# Step by Step Guide for Students Enrolled in the Dual LL.M./Master Programme

## Welcome to Cergy-Pontoise School of Law!

Please read very carefully all this document.

## Information and Useful Contacts

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<th>UNIVERSITY OF CERGY-PONTOISE (UCP)</th>
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<tr>
<th>Contacts University of Cergy-Pontoise (UCP)</th>
<th>International Relations Service</th>
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<tr>
<td></td>
<td>33, boulevard du Port</td>
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<td></td>
<td>95011 Cergy-Pontoise cedex</td>
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<td></td>
<td>Chênes campus - Les Chênes Tower,</td>
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<td>3rd Floor, Room 313</td>
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<td>☎️: + 33 1 34 25 60 96</td>
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<td>📧: <a href="mailto:relations.internationales@ml.u-cergy.fr">relations.internationales@ml.u-cergy.fr</a></td>
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<td>📧: <a href="mailto:incomingmobility@ml.u-cergy.fr">incomingmobility@ml.u-cergy.fr</a></td>
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Link to the University’s website: [https://www.u-cergy.fr/fr/index.html](https://www.u-cergy.fr/fr/index.html)

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<tr>
<th>CILFAC (for French Language Courses)</th>
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<td></td>
<td>Office 314</td>
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<td>☎️: + 33 1 34 25 22 51</td>
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<td>📧: <a href="mailto:cilfac@ml.u-cergy.fr">cilfac@ml.u-cergy.fr</a></td>
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Opening hours:
- On Monday and Friday: 9 am to 12.00 and 1:00 pm to 5:00 pm
- On Wednesday: 1:00 pm to 4:00 pm

For further information about CILFAC tuition fees:
- [http://www.u-cergy.fr/rubrique1337.html](http://www.u-cergy.fr/rubrique1337.html)
- [http://www.u-cergy.fr/rubrique1557.html](http://www.u-cergy.fr/rubrique1557.html)

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<th>GEOMOOV Association</th>
<th>Chênes Tower, 1st floor</th>
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<td>📧: <a href="mailto:geomoov1@gmail.com">geomoov1@gmail.com</a></td>
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<td>Tél : + 33 1 34 25 62 98</td>
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<tr>
<td>Website: geomoov.idoo.com</td>
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This guide is intended for:

- CERGY STUDENTS ENROLLED IN THE DUAL LL.M./MASTER PROGRAMME
They attend classes at the UCP during the 1st semester and at the UOD during the 2nd semester. **Chapter 1** below is dedicated to the specificities of their registration procedure.

- **DUNDEE STUDENTS ENROLLED IN THE DUAL LL.M./MASTER PROGRAMME**

They attend classes at the UOD during one semester (semester 1 fall or semester 2 spring) and complete the remaining semester at UCP.

**Chapter 2** below is dedicated to the specificities of their registration procedure.

**Chapter 3** will indicate common details of the registration procedure for all students.
CHAPTER 1) UCP STUDENTS ENROLLED IN THE DUAL LL.M./MASTER PROGRAMME

1) Application form and admission letter

Link to application form and detailed presentation on our website:
http://droitucp.enbeta.fr/droit-llm

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

You have to send:

1) the electronic version of the Application form and all required documents scanned Pdf by e-mail to:
@: ucp-dundee.droit@ml-u-cergy.fr

Deadline for application: June 20th except extension decided by the School of Law
October 30th except extension decided by the School of Law

⚠️ The administration is closed between July 25th and August 28th for summer vacations.
Any request must be sent to the different offices before July 20th.

2) the original version of the Application form
   + 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 institution

by post to this address:

Université de Cergy Pontoise
UFR Droit
LL.M. Office b329
Les Chênes 1 – 3ème étage
33, bd du Port
95011 CERGY-PONTOISE CEDEX
FRANCE

3) If you have any problem contact: @: ucp-dundee.droit@ml.u-cergy.fr

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 to which are attached an application confirmation statement (Annex 1) and the bank references of the UCP (Annex 2).

Selected students must upon reception of this e-mail confirm their application and pay 800 € within 30 days by bank transfer. The proof of transfer must be sent to the School of law by e-mail. This amount will be deducted from the total amount of the 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 the students by e-mail and by post.

⚠️ Non-European students need this admission letter for visa purposes
The remainder of the tuition fees + UCP fees must be paid before or on the day of registration at UCP.

Before their arrival students will receive by e-mail the documents which are necessary for registration, the academic calendar and an IP charter.
They will have to complete and sign the required documents and send them back by e-mail to this address: 
@: ucp-dundee.droit@ml.u-ERGY.fr

⚠️ Why are the application form and the admission letter also very important in the process of registration in Dundee University?

- Once the application form received, UCP School of Law will be able to communicate to UOD School of Law the name and the e-mail address of Cergy students enrolled in the dual LL.M./Master programme.

- The admission letter to UCP is also necessary for the registration of students at UOD for the 2nd semester.

- Upon receipt of these documents, UOD will send to UCP students enrolled in the dual LL.M./Master programme an administrative form and an accommodation form that they will have to complete in preparation of their stay in Dundee for the 2nd semester.

- PLEASE NOTE THAT STUDENTS ENROLLED AT UCP MUST COMMUNICATE ONLY WITH UCP'S SCHOOL OF LAW AND IN NO CASE DIRECTLY WITH UOD UNLESS THEY ARE ADVISED OR INVITED TO DO SO.

To learn more about the 2nd semester here is a detailed presentation of the program in Dundee Law School:

http://www.dundee.ac.uk/law/llm/programmes/intcomm.htm

You will have to follow the International Commercial Law programme : 
http://www.dundee.ac.uk/law/llm/programmes/jointllm.htm

+ 1 class that you will have to choose in the other programmes :
http://www.dundee.ac.uk/law/llm/llm_programmes.htm


CHAPTER 2) UOD STUDENTS ENROLLED IN THE DUAL LL.M./MASTER PROGRAMME

I) Application forms and invitation letter
Dundee students have a double status:

- They are Erasmus students
- They are Dual LL.M. students

For this reason they have to complete 2 application forms:

**a) Application form for the International Relations Service of the UCP**

Applications must be sent:

- From April 1st until April 30th for the fall semester registration
- From October 1st until October 30th for the spring semester registration

@: incomingmobility@ml.u-cregy.fr
    ucp-dundee.droit@ml.u-cregy.fr

⚠️ Non-European students will receive an invitation letter for visa purposes from Cergy-Pontoise University only after the application form is received.

The original version of the Application form must be sent by post to this address:

Université de Cergy Pontoise
Relations internationales - SRI
Tour des Chênes- bureau 313
33, bd du Port
95011 CERGY-PONTOISE CEDEX

⚠️ Without this Application form you can’t be delivered any invitation letter by the International Relations Service of UCP.

**b) Application form for UCP’s School of Law**

Link to application form and detailed presentation on our website:

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

Application form Dual LL.M./Master programme

This Application form must be sent before **April 30th or October 30th** to: ucp-dundee.droit@ml.u-cregy.fr

⚠️ The administration is closed between **July 25th** and **August 28th** for summer vacations.
All requests must be sent to the different offices before **July 20th**.

You have to join to the original version of the Application form
+ 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 institution

The original version of the Application form must be sent **by post** to:

Université de Cergy Pontoise
UFR Droit
LL.M. Office b329
Les Chênes 1 – 3ème étage
33, bd du Port
CHAPTER 3) COMMON STEPS FOR THE TWO CATEGORIES OF DUAL LL.M. STUDENTS

1st STEP: BEFORE YOUR DEPARTURE

II) Visa application

Link to information on our website: https://www.u-cregy.fr/fr/index.html

To study in France you must obtain a long-term "student" visa (D visa) before you leave, which is absolutely necessary in order to apply afterwards for a "student" resident permit. Please note that you must apply for your visa as soon as you receive the admission letter. Students are responsible for late visa enquiries. Please also note that the School of Law is closed from July 25th to August 25th and cannot deliver any additional documents during that period.

Students from Liechtenstein, Norway, Andorra, Monaco, Saint-Martin and the Vatican do not need to obtain a D visa. Applications for "students" visas must be made at French consulates or embassies abroad at least 3 months in advance.

⚠️ Please note that:

- you must apply for your visa as soon as you receive the admission letter. (ex: for 1st semester between June & early July)
- the administration is closed from July 25th to August 28th and cannot deliver any additional documents during that period.
- students are responsible for late visa enquiries.

To apply for a visa you must present the following documents:

- proof of acceptance or preliminary acceptance by the university
- proof of financial resources of at least 600€ a month/or proof of accommodation for the length of your studies
- a valid passport

More information:
Ministry of France of Foreign Affairs' website:

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

III) Accommodation

Students can find accommodation by their own means.
The School has partnerships with private residences and owners enumerated below.

The French government offers financial help (see section CAF below).
Students can contact directly the residences or ask the School of Law for help.

International Co-operation & Development Office (School of Law)
School of Law
Chênes I
@: ucp-dundee.droit@ml-u-cergy.fr
**Residences**

Résidence Jean-Baptiste de la Salle  
15, Boulevard du Port 95011 Cergy-Pontoise  
Mr Denis GROSSE - Gestionnaire de la résidence  
Tel: +33 1 30 75 11 88  
Fax: +33 1 34 20 03 05  
Email: contact@residencedelasalle-cergy.com  
http://www.residencedelasalle-cergy.com/v4/contact.php

Student residence of ALEGESSEC  
7, Avenue du parc, CS 90065. 95020 Cergy-Pontoise  
Contact: Ms. Jill Boulonnois  
Phone: +33 1 34 20 60 00  
Fax: +33 1 34 20 60 09  
Email: boulonnois@essec.fr  
For further information:  
http://www.essec.fr/logement - www.essec.edu/housing

**IV) Reminder of documents you have to bring with you**

Before visiting us don’t forget to bring in your suitcase:

1) A file in your USB key with the scan of your **passport and ID and Birth Certificate**
2) Your European card of health insurance (for European students only)
3) A certificate of health insurance if you already have a private insurance in your home country
4) 2 photographies

**N.B:** An official French translation of all documents is required.

⚠️ ***The School of Law is not responsible for late enquiries or late applications regarding visa, housing or payment.***

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**2nd STEP: UPON YOUR ARRIVAL IN FRANCE**

**I) Accommodation**

GEOMOOV Association (see the 1st page)

**II) Getting to Cergy-Pontoise**

Link to the information on our website: https://www.u-cergy.fr/fr/index.html

1) **Paris by plane**:
Since Cergy-Pontoise is located just twenty miles from Paris, the easiest way is to take a flight to Paris, arriving at either Charles-de-Gaulle (closest) or Orly airport.

There are different ways to get from the airports to Cergy-Pontoise:

➢ **If you are arriving at Roissy Charles-de-Gaulle airport**, you can either take the:


  OR

  **Train**: From Roissy you should take the RER B towards Robinson or Saint-Remy-les-Chevreuses, alighting at Châtelet-les-Halles to change to RER A towards Cergy-le-Haut. Alight at Cergy-Préfecture. RERs run frequently; total journey time is about 75 minutes and costs 12€50.

  ➢ **If you are arriving at Orly airport**, you should take the ORLYVAL shuttle towards Antony. At the Antony RER station, take the RER B towards Mitry-Claye, alighting at Châtelet-les-Halles to change to the RER A towards Cergy-le-Haut. Alight at Cergy-Préfecture. RER services run frequently; total journey time is about 90 minutes and costs 13€55.

Learn more:
- Trains: [www.sncf.com](http://www.sncf.com)

2) **Paris by train (Eurostar, Thalys, TGV...)**

➢ **If you are arriving at the Gare Saint-Lazare**, take a train towards Cergy-le-Haut, alighting at Cergy-Préfecture. The journey lasts 45 minutes and costs about €4.65.

➢ **If you are arriving at the Gare du Nord**, take the RER D towards Villeneuve Saint-Georges. Alight at Châtelet-les-Halles and change to the RER A towards Cergy-le-Haut. Alight at Cergy-Préfecture. Total journey time is about 1 hour and costs 4€65.

You can also take a taxi to Cergy, although the cost will obviously be higher - expect about 45€ from the centre of Paris. It is possible to take a taxi for 3 people.

Learn more about trains from Paris: [www.sncf.com](http://www.sncf.com)

III) **Once you have got to Cergy-Prefecture**

**Length**: 40 minutes from Châtelet-Les Halles, 30 minutes from Charles-de-Gaulle Etoile. A train leaves from Paris for Cergy every 10 to 15 minutes. 5-8 minutes’ walk from the Station to the University. If you want to be at Cergy at 2 p.m. you must catch a train at 1.10 p.m. from Châtelet-Les-Halles.

**Station**: Cergy-préfecture

1) **RER A**, towards Cergy le Haut. Get out at Cergy Préfecture station.

2) Once out of the station take the electric stairs situated outside on your right.

3) Once at the top of the electric stairs walk straight (slightly toward the right) to and then under the buildings opposite (a boulangerie on your right and a bank CIC on your left).
4) You will reach a square with shops (Place de la Fontaine). Walk straight across the square and under the buildings opposite (a coffee shop on your left and a fishmonger shop on your right).

5) Walk straight through the first outdoor car park, cross the main boulevard, and walk through a second outdoor car park.

6) You'll reach a footbridge. At the other end of the footbridge you're on the UCP's main campus.

7) Once on the other end, enter the buildings through the first glass door on your right, take the elevator A/B, third floor, School of Law. If the elevator A/B is not working you can take any other elevator in the main entrance corridor.

IV) Getting around Cergy-Pontoise

There are basically 2 ways to get around Cergy-Pontoise:

STIVO buses
STIVO runs 16 routes numbered 34-58 and which run from 6.30 a.m. to 8 p.m. Bus tickets are 1€80.
The main routes are:
• n° 36 : Pontoise/Cergy-Préfecture/Courdimanche,
• n° 38 : Pontoise/Cergy-Préfecture/Vauréal-Menucourt,
• n° 45 : Pontoise/Cergy-Préfecture/Cergy-Saint-Christophe.

RER
RER tickets cost 4€55.
V) Administrative procedures

GEOMOOV Association (see the 1st page)

These persons will help you with:

1) YOUR FRENCH BANK ACCOUNT which is necessary for your journey. It will make you able to receive your CAF subventions, pay for your accommodation, pay for your CILFAC lessons.

You will need:
- Identification document
- Certificate of agility or your student card
- Certificate of accommodation

2) YOUR MEDICAL COVERAGE & HEALTH INSURANCE which enables you to access to CAF subventions, permits you to work in France and to be reimbursed for health expenses.

Medical coverage

As a rule in France everybody has the right to benefit from what is called « sécurité sociale ». A contract must be signed with a medical coverage organization and an annual contribution must be paid for this purpose.

Thanks to this device if people have health expenses during the year (disease, medicines, surgeries, hospitalization...):

✓ either they will have to pay only one part of the 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:

➢ 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 at all sufficient to benefit from an automatic medical coverage. If you don’t do anything you will have to pay the expenses...

You have to go to the nearest « Social Security Center » (CPAM) from your home in France to benefit from what is called the « general regime of social security » (régime général de sécurité sociale).

Here are the documents you will have to provide:
- identity card ;
- European card ;
- student card ;
- mobility certificate already given to the International Development Office ;
- the form available on this link : [http://www.ameli.fr/fileadmin/user_upload/formulaires/S1205.pdf](http://www.ameli.fr/fileadmin/user_upload/formulaires/S1205.pdf)

➢ 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:
You are under 28 years old: you must sign up for student health coverage with Cergy-Pontoise University. This insurance policy costs 215 € for one academic year. You can choose between two organizations that will reimburse his medical costs: La Mutuelle Des Etudiants (LMDE) or the SMEREP.

**Mutuelle des étudiants (LMDE)**
Offices open every day from 11 am to 3:30 pm.
Cergy-Pontoise University- Les Chênes tower, 1st floor, office 114
Website: www.lmde.fr
☎: 01 30 75 11 62 or 63

**Société mutualiste des étudiants de la région parisienne (SMEREP)**
Offices open every day from 9 am to 4:45 pm (4:30 on fridays)
Cergy-Pontoise University- Les Chênes tower, 2nd floor, office 214
Website: www.smerep.fr
☎: 01 56 54 36 34

**You are over 28 years old:** you can apply for the CMU (Couverture Maladie Universelle). This health insurance scheme is available via the social security office of the Val-d’Oise department.

If you want to benefit from a full social coverage you can subscribe a complementary mutual insurance on a yearly basis.

**Insurance**

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

As a rule, the insurance contracts which you have signed in your home country have only a national reach. This is the reason why you will have to subscribe a third-party insurance in France (“assurance responsabilité civile”).

Here is a link to proceed to it:

⚠️ This insurance is mandatory, even if you already have a private insurance.

You will need:
- European card of health insurance.
- Identification document
- Student card or certificate of agility
- 1 RIB (your banking identity) which is deserved by your bank once you have open a bank account. It enables you to make banking transfers for the health insurance for example.
- Form given by your insurance (you have to complete it).

3) **CAF** (CAF = Caisse d’Allocations Familiales) is a French organization which helps you for financing your accommodation during one year. (average 90 €/ month)

You will need:
- Health insurance number (deserved by your health insurance)
- Identification document
- Student card or certificate of agility
- Certificate of accommodation
- Form delivered by the CAF
If you live in a public residence please give this CAF file to the service of international relationship of Cergy-Pontoise University.

4) **YOUR TRANSPORT CARD** (called in France “CARTE IMAGINE’R”) which enables you to move across Paris and its region by bus or train. It will become your best friend to go to the University for example.

To obtain a transport card, you will need: Certificate of agility
Student card
ID
RIB (your banking identity) to pay this subscription
It’s possible to pay with cash money or by banking transfer.

5) **CILFAC** (French Language Courses)

Dual LLM students should attend CILFAC classes.

**CILFAC (see the 1st page)**

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**VI) Registration at UCP and Enrollment at the School of Law**

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 meeting.

The School of Law also organizes a visit of the Library and electronic resources.

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**VII) Help during your stay**

**STUDENTS ASSOCIATION GEOMOOV**

Members of this association are also students at Cergy-Pontoise School of Law. On the basis of their personal experience, they know how difficult it is to arrive in a foreign country and to study Law in a foreign language.

You can contact them for any information which concerns studies (class choices, subvention procedure...) but also everyday life (accommodation, transports, job...)

**GEOMOOV Association (see the 1st page)**
LOOKING FORWARD TO MEETING YOU!

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