

# SciencesPo



## **ADMINISTRATIVE INTAKE** **BECOMING A SCIENCES PO STUDENT**

**2019/2020**

# INTAKE ESSENTIALS

## Administrative registration

Proceed with your **administrative registration** through your **online student account**, in accordance with **the registration calendar**. This will allow you to determine the amount of your **tuition fees**, identify your situation towards the French healthcare system, choose your payment method and obtain your **student card**.

### Are you a Crous scholarship holder?

You can proceed with your administrative registration as of now, allowing us to disburse your scholarship in September, if applicable.



Have a look at our videos!  
**Administrative registration**  
**How to determine your tuition fees?**

## CVEC

In order to complete your administrative registration, you will need to pay the Student Life and Campus Contribution (CVEC), of 91€ per year. All the students enrolled in higher education in France are required to pay the CVEC to the Crous, through the following website :

**<https://cvec.etudiant.gouv.fr/>**

**More information.**

## Scholarships & financial aid

Information concerning scholarships, bursaries and other financial aids are available by contacting **our dedicated team** and on **your student account**.

## MAIF insurance certificate

You are granted a MAIF insurance package every year. This coverage includes liability, defence-assistance and repatriation and it is offered by Sciences Po to all the students who have completed their registration process. You can download your insurance certificate from your student account, "Administrative certificates and MAIF documents" section.

## Housing

Consult our **housing offers** or post your own offer for renting or apartment sharing!

Sciences Po publishes more than 3500 housing offers every year. We also have **partnership agreements with public and private housing organisations**: feel free to contact the housing department or the campus staff to know more about these housing opportunities.



Have a look at our videos!  
**How to find student housing?**  
**Sciences Po's housing offers website**

## Healthcare procedures

**Depending on your situation**, you will have to register with the **CPAM** of your local area. Our services are available to help you with this new procedure.

**More information.**

## Non-academic student services

Take full advantage of our **Student Services**: you can receive guidance concerning the processing and renewal of your **residence permit**, the French healthcare system, opening a French bank account, **housing opportunities**, student jobs, information on public transport, **student welfare...**

**Good to know!**

# TAILOR-MADE SERVICES

## Appointments with our team

Our offices are open every day, without prior appointment. Nevertheless, whether you study in Paris, on one of our regional campuses or abroad, you can ask for a telephone, Hangouts, or face to face appointment, in order to:

- Ask for non-academic support (housing advice, financial aid, residence permit renewal, healthcare procedures):

### Contact form

- Request specific information about your administrative registration (student card, tuition fees payment, certificates):

### Contact form

## Meet the services

Come and meet our team! We are looking forward to welcoming you at the **“Meet the Services”** on 23<sup>rd</sup> August and 2<sup>nd</sup> September. You can find us at 27 rue Saint-Guillaume to answer all your questions about student services!

## Student ambassadors

At the beginning of classes, a team of Sciences Po students will be in all main buildings located on campus on hand to present our services, answer your questions and give you some hints on how to take full advantage of them.

Feel free to ask them all your questions!



**Good to know!**

## Are you studying in one of our regional campuses ?

You can ask for a telephone or Hangouts appointment with our team through the contact forms listed above. You will also have the opportunity to meet us during the campus visits that are organised every year. The provisional dates will be sent out by email at the beginning of the academic year.



## One Stop Shop

**9, rue de la Chaise  
75007 Paris**

Monday-Thursday from 9.30 am to 4pm  
and on Fridays from 9.30 am to 12noon  
(from November to April our offices will  
be closed from 12noon to 1.30pm).

**Administrative registrations reception:**  
ground floor.

**Student services reception:**  
garden level floor (floor -1).

## Contacts

Administrative registrations

Student services (housing, scholarships,  
student welfare, immigration, etc.)

## Key dates

***Meet the services:***

**23<sup>rd</sup> August and 2<sup>nd</sup> September 2019.**

Administrative registrations calendar

**Deadline to refer your case to the  
Committee for Social Affairs:**

**31<sup>st</sup> January 2020.**

**Deadline for financial independence  
applications: 31<sup>st</sup> October 2019.**



# MANY MORE DEDICATED SERVICES TO DISCOVER...

## WHERE TO FIND THEM AND HOW TO CONTACT THEM?

[Disability and accessibility](#)

[Internships, Career's orientation and opportunities](#)

[Library](#)

[Helpdesk and online tools](#)

[Health services](#)

[Gender equality unit](#)

[Audio-visual equipment for lending and trainings](#)

[Reprography service](#)

[Monitoring unit against harassment](#)

[Sciences Po book shop](#)

