

**GUIDE FOR  
INTERNATIONAL  
STUDENTS**



***Bienvenue!***



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# *Bravo!*

Like 6000 other international students that enrol each year, you'll be joining one of Université Paris-Est (UPE) establishments.

## *Vous faites le bon choix*

With 50 000 undergraduates and 1450 postgraduates (including 45% of internationally mobile PhD students), UPE is known as a major scientific player.

Spread out within the Eastern Paris metropolitan area, the educational establishments of UPE offer you an exceptional location, with outstanding international student integration services in a human scale environment. Twenty minutes by metro (subway) or RER train and you are in the heart of Paris.

## *Bienvenue!*

**This guide** for foreign students is designed to help you find your bearings: preparation ahead of time, getting started upon your arrival and guiding you through your new life in France.

A real aid to your integration, you will find here guidance and practical information that will enable you to fully enjoy your stay in France.



## 7 ESTABLISHMENTS

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belonging to Université Paris-Est have designed this guide.



École des Ponts  
ParisTech



École d'architecture  
de la ville & des territoires



### UPEC

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With its 7 faculties, 5 institutes and its Observatory of Sciences of the Universe, the Université Paris-Est Créteil Val-de-Marne (UPEC) has been present in all areas of knowledge since 1971. As a major player in the dissemination of academic, scientific and technological culture, the university offers a wide range of training programmes in over 300 disciplines, spanning from the bachelor to the doctorate level. The international dimension of UPEC is manifested by 9 offshore programs and 27 joint degrees. Its recognition in areas of scientific excellence enhances its attractiveness. The diversification of its economic partnerships increases its local integration while promoting the employability of its students. Strengthened by its pioneering spirit, UPEC also has at its heart to boost international exchanges and encourage the mobility of both students and professors. —



## UPEM

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A young university created in 1991, the Université Paris-Est Marne-la-Vallée (UPEM) is characterized by a culture of innovation, shaped by the development of close partnerships with the economic world, both in the spheres of training and research. UPEM is a multidisciplinary institution with 12 schools and research centres, including a university institute of technology (IUT in French) and 16 research units. In pursuit of its assigned public service missions, the university focuses particularly on two major objectives: employability (qualified work placement) and the development of research excellence. It also maintains collaborations and close relations at both the European and international levels, in the spheres of education, student mobility and research. –



## ÉCOLE DES PONTS PARISTECH

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Since 1747, the École Nationale des Ponts et Chaussées has been training high-level engineers capable of meeting the challenges of their time in key areas that affect the daily lives of citizens and businesses: transportation, housing, energy, environment, and urban services; as well as public policies related to urban planning, sustainable development, and environmental risk assessment and management. Today this prestigious «grande école» offers a range of outstanding training programs: engineering degrees, masters, doctorates (PhD's), specialized masters, MBA programs, and continuing education. Students receive a broad, well-rounded education that is oriented towards management - in an environment that is open to business and to the world at an international level - thus enabling them to quickly reach executive positions. A rich, pluralistic establishment for education and research that is open to business and to the world; welcome to the École des Ponts ParisTech! –



## ESIEE PARIS

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ESIEE Paris, originally known as the Ecole Breguet, was founded in 1904. From the outset it distinguished itself as an Engineering School with a flair for innovation and entrepreneurship. It still maintains this focus as ESIEE Paris, the Engineering School of the Paris Region Chamber of Commerce and Industry. After graduating, students find positions in a wide variety of fields such as Computer Science, Electronics, Telecommunications and Embedded Systems, with careers which are often at the interface of Technology and Management. –



## ESTP

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The École Spéciale des Travaux Publics, du Bâtiment et de l'Industrie (ESTP) has trained nearly 30,000 engineers since its foundation in 1891, the majority of whom have participated in the largest construction and development projects - sectors of French excellence. The objective of this private «grande école» - to train civil engineers to design, build, equip and maintain our quality of life - is a mission of national interest. The ESTP has also always given great importance to international openness. Specifically, the internationalization of the school and its training is reflected today by many tools and activities (mobility, language, communication, etc.). –



## EIVP

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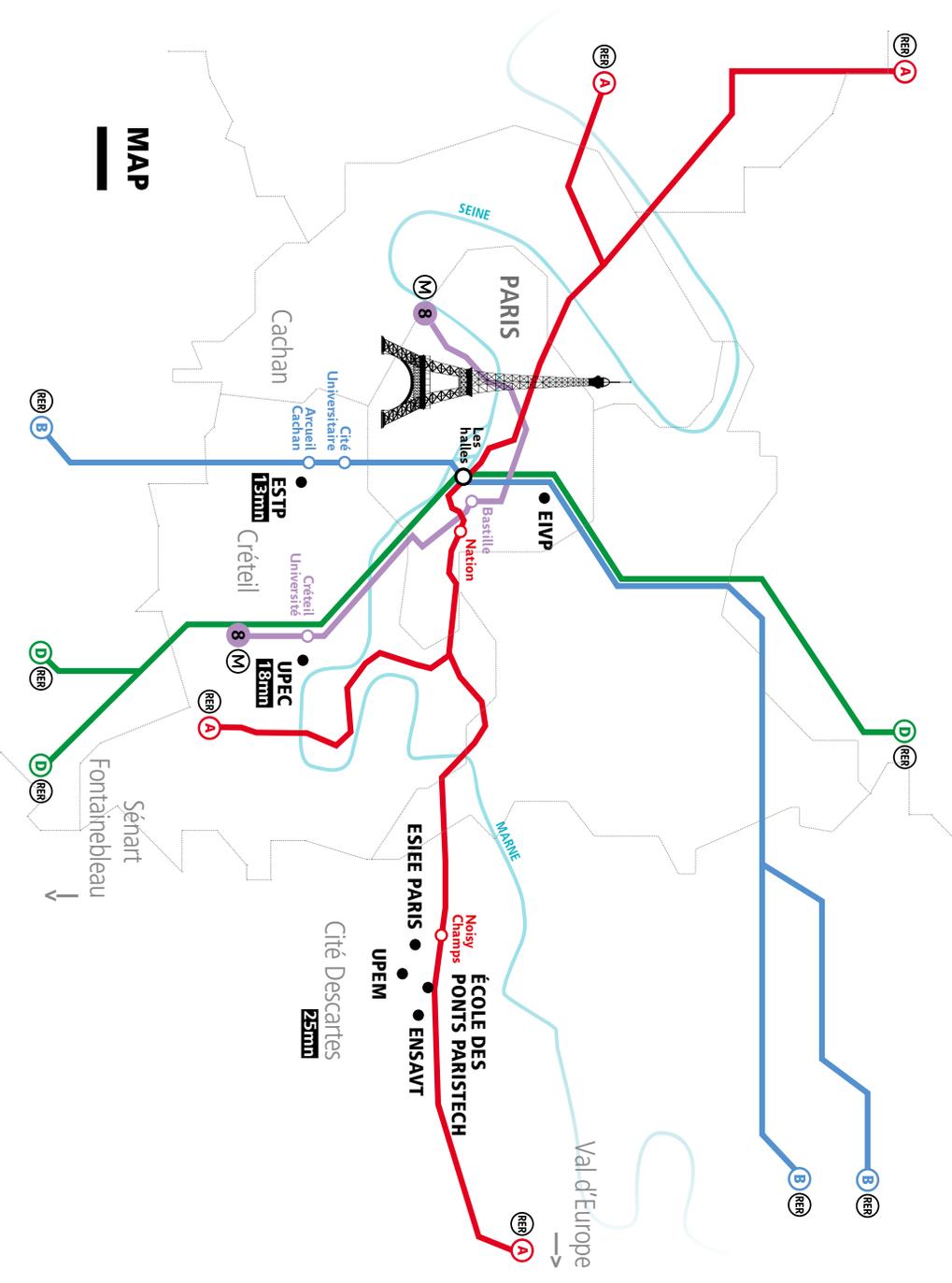
The École des Ingénieurs de la Ville de Paris (EIVP) is both a prestigious engineering school and a research laboratory on urban issues. It leads a double mission in training (initial and ongoing) and research. For 50 years, EIVP has kept sustainable urban development at the core of its teaching and research. To reinvent the city and contribute towards training those who will make it change together constitute the mission of this grand school of engineering. —



## ENSAVT

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L'École nationale supérieure d'architecture de la ville & des territoires is one of the twenty French higher national schools of architecture, administrative public bodies under the aegis of the Ministry of Culture. Its creation arose from a wish to establish a school of architecture at the heart of a suburban university campus, a school of architecture with an ethos of building design which would be in harmony with the understanding of territories and their uses. The School, located in an environment embodying all contemporary issues, seeks to awaken in its students an awareness of an ever-evolving world as well as to nurture reflection on current architectural practices. This school prepares for the State Architecture Diploma. The Architect's licence to project-manage under one's own name is intended for holders of the Architecture Diploma, either directly after their studies or in the context of work experience accreditation. Following the launch of the DSA "architecte-urbaniste" in 2005, a 2<sup>nd</sup> post-Masters specialization, the DPEA Architecture Post-Carbone, opened in 2013. —



**MAP**



*Premier pas!*

**PUTTING TOGETHER  
YOUR STUDY PLAN**

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## WHERE CAN I RECEIVE FURTHER INFORMATION?



*Voilà!*



### AT UPE MEMBER INSTITUTIONS

UPE internationally mobile PhD students and researchers can be informed and guided by « acc&ss Paris-Est », before their arrival or during their scientist stay in France. All information about Université Paris-Est is available on its website : **WWW.UNIV-PARIS-EST.FR**

7 partner institutions web pages:

– **UNIVERSITÉ PARIS-EST CRÉTEIL (UPEC):**

<http://www.u-pec.fr/etudiant-etranger/>

– **UNIVERSITÉ PARIS-EST MARNE-LA-VALLÉE (UPEM):**

<http://www.u-pem.fr/international/etudes-a-lupem-entrants/>

– **ÉCOLE DES PONTS PARISTECH :**  
[www.enpc.fr/etudier-lecole](http://www.enpc.fr/etudier-lecole)

– **ÉCOLE SPÉCIALE DES TRAVAUX PUBLICS, DU BÂTIMENT ET DE L'INDUSTRIE (ESTP):**

[www.estp.fr/content/accueil-et-encadrement](http://www.estp.fr/content/accueil-et-encadrement)

– **ÉCOLE DES INGÉNIEURS DE LA VILLE DE PARIS (EIVP):**

[www.eivp-paris.fr](http://www.eivp-paris.fr)

(near the top-right of the homepage, select International > Incoming Students)

– **ÉCOLE NATIONALE SUPÉRIEURE D'ARCHITECTURE DE LA VILLE ET DES TERRITOIRES (ENSAVT):**

[www.marnelavallee.archi.fr](http://www.marnelavallee.archi.fr)

(click on Affaires internationales on the left side of the homepage)

– **ESIEE PARIS:**

[www.esiee.fr/International/Accueil\\_desetudiantsenechange.php](http://www.esiee.fr/International/Accueil_desetudiantsenechange.php)



*Je parle français*

## BUT ALSO AT :

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### **WWW.CAMPUSFRANCE.ORG**

Campus France: the public institution in charge of student mobility. Here you will find all the information you'll need for your mobility project: studying in France (course catalogue, student funding), preparing your stay (administrative paperwork), living in France (housing, health care, work, daily life).

### **WWW.ENSEIGNEMENTSUP-RECHERCHE.GOUV.FR**

The website of the Ministry of Higher Education and Research: you will find here much information about higher education in France.

### **WWW.DIPLOMATIE.GOUV.FR**

The website of the Ministry of Foreign Affairs provides indications on the administrative steps you should take when coming to France (addresses for: consulates, embassies, French alliances, French government grants, etc.).

### **WWW.SERVICE-PUBLIC.FR**

The internet portal of the French administration informs you about your rights and about administrative procedures.

### **WWW.CNOUS.FR**

Learn about scholarships, student residences, university restaurants, cultural events on the website of the National Centre for University and School Works (CNOUS).

### **WWW.LETUDIANT.FR ET WWW.STUDYRAMA.COM**

Two websites specialized in student life, student jobs, housing and orientation.

### **WWW.ETUDIANTDEPARIS.FR**

The student association of Paris offers fact sheets dedicated to international students (visa, work, budget, finding housing, etc.).



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## GOOD TO KNOW

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The Espace Campus France located in your country and the Department of Cooperation and Cultural Action (SCAC) of the Embassy of France can help you better understand the French educational system.



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## TIPS

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To find French courses in your country, check with the French cultural institutions:  
**www.institutfrancais.com** or the Alliances Françaises:  
**www.fondation-alliancefr.org**

## I SPEAK AND I LEARN FRENCH

A basic level of French is a factor of success. The «*advanced intermediate*» level (B1, B2) is recommended for anyone wishing to enter one of the establishments

of Université Paris-Est (UPE). All UPE establishments will help you in this process: upon arrival, you can take courses in French as a foreign language (FLE).

# I CHOOSE MY TRAINING

## BACHELOR, MASTER, DOCTORATE

Training provided within establishments of the **Université Paris-Est (UPE)** is based on the **LMD system**: bachelor, master, doctorate (PhD). These 3 diplomas are recognized at the national and European levels.

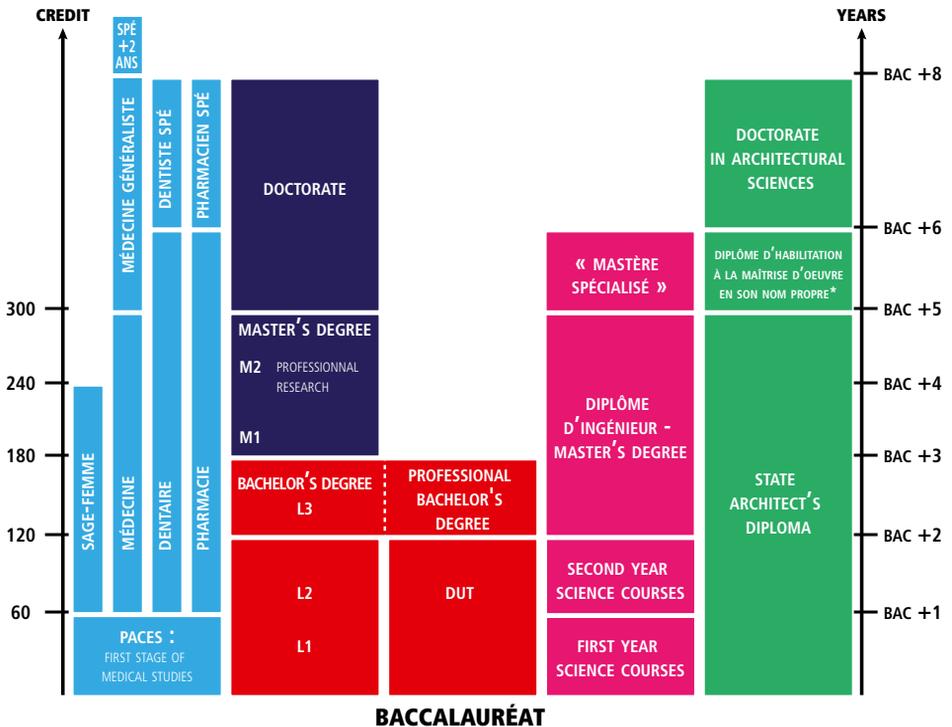
**Advanced masters (Bac+6: 6 years of higher education) and MBA's are offered by some establishments.**

These degrees are converted into ECTS credits (European Credit Transfer System), which represent a «European exchange currency» for students. This system allows you to earn credits during your stay

in our universities and have them validated in all European universities.

**The three levels of training (bachelor, master, doctorate)** are classified in four large fields (*arts, literature and languages; human and social sciences; law, economics and management; science, technology and health*). Short degrees (Bac +2), bachelors and masters are subdivided into areas of expertise (*applied foreign languages, history, international law, biology, etc.*) in order to specify the syllabus followed by the student.

## UNDERSTAND THE LMD SYSTEM



\* (HMNOP, STATE DIPLOMA ENABLING THEHOLDER TO MANAGE BUILDING PROJECTS IN HIS OR HER OWN NAME)

# *Mon porte-monnaie*

**FINANCING YOUR STAY**

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# PLANNING MY BUDGET

In order to study under acceptable conditions, you must have adequate financial resources to face the costs of living in the eastern Paris region.

## MONTHLY BUDGET

### SAMPLE BUDGET\*:

Housing (water and electricity included):	€ 500
Insurance (home, public liability):	€ 20 to 45
Health insurance:	€ 30
Food:	€ 200
Transport:	€ 30
Telephone & Internet:	€ 20
School supplies:	€ 40
Hobbies & outings:	€ 40

\* This financial estimate will vary depending on your particular situation (your type of accommodation most significant).



*Je fais mes comptes*

## BUDGET UPON ENROLMENT



### IMPORTANT

Students who must apply for a visa, at the consulate must submit proof of sufficient financial resources to pursue studies in the eastern Paris region.

Additional fees should also be anticipated upon arrival. The first month you will have to pay for:

- Your tuition fees: check the sum and the terms of payment on the website of the establishment you want to study at.
- If you come from a non-European Union country, student social security is mandatory: around € 200.
- The OFII tax (French Office for Immigration and integration): about € 50.
- Upon entering your accommodation, you will need to pay, in addition to the first month's rent, a security deposit equal to one month's rent (excluding taxes).
- Settling in costs (sheets, towels, kitchen utensils, etc.).
- Various sign-up fees (sport, electricity, telephone, etc.).

# FINANCIAL AID & OTHER RESOURCES

## APPLYING FOR A SCHOLARSHIP

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Financial aid you can apply for:

- Scholarships from your government.
- Scholarships from the French government.
- Scholarships from the European Union.
- Scholarships from international organizations, for example.

Find out more from:

- The educational establishment you are coming from.
- The office for cooperation and cultural action at the French Embassy in your country of origin.
- The Campus France website, which lists all scholarship programs available:  
**[www.campusfrance.org](http://www.campusfrance.org)**.



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### IMPORTANT

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Closing dates for scholarship applications are very early. Many applications must be ready by October/November in order to begin the following September.

## COMPLETING YOUR BUDGET: STUDENTS JOBS

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### LABOUR LEGISLATION IN FRANCE

- **If you come from a country that is a member of the European Union (excluding Croatia)** you can work in addition to your studies, within an annual limitation of 964 hours or approximately 20 hours per week.
- **If you come from another country**, you can work up to 60% of the amount of normal working hours in France, which equates to 964 hours per year or approximately 20 hours per week.
- **If you come from Croatia**, you must apply for a «UE - étudiant - toutes activités à titres accessoires» permit from the prefecture of the department you reside in France.

- **If you hold a short-stay visa**, you must apply for a temporary work permit from the DIRECCTE (Regional Department of Businesses, Competition, Consumption, Labour and Employment) that corresponds to your address in France.
- **If you possess a long-stay visa equivalent to a residence permit**, you must present it to your employer after validation from the OFII (French Office for Immigration and Integration).
- **If you are from Algeria, according to the Franco-Algerian agreement**, you must request a temporary work permit from the relevant DIRECCTE (Regional Department



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### IMPORTANT

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You have the opportunity to work during your studies but this will not allow you to cover all your expenses. A student job can only be considered as supplementary income.



## UNDERSTAND

**YOU WILL HEAR THE PHRASE «SMIC HORAIRE».** This is the regulated minimum wage in France. Its hourly rate varies on a yearly basis, for more information please refer to: [www.service-public.fr](http://www.service-public.fr).

**ALTERNATING (OR SANDWICH) TRAINING** is structured into alternate periods of acquiring know-how and experience in a company, and periods of theoretical training within a higher education establishment.

**THE INTERNSHIP AGREEMENT** is the equivalent of an employment contract for internships. It is a document signed by the establishment where you do your studies, the company that hosts and yourself. The internship agreement defines the conditions of the internship: its duration, the remuneration and the social coverage of the trainee.

of Businesses, Competition, Consumption, Labour and Employment), as indicated on your residence permit. You can work up to 822.5 hours per year, or 18.5 hours per week.

Find more information on the website:  
[vosdroits.services-public.fr](http://vosdroits.services-public.fr)

### STUDENT JOBS WITHIN YOUR ESTABLISHMENT

It is difficult to find a student job from your country of origin. Do not rely on this option for obtaining a visa. You can find a student job once in France. The educational establishments regularly offer student jobs - check with the office of student affairs («Service de la Vie Universitaire») to find out more about these opportunities. In addition, job offers are posted on the websites of certain partner institutions. -

Please visit the student job central:  
[www.jobaviz.fr](http://www.jobaviz.fr).

### ALTERNATING TRAINING (SANDWICH COURSES)

The duration of work in this case will be above the authorized legal limit. You must request a temporary work permit from the DIRECCTE (Regional Department of Businesses, Competition, Consumption, Labour and Employment) that corresponds to you.

### DOING AN INTERNSHIP AS PART OF YOUR STUDIES

If you do an internship, its duration is not counted as part of the authorized 964 working hours (or 822.50 hours for Algerian students), so you do not have to apply for a work permit.



*Je cherche un job*



*Mon petit pied-à-terre*

**FINDING ACCOMMODATION**

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# PROCEDURES YOU SHOULD KNOW



## IMPORTANT

Identify the precise location and means of access to your educational establishment and search for accommodation that is preferably nearby. Limiting your commuting time is advantageous for your studies.

### FACT SHEET N°3

More information for finding accommodation.



## TIPS

There are 3 types of rental: empty, equipped or furnished. Find more information in

### FACT SHEET N°2.

Please note that it is much more comfortable to have accommodation arranged and secured before your arrival. Be sure to ask your host institution about the accommodation services it offers.

## BEFORE TAKING POSSESSION OF YOUR ROOM OR APARTMENT:

You must sign a lease. This agreement, commonly called a «bail» in French, contracts the tenant and the owner (be it an organization or an individual). You must be a signatory to such a rental agreement in order to receive

government housing assistance. Rent is usually paid at the beginning of each month. **You should ask for a receipt, called a «quittance de loyer», from your landlord to justify the payment of rent.**

## 3 PRECONDITIONS ARE REQUIRED FOR SIGNING A LEASE:

**1/ Organizations and individuals who rent rooms require guarantees, which can be either:**

- **a guarantor (or sponsor):** a person residing in France, who has been paying taxes in France for more than 3 years and has sufficient income to pay for your rent if you stop doing so;
- **an upfront payment of the total sum of all monthly instalments** upon entry into the property.

**2/ A security deposit, or «caution», that usually corresponds to one month's rent.** This money deposit will be returned to you within the 2

months following your departure from the dwelling, after verifying that you have left the property in the same state in which you received it. The owner is entitled to withdraw from this sum the amount necessary for carrying out repairs in the event of damages.

**3/ As a tenant, you must imperatively subscribe to a home insurance policy that covers the risk of fire, water damage, theft, etc. - known as a «multirisques habitation» policy.** Student credit unions and banks offer this type of insurance policy. Inquire at the time of student registration or when you open a bank account.

# DIFFERENT HOUSING OPTIONS

## UNIVERSITY RESIDENCE

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Accommodation in residence halls fills up quickly in the eastern Paris region, with demand greatly exceeding supply. Often well located, university residences offer lower prices. Identify the residences that are near your place of study. Then put together your application form online through the CNOUS website, starting January 15th: [www.cnous.fr](http://www.cnous.fr).

**Warning: very few places are available; do not wait until the last minute.**

## FLAT-SHARING

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Known in French as «colocation», this type of accommodation consists of sharing an apartment (or a house) with others - be they students, artists or employed workers - and thus split the rent. Many ads are posted on specialized websites.

Free websites:

[www.koloc.org](http://www.koloc.org)  
[www.colocationfrance.fr](http://www.colocationfrance.fr)

Websites that charge a fee:

[www.appartager.com](http://www.appartager.com)  
[www.colocation.fr](http://www.colocation.fr)  
[www.portail-colocation.com](http://www.portail-colocation.com)

## PRIVATE STUDENT RESIDENCE

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You will find lots of offers for renting rooms in private residences, published on the websites [www.adele.org](http://www.adele.org) and [www.fac-habitat.com](http://www.fac-habitat.com). They offer the advantage of providing a number of services: reception, laundry, cafeteria, common room, etc.

## HOMESTAY

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Some people offer rooms in their apartment or house. These individuals are generally more flexible on the guarantees requested, but beware you will not be entitled to government housing assistance. Some families do not ask for a financial contribution but instead request a little work in exchange (caring for children, cleaning, etc.). This solution can be beneficial to all the parties, but there is no regulating legislation. As soon as you move in, you must clearly define the tasks and the number of hours expected from you. There are organisations that do the job of selecting families for you. You have to pay for these services.

Atome:

[www.atomeparis](http://www.atomeparis)

Séjour France Famille:

[www.sejoursfrancefamille.fr](http://www.sejoursfrancefamille.fr)



C'est là ↑



## IMPORTANT

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Accommodation in university residences is mainly reserved for students with scholarships from the French Government and students that belong to an organised mobility programme.



## TIPS

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If you receive a room on campus, arrive during the week, Monday to Friday, before 16:00. The reception closes at 16:00 during the weekday and is closed the weekend.



## TIPS

The individual studio is a good option to pursue if you have family already in France who can visit the apartments for you, present a guarantee, and sign the lease.

### BEWARE OF SCAMS!

Never pay the rent in advance before leaving your country.

## INDIVIDUAL STUDIO

Directly from an owner or through a real estate agency, you can rent an individual apartment. You will have to pay non-refundable agency fees, called «honoraires».

Website for renting from individuals:

[www.pap.fr](http://www.pap.fr)

Website with agency advertisements:

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

## «TURNKEY» SERVICES

There are associations that offer turnkey services for your installation (housing, banking, insurance, telephone, etc.) and integration (discounts at some restaurants, gyms, beauty salons, etc.). These are private services that you must pay for.

In the Paris region:

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

Bed and School:

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

## HOUSING ASSISTANCE

You can apply for financial aid to help pay for your accommodation; it will be calculated according to your resources. Housing subsidies are paid by the CAF (Caisse d'Allocations Familiales).

The CAF is a departmental service, so you should address inquires to the CAF of the department in which

you reside. In order to qualify for aid, be a tenant or a flatmate and your name on the lease.

More information on the CAF website: [www.caf.fr](http://www.caf.fr)



## FACT SHEETS

### FACT SHEET N°4

To better understand the French territorial divisions: the commune, the department, the region, and the territorial «collectivités» (the local authorities).



*Mon chez-moi*



*Allons-y!*

**WHEN YOU GET THE LETTER  
OF ACCEPTANCE**

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# PREPARING MY DEPARTURE



## GOOD TO KNOW

Doctoral (PhD) students accepted at Université Paris-Est institutions benefit from the help of a dedicated support team: Acc&ss Paris-Est  
E-mail: [access@univ-paris-est.fr](mailto:access@univ-paris-est.fr)

acc&ss | [univ-paris-est](http://univ-paris-est.fr)



## UNDERSTAND

All information on visas (types of visas, procedures for obtaining, etc.) on the website of the Campus France Agency: [www.campusfrance.org](http://www.campusfrance.org)



## IMPORTANT

When handing in your visa application, pay attention to deadlines during busy periods, especially from July to September!

## IDENTIFY A CONTACT

Visit the website of your host institution to identify a contact with whom you can correspond in all matters related to your arrival (enrolment services, international relations department and department of student life). Start by confirming to the host institution your interest in the chosen training programme. If you plan to arrive

later than required by the course calendar, you must also inform your host institution of this. Plenty of «Campus France» centres offer pre-departure sessions. It is strongly recommended that you take part in one of these sessions.

# PREPARING MY VISA APPLICATION

## DO YOU NEED A VISA?

If you come from a member state of the European Union, you do not need a visa to study in France. If you come from another country, a visa is mandatory.

## DIFFERENT TYPES OF VISAS

Before submitting your visa application to the consular authorities, identify in advance the type of visa you should apply for. There are several categories of visa: short-stay visa (less than 90 days), «exam» visa (to take an exam or do an interview), long-stay visa for studies (residence permit VLS-TS), and long-stay visa for scientists and researchers.

## DOCUMENTATION

Upon your acceptance by the establishment, contact the French consular authorities in order to obtain a list of the documents required to apply for a visa. We advise you to not wait until the deadline of the visa to prepare your application, because some documents can require time to obtain.

*Out,  
j'ai mon  
visa!*

*Bon voyage!*

**BEFORE LEAVING**

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# I ANNOUNCE MY ARRIVAL

## ENSURE MEANS OF COMMUNICATION AND PAYMENT FOR THE FIRST DAYS

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### **Think ahead about having a phone that works in France.**

Save your contacts numbers: accommodation, educational establishment, and emergency numbers.

### **Also make sure that your bank card**

allows you to withdraw money from cash machines (ATM's) in France (you will find them in airports and train stations). Otherwise, plan to carry enough cash to pay for transportation to your accommodation. You will find money exchange offices "bureaux de change" at airports, railway stations, and, generally, close to bus stations.

## FIND OUT ABOUT RECEPTION SERVICES

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### **Inquire with your host**

establishment about reception events that may be planned: welcome day, integration week, etc., and let them know of your arrival.

**Also ask about the opening hours** for student registration, or even try to get an appointment.

## INFORM THE OWNER OF YOUR ACCOMMODATION, OR THE RESIDENCE, OF YOUR ARRIVAL

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**If you stay at a university residence:** you will receive your key at the reception. Take heed! The reception closes at 16:00 and doesn't open on weekends.

**If you stay in private accommodation:** contact the owner and make an appointment to fill in the initial state document of the property and get the keys.



*Me voilà!*

# GETTING ORGANIZED

## WHAT TO PUT IN MY SUITCASE

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While wishing to fit too much into our suitcase, we often forget the basics. In your suitcase you should put:

- One or two adapters for your electrical devices: phones, tablets, computers, etc. Voltages in France are 220 V. Check out your device.
- A bilingual dictionary or a language application can prove especially useful in the early days.
- Appropriate clothing. For information on the French climate, please refer to [www.meteofrance.com](http://www.meteofrance.com)

## IF YOU DON'T HAVE PERMANENT ACCOMODATION ON YOUR ARRIVAL

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Don't forget to book a room in a youth hostel or in a hotel, for your first days in France

- In a youth hostel (20 to 30 €/night in a shared bedroom):  
[www.fuaj.org](http://www.fuaj.org)
- In a hotel (minimum 75 €/night):  
[www.booking.com](http://www.booking.com) ;  
[www.hotels.com](http://www.hotels.com)  
[www.kayak.com](http://www.kayak.com)
- In a room in a private home, short stays:  
[www.atomeparis.com](http://www.atomeparis.com) ;  
[www.airbnb.com](http://www.airbnb.com)



## GOOD TO KNOW

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If you follow a specific medical treatment, remember to take enough medicine for your entire stay.



*J'arrive!*

# DON'T FORGET



## IMPORTANT

Do not make passport photos in advance while in your country because they will not be accepted for official documents. You will find photo booths («photomatons») that produce «passport» format photos near your educational establishment, primarily in metro (subway) or RER stations.



## GOOD TO KNOW

For European students, there are multilingual birth certificates which avoid having to pay for a translation

## IMPORTANT DOCUMENTS

Like all international students - whether European or not, and whether part of an exchange program or not - you will have to perform administrative procedures in France for which you will need a certain number of documents.

### Non-exhaustive list:

- **passport or national identity card for members of the Schengen area** (make sure your document is not expired)
- **birth certificate** and certified translation
- **health record** and recent x-rays
- **documentation specifying your health care** coverage in your country:
  - . students from the European Union: forms E111 or E128 or your European Health Insurance Card (EHIC)
  - . students from Quebec: form SE401Q102bis or SE401Q106
- **certificate of registration** or letter of acceptance at the host establishment (university or school)
- **latest academic diploma (certificate)** and corresponding transcripts, together with certified translations
- **certificate of proficiency in French** or English, depending on the language of your chosen study program
- **driving license** (*optional*)



*En route!*

**THE FIRST DAYS**

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# MOVING INTO MY ACCOMMODATION

## SIGNING THE LEASE AND PAYING THE SECURITY DEPOSIT

Whenever you rent a property, you must sign a lease and pay a security deposit. See **Fact Sheet N°2**.

## I REGISTER WITH MY SCHOOL

Within the first few days following your arrival, you must register at the establishment where you are going to study («inscription administrative et pédagogique»).

## ADMINISTRATIVE PROCEDURES



### FACT SHEETS

#### FACT SHEET N°1

A glossary of banking terms.

### GETTING HOUSE INSURANCE

You need to get house insurance before signing the lease. Student credit unions or your French bank may offer this type of contract.

### OPENING A BANK ACCOUNT

If you plan to stay for more than 3 months in France, we advise you to open a bank account. Some organizations such as CAF or the public healthcare system will only reimburse you by bank transfer to an account in France. A bank account will also be useful for setting up an automated monthly payment of your transportation charges. Some establishments and associations of Université Paris-Est have agreements with certain banks. Inquire at the office of student administration, the office of international relations, or an association, for a list of

banks to simplify the procedure of opening an account.

### PURCHASING CIVIL LIABILITY INSURANCE

This type of insurance covers you in the event that you accidentally cause harm to a third party. It is compulsory in France. Banks and student credit unions offer this type of contract, but make sure you do not pay for it twice.

### SIGNING UP FOR HEATING AND ELECTRICITY SERVICES

Upon entering privately rented housing, you must subscribe with an electricity service provider.

EDF-GDF

[www.bleuciel.edf.com](http://www.bleuciel.edf.com)

Direct Énergie

[www.direct-energie.com](http://www.direct-energie.com)

# COMMUNICATION

## TELEPHONE

You can buy prepaid telephone cards. These are advantageous for international calls, however the cost of a national call is very high. You also have the option to take out a subscription package, commonly called a «forfait». There are a multitude of forfaits available. Before signing a contract, find out about the conditions of termination, the cost of international calls, and the charges that apply if you go beyond your package's limits. You can learn more by contacting the leading operators: Free, Orange and Bouygues Telecom (for example).

You can also make international calls from a «taxiphone» - a shop that offers inexpensive telephone booths.

Prepaid cards:

Lebara [www.lebara.fr](http://www.lebara.fr)

La Poste [www.lapostemobile.fr](http://www.lapostemobile.fr)

Virgin [www.virginmobile.fr](http://www.virginmobile.fr)

Main operators:

Free [www.free.fr](http://www.free.fr)

Orange [www.orange.fr](http://www.orange.fr)

Bouygues Telecom

[www.bouyguetelecom.fr](http://www.bouyguetelecom.fr)

## INTERNET

If your home is equipped for an Internet connection, you can send an activation request directly to the telephone company you have chosen. All companies offer Internet packages. However if your home is not appropriately equipped, an Orange technician will need to install a line, which will implicate additional costs.

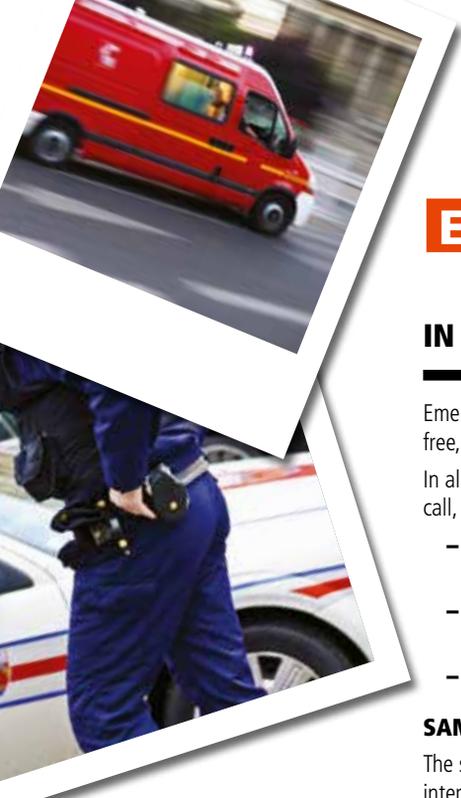


## IMPORTANT

Pay attention to the conditions of termination for «forfait» packages with a time commitment. These offers can seem very attractive at first glance, but the costs are quite high if you leave before the end of the contract.



*Allo?*



## EMERGENCY NUMBERS

### IN CASE OF PROBLEM

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Emergency telephone numbers allow calling emergency services for free, 24 hours a day.

In all cases, in order to facilitate and expedite the processing of your call, make sure you specify these three points:

- **Who you are:** Are you a victim or a witness? Consider providing a phone number at which you will remain within reach.
- **Where you are:** Give the precise address of the place where the services are needed.
- **Why you are calling:** Explain the reasons for your call.

#### **SAMU: 15**

The service for emergency medical aid (SAMU) is for obtaining the intervention of a medical team, in a situation requiring immediate medical attention.

#### **POLICE RESCUE: 17**

This number can be called to report an emergency to the police.

#### **FIRE DEPARTMENT: 18**

The Fire Department number is for reporting a dangerous situation or an accident involving property or persons requiring rapid intervention (fire, gas leak, car accident, etc.).



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### FACT SHEETS

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#### **FACT SHEET N°5**

Find all these special telephone numbers.



*Un petit aperçu!*

**THE FIRST MONTH**

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# CONTINUING MY ADMINISTRATIVE PROCEDURES



## GOOD TO KNOW

The first trains run at around 5:30 and the last ones around 0:30 on weekdays and 1:45 on Friday and Saturday nights and on the eve of public holidays. These times are approximations. Visit [www.stif.info](http://www.stif.info) for exact times for your station.



## FACT SHEETS

### FACT SHEET N°3

Understanding the Paris transport system.

## VALIDATE YOUR VISA

**If you are a citizen of a country within the European Economic Area**, you do not need a residence permit.

**If you are a student from another country**, you must validate your residence permit at the OFII (French Office for Immigration and Integration).

**You have 3 months as of your arrival on French territory** to perform this procedure, but do not wait until the last moment.

More information: [www.ofii.fr](http://www.ofii.fr)

## TRANSPORTATION

The region of Île-de-France is connected by:

448 train and commuter rail (RER) stations,  
302 metro (subway) stations,  
129 tram stations and over  
32,000 bus stops.

This dense and widespread network will allow you to move easily while at the same time benefiting from **the advantageous «Imagine'R» pass for students under 26 years of age**. This package also allows you to travel throughout the entire Île-de-France during weekends, holidays, school holidays (including July 15 to August 15), with no zone restrictions (*the network is divided into 5 tariff zones*).

More information on the website of STIF: [www.stif.info](http://www.stif.info).



# FITTING INTO MY ESTABLISHMENT

## TAKE FRENCH CLASSES

All UPE establishments offer you courses of French as a foreign language (FLE, for «Français Langue Étrangère»), either within your school or in a partner institution.

## ATHLETIC ACTIVITIES

All UPE establishments offer you a wide variety of athletic activities. You simply need to pay a membership fee to the sports association or to the Student Office (BDE, for «Bureau des Élèves»).

## COMMUNITY LIFE

Joining a student association or participating in the activities organized by the BDE are good ways to meet other students and speak French!

## UNIVERSITY RESTAURANTS

University restaurants, commonly called CROUS, are accessible to all students at preferential prices: you pay between € 3 and 4 for a meal. A list of restaurants is available on the CROUS website: [www.crous.fr](http://www.crous.fr)



## GOOD TO KNOW

Some schools offer additional specific programs (summer courses, intensive courses, etc.). Check with your host institution.



*Bon appétit!*

# LIBRARIES

## OTHER PUBLIC LIBRARIES

Eastern Paris is woven by an extensive network of public libraries and media libraries («médiathèques»). Of varying sizes, these libraries offer cultural and educational activities. They are freely accessible and you only need to sign up for a library card if you want to borrow books or other works.

- Municipal libraries located in Val-de-Marne:  
[www.lecturepublique94.net](http://www.lecturepublique94.net)
- Municipal libraries located in Seine-et-Marne:  
[mediatheque.seine-et-marne.fr](http://mediatheque.seine-et-marne.fr)
- Municipal libraries located in Paris:  
[www.paris.fr/bibliotheques](http://www.paris.fr/bibliotheques)

## LIBRARIES OPEN ON SUNDAYS

The **BNF** is open on Sundays from 13:00 to 19:00 and the **BPI** from 11:00 to 22:00.

The **Central Library of the Cité Internationale** (Paris, 14th) is open on Sundays from 13:00 to 19:00. [www.ciup.fr/bibliotheque](http://www.ciup.fr/bibliotheque)

Two public libraries located in Paris: **Marguerite-Yourcenar Library** (Paris, 15th) and **Marguerite-Duras Library** (Paris, 20th) open on Sundays from 13:00 to 18:00.

## NATIONAL LIBRARIES

- The **Bibliothèque Nationale de France (BNF)**, François-Mitterrand site (Paris, 13th). Readers have to pay a fee either for an annual card or for twenty entries  
[www.bnf.fr](http://www.bnf.fr)
- The **Bibliothèque Publique d'Information (BPI)**, Centre Pompidou (Paris, 4th).  
[www.bpi.fr](http://www.bpi.fr)

## THE NETWORK OF UNIVERSITÉ PARIS-EST

Within each establishment you will find either a documentation centre, a university library (BU), or a common documentation service (SCD). Together, these resources make up a network of university libraries. Access is open and you can borrow books upon presentation of your student card, in accordance with the the specific regulations of each institution. A common library search portal allows you to identify and locate the information resources you require for your research:  
[portail-doc.univ-paris-est.fr](http://portail-doc.univ-paris-est.fr)



## IDEAS

The Mazarine Library is the oldest public library in France (1643): you may study there or simply visit it.  
[www.bibliotheque-mazarine.fr](http://www.bibliotheque-mazarine.fr).



## GOOD TO KNOW

There is a service that assists with literature research and is available online:  
[www.ruedesfacs.fr](http://www.ruedesfacs.fr). This is a free question and answer service open to all. Responses are sent by e-mail within three business days (excluding weekends and holidays).

# MY HEALTH

France has a high-performing health system that foreign students can benefit from.

## SOCIAL SECURITY AND PRIVATE HEALTH INSURANCE

Health care coverage is composed of the Assurance Maladie (Social Security), that reimburses medical expenses based on agreed rates (between 35-80%), and the «mutuelle», a supplementary private insurance which complements repayments by between 35 to 100%.

## THE ASSURANCE MALADIE

This public health insurance is one of the features of the Social Security. It is mandatory, and it gives you the right to receive partial or total reimbursements of your medical expenses.

## STUDENT SOCIAL SECURITY AFFILIATION

It is not mandatory for students from the EU, Iceland, Liechtenstein, Norway and Switzerland, who must be in possession of form E111 or E128 or the European Health Insurance Card (EHIC); nor for students from Quebec, who must carry form SE401Q106. These students must report to the Primary Insurance Fund (CPAM, for «Caisse Primaire d'Assurance Maladie»)

of their department of residence, where they will be issued a document that should be presented to physicians. Reimbursement claims are addressed to the CPAM.

It is compulsory for all other foreign students under 28 years of age. You will be charged a fee when you enrol. You can choose between two student social security options:

- la Mutuelle des Étudiants (LMDE) [www.lmde.fr](http://www.lmde.fr) ;
- la Société Mutualiste des Étudiants de la Région Parisienne (SMEREP): [www.smerep.fr](http://www.smerep.fr).

Students over 28 years of age cannot be covered under the student social security scheme, but can instead benefit from Universal Health Coverage (CMU, for «Couverture Maladie Universelle») if they stay for more than 3 months and are not employed.

More information at: [www.ameli.fr](http://www.ameli.fr)

## LA MUTUELLE

All students under 28 years of age can take out a supplementary health insurance, called a «mutuelle». While it is not mandatory, it is highly recommended. The social security agencies will offer this complementary insurance during registration. One of its greatest advantages is that it entitles you to the «tiers-payant» a system that exempts you from paying the medical expenses in advance, in some cases. It also allows for the reimbursement of hospital expenses.



Ça va?



## GOOD TO KNOW

Some of the Université Paris-Est establishments offer their students a health service (a medical centre or access to a network of preventive medicine services called Résus). Inform yourself by referring to the website of your host institution.

# RECEIVING MEDICAL TREATMENT

## CHOOSING A DOCTOR

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**In order to get the best reimbursement of your medical expenses**, you should choose a primary doctor, called your «médecin traitant», who is in most cases a general practitioner and is responsible for following your medical history.

**Choose a doctor** near you or near your school.

**You must download a form for declaring** your reference doctor from: [www.ameli.fr](http://www.ameli.fr) («Choisir et déclarer votre médecin traitant», at the bottom of the homepage, under «Vous êtes assuré»). This document must be signed by your doctor and sent to the CPAM of your department. In the event that you need to be seen by a specialist, only your doctor can refer you.

**You will be better reimbursed** if you follow this «itinerary of coordinated care.» Nevertheless, some specialists can be consulted without going through your reference doctor and without you being penalized. Such is the case with gynaecologists, ophthalmologists and dentists.

**Consultation fees vary** depending on the subsidized sector. Refer to the website [www.ameli.fr](http://www.ameli.fr) before going to a doctor in order to know the price of the consultation and the reimbursement rate for which you qualify.

*En pleine forme!*

## PHARMACIES

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**Medicine is sold only in pharmacies.** You will find pharmacies close to all establishments of Université Paris-Est.

**Many drugs** can only be sold upon presentation of a doctor's prescription. Some common medications, such as aspirin, are available over the counter, but only medicine bought with a prescription will be covered and reimbursed by the Social Security.

**Pharmacies are generally open** Monday through Saturday from 9:00 to 19:00. Outside these hours, you must go to a pharmacy "on duty out-of-hours" («une pharmacie de garde»). You will find a list of those currently on duty posted on the doors of all pharmacies.



*La joie de vivre*

**TAKING ADVANTAGE OF THE  
CULTURAL LIFE**

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# TAKING ADVANTAGE OF THE CULTURAL LIFE

Beyond the cultural activities offered by your school, cultural life is very rich in eastern Paris and is accessible to students at discounted rates.

## CULTURAL ACTIVITIES IN EASTERN PARIS



### TIPS

Two publications: L'Officiel des Spectacles and Pariscope, available every Wednesday, inform you of all the cultural events taking place in Paris and the suburbs during that week.

*Ce soir,  
je sors!*

A few cultural centres located near UPE establishments:

#### **THE CITÉ INTERNATIONALE:**

True to the cosmopolitan vocation of «the student city», the theatre of the Cité Internationale offers theatre, dance, music, performance and circus from the whole world.

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

#### **THE NATIONAL THEATRE AT LA COLLINE:**

A theatre dedicated to modern theatre, with a program that puts into perspective the texts of contemporary living writers with those of great playwrights.

[www.colline.fr](http://www.colline.fr)

#### **LA FERME DU BUISSON:**

is a place that offers open-air areas, theaters and concert halls, cinemas and a contemporary art center. It is a center of manufacturing and promotion of art accessible to all audiences.

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

#### **LA MAISON DES ARTS DE CRÉTEIL:**

A place of generalist artistic production and dissemination especially focused on the use of digital technologies in the performing arts.

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

#### **THE MUSEUM OF CONTEMPORARY ART OF VAL-DE-MARNE – THE MAC/VAL –**

The first museum to be exclusively devoted to the French art scene beginning in the 1950s; 2,000 works of art make up the permanent collection, which are presented in resonance with 3-4 temporary exhibitions per year.

[www.macval.fr](http://www.macval.fr)



## THE BENEFITS OF BEING A STUDENT

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Accessible to all students under 30 years of age, **the ticket office of CROUS Paris** offers special rates for high quality cultural events: [www.crous-paris.fr](http://www.crous-paris.fr).

Musicians can live out their passion in the OCUP, the Orchestra and Choir of the Universities of Paris: [www.ocup.fr](http://www.ocup.fr)

**Some museums are free for people under 26 years of age**, and all museums offer reduced rates for students. You can also enjoy discounted prices in most theatres, cultural centres and cinemas.

**The Paris National Opera offers young people it's «Pass' Jeunes»** (in partnership with the Comédie-Française) and offers «last minute» seats one hour before the performance, subject to availability. More information at: [www.operadeparis.fr](http://www.operadeparis.fr)

## THE PRESS

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### THE NATIONAL PRESS

Four major national dailies share the French publishing scene. You will find them priced at € 2 or less.  
Le Monde [www.lemonde.fr](http://www.lemonde.fr)  
Le Figaro [www.lefigaro.fr](http://www.lefigaro.fr)  
Libération [www.liberation.fr](http://www.liberation.fr)  
Les Échos [www.lesechos.fr](http://www.lesechos.fr)

**Free newspapers** are also available, distributed in the vicinity of metro and RER stations: *Metronews, 20 Minutes, Direct Matin.*

### THE SPECIALIZED PRESS

Many French newspapers are available in paper and electronic format. Regional press (for Ile-de-France: *Le Parisien* [www.leparisien.fr](http://www.leparisien.fr)), specialized press (economics, history, art history, international relations, music, etc..), Satirical press (*Le Canard Enchaîné*, not available online), and tabloids (*Paris Match* [www.parismatch.com](http://www.parismatch.com)).



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## VOCABULARY

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A newspaper published daily is a «quotidien»; weekly, a «hebdomadaire»; monthly, a «mensuel».



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## GOOD TO KNOW

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The sale of newspapers on the street is characteristic of Paris. These news-stands are commonly called «kiosques à journaux». In other cities you will find newspapers in bookstores and newsagents («maisons de la presse»).



# DISCOVERING FRANCE AND EUROPE

## THE BEATING HEART OF EUROPE

The eastern Paris region is at the heart of Europe. From Paris by train, you can access:



### GOOD TO KNOW

Many associations organize trips and excursions at extremely reasonable prices. For a list of certain associations, please visit this website: [www.etudiantdeparis.fr](http://www.etudiantdeparis.fr)



# VISITING PLACES

## TRAVELING

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### BY PLANE

Find *low-cost* offers on websites that carry out price comparisons, such as Liligo  
Liligo [www.liligo.com](http://www.liligo.com) ou  
Vol24 [www.vol24.fr](http://www.vol24.fr).

### BY TRAIN

To travel to other cities and provinces in France, all destinations and prices are available on the SNCF website:  
[www.voyages-sncf.com](http://www.voyages-sncf.com)

To discover Europe towards the east (Brussels, Amsterdam, Cologne), visit Thalys' website:  
[www.thalys.com](http://www.thalys.com)

For London, check the Eurostar website:  
Eurostar: [www.eurostar.com](http://www.eurostar.com)

### BY BUS

You can reach certain French and European cities by bus (coach).  
[www.idbus.com](http://www.idbus.com)  
[www.eurolines.fr](http://www.eurolines.fr) (nearly 30 destinations in Europe).

### DRIVING IN FRANCE

You can drive in France with a permit issued in your country of origin for the duration of your studies, as long as your license is valid and it is either written in French or accompanied by an official translation. You must also have the minimum age required in France, which is 18. More information:  
[www.vosdroits.service-public.fr](http://www.vosdroits.service-public.fr)

## TOURIST SITES IN THE EAST OF THE PARIS REGION

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### THE BANKS OF THE MARNE

The banks of the Marne river offer many walks and traditional dances in «*guinguettes*» (popular cabarets at the water's edge).  
[www.culture-guinguette.com](http://www.culture-guinguette.com)

### THE CASTLE OF VAUX-LE-VICOMTE

This castle, located in the department of Seine-et-Marne, dates from the 17th century. It was built for the Superintendent of King Louis XIV, Nicolas Fouquet, who appealed to the best artists of the time: the first royal architect, Louis Le Vau; the painter and founder of the Academy of Painting, Charles Le Brun; and the landscape architect of the king, André Le Nôtre.  
[www.vaux-le-vicomte.com](http://www.vaux-le-vicomte.com)

### THE CASTLE OF CHAMPS-SUR-MARNE

Also located in Seine-et-Marne, this castle of the 18th century is the symbol of the «small vacation homes» of this era. It is surrounded by one of the most beautiful parks in France, which combines French and English style gardens.  
[champs-sur-marne.monuments-nationaux.fr](http://champs-sur-marne.monuments-nationaux.fr)

### DISNEYLAND PARIS

The amusement park is accessible by train on RER line A (station «Marne-la-Vallée – Chessy»). It is only five stations away from Cité Descartes, where four institutions belonging to Université Paris-Est are located.  
[www.disneylandparis.fr](http://www.disneylandparis.fr)



Balade



## TIPS

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SNCF offers a special card for people 18-27 years old. At a price of 50 € per year, you benefit from a 25% discount on all your travels, and up to 60% discount if you buy your ticket online well in advance:  
[www.sncf.com](http://www.sncf.com)

Discover the south of France from the station Marne-la-Vallée - Chessy with a low budget using:  
[www.ouigo.fr/](http://www.ouigo.fr/)



## DISCOVER

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The website of the Office for Tourism in France:  
[www.tourisme.fr](http://www.tourisme.fr)



*Zut alors!*



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## **GOOD TO KNOW**

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It is advisable to keep separate a photocopy of each ID document (both sides) or, better yet, to scan them and save them in a place you can access over the internet (your e-mail, for example). In case of loss or theft, you will thus be able to recover a copy, which will facilitate the renewal process.

## **IN CASE OF PROBLEMS**

### **I'VE LOST MY BANK CARD**

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#### **INFORM YOUR BANK AND CANCEL IT IMMEDIATELY!**

If your bank card is lost or stolen, immediately call the number provided by your bank when you opened your account.

### **I'VE LOST AN IDENTITY DOCUMENT**

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#### **GO IMMEDIATELY TO THE NEAREST POLICE STATION TO REPORT THE LOSS OR THEFT.**

You will be provided a provisional identification document allowing you to move freely. You will then need to contact your embassy.

**YOU WILL FIND A LIST OF CONSULAR AUTHORITIES** resented in France on the website of the Maison des Français de l'Étranger: [www.mfe.org](http://www.mfe.org).

### **I'VE LOST MY PHONE**

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**INFORM** your telephone company so it can take the appropriate steps to protect your line.

*Je reste... je pars*

**RENEWING YOUR  
RESIDENCE PERMIT OR  
PREPARING DEPARTURE**

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# CONTINUING STUDIES



## GOOD TO KNOW

Unlike the short-stay visa, you do not have to return to your home country in order to get a new visa. The renewal of a long-stay visa takes place in France, and results in a valid residence permit (VLSTS).



## IMPORTANT

Once you obtain the multiannual stay permit, each year you will have to send proof of having passed your exams or admittance for the following year, via a registered letter with acknowledgment of receipt.

## ENROL IN AN ESTABLISHMENT

Before beginning any paperwork with the French authorities, you must re-enrol in your school and receive a certificate of registration.

## RENEW YOUR RESIDENCE PERMIT

**When your first residence permit (VLS-TS) expires**, you can get a multiannual stay permit. You need to renew your permit with the prefecture that corresponds to the department you reside in (students residing in Paris must go to the police headquarters).

**This new residence permit** will be detached from your passport and will be in the form of a plastic card.

**The renewal must be made within the two months** before the expiration of your current residence permit. As the waiting period varies for an appointment, inform yourself well in advance.

**The renewal of the residence permit is subject to verification of attendance during the past academic year:** presence at exams, progress in your studies, or coherence of shifts in career orientation.

**You will also need to provide proof of financial resources.** If you work, this revenue is taken into account.

**After verification by the prefecture**, you will get a residence permit covering all of your studies, up to 4 years.

More information:  
[www.campusfrance.fr](http://www.campusfrance.fr)



# I ACQUIRE FIRST EXPERIENCE AT THE END OF MY STUDIES

## LEGISLATION

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### **YOU ARE A CITIZEN OF THE EUROPEAN UNION:**

You can work freely at the end of your studies.

### **YOU ARE NOT A CITIZEN OF THE EUROPEAN UNION,**

and you hold a degree equivalent to a Master's degree (Bac +5):

- **At the end of your «student» residence permit and after you graduate**, you can apply for a temporary residence permit.
- **You are allowed to seek and take employment** for the duration of your temporary residence permit. If your employment is unrelated to your degree, you are limited to 964 hours (60% of the annual working time).

- **Once you have an employment contract that is related to your degree**, you can work full time. You must receive a wage that is at least 1.5 times the minimum wage.
- **Within 15 days following the signature of your contract**, you must apply for a temporary working residence permit at the prefecture that corresponds to your address.

More information:

[www.vosdroits.service-public.fr](http://www.vosdroits.service-public.fr)



## ORGANIZATIONS THAT ASSIST IN FINDING A JOB

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The agency Pôle Emploi is the public institution in charge of employment issues in France. You will find job offers posted on its website: [www.pole-emploi.fr](http://www.pole-emploi.fr)

For holders of a diploma equivalent to a master degree (Bac +5), the Association for the Employment of Executives (APEC) is a private organization that can help you in your efforts (advice, support and

offers of employment):

[www.apec.fr](http://www.apec.fr)

Check with your establishment to find out what help they provide in search of employment.

Also check specialized websites and journals in your field of study.

# PREPARING DEPARTURE



## VOCABULARY

A registered letter with recorded delivery (LR/AR) is a service offered by post offices that serves as legal proof. It is therefore commonly used in the context of terminating a contract.



## FACT SHEETS

### FACT SHEET N°4

Information concerning the post office.

### FACT SHEET N°5

Example of how to write an administrative letter.

## GET YOUR CERTIFICATE

Consider asking the school for proof of education, your transcripts and eventually your degree certificate (diploma).

## LEAVING YOUR ACCOMMODATION

**IF YOU ARE IN A FURNISHED APARTMENT,**  
the notice period is one month.

**IF YOU ARE IN AN EMPTY APARTMENT,**  
the period is three months.

In all cases, send a registered letter with recorded delivery to your landlord or management agency.

## TERMINATE YOUR SUBSCRIPTIONS

### BEFORE LEAVING, MAKE SURE YOU HAVE PERFORMED THE FOLLOWING STEPS:

**To close your bank account,**

you do not have a notice period to respect nor do you have to submit any justifying documentation. Send a registered letter with recorded delivery to your bank agency. Warning: if your account is overdrawn, you must correct this situation before closing your account.

**If you signed-up for a monthly travel pass,**

go to RATP agency to cancel your «forfait» package. If you hired a telephone and/or Internet service, inquire with your carrier on notice periods. All correspondence should be sent in the form of registered letters with recorded delivery.

**You also need to terminate your insurance policies (*housing, civil liability*).**

You must send a registered letter with recorded delivery to your insurance agency. Find out about notice periods, which vary between organizations.



*Au plaisir de vous revoir*

**KEEP IN TOUCH**

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### **WITH YOUR SCHOOL**

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Alumni networks are present in all UPE establishments – sign-up for participation before your departure.

### **WITH FRANCE**

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The network of French institutes [www.institutfrancais.com](http://www.institutfrancais.com) and French Alliances [www.fondation-alliancefr.org](http://www.fondation-alliancefr.org) allows you to keep in contact with French language and culture.

Radio France Internationale (RFI) is a French public radio which broadcasts in French in all regions of the world. TV channels France24 and TV5 Monde also broadcast abroad in French.

Reading French press is a good way to stay in touch.



*Au revoir!*



*La vie est belle*



*Au boulot!*

# 1

## LA BANQUE

# LES MODALITÉS BANCAIRES À CONNAÎTRE

## OUVRIR UN COMPTE EN BANQUE

Avant de partir, si tu disposes d'un compte dans ton pays d'origine, renseigne-toi auprès de ton établissement bancaire afin de savoir s'il n'est pas partenaire d'un organisme français, cela facilitera tes démarches.

## POURQUOI OUVRIR UN COMPTE EN BANQUE ?

Si tu résides plus de trois mois en France, nous te conseillons d'ouvrir un compte en banque. Certains organismes comme la CAF ou l'assurance maladie remboursent exclusivement par virement bancaire, sur un compte domicilié en France. Un compte en banque te sera également utile pour mensualiser le paiement de tes frais de transport.

## EN COMBIEN DE TEMPS ?

Tu pourras bénéficier d'une carte bancaire et d'un chéquier dans un délai moyen de 15 jours.

## QUELS PAPIERS SONT NÉCESSAIRES ?

- **Une pièce d'identité** : passeport ou carte nationale d'identité en cours de validité.
- **Ton titre de séjour ou récépissé** en cours de validité pour les étudiants non européens.
- **Un justificatif de domicile** : quittance de loyer, facture d'électricité ou attestation d'hébergement et photocopie de la carte d'identité de ton hébergeant.
- **Une photocopie de ta carte d'étudiant** : si elle n'est pas encore éditée, apporte un certificat de scolarité. Tu peux le retirer auprès du service de scolarité.
- **Un dépôt de 15 €** minimum pour ouvrir le compte, en travellers cheques ou en liquide.

## COMMENT J'OUVRE MON COMPTE ?

Tu dois prendre rendez-vous avec un conseiller afin de signer ton contrat d'ouverture de compte, appelé également « convention ». À la prise du rendez-vous, demande des précisions sur les papiers nécessaires à l'ouverture d'un compte. S'il te manque un document, tu ne pourras pas signer ton contrat et tu devras reprendre un rendez-vous.



### BON À SAVOIR

Il existe deux sortes de cartes bancaires : la carte de retrait qui te permet uniquement de retirer de l'argent dans les distributeurs et la carte de paiement avec laquelle tu peux régler tes achats chez les commerçants. La carte bancaire est payante. Les prix varient selon les agences, de 15 à 40 € en moyenne par an. Pour t'aider à comparer les banques : [www.comparer-les-banques.com](http://www.comparer-les-banques.com)



# LEXIQUE DE LA BANQUE

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## AUTORISATION DE PRÉLÈVEMENT

Opération par laquelle tu autorises telle personne ou tel organisme à prélever des fonds sur ton compte en une ou plusieurs fois. L'autorisation de prélèvement mensuelle est souvent utilisée pour payer les frais de transport, les assurances, etc.

## CARTE DE CRÉDIT OU CARTE BANCAIRE

C'est un moyen de paiement permettant à son titulaire d'effectuer des achats et des retraits d'argent. Il existe deux types de cartes de crédit : à débit immédiat (débit systématique à chaque achat) ou à débit différé (tous les achats sont débités une fois par mois).

## CARTE DE RETRAIT

Cette carte, appelée communément carte bleue, ne peut être utilisée que pour les retraits d'argent en distributeur et aux guichets, mais en aucun cas pour effectuer des achats.

## CHÈQUE

Le chèque est un moyen de paiement valable 1 an et 8 jours à compter de sa signature. Au-delà, il sera refusé à l'encaissement. Le chèque est généralement utilisé pour payer une caution, un loyer et des factures si tu choisis de ne pas automatiser ces paiements par un prélèvement mensuel.

## CRÉDIT

Action par laquelle une somme d'argent est versée sur ton compte. Ton compte est « crédité ».

## DÉBIT

Action par laquelle une somme d'argent est prélevée sur ton compte. Ton compte est « débité ».

## DÉCOUVERT

Un compte est « à découvert » ou « débiteur » lorsque son solde est inférieur à 0. Le découvert peut être autorisé jusqu'à un certain montant (accord signé avec ton banquier) ou non autorisé. Dans les deux cas de figure, le client paye à la banque des agios calculés au jour le jour.

## DISTRIBUTEUR AUTOMATIQUE DE BILLETTS (DAB)

Automate permettant à la clientèle d'une banque le retrait de billets sur leurs comptes via une carte.

## INTÉRÊTS DÉBITEURS (OU AGIOS)

Intérêts perçus par la banque sur un compte dont le solde est débiteur. Le calcul des agios est journalier. Par ailleurs, même l'utilisation d'un découvert autorisé donne lieu au paiement d'agios.

## OPPOSITION

Opération qui s'effectue sur un chèque ou sur ton compte si tu égares ta carte bancaire. Tu donnes alors l'ordre à ta banque de refuser toute opération de débit.

## VIREMENT

Moyen de paiement où tu donnes l'ordre à ta banque de créditer le compte d'un bénéficiaire. Le virement peut être ponctuel ou mensualisé comme dans le cadre du paiement automatisé d'un loyer.

## RIB

Relevé d'identité bancaire. Il s'agit de la « carte d'identité du compte » délivrée par la banque et que l'on remet à un organisme pour mensualiser ses paiements (à la RATP, par exemple, pour payer ton pass « Imagine'R ») ou à un organisme pour être dédommagé (la Sécurité sociale, par exemple, pour qu'elle verse tes allocations sur ton compte). On trouve souvent un RIB à la fin des carnets de chèques ou en tête du relevé de compte.

# 2

## L'ANNONCE IMMOBILIÈRE

# DÉCHIFFRER UNE ANNONCE IMMOBILIÈRE

## LES DIFFÉRENTS TYPES DE LOGEMENT

### LES STUDETTE OU « CHAMBRES DE BONNE »

Elles sont situées au dernier étage des immeubles. Assure-toi d'une superficie d'au minimum 9 m<sup>2</sup> pour pouvoir percevoir une aide au logement. La douche et/ou les toilettes sont généralement sur le palier, à partager avec quelques voisins.

### LE STUDIO

C'est un logement qui ne comporte qu'une seule pièce principale, avec un coin-cuisine, une salle de bain ou une salle de douche et des toilettes.

### LE F1 OU T1

Il a une cuisine séparée à la place du coin-cuisine.

Le F ou le T suivi d'un numéro indique le nombre de pièces.

Un F2, par exemple, comporte un séjour, une chambre, une cuisine, une salle de bain ou de douche et des toilettes. La salle de bain, la cuisine, les toilettes, l'entrée et les couloirs ne sont pas comptés dans le nombre de pièces.

### LE LOGEMENT VIDE

Le logement peut être entièrement vide ou disposer d'une cuisine équipée. Demande à ton propriétaire de préciser ce terme.

Quelques solutions pour s'équiper à bas prix :

Emmaüs :

[www.emmaus-france.org](http://www.emmaus-france.org) ;

Le bon coin :

[www.leboncoin.fr](http://www.leboncoin.fr) ;

Les vide-greniers et les brocantes :

[www.vide-greniers.org](http://www.vide-greniers.org)

### LE LOGEMENT MEUBLÉ

Ton logement disposera d'un couchage, d'une cuisine équipée et de quelques rangements.

Néanmoins, aucun texte de loi ne précise les meubles indispensables à la vie courante. Renseigne-toi auprès du propriétaire pour connaître le niveau d'équipement : ustensiles de cuisine, vaisselle, couvertures...



*Mon chez-moi*

## LES TERMES À COMPRENDRE

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### M<sup>2</sup> (MÈTRE CARRÉ)

Les surfaces d'habitation en France s'expriment en m<sup>2</sup>. L'indication de la surface est souvent suivie de la mention « loi Carrez » : c'est le nom de la loi qui régit le métrage des surfaces en France.

### LES CHARGES

Les prix des loyers sont indiqués hors charges (HC ou HT) et/ou avec charges comprises (CC ou TCC). Les charges locatives mensuelles comprennent à minima l'entretien de l'immeuble et les taxes locatives.

Généralement, ces charges incluent l'eau chaude, mais il vaut mieux demander confirmation. Pour les logements dont le chauffage est collectif, c'est-à-dire géré par le syndicat de l'immeuble, les charges sont plus élevées, mais tu n'auras pas de frais supplémentaires d'électricité.

Pour les logements dont le chauffage est individuel, tu seras chauffé au gaz ou à l'électricité. Une estimation de ta consommation sera effectuée par la compagnie d'électricité et de gaz. Tu paieras une moyenne de 30 €/mois. Un relevé de ton compteur (appareil situé dans ton appartement qui enregistre ta consommation) est effectué régulièrement par un technicien qui déterminera ta consommation réelle.

Tu seras ainsi soit remboursé si tu as avancé une somme plus importante que celle que tu dois, soit tu devras payer un supplément à la compagnie.

Les principales compagnies de gaz et d'électricité en France :

- EDF-GDF :  
[www.bleuciel.edf.com](http://www.bleuciel.edf.com)
- Direct-Énergie :  
[www.direct-energie.com](http://www.direct-energie.com)
- Poweo :  
[www.poweo.fr](http://www.poweo.fr)

### LA CAUTION – DÉPÔT DE GARANTIE

À l'entrée dans ton logement, tu devras payer le premier mois de loyer, une caution (équivalent à un mois de loyer hors charges (HC)) et une assurance logement obligatoire.

### LA TAXE D'HABITATION

Pense à demander si ton logement est soumis à la taxe d'habitation, ainsi que son montant approximatif. La taxe d'habitation est une taxe annuelle (payable tous les ans) qui contribue au financement des services rendus par la collectivité.

### L'ÉTAT DES LIEUX

À l'entrée et à la sortie de ton logement, tu réaliseras un état des lieux. L'état des lieux d'entrée doit se faire en présence du locataire et du propriétaire, lors de la remise des clés. Il s'agit de noter l'état général de l'appartement (propreté, état de l'installation électrique, du chauffage, des murs, des sols, de la salle de bain, de la robinetterie, des toilettes, etc.). L'état des lieux d'entrée et l'état des lieux de sortie doivent être rédigés avec soin. La comparaison de ces deux documents servira de référence pour constater les éventuels dégâts et établir les responsabilités. Le propriétaire décidera sur cette base de te rendre tout ou partie de ton dépôt de garantie à ton départ du logement.

### LE DÉLAI DE PRÉAVIS

Avant de quitter ton logement, assure-toi de prévenir ton propriétaire dans les délais fixés par la loi, appelés « délai de préavis ». Le propriétaire sera en droit de réclamer les mois de loyer dus si tu ne respectes pas ces délais. Le délai de préavis est d'un mois pour les logements meublés et de trois mois pour les logements vides. Le courrier signifiant ton départ du logement doit être envoyé en courrier recommandé avec accusé de réception (voir la Fiche pratique n° 5).

## LE RÉSEAU EN ÎLE-DE-FRANCE

## LE TRANSPORT EN ÎLE-DE-FRANCE

Le réseau régional offre une grande diversité de modes de transport avec, en 2013 : 5 lignes de RER et 8 lignes de train, 16 lignes de métro, 6 lignes de tramway et près de 1 500 lignes de bus, dont 47 lignes Noctilien (bus de nuit). Ce réseau, dense et étendu, te permettra de te déplacer aisément en bénéficiant du forfait avantageux « Imagine'R », réservé aux étudiants de moins de

26 ans. Ce forfait te permet par ailleurs de te déplacer dans toute l'Île-de-France, les week-ends, les jours fériés, pendant les petites vacances scolaires et du 1<sup>er</sup> juillet au 31 août, sans restriction de zone tarifaire (le plan de transport francilien est découpé en 5 zones tarifaires).

Toutes les informations sur le site du STIF : [www.stif.info](http://www.stif.info).

## COMMENT PRENDRE LE MÉTRO ? LE RER ?

## MÉTRO OU RER ?

Le métro dessert uniquement le centre de Paris et la petite couronne, c'est-à-dire les quelques villes mitoyennes à Paris (Vincennes, Montreuil, Créteil, etc.). Le réseau RER assure la desserte de la banlieue parisienne. Les trains RER sont plus rapides, mais les arrêts sont relativement éloignés les uns des autres. Autre différence, la tarification : le prix des billets de RER est déterminé par l'origine et la destination du trajet alors que le prix du métro est fixe.

- **Une station est une gare** sur une ligne de métro. Dans le RER, tu entendras les deux appellations : gare et station.
- **Une correspondance est une jonction** entre deux lignes de métro qui sont accessibles par des couloirs.

## LIRE LE PLAN

Tu dois repérer la station de départ et la station d'arrivée sur le plan. Identifie ensuite la ligne ou les lignes qui desservent ta station de départ et ta station d'arrivée puis conçois ton trajet en fonction des correspondances disponibles. Une fois le trajet visualisé, tu dois repérer le numéro (dans le métro) ou la lettre (dans le RER) et la station terminus de la ligne à suivre. Chaque ligne est par ailleurs identifiée par une couleur, plus facile à repérer de loin.

## ACHERER SON TICKET

Tu pourras acheter un ticket de métro ou de RER au guichet des stations ou aux billetteries automatiques. Les carnets de 10 reviennent bien moins cher que les tickets à l'unité.

Un carnet de 10 tickets de métro vaut 13,70 € et un ticket à l'unité vaut 1,70 €. À bord des bus, le ticket coûte 2 € et ne permet pas les correspondances. Les prix des trajets en RER sont variables en fonction de la distance parcourue, mais la règle est la même : privilégie les carnets et tu feras des économies.

## TENIR SA DROITE

Une règle spécifique aux couloirs du métro et du RER : si tu ne souhaites pas avancer sur un tapis roulant ou dans un escalier mécanique, reste à droite. Sinon tu te feras rappeler à l'ordre par les voyageurs pressés.

## MODES DE TRANSPORT ALTERNATIF

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### VÉLIB'

Le Vélib' est un système de location de vélos en libre-service simple à utiliser, disponible 24 heures sur 24 et 7 jours sur 7. La première ½ heure est gratuite et le coût de la location supplémentaire te sera facturé. Les stations sont cependant concentrées à Paris et dans sa proche banlieue :

[www.velib.paris.fr](http://www.velib.paris.fr)

### AUTOLIB'

Autolib' est un service de voitures électriques en libre-service. Tu prends une voiture dans une station et tu la déposes dans une autre, disponible 24 heures sur 24 et 7 jours sur 7. Le coût de la location est dégressif sur la durée. Les stations sont cependant concentrées à Paris et dans sa proche banlieue. Ce service est accessible aux étudiants avec un permis étranger :

[www.paris.fr/autolib](http://www.paris.fr/autolib)

### COVOITURAGE

Le covoiturage est l'utilisation conjointe et organisée d'un véhicule entre particuliers dans le but de partager les frais d'un trajet commun (et de diminuer son empreinte énergétique par la même occasion). Si le covoiturage repose sur un principe collaboratif d'auto-organisation, il est cependant structuré par des sites spécialisés :

[www.covoiturage.fr](http://www.covoiturage.fr)

[www.123envoiture.com](http://www.123envoiture.com)



*À bicyclette!*

## MIEUX COMPRENDRE

### L'ORGANISATION ADMINISTRATIVE FRANÇAISE

#### Le territoire français est découpé en quatre échelons administratifs :

les communes, l'intercommunalité, les départements et les régions.

Le département est l'échelon dont tu entendras le plus souvent parler au cours de tes démarches. La France métropolitaine se compose de 95 départements numérotés de 1 à 95. La ville de Paris est un département à part entière. Il porte le numéro 75. L'Île-de-France se compose de sept autres départements, plus ou moins proches de Paris. On parle ainsi de « petite » et de « grande couronne ».

#### LES DÉPARTEMENTS DE LA PETITE COURONNE :

**92** : Hauts-de-Seine

**93** : Seine-Saint-Denis

**94** : Val-de-Marne

#### LES DÉPARTEMENTS DE LA GRANDE COURONNE :

**77** : Seine-et-Marne

**78** : Yvelines

**91** : Essonne

**95** : Val-d'Oise

La CAF, la caisse d'assurance maladie et les formalités de visa sont des services départementaux. Ils sont gérés au niveau du département. Tu devras te rendre à la préfecture de ton lieu d'habitation pour effectuer ces démarches.

Les établissements partenaires de ce guide sont situés dans la région Île-de-France et répartis sur quatre départements : Paris (75), Val-de-Marne (94), Seine-et-Marne (77) et Seine-Saint-Denis (93).

### LA POSTE

**Les timbres s'achètent dans les bureaux de poste,** généralement ouverts du lundi au vendredi de 8h à 19h et le samedi de 8h à 12h, ou dans les bureaux de tabac. Ils sont disponibles à l'unité (à La Poste) ou en carnet de 10 (Poste et tabac).

**Le prix varie selon le poids et le type d'envoi souhaité** (niveau de suivi).

Pour une lettre standard de moins de 20 grammes, un envoi en France te coûtera 0,61 €, un envoi en Europe 0,83 € et à l'international 0,98 €.

#### – Tous les tarifs :

**[www.laposte.fr](http://www.laposte.fr)** / rubrique

« Particulier / Envoyer et recevoir du courrier ou un colis ».

# ÉCRIRE UNE LETTRE ADMINISTRATIVE

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Tu auras à rédiger de nombreuses lettres administratives au cours de ton séjour. Nous te proposons ici un exemple de présentation et de formulations que tu pourras adapter à ta situation. Les courriers de réclamation et de résiliation doivent être envoyés par exemple par « lettre recommandée avec accusé de réception (LR/AR) ».

## Ton identité

[Madame/Monsieur [Prénom + Nom]]

[Adresse]

[N° de téléphone]

[Adresse mail]

## Personne ou Organisme à qui tu adresses le courrier

[Nom]

[Adresse]

à [Lieu], le [Date JJ/MM/AAAA]

**Objet :** [précise l'objet de ta lettre : résiliation abonnement, contrat de location, etc.] à [lieu], le [date en jour/mois/année]

Madame, Monsieur,

Je soussigné(e) [ton prénom + nom], vous informe par la présente vouloir [objet de ta lettre] à compter du [précise la date à laquelle tu souhaites que cela soit effectif].

Je me tiens à votre disposition pour tout complément d'information et je vous prie de croire, Madame, Monsieur, en l'expression de mes sincères salutations.

Signature



**Accusé réception**

## PETITES CHOSES À SAVOIR

### BOIRE UN CAFÉ

Si tu commandes un café, il te sera automatiquement servi un « expresso » : un café court.

Si tu souhaites un café dans une grande tasse, commande un « allongé ». A contrario, si tu souhaites un café plus fort, commande un « café serré ».

Un « noisette » est un café avec un peu de lait. Un « café crème » est un café au lait. Un « déca » ou un « décaféiné » est un café sans caféine.

### POURBOIRE ?

Les pourboires ne sont pas obligatoires, le service est compris dans les prix affichés. Ils sont néanmoins toujours appréciés !

### LOIS SUR LE TABAC ET L'ALCOOL

Il est interdit de fumer dans les lieux publics, l'interdiction s'applique donc aux bâtiments universitaires, aux restaurants ou cafés en dehors des terrasses (certaines terrasses sont couvertes en hiver et accessibles aux fumeurs), dans les couloirs du métro, du RER, etc.

Il est interdit de conduire avec un taux d'alcoolémie supérieur à la limite autorisée. Le taux d'alcoolémie se mesure en gramme d'alcool par litre de sang ou en milligramme par litre d'air expiré. Le taux légal est de 0,5 g par litre, soit 0,25 mg par litre d'air expiré, ce qui correspond à deux verres d'alcool servis dans un bar. Il est par ailleurs interdit d'être ivre sur la voie publique.

### LAVERIE AUTOMATIQUE

Si tu es logé(e) en résidence universitaire, celle-ci est généralement munie de machines à laver communes. Peu de studios sont équipés de machine à laver. Tu trouveras des laveries automatiques en libre-service plus ou moins à proximité de ton logement. Les prix varient en fonction des laveries, mais tu paieras en moyenne 3,50 € pour une machine et 0,50 € pour 30 minutes de séchage.



*Un café  
s'il vous plaît*

## LES JOURS FÉRIÉS EN FRANCE :

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### **1<sup>er</sup> janvier :**

Jour de l'an ou Nouvel An.

### **Lundi de Pâques :**

fixé selon le calendrier lunaire, sa date est variable et correspond au lendemain de Pâques, le premier dimanche qui suit la première lune de printemps.

### **1<sup>er</sup> mai :**

fête du Travail. Le 1<sup>er</sup> mai est le seul jour obligatoirement chômé pour le salarié (excepté pour les salariés d'un service public qui ne peut être interrompu (santé, transport, etc.)).

### **8 mai :**

fin de la Seconde Guerre mondiale.

### **Jedi de l'Ascension :**

40 jours après Pâques.

### **Lundi de Pentecôte :**

50 jours après Pâques.

### **14 juillet :** fête nationale.

### **15 août :** l'Assomption.

### **1<sup>er</sup> novembre :** la Toussaint.

**11 novembre :** Armistice de 1918, fin de la Première Guerre mondiale.

### **25 décembre :** Noël.

## NUMÉROS D'URGENCE

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Il existe 5 numéros d'urgence à enregistrer sur ton téléphone :

**RENSEIGNEMENTS : 118 000**

**POMPIERS : 18**

**SAMU : 15**

**POLICE : 17**

**NUMÉRO D'URGENCE EUROPÉEN : 112**

## UNE PETITE LISTE DE SIGLES

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**ALE :** aide au logement étudiant

**APL :** aide personnalisée au logement

**CAF :** caisse d'allocations familiales

**CHU :** centre hospitalier universitaire

**CPAM :** caisse primaire d'assurance maladie

**CROUS :** centre régional des œuvres universitaires et scolaires

**OFII :** Office français de l'immigration et de l'insertion

**RATP :** Régie autonome des transports parisiens

**RC :** responsabilité civile

**RER :** Réseau express régional

**RIB :** relevé d'identité bancaire

**SMIC :** salaire minimum interprofessionnel de croissance

**SNCF :** Société nationale de chemins de fer

**TGV :** train à grande vitesse

**UE :** Union européenne

## ENSEIGNEMENT SUPÉRIEUR

---

**BU :** bibliothèque universitaire

**DELFD/DALF :** diplôme en langue française / diplôme approfondi en langue française

**ECTS :** European Credit Transfert System

**FLE :** français langue étrangère

**RU :** restaurant universitaire

**TCF :** test de connaissance du français

**TOEFL :** Test of English as a Foreign Language

**TOEIC :** Test of English for International Communication

# CRÉTEIL

Située au sud-est de Paris, dans le département du Val-de-Marne, la ville de Créteil présente un environnement de qualité et abrite le principal site de l'Université Paris-Est Créteil (UPEC). La Maison des langues et des relations internationales y propose des services et des cours de français langue étrangère pour les étudiants internationaux.



## ACCÈS :

Le campus de Créteil, situé à 30 minutes du centre de Paris, est accessible par la ligne 8 du métro, aux arrêts Créteil-l'Échat, Créteil-Université et Créteil-Pointe du Lac. Il est également accessible par le Trans-Val-de-Marne (TVM), arrêt Créteil-Université.

Pour connaître les itinéraires et les horaires des transports en commun : [www.stif.info](http://www.stif.info)



## BON À SAVOIR

L'association **FLIP French life In Paris**, spécialisée dans l'accueil, le conseil et l'orientation des étudiants étrangers d'UPEC a conclu un accord de partenariat avec une agence bancaire. Plus d'informations : [frenchlifeinparis@gmail.com](mailto:frenchlifeinparis@gmail.com)

## SE LOGER

Pour les étudiants en mobilité encadrée, des chambres à la Cité internationale universitaire de Paris (CIUP) et en cités universitaires sont réservées. Contacter : [relint@u-pec.fr](mailto:relint@u-pec.fr).

Les autres étudiants peuvent s'adresser à l'antenne logement du service Vie de campus pour trouver un logement : chambre chez l'habitant, chambre contre services, colocations, studio et appartement : [logement@u-pec.fr](mailto:logement@u-pec.fr)

### 7 RÉSIDENCES UNIVERSITAIRES SUR LE CAMPUS :

2 résidences gérées par le CROUS : [www.crous-creteil.fr](http://www.crous-creteil.fr) et 5 résidences privées : toutes les adresses sur le site [www.adele.org](http://www.adele.org)

## SE RESTAURER

Le campus de Créteil propose un large choix de restauration sur tous les sites d'enseignement. Toutes les informations sur le site [www.crous-creteil.fr](http://www.crous-creteil.fr)

## BANQUE

De nombreuses agences se situent à proximité du campus. En voici 3 à titre indicatif.

**CAISSE D'ÉPARGNE**  
Agence Créteil Soleil  
Avenue du Général-de-Gaulle  
[www.caisse-epargne.fr](http://www.caisse-epargne.fr)

**BNP PARIBAS**  
Agence Créteil l'Échat  
Avenue du Général-de-Gaulle  
[agences.bnpparibas.net](http://agences.bnpparibas.net)

**LCL**  
Agence centre commercial régional  
Avenue du Général-de-Gaulle  
[www.lcl.fr](http://www.lcl.fr)

## LES SERVICES ADMINISTRATIFS

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### LA POSTE

**Adresse :** La Poste  
Créteil Palais – 2, allée  
Parmentier, Créteil.

**Horaires d'ouverture :**  
du lundi au vendredi de  
8h30 à 19h et le samedi  
de 8h30 à 12h30.

### LA MAIRIE

**Adresse à proximité  
du campus :** le Relais  
– mairie du Palais (allée  
Parmentier, Créteil).

**Horaires d'ouverture :**  
du lundi au vendredi de 8h30  
à 17h (19h le mercredi) et le  
samedi de 9h30 à 11h30.

Toutes les informations  
sont disponibles sur le site :  
[www.ville-creteil.fr](http://www.ville-creteil.fr)

### LA PRÉFECTURE DU VAL-DE-MARNE

**Adresse :** 21-29 ter, avenue  
du Général-de-Gaulle, Créteil.

**Horaires d'ouverture :**  
du lundi au vendredi  
de 9h à 16h. Attention!  
Certains services ont des  
horaires spécifiques.

Plus d'informations :  
[www.val-de-marne.gouv.fr](http://www.val-de-marne.gouv.fr)

Le service Vie de Campus  
accueille un agent de la  
Préfecture du Val de Marne  
pour vous aider à constituer  
votre dossier de demande de  
carte de séjour (se renseigner  
pour les jours et les horaires :  
[vie-etu@u-pec.fr](mailto:vie-etu@u-pec.fr))

## SANTÉ

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Les étudiants internationaux  
inscrits à l'UPEC pourront  
bénéficier du réseau  
universitaire de santé  
RÉSUS lancé en 2012.

### RÉSUS OFFRE :

- un accès aux soins facilité  
auprès d'un médecin  
généraliste de proximité ;
- une consultation à un tarif  
de 6,90 € maximum ;
- un suivi médical de  
qualité et une orientation  
vers des spécialistes en  
cas de nécessité ;
- une permanence de soins  
après 20h et le week-end.

Toutes les informations  
relatives au réseau RÉSUS sur  
le site : [www.u-pec.fr](http://www.u-pec.fr)

## CULTURE ET SPORT

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### BIBLIOTHÈQUES

L'UPEC met à votre  
disposition un réseau de  
bibliothèques et de centres  
de documentation regroupés  
au sein d'un service commun  
de documentation (SCD). Le  
SCD fédère l'ensemble des  
ressources documentaires  
et services documentaires  
de l'université.

Pour tout savoir sur les  
bibliothèques de l'université :  
[bibliotheque.u-pec.fr](http://bibliotheque.u-pec.fr)

La ville de Créteil dispose  
par ailleurs d'un réseau  
de 14 centres de lecture.  
Toutes les informations  
sur le site : [www.lecturepublique94.net](http://www.lecturepublique94.net)

### LA MAISON DES ARTS DE CRÉTEIL (MAC)

Au cœur de Créteil, la Maison  
des arts de Créteil est un  
lieu de production et de  
diffusion pluridisciplinaire  
et généraliste (théâtre,  
danse, concerts, humour,  
expositions, festivals, etc.).

Retrouver la programmation  
sur : [www.macreteil.com](http://www.macreteil.com)

### CINÉMA

#### 2 cinémas associatifs

**La lucarne :**  
[www.mjccreteil.com](http://www.mjccreteil.com) et  
Les Cinémas du Palais-  
Armand-Badéyan :  
[www.lepalais.com](http://www.lepalais.com)

**1 salle commerciale :**  
UGC Ciné Cité Créteil à  
l'entrée du centre commercial  
Créteil Soleil : [www.ugc.fr](http://www.ugc.fr)

### SPORT

L'UPEC propose un large  
choix d'activités sportives.  
Toutes les informations sur  
le site :

[www.u-pec.fr](http://www.u-pec.fr)

Les équipements sportifs  
de la ville de Créteil :  
[www.ville-creteil.fr/  
les-equipements-et-les-  
installations-sportives](http://www.ville-creteil.fr/les-equipements-et-les-installations-sportives)

# SÉNART ET FONTAINEBLEAU

L'Université Paris-Est Créteil (UPEC) accueille plus de 3 000 étudiants sur les sites de Sénart et Fontainebleau, dont plus de 200 étudiants internationaux.

Des locaux confortables et modernes, pourvus d'équipements pédagogiques de pointe, assurent aux étudiants des conditions de travail optimales.

## ACCÈS :

Le campus de Sénart est situé sur la commune de Lieusaint à 45 min du cœur de Paris en RER D (gare de Lieusaint-Moissy). Un arrêt du bus T-Zen dessert également le campus. Le site de Fontainebleau est accessible en train (TER) depuis la gare de de Lyon (arrêt gare de Fontainebleau/Avon) puis en bus (ligne A, arrêt Les Lilas).

Pour connaître les itinéraires et les horaires des transports en commun :

[www.stif.info](http://www.stif.info) et [www.transilien.com](http://www.transilien.com)

Se déplacer en covoiturage : toutes les informations dans **la fiche pratique n°3**.

## SE LOGER

### PRÈS DE 250 PLACES EN RÉSIDENCES UNIVERSITAIRES

sont proposées à Sénart & Fontainebleau.

Les attributions de logements en résidences universitaires sont gérées par les services Scolarité et Vie étudiante.

Pour être aidé dans sa recherche de logement : l'antenne logement du service Vie de Campus, [logement@u-pec.fr](mailto:logement@u-pec.fr)

## SE RESTAURER

**Restaurant l'Arlequin**,  
Avenue Pierre-Point  
77127 Lieusaint (site Sénart)

### Restaurant de l'IUT :

Route de Hurtault,  
77300 Fontainebleau

## BANQUES

### Campus de Sénart

à Lieusaint, Moissy  
Cramayel et au centre  
commercial Carré Sénart :

#### BNP

96 rue de Paris, Lieusaint.

#### CAISSE D'ÉPARGNE

Centre com. Carré Sénart.

#### CIC

90, av. Philippe-Bur, Moissy.

#### CRÉDIT AGRICOLE

73, av. Philippe-Bur, Moissy.

#### LCL

Centre com. Carré Sénart.

#### SOCIÉTÉ GÉNÉRALE

4, av. Philippe-Bur, Moissy.

### Campus Fontainebleau

#### BNP

156, rue Grande.

#### CAISSE D'ÉPARGNE

102, rue Grande.

#### CIC

8, place de la République.

#### CRÉDIT AGRICOLE

20, rue du Château.

#### LCL

85, rue Grande.

#### BRED

16, rue Grande.

## LES SERVICES ADMINISTRATIFS

### LES BUREAUX DE POSTE

À Sénart : rue de la Motte  
à Moissy-Cramayel à 10 min  
à pied du campus de Sénart.



**Pour Fontainebleau**, elle est située au 2, rue de la Chancellerie, à 15 min à pied.

## LES MAIRIES

**À Sénart** : la mairie de Fontainebleau se trouve au 40, rue Grande.

**Horaires d'ouverture** : lundi de 13h30 à 17h30, du mardi au vendredi de 8h30 à 12h15 et de 13h30 à 17h30, ainsi que le samedi de 9h à 12h.

**À Fontainebleau** : la mairie de Lieusaint est située au 50, rue de Paris.

**Horaires d'ouverture** : lundi, mercredi, jeudi et vendredi de 09h à 12h et de 14h à 18h, le mardi de 14h à 18h et le samedi de 09h à 12h.

## LA PRÉFECTURE DE SEINE-ET-MARNE

**Adresse** : 12, rue des Saints-Pères, 77000 Melun.

**Horaires d'ouverture** : uniquement de 9h à 12h les lundi, mardi, jeudi et vendredi. Attention! Certains services ont des horaires spécifiques.

Voir le site : [www.seine-et-marne.gouv.fr](http://www.seine-et-marne.gouv.fr)

**À noter**, avant d'aller à la préfecture, se renseigner auprès du service Vie de Campus/ Vie Étudiante sur les démarches de demande de visa et renouvellement.

## SANTÉ

Des permanences médicales sont assurées pour des conseils santé, alimentation, etc.

**À Sénart**, une infirmière est présente les lundi, mardi, mercredi et jeudi de 8h30 à 17h.

**À Fontainebleau**, une infirmière est présente tous les vendredis.

Pour bénéficier également du service universitaire de médecine préventive et de promotion de la santé : **le réseau RÉSUS de Créteil**.

## CULTURE ET SPORT

Les associations étudiantes des sites de Sénart et Fontainebleau contribuent par leur dynamisme à créer un climat de convivialité propice aux échanges interculturels : soirées, ateliers, clubs, week-ends organisés en Europe, séjours au ski, projets humanitaires, jobs étudiants, etc.

## BIBLIOTHÈQUES

Une bibliothèque universitaire par site. Plus d'informations sur le réseau des bibliothèques de Sénart : [www.senart.com](http://www.senart.com) ou celui de Fontainebleau : [www.fontainebleau.fr](http://www.fontainebleau.fr)

## ESPACES CULTURELS / CINÉMAS / MUSIQUE

Un agenda culturel de qualité et ouvert à tous est disponible sur les sites de Sénart : [www.senart.com](http://www.senart.com) et de Fontainebleau : [www.fontainebleau.fr](http://www.fontainebleau.fr)

## SPORT

Pour se renseigner sur les sports qui peuvent être pratiqués à proximité de l'IUT : [www.senart.com](http://www.senart.com) et [www.fontainebleau.fr](http://www.fontainebleau.fr)

## DIVERS

Les deux sites sont situés à proximité de forêts prestigieuses.

**La forêt nationale de Sénart** est une des plus anciennes forêts de France et le lieu idéal pour les sports et activités en plein air.

**La forêt de Fontainebleau** est particulièrement réputée pour ses formations rocheuses, ce qui en fait un lieu incontournable de l'escalade.



More information:

[www.univ-paris-est.fr](http://www.univ-paris-est.fr)



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