

YOU HAVE BEEN ACCEPTED AS AN EXCHANGE STUDENT. WHAT SHOULD YOU DO NOW ?



Congratulations, you have been accepted to Sciences Po as an exchange student. You should now follow the 7 steps below in order to make your status as an exchange student official:

1) Make a note of your student number (or ID) which has already be sent to you by email. Your ID and password will allow you to access your **Sciences Po online area** (Votre « espace Sciences Po. ») You can complete your administrative registration as well as registering for courses by accessing your Sciences Po online area. By default, your password is either

1) the last 6 figures of your ID, or

2) your date of birth: for the 31st December 1980, you will need to type 311280.

You must change your password when connecting for the first time.

2) Activate your Sciences Po email address by connecting to the following address <http://entg.sciences-po.fr>. When logging on for the first time, you will need to select “Activer votre compte” and enter your student number (or ID) and your password. Your Sciences Po email address is composed of: **firstname.lastname@sciences-po.org**. Important information will be sent to your Sciences Po email address concerning your academic and administrative registration.

3) Register administratively by connecting to your **Sciences Po online area**, Student interface – Administrative processing :

You must fill out the online administrative registration form, submit it and then print it out. You must also attach any required supporting documents. You have two options for sending your completed file; either sending it by post to the accueil administrative or by bringing it with you in person once you arrive in Paris at the following address: Accueil Administrative, 9 rue de la Chaise, 75007 Paris.

For any further information, please contact: accueil.administrative@sciences-po.fr

You can register administratively from the beginning of June 2010. **Administrative registration is compulsory for all exchange students** and will allow you to obtain your student card which will allow you to access important facilities within Sciences Po including the library. This document also acts as proof of your student status and will enable you to obtain many student discounts (museums, metro travel pass). You can also download a provisional certificate of student status which will help you to obtain your visa for France. **To find out more...**

4) Register for your courses online through your **Sciences Po online area**.

Course registration will take place during the month of July. You will find the exact dates and practical information regarding course registration by accessing the following link: <http://www.sciences-po.fr/formation/calendriers.htm>

To be fully prepared for course registration, please read carefully exchange program webpages (for undergraduate students only) . They inform you about the curriculum, the course load, the types of courses. You'll also find course syllabi as well as your main contacts: <http://college.sciences-po.fr/siteparis/etudiants-echange>

You must also get to know the academic regulations at Sciences Po, with regards to exams, intellectual honesty, class attendance, etc. Please read carefully the following document: http://www.sciences-po.fr/formation/reglsco_en.pdf

5) If you wish to register for the Welcome program (only for international students admitted to the Paris campus) through your [Sciences Po online area](#). The Welcome program aims to:

- Help you to become familiar with Sciences Po's methodology and to help you feel confident in French.
- Help you to settle into student life in Paris.
- Offer you advice concerning administrative procedures (housing allowance, French residency permit etc)
- Become familiar with Sciences Po, St Germain des Près and Paris

Warning! The number of places is limited. To find out more, please visit the [International Affairs Division's](#) website. Sciences Po's regional campuses as well as certain Masters programs organise their own Welcome program and you should contact either the regional campus or Masters program directly for further information. **Please note that under no circumstances will refunds be given.**

6) If you wish to register for a room at the Cite Internationale Universitaire de Paris (International student residence) for the month of September only (rooms are only for international students attending the Paris campus) through your [Sciences Po online area](#).

Reserving a room at the CIUP will allow you to secure a room in advance and at a reasonable price for your first month in Paris and will help you to settle in quickly and give you the necessary time for finding accommodation for the semester or year. **Please note that under no circumstances will refunds be given.**

Warning! The number of places is limited. To find out more, please visit the [International Affairs Division's](#) website.

7) Arrive in France from the middle of August onwards if you are arriving from far away. Having a couple of weeks before the start of classes will help you to settle in and begin any administrative steps you have to carry out. For more information regarding the [academic calendar](#)...