

REQUIRED DOCUMENTS FOR ONE-YEAR MASTER REGISTRATION

FOR ALL STUDENTS:

- Photocopy of your passport or ID card (only for your first registration)
- 1 passport-size photograph, standard format 3,5 X 4 cm, jpg format only
- 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 the following trilingual website: <https://etudiant-etranger.ameli.fr>
 - If you choose not to affiliate to the French National system : proof of a private insurance covering your during the whole duration of the academic year

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.

- Certificate for 2025-2026 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

Online payment by credit card (payment in 1 or in several installments)

- 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 several 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 Centre des Services Etudiants, 13 rue de l'Université 75337 Paris cedex 07 France.

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 FAQ and user guide for the online administrative registration:

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