**For students with citizenship from countries of the European Union, European Economic Area, Swiss Confederation or Quebec:**

- a copy of your European Health Insurance Card (EHIC) *OR*
- the SE 401-Q-106 form (only applicable if you are Quebec citizen) *OR*
- a provisional certificate justifying you have health insurance, in French or in English *OR*
- a private insurance certificate in French or in English mentioning explicitly that you are covered for a study stay abroad from your date of arrival until your departure from France (excluding tourist insurances).

**For students who do not have citizenship from the European Union, European Economic Area, Swiss Confederation or Quebec:**

- a copy of your passport with your D-visa or long stay visa with the 'Student' mention;
- a private insurance certificate in French or in English mentioning explicitly that you are covered for a study stay abroad from your date of arrival until your departure from France (excluding tourist insurances).

**BE AWARE: If you do not have an insurance certificate 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 1<sup>st</sup> 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:**

Only for the exchange students when the tuition fees were announced in the framework of the agreement.

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 by either:

- by French bank cheque or
- by *Cash-Mandat*: 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 enrollment, you will receive:

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