

SciencesPo



ADMINISTRATIVE INTAKE

2020-2021

Latest news

World health situation impacts

For the 2020-21 academic year, Sciences Po will ensure the high quality of courses with a new and innovative system, a dual campus, which allows equality of access for all students to their courses, regardless of their location.

Sciences Po guarantees to adapt all the services you will find in this guide so that your academic year will start in the best conditions, whether you will start classes physically or remotely.

Our priority is to protect the health and welfare of all students. Our teams are committed to welcoming you while respecting the current health regulations and recommendations.

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**, chose 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?

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.

Our teams remain available to help you find accommodation, even if you will join our campuses after the beginning of classes.



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

CVEC

In order to complete your administrative registration, you will need to pay the Student Life and Campus Contribution (CVEC), of 92€ 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.

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.

Scholarships & financial aid

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

TAILOR-MADE SUPPORT

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**...

And on the regional campuses?

Teams on the regional campuses can support you for the processing and renewal of your **residence permit and for your housing search**. The other services are centralised in Paris but our teams remain available to support you remotely.

Disability and accessibility

The Disability Support Service is here to make the necessary arrangements in regards to your needs and the teaching formats, facilitate communication between you and your teaching staff.

For any questions related to a temporary or permanent disability or disabling health condition, please contact the **dedicated person**, regardless of your campus.

Health centre

Dedicated to the health and welfare of all students, the Health Centre is here to inform and support you and to help you finding an adapted health professional, if needed. The Health centre provides with free consultations (infirmary, general practitioners, psychological support unit), with or without an appointment, on all campuses.

Wellness and stress management workshops are also organised on most campuses. You will be awarded 1 ECTS if you respect attendance.

Meet the Services

Come and meet our team! We are looking forward to welcoming you at the “**Meet the Services**”, on the Paris campus, to answer all your questions about student services!

Student ambassadors

At the beginning of classes, a team of Sciences Po students will be on hand in all main buildings located on campus 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!



New for 2020-21!

Student Health ambassadors

Starting from the 2020-21 academic year, a group of student health ambassadors will help by conducting prevention events and will inform you all support solutions available in Sciences Po, remotely or on campus. They will present their actions through social networks.

INTAKE FOCUS:

HEALTH COVERAGE AND INSURANCES

HEALTH COVERAGE

French social security

Registration to the French social security is free for all students. The social security system reimburses 70% of doctor's bills and 30% or 65% of medicine costs.

How to register?

Depending on your situation, you may have to go through different administrative steps. Check your status [here](#).

What about the top-up insurance?

Registration with a student top-up insurance (mutuelle étudiante) is optional but strongly recommended. It ensures a better rate of reimbursement of your health care costs and will top up the share of the costs that the social security covers and even covers some costs that the social security does not cover.

You can only sign up for a student top-up insurance scheme (mutuelle étudiante) if you are registered with the French social security system.



MAIF insurance

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 leaflet and certificate from your student account, "Administrative certificates and MAIF documents" section.

What is civil liability?

Civil liability guarantees the payment of material or physical damages caused by the insured person to a third person. Damages may be caused by negligence, imprudence, by the insured person's children, pets or things he/she is responsible for.

Housing insurance

In France it is mandatory for tenants to take out multi-risk home insurance. An assurance habitation policy insures you for rental risks, fire, water damage, natural disasters and theft.

The lessor will ask for proof of insurance coverage when you take possession of the rental. Not having insurance coverage is grounds for immediate cancellation of your lease.

Are you going abroad?

Remember to check your health coverage needs, depending on your destination country! A top-up insurance may be useful or required. Your MAIF insurance is also valid abroad. Check the services offered abroad by MAIF on the insurance leaflet, available in your student area.



CONTACTS & ADRESSES

One Stop Shop

9, rue de la Chaise
75007 Paris

Our offices are open every day preferably by appointment, from Monday to 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).

Do you need to make an appointment with our teams?

Ask for an appointment with our teams, by phone, with Google Meet, Zoom or in person:

Registrar's Office (administrative registration, student card, tuition fees payment, attestations, CVEC, ...) :
Ground floor.
[Contact form](#)

Student services (housing search, student welfare, residence permit, health administrative steps...):
Garden level floor (floor -1).
[Contact form](#)

Disability and accessibility

27 rue de Saint-Guillaume, 75007 Paris
(8^{ème} palier)
[Contact](#)

Health Centre

13 rue de l'Université, 75007 Paris
[Health professionals' schedule](#) [Contact](#)

Key dates

Meet the services: dates will be posted on [our website](#) soon.

[Administrative registrations calendar](#)

[Deadline to refer your case to the Committee for Social Affairs:](#)
31st January 2021.

[Deadline for financial independence applications:](#) 31st October 2020.

MANY MORE DEDICATED SERVICES TO DISCOVER...

WHERE TO FIND THEM AND HOW TO CONTACT THEM?

[Student and campus life](#)

[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](#)

