



# INSTITUT POLYTECHNIQUE DE PARIS

## REGISTRATION PROCESS

Masters / PhD Track

2022-2023



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## **A. GENERAL INFORMATION**

### **1. Registration dates**

The registration session will start the 18<sup>th</sup> of April 2022 and end on the 13<sup>th</sup> of September 2022.

**All administrative formalities must be completed at least 15 days prior to the start of your school year.**

*The certificate of enrolment and the student card will only be delivered once the administrative process is complete.*

### **2. Start of the school year**

Depending on your program, the start of the school year goes from the end of August to early October. You will be able to check the dates for your program on your registration area.

### **3. Housing Information**

Institut Polytechnique de Paris has some available rooms and shared apartments in these residential areas:

- Ecole Polytechnique campus
- Partner areas in Massy (91), Palaiseau (91), Cachan (94)...

Looking for an alternative solution is advised:

<https://www.ip-paris.fr/campus/vie-etudiante/logement>

You will be able to ask for an accommodation request on your registration area (home page of the form).

Your application for an accommodation will be processed after your registration is completed and your tuition fees paid.

No accommodation request will be processed if your registration file has not been verified by the Admission team of Institut Polytechnique de Paris.

Priority over allocation

Institut Polytechnique de Paris will first provide accommodation to:

- PhD Track students;
- Students benefitting from a scholarship;
- Students arriving on the French territory for the first time.

Beware : you will have no choice regarding neither the location of your accommodation nor the type of apartment



## **B. Documents to provide**

1. Photo
2. Defense and Citizenship Day Certificate (French students)
3. Transcripts/Diplomas
4. ID (passport or French ID card)
5. Residence permit/Visa
6. CVEC certificate
7. Social security affiliation certificate (ameli)
8. Civil liability insurance certificate
9. INE (National Student Number) proof
10. Scholarship certificate

*All documents must be translated into French or English (by a sworn translator for the diploma(s) and/or the transcripts).*

### **1. Photo**

Your photo must meet the following requirements:

- Color picture,
- 35 mm x 45 mm,
- Must be dated less than 12 months to reflect your current appearance,
- Must be taken on a white background, bare head, nothing should appear behind you.

You can wear your glasses but there should be no reflection.

Required format: 8 Mb pdf, jpg or jpeg

*The picture you will provide us with will appear on your student card. You must always carry your student card with you during your studies. Choose the appropriate picture.*

### **2. For French students - Defense and Citizenship Day Certificate**

To prove your participation in the Defense and Citizenship Day, you must have:

- a Defense and Citizenship Day Certificate,
- or a medical exemption notification along with the exemption certificate.

If you lose these documents, you can request a certificate from the organizing national service center. The request can be made either:

- on site (only if the center receives the public),
- by post along with a photocopy of your identity card,
- by email.

Required format: jpg or jpeg



*Please note that when you reach 25 years old, you no longer have to provide these documents to take exams and competitions.*

### **3. Transcripts/Diplomas**

**To register to a M1/PhD Track Year 1 program:** upload your Bachelor diploma or a certificate of completion or all of your Bachelor transcripts or an equivalent diploma (180 ECTS completed).

**To register to a M2/PhD Track Year 2 program:** upload your last diploma (Bachelor diploma for international students), M1 certificate of completion or an equivalent and relevant diploma (180 ECTS + 60 ECTS completed).

**For non-European diploma:** For non-European degrees, please provide a copy of your degrees along with a grading system certificate. If applicable, we might ask you to provide us with a certificate from your university which indicates the equivalence of your credits in ECTS (European credits).

Required format: 8 Mb pdf, jpg or jpeg

### **4. ID**

The documents you can provide are:

- A copy of a French ID card (double-sided),
- A copy of your passport.

Please note : If your city of birth is not stated on your ID, please add your birth certificate on the same file

Required format: 8 Mb pdf, jpg or jpeg

### **5. Residence permit/Visa**

You must provide us with a copy of your visa (if a visa has already been issued to you) or a copy of your residence permit (If you are already in France).

Required format: 8 Mb pdf, jpg or jpeg

*Note: For any question related to student visa procedures or student residence permit request/renewal, please contact: [internationalstudents@ip-paris.fr](mailto:internationalstudents@ip-paris.fr)*



## 6. CVEC certificate

To register, you must provide a payment certificate of the CVEC 2022-2023 (Student and Campus Life Contribution / Contribution Vie Etudiante et de Campus). All students must pay the CVEC on the following website: <http://cvec.etudiant.gouv.fr/>

You will obtain a payment certificate of the CVEC 2022-2023 at the end of the process.

If you are a scholarship holder, eligible for exemption from paying this contribution, you must still provide a payment certificate of the CVEC, even if you do not pay, which should be delivered to you automatically.

Required format: 8 Mb pdf, jpg or jpeg

*Please note that if you are enrolled in several programs for the same academic year, this contribution will only be required for the first registration.*

## 7. Social security affiliation certificate (ameli)

Please note that registration with the French Public Health Insurance (social security) is compulsory in France when you enroll in a Higher Education Institution.

The affiliation to the social security for international students is compulsory and free, the process must be done at their arrival in France on <https://etudiant-etranger.ameli.fr/>

Except for:

- Students coming from any of the 27 EU countries, Iceland, Lichtenstein, Norway or Switzerland who are already affiliated to a national health insurance provider, having the European health insurance card (EHIC). This card is free and will give you access to state-provided healthcare during your stay in France under the same conditions and at the same cost as nationals.
- Students from Quebec are exempted of affiliation to the social security upon presentation of Form #SE401Q106.

**According to your situation for the upcoming academic year:**

1 - I am already affiliated to the social security for 2022-2023: upload copy of your social security document 2022-2023 year (downloadable on your ameli account, section indicating the dates of validity);

2 - I am national of a European Union country and I have a European Health Insurance card (EHIC): upload copy of your European Health Insurance card;

3 - Quebec exemption: upload your form #SE401Q106;



4 - I am not affiliated to the social security yet. I will apply on at my arrival in France on: <https://etudiant-etranger.ameli.fr/#>: as soon as I arrive in France.

Required format: 8 Mb pdf, jpg or jpeg

*Note: If you have any question regarding social security procedures upon your arrival, feel free to contact the following address: [internationalstudents@ip-paris.fr](mailto:internationalstudents@ip-paris.fr)*

## **8. Civil liability insurance certificate**

A Civil liability is an insurance that provides coverage for provisions under civil law. Civil liability insurance policies will pay for the damages that you may cause to someone else or their belongings. It is mandatory for the students enrolled in French higher education institutions to subscribe to a civil liability insurance policy for their studies (including internships). Your civil liability insurance must be valid for the 2022-2023 academic year. It can be included in different insurance packages (bank insurance, home insurance, car insurance, complementary health insurance = mutuelle) or you can subscribe for it independently for less than 20€/year (you'll find below 3 examples of civil liability insurances for students that you can compare).

- <https://heyme.care/en/assurance/packs-responsabilite-civile> (from 13€/year, 10% discount with the code 91EP valid until 31st dec 2022)
- <https://www.lmde.fr/mutuelle-sante/les-offres-surcomplementaires/ade-lmde> (from 17€/year)
- <https://smerra.fr/4-assurances/10-assurance-vie-etudiante>(from 16€/year)

Required format: 8 Mb pdf, jpg or jpeg

*Note: For any question related to civil liability insurance policy, feel free to contact the following email address: [internationalstudents@ip-paris.fr](mailto:internationalstudents@ip-paris.fr)*

## **9. INE (National Student Number) proof**

The INE number is a national student number each student must have.

You can find your INE number in various documents:

- Baccalauréat transcripts,
- Baccalauréat notification,
- registration confirmation to the Baccalauréat exam.

Your INE number will follow you throughout your student life, it is important not to lose it! For students who have not been enrolled in the French education system in high school, the first French higher education institution you will enroll in will deliver it to you.





Beware, the INE number mentioned on the CVEC certificate is provisional. Please fill the questionnaire with an INE number issued by a French higher education establishment.

Required format: 8 Mb pdf, jpg or jpeg

*Please note that if IP Paris is the first French institution of higher education you are enrolled in, we will communicate your INE number once your registration is complete.*

## **10. Scholarship certificate**

If you have been awarded a scholarship for the academic year of enrollment, you must provide us with a copy of it (CROUS, Campus France, ENSTA scholarship based on social criteria, etc.).

Required format: 8 Mb pdf, jpg or jpeg

## **C. Master programs fees**

**The fees indicated below are valid for the academic year 2022-2023. The amount retained will be the one most favorable to the student.**

*Please note that if you consider that the amount displayed in your registration file does not reflect your situation, please contact [master-admission@ip-paris.fr](mailto:master-admission@ip-paris.fr) before any payment.*

### **1. You are a CROUS or Campus France scholarship holder**

You have no fees to pay.

### **2. You are a student engineer in one of the IP Paris schools in 2022-2023**

In accordance with your dual degree situation, you must pay the following fee amount: **159€**.



### **3. You are a PhD Track student**

You must pay the following fee amount: **243€**.

### **4. You are a student in apprenticeship**

You have no fees to pay.

### **5. You are a student in Nuclear Energy program**

The Master in Nuclear Engineering applies the following exemption policy:

EU/EEA/Switzerland students : 243€

Non EU/EEA/Switzerland students : 6243€

EMINE students are totally exempted from fees (according to the rules of this program)

### **6. You are a student from the EU / EEA / Switzerland**

You register for a National Master program, the fees amount to **243€**.

You register for an International Master program (listed in Appendix 1), the fees amount to **4243€**.

### **7. You are a non-EU / EEA / Swiss student**

You register for a National Master program, the fees amount to **3770€**.

You register for an International Master program (listed in Appendix 1), the fees amount to **6243€**.

## **8. You are a non-EU / EEA / Swiss student but concerned by one of the specific cases below**

*Please note that the following list is authentic and based on the decree of August 25<sup>th</sup>, 2020 setting the registration fees of the Institut polytechnique de Paris.*

- Student holding a resident permit mentioning « residence card for a family member of a citizen of the European Union / EEA / Switzerland»;
- Student holding a resident permit issued under the conditions set out in Chapter IV of Title I of Book III of the Code on the Entry and Residence of Foreigners and the Right to Asylum or holding a similar permit issued within the framework of an international agreement applicable to the French Republic or be a minor under the age of eighteen and directly descended from or dependent on the beneficiary of one of these permits;
- Student who has declared their taxable household or have been associated with a taxable household in France for at least two years, on January 1<sup>st</sup> preceding the start of the academic year for which registration is requested (i.e., since January 1, 2020);
- Student who benefits from a refugee status or the subsidiary protection or be a person whose father, mother or legal guardian benefits from this status or protection;
- Student who is a national of a State which has concluded an international agreement applicable to the French Republic providing for the payment of registration fees identical to those applicable to French nationals or exempting nationals of that State from the obligation to hold a residence permit in France.

You register for a National Master program, the fees amount to **243€**.

You register for an International Master program (listed in Appendix 1), the fees amount **4243€**.

## **9. You are a student under an academic agreement**

You will benefit from a special fee rate if the partner school confirms you are registered under one of those agreements. You will be informed of the specific fee rate when you register:

- Centrale Supélec Agreement - Statistics, Finance & Actuarial science - CentraleSupélec students ;
- ETH Zurich Agreement - High Energy Physics Program - ETHZ students;
- FU Berlin Agreement - Physics - FU Berlin students;



- Universidad Galileo (Guatemala) Agreement;
- Universidad S Bolivar (Venezuela) Agreement;
- Hanoi University of Sc & Tech (Vietnam) Agreement;
- T.U. München (Germany) Agreement;
- Caltech (USA) Agreement ;
- Kyung Hee University (South Korea) Agreement.

*Please note that no refund will be made in the event of resignation.*

### **10. The French embassy of your home country grants you a scholarship or reduced registration fees**

This reduction is applicable on IP Paris registration fees.

### **11. Students allowed by IP Paris to do a gap year**

You benefit from a reduced rate

	EU/EEA/Switzerland students	NON-EU/EEA/Switzerland students
National Master	159 €	2 513 €
International Master	2 159 €	3 749 €
PhD Track	159 €	

## **D. PAYMENT METHODS**

### **1. Your employer wishes to pay for your registration fees**

If your employer wishes to pay for your registration fees, please contact [saf@ip-paris.fr](mailto:saf@ip-paris.fr) to set up a funding agreement.



## **2. Payment of the registration fees**

After checking your administrative file and according to your situation, your registration fees will be calculated. You will receive an email to proceed to the payment method of your choice. The payment will have to be done either online or via bank transfer.

Depending on the amount of your fees, you will be able to pay a deposit (1400€ minimum). You will have to pay the remaining amount in a second phase. Modalities will be indicated on your registration area.

**Please note: You have to pay the remaining amount on September 13, 2022 at the LATEST. Institut Polytechnique de Paris will not consider you registered if you have not payed the full amount.**

*Note: No refund will be made in case of resignation.*

# APPENDIX 1: International Master Programs

## Master 1

Applied Mathematics and statistics  
Computer Science for Networks  
Cyber Physical Systems  
Cybersecurity  
Data and Artificial Intelligence  
Master in Economics  
Nuclear Energy  
Energy

## Master 2

Computer Science for Networks  
Cyber Physical Systems  
Cybersecurity  
Data and Artificial Intelligence  
Data Sciences  
Energy Infrastructures Management  
Machine learning, Communications, and Security (MICAS)  
Master in Economics  
Nuclear Energy  
Optimizing Energy Utilizations  
Statistics, Finance and Actuarial science  
Towards Clean Energy Production  
Transport et développement durable

## CONTACTS

Admissions Masters: [master-admission@ip-paris.fr](mailto:master-admission@ip-paris.fr)

PhD Track: [phd-track@ip-paris.fr](mailto:phd-track@ip-paris.fr)

Questions related to  
international students: [internationalstudents@ip-paris.fr](mailto:internationalstudents@ip-paris.fr)