

Grenoble Institute of Technology

REGISTRATION HANDBOOK

TRAINEE

July 2017

- **When should I register ?** page 3
- **Where should I register?** page 3
- **Which documents do I have to provide ?** Page 4
- **How much will the registration cost ?** page 5
- **How do I fill in the Registration Form ?** page 6
- **Codification system** page 7

→ **When should I register ?**

Upon arrival.

→ **Where should I register ?**



Trainees benefiting from a learning agreement

School	Address
Ense³	21, rue des Martyrs 38000 GRENOBLE
Ensimag	681, rue de la Passerelle Domaine Universitaire 38402 SAINT-MARTIN-D'HERES
Esisar	50, rue Barthélémy de Laffemas B.P. 54 26902 VALENCE Cedex 9
Génie industriel	46, avenue Félix Viallet 38031 GRENOBLE Cedex 1
Pagora	461, rue de la Papeterie Domaine Universitaire – B.P. 65 38402 SAINT-MARTIN-D'HERES
Phelma	Grenoble INP – Phelma - MINATEC 3 Parvis Louis Néel B.P. 257 38016 GRENOBLE

Other situations

Office	Address
Registrar's Office (= Service Central de Scolarité)	Grenoble Institute of Technology (Grenoble INP) Bâtiment B 46, avenue Félix Viallet 38031 GRENOBLE Cedex 1

→ Which documents do I have to provide ?

 Required documents :	Office use only
Copy (double-sided) of your National Identity Card	
For foreign students : Birth certificate translated into French by a sworn translator	
Document formalizing your stay : <input type="checkbox"/> Training Agreement <input type="checkbox"/> Learning Agreement <input type="checkbox"/> Letter of invitation from Laboratory <input type="checkbox"/> Reception demand regarding to a of foreign student (Application Form)	
2 identity photos with name on the back	
Supporting document of Health Insurance affiliation with Social Security or European Health Insurance card	
Certificate of registration in your home university (student card, school certificate ...)	
 Filled in and signed documents :	
Application Form	
"Charters and rules reading" certificate	
"Information and recording of the consent relating to the communication of personal data" form	
"Photo shooting and usage rights" form	

COPIES ARE PROVIDED BY THE STUDENT

An incomplete file will be rejected

→ **How much will the registration cost ? ?**

Registration fees include compulsory and optional fees.

Compulsory registration fees

➤ **University fees**

	University Fees
FSDIE Contribution *	16.00 €
Preventive Medicine	5.10 €
TOTAL	21.10 €

* *Fonds de Solidarité et de Développement des Initiatives Etudiantes* / Solidarity and development funds for students initiatives

➤ **Private Liability Insurance Policy**

In order to register you have to provide supporting documents regarding your Private Liability Insurance Policy.

If you are already insured, the terms "*Garantie Responsabilité Civile Etudiante & Vie Privée*" have to be explicitly specified on the supporting document.

If the contract doesn't cover the full academic year, you undertake to renew it in order to assure its coverage until the end of the academic year.

Students without any Liability Insurance Policy have the means to :

- take out a Liability Insurance Policy from a company they would choose ; in this case, the supporting document has to specify terms explicitly,
- take out a Liability Insurance Policy from one of the dedicated student insurance companies (*mutuelles étudiantes*).

➤ **Social Security**

The contribution to Social Security services for students is **217 €**.

You can check if you are entitled to be affiliated with the Student Social Security services referring to the following chart :

FOREIGN STUDENTS		
EEA* students with a EHI Card* or equivalent supporting document from a foreign country	Affiliation with the Student Social Security in France is not applicable <u>only if</u> EHI Card is valid from 01 September 2017 to 31 August 2018	
EEA* students without EHI card** Stay in France > 3 months	COMPLUSORY and CHARGED affiliation with the Student Social Security scheme	
International exchange students (outside EEA*) Stay in France > 3 months	COMPLUSORY affiliation with the Student Social Security scheme : <ul style="list-style-type: none"> • Free until the age of 19 included • Charged (EXCEPT for French government scholarship holders) if the age of 20 years is reached during the academic year 	
Students from New Caledonia or Polynesia	Affiliation with the French Student Social Security is not applicable	COMPLUSORY and CHARGED affiliation with the Student Social Security scheme

* **European Economic Area**

** **European Health Insurance Card**

You can also refer to the following websites :

- la LMDE : <https://etab.lmde.fr/>
- la SMERRA : <https://smerra.fr/19-securite-sociale>

Payment of required fees is to be made upon registration.

CAUTION : Affiliation with the Student Social Security involves an obligation to choose between LMDE and SMERRA as the paying centre.

NB : For a 1st affiliation with the Student Social Security, the student has to provide to the chosen payment centre :

- a certificate from the referring doctor the student has chosen,
- bank account details

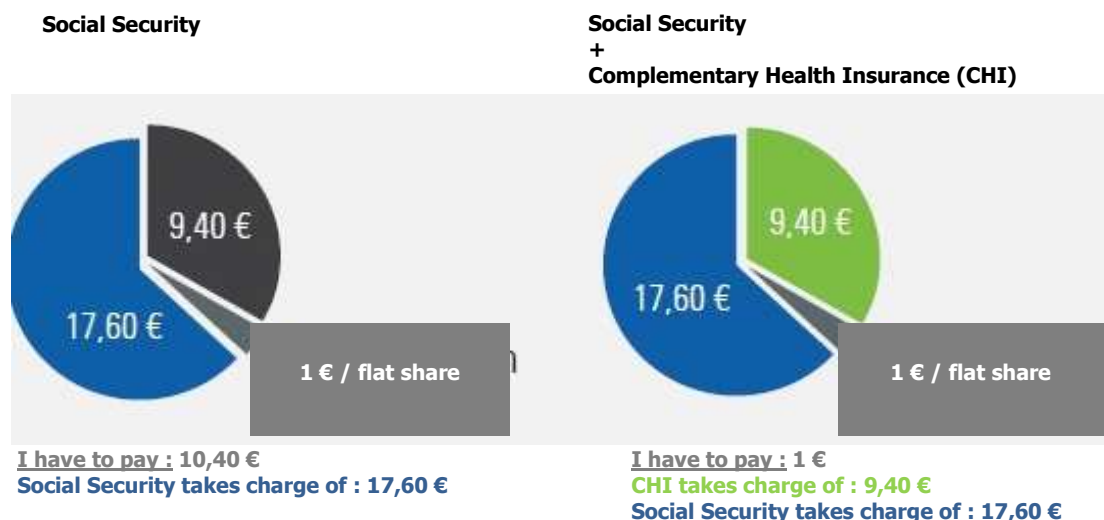
The VITALE card has to be updated each academic year BEFORE THE 31st of DECEMBER

Optional fees

➤ **Complementary Health Insurance**

If you are not already insured and you wish to take out a complementary Health Insurance policy can choose one of the dedicated student insurance companies (*mutuelles étudiantes*), which offer a diversity of contracts (more detail is available in the booklets enclosed).

Example :



➔ **How do I fill in the Registration Form ?**

➤ I.N.E Number (11 numerals)

The *Identifiant National Etudiant* (INE) is your national student reference number.

- ✓ *Baccalaureate* holders: the number features on the French *Baccalaureate* transcript (BEA),
- ✓ Students previously registered with a French higher educational institution : the number features on the last student ID card.

➤ STUDENT NUMBER (8 digits, for registration renewal only)

Please write out the number featuring on last year's *Grenoble Institute of Technology* student ID card.

➤ FIRST REGISTRATION WITH A FRENCH HIGHER EDUCATIONAL INSTITUTION (Year following the award of the *Baccalaureate graduation*)

Please specify the year you first have been registered with a French higher educational institution. This includes : *Intensive Foundation Degree – Entrance exam preparatory class within the Establishment applied to – Bachelor's Degree – University Institute of Technology – Higher National Diploma (HND) – Engineering School – Business School – Catholic Institutes – Private Universities – Teacher Training University Institutes*

➤ IF YOU CONSIDER BEING PERMANENTLY OR TEMPORARILY DISABLED OR CARRYING A DISABLING DISEASE :

Some adjustments may be necessary for the success of your studies and exams.

In order to enable you to benefit from measures tailored to your situation :

- select from the drop-down list, the kind of disability or disorder you suffer from,
- refer to the document entitled "1st formalities" enclosed to the Registration Form,
- refer to the "Service Accueil Handicap de la Communauté Grenoble Alpes" (SAH) / Grenoble Alpes University Disability Office.

These steps have to be performed every year.

The information you provide is confidential.

➤ Codes are listed page 7.

CODIFICATION SYSTEM

➔ **OCCUPATION AND SOCIO-PROFESSIONAL CATEGORIES**

10	Small-Farm Operators	48	Foremen and Supervisors
21	Craftspersons	52	Civil Service Employees and Service Agents (including Teaching Assistants)
22	Retailers and equivalents	53	Police and Army Officers
23	Company heads (10 employees at least)	54	Administrative Employees in a Company
31	Freelance professions	55	Sales Representatives
33	Civil Service Managers	56	Employees for Direct Services and Support to Individuals
34	Teachers, Scientific professions	61	Skilled Operatives
35	Communication, Arts and Entertainment professions	66	Elementary Operatives
37	Business Administration, Sales and Customer Service Managers	69	Farm Workers
38	Engineers and Technical Managers	71	Retired Farm Operators
42	Schoolteachers and equivalents	72	Retired craftspersons, Retailers and Company heads
43	Middle-Level professions of Health and Welfare Work	73	Retired Senior Executive and Intermediate Occupations
44	Religious Officers	76	Retired Middle-Level professions and Managers
45	Middle-level Administrative professions in Civil Service	81	Never-Worked Unemployed
46	Middle-level Administrative and Business professions in a Company	82	Other individuals with no occupation
47	Technicians	99	No information (unknown or not applicable)

Unemployed people have to use the code corresponding with their previous employment

➔ **FUNDING**

0	SANS	Self-Funded	H	PRET_BANC	Bank Loan
1	INRIA	INRIA	I	PARENTS	Parent-Funded
2	SFERE	SFERE	J	CONJOINT	Spouse-Funded
3	EGIDE	EGIDE	K	ATER	ATER
4	ADEME	ADEME	L	CHOMAGE	<i>Allocation de Retour à l'Emploi (Return-to-work allowance)</i>
6	CNRS Région	CNRS <i>Région</i>	N	ERASMUS	ERASMUS
9	CEMAGREF	CEMAGREF – Scholarship from the <i>Research Ministry or Ministry of Agriculture</i>	O	CEA / CFR	CEA / CFR
<	COLL-TER	Local Government	P	MONITEUR	<i>Moniteur (Student with tutoring duties)</i>
A	RECHERCHE	<i>Allocation de Recherche (Research Allowance)</i>	R	CERN	CERN
B	CIFRE	CIFRE	T	TEMPUS	TEMPUS
C	FONDATION	CNOUS	Ù	INDUSTRIES	Industrial Scholarship
E	CNRS / BDI	CNRS / BDI	X	MIN	Other Government Ministries
F	ETRANGER	Foreign Government	Z	AUTRE	Other Funding

➔ **SCOLARSHIPS**

01	<i>Boursier du Gouvernement Français / French Government's Scholarship Holder</i>
02	<i>Boursier de l'Enseignement Supérieur / Higher Education's Scholarship Holder</i>
07	<i>Fonds National d'Aide d'Urgence / National Funding for Emergency Aid</i>
14	<i>Boursier de l'Agence Universitaire de la Francophonie / French-Speaking University Agency's Scholarship Holder</i>
15	<i>Bourse Eiffel / Eiffel Scholarship</i>
17	<i>Boursier du Gouvernement Français payant la Sécurité Sociale / French Government's Scholarship Holder paying Social Security</i>