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**

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 BUSSON:**
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.maccreteil.com](http://www.maccreteil.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

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.

Musicians can live out their passion in the OCUP, the Orchestra and Choir of the Universities of Paris: 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

THE PRESS

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
Le Figaro www.lefigaro.fr
Libération www.liberation.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), 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).

GOOD TO KNOW

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»).

VOCABULARY

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

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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:

- LONDRES: 1:30 h
- BRUXELLES: 1:30 h
- BERLIN: 1:50 h
- PARIS
- LISBONNE: 2:25 h
- BARCELONE: 1:40 h
- AMSTERDAM: 3:20 h
- ROME: 1:45 h
- LONDRES: 2:25 h
- BRUXELLES: 1:30 h
- BERLIN: 1:50 h
- PARIS
- LISBONNE: 2:25 h
- BARCELONE: 1:40 h
- AMSTERDAM: 3:20 h
- ROME: 1:45 h

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

On y va!
VISITING PLACES

TRAVELING

BY PLANE
Find low-cost offers on websites that carry out price comparisons, such as Liligo
Liligo  www.liligo.com ou

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
To discover Europe towards the east (Brussels, Amsterdam, Cologne), visit Thalys’ website:
www.thalys.com
For London, check the Eurostar website:
Eurostar: www.eurostar.com

BY BUS
You can reach certain French and European cities by bus (coach).
www.idibus.com
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

TOURIST SITES
IN THE EAST
OF THE PARIS REGION

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

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

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

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

TIPS
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

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

DISCOVER
The website of the Office for Tourism in France:
www.tourisme.fr
I’VE LOST MY BANK CARD

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

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 represented in France on the website of the Maison des Français de l’Étranger: www.mfe.org.

I’VE LOST MY PHONE

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

GOOD TO KNOW

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.
Je reste... je pars

RENEWING YOUR RESIDENCE PERMIT OR PREPARING DEPARTURE
CONTINUING STUDIES

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.

I ACQUIRE FIRST EXPERIENCE AT THE END OF MY STUDIES

LEGISLATION

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.


ORGANIZATIONS THAT ASSIST IN FINDING A JOB

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

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

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.
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.

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.
WITH YOUR SCHOOL

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

WITH FRANCE

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!
OPENING A BANK ACCOUNT

If you own a bank account in your country of origin, inquire before leaving if your bank has a partnership with a bank in France. It will make things easier.

WHY OPEN A BANK ACCOUNT?

If you plan to reside more than three 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.

HOW LONG DOES IT TAKE?

You can get a bank card and a checkbook in an average of 15 days.

WHAT DOCUMENTATION IS NEEDED?

- An identity document (ID): a valid passport or national identity card.
- Your residence permit, or a receipt that demonstrates it is being processed, for non-European students.
- Proof of accommodation: a rent receipt, a utility bill, or a letter from the person that provides your accommodation, together with a photocopy of his or her identity card.
- A photocopy of your student ID card. If you have not yet received it, provide an enrolment certificate, which you can get from the enrolment office («le service de scolarité»).
- A deposit of minimum €15 to open the account, which can be paid by travellers checks or cash.

HOW TO OPEN AN ACCOUNT

Make an appointment with a bank agent in order to sign your bank account contract (often called a «convention» in French). When making the appointment, ask for both confirmation and further details on the documentation needed to open the account. If you are missing anything, you won’t be able to sign the contract and will have to make another appointment.

GOOD TO KNOW

There are two kinds of bank cards: a cash card only lets you withdraw money from cash machines (ATMs), while a payment card allows you to also pay for purchases at shops. Bank cards are charged. The price varies depending on the bank, costing on average between €15-40 per year. To help you compare banking services, refer to: www.comparer-les-banques.com
GLOSSARY OF BANK RELATED TERMS

«AUTORISATION DE PRÉLÈVEMENT» (DIRECT DEBIT)
Operation by which you authorize a specific person or organization to collect funds from your account, be it in one or more instances. Direct Debit is often used to pay for monthly recurring costs such as a transportation pass, insurance, etc.

«CARTE DE PAIEMENT» (DEBIT CARD OR CREDIT CARD)
A means of payment that allows the holder to make purchases and withdraw from cash machines (ATMs). There are two types of payment: immediate debit (every purchase is automatically charged from your account) and deferred debit (the total of all purchases is debited once each month).

«CARTE DE RETRAIT» (CASH CARD)
This card can only be used for withdrawing money from cash machines (ATMs) or bank counters. It cannot be used to pay for purchases.

«CHÈQUE» (CHEQUE)
A means of payment that is valid for 1 year and 8 days from the date it is signed. Beyond that period, it will be denied for payment. The check is usually used to pay a deposit, the rent or bills - in case you have chosen not to automate these payments by monthly direct debits.

«CRÉDIT» (CREDIT)
Action by which a sum of money is paid into your account. Your account is «credited».

«DÉBIT» (DEBIT)
Action by which a sum of money is deducted from your account. Your account is «charged».

«DÉCOUVERT» (OVERDRAFT)
An account is said to be «à découvert» or «débiteur» when its balance is below zero. Such an overdraft may be authorized, up to a certain amount (on the basis of an agreement previously signed with your bank), or not authorized altogether. In either case, the customer must pay overdraft charges to the bank, which are calculated on a daily basis.

«DISTRIBUTEUR AUTOMATIQUE DE BILLETS (DAB)» (CASH MACHINE OR ATM)
Automatic machine that enables bank customers to withdraw cash from their accounts through the use of a bank card.

«INTÉRÊTS DÉBITEURS» OR «AGIOS» (OVERDRAFT CHARGES)
Interests earned by the bank on an account with a negative balance. Overdraft charges are calculated on a daily basis. Even authorized overdrafts are subject to these charges.

«OPPOSITION»
An operation performed to cancel a check or bank card, in case either goes missing. By means of an «opposition», you give your bank instructions to refuse all debit transactions.

«VIREMENT» (TRANSFER)
A means of payment by which you order your bank to credit the account of a payee. The transfer may be a one time operation or a periodic one, such as for automated monthly payment of your rent.

«RIB» (BANK ACCOUNT DETAILS)
Standing for «Relevé d’Identité Bancaire», it is a document issued by the bank that represents an «identity card» of your account. One can present it to an organization in order to set up monthly payments via Direct Debit (to pay the RATP for your «Imagine’R» travel pass, for instance) or to receive payments (from the Social Security, for example, which can pay your benefits directly into your account). A RIB is often found at the end of a checkbook or at the top of a bank statement.
TYPES OF HOUSING

«CHAMBRE DE BONNE» OR «STUDETTÉ»
A room or small studio located on the top floor of a building. Make sure it has an area of at least 9 square meters in order to be eligible for housing assistance. The shower and/or toilet are usually located in the corridor and are shared with a few neighbours.

STUDIO APARTMENT
This type of dwelling only has one main room, which includes a kitchenette. Only the bathroom and toilet are separate.

F1 OR T1 APARTMENT
In this case the kitchen is separate. ‘F’ or ‘T’ followed by a number indicates the number of other rooms («pièces»). The kitchen, bathroom, toilet, entrance and hallways are not counted in the number of «pièces». For example, an F2 has a living room, one bedroom, a kitchen, a bathroom and a toilet (which might or might not be separate from the bathroom).

EMPTY ACCOMMODATION
The dwelling can be completely empty or have an equipped kitchen. Ask the landlord to specify this point.

The following resources can help you equip and furnish at a low cost:
Emmaüs:
www.emmaus-france.org ;
Le bon coin:
www.leboncoin.fr ;
Garage sales and flea markets («brocantes»):
www.vide-greniers.org

FURNISHED ACCOMMODATION
The accommodation will include a bed, a fully equipped kitchen and some other furniture. However, no legislation specifies the furniture items that are indispensable for everyday life. You will have to inquire with the owner in order to assess how well equipped it is: kitchen utensils, dishes, blankets, etc.
The surface of a dwelling is expressed in square meters (m²) in France. The surface specified is often followed by the words «Loi Carrez», which is the name of the law that regulates surface measurements in France.

Rent prices are indicated either as exclusive of expenses (HC or HT) or with utility charges included (CC or TCC). At the very least, the rental price covers building maintenance expenses and rental taxes. Generally, hot water is also included, but ask for confirmation. For homes with collective heating - that is to say, where heating is managed by the association of co-owners of the building - the charges that accompany your rent will be higher, but your gas or electricity bills will be lower. For homes with individual heating, you will be paying for additional gas or electricity to keep warm. An estimate of your consumption will be calculated by the electric and/or gas companies. You can expect to pay an average of €30 per month for each. Your electricity and/or gas meters will be read regularly by technicians, so as to determine your actual consumption. After a period of time, your bill will be adjusted accordingly: either you will be reimbursed, if you advanced more than your actual consumption, or you will be charged for the additional consumption.

The main gas and electricity companies in France are:

- EDF-GDF: www.bleuciel.edf.com
- Direct-Energy: www.direct-energie.com
- Poweo: www.poweo.fr

Before taking possession of a rental property, you must pay the first month’s rent, a security deposit (equivalent to one month’s rent excluding charges (HC)), and a mandatory home insurance policy.

Before taking possession of a rental property, you must pay the first month’s rent, a security deposit (equivalent to one month’s rent excluding charges (HC)), and a mandatory home insurance policy.

An inventory that documents the state of the property - called an «état des lieux» - must be made, both when taking possession of and when handing back rental property. The initial inventory must be made in the presence of both tenant and landlord, at the moment of handing over the keys. It consists of writing down the general condition of the apartment (cleanliness, electrical fittings, heating, walls, floors, bathrooms, toilets, faucets, etc.). Both initial and final inventories must be prepared with care. The comparison of these two documents will serve as a reference in identifying damaged items and determining responsibilities. The owner will decide on this basis whether to return all or part of your security deposit when you leave the property.

Before leaving the property, make sure you give notice to your landlord within the time period established by law, called the «délai de préavis». The owner will be entitled to claim rent for the months due if you do not respect this notice period. The notice period is one month for furnished accommodation and three months for empty accommodation. Announce your departure by letter, which you must send by registered mail with acknowledgment of receipt (see Fact Sheet N°5).
METRO OU RER ?
The metro (subway) serves only central Paris and some adjacent suburban cities (Créteil, Vincennes, Montreuil, etc.). The RER network, on the other hand, provides an extensive service to the suburbs of Paris. RER trains are faster, but their stops are relatively distant from each other. Another difference is the pricing: RER ticket prices vary depending on the origin and destination of the trip, while the price for the metro is fixed.

− A station is referred to as «une station» on the metro network, whilst on the RER you will hear two terms: «gare» and «station».

− A «correspondance» is a junction between two metro lines that are accessible by corridors.

READING THE MAP
Locate your departure station and arrival station on the map. Then identify the lines that serve each and think out your route based on the available connections. Once you have visualized the route, you must remember the identifying number (for the metro) or letter (for the RER) and the terminus station of each line you must follow (which indicates the direction of travel on a given line). Each line is also identified by a colour, which is easier to spot from a distance.

BUYING TICKETS
You can buy a ticket for the metro or the RER at station counters or ticket machines. Buying 10 tickets at once gives you a discount over single tickets. A «carnet» of 10 metro tickets costs €13.70, while a single ticket is €1.70. If bought onboard a bus, a ticket costs €2 and does not allow connections. Prices for RER trips vary depending on the distance travelled, but the rule is the same: buy 10 tickets and you will save money.

KEEP RIGHT
A rule specific to metro and RER corridors: if you do not wish to walk on an escalator or moving walkway, keep to the right. Otherwise, you will be reminded by hurried travellers.

THE REGIONAL NETWORK

The regional network of Île-de-France offers a variety of modes of transportation. In 2013: 5 RER commuter rail lines and 8 train lines, 16 metro lines, 6 tram lines, and nearly 1,500 bus lines, 47 of which were Noctilien night buses. This dense and well extended network will allow you to move around easily, while taking advantage of the «Imagine'R» pass for students under 26 years old. This pass also allows you to travel throughout the entire Île-de-France region during weekends, holidays, and school holidays (including July 1 to August 31), with no zone restrictions (the network is divided into 5 tariff zones).

Find out more on the STIF website: www.stif.info.

TRANSPORT

HOW TO TAKE THE METRO OR THE RER

THE REGIONAL NETWORK

3

GETTING AROUND IN THE PARIS REGION
ALTERNATIVE MODES OF TRANSPORT

VÉLIB’
Vélib is a self-service bicycle rental system that is easy to use. It is available 24 hours a day, 7 days a week. The first half hour is free and additional time will be charged. Stations are concentrated in Paris and its nearby suburbs.

www.velib.paris.fr

AUTOLIB’
Autolib’ is a self-service electric car rental system. You can take a car at one station and return it at another. It is available 24 hours a day, 7 days a week. The rental rate decreases with time. Stations are concentrated in Paris and its nearby suburbs. This service is accessible to students with a foreign driving license.

www.paris.fr/autolib

CARPOOLING
«Covoiturage», as it is known in French, is the organized joint use of a vehicle between individuals, with the aim of sharing the cost of travel (and reducing its energy footprint at the same time). Even though carpooling is based on a principle of collaborative self-organization, well structured tools are offered by specialized websites:

www.covoiturage.fr
www.123envoiture.com

À bicyclette!
4 UNDERSTANDING FRENCH PUBLIC ADMINISTRATION

THE ADMINISTRATIVE ORGANIZATION OF FRANCE

The French territory is divided into four administrative levels: communes (municipalities), intercommunalities (intermunicipal consortia), departments and regions. The department is the level you will hear most often when carrying out administrative procedures. The part of France located in Europe (termed «France métropolitaine») consists of 95 departments, numbered 1-95. The city of Paris is a full department in its own right, identified by the number 75. The Ile-de-France region is made up of Paris and seven other departments around it, some being closer to the capital than others. One speaks therefore of a small ring («petite couronne») and a large ring («grande couronne»), each concentrically further away from Paris.

DEPARTMENTS OF THE PETITE COURONNE (SMALL RING):

- 92 : Hauts-de-Seine
- 93 : Seine-Saint-Denis
- 94 : Val-de-Marne

DEPARTMENTS OF THE GRANDE COURONNE (LARGE RING):

- 77 : Seine-et-Marne
- 78 : Yvelines
- 91 : Essonne
- 95 : Val-d’Oise

The CAF, the Assurance Maladie (public health insurance), and the processing of visa and residence permits are all departmental services, meaning they are managed at the department level. You’ll have to go to the prefecture of the department you reside in to consult these services. The establishments that partner in this guide are located within the Ile-de-France region and in four different departments: Paris (75), Val-de-Marne (94), Seine-et-Marne (77) and Seine-Saint-Denis (93).

THE POST OFFICE («LA POSTE»)

Stamps can be bought at post offices, which are generally open Monday to Friday from 8:00 to 19:00 and Saturday from 8:00 to 12:00, or at tobacco shops. They can be bought individually (at La Poste) or by groups of 10 (at La Poste and tobacco shops).

The price varies depending on the weight being sent and the type of delivery requested (there are different tracking levels). For a standard letter weighing less than 20 grams, a delivery within France will cost you € 0.61; within Europe, € 0.83; and elsewhere in the world, € 0.98.

- Find more price information at: www.laposte.fr (under «Particulier» > «Envoyer et recevoir du courrier ou un colis»).
HOW TO WRITE A FORMAL ADMINISTRATIVE LETTER

You will have to write a number of formal letters during your stay in France. We here offer an example of the type of presentation and language you should use. You can adapt it to each particular situation. Letters of complaint or contract termination must be sent via recorded delivery («lettre recommandée avec accusé de réception (LR/AR)»).

Your identity
[Madame/Monsieur [name + surname]
[Address]
[Phone number]
[e-mail address]

Person or organization to whom you write
[Name]
[Address]
à [Location], le [date as DD/MM/YYYY]

Objet: [specify the purpose of your letter: subscription termination, lease contract, etc.]

Madame, Monsieur,

Je soussigné(e) [your name + surname], vous informe par la présente vouloir [purpose of the letter] à compter du [specify the date upon which you wish it to come into effect].

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]
DRINKING COFFEE

If you order a coffee, you will automatically be served an «expresso». If you want a large cup of coffee, order an «allongé». If, on the contrary, you would like stronger coffee, order a «café serré». A «noisette» (literally meaning ‘hazelnut’) is an expresso with just a drop of milk (equivalent to the Italian macciato). A «café crème» or «café au lait» is a latte (large cup). A «déca» or «décaféiné» is coffee without caffeine.

TO TIP OR NOT TO TIP?

Tipping is not required. The service is included in the posted price. Nevertheless, tips are always appreciated!

LAWS ON TOBACCO AND ALCOHOL

It is forbidden to smoke in public places. This prohibition thus applies to academic buildings; restaurants and cafes, with the exception of terraces (some terraces are sheltered in winter and remain accessible to smokers); metro and RER stations; etc.

It is forbidden to drive with a blood alcohol content over the legal limit. The blood alcohol level is measured in grams of alcohol per litre of blood or milligrams per litre of exhaled air. The legal limit is 0.5 grams per litre of blood, or 0.25 mg per litre of exhaled air, which corresponds to two drinks served in a bar. It is also illegal to be drunk in public spaces.

LAUNDERETTES

If you are lodged at a university residence, you will usually find it equipped with washing machines for collective use. Few studios are equipped with a washing machine. You will find self-service launderettes more or less close to your accommodation. Prices vary, but expect to pay on average € 3.50 for a washing machine and € 0.50 per 30 minutes of a drying machine.
HOLIDAYS IN FRANCE

January 1st: New Year’s Day («Jour de l’an» or «Nouvel an»).

Easter Monday: set according to the lunar calendar, the date is variable and corresponds to the day after Easter («Pâques»), the first Sunday after the first full moon of spring.

May 1st: Labour Day (fête du Travail). It is the only mandatory non-working day for employees (except for employees of a public service that cannot be interrupted (health, transport, etc.).

May 8th: End of the Second World War.

Ascension Thursday: 40 days after Easter.

Whit Monday: 50 days after Easter.

July 14th: National Day of France.

August 15th: Assumption of Mary.

November 1st: All Saints («la Toussaint»).

November 11th: Armistice of 1918, end of the First World War.

December 25th: Christmas («Noël»).

EMERGENCY NUMBERS

There are five emergency numbers worth saving on your phone:

INFORMATION: 118-000
POMPIERS: 18 (FIRE-FIGHTERS)
SAMU: 15 (EMERGENCY MEDICAL ATTENTION)
POLICE: 17
EUROPEAN EMERGENCY NUMBER: 112

A SMALL LIST OF ACRONYMS

ALE: Aide au Logement Étudiant (student housing assistance)
APL: Aide Personnalisée au Logement (individualized housing assistance)
CAF: Caisse d’Allocations Familiales (family assistance fund)

CHU: centre hospitalier universitaire (university hospital)
CPAM: Caisse Primaire d’Assurance Maladie (primary public health insurance fund)
CROUS: Centre Régional des Oeuvres Universitaires et Scolaires (regional centre for university and school works)
OFII: Office Français de l’Immigration et de l’Insertion (French Office for Immigration and Integration)
RATP: Régie Autonome des Transports Parisiens (regional transportation consortium of Paris)
RC: responsabilité civile (civil liability)
RER: Réseau Express Régional (regional commuter rail network)
RIB: Relevé d’Identité Bancaire (bank account details)
SMIC: Salaire Minimum Interprofessionnel de Croissance (minimum wage)
SNCF: Société Nationale de Chemins de Fer (National Railway Company)
TGV: Train à Grande Vitesse (high-speed train)
UE: Union Européenne (European Union)

HIGHER EDUCATION

BU: bibliothèque universitaire (university library)
DELF/DALF: Diplôme d’Études en Langue Française / Diplôme Approfondi en Langue Française (official intermediate/advanced level French language diplomas)
ECTS: European Credit Transfer System
FLE: Français Langue Étrangère (French as a foreign language)
RU: Restaurant Universitaire (university restaurant)
TCF: Test de Connaissance du Français (a French language test)
TOEFL: Test of English as a Foreign Language
TOEIC: Test of English for International Communication
CRÉTEIL

Located south-east of Paris, within the Val de Marne department (county), the city of Créteil offers a good quality environment and is home to the main campus of the Université Paris-Est Créteil (UPEC). The Maison des Langues et des RelationsInternationales offers French language courses and other services for international students.

GETTING THERE:
The campus of Créteil, located 30 minutes from the centre of Paris, can be reached by metro. Line 8 takes you to three nearby stations: «Créteil-l’Échat», «Créteil-Université» and «Créteil-Pointe du Lac».
The Trans-Val-de-Marne (TVM) bus service also takes you to «Créteil-Université».
For public transport routes and timetables, visit: www.stif.info

ACCOMMODATION

Students on exchange programmes can find reserved accommodation at the Cité Internationale Universitaire de Paris (CIUP) and other university campuses. For further information, contact: relint@u-pec.fr.

Other students can contact the housing office of the Vie de Campus service to find offers for accommodation (homestays, accommodation in exchange for services, flat-sharing, and individual studios or apartments): logement@u-pec.fr

7 RÉSIDENCES UNIVERSITAIRES SUR LE CAMPUS :

2 residences managed by the CROUS: www.crous-crateil.fr
and 5 private residences: find all addresses at www.adele.org

WHERE TO EAT

The Créteil campus offers a wide range of catering choices at all teaching locations. Find more information at www.crous-creteil.fr

BANKS

Many banks are located near campus. Here are three examples:

CAISSE D’ÉPARGNE
Agence Créteil Soleil
Avenue du Général-de-Gaulle
www.caisse-epargne.fr

BNP PARIBAS
Agence Créteil l’Échat
Avenue du Général-de-Gaulle
agences.bnpparibas.net

LCL
Agence centre commercial régional
Avenue du Général-de-Gaulle
www.lcl.fr

GOOD TO KNOW

The student association French Life in Paris (FLIP), specialising in providing hospitality, advice and guidance for foreign UPEC students, has a partnership agreement with a specific bank branch. For more information, contact: frenchlifeinparis@gmail.com
**ADMINISTRATIVE SERVICES**

**POST OFFICE**
**Adress:** La Poste Crétel Palais – 2, allée Parmentier, Crétel.
**Opening hours:** Monday to Friday: 8:30-19:00 Saturday: 8:30-12:30

**CITY COUNCIL**
**Office near campus:** le Relais – mairie du Palais (allée Parmentier, Crétel).
**Opening hours:** Monday to Friday: 8:30-17:00 (until 19:00 on Wednesday)
Saturday: 9:30-11:30
For more details, visit: www.ville-creteil.fr

**PREFECTURE OF VAL-DE-MARNE**
**Adress:** 21-29 ter, avenue du Général-de-Gaulle, Crétel.
**Opening hours:** Monday to Friday: 9:00-16:00
Be attentive: some services have more limited times.
For more information: www.val-de-marne.gouv.fr

**HEALTHCARE**
International students enrolled at UPEC can benefit from the RÉSUS university healthcare network, launched in 2012.

**RÉSUS OFFERS:**
- Simplified access to a nearby general practitioner.
- A consultation charge of €6.90 maximum.
- Good quality medical follow-ups and referrals to specialists when needed.
- Access to medical care after 20:00 and on weekends.
Find further information about the RÉSUS network at: www.u-pec.fr

**STUDENT LIFE**

**LIBRARIES**
UPEC provides a network of libraries and documentation centres grouped into a common documentation service (SCD). This SCD brings together the whole of the documentary resources and services of the university.
Learn all about the university’s libraries: bibliotheque.u-pec.fr
The City of Crétel also provides a network of 14 reading centres. To find out more, visit: www.lecturepublique94.net

**LA MAISON DES ARTS DE CRÉTEIL (MAC)**
Located in the heart of the city, the Maison des Arts de Crétel (MAC) is a place for the production and dissemination of multidisciplinary and generalist arts (theater, dance, concerts, comedy, exhibitions, festivals, etc.).
Check-out its event programme: www.maccreteil.com

**CINEMA**
Two cinemas run by associations:

**SPORTS**
UPEC offers a wide range of sporting activities. Visit its website for details: www.u-pec.fr
Find out about the sports facilities of the City of Crétel at: www.ville-creteil.fr/les-equipements-et-les-installations-sportives

One commercial cinema: UGC Ciné Cité Crétel, located at the entrance to the Crétel Soleil shopping centre: www.ugc.fr
GETTING THERE:
The Sénart campus is located within the municipality of Lieusaint, 45 minutes from the heart of Paris on RER line D (station Lieusaint-Moissy). The T-Zen bus also reaches the campus.
The Fontainebleau site is accessible by rail: take the TER train from “Gare de Lyon” station, get off at Fontainebleau-Avon, and then take bus line A until “Les Lilas”.
For public transport routes and timetables, visit: www.stif.info et www.transilien.com
To get around using carpooling, refer to Fact Sheet N°3.

ACCOMODATION
NEARLY 250 PLACES IN UNIVERSITY RESIDENCES are offered at Sénart and Fontainebleau.
The allocation of housing in university residences is managed by the Scolarité and Vie Étudiante services.
For assistance in searching for housing, contact the housing service of Vie de Campus: logement@u-pec.fr

WHERE TO EAT
Restaurant l’Arlequin,
Avenue Pierre-Point
77127 Lieusaint
(Sénart campus)

Restaurant de l’IUT :
Route de Hurtault,
77300 Fontainebleau

BANKS
Sénart campus:
Bank branches are found at Lieusaint, Moissy Cramayel and the Carré Sénart shopping centre.

BNP
96 rue de Paris, Lieusaint.

CAISSSE D’EPARGNE
Carré Sénart shopping centre

CIC
90, av. Philippe-Bur, Moissy.

CRÉDIT AGRICOLE
73, av. Philippe-Bur, Moissy.

LCL
Centre com. Carré Sénar.

SOCIÉTÉ GÉNÉRALE
4, av. Philippe-Bur, Moissy.

Fontainebleau campus:

BNP
156, rue Grande.

CAISSSE D’EPARGNE
102, rue Grande.

CIC
8, place de la République.

CRÉDIT AGRICOLE
20, rue du Château.

LCL
85, rue Grande.

BRED
16, rue Grande.

ADMINISTRATIVE SERVICES

POST OFFICES
Sénart: rue de la Motte à Moissy-Cramayel (10 minute walk from campus)
Fontainebleau: 2, rue de la Chancellerie (15 minute walk from campus).

**CITY COUNCILS**

Sénart: 50, rue de Paris, Lieusaint

**Opening hours:**
Monday and Wednesday to Friday: 9:00-12:00 and 14:00-18:00
Tuesday: 14:00-18:00
Saturday: 9:00-12:00

Fontainebleau: 40 rue Grande, Fontainebleau

**Opening hours:**
Monday: 13:30-17:30
Tuesday to Friday: 8:30-12:15 and 13:30-17:30
Saturday: 9:00-12:00

**PREFECTURE OF SEINE-ET-MARNE**

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

**Opening hours:**
only 9:00-12:00 on Monday, Tuesday, Thursday and Friday.

Be attentive: some services have more limited schedules. For further details, visit: [www.seine-et-marne.gouv.fr](http://www.seine-et-marne.gouv.fr)

**Note:** Before going to the prefecture, inquire with the “Vie de Campus” or “Vie Etudiante” service on visa application and renewal procedures.

**HEALTHCARE**

On duty medical personnel are available for health tips, etc. At Sénart, a nurse is present Monday to Thursday from 8:30 to 17:00. At Fontainebleau, a nurse is present every Friday.

To benefit also from the university’s service of preventive healthcare and health promotion, make use of Créteil’s RÉSUS network.

**STUDENT LIFE**

Student associations at Sénart and Fontainebleau contribute to create a convivial atmosphere that enables intercultural exchanges: evenings, workshops, clubs, organized weekend outings in Europe, ski trips, humanitarian projects, student jobs, etc.

**LIBRARIES**

A university library is available at each site. Find out more at:
Sénart: [www.senart.com](http://www.senart.com)
Fontainebleau: [www.fontainebleau.fr](http://www.fontainebleau.fr)

**ARTS**

Cultural centres, cinemas, and music venues. A good quality program of cultural activities that are open to all can be checked on the following websites: Sénart: [www.senart.com](http://www.senart.com)
Fontainebleau: [www.fontainebleau.fr](http://www.fontainebleau.fr)

**SPORTS**

For information on the sports that can be practiced nearby the IUT, visit: [www.senart.com](http://www.senart.com) et [www.fontainebleau.fr](http://www.fontainebleau.fr)

**OUTDOORS**

Both sites are located near beautiful forests.

Sénart National Forest is one of the oldest forests in France and an ideal place for outdoor sports and activities.

The forest of Fontainebleau is particularly famous for its rock formations, which make it a place that cannot be overlooked by climbers.
More information:

www.univ-paris-est.fr

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