

YOUR ARE ACCEPTED AT INSA TOULOUSE: READ CAREFULLY

You have been accepted as an exchange student or a double degree student at INSA Toulouse. Congratulations!

ATTENDANCE AT OUR WELCOME SESSION

The International Relations Office (DRI) organizes a welcome session for exchange students before the semester starts. This meeting will take place:

- For the fall semester: on **Tuesday, September 4th 2018 at 10am**

>Place: Amphitheatre Fourier (building 12)

- For the spring semester: **to be confirmed** (generally during the second week of January)

>Place: Salle des Thèses (building 8)

Your attendance is **COMPULSORY** (unless you are only attending 5th year courses or doing an internship). If you do not attend this welcome session, your enrollment may be delayed.

REGISTRATION DAY

Your registration will take place on: **Thursday September 6th 2018**

- For non EU students: from 10am to 12:30pm

- For ERASMUS+ students: from 2pm to 4pm



MANDATORY DOCUMENTS TO PROVIDE US ON REGISTRATION DAY

Here below is the list of documents you must provide on Registration Day

These documents are mandatory if you want to complete your enrollment. Please prepare them before you arrive in Toulouse (The International Relations office won't make any photocopy):

Documents	Students from European Economic Area (EEA)	Students coming from non EEA countries	Students from Quebec
<input type="checkbox"/> Enrolment form + identity photograph	X	X	X
<input type="checkbox"/> Civil Liability Form	X	X	X
<input type="checkbox"/> 1 copy of your Civil Liability Insurance Certificate	X	X	X

Please make sure your Insurance is still valid if you are doing an internship (it is mandatory)			
<input type="checkbox"/> Authorization for medical treatment Form at INSA (signed by both you AND your parents) with identity photograph	X	X	X
<input type="checkbox"/> Medical certificate (mandatory for Double degree students - Optional for exchange students): 1.Generate your certificate through this link and print it: https://choixaps.insa-toulouse.fr/cm/index.php 2. Certificate has to be completed and signed by your family doctor. 3. After your registration at INSA, scan and upload your signed medical certificate through this link: https://aps.insa-toulouse.fr/identification.php	X	X	X
<input type="checkbox"/> 1 copy of your passport and visa with the custom's stamp (it must indicate the date of your arrival in the Schengen area)		X	X
<input type="checkbox"/> 1 copy of your identity card or passport	X		
<input type="checkbox"/> Birth certificate: ORIGINAL + 1 copy (not translated)		X	
<input type="checkbox"/> Birth certificate translated by an accredited translator: ORIGINAL TRANSLATION + 1 copy		X	
<input type="checkbox"/> 1 copy of your Certificate of School Attendance which must indicate that: - you are duly enrolled in your home institution - and have paid school fees in your home institution during your mobility at INSA Toulouse OR <input type="checkbox"/> 1 status certificate (which indicates that your home institution selected you to be an exchange student or a double degree student at INSA Toulouse)	X	X	X
<input type="checkbox"/> 1 copy of your international Health Insurance (translated in French, English or Spanish), mentioning a specific period that will depend on your arrival: - In July or August: must be valid until September 1 st - In September: must be valid until the 1 st day of the next month following your arrival Ex: You arrive on January 9 th > Insurance valid until Feb 1 st		X	
<input type="checkbox"/> 1 copy of your European Health Insurance Card	X		
<input type="checkbox"/> 1 copy of the « Attestation d'affiliation au régime de Sécurité Sociale des participants aux échanges entre établissements d'enseignement supérieur » (formulaire: SE 401 -Q-106)			X
<input type="checkbox"/> Non-plagiarism Charter (filled and signed in both languages)	X	X	X