



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

Welcome to the University of Cergy-Pontoise School of Law

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Please read this entire document very carefully.

INFORMATION AND USEFUL CONTACTS AROUND THE UNIVERSITY

School of Law Address	University of Cergy-Pontoise School of Law - Faculté de droit 33, boulevard du Port 95011 Cergy-Pontoise cedex
School of Law Website	http://droitucp.enbeta.fr/droit-llm
University Contacts	RELATIONS INTERNATIONALES - Supporting international students 33, boulevard du Port 95011 Cergy-Pontoise cedex Chênes campus - Tour des Chênes - MAISON DES ETUDIANTS Floor 3, Office 313 ☎ : + 33 1 34 25 67 21 ☎ : + 33 1 34 25 62 93

@: relations.internationales@ml.u-cergy.fr

Link to the website :

<http://www.u-cergy.fr/fr/international/contacts.html>

CILFAC - French Language Courses

Chênes campus - Tour des Chênes - MAISON DES ETUDIANTS

Floor 3, Office 317

☎: + 33 1 34 25 67 02

@: cilfac@ml.u-cergy.fr

Opening hours :

Mondays and Fridays : 9 :00-12 :30 and 1 :30pm-5 :00pm

Wednesdays : 1 :30pm-5 :00pm

Link to the website :

<http://www.u-cergy.fr/fr/international/centre-international-de-langue-francaise--cilfac/the-cilfac---an-international-course-in-french-and-cultural-projects.html>

ELSA The European Law Students' Association

elsa.cergy.ucp@gmail.com

Facebook : Elsa Cergy

Twitter : @ELSACergy

LinkedIn (ELSA Cergy)

GEOMOOV Association

Chênes Tower, 1st floor, Office 101

geomoov1@gmail.com

☎ 01 34 25 62 98

<http://geomoov.wix.com/geomoov> <https://www.facebook.com/geomoov>

<https://twitter.com/Geomoov>

INFORMATION AND USEFUL CONTACTS IN THE SCHOOL OF LAW

<p>School of Law</p>	<p>Roxana Family LL.M. Director and Academic Advisor School of Law 33, bd du Port 95011 Cergy Pontoise cedex ☎ : + 33 1 34 25 71 90 @ : llm.droit@ml.u-cergy.fr</p>
	<p>LL.M. Office School of Law - Chênes 1 Floor 3, Room B 329 ☎ : + 33 1 34 25 22 73 @ : llm.droit@ml.u-cergy.fr</p> <p>LL.M. website information http://droitucp.enbeta.fr/droit-llm</p>
<p>Fall Semester</p>	<p>Begins mid-September</p>
<p>Spring Semester</p>	<p>Begins mid-January</p>
<p>Summer</p>	<p>LL.M. Office is closed from July 25 until August 31.</p>

1st STEP: BEFORE YOUR DEPARTURE

I) 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.

Application form and admission letter continued...

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 + UCP fees (262€) must be paid before or on the day of registration at UCP.

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 for registration.

II) 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:

- Proof of acceptance or preliminary acceptance by the university
- Proof of financial resources of at least 430 € a month
or
Proof of accommodation for the length of your studies
- Your valid Passport

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:

<http://www.mfe.org/index.php/Annuaire/Ambassades-et-consulats-francais-a-l-etranger/>

III) ACCOMMODATION

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

Students are encouraged to apply early as accommodation, and especially private accommodation, can be notoriously difficult to find.

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

At UCP, there is a system in place to support you if you choose to live in student housing.

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 these private residences.

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

1/ 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

Tél : + 33 1 34 20 60 28

<http://www.essec.edu/student-life/housing/alegessec.html>

I precise that Jona Harpa GYLFADOTTIR is the only contact person for your accommodation at the Hauts de Cergy Residence of the ESSEC Business School.

2/ Platform for student accommodations at University of Cergy Pontoise

The University of Cergy-Pontoise is pleased to present you its own platform for student accommodations. On that platform, you will be able to:

- Find/Offer a rental in France or abroad
- Find your roommate(s) and form shared rentals in France or abroad
- Find/Offer a temporary room in France or abroad

Every student renting an apartment can share the information when he is leaving it by giving his landlord's, his real estate agency or his hall of residence's contact information. Through this collaborative platform, we want to enhance mutual aid between students.

3/ Student Residence Rabelais in Cergy

10 minute walk from UCP

<http://www.studefi.fr/main.php?srv=Residence&op=show&cdGroupe=7002>

Do not book on the website, it's recommended to contact Ms. COPPEE first

@: Veronique.COPPEE@efidis.fr

☎ + 33 1 34 25 93 19

☎ + 33 6 25 60 41 66

Registered student:

Log into the platform to this address: <http://housing.u-cergy.fr>

then click on "Student login" and "Connexion with intranet" and fill in your intranet login credentials (ENT)

Candidate:

Ask for an enrollment code to this address: housing.ucergy@gmail.com

You will receive the code to log into the platform: <http://housing.u-cergy.fr>

On the other hand, the associations devoted to international students will help you in your administrative procedures.

- ELSA The European Law Students' Association

elsa.cergy.ucp@gmail.com and

-GEOMOOV

E-mail : geomooov1@gmail.com

<https://www.facebook.com/geomooov>

IV) 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 photographs
- Originals and certified copies of all previous Degrees and Transcripts
- Translations of your Birth Certificate, Degrees and Transcripts

It is also recommended these documents be sent to you via email so you always have a copy.

2nd STEP: UPON YOUR ARRIVAL IN FRANCE

V) ACCOMMODATION

You have chosen a private accommodation:

The organization of your arrival will depend on what you have arranged.

For support, go to GEOMOOV Association (see page 1 of this document).

You have chosen a public accommodation:

For support, go to the International Relations Service (see page 1 of this document).

VI) GETTING TO CERGY-PONTOISE

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 will take either:

Bus:

Connection by bus number 95-18 that goes to the town of Cergy every hour.

The journey last one hour and costs 1€70. Itinerary and schedule can be researched here:

<http://www.ratp.fr/itineraires/en/ratp/recherche-avancee>

OR the Train:

From Roissy you should take the **RER B** towards Robinson or Saint-Remy-les-Chevreuses, stopping at Châtelet-les-Halles to change to the **RER A** towards Cergy-le-Haut.

Stop at Cergy-Préfecture. RERs run frequently.

The journey lasts 75 minutes and costs around €15.00.

➤ **If you are arriving at Orly Airport**, you will take:

ORLYVAL shuttle:

Towards Antony to the RER station "Antony".

TO the Train:

At the Antony RER station, take the **RER B** towards Mitry-Claye, stopping at Châtelet-les-Halles to change to the **RER A** towards Cergy-le-Haut. Stop at Cergy-Préfecture.

RER services run frequently.

The journey lasts 90 minutes and costs around €15.00.

To learn more, see:

Paris airports: <http://www.adp.fr>

Trains: www.sncf.com

Getting to Cergy continued...

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

- **If you are arriving at the Gare Saint-Lazare**, you should take:

Train:

Towards Cergy-le-Haut. Stop at Cergy-Préfecture.

The journey lasts 45 minutes and costs around €5.50.

- **If you are arriving at the Gare du Nord**, you should take:

Train:

RER D towards Villeneuve Saint-Georges. Stop at Châtelet-les-halles and change to the **RER A** towards Cergy-le-Haut. Get off at Cergy-Préfecture.

The journey lasts 60 minutes and costs about €5.50.

You can also take a taxi to Cergy, although the cost will obviously be higher. Expect about €60.00 from the centre of Paris.

It is possible to take a taxi up to a maximum of three people.

Regular Travel Times:

A train leaves from Paris to Cergy generally every 10 to 15 minutes.

It is 40 minutes between Cergy-Préfecture and Châtelet-Les Halles.

It is 30 minutes between Cergy-Préfecture and Charles-de-Gaulle Etoile.

III) ONCE YOU HAVE ARRIVED AT CERGY-PREFECTURE

It is a 5 - 8 minute walk from the Cergy-Préfecture station to the University.

From the **RER A** and towards Cergy Le Haut:

TRAIN STATION > SCHOOL OF LAW

TRAIN STATION

Exit the RER A at the station 'Cergy-Préfecture.'



Go up the electric stairs to the right after you exit the RER. Go to the top of the electric stairs.



Cross an open area with trees.



CIC Bank Take the passage through the buildings. Boulangerie (Bakery)



Cross a courtyard (Place de la Fontaine) with small businesses and a round center



Coffee shop Take the passage through the buildings Poissonerie (Fish market)



Cross two parking lots and one road (You can see the campus at this point.)



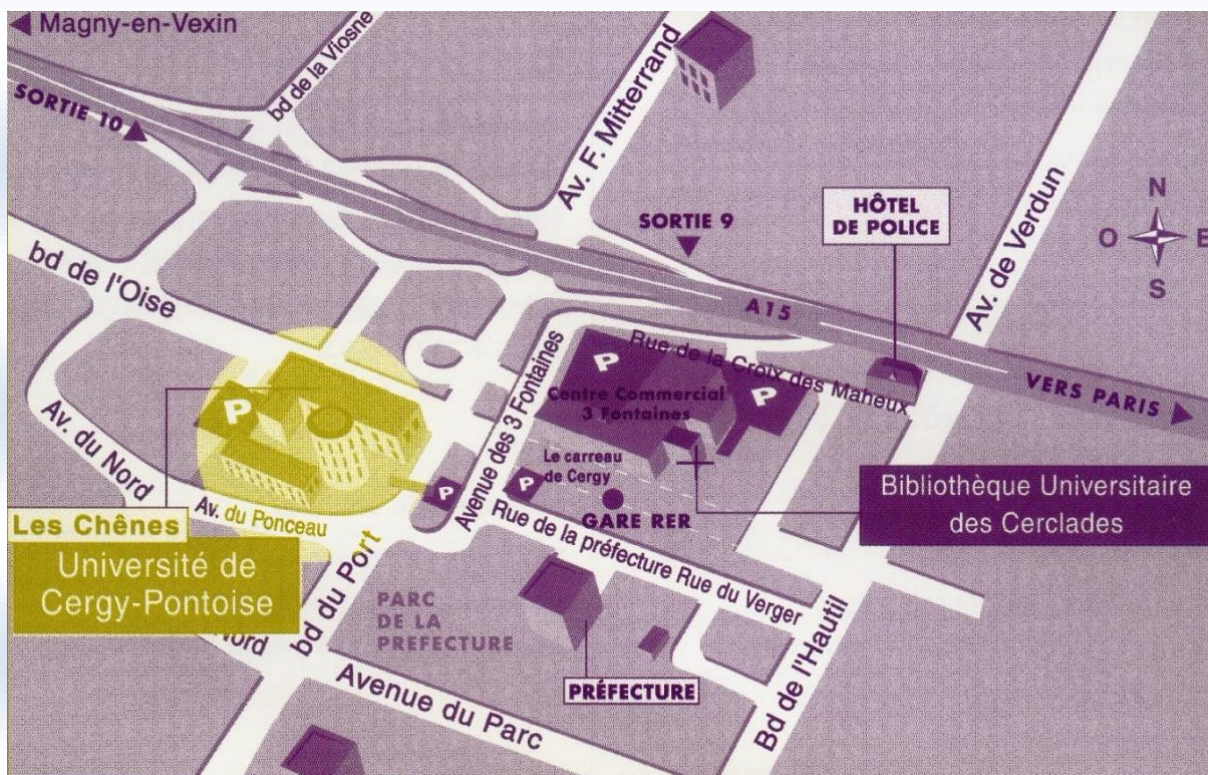
Cross a wide foot bridge.



The School of Law is in the building entrance on the right. Take elevators or stairs to Floor 3.

SCHOOL OF LAW

Map of RER station Cergy-Préfecture and how to get to University of Cergy-Pontoise:



From 9:00 am – 12:00 pm and 2:00 pm – 5:00 pm, you can call the LL.M. office: 00 33 1 34 25 22 73.

IV) GETTING AROUND

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€40/1€70.

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 trains run regularly but do not run all night. This will often be the method you use to get to classes in Paris. RER tickets cost 5€65 from Cergy-Préfecture to Paris Centre. If you plan to use the RER locally, tickets are less, €1.70.

- **RER A**: Cergy-Préfecture/Paris/Cergy-Préfecture.
- **RER C**: Pontoise/Paris/Pontoise.

V. REGISTRATION AT UCP AND ENROLMENT IN THE SCHOOL OF LAW

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.

FRENCH LANGUAGE REGISTRATION WITH CILFAC

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

CILFAC

Floor 3 of La Tour des Chênes

Office 317

☎: + 33 1 34 25 67 02

@: cilfac@ml.u-cergy.fr

Open hours for students:

- Mondays and Fridays: 9:00 am - 12:00 pm and 2:00 pm - 5:00 pm
- Wednesdays: 2:00 pm - 5:00 pm

CILFAC tariff conditions are indicated on the Website:

<http://www.u-cergy.fr/rubrique1337.html>

V) 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 CILFAC lessons.

GEOMOOV 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)

Administrative procedures continued...

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



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 (LME) or the SMEREP. Offices for both are on the UCP Campus.

Medical coverage continued...

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)

Cergy-Pontoise University- Les Chênes Tower, Floor 2, Office 214

Website: www.smerep.fr

☎: + 33 1 56 54 36 34

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**.

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".

Here is a link to proceed with obtaining insurance:

http://www.assurances-etudiants.com/app_sous/aff_valid_yes.asp?pid=2&aid=2

 Please Note:

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

You will need:

- European card of health insurance;
- Personal identification (Passport and identity card);
- Student card or certificate of agility;
- 1 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, for example.;
- Form given by the insurance provider (be sure to complete the forms they need).

CAF "Caisse d'Allocations Familiales" is a French organization which helps you finance your accommodations during your year here. This can be an average of €90.00 € each month.

You will need:

- Health insurance number (will be given to you by your French health insurance provider)
- Personal identification (Passport and identity card);
- Student card or certificate of agility
- Certificate of accommodation
- Form given by the CAF (be sure to complete the forms they need).

If you live in a public residence, please also give your CAF file to the office who would maintain the service of international relationships with Cergy-Pontoise University.

TRANSPORTATION CARD "Carte Imagine(r)" will able you to move across Paris and the region by bus or train. It will become your best friend for transportation to the University for example.

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 (73€/month max);

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

VII) GEOMOOV STUDENT ASSOCIATION: HELP DURING YOUR STAY

Members of GEOMOOV are 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.

They are available for you to contact them for any information which concerns studies (class choices, subvention procedure...) but also everyday life (accommodation, transports, jobs...)

GEOMOOV

International Student Association

La Tour des Chênes

Maison des Etudiants - Room 101

☎ : + 33 1 34 25 62 98

@: geomooov1@gmail.com

Website:

<http://www.u-cergy.fr/fr/vie-etudiante/vie-associative/liste-des-associations-etudiantes-de-l-universite-et-associations-locales/geo-moov.html>

WE LOOK FORWARD TO MEETING YOU!

HAVE A GREAT EXPERIENCE HERE

IN THE SCHOOL OF LAW

AT THE UNIVERSITY OF CERGY-PONTOISE.

