

## Indispensable documents during your stay in France

**These documents will all be necessary for administrative formalities in France, and especially for :**

**The enrolment in a university, or a higher educational institution,**

**The request for a resident's permit,**

**The application for housing allowance, etc.**

### 2 very important points

**1** Every document must be translated into French.

**2** As a rule, it is important to have at least a photocopy of each document in your possession (as well as the original).

- 12 identity photos, preferably in black and white, 3.5cm x 4.5cm size
- Birth certificate translated into French and authenticated
- If you are married, marriage certificate or family record book translated and authenticated
- Health record including vaccinations

For your registration in an academic institution:

- Certificate of pre-enrolment or certificate of preliminary acceptance issued by the French academic institution you have chosen
- Originals and translated authenticated duplicates of secondary and higher education diplomas
- Detailed certificates with subjects studied and marks obtained in higher education, and depending on the subject, a detailed research project that shall be enclosed with any application for acceptance on a Master's degree course
- Student card of your previous university

**If you are a citizen of the European Union:**

- A valid passport or valid national identity card
- A European Health Insurance Card

**If you are not a citizen of the European Union:**

- A long stay visa with the mention **CESEDA R311-3 6° 'DEMANDE D'ATTESTATION OFII'** or **CESEDA R313-10.1°** with the mention 'Stagiaire', or a short term Visa C for competitive exam with the mention "concours" **CESEDA R313-3 1°** or **CESEDA R313-7** 'for Algerians' or **CESEDA R311-3 5°** 'visiteurs'
- Certificate of social or health insurance

**If you are on a grant from the French Government:**

- Letter of presentation from the cultural department of the French Embassy of your country
- Translated certificate which certifies that, the diploma obtained at the end of your secondary education studies, entitles you to enter a higher education institution in the home country
- Detailed report of marks obtained per subject in the course of the last 2 years in a higher or secondary education

**If you wish to drive in France:**

- Valid driving licence which will allow you to drive during your stay as a student and one year after you finished your studies in France or an international driving licence

**If you import a vehicle:**

- Car registration document or property deed of the vehicle
- International insurance green card

### More information:

At the Accueil-Infos Etudiants / Guichet Unique of Pres de l'Université de Lorraine

**le Guide Pratique :** <http://www.nancy-universite.fr/guide.pratique/fr/indexfr.php>

in Nancy - 34 Cours Léopold, 54052 NANCY Cedex - Telephone : 00 33 (0)3 54 50 54 00

in Metz – Maison Alfred Grosser - Ile du Saulcy – 57000 METZ - Telephone : 00 33 (0)3 87 54 77 77

For further information before your departure, contact the cultural department of the French Embassy or Consulate in your country.

**Ministry of Foreign Affairs' website :** [http://www.diplomatie.gouv.fr/fr/france\\_829/venir-france\\_4062/entrer-france\\_4063/index.html](http://www.diplomatie.gouv.fr/fr/france_829/venir-france_4062/entrer-france_4063/index.html)

**CAMPUS FRANCE** National agency for promoting French higher education abroad

<http://www.campusfrance.org/en/index.htm>

**EGIDE** - <http://www.egide.asso.fr/jahia/Jahia/>

**CNOUS/CROUS** - <http://www.cnous.fr/index.php?lg=en>

**Service Public.fr — website on French administration:** <http://vosdroits.service-public.fr/particuliers/N110.xhtml>

PRES de l'Université de Lorraine

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