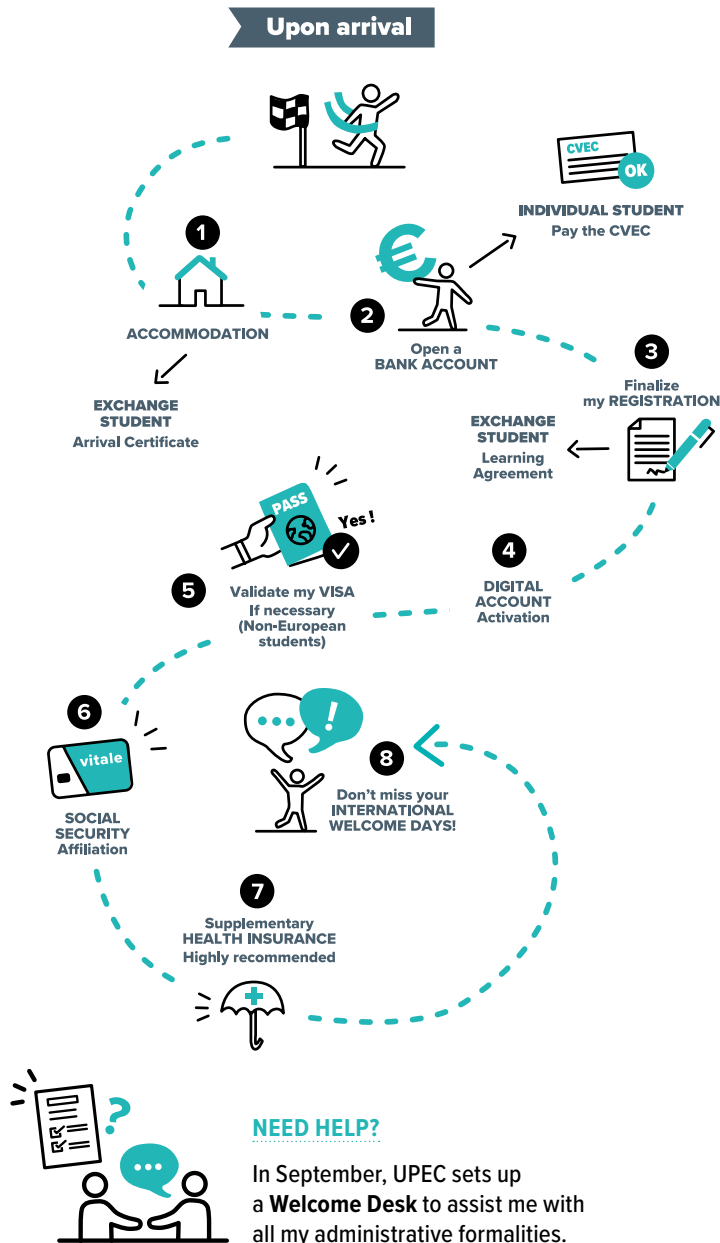


# UPON MY ARRIVAL

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# MY ROADMAP

## To do upon my arrival



# Opening a bank account

If I'm staying in France for more than 3 months, opening a bank account is essential to facilitate all my administrative procedures, including my registration at UPEC.

## What is it for?

In France, using a bankcard, typically known as a *carte bleue*, is very common. **Many administrative formalities have to be carried out and can be paid for online.**

On a day-to-day basis, a bank account is necessary to:

- ◆ pay my rent and bills (phone...)
- ◆ set up monthly autopayments for public transport
- ◆ get a *relevé d'identité bancaire (RIB)*, i.e., bank details to receive financial aid and reimbursements

Some organizations like the Caisse d'Allocations Familiales (Caf) or the Assurance Maladie only reimburse me by transfer to a bank account in France.

To open a bank account, I need to provide:

- ◆ Identification
- ◆ Proof of address
- ◆ A university registration certificate

## Other services offered by banks

- ◆ Home and Civil liability insurance
- ◆ Supplementary health insurance (*mutuelle*)

**Civil liability and home insurance are mandatory in France.** They provide coverage in case I accidentally harm someone or cause material damage in my accommodation.

# MY REGISTRATION

## Finalizing my registration

Completing my administrative registration enables me to acquire student status, start my program, and access all services offered at UPEC. The process depends on my profile.

### Exchange program student

I contact the international relations officer at my host faculty, school, or institute regarding my student ID card and the finalization of my learning agreement. I do not have to pay the CVEC.

### Individual international student

I will need a **bank card** that works in France to pay the CVEC and registration fees.

**If I am registering for the first time at a French university:**

- 1. I pay my Student and Campus Life Contribution** (CVEC) and download the proof of payment at <https://cvec.etudiant.gouv.fr>.
- 2. I pick up a paper registration form** from my *scolarité* (my faculty's academic affairs office), fill it out, and attach all the necessary documents.
- 3. I register in person and by appointment** at the Service Inscription et Organisation des Études (SIOE), i.e., the Registrar's Office, once the registration file is complete. This is when I pay my registration fees
- 4. My registration is processed.** I get my registration certificates, my European multiservice student card, and an email to activate my access to the university's digital services

**If I already have a French degree or an INE number** (Identifiant National Étudiant), I register directly online at [iaprimo.u-pec.fr](http://iaprimo.u-pec.fr).

**Required documents:** CVEC proof of payment, passport, residence permit, degree granting access to the program, ID photo. Additional documents may be required.

### ♦ My European multiservice student card

My student card allows me to prove my student identity, access library services and can serve as a payment card on campus (university restaurants, printing and photocopying).

### ♦ My Student and Campus Life Contribution (CVEC)

The *Contribution Vie Étudiante et de Campus* (CVEC) funds student initiatives and services that enhance my student life in health, sports, social assistance, arts and culture. I pay it (or apply for exemption) to the CROUS before registering at the university.

### ♦ The CROUS

The *Centre régional des œuvres universitaires et scolaires* (CROUS) is a public organization. Its mission is to manage local services that enhance living and study conditions such as scholarships, housing, food services, social assistance, and campus life.

## Registration fees exemption

In accordance with article R719-50 of the Education Code, UPEC implements under certain conditions a procedure to waive registration fees for non-scholarship students due to their personal circumstances.

To request an exemption, I must submit an application that will be reviewed by the dedicated commission. The final decision rests with the university president.

The complete file must be sent by email before the deadline indicated on the website to [exoneration@u-pec.fr](mailto:exoneration@u-pec.fr).

[www.u-pec.fr/fr/etudiant-e/candidature-et-inscriptions/formulaire-de-demande-d-exoneration-des-droits-d-inscription](http://www.u-pec.fr/fr/etudiant-e/candidature-et-inscriptions/formulaire-de-demande-d-exoneration-des-droits-d-inscription)



**REGISTRATION  
SUPPORT**

+33 1 45 17 12 00  
Mon-Fri 10AM-4PM  
[support-inscription.u-pec.fr](mailto:support-inscription.u-pec.fr)



# MY DIGITAL ENVIRONNEMENT

## My digital services

Following registration, I now have a student digital account and an e-mail address like so `firstname.lastname@etu.u-pec.fr`.

To activate my access to digital services, I need to secure my account at <https://sesame.u-pec.fr> :

1. Enter my **student number\*** and my personal email address given to the university when I registered  
*\*7 or 8-digit number indicated on my student card*
2. Once this information has been confirmed, **I receive an email with a link** to create my password

### My services

- ◆ Digital services portal [ecampus.u-pec.fr](https://ecampus.u-pec.fr)
- ◆ Multiservice student card
- ◆ Self-service computer rooms
- ◆ Free Microsoft Office 365 (online and downloadable versions)
- ◆ Student Outlook mailbox [etu.u-pec.fr](mailto:etu.u-pec.fr)
- ◆ Student Wi-Fi
- ◆ Eprel online platform for courses and educational resources
- ◆ Athena, the university's libraries' search engine
- ◆ Izly payment system
- ◆ Online printing portal

My digital account grants me free access to the **Eduroam Wi-Fi network**. My wireless internet connection is secure, accessible on all UPEC campuses and at all member institutions worldwide.

[www.u-pec.fr/fr/vie-de-campus/services-numeriques](https://www.u-pec.fr/fr/vie-de-campus/services-numeriques)

## To stay in contact

Before signing up for a plan, commonly known as a *forfait*, I compare options based on my needs and budget to find the best fit for me.

### Cell phone

**Most mobile plans** include internet access. They can be prepaid, with or without a commitment period.

**Prepaid cards** are an option if my cell phone works in France and if I do not want to sign up for a plan or until I open a bank account. I can buy a prepaid SIM card from an operator or retailer (like a tobacco store, supermarket, or electronics shop) and top it up as needed.

### Internet

If my accommodation already has a phone line and internet access, I can contact my phone provider — they all offer internet plans. If not, I will need to have a line installed, which will cost extra.

In Paris, I can use the free of charge service [Paris Wi-Fi](#).

# MY PHONE AND INTERNET



# MY UNIVERSITY RESTAURANTS

## Eating on campus

Several restaurants and cafeterias are spread across UPEC campuses.

University restaurants offer complete and balanced menus at very affordable prices. A meal costs between 3 and 4 €, payable by bank card or using the Izly payment system.

Izly is a simple and secure payment system offered by the CROUS. It allows me to pay for purchases with my smartphone or my student card. I can activate and manage my account by downloading the app or visiting [www.izly.fr](http://www.izly.fr).

[www.u-pec.fr/fr/vie-de-campus/vie-pratique/restauration](http://www.u-pec.fr/fr/vie-de-campus/vie-pratique/restauration)



# Validating my visa

**Students from countries outside the European Union must validate their visa when they arrive in France, unless stated otherwise on the visa.**

## How do I validate my VLS-TS student visa?

The validation procedure is carried out entirely online. I must **validate my visa within two months** of the day of my arrival at:

<https://administration-etrangers-en-france.interieur.gouv.fr>.

I will need:

- ◆ a valid email address
- ◆ the information on my visa
- ◆ my date of arrival in France
- ◆ my home address in France
- ◆ a bank card to pay the €75 stay tax (alternatively, I can purchase an electronic tax stamp in cash from a tobacco shop or tax office)

Once my VLS-TS is validated, I receive a confirmation by email. This confirmation includes a reference number, which serves as my personal identifier. It will be useful throughout my stay in France, particularly when applying to renew my residence permit.

# MY RESIDENCE PERMIT

## RESIDENCE PERMIT SUPPORT

The Office of International Affairs can provide assistance in applying for or renewing my residence permit. I need to inquire at least 3 months before my permit expires. [titredesejour.etudiant@u-pec.fr](mailto:titredesejour.etudiant@u-pec.fr) or **make an appointment**



# MY WELCOME EVENTS

## Save the date

### International Welcome Days



Don't miss out on this event dedicated to welcoming international students. It takes place at the beginning of each semester, in September and in January.

It's a great way to find my bearings at UPEC, but also to meet other students through sports, cultural and social activities.

The September program is made available on the university website at the end of August. In all cases, I will receive an email to save the date.

### Focus on the Welcome Desk

**At the start of the first semester, UPEC organizes a Welcome Desk to make my arrival easier.**

From the beginning to the end of September, student advisors, representatives of the university's central services and partners are available to help at the Maison des Langues et des Relations Internationales on the mail des Mèches campus in Créteil.

**The Welcome Desk is a one-stop shop** where I can get assistance with the administrative formalities involved in settling in France, in particular:

- ◆ Registration at UPEC
- ◆ Housing
- ◆ Residence permit
- ◆ Social security affiliation
- ◆ Social support...

If I'm studying in Sénart or Fontainebleau, I can also take advantage of dedicated on-site welcome events.

## Bienvenue à l'UPEC

The "Bienvenue à l'UPEC" Orientation Fair is a highlight of university life, held every year in September.

It is a fantastic opportunity to share information and explore the university's extensive cultural, artistic, sporting and community resources in a relaxed, festive atmosphere.



**CONTACT**

international-  
event@u-pec.fr



**MORE INFO**

[www.en.u-pec.fr](http://www.en.u-pec.fr)