Bienvenue!
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

belonging to Université Paris-Est have designed this guide.

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.

UPEC

École d'architecture de la ville & des territoires
UPEM

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

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

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

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**

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**

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 2nd post-Masters specialization, the DPEA Architecture Post-Carbone, opened in 2013.
Premier pas!
PUTTING TOGETHER YOUR STUDY PLAN
WHERE CAN I RECEIVE FURTHER INFORMATION?

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

– ÉCOLE DES INGÉNIEURS DE LA VILLE DE PARIS (EIVP):
  www.eivp-paris.fr
  (near the top-right of the homepage, select International > Incoming Students)

– ÉCOLE NATIONALE SUPÉRIERE D’ARCHITECTURE DE LA VILLE ET DES TERRITOIRES (ENSAVT):
  www.marnelavalleearchi.fr
  (click on Affaires internationales on the left side of the homepage)

– ESIEE PARIS:
  www.esiee.fr/International/Accueil_desetudiantsenechange.php

AT UPE MEMBER INSTITUTIONS

Voilà!
BUT ALSO AT:

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.).

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).

GOOD TO KNOW

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.

TIPS

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 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
Mon porte-monnaie
FINANCING YOUR STAY
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***:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing</strong> (water and electricity included):</td>
<td>€ 500</td>
</tr>
<tr>
<td><strong>Insurance</strong> (home, public liability):</td>
<td>€ 20 to 45</td>
</tr>
<tr>
<td><strong>Health insurance</strong>:</td>
<td>€ 30</td>
</tr>
<tr>
<td><strong>Food</strong>:</td>
<td>€ 200</td>
</tr>
<tr>
<td><strong>Transport</strong>:</td>
<td>€ 30</td>
</tr>
<tr>
<td><strong>Telephone &amp; Internet</strong>:</td>
<td>€ 40</td>
</tr>
<tr>
<td><strong>School supplies</strong>:</td>
<td>€ 40</td>
</tr>
<tr>
<td><strong>Hobbies &amp; outings</strong>:</td>
<td>€ 40</td>
</tr>
</tbody>
</table>

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

**BUDGET UPON ENROLMENT**

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.).

**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.
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.

Labor 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...
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

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.

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.

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.

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.
Mon petit pied-à-terre

FINDING ACCOMMODATION
PROCEDURES YOU SHOULD KNOW

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

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.

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

FLAT-SHARING

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
www.colocationfrance.fr

Websites that charge a fee:
www.appartager.com
www.colocation.fr
www.portail-colocation.com

PRIVATE STUDENT RESIDENCE

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

HOMESTAY

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
Séjour France Famille: www.sejoursfrancefamille.fr

IMPORTANT

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

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.
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
Website with agency advertisements:
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
Bed and School:
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 inquiries 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

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).

Beware of scams!
Never pay the rent in advance before leaving your country.

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.

Mon chez-moi
Allons-y!

WHEN YOU GET THE LETTER OF ACCEPTANCE
PREPARING MY DEPARTURE

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.

GOOD TO KNOW

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

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.

UNDERSTAND

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

IMPORTANT

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

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.

Ouf, j’ai mon visa!
bon voyage!

BEFORE LEAVING
I ANNOUNCE MY ARRIVAL

ENSURE MEANS OF COMMUNICATION AND PAYMENT FOR THE FIRST DAYS

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

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

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

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

IF YOU DON’T HAVE PERMANENT ACCOMODATION ON YOUR ARRIVAL

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

- In a hotel (minimum 75 €/night):
  www.booking.com
  www.hotels.com
  www.kayak.com

- In a room in a private home, short stays:
  www.atomeparis.com
  www.airbnb.com

GOOD TO KNOW

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

J’arrive!
DON’T FORGET

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)

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.
En route!
THE FIRST DAYS
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

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 Direct Énergie 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
La Poste  www.lapostemobile.fr
Virgin  www.virginmobile.fr

Main operators:
Free  www.free.fr
Orange  www.orange.fr
Bouygues Telecom  www.bouygues telecom.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.
IN CASE OF PROBLEM

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.).
Un petit aperçu!

THE FIRST MONTH
**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 for exact times for your station.

**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.


**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.

**FACT SHEETS**

**FACT SHEET N°3**
Understanding the Paris transport system.
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

GOOD TO KNOW

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

Bon appétit!
**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 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 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)

**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 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/bibliothèque](http://www.ciup.fr/bibliothèque)

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.

**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

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

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.

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

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 («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 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

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.