

REQUIRED DOCUMENTS FOR ONE-YEAR MASTER REGISTRATION

FOR ALL STUDENTS:

- Photocopy of your passport or ID card (only for your first registration)
 - 1 passport photograph, standard format 3,5 X 4 cm (only for your first registration)
 - A copy of the diploma that allowed you to be admitted to Sciences Po or a certificate of completion. You do not have to provide your original diploma; however, Sciences Po will conduct random checks of original documents during the academic year. International students must provide a copy of their diploma and an official translation.
 - A proof of Health Insurance covering you in France:
 - For students attached to the French National Health Insurance System, you must provide a copy of your insurance certificate of affiliation
 - For EEA members (except France), you must provide a copy of a European Health Insurance Card, covering the whole duration of the academic year
 - If you are from Québec, you must provide the RAMQ form.
 - For non-European students, you must provide a copy of your insurance certificate of affiliation to the [French National Health Insurance System](#). You can register at no cost as soon as you arrive in France on this website: <https://etudiant-etranger.ameli.fr>
- NB:** If you do not have the certificate yet, please choose “Require additional time” on section 5, you will be able to come back and upload the document at a later stage.
- Proof of payment for 2019-2020 of the [student life and campus contribution](#) (CVEC)

For students from outside the European Economic Area only:

- A copy of your visa (*when you receive it otherwise choose “Require additional time” on section 5, you will be able to upload the document later.*)

For more information regarding visa and residence permit, please read our [dedicated pages on our web site](#).

For students with tuition waivers

According to your situation:

- ✓ An official letter from the company that will bear the cost of your tuition fees, if applicable.
- ✓ The confirmation of the tuition waiver granted by your programme, if applicable.

- ✓ Proof of scholarship from the French Government (Campus France), if applicable

PAYMENT OF TUITION FEES

Receipt for online payment

- Check the box corresponding to this option at “step 3 – Payment” of your online registration and make the payment, online, with a credit card

Direct debit (payment in 1 or in 4 installments)

- Only for those with a bank account in a country that is part of the SEPA zone
- Complete the bank account information (RIB) form
- Print, sign, date and upload the authorization mandate and a copy of your bank details (RIB) at “step 5 - Supporting documents”. You must send the original copy of the mandate by mail at the Registration Office, 9 rue de la chaise 75007 Paris

Bank transfer (payment in 1 installment)

- Download Sciences Po's RIB and set up a bank transfer, indicating the name and ID number of the student
- Upload the notice of transfer during step 5 (creating a registration file) of the online registration process

Information: All the relevant information on tuition fees is also available on the Sciences Po's Web Site:

<http://www.sciencespo.fr/students/en/fees-funding/tuition-fees>

Check our videos and user guide for the online administrative registration:

<http://www.sciencespo.fr/students/en/study/handbook/administrative-registration>