

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 1st number corresponds to the building number (U#), the 2nd 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**

If you lose your access badge or your accommodation key, please contact the technical department at 01 60 76 40 71. A fee applies for this service: €10 for the first instance and €50 for the second (applicable after 10:00 PM and all day on weekends); the charge will be added to your housing fees.



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 duvet covers
- 1 duvet
- 1 pillow
- 2 pillowcases

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: <https://maisel.imtbs-tsp.eu/en/practicals-guides/>

- **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 :

<https://maisel.imtbs-tsp.eu/en/housing-assistance/>)

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 <https://maisel.imtbs-tsp.eu/en/practicals-guides/>

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