



TO-DO LIST - Exchange program EU citizen

1 MONTH BEFORE DEPARTURE		
I fill out the admin form sent by my school	General information	<input type="checkbox"/>
	Accommodation form	<input type="checkbox"/>
	Insurance policy	<input type="checkbox"/>
I apply for the European Health Insurance Card (EHIC) with my local health insurance fund	More info	<input type="checkbox"/>

2 WEEKS BEFORE DEPARTURE		
I inform my university of my arrival	Contact your school	<input type="checkbox"/>
If I asked for a CROUS accommodation I book an appointment for my check-in	Book an appointment	<input type="checkbox"/>
	<i>Click on the link of your residence</i>	
I make sure I have all the documents ready for my check-in at the CROUS <i>All the documents have to be printed filled out and signed in 2 copies</i>	A copy of your ID (passport, National Identity Card)	<input type="checkbox"/>
	Information form "fiche de renseignement" <i>Complete in capital letter</i>	<input type="checkbox"/>
	Admission letter "Décision d'admission" (related to the rules - to be filled out and signed in two copies)	<input type="checkbox"/>
	Financial appendix "Annexe financière" <i>You will receive it in a separate email</i>	
	Rules of the residence "règlement intérieur"	<input type="checkbox"/>
	Intervention authorisation "Décharge d'intervention",	<input type="checkbox"/>
	A certificate of enrollment	<input type="checkbox"/>
	Visale certificate	<input type="checkbox"/>
	Housing insurance *please make sure that the insurance you choose also includes the civil liability ("assurance responsabilité civile"), which will be required by your universities.	<input type="checkbox"/>
	3 ID pictures	<input type="checkbox"/>
Prepare a payment method (cash, card, check) to pay the arrival fees at the CROUS	Bank details	<input type="checkbox"/>
	10 € processing file	<input type="checkbox"/>
	200€ or 300€ entrance fee (not refundable) according to the type of room	<input type="checkbox"/>



	230€ or 250€ deposit (refund at the end of your stay if nothing has been damaged)	<input type="checkbox"/>
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<u>ONCE IN FRANCE</u>		
I get a phone plan	More info	<input type="checkbox"/>
I take a home insurance (if you chose a CROUS accommodation you will need to be insured before your check-in)	Check the ones recommended by IPL (SMERRA or Lemonade)	<input type="checkbox"/>
I register to the CAF and apply for the APL (housing aid)	More info	<input type="checkbox"/>

For more information go to <https://www.ipl.fr/en/incoming-students/>

Or contact Naïma ZARAI : naima.zarai@ipl.fr