

This page sets out the first steps to register as a PhD student at **Ecole Centrale de Nantes**.

• **General info**



The '*formulaires d'inscription*', or forms to be completed are:

1. *Pre-Inscription*, 2. *Inscription* and 3. Administrative forms.

Useful terms: **PhD = Thèse** & **PhD student = Doctorant(e)**

• **Get the *Pre-Inscription* and *Inscription* forms**



Ask the person you are in contact with at Ecole Centrale de Nantes (Secretary or your future PhD supervisor) to put you in contact with the '**Pôle Doctoral**'.

Write: '*Bonjour. J'aimerais, s'il vous plaît, remplir les formulaires de préinscription et d'inscription pour m'inscrire à la ECN en tant que doctorant*'.

• **Bring / send the forms**



Complete the forms and take them yourself to the '**Pole Doctoral**' office. You can also send them by post, just keep in mind that electronic signatures are NOT accepted.

• **The administrative form**



After 2 weeks (delay approx.) you will receive an email from '**Scolarité**' (Student Affairs Office) with: 1. the administrative form and 2. the invoice to pay the '*droits ou frais d'inscription*'. Complete the forms and take them to '**Scolarité**' with a means of payment.

Later on (1-2 weeks approx.), you will receive a notification to collect your documents. You will receive your '*Certificat d'étudiant*', containing your '*Numéro étudiant*', and a guide to create your institutional email account.

• **email: l'adresse mail**



Follow the procedure **in one of the ECN computer rooms**, (room numbers are indicated in the guide). If you experience any problems using these rooms, go to the '**CRI-Services informatiques**' office. Mon to Fri: 10.00-10.15 am or 3.00-4.00 pm.

• **Student Card: *la carte d'étudiant***



With your '*Certificat d'étudiant*', go to the "**CRI-Services informatiques**" office and **smile**. They'll take a picture for your student card.

Ask any IT-related questions there. Mon to Fri: 10.00-10.15 am or 3.00-4.00 pm.

• **University restaurant: Le RU - la cantine**



You will receive an e-mail when your student card is ready. Follow the instructions in the email to activate it. It serves as the card for university restaurant. Check out the IZLY application.

This page gives you the list of things to do first in **Nantes**

*Just arrived in Nantes? Everyone is speaking French?
Don't panic, just READ. You are gonna like the place ;)*

• The bank: **La banque**



Check out: Banque BNP Paribas - Banque Populaire – etc...

Say: *“Bonjour, je voudrais ouvrir un compte bancaire, s’il vous plaît”*

NOTE: You'll have to provide proof you live in France - 'Attestation de domicile'

• Phone line: **Forfait téléphone**



Check out: RED by SFR - Bouygues Telecom – Orange - La Poste – etc...

Say: *“Bonjour, je voudrais une carte sim. Quelles sont les options du forfait?”*

NOTE: you will need a bank account, ask for your 'RIB' at the bank

• Housing: **Logement-Résidence**



Students residences: 'Le CROUS', maybe the easiest, but you may have to wait.

Private places: check out the free ads website 'leboncoin.fr'. Option: 'logement' for a private place, or 'colocation' to share a flat. Some ads use an agency, some are directly with the owner. An agency will ask you for extra administrative fees €.

• Public transport: **Transport en commun**



Check out: La TAN.fr, they cover buses and trams. Get a card, you can subscribe monthly or for a year.

Say: *‘Bonjour, Je voudrais une carte d’abonnement pour: le mois de..., l’année.’*

NOTE1: For 1 trip you can buy tickets at the 'distributor' at each tram station and also on buses (buying on the bus is more expensive).

NOTE2: You will need a bank account to subscribe, bring your 'RIB'

• Bike: **Vélo**



Check out: VeloCampus: rent a bike for 1 year for about €55

Bicloo: Public system. You can buy a 1 day ticket or subscribe for the year for about €29 if you have the TAN card.

• Sports



Check out: SUAPS - Université de Nantes: Choose 2 different sports and subscribe for around €90 / year. There is also a gym at ECN.

• Help? **Maison des chercheurs étrangers de Nantes**



Email: As soon as you can, write to them and make an appointment. They are SO supportive. maisondeschercheursetrangers@univ-nantes.fr