



GESTION LOCATIVE

## ADMINISTRATIVE FILE - RESIDENCES ACCOMMODATION SCIENCES PO

You have been admitted to one of Sciences Po's student residences and we are happy to welcome you there. You will find below the supporting documents to provide in order to establish your housing file.

### **For all students: mandatory documents to be submitted before arrival**

- Completed « fiche signalétique »
- Identity document or passport
- Certificate of admission to Sciences Po
- Signed Internal Regulations
- 2 passport photos
- Duly completed health form

### **If the student lives in France: additional documents to be sent**

- Bank identity statement (account domiciled in France)
- Identity document of the account holder (if other than the student)
- Certificate of furnished multi-risk insurance (including civil liability, theft)
- Automatic schedule signed by the bank or certificate of automatic transfer from the bank set up for the hosting period

### **If the student comes from abroad:**

A bank account must be opened in your name as soon as you arrive in France. The necessary documents to open the bank account will be given to you when you move into the residence.

### **Opening and closing of residences:**

Opening of the residences on Friday, August 23<sup>rd</sup>, 2019.

Closed during the Christmas period from December 21<sup>st</sup>, 2019 to January 5<sup>th</sup> 2020.

Closing of the residences on Sunday, May 31<sup>st</sup>, 2020.

### ***The requested documents must be returned by email or by post.***

We remain at your disposal for further information.

We look forward to welcoming you to one of our residences.

Ville de Menton – Service Gestion locative -

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