CONDITIONS AND ADMINISTRATIVE PROCEDURES FOR YOUR STAY IN FRANCE

There are three possible cases:

- Students from the European Union and the European Economic Area
- Non-EU student
- Algerian students

STUDENTS FROM THE EUROPEAN UNION AND THE EUROPEAN ECONOMIC AREA

To pursue your studies in France, you do not require a residence permit.

NON-EU STUDENT
A student visa for newcomers is available in the consulates: this is a long-stay visa equivalent to a residence permit (VLSTS), valid for one year. Within three months of your arrival in France, if you have a VLSTS, you must validate this visa at the French Office for Immigration and Integration (OFII). To do this, as soon as you arrive in France, you must complete the form entitled ‘demande d’attestation OFII’ (application for OFII certificate) bearing the consulate seal and that is delivered to you with your visa, and post it to the following address (with acknowledgement of receipt) to the Direction Territoriale de l’OFII d’Ille et Vilaine, 110, rue de Vern, 35000 Rennes.


The Centre for International Mobility (CMI) can help you with these procedures by directly transferring your request to the OFII, if you go to the ‘start of term desk’ (guichet de rentrée) from September to November (5, boulevard Laënnec, 35000 Rennes). This help desk is a special feature created by the CMI to help foreign students arriving in Rennes with their administrative procedures. Then, the OFII will send you a confirmation of receipt of the validation request, and you will be asked to attend a medical examination. You will have to pay a charge for the medical examination in revenue stamps. It is possible to purchase these on line: www.timbresofii.fr

The medical examination comprises a general clinical examination, an x-ray of the lungs and a vaccination check.

OFII Address: 8, rue Julien Lemordant, 35000 Rennes

Furthermore, if you do not have a VLSTS, you must request a residence permit.

Documents required:

Application for OFII certificate issued by the consulate, to be filled in
Passport (+ photocopy of the following pages: identity, date of expiry, D visa, entry stamp on entering France)
OFII revenue stamp of €58 (to be given to the prefecture after the medical examination)

The documents required will vary according to your situation:

STUDENT:

Passport (+ photocopy of the following pages: identity, date of expiry, ‘student’ C visa)
3 official passport photos
Proof of address:
> Private accommodation:
- Rental agreement
- Home insurance contract issued within the last three months
- Bill issued within the last three months (water, electricity bill, etc.)
> Accommodation in a student residence:
- confirmation from the residence issued within the last three months
> Lodgings:
- Proof of lodging signed by the host
- Bill from the host issued within the last three months
- Photocopy of the host’s identity card
Birth certificate (copy of the original + approved translation, except for English, Spanish and Portuguese documents)
Proof of financial resources (bank statement, proof of scholarship, proof of monthly transfers: €620 for students in a Bachelor’s Degree and €770 for students in a Master’s Degree and PhD)
Student card for the current academic year
Stamped, self-addressed envelope
OFII revenue stamp of €58 (to be given to the prefecture after the medical examination)

PHD STUDENT AND SCIENTIFIC RESEARCHER:

Passport (+ photocopy of the following pages: identity, date of expiry, ‘long-stay’ D visa)
3 official passport photos
Proof of address:
> Private accommodation:
- Rental agreement
- Home insurance contract issued within the last three months
- Bill issued within the last three months (water, electricity bill, etc.)
- Accommodation in a student residence:
  - confirmation from the residence issued within the last three months
- Lodgings:
  - Proof of lodging signed by the host
  - Bill from the host issued within the last three months
  - Photocopy of the host’s identity card
- Birth certificate (copy of the original + approved translation, except for English, Spanish and Portuguese documents)
- Marriage certificate if necessary (copy of the original + approved translation, except for English, Spanish and Portuguese documents)
- Letter requesting residence permit (example available on CMI website: mobilite-rennes.ueb.eu, heading “chercheurs et doctorants internationaux” (international PhD student or researcher), “préparer son dossier” (practical information sheets)
- Hosting agreement (signed by the host establishment and the prefecture. Indicate the amount received)
- Stamped, self-addressed envelope
- OFII revenue stamp of €241 (to be given to the prefecture after the medical examination)

ALGERIAN STUDENTS

Algerian nationals must request a residence permit from the prefecture for studies of over three months. The period of validity of this temporary residence permit is limited to that of the passport and it cannot exceed the duration of the studies. The permit is valid for one year, but may be renewed.

The ‘start of term desk’ at the CMI can help you to prepare the application in order to obtain the residence permit. For this, you must make an appointment via the CMI website (mobilite-rennes.ueb.eu). PhD students will be received throughout the year, even outside the start of term period.

You must make an appointment by telephone (+33 (0)2 2323 79 53) or by email (cmirennes@ueb.eu)

The following documents are required to prepare the residence permit application, which costs €77:

- Information related to civil status (passport + photocopies of the pages relative to personal information and the date of expiry; birth certificate)
- A valid passport
- The medical certificate issued by the OFII (see above)
- Proof of address (electricity bill, rent receipt, etc.)
- Proof of pre-enrollment or enrollment in a French educational establishment
- 3 official passport photos
- Proof of financial resources necessary to cover the cost of the stay

Pending examination of the application, the claimant receives a receipt.

YOU WILL NEED

SOCIAL SECURITY COVER

Social security cover during your stay in France is compulsory. Whatever the length of your stay or your status, you must be protected by adequate social security cover, depending on your situation.

> Students concerned by student social security
This type of student social security concerns French students and nationals from outside the European Economic Area, under 28 years old on 1st October of the current academic year and enrolled in an establishment accredited for that purpose by the French Social Security system. Membership begins when you enroll at ENS Rennes. It is subject to payment (€213 for the 2014/2015 academic year) and this payment is made at the same time as tuition fees.

You have the choice between LMDE (www.lmde.com) and SMEBA (www.smeba.fr). You will find information in several languages on their websites.

> Students exempt from student social security
Nationals from the European Economic Area are exempt from the student scheme of the French social security
system. They must simply be in possession of the European Health Insurance Card (EHIC) issued by the social security fund of their country of origin or another similar form, which covers the entire stay in France. Healthcare is reimbursed by the French Caisse Primaire d'Assurance Maladie – CPAM (local health insurance fund), which you must join.

> **Students unable to benefit from student social security**
If you are over 28 years old, you must take out private voluntary health insurance in France or in your country of origin. If you are unable to do so due to your financial situation, contact the French student mutual health insurance funds about universal health cover. It will allow you to benefit from health insurance benefits for your healthcare expenses.

> **Complementary health insurance**
As basic student social security cover in France does not cover the totality of healthcare costs, it is strongly recommended to take out complementary health insurance with one of the student funds or the CPAM. You can request the application form during your administrative enrollment at the student welfare office. For students over 28 years old with basic universal health cover, complementary insurance exists. This is known as ‘CMU Complémentaire’ (complementary universal health cover).

_N.B.: As the time to process universal health cover applications takes several months, this will also defer your enrollment date at ENS. You can also take out health insurance with one of the student social security funds: SMEBA or LMDE. This will cost approximately €560 and the cover takes effect immediately when you go directly to the offices one of these mutual insurance funds._

**BANK ACCOUNT**

During your stay in France, you will have to open a bank account to make transfers from abroad, lodge money, receive reimbursement for medical expenses, receive your CAF benefit, or the payment of your scholarship. All foreigners residing in France for at least three months can open a resident’s bank account entitling them to a cheque book and a cash withdrawal and/or payment card.

_N.B. foreign students must have minimum monthly resources of €615. These resources are verified by the prefecture if a residence permit is requested._

**To open a bank account, the following documents are required:**

- proof of identification (passport, visa, residence permit, etc.),
- proof of address (electricity or telephone bill, rent receipt, etc.),
- proof of enrollment or a student card,
- documents justifying your monthly income.

**INTERNET AND EMAIL**

All students enrolled at **ENS Rennes** have free access to computer rooms during the opening hours of the school. From the moment of enrollment, students receive a computer account and an **ENS Rennes**-mail address.

**TELEPHONE**

During your stay in France, you will more than likely need to communicate with your country of origin. Several solutions are available:

You can use your mobile phone in France, provided that it is unlocked so that you can use a SIM card from a French operator. In this case, you can apply for a telephone subscription (N.B. subscriptions are often for a two-year period), or purchase a pre-paid card. The main operators propose special rates for foreign calls. Their websites are as follows: www.orange.fr, www.sfr.fr, bouygues Telecom.fr.

If you do not have an unlocked phone, you can purchase a basic mobile phone with a pre-paid card for approximately €30.

At the following address you will find all the dial codes per country, allowing you to phone abroad from France: www.indicatifs-telephoniques.net.
RENEWAL OF THE RESIDENCE PERMIT

To renew your residence permit, you must contact the CMI in Rennes at least two months before the date of expiry of your current permit. The cost of renewing a ‘student’ permit is €30 and the purchase of the residence permit is €19. For research scientists, the total amount is €106.