Welcome to CentraleSupélec!
Congratulations! You have been invited to come and study at CentraleSupélec, for a semester or a year program!

This guide is done for you to understand our system, to ease your life in all the process you’ll have to face before arriving at CentraleSupélec.

These processes are:
- Registration at CentraleSupélec
- Bank account in France
- Accommodation
- Residence permit in France
- Heath and insurance

You will get some useful advices in order to facilitate your arrival and your integration at CentraleSupélec.

Most of your administrative process will be done at the students’ office – “Service de Gestion et d’Administration des Etudiants” (SGAE- room N 345).

You will receive a Registration Document inviting you to open a Computer account (“compte CTI”) and to download the Student leaflet (“dossier de rentrée”).

You will be soon contacted by the Student Campus administration, by mail, to book your room.

Please make sure you have read this guide correctly, and filled all the forms in order to proceed to your administrative registration when you arrive at CentraleSupélec.

Please make sure you have prepared all the documents that are listed in this guide. Registration will take place during the orientation week, organized by our International Student Club (BDI), from January 23rd to January 27th, 2017.
FIRST DAYS EVENTS

The Orientation Week

This orientation week, organized by Centrale Paris International (BDI) - the International Students Club - will take place at CentraleSupélec-Châtenay Campus from January 23rd to January 27th, 2017.

It is specific to the international students coming for an exchange program and is aimed to:
- Achieve a few steps as moving in your room, opening a bank account, and registration.
- Ease your integration to the CentraleSupélec teachings
- Help you in the finalization of your course selection
- Discover our institution in a festive atmosphere thanks to all the events organized by your elders (the program of this week is included in the Student leaflet you will have downloaded.

The Sponsorship

You will be assigned a Sponsor, a second year student who will guide you and answer your questions during your first days at CentraleSupélec.

You will discover the Students Organizations, Clubs and Sports. You’ll be able to choose the ones corresponding to your personality.

These organizations or Clubs are exclusively held by the students who manage all their cultural, sports, social and technological activities.

They are very good at organizing well-known events as the Raid Centrale, the Forum CentraleSupélec, the Gala, Rugby Centrale 7, the Saison Internationale, etc...

Student life takes a very important place at CentraleSupélec. It helps students to develop complementary skills to the ones acquired in their studies, and to work in teams. So it is really important that you participate to get involved in one or two associations. It is the best way to meet other students than international ones, and to make friends rapidly.

Sports

Sports are compulsory at CentraleSupélec.

Team sports are the best to meet French students and integrate in a team that you will see all year long. Sports help to develop a good sense of teamwork.

Whatever the sport you want to practice, you will find it. Otherwise, you can propose it to the Physical Education Professor.
REGISTRATION & STUDENT’S LEAFLET

REGISTRATION

Registration will take place during the orientation week.

You will need to get the following documents before you leave home:

☑️ A birth certificate + 1 copy (translated by a sworn translator)

☑️ A copy of the European Health Card for students from EU. Outside EU will have to take the “Sécurité Sociale” - the public French Health insurance, at their arrival in France.

☑️ OFII certificate for outside EU students, issued the French Consulate with the visa.

☑️ Certificate of attendance from your university of origin

☑️ Certificate of scholarship (if so)

☑️ 1 Certificate for Civil Liability & repatriation for the academic year (if so)

You will have to fill the following documents before arriving and provide them on registration day

☑️ Certificate of Activation of Internet Account

☑️ Authorisation of communication to “Association des Centraliens”

☑️ Authorisation to share personal data & transcripts

☑️ Authorisation of multimedia transmission
YOUR BUDGET

Watch out! Pay special attention to calculating your first two months of life on the campus. Indeed, you will have numerous expenses for your administrative registration, your inscription to the diverse associations, your personal expenses, i.e. accommodation, food, transports, leisure, etc.

You will need at least 800€ per month. This is the reason why we asked you to provide a proof of document certificate while you applied. We don’t want you to have financial difficulties because it could damage you welfare and your studies.

Plan some ready cash for registration fees because you will still have no checkbook! At your arrival, you will have to pay your rent, a deposit, registration to different student organizations, orientation week, and WEI... so we strongly advise you to provide at least 1000 € in cash.

BANKS

You must open a bank account at your arrival, in order to proceed the diverse administrative steps and registration.

If you open a bank account, normally, a civil liability should be included is the contract. So don’t forget to ask for a certificate of civil liability at that moment!
WHERE AM I GOING TO SLEEP?

La Résidence des Elèves de l’Ecole Centrale Paris

Based on the Châtenay-Malabry Campus, the Résidence des Elèves is very convenient for the students because very close to their place of study.

The Résidence des Elèves – although independent from the institution – houses in preference the 1st and 2nd year Engineering students. It houses Exchange students who come for one or two semester if enough places are available.

The rent is composed of the room rental (about 400 € per month) and other expenses as heating, electricity, water, security, and management of common areas.

At your arrival, you will be asked a “Deed of Joint Guarantee”. It is a person granting surety in the European Union, if you can’t pay your rent.
If you are from outside the European Union, and if you don’t know anyone in France, granting surety for your rent, you won’t be able to provide this document.
So you will have to plan to pay a 6-month-rent in advance, as a replacement of this guarantee.
La C.A.F et l’A.P.L

The Caisse d’Allocations Familiales (CAF) proposes the Aide Personnalisée au Logement (APL) – a financial support to any student of any nationality who pays a rent.

The amount of this financial support is different according to the surface and the kind of accommodation; it represents about 30% of the whole rent. You can do a simulation on the CAF website www.caf.fr

Go on the CAF website in order to ask for the APL support. Click on “Faire une demande”. Beware, your address must be the final one. You will ask for an appointment.

Once you have had an appointment, go to the CAF office corresponding to your address, and provide the following documents:

- Proof of address
- Birth certificate translated in French by a sworn translator
- Resident permit (if you are not a European citizen – not a visa)
- Bank account identification

If you rent a room in the Résidence des Elèves, your application for APL has to be signed by the Director of the Résidence.

HOW CAN I GET MY RESIDENT PERMIT?

For outside European Union Students

Resident Permit

In order to obtain your resident permit, you must provide as soon as possible the following documents:

- OFII certificate for outside EU students, issued by the French Consulate with the visa
- Copy of the pages of passport, with identity, visa and stamp of entrance in France or Schengen space.
- If you have a room at the Résidence des Elèves, or if you live in the South of Hauts de Seine department (92), you must bring these two documents to the SGAE – Service de Gestion et d’Administration des Etudiants - Room N 345.
  The SGAE will send your documents to the OFII office that will make an appointment for your medical assessment
Medical Assessment & OFII
The day of the appointment, you must bring the following documents:

- Your passport with visa
- A proof of address
- A photo (4.5 X 3.5)
- A 58 € official sticker

The medical assessment’s goal is to detect any health problem, and if needed, to orient you towards a health center and a medical care.

The day of the visit, please bring your Health leaflet, if you have one, your medical prescriptions, and your glasses if so. At the end of this medical assessment, please keep safely your medical certificate that will be required for the renewal of your resident permit.

HEALTH AND INSURANCE

Sécurité Sociale & Complementary Health Insurance

In France every student must be affiliated to a health insurance: The French Sécurité Sociale managed either by SMEREP or by LMDE.

The European students must provide their European Health Insurance Card (EHIC), and in that case don’t have to take the French Sécurité Sociale.

Outside European Union students must take the SMEREP or LMDE French Student Sécurité Sociale Health Insurance, valid from February 1st to September 30th, for an average cost of 213€ for the 2015-2016 academic year.

We would like to draw your attention to the fact that Sécurité Sociale will only be active from February 1st, if you pay it before February 1st, so please follow the circulation sheet (feuille de circulation) and pay your fees during the orientation week.

The Sécurité Sociale will only cover a part of your healthcare costs. So you are advised to take a mutual health insurance. It is not compulsory of course, but useful if you have important medical expenses or to go to hospital. Both SMEREP and LMDE, the Student Sécurité Sociale management organizations, propose these complementary insurances.

If SMEREP or LMDE manage your Student Sécurité Sociale AND your Mutual Health Insurance, you will be reimbursed of both compulsory and mutual-health insurances expenses in full.

If you have only chosen SMERP or LMDE as a Student Sécurité Sociale, don’t forget to transmit your medical invoice to your mutual health insurance if you have got one, in order to be reimbursed.
Civil Liability

This insurance guarantees the payment of all health problems or damages to property caused to other people. It is compulsory and you will have to take one during registration day at CentraleSupélec. It is include in the SMEREP or LMDE mutual insurances. It can be insurance from any other organism, but on condition it covers the whole academic year.

The bank account you will open in France may include a Civil Liability. Ask for a certificate when you open this bank account.

WHO’S WHO?

Your first contacts at Centrale Paris

The BDI team, (Bureau de l’International) is the International Association for international students, from any nationality. Its members will be there to welcome you at your arrival, and organize all types of events during the orientation week, and the whole year, as weekends, cultural visits, etc...

If you have any questions, they will be there to help you!

bdi.ecp@gmail.com
bdi.campus.ecp.fr