

**ADMINISTRATIVE ENROLLMENT DOCUMENT
INTERNATIONAL DEGREE SEEKING STUDENT**

ACADEMIC YEAR 2018-2019



Student number
obtained at enrollement
at the University of
Burgundy

(Field reserved for administration officers)

PLEASE COMPLETE ALL SECTIONS – CHECK THE BOXES THAT CORRESPOND TO YOUR SITUATION OR CHOICE

Have you been enrolled at a French university in the past? : 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:/...../.....
 City of Birth: Country: Nationality:

PERSONNAL SITUATION

Are you married? YES NO
 Do you have any children? YES NO **If so**, specify how many:
 Do you have any health problem or disability? YES NO
If so, specify:
*If you need information on welcome conditions for disabled students, please feel free to contact: Mrs. Nadia ARDOIN,
 Mission Handicap - Maison de l'Université (office R08 - nadia.ardoin@u-bourgogne.fr)*

HIGHER EDUCATION

Have you already been enrolled in a French university? YES NO
If so, specify:
 - Year of the 1st enrollment at a French university:
 - Name of the French university:

BACCALAUREAT OR FOREIGN EQUIVALENT (A-Level, High School Diploma, Abitur..)

Specify:
 - Graduation year:
 - In which country:

ADDRESS OF THE STUDENT

HOME COUNTRY ADDRESS	ADDRESS IN FRANCE
..... ZIP code: City: COUNTRY: Phone number: ZIP code: City: Telephone: E-mail address:

ACCOMODATION DURING THE ACADEMIC YEAR 2018-2019

- | | |
|--|--|
| <input type="checkbox"/> Room at the CROUS student residence | <input type="checkbox"/> Personal/individual apartment or other personal/individual accomodation |
| <input type="checkbox"/> Room at other student residence (not CROUS) | |
| <input type="checkbox"/> Flat share | <input type="checkbox"/> Other type of accomodation |

OTHER INFORMATION

Specify the profession of your parents:

- Job of the father:
- Job of the mother:

Are you holding any study grant or another kind of financial support?

- YES NO

If so, provide us with grant certificate or other proof document.

LAST INSTITUTION ATTENDED

Please specify if **the last institution** (college, school, university) where you have studied was:

- A **foreign institution**
- A **French institution**. For French institution please specify :
 - Name of the institution:
 - City : Department code:
 - Academic year:/.....

YOUR SITUATION IN 2017-2018

Were you a student in 2017-2018 ?

If so, please specify if you were enrolled:

- in a **French university** (another than the university of Burgundy)
Name of the institution:
Place (French administrative department) : Departement code:
- in a **foreign university**

In case you were not enrolled in higher education last year:

- You weren't enrolled in 2017-2018 but you were before that in higher education (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've successfully obtained:

- A secondary education diploma (Baccalauréat ou 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**, specify (**Example**: *DUT, DEUG, Licence, Maîtrise, Master*, etc...):
.....

Place and year of graduation:

ENROLLMENT AT UNIVERSITY OF BURGUNDY IN 2018-2019

Specify in which degree you must be enrolled at the University of Burgundy **as indicated on your Admission notification**:

.....
Example: *Master 1 in Intercultural Management, Licence 3 LLCE Anglais, Master 1 Droit des affaires* etc.

SOCIAL INSURANCE: AFFILIATION TO FRENCH STUDENT SOCIAL SECURITY SYSTEM

Once your administrative registration has taken place, you must apply for Student Social Security online at the etudiant-etranger.ameli.fr website which will be active starting from 1st September 2018.

Field reserved for administration officers

Date de l'inscription

Montant des droits

Mode de paiement

N° de quittance

N° étudiant

I, the undersigned, declare on my word of honour the correctness of the information provided above and confirm having taken cognizance of the instructions given in this document

Place: Date:

Signature of the student:

This administrative enrolment document is a personal data treatment managed by the University of Burgundy (uB).

1. Object of the data treatment

Purpose:

- administrative and pedagogical student management;
- informing student center CROUS about student's enrolment so CROUS can exercise its missions;
- to inform Rectorship and/or high school establishments offering preparation programmes for grandes écoles about the enrolment of their former students at the uB;
- to establish statistic data which can be created by the Ministry of national education, Ministry of higher education, research and innovation, by the Rectorship and to carry out surveys on students' life conditions organized by Observatoire de la vie étudiante (Observatory of student life) and by the uB.

Legal basis

This data treatment raises from article 6 (c) of General Data Protection Regulation: the treatment is necessary to respect a legal obligation to which the president of the University is submitted.

2. Processed data

STUDENT'S PERSONAL INFORMATION SHEET: civil status, CEVEC number (Student and campus life contribution, certificate number furnished by student centre CROUS), family situation, disability, national service, 1st enrolment at the higher education establishment, bachelor's degree of equivalence.

STUDENT'S ADMINISTRATIVE INFORMATION SHEET: address, phone number, e-mail, housing option 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, work time, high level athlete status, financial aids excluding higher education grants, international exchanges.

ENROLMENT STAGES: last institution attended, situation the year before enrolment at the uB, last degree obtained, other establishment student is enrolled in during the current year, main enrolment, grant, adapted programme, gap year, external access title, secondary education enrolments, 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 treatment does not provide automated decision making in accordance with Article 22 of the General Data Protection Regulation.

3. Persons concerned

People who register for initial or continuous training at the uB.

4. Recipients of the data

Category of recipients

The recipients of this data are:

- **Administrative staff and teachers authorized by the uB,**
- **Student centre CROUS**
- **Ministry of national education**
- **Ministry of higher education, research and innovation**
- **Rectorship**
- **Observatoire de la vie étudiante (Observatory of student life)**
- **High school establishments offering preparation programmes for grandes écoles**

Transfer outside the EU: no data transfer outside the European Union is carried out.

5. Data retention period

The data is kept in active database during the current academic year and during the university education and then archived.

6. Security

The data is only accessible to authorized internal or external recipients according to a policy defined by the uB. The recipients of the students' personal data within the uB are subject to a specific confidentiality obligation. Appropriate technical security measures are implemented to combat destruction, unauthorized loss, alteration or disclosure of data in an accidental or unlawful manner.

7. Your rights to data which concerns you

You can access and obtain copies of data concerning you, oppose the processing of these data, have them rectified or have them 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 the uB is your contact for any request to exercise your rights on this treatment.

By e-mail at: dpd@u-bourgogne.fr.

By mail at: Déléguée à la protection des données, Maison de l'université, Esplanade Erasme 21078 DIJON CEDEX.

Treatment according to the European regulation (UE) 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.

STEPS FOR REGISTRATION AT THE UNIVERSITY OF BURGUNDY IN 2018/2019

1st step: you must pay the *Student and Campus Life contribution fee*.

- Pay the *Student and Campus Life contribution fee* of 90 euros, either on line through the <https://www.messervices.etudiant.gouv.fr/> website via card payment, OR in cash through a French post office.

2nd step: prepare all necessary documents for your registration:

- this registration file;
- one passport photo;
- full copy of birth certificate or extract of birth certificate or government document provided by the consulate. This document must be translated into French or English;
- one copy of your passport, AND if applicable : one copy of your D-visa or long stay visa with the "Etudiant" (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 during the enrolment period at the University (price: around 20 euros);
- one copy of your 2018-2019 Admission letter at the University of Burgundy;
- a proof of payment of the *Student and campus life contribution fee*;
- if you enrol for a **Bachelor programme**: the 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**: the 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 or certificate of registration;
- if you are receiving a scholarship: please attach a copy of scholarship notification;
- proof of examination passed at the Antituberculosis Control Center and Departmental Vaccination Center (**are concerned only students who are required to obtain a visa or a residence permit for their entry into French territory**).

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

3rd step: prepare the tuition fee amount.

The International office will let you know the exact amount of your tuition fees (depending on your situation, study programme...) when you come to the enrolment office. You can pay either via card payment, in cash or by a cheque from a French bank. The cheque payment should be made out to *REGISSEUR DU POLE INTERNATIONAL – uB*. Please DO NOT complete your cheque in advance without knowing the exact amount of your fees!

4th step: carry out your administrative registration.

Administrative registration will take place from the 7th to the 13th September 2018 in the room R03 of the Pôle AAFE building on the Dijon campus. Your registration day will depend on your faculty, school or institute.

5th step: apply for student social security.

Once your administrative registration has taken place, you must apply for Student Social Security online at the *etudiant-etranger.ameli.fr* website which will be active starting from 1st September 2018. To do this, you will need the following documents: passport/Identity card; residence permit; full copy of birth certificate, extract of birth certificate or government document provided by the consulate; certificate of enrolment for the year in question; Bank details (IBAN).

6th step: carry out your pedagogic registration

Once you have registered, you must contact the "scolarité" (administrative office for your study programme) in order to find out about your pedagogical enrolment, for example the choice of subjects...

IMPORTANT: You MUST READ through ALL of the details regarding the steps for your registration at <http://en.u-bourgogne.fr/admission/degree-seeking-students.html>.