



STEP BY STEP GUIDE FOR FULL LL.M / MASTER STUDENTS

UCP Law School

Welcome to Cergy-Pontoise School of Law !

Please read very carefully all this document!



Information and useful contacts

Address

University of Cergy-Pontoise
School of Law - Faculté de droit (Les Chênes 1, 3rd Floor)
33, boulevard du Port
95011 Cergy-Pontoise cedex

Website

<http://www.droitucp.fr/llm>

Departmental Coordinator

Roxana Family

LL.M Director and Academic Advisor -School of Law
Executive Vice-President for international development
llm.droit@ml.u-cergy.fr

LL.M Office

- 3rd Floor, Office B329
- ☎ + 33 1 34 25 22 73
- @ : llm.droit@u-cergy.fr

FALL semester begins mid-September

SPRING semester begins mid-January

SUMMER BREAK LL.M Office is closed from July 25 until August 31.

Contacts University of Cergy-Pontoise (UCP)

- **International Relations Office**
 - 33, boulevard du Port
95011 Cergy-Pontoise cedex
Chênes 1 campus - Les Chênes Tower, 3rd Floor, Office 313
 - ☎ : + 33 1 34 25 60 96 or + 33 1 34 25 67 02
 - Opening hours: Monday to Friday from 9.30 a.m to 5.00 p.m.
 - @ : incomingmobility@ml.u-cergy.fr or mara.lim@u-cergy.fr
 - Website : <https://www.u-cergy.fr/fr/international.html>
- **CLF (for French Language Courses)**
 - Chênes 1 campus - Les Chênes Tower 3rd floor, Office 314
 - ☎ : + 33 1 34 25 22 51
 - @ : languefrancaise@ml.u-cergy.fr
 - : <https://www.u-cergy.fr/fr/international/centre-de-langue-francaise.html>

ELSA The European Law Students' Association

Its main objective is to promote cultural, linguistic and legal exchanges through the organization of various events (pleadings, debates, conferences, workshops, visits of French institutions, discovery of monuments and heritage, welcoming the International students ...).

- We know how hard it is to go to a foreign country, and to study a course such as Law. **ELSA organizes the buddy system.** You can contact them for any information which concerns everyday life (advice, accommodation, transports,...).
- @ : elsacergy.hellostudents@gmail.com
 - Facebook : Elsa Cergy
 - Twitter : @ELSACergy
 - LinkedIn (ELSA Cergy)
- PLEASE JOIN OUR FACEBOOK GROUP **before your arrival** :UCP International Lawyers and ELSA Cergy :

<https://www.facebook.com/groups/1280750568604379/>

<https://www.facebook.com/ELSACergyUCP/?fref=ts>

1st Step: Enrollment at the school of law

APPLICATION FORM AND ADMISSION LETTER

The application Form and the detailed presentation can be found on our website:

<http://droitucp.enbeta.fr/droit-llm>

You have decided to join UCP's School of Law within the LL.M./Master program.

Please note that incomplete applications will not be examined.

You will have to send your application form twice:

- 1) First via email: Application Form and all required documents as a scan pdf to: llm.droit@ml.u-cergy.fr

Deadlines to apply are:

June 15 for the Fall Semester and October 30 for the Spring Semester

UNLESS extensions are decided by the School of Law and indicated on the LL.M. website.



Please note:

- **The administration is closed between July 25 and August 31. All requests for Fall Semester enrolment must be sent to our offices before July 10.**

- 2) Second via post:

- Original version of the Application
- Test Score in English Proficiency
- Resume or Curriculum vitae

- Personal Statement
- 2 Photos
- 2 Letters of Recommendation
- Copy of all Degrees certified by the awarding institutions
- Copy of all Transcripts from these institutions

Send via post to this address:

Université de Cergy Pontoise

UFR Droit

LL.M. Office B 329

Les Chênes 1 - 3^{ème} étage

33, bd du Port

95011 CERGY-PONTOISE CEDEX

FRANCE

For further information, please contact us @: llm.droit@ml.u-cergy.fr

All information should be available in this **Step by Step Guide** and the **Detailed Presentation**.

Requesting for information may delay the procedure for you.

Applications are submitted to a Selection Committee which strives to make a decision within 2 to 6 weeks.

Selected students are informed by e-mail with an Acceptance letter that has attached an application confirmation statement for you to fill out (Annex 1) and bank references for UCP which you will use to make your tuition payments (Annex 2).

Selected students must upon reception of this e-mail confirm their application and pay 800 € within 30 days by bank transfer. Proof of transfers must be sent to the School of law by e-mail. This amount will be deduced from the total amount of tuition fees.

Unless confirmation and payment are received during this period, applicants will be considered as withdrawing from the program.

Upon reception of the proof of transfer, an official Admission Letter will be sent to students by e-mail and by post.

Non- European students need this Admission Letter for visa purposes.

The remainder of the tuition fees + 90€ of contribution CROUS must be paid before the registration at UCP.

UCP fees (262€) must be paid the day of registration

Students will receive by e-mail the documents and the modalities of payment which are necessary for registration, the Academic Calendar and an IP charter. They will have to complete and sign the required documents for registration.

VISA APPLICATION SUPPORT

To study in France, you must obtain a long-term “student” visa (D visa) before you leave. This is absolutely necessary in order for you to apply afterwards for a “student” resident permit. **Applications for “students” visas should be made at French Consulates or Embassies abroad at least three months in advance of your planned arrival.** Students from Liechtenstein, Norway, Andorra, Monaco, Saint-Martin and the Vatican do not need to obtain a D visa.

 Please note:

- You must apply for your visa as soon as you receive the Admission Letter. (ex: for Fall Semester between June & early July)
- Administration is closed between July 25 and August 31. All requests for Fall Semester enrolment must be sent to our offices before **July 10**.
- **Students are responsible for late visa enquiries.**

To apply for a visa you must present the following documents (refer to the French Embassy in your country):

- Proof of acceptance or preliminary acceptance by the university
- Proof of financial resources or Proof of accommodation for the length of your studies
- Your valid Passport
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More information may be found on the Ministry of France of Foreign Affairs' website:
<http://www.diplomatie.gouv.fr/en/>

A complete listing of French embassies and consulates abroad is available on the following link:

<https://www.diplomatie.gouv.fr/fr/venir-en-france/>

REMINDER OF DOCUMENTS YOU HAVE TO BRING WITH YOU

While preparing to study with us, do not forget to bring the following documentation with you:

- A file on a USB key with a scan of your Passport, ID and Birth Certificate
- Your European card of health insurance (for European students only)
- A certificate of health insurance if you already have a private insurance in your home country
- Two photos
- Originals and certified copies of all previous Degrees and Transcripts
- Translations of your Birth Certificate, Degrees and Transcripts

LL.M REGISTRATION

Upon arrival you will first report to the LL.M. Office and attend our **General Information Meeting**.

To register as a student and get your student card, you will need to bring:

- Personal identification (Passport...)
- Birth certificate (with English or French official translation if necessary)
- Copy of your latest Degree

At the beginning of each semester a general meeting is organized to welcome all students. Students will be given all administrative and academic information in detail.

The School of Law arranges an appointment for the students to register at the University. They will be informed of the date and time of registration at the General Information Meeting. The School of Law also organizes a visit of the Library and electronic resources.

CLF REGISTRATION (French Language Center)

In the School of Law, all international students not fluent in the French language (at least level B2) must attend CLF classes.

Floor 3 of La Tour des Chênes

Office 317

☎: + 33 1 34 25 67 02

@: languefrancaise@ml.u-cergy.fr

Open hours for students conditions and tariffs are indicated on the website:

<https://www.u-cergy.fr/fr/international/centre-de-langue-francaise.html>

2^d step : Accommodation

Accommodation in France can be found either **in the public or in the private sector**.

We recommend accommodation in the private sector. The French government offers financial help (CAF).

Finding accommodation in the Paris area, of which Cergy is a part of, is especially difficult.

We alert prospective students to this matter and strongly encourage them to **secure accommodation early on in the process**.

- For students arriving in the fall semester (September): **Book in June**
- For students arriving in the spring semester (January): **Book in November**

The School of Law and UCP are not responsible for students who have not secured accommodation by these dates.

ACCOMMODATION

The School of Law is concerned about assuring international students the best stay conditions in France. For this reason, the School has built a partnership with this private residence.

We recommend accommodation in the private sector only. The French government offers financial help.

- **The student residences of the ESSEC Business School - Résidence les Hauts de Cergy**
 - 5 minute on train (RER) from UCP
 - Jona Harpa GYLFADOTTIR
 - @ : gylfadottir@essec.edu
 - ☎ : +33 1 34 20 60 28
- <http://www.essec.edu/en/pages/about-essec/essec-business-school/housing/>

⇒ Jona is the only contact person for your accommodation at the Hauts de Cergy Residence of the ESSEC Business School. She will help you for financial help offered by French government.

- **Platform for student accommodations at University of Cergy Pontoise**

On that platform, you will be able to :

- Find your roommate(s) and form shared rentals
 - Find a temporary room
1. Log into the platform to this address : <http://housing.u-cergy.fr>
 2. “Student login”
 3. Sign up + Fill in the fields
 4. Activation code: UCP2017

Important: In France, **Home insurance is compulsory** for your room or your apartment. So you subscribe to it. It is better to take also the optional “responsabilité civile”(the civil liability).

Here is the site used usually by our international students in exchange : <https://www.assurances-etudiants.com/en>

┌ **To get to the School of Law**

The train station Cergy Prefecture is the nearest station to the school of Law, you get there from Paris by RER A or SNCF line L.

Once you have arrived at Cergy Prefecture station It is a 5 - 8 minute walk from the Cergy-Préfecture station to the University.

3^d step : Administrative Procedures

French Bank Account

A french bank account is necessary during your time here. It will make you able to receive your CAF subventions, pay for your accommodation and pay for your CLF lessons. ELSA can help if you have questions.

To get a bank account, you will need:

- Personal identification (Passport...)
- Certificate of agility or your student card
- Certificate of accommodation (copy of your lease attesting where you are living)

Medical coverage & student health insurance

As a rule in France, everyone has the right to benefit from the social healthcare system, called « sécurité sociale ». To obtain this benefit, a contract must be signed with a medical coverage organization that will last for one year.

Thanks to this system, if people have health expenses during their year here with us (disease, medicines, surgeries, hospitalization...):

- ✓ they will have to pay only one a portion of their expenses
- ✓ or they will pay nothing.

A foreign student can benefit from this system. However from his arrival in France he must go through this process:

➤ Medical coverage if you are a European Union student:

You must obtain the European Health Insurance Card before leaving your country.

However you must pay attention to the fact that the European Card is not sufficient for you to benefit from automatic medical coverage here in France. If you don't do anything, you will have to pay the expenses.

To have full coverage, go to a « Social Security Center » (CPAM) close to your home here in France so that you may benefit from what is called the « general regime of social security » (régime général de sécurité sociale).

Here are documents you will need to provide to the « Social Security Center » CPAM:

- Personal identification (Passport and identity card);
- European card;
- Student card;
- Your Mobility Certificate, which you should also give to the International Development Office;

The form available on this website :

http://www.ameli.fr/fileadmin/user_upload/formulaires/S1205.pdf

➤ **Medical coverage if you are non-European Union student:**

Even if you already benefit from private insurance schemes in your home country, you are subject to the following:

If you are under 28 years old: You must sign up for student health coverage with Cergy-Pontoise University. This insurance policy costs approximately €210.00 for one academic year.

You also have the choice between two organizations that will reimburse your medical costs:

La Mutuelle Des Etudiants (LMDE) or the SMEREP. Offices for both are on the UCP Campus.

Mutuelle des étudiants (LMDE)

Offices open every day from 11:00 am to 3:30 pm.

Cergy-Pontoise University- Les Chênes Tower, Floor 1, Office 114

Website: www.lmde.fr

☎: + 33 8 10 60 06 01

Société mutualiste des étudiants de la région parisienne (SMEREP)

Offices open every day from 9:00 am to 4:45 pm (4:30 pm on Fridays)

If you are over 28 years old: You apply for the CMU (Couverture Maladie Universelle). This health insurance scheme is available via the Social Security Center for the Val-d'Oise department.

If you want to benefit from a full social coverage for one year, you can subscribe for **complementary mutual insurance on a yearly basis.**

Health insurance

Even in France, as a foreign student you can be a victim or responsible for an accident (physical injury, damage to property).

As a rule, the insurance contracts which you sign in your home country have only a national reach.

This is the reason why you will have to subscribe to third-party insurance in France, “assurance responsabilité civile”.

You will need:

- European card of health insurance;
- Personal identification (Passport and identity card);
- Student card or certificate of agility;
- RIB (a copy of your bank information from your bank) which should be given to you by your bank once you open a bank account. A RIB enables you to make banking transfers for health insurance

Transportation Card

Will enable you to move across Paris and the region by bus or train.

To obtain a transport card, you will need:

- Certificate of agility;
- Personal identification (Passport and identity card);
- RIB (your banking identity) to pay this subscription (75€/month max);

It is possible to pay with cash money, by transfer if you order online or with a bankcard.

LOOKING FORWARD TO MEETING YOU !

HAVE A NICE EXPERIENCE AT THE UNIVERSITY OF CERGY-PONTOISE SCHOOL OF LAW !

