CROUS BURSARY APPLICATIONS (BASED ON HOUSEHOLD INCOME)

CROUS BURSARIES

<u>CROUS bursaries</u> are awarded according to three criteria: household income, the number of dependent children for tax purposes and the geographical distance between the place of residence and the place of study. Based on these elements and according to the CROUS's scale, you may be able to benefit from a CROUS bursary. To find out if you are eligible for a CROUS bursary, please use the CROUS calculator which you can find on the <u>Crous website</u>.

WHAT ARE THE ADVANTAGES OF THE CROUS BURSARY?

Depending on your parents' gross income and family expense points (points de charge) you will be placed in one of eight levels:

Level 0bis to 7: students qualify for a tuition fee waiver as well as a cost of living bursary.

You will receive conditional confirmation of your bursary once your Student Social File (DSE) has been examined by the Crous. You should upload your conditional notification to your Sciences Po online area when completing your online administrative registration.

MERIT-BASED BURSARY

The merit-based bursary is managed and awarded automatically by the Crous to students who received "very good" for their high school diploma (bBaccalauréat).

SCIENCES PO COST OF LIVING BURSARY

If you meet the <u>eligibility criteria</u>, Sciences Po awards students with an additional cost of living bursary corresponding to 75% of the amount disbursed by the Crous.

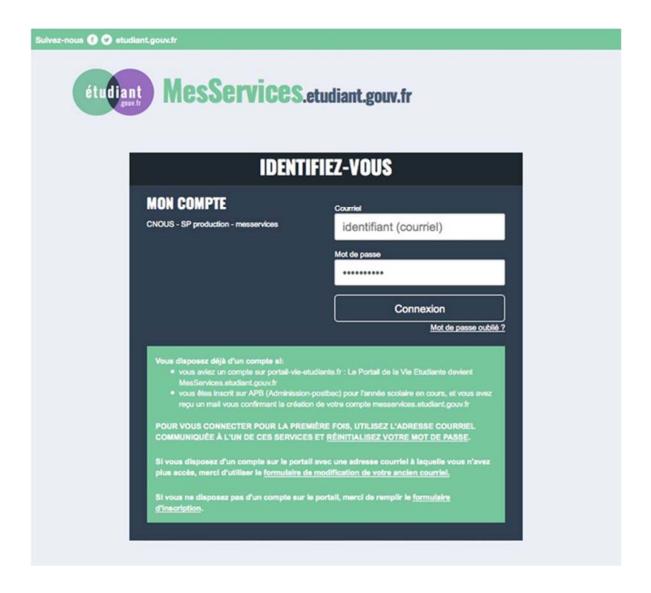
CROUS STUDENT SOCIAL FILE (DSE)

The Student Social File (DSE) allows students to apply for the Crous bursary and to apply for student accommodation provided by the Crous. Students are required to apply every year between the 15th January and the 15th May for the upcoming academic year. Applications must be made online on the French Ministry of Education website: https://www.messervices.etudiant.gouv.fr/



COMPLETING YOUR STUDENT SOCIAL FILE (DSE)

If you are **applying for the Crous bursary for the first time**, you should choose the option « Si vous ne disposez pas d'un compte sur le portail, merci de remplir le formulaire d'inscription » and follow the steps as indicated below:

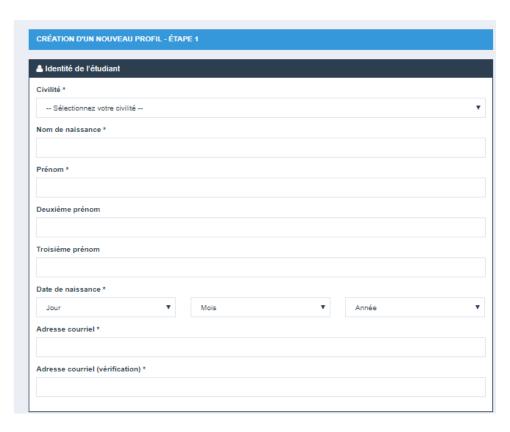


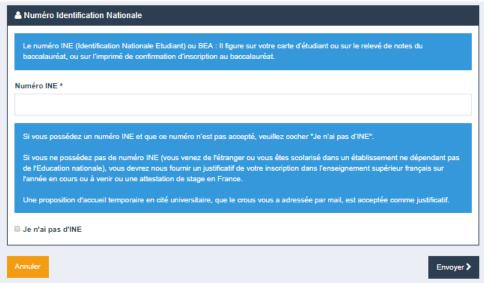
Si vous ne disposez pas d'un compte sur le portail, merci de remplir le <u>formulaire</u> d'inscription.



CREATING A NEW PROFILE: Step 1

An online form will appear allowing you to create your profile. Please fill in the form as requested. **Check your National Student ID (INE)** which you will find on your French Baccalaureate transcript or in your administrative file in your Sciences Po online area "Certificate - Payment certificate". Please contact the bursaries and financial aid office: https://forms.sciencespo.fr/en/contact-services-etudiants if you do not have an INE number.





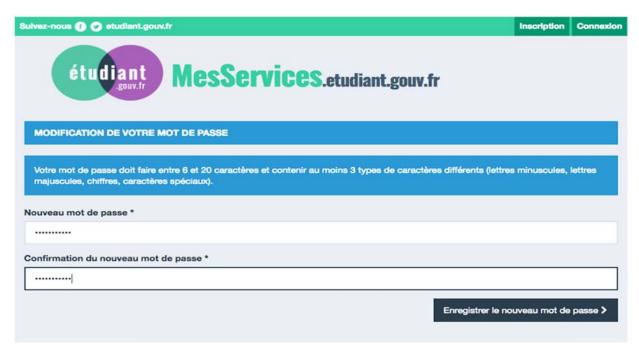
CREATING A NEW PROFILE: Step 2

Continue creating your CROUS profile. A code will be sent to you by email. You should then add your code, and complete the form. Select the institution's department and the institution name **IEP PARIS 7**.

CHANGING YOUR PASSWORD: Step 3

Once you have successfully created your profile you will be sent confirmation by email asking you to create a password.





If you are **renewing your Crous bursary application**, please log in using your email address previously communicated to the Crous.

https://www.messervices.etudiant.gouv.fr/

Select:

« Demande DSE Bourse/Logement»



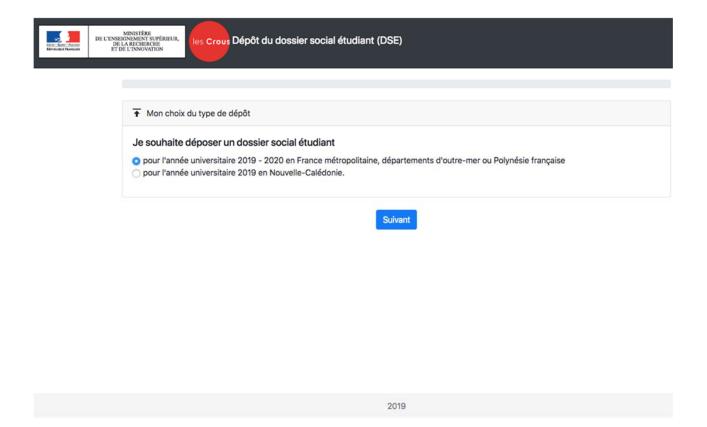
STUDENT SOCIAL FILE (DSE)

BEFORE STARTING PLEASE MAKE SURE YOU HAVE THE FOLLOWING DOCUMENTS

- Both parents' tax notice(s) for the year preceeding the DSE application
- Your enrollment certificate and as well as those for your brothers and/or sisters enrolled in higher education
- Credit card for the online aplication fees
- Bank account details (preferably with a French bank)

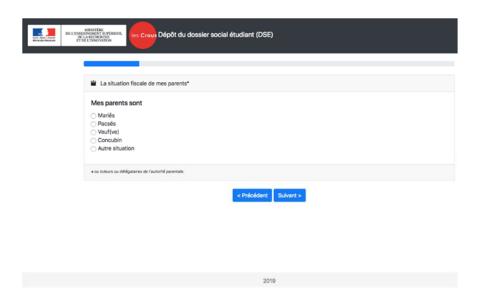
COMPLETING YOUR STUDENT SOCIAL FILE (DSE)

 Select « Demande de dossier social étudiant (DES) », then choose the first option « pour l'année universitaire XXXX-XXXX » (select the forthcoming academic year) « en France métropolitaine, département d'outre-mer ou Polynésie française ».



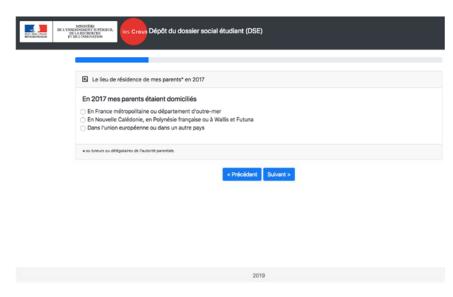
YOUR PARENTS' TAX SITUATION

• My parents are « Mes parents sont », Mariés (married), Pacsés (civil partenrship), Veuf(ve) (widower, widow), Concubin (common-law partners), Autre situation (another situation).



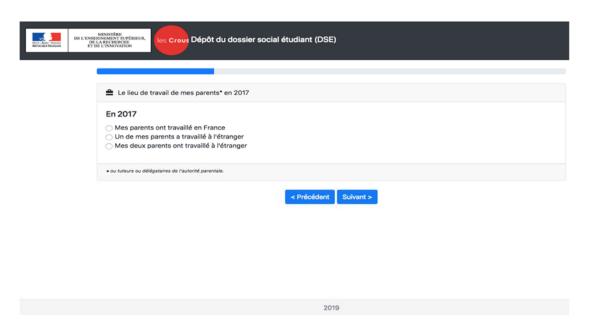
YOUR PARENTS' RESIDENCE IN 2017

• In 2017 my parents resided in : (1) In mainland France or a French overseas department; (2) In New Caledonia, French Polynesia or Wallis and Furtuna, (3) In the European Union or in another country.



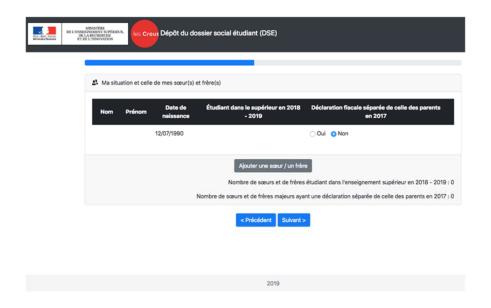
YOUR PARENTS' WORKPLACE IN 2017

• In 2017 my parents worked in: (1) My parents worked in France, (2) One of my parents worked abroad, (3) Both of my parents worked abroad.



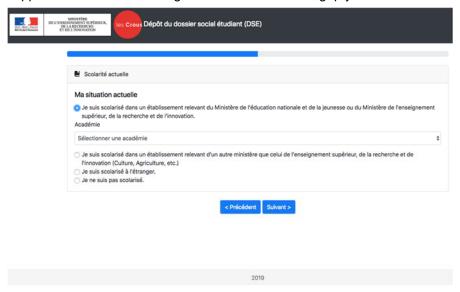
MY SITUATION AND THAT OF MY SISTERS AND BROTHERS

- In this step you should declare any brother(s) and sister(s) currently enrolled in higher education.
- Select « ajouter une sœur/un frère » to add your brothers and sisters and, under the « déclaration fiscale séparée de celle des parents en 2017 » you should say if your brothers and/or sisters have a separate fiscal declaration from your parents.



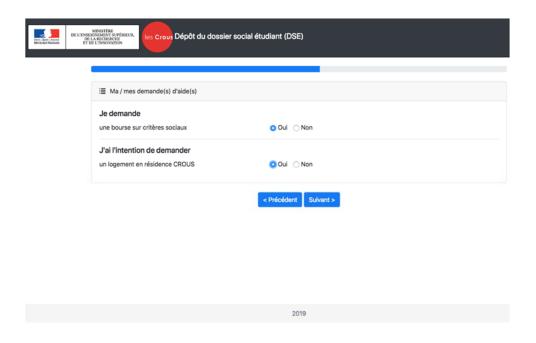
MY CURRENT SITUATION

• Select « Je suis scolarisé dans un établissement relevant du Ministère de l'éducation nationale et de la jeunesse ou du Ministère de l'enseignement supérieur, de la recherche et de l'innovation ». This also applies to students returning to Sciences Po after a gap year.



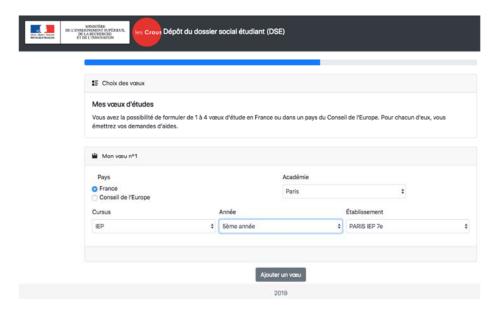
MY BURSARY AND/OR ACCOMMODATION REQUEST

- The first question refers to a bursary request. Please select « Oui/Yes ».
- The second refers to a Crous accommodation request. Please answer « Oui /Yes » or « Non/ No »
 depending on whether you intend to request Crous-run accommodation or not.

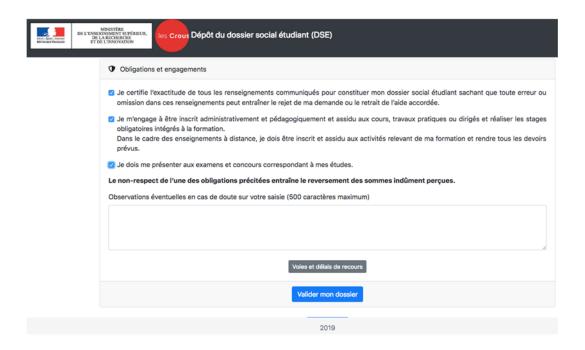


YOUR PREFERENCES FOR THE ACADEMIC YEAR 2019-2020

Select : Académie : Paris ; Cursus : IEP ; Année : the year of your studies where, « 4ème année » is the first year of a Masters degree ; Etablissement : PARIS IEP 7e



OBLIGATIONS AND COMMITMENTS



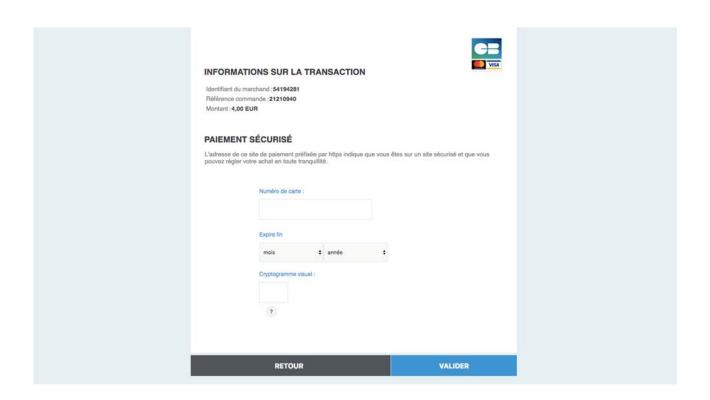
When submitting your DES application, you commit to the following:

- I certify the accuracy of all the information provided to create my student social file, knowing that
 any error or omission in this information may result in the rejection of my application or the
 withdrawal of the assistance granted.
- I undertake to be registered administratively and pedagogically, to attend practical or supervised courses and to carry out the compulsory internships integrated into the training. Concerning distance learning, I must be registered and assiduous in the activities of my training and return all the duties provided for.
- I must take the exams and competitions corresponding to my studies

Failure to comply with any of the above may result in the repayment of sums unduly received.

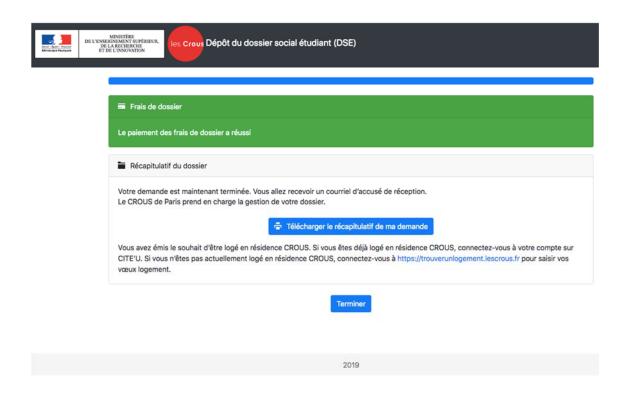
APPLICATION FEES

 Proceed to the payment of the application fees and then select « valider » once you have entered the information.



SUMMARY OF THE FILE

Once you have paid, you have successfully reached the final step of the application. Select
 « Télécharger le récapitulatif de ma demande » in order to download the summary in PDF format.
 If you are unable to pay, you will need to send a cheque when you send your official application by
 post.



Important information: Sciences Po's Bursaries and Financial Aid Office only validates bursaries managed by the Paris regional education authority (excluding the Menton campus).

- High school students sitting the last session of the baccalauréat: if your file is managed by a regional
 education authority other than Paris, once you have received your conditional notification you need
 to request that your file be transferred from your home CROUS to the Paris CROUS (excluding the
 Menton campus).
- Students enrolled on a regional campus (excluding the Menton campus) are strongly advised to indicate their first preference (preference 1) within the Paris education authority « PARIS IEP 7e » and a second preference in the education authority of the regional campus « PARIS IEP 7e site Campus ». This will avoid students having to request the transfer of their CROUS application at the end of the process.
- For students enrolled on the Menton campus: your Crous application is managed by the Nice-Toulon local education authority. You should make your request to the Nice-Toulon local education authority (PARIS IEP 7e -campus de Menton). High school students sitting the last session of the baccalauréat: if your application is managed by another regional education authority other than Nice-Toulon, you will need to request that your file be transferred from your home CROUS to the Nice-Toulon CROUS.