## **How to apply for CROUS accommodation?**

- 1. You must create an account on the <u>mes services étudiant</u> website. It is recommended that you create an account before the start of the additional phase.
- 2. As soon as the additional phase opens, you must log into <u>Trouver un Logement</u> website. The additional phase begins each year in early July; please check the exact date directly on <u>this website</u>.
- 3. Once you have found an accommodation that interests you, you can add it to your cart by clicking on the "Ajouter à mes voeux" cart icon.

## !! You can only apply for one accommodation at a time!!



4. Confirm your application

Once you have added the accommodation, you will then need to confirm your application. To do this, you will be asked for proof of income (your bank statements or those of your parents/tax notices).

5. Wait for the CROUS's response

You may receive a response from the CROUS the same day or up to 3 weeks later, so check your emails carefully (especially your spam folder).

If your application is accepted:

You will receive an email informing you that your application has been accepted. You will then be asked to pay the CROUS fee (€100). You will <a href="https://have.48 hours to pay">have.48 hours to pay</a>, otherwise your housing application will be rejected. This payment will be deducted from your first month's rent.

If your application is rejected:

You will receive an email informing you of this and explaining why your application was rejected. You can then submit your housing application again.

- 6. After paying the €100 fee, you must return by email the **duly completed documents** provided by the residence, including:
- The signed internal regulations
- The **guarantee agreement** provided to you, duly completed and signed by the **third** party acting as guarantor

- Payment of the **security deposit** (caution) corresponding to one month's rent
- 7. Upon moving into the residence, you will be asked for:
- Payment of the first rent (loyer)
- Proof of insurance against rental risks (fire, water damage, civil liability)
- Presentation of your student card or a registration certificate for the academic year for which the accommodation was obtained.