

ACCOMODATION DURING THE ACADEMIC YEAR 2018-2019

- Room in a **CROUS** student residence
- Room in an other student residence (not CROUS)
- Flat share
- Personal/individual apartment or other personal/individual accommodation
- Other type of accommodation

OTHER INFORMATION

Specify the profession of your parents:

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

Are you holding any study grant?

- YES NO

If so, specify what it is for a financial support (Erasmus+ grant, UFA grant, ASEM-DUO grant, etc.):

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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** (other than the university of Burgundy)
- Name of the institution:
- Place (French administrative department): Department 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 enrolled before in higher education (in France or abroad)
- You have never been enrolled in higher education (in France or abroad)

LAST DEGREE OBTAINED

Please specify what is your highest diploma or degree achieved:

- A secondary education diploma (Baccalauréat ou foreign equivalent: *A-Level, High School Degree, Abitur, etc.*)
- A non-French higher education diploma (university degree or equivalent: *Bachelor degree, Master degree, etc.*)
- A **French** higher education diploma. If so, specify the name of the diploma (**Example**: *DUT, DEUG, Licence, Maîtrise, Master, etc...*):

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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**:

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

SOCIAL INSURANCE: AFFILIATION TO FRENCH SOCIAL SECURITY SYSTEM

Once your administrative registration has taken place, you must apply for French 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 honor 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: prepare all necessary documents for your registration:

- this registration file duly completed ;
- one passport photo;
- one copy of your piece of identification (example: Passport, ID card);
- one copy of your 2018-2019 admission letter for exchange programme at the University of Burgundy;
- one copy of your student card or of your certificate of enrolment at your home university for the current academic year;
- 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. If your European university provides you with a civil liability insurance, please present an insurance certificate or a detailed receipt of your registration fees including the reference to "liability insurance". If your US university covers such liability insurance costs, please notify this information at the moment of the registration. If you have any doubt about it, please ask the international relations office of your home university for information before the registration at the University of Burgundy;
- if you have already been enrolled at a French high education institution in the past: please attach a copy of former student card or certificate of registration;
- are concerned only students who **DO NOT HAVE** citizenship of the European Union, the European Economic Area or the Swiss Confederation: one copy of your passport with D-visa or long stay visa with the "*Etudiant*" (*student*) mention;
- are concerned only students who are required to obtain a visa or a residence permit for their entry into French territory: proof of examination passed at the Antituberculosis Control Center and Departmental Vaccination Center. Find more information about this at our website.

PREPARE 1 COPY FOR EACH ORIGINAL DOCUMENT. COPIES CAN'T BE MADE BY THE INTERNATIONAL OFFICE DURING THE ENROLLEMENT SESSIONS.

2nd step: carry out your administrative registration.

The administrative registrations will take place from the 3rd to the 6th September and on 13th September 2018 in the room R03 of the Pôle AAFE building on the Dijon campus. Your registration day will depend on the faculty (*UFR* – Training and Research unit), school or institute as indicated on your admission notification.

For students joining the campuses of Nevers, Auxerre and Le Creusot, the registration will take place on your campus directly at the Faculty Secretary's Office. As soon as you arrive in France, please contact your Faculty Secretary's Office and your Pedagogical Coordinator to know the administrative formalities you have to take care of.

3th step: apply for French social security.

Once your administrative registration has taken place, you must apply for French 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 (are concerned only students who do not have citizenship of the European Union, the European Economic Area or the Swiss Confederation); full copy of birth certificate or extract of birth certificate translated in French or in English; certificate of enrolment for the current academic year (you will receive this document at the end of the registration process); bank account details (document from your bank indicating your bank codes, and including your name, your bank domiciliation and your BIC/SWIFT and IBAN codes) preferably of your French bank account, or, if you don't have, of a foreign bank account.

4th step: carry out your pedagogic registration

Once you have registered, you must contact the "scolarité" (Faculty Secretary's Office) in order to find out about your pedagogical enrolment (choice of subjects, registration to the workshops, etc.).

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