

## COMING TO UTTOP FROM EU

UTTOP Welcome Desk offers dedicated support depending on my profile. To benefit from it, I fill up the form that corresponds to my situation. If I do not know her/him yet, I take note of who is my Welcome Desk advisor.

*Ex : I am a foreign intern, my advisor within the Welcome Desk is Erica LEFRANC and I fill up the form « Student-Intern-Free mover Form »*

PROFILE	CONTACT	FORM
<i>Engineering cursus student</i>	Aurélie CARRERE	<a href="#">Student-Intern-Free mover – ADIUT - Form</a>
<i>Bachelor SIEE</i>		
<i>Free-mover student</i>	Karen SAUTET	
<i>Intern at UTTOP</i>	Erica LEFRANC	
<i>ADIUT student</i>	-	
<i>EPS</i> <i>Double degree</i> <i>Industry 4.0 master</i> <i>Study semester</i> <i>IUT student exchange</i> <i>Investigation Project Semester (SPIR)</i>	Karen SAUTET	<a href="#">Exchange student Form</a>
<i>PhD Student</i> <i>Post-PhD Student</i> <i>ATER LGP</i> <i>Guest PhD student</i>	Eliane CASTA	<a href="#">PhD - post PhD students - ATER Form</a>
<i>Lecturer</i> <i>Guest lecturer</i>	Céline PREZELIN	<a href="#">Lecturer – industrial representative - staff mobility – UTTOP employee Form</a>
<i>Staff mobility</i>	Léonor CARRILLO	



## TO PREPARE MY MOBILITY IN FRANCE

- 1- I register to the Welcome Desk by filling up the form corresponding to my profile.  
ATTENTION: It is important to fill in your FAMILY NAME in the LAST NAME box and the FIRST NAME in the FIRST NAME box. If mistakes are made, it is then more difficult to correct them.
- 2- As soon as I have an accommodation, I apply for the “Visale” visa online to serve as a guarantor for my accommodation (if I am less than 31 years old). If needed I use the [Campus France tutorial](#). If I am over 31, I can use the online platform [Garant'me](#).
- 3- If I come for a long stay (over 3 months), I get a birth certificate in my home country.
- 4- As soon as I know my arrival date in Tarbes, I inform the university and the person in charge of my accommodation (residence, landlord...)



## A FEW DAYS BEFORE MY ARRIVAL IN TARBES

As the date approaches, there are a few steps I can take from home:

- 5- I have to ensure my accommodation and include a civil liability insurance that is mandatory in France. For instance, the [ADH insurance](#) offers a package of both in its formula 2.
- 6- If I am a student or a PhD student, I make sure to be in contact with the International Club and the PhD students representatives to benefit from their assistance when I arrive in Tarbes (see contacts at the end of the document).
- 7- I make sure I have all necessary documents for my mobility in France (see check-list below).



## CHECK-LIST OF THE DOCUMENTS I NEED FOR MY MOBILITY

### Student, PhD student, Employed researcher

- Passeport or ID
- Birth certificate
- ID photos
- Admission certificate or invitation letter
- Health record with vaccinations
- Certificate of liability insurance (if you don't have one, you can get one once you are in France)
- Certificate of repatriation insurance (some credit cards include this option already, ask your bank about it)
- Driving license (if you are planning on driving a vehicle in France, make sure that you are allowed to use yours in France)
- Last diploma obtained (if needed by the administration)

### Guest researcher, Staff Mobility

- Passeport or ID
- Certificate of liability insurance
- Certificate of private health and repatriation insurance
- Driving license (if you are planning on driving a vehicle in France, make sure that you are allowed to use yours in France)



## MY FIRST WEEK IN FRANCE AND THE LAST STEPS OF MY ARRIVAL

- 8- If I am here for a long stay, I open a French bank account (some banks are available online and I can ask for help to my Welcome Desk advisor). I obtain my bank details (called Relevé d'Identité Bancaire = RIB in French), useful for a lot of administrative procedures in France.
- 9- I register to the Sécurité Sociale (= Améli = CPAM). This procedure is compulsory for all students and employees, but not for visiting researchers. If I am a visiting researcher, I must take out private health insurance. I can get help from my Welcome Desk advisor if I need it.
- 10- To complete my health cover, I can also take out a health insurance policy. I can ask my Welcome Desk advisor to help me with this.
- 11- Finally, I apply for my housing allowance with the help of my Welcome Desk advisor. If I live with a private individual, I request the CAF housing certificate. If I live at the

CROUS, I can retrieve it directly from my Dossier Locatif. Bear in mind that the 1st payment will only be made after 3 months in France (the time it takes to process my file).



## CONTACTS AND WELCOME DESK MEMBERS

UNIVERSITY AND ADMINISTRATIVE REGISTRATION		
PhD students, Post PhD students, ATER	Eliane CASTA	<a href="mailto:eliane.casta@uttop.fr">eliane.casta@uttop.fr</a>
Engineering cursus student, bachelor SIEE	Aurélie CARRERE	<a href="mailto:aurelie.carrere@uttop.fr">aurelie.carrere@uttop.fr</a>
Exchange student	Karen SAUTET	<a href="mailto:incoming@uttop.fr">incoming@uttop.fr</a>
Intern, SPIR	Erica Lefranc	<a href="mailto:erica.lefranc@uttop.fr">erica.lefranc@uttop.fr</a>
Lecturer (LGP) Guest lecturer (LGP)	Céline PREZELIN	<a href="mailto:celine.prezelin@uttop.fr">celine.prezelin@uttop.fr</a>
Master Industry student	Caroline HANIN	<a href="mailto:caroline.hanin@univ-pau.fr">caroline.hanin@univ-pau.fr</a>
CAMPUS LIFE, EVENTS		
PhD students representatives	PhD students' representatives	<a href="mailto:responsables-doctorants@uttop.fr">responsables-doctorants@uttop.fr</a>
Student on initial course, Exchange student, Trainee, Investigation Semester (SPIR)	Student International Club	<a href="mailto:club.inter.tarbes@gmail.com">club.inter.tarbes@gmail.com</a>
Accommodation, French class	Léonor CARRILLO	<a href="mailto:welcomedesk@uttop.fr">welcomedesk@uttop.fr</a> +33 (0)6 01 57 37 54
University Nurse	Valérie POIRIER	<a href="mailto:medecine@uttop.fr">medecine@uttop.fr</a>
Welfare assistant	Hai Long N'GUYEN	<a href="mailto:assist.social@crous-toulouse.fr">assist.social@crous-toulouse.fr</a>
Equal Opportunities Manager - Sexual and gender-based violence	Bouchra HASSOUNE-RHABBOUR	<a href="mailto:egalite@uttop.fr">egalite@uttop.fr</a>
Student life Manager	Emilie RONFLARD	<a href="mailto:emilie.ronflard@uttop.fr">emilie.ronflard@uttop.fr</a>

EMERGENCY NUMBERS			
European emergency number	112	Fire fighters	18
Emergency Medical Help Service (SAMU)	15	SOS Drogas Alcohol Tabacco Information Service	113
Police	17	Help to victims' national number	116006
UTTOP Fire safety and first aid	06 03 86 50 82		