

Exceptional Study Aid 2023-2024
Grenoble INP-UGA
Step2/2
List of required documents

▲ WARNING ▲



- Any application that is **INCOMPLETE**, or includes supporting documents that have not been translated, or are illegible and/or do not correspond to what is required will not be examined.
- All documents must be translated into French or English (sworn translations are not compulsory)
- Proof of family resources must indicate the identity of the person concerned and **the annual amount of incomes received in 2022**.
- **Salary slips are not allowed**. In the absence of valid proof, your application will be rejected and you will not be able to present it again.
- **PDF format** is required, or JPEG for images (photos, scans)

First step

Please read the document entitled [« Student Information » which explains the application procedure and the steps to follow »](#).

Requested documents

- 1- Check the documents listed in the student information and below
- 2- Upload all the documents and add this note called « List of required documents » which has to be signed, proving that you understood and uploaded all the documents requested

If your family situation does not allow you to provide all the supporting documents requested, please get closer to your school's registrar's office.

Documents for « Financing my studies for 2023-2024 »

Indicate all the income plans for the academic year 2023-2024, and declare all the scholarships or funding incomes you are nominated for, even those you are waiting for an answer.

- ⇒ Upload the copy of the scholarships certificate and/or other funding granted :
- Foundation scholarship (FIRSI, Grenoble INP-UGA, Artelia...)
 - Campus France scholarship, Government scholarship, Embassy scholarship
 - « Bourse de Couverture Sociale » de Campus France
 - Merit scholarship, Excellence scholarship
 - International scholarship
 - IDEX and EIFFEL scholarships
 - Association scholarship, company scholarship
 - Mobility grant (Erasmus+, Auvergne Rhône-Alpes scholarship...)
 - Student loan ...

- ⇒ If you have submitted an application for a grant and/or other fundings are still waiting for an answer, **you must indicate it in the FSA application.**
- ⇒ Any other allowances have to be added : proof of payment of alimony, an orphan's pension, etc...

DOCUMENTS proving « My family status »

If you are in a couple, proof of your partner's income is mandatory (married, civil union, common law)

If your partner is a student

- ⇒ Copy of the notifications of scholarships and/or other funding allocated for the academic year 2023-2024
- ⇒ Copy of internship/apprenticeship allowances received or to be received for the academic year 2023-2024

If your partner works in France

- ⇒ Full copy of the 2023 tax notice on incomes received in 2022 (Occasional student job not concerned)

If your partner works abroad

- ⇒ Tax notice or certificate from the employer indicating the ANNUAL taxable amount of income received in 2022

If you have one or more dependent children

- ⇒ Copy of the family record book or any other official document

Document regarding « Siblings »

Family component

- ⇒ **Copy of the family record book or family register, or any other official document mentioning ALL THE MEMBERS OF THE FAMILY** (identity and dates of birth of parents and siblings)

Siblings

Only siblings **financially dependent** on parents during the academic year 2023-2024 are to be declared.

- ⇒ Copy of scholarship notifications allocated to siblings during the academic year 2023-2024
- ⇒ Copy of internship ou Apprenticeship benefits received or to be received by your siblings during the 2023-2024 academic year

« Family resources for the year 2022 or 2023 »

REQUIRED even if you are financially independent

Your parents or legal representatives LIVE IN FRANCE

- ⇒ The copy of the **tax notice assessment of 2023 regarding the incomes received in 2022** of your parents or legal representatives
- ⇒ The copy of the certificate from the French Family Allowance Fund **for 2023** (Caisse d'Allocations Familiales *for dependent children*) : *family benefits, solidarity allowance, activity allowance, etc...*
- ⇒ The copy of the certificate of any **other income** with the **annual amount 2023** : *unemployment benefit, retirement pension, disabled adult allowance, property rental income, etc.*

Your parents or legal representatives receive resources from abroad

- ⇒ The copy of the **ANNUAL incomes of 2022** of your parents or legal representatives :
 - The tax notice **assessment of 2023** regarding the **incomes received in 2022**
 - **OR** any certificate from the employer of the parents or legal representatives indicating the ANNUAL taxable amount of income received in 2022 and indicated in the home country currency.
This certificate must specify the annual amount received **BEFORE the deduction of any taxes and/or credits.**
- ⇒ Certificate of "others" incomes with the annual amount for 2023 : unemployment benefit, solidarity benefit, retirement pension, property income, disabled adult allowance, family allowance, etc...

Unofficial resources

If your parents or legal representatives live on informal occasional resources, you must indicate the approximate **ANNUAL amount** of these resources :

Examples : sale of subsistence products, harvest, breeding, fishing.....

WARNING

In case of any changes of situation in 2022 or 2023 for one of the parents or legal representative

Examples: divorce, redundancy, illness, unemployment, etc...), must be provided :

- ⇒ Provide a document certifying the changes in the situation and the impact on the family incomes
Examples: certificate of unemployment or redundancy, certificate of divorce, invoices for medical expenses remaining to be paid, etc...)

WITHOUT SUPPORTING DOCUMENTS, YOUR NEW FINANCIAL SITUATION WILL NOT BE TAKEN IN CONSIDERATION

Section « SOCIAL BENEFITS 2023 FOR DEPENDENT CHILDREN AND/OR LOW »

- ⇒ **Summary** of the Family Allocations Fund (CAF) for 2023
- ⇒ **Family benefits for dependent children**
Examples: Family allowance for dependent children under 20, Family supplement for 3 dependent children, Education allowance for disabled children, etc...

Bank identity document « RIB »

- ⇒ RIB in the student's name, from a bank domiciled in France

« Declaration of honour » section

According to Article 441-6 of the Code of Criminal Procedure :

« The fact of knowingly providing a false or incomplete declaration with a view to obtaining or attempting to obtain, to have obtained or to attempt to have obtained from a public person, a social protection body or a public service body an allowance, a benefit or an undue advantage is punishable by two years' imprisonment and a fine of €30,000. »

By signing with your first and last name, you certify on your honour the accuracy of the information provided in your file, and have taken note of the risks incurred in the case of a false declaration. Any false declaration is liable to penal and disciplinary sanctions with a review of the opinion of the Grenoble INP-UGA social commission.

Statement of understanding : list of documents to be supplied

Mandatory : read it, sign it and upload it :

I,the undersigned :

- that I have understood and read the list of supporting documents to be uploaded to my file
- I have strictly identified the admissible supporting documents
- that I am aware and understand that if my application contains supporting documents that do not align with what it is expected, my application for exemption of tuition fees based on social criteria will not be examined by the members of the Student Social Committee.

Date :

Place :

Signature :