



STEP BY STEP GUIDE

## Joint LL.M.

*LL.M. in French and European  
Union Law, specialization in  
Taxation Law, Business Law and  
Compliance*

*CY Cergy Paris University (France)*

&

*LL.M. in International Commercial  
Law*

*University of Dundee (Scotland)*



## CY Cergy Paris Université

### Address

CY Cergy Paris Université  
School of Law - Faculté de droit (Chênes 1 building, 3rd Floor)  
33, boulevard du Port  
95011 Cergy-Pontoise cedex

### Website

<https://cydroit.cyu.fr/formations/masters/ll-m-taxation-law-business-law-and-compliance>

### Academic advisor

Professor Roxana Family

LL.M. Director and Academic Advisor - School of Law  
[llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

### Administrative coordination

#### LL.M Office

- 3rd Floor, Office C 346
- ☎ + 33 1 34 25 22 73
- @ : [llm.droit@u-cergy.fr](mailto:llm.droit@u-cergy.fr)

FALL semester begins in September

SPRING semester begins in January

SUMMER BREAK LL.M Office is closed during the month of August

## Contacts CY Cergy Paris Université

- **International Relations Office**
  - 33, boulevard du Port  
95011 Cergy-Pontoise cedex  
Chênes 1 campus - Les Chênes Tower, 3rd Floor, Office 313
  - ☎ : + 33 1 34 25 60 96 or + 33 1 34 25 67 02
  - Opening hours: Monday to Friday from 9.30 a.m to 5.00 p.m.
  - @ : [incomingmobility@ml.u-cergy.fr](mailto:incomingmobility@ml.u-cergy.fr) or [mara.lim@u-cergy.fr](mailto:mara.lim@u-cergy.fr)
  - Website : <https://www.u-cergy.fr/fr/international.html>
- **CLF (for French Language Courses)**
  - Chênes 1 campus - 3rd floor, Office E-387
  - ☎ : + 33 1 34 25 22 51
  - @ : [languefrancaise@ml.u-cergy.fr](mailto:languefrancaise@ml.u-cergy.fr)
  - : <https://www.u-cergy.fr/fr/international/centre-de-langue-francaise.html>

## University of Dundee (UOD)

### Address

School of Law  
University of Dundee  
Dundee  
United Kingdom  
DD1 4HN  
☎: +44 (0) 1382 384461



### Website

@: <http://www.dundee.ac.uk/law/>

## Contacts university of Dundee

- Admissions & Student Recruitment  
Global Programmes Office  
4 Airlie Place  
University of Dundee  
DD1 4HN
- Pamela Brown  
Global Programmes Officer  
☎: +44 1382 385658  
☎: 44 1382 386759  
@: [p.a.brown@dundee.ac.uk](mailto:p.a.brown@dundee.ac.uk)
- Website: [www.dundee.ac.uk/admissions](http://www.dundee.ac.uk/admissions)

## Contacts Dundee school of Law

- Fiona Clarck  
Postgraduate Secretary  
☎: + 44 1382 386736  
☎: +44 1382 386737  
@: [f.j.clark@dundee.ac.uk](mailto:f.j.clark@dundee.ac.uk)
- Website: <http://www.dundee.ac.uk/law/llm/index.htm>
- Aude Fiorini  
Lecturer in Law  
ERASMUS Academic Co-ordinator  
☎: +44 1382 384601  
@: [a.r.fiorini@dundee.ac.uk](mailto:a.r.fiorini@dundee.ac.uk)



## ELSA the European Law Students' Association

Its main objective is to promote cultural, linguistic and legal exchanges through the organization of various events (pleadings, debates, conferences, workshops, visits of French institutions, discovery of monuments and heritage, promotion of Erasmus exchanges, welcoming the International students ...).

- We know how hard it is to go to a foreign country, and to study a course such as Law. **ELSA organizes the buddy system.** You can contact them for any information which concerns everyday life (advice to choose your subjects, accommodation, transports, some help...).
- @ : [elsacergy.hellostudents@gmail.com](mailto:elsacergy.hellostudents@gmail.com)
- Facebook : Elsa Cergy
- Twitter : @ELSACergy
- LinkedIn (ELSA Cergy)

### This guide is intended for:

- **CERGY STUDENTS ENROLLED IN THE DUAL LL.M./MASTER PROGRAMME**  
They attend classes at CY during the 1st semester and at the UOD during the 2nd semester.

Chapter 1 below is dedicated to the specificities of their registration procedure.

- **DUNDEE STUDENTS ENROLLED IN THE DUAL LL .M./MASTER PROGRAMME**  
They attend classes at the UOD during the 1st semester and at CY during the 2nd semester.

Chapter 2 below is dedicated to the specificities of their registration procedure.  
Chapter 3 will indicate common details of the registration procedure for all students.

## 1) CY STUDENTS ENROLLED IN THE DUAL LL.M./MASTER PROGRAMME

### 1) Application form and admission letter

Link to application form and detailed presentation on our website:

You have decided to join CY School of Law within a LL.M./Master programme.

You have to send:

- The electronic version of the Application form and all required documents scanned Pdf by e-mail to:  
@: [llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

Application form Dual LL.M./Master programme

\_Deadline to apply: July 20th except extension decided by the School of Law

**The administration is closed between July 25th and August 28th for summer vacations.  
All requests must be sent to the different offices before July 20th.**

The original version of the Application form

- + Test Score in English Proficiency
- + Resume or Curriculum vitae
- + Personal Statement
- + 3 self-addressed envelopes
- + 2 Photos
- + 2 letters of Recommendation
- + Copy of all Degrees certified by the awarding institution

by post to this address:

Université de Cergy Pontoise  
UFR Droit  
LL.M. Office C346  
Les Chênes 1 - 3ème étage  
33, bd du Port  
95011 CERGY-PONTOISE CEDEX  
FRANCE

If you have any problem contact:

@: [llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

- Applications are submitted to a Selection Committee which strives to make a decision within 2 to 6 weeks.
- Selected students are informed by e-mail to which are attached an application confirmation statement (Annex 1) and the bank references of the UCP (Annex 2).

- Selected students must upon reception of this e-mail confirm their application and pay 800 € within 30 days by bank transfer. The proof of transfer must be sent to the School of law by e-mail. This amount will be deduced from the total amount of the tuition fees.
- Unless confirmation and payment are received during this period, applicants will be considered as withdrawing from the program.
- Upon reception of the proof of transfer, an official admission letter will be sent to the students by e-mail and by post.

### Non- European students need this admission letter for visa purposes

- The remainder of the tuition fees + CY fees must be paid before or on the day of registration at CY.
- Before their arrival students will receive by e-mail the documents which are necessary for registration, the academic calendar and an IP charter.
- They will have to complete and sign the required documents and send them back by e-mail to this address:  
@: llm.droit@ml.u-cergy.fr

Why are the application form and the admission letter also very important in the process of registration in Dundee University?

- Once the application form received, UCP School of Law will be able to communicate to UOD School of Law the name and the e-mail address of Cergy students enrolled in the dual LL.M./Master programme.
- The admission letter to UCP is also necessary for the registration of students at UOD for the 2nd semester.
- Upon reception of these documents, UOD will send to UCP students enrolled in the dual LL.M./Master programme an administrative form and an accommodation form that they will have to complete in preparation of their stay in Dundee for the 2nd semester.
- PLEASE NOTE THAT STUDENTS ENROLLED AT UCP MUST COMMUNICATE ONLY WITH UCP'S SCHOOL OF LAW AND IN NO CASE DIRECTLY WITH UOD UNLESS THEY ARE ADVISED OR INVITED TO DO SO.

To learn more about the 2nd semester here is a detailed presentation of the program in Dundee Law School:

<http://www.dundee.ac.uk/law/llm/programmes/intcomm.htm>

You will have to follow the International Commercial Law programme :  
<http://www.dundee.ac.uk/law/llm/programmes/jointllm.htm>

+

1 classe that you will have to choose in the other programmes :  
[http://www.dundee.ac.uk/law/llm/llm\\_programmes.htm](http://www.dundee.ac.uk/law/llm/llm_programmes.htm)

Example: for Environmental Law:

<http://www.dundee.ac.uk/law/llm/programmes/environment.htm>

## 2) UOD STUDENTS ENROLLED IN THE DUAL LL.M

Dundee students have a double status:

- They are Exchange students
- They are Dual LL.M. students

For this reason they have to complete 2 application forms:

┌ **Application form for the international Relations Office at CY**

Links to the information available on line:  
Application form for CY international services :

This Application form must be sent before October 30th to:

@: [relations.internationales@ml.u-cergy.fr](mailto:relations.internationales@ml.u-cergy.fr) and [llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

**Non-European students will receive an invitation letter for visa purposes from CY Cergy Paris University only after the application form is received.**

- The original version of the Application form must be sent by post to this address:

CY Cergy Paris Université  
Relations internationales - SRI  
Tour des Chênes- bureau 313



33, bd du Port  
95011 CERGY-PONTOISE CEDEX

If you have any problem contact:

[llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

Without this Application form you can't be delivered any invitation letter by the International Relations Service of UCP.

CY's International Relations Service will send by post the original version of the invitation letter to the students and to UOD. She will also send a copy of the invitation letter to the Embassy.

## Application form for CY School of Law

Link to application form and detailed presentation on our website:

<https://cydroit.cyu.fr/formations/masters/ll-m-taxation-law-business-law-and-compliance>

Application form Dual LL.M./Master programme

This Application form must be sent before September 30<sup>th</sup> to : [llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

**Please note that the administration is closed between July 25th and August 28th for summer vacations.**

**All requests must be sent to the different offices before July 20th.**

You have to join to the original version of the Application form

- + Test Score in English Proficiency
- + Resume or Curriculum vitae
- + Personal Statement
- + 3 self-addressed envelopes
- + 2 Photos
- + 2 letters of Recommendation
- + Copy of all Degrees certified by the awarding institution

- The original version of the Application form must be sent by post to:

Université de Cergy Pontoise  
UFR Droit

LL.M. Office C346  
Les Chênes 1 - 3ème étage  
33, bd du Port  
95011 CERGY-PONTOISE CEDEX  
FRANCE

If you have any problem contact: @: [llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

- CY School of Law will then inform the International Relations Services of the admission of UOD students to the dual LL.M./Master program and ask for the invitation letter to be issued and sent.

Non- European students need this admission letter for visa purposes

Before their arrival students will receive by e-mail the documents which are necessary for registration, the academic calendar and an IP charter.

They will have to complete and sign the required documents and send them back by e-mail to this address:

@: [llm.droit@ml.u-cergy.fr](mailto:llm.droit@ml.u-cergy.fr)

## 1<sup>st</sup> Step: Enrollment at the school of law

All information should be available in this **Step by Step Guide** and the **Detailed Presentation**.

Requesting for information may delay the procedure for you.

Applications are submitted to a Selection Committee which strives to make a decision within 2 to 6 weeks.

Selected students are informed by e-mail with an Acceptance letter that has attached an application confirmation statement for you to fill out (Annex 1) and bank references for CY which you will use to make your tuition payments (Annex 2).


University fees (262€) must be paid the day of registration

Student and Campus life contribution-CVEC paid upfront by credit card on the website: 100€

**Students will receive by e-mail the documents and the modalities of payment which are necessary for registration, the Academic Calendar and an IP charter. They will have to complete and sign the required documents for registration.**

## VISA APPLICATION SUPPORT

To study in France, you must obtain a long-term “student” visa (D visa) before you leave. This is absolutely necessary in order for you to apply afterwards for a “student” resident permit. **Applications for “students” visas should be made at French Consulates or Embassies abroad at least three months in advance of your planned arrival.** Students from Liechtenstein, Norway, Andorra, Monaco, Saint-Martin and the Vatican do not need to obtain a D visa.

 Please note:

- You must apply for your visa as soon as you receive the Admission Letter. (ex: for Fall Semester between June & early July)
- Administration is closed between July 25 and August 31. All requests for Fall Semester enrolment must be sent to our offices before **July 10**.
- **Students are responsible for late visa enquiries.**

To apply for a visa you must present the following documents (refer to the French Embassy in your country):

- Proof of acceptance or preliminary acceptance by the university
- Proof of financial resources or Proof of accommodation for the length of your studies
- Your valid Passport

More information may be found on the Ministry of France of Foreign Affairs’ website: <http://www.diplomatie.gouv.fr/en/>

A complete listing of French embassies and consulates abroad is available on the following link:

<https://www.diplomatie.gouv.fr/fr/venir-en-france/>

## REMINDER OF DOCUMENTS YOU HAVE TO BRING WITH YOU

While preparing to study with us, do not forget to bring the following documentation with you:

A file on a USB key with a scan of your Passport, ID and Birth Certificate

- Your European card of health insurance (for European students only)
- A certificate of health insurance if you already have a private insurance in your home country
- Two photos
- Originals and certified copies of all previous Degrees and Transcripts
- Translations of your Birth Certificate, Degrees and Transcripts

## LL.M REGISTRATION

Upon arrival you will first report to the LL.M. Office and attend our **General Information Meeting**.

To register as a student and get your student card, you will need to bring:

- Personal identification (Passport...)
- Birth certificate (with English or French official translation if necessary)
- Copy of your latest Degrees + transcripts
- CY fees (around 245€) must be paid the day of registration.
- Student and Campus life contribution-CVEC paid upfront by credit card on the website: 95€

At the beginning of each semester a general meeting is organized to welcome all students. Students will be given all administrative and academic information in detail.

The School of Law arranges an appointment for the students to register at the University. They will be informed of the date and time of registration at the General Information Meeting. The School of Law also organizes a visit of the Library and electronic resources.

## CLF REGISTRATION (French Language Center)

French Law are compulsory for all LLM students/

Maison des Langues - Centre de Langue Française CLF

Chênes 1 - Bureau E387 (3ième étage) ☎: + 33 1 34 25 67 02

@: [languefrancaise@ml.u-cergy.fr](mailto:languefrancaise@ml.u-cergy.fr)

Open hours for students conditions and tariffs are indicated on the website:

<https://www.u-cergy.fr/fr/international/centre-de-langue-francaise.html>

## 2<sup>d</sup> step : Accommodation

Accommodation in France can be found either **in the public or in the private sector**.

We recommend accommodation in the private sector as the French government offers financial help (CAF).

Finding accommodation in the Paris area, of which Cergy is a part of, is especially difficult.

We alert prospective students to this matter and strongly encourage them to **secure accommodation early on in the process**.

- **For students arriving in the fall semester (September): Book in June**
- **For students arriving in the spring semester (January): Book in November**

The School of Law and CY are not responsible for students who have not secured accommodation by these dates.

### ACCOMMODATION

Here you have some housing suggestions:

**-KLEY Cergy**

[-https://www.kley.fr/en/student-residence/cergy/kley-cergy](https://www.kley.fr/en/student-residence/cergy/kley-cergy)

- cergy@kley.fr

**-Real estate agency ACDI Contact : Ms Fournaise : +33 6 50 18 47 86 rar-immo@orange.fr**

- **Studapart**, the student housing platform of CY Cergy Paris University

On this platform, you will be able to :

- Find your roommate(s) and form shared rentals
- Find a temporary room

How to use it:

- 1) Connect to the platform by using this website: <http://housing.u-cergy.fr>
- 2) Click on 'Student login' or 'Connexion étudiant'
- 3) Sign up and fill in the fields

#### 4) Activation CY2021

Contact : Yann : yann.quillivic@studapart.com

E-mail : booking@studapart.com

#### - The residence Jean-Baptiste de la Salle in Cergy

Contact : Denis GROSSÉ - Gestionnaire

E-mail : residence-cergy@unilasalle.fr

<http://lasalle-cergy.com/index.php/fr/>

Tel : + 33 1 .30.75.11.88

Address :15, Boulevard du Port, 95000 CERGY

Subject to room availability . Please notice this residence might require a guarantor in France or ask you to pay several months of rent in one shot (one time payment ).

- Cité universitaire de Paris <http://www.ciup.fr/maisons/demande-logement/>.

#### -VISITFORME

[www.visitforme.com](http://www.visitforme.com)

They [help you with your rental file and finding a guarantor](#) and they send people to visit flats for you so you can make sure it fits your needs and the ad:

- The visitors are [independent](#) (they don't know the landlord and their goal is to help you, not to rent the flat at all costs),
- They make a [complete detailed report about the flat but also the area](#) (transports, safety,..),
- They send you [pictures / videos](#),
- They can make a [videoconference](#) directly with you.

- **ONLY FOR THE SPRING SEMESTER:** The student residences of the ESSEC Business School -  
Résidence les Hauts de Cergy

5 minute on train (RER) from UCP

Salma BULTEZ

bultez@essec.edu

Tel: +33 1 34 43 60 14

• <http://www.essec.edu/en/pages/about-essec/essec-business-school/housing/>

Salma is the only contact person for your accommodation at the Hauts de Cergy Residence of the ESSEC Business School. She will help you for financial help offered by French government.

## Please be aware of scams:

-Be aware of offers that appear to be too good to be true.

-Never transfer funds via Western Union, Moneybookers or other Electronic Fund Transfer services to someone claiming to be an agent or landlord for a prospective property.

-Never send money before having the contract signed by all parties. Please ask a copy of the ID/passport of the landlord.

**IMPORTANT:** In France, **Home insurance is compulsory** for your room or your apartment. You must subscribe to it. We recommend to also take the optional “responsabilité civile”(the civil liability).

Here is the site usually used by our international students: <https://www.assurances-etudiants.com/en>

For any problem, please contact: [international.droit@ml.u-cergy.fr](mailto:international.droit@ml.u-cergy.fr)

## To get to the School of Law

The train station Cergy Prefecture is the nearest station to the school of Law, you get there from Paris by RER A or SNCF line L.

Once you have arrived at Cergy Prefecture station It is a 5 - 8 minute walk from the Cergy-Préfecture station to the University.

## 3<sup>d</sup> step : Administrative Procedures

### French Bank Account

A French bank account is necessary during your time here. It will make you able to receive your CAF subventions, pay for your accommodation and pay for your CLF lessons. ELSA can help if you have questions.

To get a bank account, you will need:

- Personal identification (Passport...)
- Certificate of agility or your student card
- Certificate of accommodation (copy of your lease attesting where you are living)

### Medical coverage & student health insurance

As a rule in France, everyone has the right to benefit from the social healthcare system, called « sécurité sociale ». To obtain this benefit, a contract must be signed with a medical coverage organization that will last for one year.

Thanks to this system, if people have health expenses during their year here with us (disease, medicines, surgeries, hospitalization...):

- ✓ they will have to pay only one a portion of their expenses
- ✓ or they will pay nothing.

A foreign student can benefit from this system. However from his arrival in France he must go through this process:

#### ➤ Medical coverage if you are a European Union student:

You must obtain the European Health Insurance Card before leaving your country.

However you must pay attention to the fact that the European Card is not sufficient for you to benefit from automatic medical coverage here in France. If you don't do anything, you will have to pay the expenses.



To have full coverage, go to a « Social Security Center » (CPAM) close to your home here in France so that you may benefit from what is called the « general regime of social security » (régime général de sécurité sociale).

Here are documents you will need to provide to the « Social Security Center » CPAM:

- Personal identification (Passport and identity card);
- European card;
- Student card;
- Your Mobility Certificate, which you should also give to the International Development Office;

The form available on this website :

[http://www.ameli.fr/fileadmin/user\\_upload/formulaires/S1205.pdf](http://www.ameli.fr/fileadmin/user_upload/formulaires/S1205.pdf)

➤ **Medical coverage if you are non-European Union student:**

Even if you already benefit from private insurance schemes in your home country, you are subject to the following:

**If you are under 28 years old:** You must sign up for student health coverage with CY Cergy Paris University. This insurance policy costs approximately €210.00 for one academic year.

You also have the choice between two organizations that will reimburse your medical costs:

La Mutuelle Des Etudiants (LMDE) or the SMEREP. Offices for both are on the UCP Campus.

**Mutuelle des étudiants (LMDE)**

Offices open every day from 11:00 am to 3:30 pm.

Cergy-Pontoise University- Les Chênes Tower, Floor 1, Office 114

Website: [www.lmde.fr](http://www.lmde.fr)

☎: + 33 8 10 60 06 01

**Société mutualiste des étudiants de la région parisienne (SMEREP)**

Offices open every day from 9:00 am to 4:45 pm (4:30 pm on Fridays)

Cergy-Pontoise University- Les Chênes Tower, Floor 2, Office 214

Website: [www.smerep.fr](http://www.smerep.fr)

**If you are over 28 years old:** You apply for the CMU (Couverture Maladie Universelle). This health insurance scheme is available via the Social Security Center for the Val-d'Oise department.

If you want to benefit from a full social coverage for one year, you can subscribe for **complementary mutual insurance on a yearly basis**.

## Health insurance

Even in France, as a foreign student you can be a victim or responsible for an accident (physical injury, damage to property).

As a rule, the insurance contracts which you sign in your home country have only a national reach.

This is the reason why you will have to subscribe to third-party insurance in France, “assurance responsabilité civile”.

You will need:

- European card of health insurance;
- Personal identification (Passport and identity card);
- Student card or certificate of agility;
- RIB (a copy of your bank information from your bank) which should be given to you by your bank once you open a bank account. A RIB enables you to make banking transfers for health insurance

## Transportation Card

Will enable you to move across Paris and the region by bus or train.

To obtain a transport card, you will need:

- Certificate of agility;
- Personal identification (Passport and identity card);
- RIB (your banking identity) to pay this subscription (75€/month max);

It is possible to pay with cash money, by transfer if you order online or with a bankcard.

**LOOKING FORWARD TO MEETING YOU!**

**HAVE A NICE EXPERIENCE AT CY CERGY PARIS UNIVERSITÉ!**

