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International Affairs  
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### **CROUS procedure for students - Academic year 2020-2021**

Before your arrival, you have to make an appointment with the CROUS on <https://www.messervices.etudiant.gouv.fr/envole/>

#### **The different Residence Halls of the CROUS are:**

- ❖ Jussieu Residence Halls, 3 Avenue Albert Einstein, 69100 Villeurbanne
- ❖ Althea Residence Halls, 3 Avenue Albert Einstein, 69100 Villeurbanne
- ❖ Einstein Residence Halls, 1 bis/ 1ter Avenue Albert Einstein, 69100 Villeurbanne

#### **Office hours:**

Monday to Friday from 9:00 am to 1:00 pm and from 2:00 pm to 5:00 pm.  
In order to be assigned a room/studio, you must arrive on weekdays and before 3:00 pm. The Residence Hall administration is closed the weekends.

#### **Accommodation costs for the academic year 2020-2021:**

Payments in cash, by card, and by check are accepted. Update of the rates on 01/01/2021.

CONCEPT	JUSSIEU	ALTHEA	EINSTEIN
Monthly rent	271€ (internet included)	393€ (internet included)	394€ (internet included)
Security deposit <b>(1)</b>	230€	250€	250€
Booking fees <b>(2)</b>	100€	150€	150€
Administration fees	10€	10€	10€
Renting of sheets <b>(3)</b>	10€	10€	10€

**(1)** This amount will be reimbursed to you at your departure if no damage to the property has been caused.

**(2)** Booking fees are **bi annual** (You pay them **in September** and **in February**).

**(3)** The rent of sheets is optional.

**The next documents must be provided to the Residence administration at your arrival:**

- A copy of your passport or ID Card
- 3 passport photos
- The accommodation **insurance certificate covering against fire and flood and Civil Liability**.  
It is compulsory to give this document in order to obtain your room's keys. It is possible to buy it online: <https://smerra.fr/4-assurances/7-assurance-logement> or <http://www.assurances-etudiants.com/>
- The Visa obtained on [messervices.etudiant.gouv.fr](http://messervices.etudiant.gouv.fr) and on « VISALE »
- Your bank account information
- Proof of enrolment
- The Housing documents from the CROUS

**The other actions to be carried out during your stay at the Residence Hall are:**

- To fill out and return the inventory of fixtures within the next 48 hours of your arrival.
- To pay the rent between the 1<sup>st</sup> and 10<sup>th</sup> of every month at the Administration office.
- **To give one month's notice prior to departure.** The first step is to come see me and then I will send an email to the Residence to let them know your date of departure. **If you don't do this, you will be charged by for one more month of rent after your departure.**
- To make an appointment with the Residence Hall administration before your departure to check the room's conditions. **The appointment can only have place on weekdays and not on weekends.**
- To provide your bank account details to the Administration so they will be able to reimburse you the security deposit by bank transfer.
- To fill out a special form in case of wanting to be reimbursed into a foreign bank account.