**TO-DO LIST – Free mover EU citizen**

|  |  |
| --- | --- |
| I fill out the admin form sent by my school | General information**1 MONTH BEFORE DEPARTURE** |[ ]
|  | Accommodation form | [ ]  |
|  | Insurance policy |[ ]
| I apply for the European Health Insurance Card (EHIC) with my local health insurance fund | [More info](https://www.ipl.fr/en/incoming-students/#cpam) |[ ]
| I pay the CVEC | [More info](https://www.ipl.fr/en/incoming-students/#cvec) |[ ]

**2 WEEKS BEFORE DEPARTURE**

|  |  |
| --- | --- |
| I inform my university of my arrival | Contact your school |[ ]
| If I asked for a CROUS accommodation I book an appointment for my check-in | [Book an appointment](https://www.crous-lyon.fr/wp-content/uploads/sites/33/2021/07/Lien-pour-mes-rendez-vous.pdf)*Click on the link of your residence* |[ ]
| I make sure I have all the documents ready for my check-in at the CROUS*All the documents have to be printed filled out and signed in 2 copies*  | **A copy of your ID** (passport, National Identity Card) |[ ]
|  | [**Information form**](https://www.ipl.fr/wp-content/uploads/2022/12/INFORMATION-FORM-to-be-completed-in-CAPITAL-LETTERS2022-1.pdf) “fiche de renseignement”*Complete in capital letter* |[ ]
|  | **Admission letter** “Décision d’admission” (related to the rules – to be filled out and signed in two copies) **Financial appendix** “Annexe financière”*You will receive it in a separate email* |[ ]
|  | [**Rules of the residence**](https://www.ipl.fr/wp-content/uploads/2022/12/CROUS_Reglement_interieur_residences_english.pdf)“règlement intérieur“ |[ ]
|  | [**Intervention authorisation**](https://www.ipl.fr/wp-content/uploads/2022/12/CROUS-decharge-dintervention_english-print.pdf) "Décharge d'intervention", |[ ]
|  | **A certificate of enrollment** |[ ]
|  | [**Visale certificate**](https://www.ipl.fr/wp-content/uploads/2022/12/STUDENTS-NEED-A-GUARANTOR-TO-RENT-YOUR-HOUSING-.pdf)  |[ ]
|  | [**Housing insurance**](https://www.ipl.fr/en/incoming-students/#crous) \*please make sure that the insurance you choose also includes the civil liability (“assurance responsabilité civile”), which will be required by your universities. |[ ]
|  | **3 ID pictures** |[ ]
|  | **Bank details** |[ ]
| Prepare a payment method (cash, card, check) to pay the arrival fees at the CROUS | 10 € processing file |[ ]
|  | 200€ or 300€ entrance fee (not refundable) according to the type of room |[ ]
|  | 230€ or 250€ deposit (refund at the end of your stay if nothing has been damaged)  |[ ]

**ONCE IN FRANCE**

|  |  |
| --- | --- |
| I get a phone plan  | [More info](https://www.ipl.fr/en/incoming-students/#tips) |[ ]
| 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](https://www.ipl.fr/en/incoming-students/#crous) (SMERRA or Lemonade) |[ ]
| I register to the CAF and apply for the APL (housing aid) | [More info](https://www.ipl.fr/wp-content/uploads/2022/12/Apply-to-the-CAF.pdf)  |[ ]

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

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