

REQUIRED DOCUMENTS FOR FIRST REGISTRATION

FOR ALL STUDENTS

- Photocopy of your passport or ID card
- 1 passport photograph, standard format 3,5 X 4 cm
- Tax assessment on 2017 income of both parents (only for European Economic Area)
- 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.
- For Minors (< 18 years old) at the time of registration: a parental authorization and a copy of passport or ID Card of both parents
- Proof of Health Insurance:
 - 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 your 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 as soon as you arrive in France on this bilingual website: <https://etudiant-etranger.ameli.fr>
The general [French social security system](#) is open to all students, free of charge.
The social security system reimburses 70% of doctor's bills and 30% or 65% of medicine costs.

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 UNDERGRADUATE STUDIES STUDENTS REGISTERING FOR THE FIRST TIME

The confirmation of your resignation to PARCOURSUP OR a non registration statement which you will find at step 5 of your administrative registration.

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 scholarship holders

- Proof of scholarship from Higher Education authorities: "attestation conditionnelle du CROUS 2019/2020".
- Proof of Sciences Po scholarship (e-mail/letter from bursaries service)
- Proof of scholarship from the French Government (Campus France), or an official letter from the company that will bear the cost of your tuition fees

For Scholarship payment (depending on the situation), you will be asked to enter your bank details RIB (IBAN and BIC codes): you need to connect to your online student page (administrative services page)

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 online payment 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 upload a copy of your bank details (RIB) at "step 5 - Supporting documents" . You must also 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 bank details (RIB) and set up a bank transfer. Indicate the student name, firstname and student ID number on the bank transfer.
- Upload the bank transfer receipt at "step 5 - Supporting documents" 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>