



UNIVERSITÉ  
BOURGOGNE  
EUROPE



## WELCOME TO UNIVERSITE BOURGOGNE EUROPE

**Dear International students,**

**You have been admitted to an International Master programme, congratulations!**

**This guidebook is meant to help you with the different administrative procedures.**

**We are looking forward to welcoming you at Université Bourgogne Europe!**

Academic year 2025/2026

## BEFORE ARRIVAL

### 1. Visa

#### a- Admission letter

Congratulations, you have been admitted to one of our International Master programmes! If you have applied through “Etudes en France”, you will receive a document called “*Attestation préalable d’inscription*”. If you have applied through eCandidat, your admission letter will be available on the platform once you have accepted your admission to the programme.

#### b- Visa application

|                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students with citizenship of a country within the European Union, European Economic Area, or Swiss Confederation | You do not need a visa or residence permit to study or live in France. Just make sure your passport or ID is valid.                                                                                                                                                                                                                                      |
| Students <b>residing</b> in a country under the Campus France procedure (check the list <a href="#">here</a> )   | You need to apply for a student visa on the platform “Etudes en France”. If you have been admitted through this platform, just carry on for your visa procedure. If you have been admitted outside of “Etudes en France”, create your account on “Etudes en France” and apply for a visa through the entry “I am accepted”, using your admission letter. |
| Students <b>residing</b> in another country                                                                      | You need to visit the website of the French Embassy or the French consulate of your country of residence, in order to check the procedure to apply for a student visa.                                                                                                                                                                                   |

→ If you have to do a mobility abroad in the framework of your programme, make sure you mention it in your visa application or during the interview, in order to obtain an Intra-European mobility visa.

→ Please note that a minimum of 615€ per month for the academic year is required to apply for a student visa. You must prove that you have sufficient financial resources.

→ If you want to verify whether you need a visa or not, you can do a simulation on the website [France-Visas](#).

## 2. Accommodation

### a- Accommodation under our agreement with the Crous

The university has an agreement with the regional organisation providing student services, including accommodation, called Crous. International students enrolled in an English-taught Master programme in Dijon can book a room directly through the university in a student's residence. The rent varies between 175€ and 357.50€ per month. Information will be sent to you if you are admitted to one of our International Master programmes.

You will need to create your account on the platform [Mes services.étudiant](#) (MSE) to access your file.



- Your contract always starts on September 1<sup>st</sup>, and the rent is due from this date, no matter your date of arrival;
- Do not wait until the last minute to create your account on MSE. The website has many visitors, and it might take time to access it during summer vacation;
- You need to give a one-month notice if you wish to leave your room.

### b- Other types of accommodation

#### **On-campus residence**

You can also book a room by yourself through your [MSE](#) account. Applications for International Students usually open at the beginning of July.

#### **Studapart**

You can use the [Studapart platform](#), with which Université Bourgogne Europe has a partnership. They offer exclusive accommodation to students at our University, with verified ads and secure payment. Rentals from 1 to 24 months in studio flats, shared flats, rooms in private homes... If you don't have a guarantor living in France, Studapart will act as your guarantor for the duration of the rental. If you have any questions, please contact Studapart's multilingual team at [contact@studapart.com](mailto:contact@studapart.com) and [booking@studapart.com](mailto:booking@studapart.com). See also the Studapart [flyer](#) and [Accommodation Guide](#).

#### **Other accommodation options**

- [List of accommodations provided by Campus France](#).
- Real estate rentals: [Leboncoin](#), [Pap](#), [Fnaim](#), [Se loger](#), [Top annonces](#), [Paru Vendu](#).
- Roommates: [La carte des colocs](#), [Appartager](#).

- Furnished rooms in private homes: [Roomlala](#), [Airbnb home rentals](#), [Cohousing](#).
- Furnished student residences: [International Students Residence](#), [Nexity studéa](#), [Immo jeune](#), [Résidence étudiante](#), [Fac Habitat](#), [Les Estudines](#), [Lokaviz](#).
- [International House](#): hotel residence on the Dijon campus.
- [Practical guide to accommodation in Burgundy](#), summarizing all accommodation options and giving practical advice (document in French)

### c- Housing guarantor

A guarantor is a person who stands surety for you, meaning that they agree to pay your rent if can't do so. Almost all owners will ask for a guarantor.

#### **For students up to 30 years old**

You can obtain a free guarantor service through [Visale](#). The procedure is free. The Crous will ask for the certificate so you can access your accommodation.

#### **For students over 30 years old**

You can have a guarantor through a private company, such as [GarantMe](#) or [Smart Garant](#). It will cost around 150€ per year.



- For non-European students, the visa is required to apply for the Visale, the procedure usually takes a few days;
- If you go through a private company, you will first receive a certificate of eligibility. **Do not stop there.** As long as you have not paid, you are not covered, and this certificate is not recognised by anyone in France.

### d- Housing insurance and civil liability

For any accommodation, you will have the obligation to take a housing insurance. It will cover you in case of damages caused by water and fire as a minimum. Different companies can offer this service for about 20-25€ per year, such as Smerra, ADHE, Study Assur, Heyme, etc.

We highly recommend that you take a package which also includes your civil liability, which is compulsory to enroll at university. You will save money by having everything covered by only one insurance.



- We recommend that you take an insurance without automatic renewal, called “*contrat sans tacite reconduction*”. This will be easier to handle when you leave (like ADHE for example).

### 3. Medical check-up

Students coming from a country from [this list](#) will need to present:

- their vaccination record ([recommended vaccinations](#));
- a lung X-ray exam (with report, in French if possible) which must be less than 3 months old. This is required as part of your tuberculosis screening.

Once you’ve arrived at Université Bourgogne Europe, we’ll direct you to the Student Health Service ([SSE](#)), where you’ll be given a free medical consultation.

### 4. Prepare your luggage

When preparing your luggage, think carefully about what you need to bring with you in terms of clothing and documentation.

#### Clothes

The weather is nice during summer time (June-Sept), but winter (Dec-March) can be cold, so make sure you bring all types of clothes.

#### Documents

Make sure you scan or photograph your documents, so you can access them easily. Bring your mobile phone and a bank card that you can use in France to pay or withdraw money.

### 5. Prepare your journey to Dijon

There are different transportation options that can get you to Dijon.

#### Carpooling

The most common app or website for Carpooling will be [Blablacar](#). A good way to get to Dijon and chat with someone about France!

#### Bus

If you are looking for a cheap way to travel, you can definitely take a bus with companies such as [Flixbus](#) for example.

Attention, they sometimes arrive pretty early in Dijon, and the public transportation might not run yet.

## Train

This is the easiest and fastest way to get to your study place. Find below some detailed information.

| From Paris-Orly to Dijon (via Paris Gare de Lyon)               |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Taxi                                                            | You can reach the station from the airport by taking a taxi for around 30-40€.                                                                                                                                                                                                                                                                                                                                                                              |
| Underground                                                     | Take Metro 14 in the direction of Saint-Denis Pleyel, from Aéroport d'Orly to Gare de Lyon. (~13€).                                                                                                                                                                                                                                                                                                                                                         |
| Train                                                           | Buy your ticket at a vending machine or online from <a href="#">SNCF connect</a> to Dijon Ville (High speed train-TGV).                                                                                                                                                                                                                                                                                                                                     |
| From Paris Orly to Dijon (via Gare de Paris Bercy)              |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Taxi                                                            | You can reach the station from the airport by taking a taxi for around 50€.                                                                                                                                                                                                                                                                                                                                                                                 |
| Underground                                                     | Take Metro 14 in the direction of Saint-Denis Pleyel, from Aéroport d'Orly to Bercy. (~13€).                                                                                                                                                                                                                                                                                                                                                                |
| Train                                                           | Buy your ticket at a vending machine or online from <a href="#">SNCF connect</a> to Dijon Ville (Low speed train-TER).                                                                                                                                                                                                                                                                                                                                      |
| From Paris Charles de Gaulle to Dijon (via Paris Gare de Lyon)  |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Taxi                                                            | You can reach the station from the airport by taking a taxi for around 40-50€.                                                                                                                                                                                                                                                                                                                                                                              |
| Underground                                                     | <p>Take RER B in the direction of Orsay Ville, from Aéroport Charles de Gaulle to Châtelet-Les Halles. Then, take Metro 14 in the direction of Aéroport d'Orly, from Châtelet to Gare de Lyon (~13€).</p> <p style="text-align: center;"><b>OR</b></p> <p>Take RER B in the direction of Orsay Ville, from Aéroport Charles de Gaulle to Gare du Nord. Then, take RER D in the direction of Corbeil-Essonnes, from Gare du Nord to Gare de Lyon (~13€).</p> |
| Train                                                           | Buy your ticket at a vending machine or online from <a href="#">SNCF connect</a> to Dijon Ville (High speed train-TGV).                                                                                                                                                                                                                                                                                                                                     |
| From Paris Charles de Gaulle to Dijon (via Gare de Paris Bercy) |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Taxi                                                            | You can reach the station from the airport by taking a taxi for around 60-75€.                                                                                                                                                                                                                                                                                                                                                                              |
| Underground                                                     | <p>Take RER B in the direction of Orsay Ville, from Aéroport Charles de Gaulle to Châtelet-Les Halles. Then, take Metro 14 in the direction of Aéroport d'Orly, from Châtelet to Bercy (~13€).</p> <p style="text-align: center;"><b>OR</b></p> <p>Take RER B in the direction of Orsay Ville, from Aéroport Charles de Gaulle to Denfert-Rochereau. Then, take Metro 6 in the direction of Nation, from Denfert-Rochereau to Bercy (~13€).</p>             |
| Train                                                           | Buy your ticket at a vending machine or online from <a href="#">SNCF connect</a> to Dijon Ville (Low speed train-TER).                                                                                                                                                                                                                                                                                                                                      |



- If you take a taxi, make sure it is an official one;
- You can buy your ticket for the underground on a vending machine;
- Book your train ticket in advance on the website mentioned above to benefit from interesting prices;
- Always keep an eye on your belongings, and keep your passport and money where they can't be stolen.

## UPON ARRIVAL

### 1. Enrolment

#### **a-Tuition fees and student life contribution fee (CVEC)**

Different fees apply to you as a student, amongst which:

The national tuition fees: 254€ per academic year

The student life contribution fee (CVEC): 105€ per academic year

You need to pay the CVEC online through your MSE account. You will receive a certificate that you must present for your enrolment.

It is possible to get exempted from paying those fees under [certain circumstances](#): refugee status, beneficiary of subsidiary and temporary protection, asylum seekers, French scholarship holders, etc

Please be aware that some programmes apply specific fees. You must have been informed by the pedagogical committee.



- The campaign for paying the CVEC usually opens around May;
- Even if you are exempted, you need to get your certificate. Just follow the appropriate procedure;
- Receiving a scholarship from a university department or Graduate School does not exempt you from tuition fees and CVEC.

#### **b-Administrative enrolment**

For international students admitted in an International Master programme, enrolment takes place on site, in Dijon. Do not register online.

In order to complete your administrative registration, you need to have **all the required documents**.

The list of required documents is updated on our [website](#) every year – usually at the end of June.

### **List for 2025/2026:**

- [Registration form](#) completed and signed;
- A photocopy of your identity card or passport, and, for those concerned, a photocopy of your Visa D or long-stay visa marked *Student* (if you are not a citizen of the [EU](#), [EEA](#) or Switzerland);
- A photocopy of your French civil liability insurance certificate. Approximate cost: 20 euros (can be included in your housing insurance);
- A photocopy of your notice of admission to a Université Bourgogne Europe course program;
- Proof of payment of the Student life contribution fee (*Contribution à la vie étudiante et de campus* – CVEC) ;
- The original and a photocopy of your most recent higher education diploma (*Bachelor's degree, Master's degree, etc.*) with a sworn translation into French or English;
- If you have been previously enrolled in a French higher education establishment, please enclose a photocopy of your previous student card or certificate of attendance;
- If you are a scholarship holder, please enclose a photocopy of your scholarship certificate;
- Only students residing in countries on [this list](#):
  - vaccination record ([recommended vaccinations](#)),
  - lung X-ray (with report, in French if possible) to be taken before your departure for France. The X-ray must be less than 3 months old. This is required as part of your tuberculosis screening. Once you've arrived at the Université Bourgogne Europe, we'll direct you to the Student Health Service ([SSE](#)), where you'll be given a free medical consultation.

How is it organised? On the enrolment chain, someone will check your documents (make sure they are in the order listed above), then they will enter your information in the system, you will pay the tuition fees and then receive your student card.



- Make sure you have all your documents ready as to not waste time, as hundreds of international students will register;
- You can only pay your national tuition fees by card, make sure you have one or find someone who can pay for you;
- You must attend classes even if you have not enrolled.

### **c- Pedagogical enrolment**

Once you have completed your administrative registration with the International Office, you must also contact the [administrative department](#) of the course you have enrolled in to complete your course registration (choice of options, etc.), if necessary.

### **d- Student card**

When your enrolment is complete, you will receive your student card, which entitles you to a wide range of services: preferential rates at university restaurants, book loans at university libraries, discounts at cinemas, theatres, museums, sports facilities, and so on.

You can also use it as a means of payment in university restaurants.

### **e- Medical appointment**

At the end of the enrolment chain, you will see the medical staff. They will check your vaccination record and chest X-ray. You will also be given an appointment for a free medical consultation.

## **2. Visa validation / Residence permit application**

### Visa validation

You have three months upon arrival in France to validate your VLS-TS. You must do that on the [ANEF](#) platform.

To validate your visa, you need:

- A valid email address;
- Information on your visa;
- Your date of arrival in France;
- Your home address in France;
- A bank card to pay the fee online (50€).

Make sure you download the pdf document they send you at the end, as it contains crucial information.

### Residence permit application

Depending on your situation, you might also have received a VLS, where you need to apply for a residence permit within two months after your arrival. The procedure is done through the [ANEF](#) platform.

The fees to receive your residence permit amount 75€.



- If you do not validate your visa on time, it will not be valid anymore. If you go out of France, you will not be allowed to come back;

### 3. Bank account

As a non-European student, you will have to open a bank account to complete different administrative procedures.

You can find different bank agencies on Campus, just visit them, check the prices and what they offer.

If you prefer, you can also choose online banks, but you need to make sure that the Headquarter is located in Europe, especially if you receive a scholarship.

Depending on your nationality, some banks reserve the right to refuse a bank account opening.

Once you have opened your account, you will receive a document called RIB, with your IBAN number. This document will be necessary to register to the Healthcare system for example.

### 4. Health care and registration (CPAM)

#### a- Health care system (CPAM)

The **Caisse Primaire d'Assurance Maladie** (CPAM) is the organisation that manages the healthcare expenses of anyone registered with the general system of social security in France, including students. The CPAM guarantees your right to access healthcare.

Registration to Health Insurance is mandatory for French and non-European students, and for European students in some conditions, on the [Ameli](#) platform.

#### Non-European students

Health insurance is free and compulsory, and it must be made upon arrival, once you have enrolled at university and validated your VLS-TS. It will enable you to get a refund for medical expenses.

### European students

Before coming, you need to apply for the European Health Insurance Card (EHIC) in your country. If you have this card with you, no need to register on the Ameli platform.

If you do not have this card, ask for the certificate of entitlement called S1 form in your country. Upon arrival, you will need to register online.

If you have neither of these documents, you must register online upon arrival.

You will need to provide the following documents to register:

- Enrolment certificate (University)
- Copy of passport
- Copy of visa
- Birth certificate with sworn translation in French (if the language of origin is not a European language)
- Validation of visa pdf
- RIB (bank detail document)

ATTENTION, make sure you declare a physician during your first consultation with the Medical Centre on Campus, so as to benefit from a 60-70% reimbursement.

How do you get a reimbursement from CPAM?

If you have your EHIC, you must send the following documents to CPAM Dijon by post:

- The care sheet given by the doctor (keep a copy just in case);
- A copy of your EHIC or provisional certificate
- Your enrolment certificate;
- Your RIB (bank detail document showing your IBAN);
- A sworn statement that you remain financially dependent on your parents.

If you have the S1 form or are a non-European student, you must send the care sheet to CPAM Dijon.



- If you need a sworn translation of your birth certificate, you need to contact the French Embassy or consulate of your home country, the Embassy of your home country in France or a sworn translator authorised by the [French Court of Appeal](#).

## **b- Complementary Health Insurance**

In order to have higher reimbursements, you can take a complementary health insurance. You can either purchase one through companies such as SMERRA, Heyme, LMDE, etc or apply to the CSS (Complémentaire Santé Solidaire) of CPAM (not available for students with an EHIC).

The person in charge of International Master programmes at Université Bourgogne Europe can help you with your application.

## **5. Housing benefits (CAF)**

If you are staying in France for more than 3 months, you are entitled to benefit from a financial support offered by CAF. The amount of the allowance is based on your incomes and on the price of your rent without utilities (electricity, water, etc).

Once you have received your provisional social security number, just create your account on the CAF platform.



- The CAF takes into account your application date and not your entry date in the accommodation to calculate your rights;
- If you leave your accommodation before the last day of the month, you will not receive the payment for this month;
- It can take a few months for your application to be reviewed, but they will pay from the moment you applied.

## **DURING YOUR STAY**

### **1. Visa renewal**

Usually, your residence permit is valid for a year. You must renew it between two and three months before it expires, on the dedicated [ANEF](#) platform that you used to validate your visa upon arrival.

In order to do so, you will need to provide personal and academic information, proof of resources as well as different supporting documents.

It can take time for your application to be reviewed. If you haven't received the decision by the expiration date of your visa, you can contact the prefecture or send a message through the ANEF platform in order to require the "*Attestation de prolongation d'instruction*". This document will extend your visa while your application for the renewal is still being reviewed.

If a favourable answer is given, you will receive a document called “*Attestation de décision favorable*” that you will need to carry with you.

Once your residence permit card is ready, you will be contacted by the prefecture to pick it up, and it will cost 75€.



- If you submit your application after the deadline (2 months before the expiration date of your visa at the latest), you will be charged an extra 180€;
- If a document is not accepted in your application, you will be asked to change it, and will have 30 days to do so. Beyond this delay, your application will be cancelled;
- If you need to contact the prefecture in Dijon, use the address [pref-accueil-etrangers@cote-dor.gouv.fr](mailto:pref-accueil-etrangers@cote-dor.gouv.fr)
- Give as much details as you can in the comment box on the platform to explain your situation clearly, as it will help studying your application;
- If you are missing supporting documents, you can ask your Head of Master to provide a letter **written in French**.

## 2. Pedagogical re-enrolment in M1 or M2

Whether you pass your first year of Master or need to retake it, you will need to follow the re-enrolment procedure at university. This is done online, through your ENT. Once you pay your tuition fees, you will receive your new enrolment certificate.

Check the procedure and the calendar put in place within your department.

## STUDENT LIFE

### 1. Food service facilities

The Crous offers a wide range of food facilities on Campus, whether you want to take your time and sit down in a restaurant, or grab something quickly in a cafeteria.

If you receive a scholarship from the Crous or from the French government, you will benefit from the 1€ meal. Note that the normal price is 3.30€.

You can also find fast food restaurants and food trucks around the Campus.

## 2. Sports facilities

The Campus of Dijon offers a wide variety of sports to its students. You can choose between at least 60 different activities! (Ski, Zumba, boxing, golf, swimming, ice-skating, salsa, shiatsu, tennis, etc)

## 3. Life in Bourgogne-Franche-Comté

The region Bourgogne-Franche-Comté has so much to offer during your stay. Whether you want to discover the wonderful vineyards and castles, want to go hiking in the mountains or enjoy the lakes and waterfalls, you will definitely find what you are looking for here.

Ready to discover your future activities? Visit this [website](#) and translate it in English from your browser!

## 4. Transportation

In Dijon, you can enjoy the tramway, the bus, or even the bike!

The private company [Divia](#) handles the different means of transport. For the bus and tramway, a monthly pass will cost you between 30€ and 42€ depending on your age, and a single ticket is 1,70€ (0.30€ for the reusable card)/

You can also get a bike for 1€ per hour, or rent it for a day, a month, a year (between 3€ and 80€).

If you want to visit the region or the country, you can take the train or the bus.

For the train, check the website of [SNCF](#) to book your tickets. You can reach Paris and Lyon in 1h40, Montpellier in the south of France in 3h30. At the station, you can also travel with companies such as Flixbus for example.

## CONTACTS

If you have **administrative questions** regarding an English taught Master programme at Université Bourgogne Europe (enrolment, visa, problems during your stay, etc), please contact Eloïse ROUSSEL, coordinator of English taught Master programmes, at [eloise.rousseau@ube.fr](mailto:eloise.rousseau@ube.fr)

If you have **academic questions**, please contact the Head of programme directly.

Use the numbers below to get you through the **emergency services** free of charge, 24/7:

- 15-SAMU: French emergency medical assistance service
- 17-Police
- 18-Fire brigade
- 112-European emergency number
- 114-Emergency number for deaf and hard-hearing people

**Other useful numbers:**

- 3919-Report sexual and gender-based violence
- 3114-Suicide prevention number

**SEE YOU SOON AT UNIVERSITE BOURGOGNE EUROPE!**