

## 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 immediatly 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 mail box of the Maisel desk located in U2 hall within 48 hours ; your copy shall be return to your mail box 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 the amount of € 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.tem-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.tem-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.tem-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