

## WELCOME TO THE MAISEL SudParis !

You will find in your folder all the information you need for your moving in the Maisel; please check inside the following essential items:

### 1- Keys :

- **If you are housed in building U1, U2, U4 :** you will find **2 keys** : the large one is your room key, the small one is your mail box key; your mail box is located in the hall of your building (your name should be displayed on your mail box already).
- **If you are house in building U3, U5, U7:** you will find **one key only**, which is your mail box one; your room door is fitted with an electronic lock which works with your **Maisel badge**. **For your security, please pay attention to the following instructions:**



- Place your badge on the sensor of the device to unlock
- When you leave your room after having shut the door, **place your badge on the sensor of the device in order to lock your room**, else your room remains unlock!
- When you are inside your room and having shut the door, **your room should be locked by acting on the push button of the lock**, else your room remains still accessible from outside at your own risks

- **If you are housed in building U6 :** half of the room doors are fitted with conventional locks, the other half with electronic locks (*refer to the previous instructions of use*)
- Your room number (4 numbers) is engraved on the ident plate of the key(s); the 1<sup>st</sup> number corresponds to the building number (U#), the 2<sup>nd</sup> one to your floor number.

### 2- Badge :

Your **Maisel badge** gives you access to all Maisel buildings; your room number is printed at the top left of your badge.

At the entrance of the buildings, **place your badge on this sensor**

**Should you loose your badge or your room key, please contact the technical staff phone 01 60 76 40 71**



### 3- Room inventory file :

You have to make your check in room inventory by yourself; please fill the file and drop it in the mailbox of the Maisel desk located in U2 hall within 48 hours; your copy shall be return to your mailbox after registration by the technical staff.



## 4- Essential information

- **Internet connexion**

Please proceed to the MiNET association office in the « Foyer associatif » building; a cheap fee will be charged to you in order to get access to the high-speed network of the campus.

- **Bedding kit (on sale)**

We propose you a bedding kit for € 40.00 including:

- 2 fitted sheets
- 2 sheets
- 2 loan blankets (or 1 blanket and 1 bedspread)
- 1 pillow or 1 bolster
- 2 pillow or bolster cases

Blankets must be returned clean and in good condition upon departure; the complete bedding kit must be returned when check out; all missing or damaged item will be charged. **Should you need this kit, please ask the technical staff.**

- **List of forbidden and authorized devices**

Pay attention to this list, which is an **appendix of the Maisel Charter** that you must obey; please refer to it carefully: [http:// maisel.imtbs-tsp.eu/the-association/article/maisel-charter](http://maisel.imtbs-tsp.eu/the-association/article/maisel-charter)

- **Application for housing subsidies at CAF (Caisse d'Allocation Familiale)** Application must be carried out **on line to the CAF website** from this link :

<http://www.caf.fr/allocataires/mes-services-en-ligne/faire-une-demande-de-prestation>

(we first advise you to refer to general information given on our website : <http:// maisel.imtbs-tsp.eu/accommodation/article/housing-subsidies> )

This is your interest to apply before the end of the month of your arrival at the Maisel; follow carefully the steps of the CAF form and precise the following information when required :

➤ **If you are housed in building U1, U2, U3 or U4 : (ALS)**

- ☐ Tick « ***Vous êtes : En cité universitaire, résidence pour étudiants, foyer...*** »

➤ **If you are housed in building U5, U6 ou U7 : (APL)**

- Tick « ***Vous êtes : locataire*** »
- Download and print out the **Attestation de loyer** to give to the Maisel Direction office for validation; then add it to your file of documents required by CAF.

➤ **Whatever building you are housed in :**

- In the field « ***Vous êtes en résidence universitaire CROUS :*** » Tick **NON**
- Enter the SIRET number of the MAISEL SudParis (14 digits) : **397 734 583 00016**

**You will have to send by postmail yourself to CAF your file of documents when completed.**

- **MAISEL resident summary guide**

**Do not loose it!** Essential information is summarized and shall be usefull during your Maisel stay.

Full information is available on the Maisel website <http:// maisel.imtbs-tsp.eu>

**Most important information you will need during your Maisel stay can be downloaded from the Maisel channel of ecampus, the digital workspace of IMTBS and TSP.**

You will be able to access to **ecampus** with your idents when your school account is open