

Service Relations Internationales

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Re : Your application at INSA Rennes

Dear Student,

Thank you for your interest in INSA Rennes. We will be delighted to welcome you in our academic departments.

Contacts at INSA academic departments:

EII – Electronique et Informatique Industrielle, contact : laurent.bedat@insa-rennes.fr

ET – Electronique et Télécommunications, contact : joumana.farah@insa-rennes.fr

GCU – Génie Civil et Urbain, contact : kinda.hannawi@insa-rennes.fr

GMA – Génie Mécanique et Automatique, contact : sylvain.guegan@insa-rennes.fr

GPM – Génie Physique et des Matériaux, contact : laurent.pedesseau@insa-rennes.fr

INFO – Informatique, contact : barbara.fila@insa-rennes.fr

MA – Maths Appliquées, contact : Mohamed.Camar-Eddine@insa-rennes.fr

PRATICAL INFORMATION TO PREPARE YOUR STAY:

Please read carefully the following instructions:

- 1) **Your admission letter has been sent to you by e-mail.** This admission letter goes for an accommodation certificate as well (for students who applied for accommodation at INSA hall of residence)
The receipt of this letter of admission does not exempt you from taking the necessary steps to book accommodation (please have a look at part 4-Accommodation)

2) Registration at INSA

You will receive a message from INSA Rennes' Registrar Office ("Scolarité") in the next days to proceed to your **online registration on a platform called Pegase**. A link to this platform will be provided in this message. Unfortunately, this platform is in French only. We invite you to read our tutorial in English carefully. **This tuto will be available in your admission pack very soon.**

You must undertake this online formality before 17 July 2024 otherwise you will not be able to get a room at INSA hall of residence, to access to INSA buildings or INSA online student portal upon arrival.

For **your online registration**, please upload the following documents:

- A photo
- Your passport and visa (or identity card for European students)
- A birth certificate with a certified translation into French or English or Spanish

- Liability insurance certificate: you can purchase it online before starting your online registration or upon arrival in France, in this case please upload your admission letter instead of this document
- Double-degree students only: CVEC certificate (to get the CVEC certificate, please visit this website: https://cvec.etudiant.gouv.fr/?_locale=en)
- Exchange students (DD students excluded): instead of the CVEC certificate, please upload your admission letter.

3/Your arrival at INSA Rennes

Please confirm by email your arrival (place, date and time) at the following email address: welcomestudents@insa-rennes.fr

No formality will be processed without any appointment.

⚠ It is not POSSIBLE to arrive at INSA hall of residence before 28 August. INSA Hall of residence is closed during the week-end, consequently, you cannot take your room on Saturday and on Sunday. (please have a look at part 4-Accommodation)

If you would like Rennes airport or Rennes station pick-up, please fill in the online form **at least 3 days before your arrival:** <https://forms.gle/nat4BX6kMXryJG6QA>

⚠ Important ! If you do not fill in the online arrival form, we will consider that you do not want any pick-up and that you will make your own arrangements.

⚠ Please respect the opening days and hours of our accommodation office

If you do not apply for airport/station pick-up or if pick-up is not possible, have a look at part 7-Useful information

✓ Welcome meeting (mandatory):

3rd and 4th-year students: Thursday 29 August 2024 at 2.00 PM, Room 023, building 5

5th-year students: Thursday 26 September 2024 at 2.00 PM, Room 021, building 5

If you are able to arrive on registration day (visa problem, exam...), please contact INSA international office (incoming@insa-rennes.fr) BEFORE your arrival to confirm your date of arrival and make a welcome appointment. No registration will be processed without any appointment.

For welcome formalities, please provide the following documents (digital documents in pdf format):

- Your passport and visa + entry stamp (or identity card for European students)
- A birth certificate with a certified translation into French or English or Spanish
- A scholarship certificate : FITEC, "boursier du gouvernement français", Erasmus+ arrival certificate
- European health card (for European students only), double –sided digitalcopy
- A double –sided digital copy of your home university student card or a certificate of enrolment from your home institution for academic year 2024-2025.
- Your latest diploma
- Your learning agreement signed by your university

4/ Accommodation

The online accommodation form will open on **1st July 2024**. If you fill in your online form before this date, your form will not be considered.

A room will be booked (bed linen provided) when you have completed and submitted the [online accommodation form – in French only](#) (Please read the tutorial in English enclosed in your admission package to know how to fill in the form). You will also need to fill in the [tenancy agreement 2024-2025](#) and send it to incoming@insa-rennes.fr. **The deadline for these formalities is 10 July 2024.**

Submitting the accommodation form means a firm commitment. If you decide to cancel your reservation (except for visa refusal), a one-month rent will be charged.

Upon arrival, you will have to pay a deposit of 450 € which will be refunded on return of the key after departure (if no damage to declare).

You can pay this deposit:

- By cash (please provide the exact amount, 200 and 500 bills are not accepted)
- By credit card.

Student rate will be applied. You will receive an invoice each month (the month after). **If you arrive between 28 and 31 August 2024, the passenger rate will apply for these dates (payment for each night). In this case, payment will be required upon arrival.**

⚠ Reminder : It is not POSSIBLE to arrive at INSA hall of residence before 28 August. INSA Hall of residence is closed during the week-end, consequently, you cannot take your room on Saturday and on Sunday.

You will be accommodated in a single room with a bed, a desk, a closet and a sink. Toilets and showers are shared on each floor. **Exchange and DD students cannot apply for studio flats.**

You can sign up for Internet access with Quantic Telecom (<https://quantic-telecom.net/>).

A shared kitchen is available at each floor of the Hall of residence. Dishes are not provided. Students can have lunch at INSA restaurant (opening in September).

Prices for accommodation and catering are available on the following link: <https://www.insa-rennes.fr/hebergement-etudiants.html>

A housing and liability insurance must be provided. This can be done after your arrival with a bank or a student healthcare insurance organization (mutuelle étudiante). Insurance certificate should be provided no later than one week after arrival.

⚠ Accommodation office (Building 14, ground floor) – Opening hours

From Monday to Friday, from 8.00 am to 12.00 pm and from 1.00 to 4.30 pm – **closed on Wednesday afternoon and during the week-end.**

Please respect this schedule to plan your arrival. If you cannot arrive during the opening hours, please contact welcomestudents@insa-rennes.fr as early as possible (at least 3 days before arrival). We will try to organize an appointment for you to get your keys (NO ARRIVAL and NO appointments for keys during the week-end).

You will receive the key of your room after payment of the deposit. If you arrive during the weekend (Saturday-Sunday), **you will have to make your own arrangements for the week-end. If you arrive during the week (Monday to Friday) out of the opening hours, your welcome student will be able to give you the key of your room under the condition that your arrival has been notified and that you respect the above arrival schedule. You will have to present yourself the day after your arrival at**

the reception of the residence for payment of the deposit. If not, you will not be allowed to register at INSA Rennes.

For more information contact the accommodation service: serv-vac@insa-rennes.fr and visit the website: <https://www.insa-rennes.fr/hebergement-etudiants.html>

5/Health

Before your departure, please check that you sign up for travel insurance covering your first days in France.

Medical form

Please fill in and send the mandatory medical form to incoming@insa-rennes.fr before 10 July 2024. You can download the form on [INSA website](#).

French Social Security

European students: Please ask for your European Health Card or a S1 form from the social security system of your home country. If you cannot provide this document, you will be asked to join French Social Security System.

Students from outside Europe: you need to join French Social Security system after registration at INSA.

Complementary health insurance, liability and repatriation

All students must sign up for a complementary health insurance called “mutuelle” to cover 100% of health expenses in France. This “mutuelle” must include a liability insurance (mandatory to register at INSA Rennes). All students must also sign up a repatriation insurance. These formalities can be done upon arrival. The complementary health insurance certificate as well as the liability and repatriation certificates should be provided within one month after arrival.

4/French Foreign Language (FLE)

INSA Rennes offers a French Language Course for exchange students (4 hours/week).

You have nothing to do. Registration to this course is automatic.

The French Language course must be mentioned in your learning agreement:

HUMF1-FLE+ : Français Langue Etrangère renforcé (3 credits)

HUMF1-FLE P : Français Langue Etrangère Projet (1 credit)

5/CMI Virtual welcome meetings

CMI Rennes (International Mobility Centre of Rennes) is offering virtual welcome meetings to future international students, PhD students and researchers in Rennes. The purpose of these meetings is to inform and provide support to students who are still in their home country, before they even arrive in France.

If you need information about residence permits, housing, and daily life in Rennes, the CMI team will be available to answer your questions on the virtual CMI. They'll inform you about the steps to take before your arrival in France and upon your arrival.

Read more about this virtual welcome meetings: <https://cmi.univ-rennes.fr/actualites/webinaires-en-direct-preparer-son-depart>

8) Useful information & websites to prepare your stay in France and Rennes:

If you do not apply for airport/station pick-up or if pick-up is not possible, here is the information to come to INSA (please have a look at the campus and access map enclosed):

Rennes public transportation: <http://www.star.fr/>

If you arrive by train or bus, ride from the station to the INSA (you can buy ticket to the driver or pay directly with your credit card):

Take the metro line **(B)** direction « Viasilva » and get out at « Beaulieu-Université » then go directly to INSA accommodation office (block 14).

If you arrive by plane, from airport to INSA Rennes: <https://www.rennes.aeroport.fr/acces>

You can take the **bus C6** direction “Cesson-Sévigné” and get out at “Saint Jacques Gaité” then take the metro line (B) direction « Viasilva » and get out at « Beaulieu-Université » then go directly to INSA accommodation office (block 14).

Other useful websites:

<https://www.insa-rennes.fr/preparer-sejour.html>

<https://cmi.univ-rennes.fr/en>

<https://www.campusfrance.org/en>

<https://www.tourisme-rennes.com/en/>

<https://www.sncf-connect.com/>

We wish you a nice trip to France!

Yours sincerely,

Carole BOURLEY

International Relations Office