

SciencesPo



ADMINISTRATIVE INTAKE

2023-2024

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, choose your payment method and obtain your student card.

CVEC

In order to complete your administrative registration, you will need to pay the Student Life and Campus Contribution (CVEC), of 100€ 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/>

Housing

Consult our housing offers or post your own offer for renting or apartment sharing!
Sciences Po publishes more than 3800 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

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.



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...

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.

First steps: Meet our team!

August 2023: Meet the Services We are looking forward to welcoming you at the “Meet the Services”, on the Paris campus, to answer all your questions about student services! Dates and details on these events will be published on our web site soon.

Student Health ambassadors

A group of student health ambassadors will help by conducting prevention events and will inform you on 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.

Your insurances

You are granted an 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 leaflets and certificates from your student account, "Administrative certificates" 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 civil liability and repatriation insurances are also valid abroad. Check the services offered abroad on the insurance leaflets, available in your student area. You can also access [Cytric](#) to plan your trips.



CONTACTS & ADRESSES

Student Services Centre

**13, rue de l'université, 1st floor,
75007 Paris**

Reception on site, without appointment:
Monday & Wednesday from 9:30am to 12pm
and from 1:30pm to 4pm. Friday from
9:30am to 12pm.

**Digital reception on Zoom, without
appointment:** Tuesday and Thursday from
9:30am to 12pm and from 1:30pm to 4pm.

**Registrar's Office (administrative
registration, student card, tuition fees
payment, attestations, CVEC,...) : Online
reception**

**Student support (housing search,
student welfare, residence permit,
health administrative steps,...):
Online reception**

Do you need to make an appointment with our teams?

Ask for an appointment with our teams,
by phone, with Zoom or in person.

Contact form

Disability Support Service

**13, rue de l'université 75007 Paris
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 :**

**From September 18 until October 16
2023**

MANY MORE DEDICATED SERVICES TO DISCOVER...

WHERE TO FIND THEM AND HOW TO CONTACT THEM?

[Violence helpline](#)

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

[Library](#)

[Helpdesk and online tools](#)

[Gender equality unit](#)

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

[Reprography service](#)

[Sciences Po book shop](#)

[Anti-Discrimination and
Secularism Office](#)

School of Research Association
(SORA): [Website](#) - [LinkedIn](#) -
[Facebook](#) - [Contact](#)

