
ENP STUDENT GUIDE

by ENP Students

Before coming to France

Registering with University/ French language resources online/ Lab groups and rotations/ Masters timetable (orientation days)

The most important thing to do before you arrive in France, is to compile a file with all the paperwork you can think of: Birth certificates, Passport(of course) and Passport copy, Copy of ID card, 8-9 pictures (photo ID sized), Copy of Diplomas (BA, Masters, etc..).

This will save you a lot of time. Also it can be good to scan and keep in a USB port all those important documents.

If the papers aren't in English or French, it's also recommended to have official translations for diplomas.

Check out when the orientation days are if you're going to follow a masters (usually available online and emailed to you).

Scope out labs

Look out for some labs and PIs whose work interests you and contact the ENP tutor whom you will be assigned to. He/she will help you to meet with them in person when you arrive, or discuss with them over the phone. Also ask around if any students know the lab for another perspective.

French language resources: <http://www.bbc.co.uk/languages/french/>

After Arrival

1. Accommodation: Finding a place/ Cite U/ Home Insurance/ CAF and APL/ Laws regarding renting in France/ Tax d'habitation, etc.

ENP will help you find accommodation when you first arrive in France. If you want to find your own (more difficult!) here are some websites:

<http://www.pap.fr/>

<http://www.colocation.fr/homepage.php> .

<http://www.ciup.fr/en/> :The *Cité Universitaire* is a good option but you must apply early since it fills up fast.

By law, you need to take out home insurance. Companies like MAIF provide this (<http://www.maif.fr/accueil.html>)

CAF -Caisse d'allocations familiales

When you have a social security number in France you can apply for aid towards the cost of rent. It is based on the previous years income.

<http://www.caf.fr/wps/portal/votrecaf/751>

If you are renting and you want to move, the laws differ on the amount of notice that you must give the landlord depending on the apartment, ie. three months for a furnished and one month for non-furnished.

In France the caution should not be more than one month's rent by law.

Every year around January, residents have to pay a tax d'habitation. This is based on both the apartment and you.

2. Getting Around: Transport/ Important locations eg. functions of prefecture etc/ the universities

Apply for a *Navigo* or *ImagineR* (if you're under 25) when you arrive in Paris, forms are in most stations.

Transport website: <http://www.ratp.com/>

If you want to eat for cheap, you can get a "crous" card. This can be bought (it's cheap), charged and used in Crous student restaurants around Paris.

3. Health and Insurances: Registered doctors/ Carte Vitale/ Responsabilite Civile/ Securite Social

The Sécurité Sociale doesn't pay for all medical expenses. Students can take out a (complementary) mutual benefit insurance that will cover their personal risks (civil liability, accidents, illnesses...). To be insured against those risks, students can subscribe to one of the students' mutual benefit insurance companies like LMDE.

4. Scientific Life- Registration at the University:

The requirements of the ENP are listed in the ENP guidelines that should be read carefully

- requirement to attend at least 9 seminars labelled ENP/ED3C ^{**}(2 and a half page paper report to give back)
- To do at least 2-3 rotations For the rotations, it is important to start discussing with your ENP tutor and asking around different labs very early. The more you wait, the less options you have. PLAN AHEAD.

The first registration will be taken care of by the ENP, but for the second one, you are responsible for everything.

For the PhD registration, here is what you need to do to register at the **"Ecole Doctorale" ED3C of the "University" UPMC** (registration process is different for every university):

- **Go to the ED3C website**
http://ed3c.snv.jussieu.fr/index.php?option=com_content&view=article&id=16&Itemid=4&lang=fr
- **Click on the Tab "inscriptions"**. It will tell you to follow different links :
 - If you already have a Login and Password, connect to https://enligne.upmc.fr/scolarite/connexion.login_form and Login;
 - If not go to https://enligne.upmc.fr/scolarite/inspre.login_form.

For each tab follow the instructions, Once the forms are ready and filled out, you will get an email, with more paperwork to fill out.

You then get an appointment with **Annie Sansonetti** (Secretary) and **François Couraud** (Director of the ED).

When everything is validated by them, go to the **"Cordeliers" campus**, in the office of the "Scolarite", there you will pay the registration fees, and you will receive your student card: *"Carte d'étudiant"*.

You then need to contact **Monique LeMee** [monique.le-mee\[at\]upmc.com](mailto:monique.le-mee[at]upmc.com) who is on the UPMC campus. She will be the one to establish your **CONTRAT DOCTORAL**. Without this, you will not be paid. ENP has established a *"convention"* with the university. The university will be the one sending the money delivered by the ENP. Not to worry, in case it take a long time, the ENP is willing to loan you the money you need while awaiting your salary.

For Paris Descartes registration:

You're supposed to be registered in the university to which your lab belongs, so what's above is for UPMC, but if you're in a laboratory belonging to Paris Descartes, you need to enroll there.

<http://www.parisdescartes.fr/spip.php?article3592> gives a rough guideline in french.

Basically you need to complete the registration with a doctoral school (Ed3C is linked to Paris Descartes as well as UPMC) and then you'll be given an appointment to register at the university.

Once all that is done you need to send a copy of your student ID and certificat de scolarité to corinne.burguet[at]parisdescartes.fr . They will ask you to fill another set of forms to be signed by your lab head and the doctoral school head. And that finally should be it to get your « contrat de travail ». As you can read, the process is way longer for Paris Descartes so I'd advise **you to register as soon as possible (early September or even July in some cases)**

If you have salary questions for UPMC contact Madame Le Mée at + 33 1 44 27 62 76
