

## ADMINISTRATIVE REGISTRATION

To get your student card and the certificate of school attendance ("certificat de scolarité") :

**FROM SEPTEMBER 5th, 2019**

You have to visit at Ecole Nationale Supérieure d'Architecture de Paris-la Villette, office n° 13  
– Bureau des Relations Internationales **with the following documents** :

- 1) • **FOR UE STUDENTS** : Copy of your **European Health Insurance Card (valid until the end of your study stay at ENSAPLV**, or a certificate from your home country)
  
- 2) Copy of **Third-person liability insurance (assurance responsabilité civile) : for ALL students.**

If you don't have this insurance, you will be able to buy one from one of the student insurance company.

Caution : If you rent an apartment in France, and you have bought an insurance for it, a 3rd person liability insurance may be included with it : check it before buying a new one !

**You have 2 possibilities to obtain your liability insurance:**

**- Going to one of these addresses :** (cost : around 15€/year)

- **Either** LMDE –  
> **7 rue Danton** 75006 PARIS  
Métro Odéon ou RER St Michel  
From Monday to Friday : from 9:00 (AM) to 5:30 (PM) without interruption
- **or** SMEREP –  
> **54 boulevard Saint-Michel** 75006 PARIS  
RER B Luxembourg ou ligne 10 Cluny-la-Sorbonne ou ligne 4 Saint-Michel  
From Monday to Friday : from 9:00 (AM) to 5:50 (PM) (5:20 PM on Friday)

**- Buying one on Internet:**  **Warning** the price is more expensive : 27€/year

- **SMEREP** : [https://www.smerep.fr/adhesions/nouvelle?garantee\\_id=pack-smerep](https://www.smerep.fr/adhesions/nouvelle?garantee_id=pack-smerep)