

**2017-2018**



**INTERNATIONAL STUDENT WITHIN  
AN EXCHANGE PROGRAMME  
HANDBOOK**

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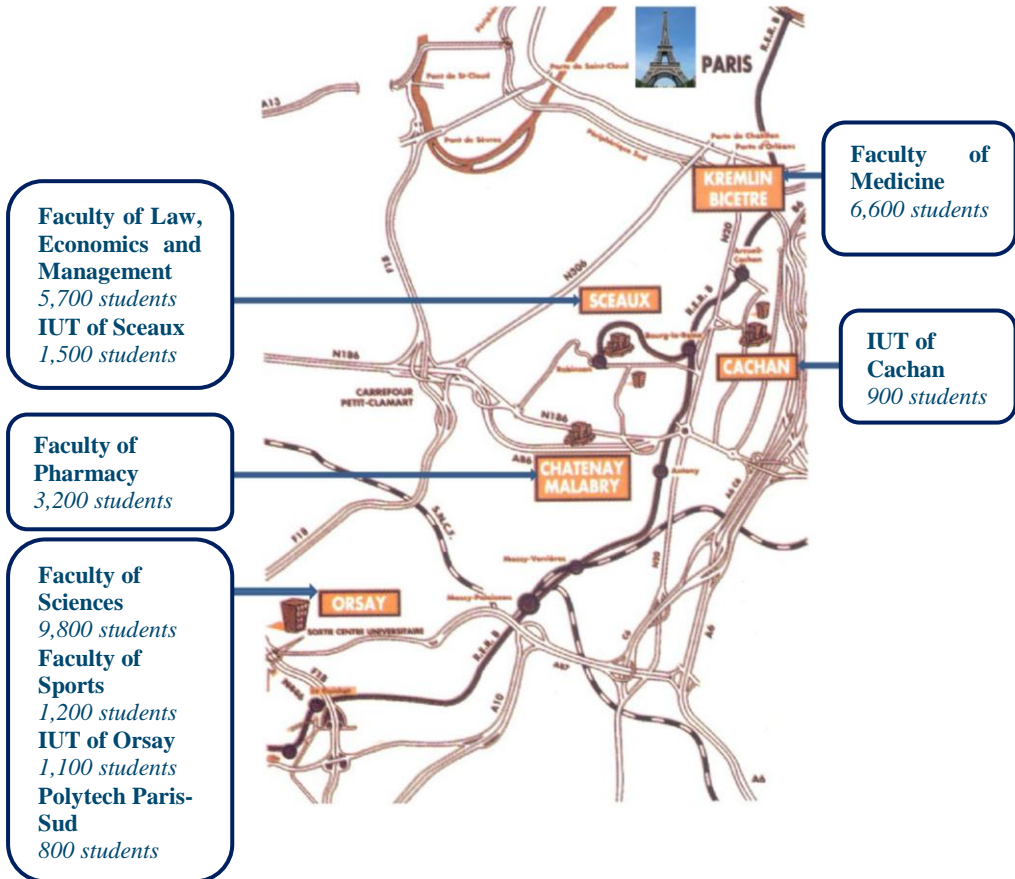
# WELCOME TO UNIVERSITE PARIS-SUD



## Key figures

31,000 students altogether :

- 18,000 at Undergraduate level;
- 10,700 at Master's level;
- 2,600 PhD
- ✓ 300 ERASMUS student exchanges/year
- ✓ 200 co-supervised theses
- ✓ 20 doctoral schools



Staff :

2,500 academic staff

1,280 administrative staff

9 faculties/schools, 7 different campuses

Université Paris-Sud comprises :

Five faculties/schools called UFR :

- 1- Law, Economics and Management;
- 2- Sciences;
- 3- Sports (STAPS);
- 4- Medicine;
- 5- Pharmacy;

Three institutes of technology or IUTs (Undergraduate level) :

- 1- Orsay (Chemistry, Computing and Applied Physical & Measures);
- 2- Cachan (Mechanical Engineering, Electrical Engineering & Computing for the industry);
- 3- Sceaux (Business, Management, Marketing & Commerce);

An engineering school :

Polytech Paris-Sud. How to get there ?

Browse the specific faculty/school webpage.

## **The International Relations Office**

Promoting Université Paris-Sud overseas implementing the university international policy.

- Helping, reporting and guiding for staff on signing agreements and partnerships with overseas HEI (higher education institutions)
- Liaising with international partners, CampusFrance, and scholarship providers;
- Supporting visits to the University by overseas delegations.

Every school and faculty has a member of staff representing the international office. Click here to know more : [organisation](#)

# PREPARATION OF YOUR STAY

## Budget

In Paris area, forecast a monthly budget from €700 to €900 will cover your expenses.

Be aware that the first month, you will have to :

- Pay your deposit (equal to one month's rent) which you will get back when you leave after inspection of the accommodation;
- Pay from one to three months in advance if you rent private accommodation;
- Pay for mandatory housing insurance;
- If applicable, pay for student social security (€ 215 in 2016-2017 for students under 28 years old), and select, sign up for, and settle up your private health insurance.



Private landlords will often require a guarantor in France i.e a person vouching to pay rent for you if you cannot do so.

If you are non-European, you will have to buy a € 60 excise stamp to obtain a residence permit unless you have reached France with a VLSTS.

Our advice is to plan on a higher budget for the first month.

Scholarships : find information from your home institution, your government and French embassies prior to your departure. Please visit *CampusBourses*, the directory scholarships programs.

Click on : [www.campusfrance.org](http://www.campusfrance.org) & <http://bourses.campusfrance.org>

The student card will make you eligible / qualify you  
for discounts on all sorts. Student discounts are  
advertised everywhere

## Accommodation



Being an international student within an exchange program, you are entitled to accommodation in a CROUS managed student hall of residence close to the campus. Accommodation offered is for one person - couples are not allowed :

- Bedsits (private kitchen, bedroom and bathroom);
- Private bedroom (shared kitchen, showers and toilets),.

5 student halls of residence are located on Orsay campus or nearby (Faculty of Sciences, faculty of Sports, Polytech Paris-Sud and IUT of Orsay) :

- Residences with private bedrooms, shared kitchen, showers and toilets on the same floor :
  - “La Pacaterie” in Orsay
  - “ Le Bosquet ” in Les Ulis
- Residences with bedsits (private kitchen, bedroom and bathroom) :
  - “Les jardins de Fleming” in Orsay
  - “L’île” in Bures-sur-Yvette
  - “Emilie du Châtelet” in Gif-sur-Yvette

6 student halls of residence are located close to the faculties of Law, Economics and Management, Pharmacy, and Medicine, in Antony, Bagneux, Châtenay, or Fontenay :

- Residence with private bedrooms, shared kitchen, showers and toilets on the same floor :
  - “Vincent Fayo” in Châtenay-Malabry
- Residence with flats with private bedrooms for each student, shared kitchen and bathroom for 2 students bedsits (private kitchen, bedroom and bathroom) :
  - “Les Bas Longchamps” in Bagneux
- Residences with bedsits (private kitchen, bedroom and bathroom) :
  - “Jean Zay” in Antony
  - “Louise Bourgeois” in Antony
  - “Olympe de Gouges” in Fontenay-aux-Roses
  - “Saints-Sauveurs” in Fontenay-aux-Roses

Requests for accommodation reservations can only be made on line. [Online application](#)

On our webpage dedicated to “[accommodation](#)”, or “[logement](#)” (in French) you will also find :

- Information on other types of accommodation in the Paris area :
  - Cité Internationale de Paris : [www.ciup.fr](http://www.ciup.fr)
  - Private student halls of residences :
    - [www.adele.org](http://www.adele.org)
    - [www.arpej.fr](http://www.arpej.fr)
    - [www.univercity.fr](http://www.univercity.fr)
    - [www.fac-habitat.com](http://www.fac-habitat.com)
    - [www.studelites.com](http://www.studelites.com)
    - [www.estudines.com](http://www.estudines.com)
    - [www.nexity-studea.com](http://www.nexity-studea.com)
    - [www.campusea.fr](http://www.campusea.fr)
    - [www.studefi.fr](http://www.studefi.fr)
  - Bedsits : [www.aljt.com](http://www.aljt.com)
  - Shared accommodations : [www.appartager.com](http://www.appartager.com)
  - In family : [www.cohomly.com/fr](http://www.cohomly.com/fr)
  - Intergenerational shared accommodation :
    - [www.ensemble2generations.fr](http://www.ensemble2generations.fr)
    - [www.leparisolidaire.fr](http://www.leparisolidaire.fr)
    - [untoit2generations.fr](http://untoit2generations.fr)
  - Student hostels : [www.unme-asso.com](http://www.unme-asso.com)
  - Workers’hostels : [www.adoma.fr](http://www.adoma.fr)
- Organisations that can help you find accommodation :
  - Association Héberjeunes.fr [www.heberjeunes.fr](http://www.heberjeunes.fr) (accommodation close to Orsay campus)
  - Association ADEF : [www.edef-logement.fr](http://www.edef-logement.fr)
- Websites advertising ads :
  - [www.lokaviz.fr](http://www.lokaviz.fr)
  - [www.leclubetudiant.com](http://www.leclubetudiant.com)
  - [www.location-etudiant.fr](http://www.location-etudiant.fr)
  - [www.leboncoin.fr](http://www.leboncoin.fr)
  - [www.locservice.fr](http://www.locservice.fr)
  - [www.cohomly.com/fr](http://www.cohomly.com/fr)



## Entry visa procedure for non-Europeans

If you are not a citizen from an European country (EU or EEA), from Andorra or Switzerland, please contact the French consulate or Embassy of your country of residence to apply for your student visa at least 3 months before your departure. A student visa typically lasts one year



CEF procedure : this procedure concerns 37 countries. Visit CampusFrance website to get all types of information

[www.campusfrance.org/en/page/a-country-using-cef-procedure](http://www.campusfrance.org/en/page/a-country-using-cef-procedure)

## Health protection

1. If you are a citizen from an European country (EU or EEA) : before your arrival in France, please obtain an European medical card at your medical center. Its validity should cover the duration of your studies in France. With this card, you would be exempted from registering with the student health scheme in France.
2. If you are coming from Quebec : before your departure, please obtain the Se 401-Q-106 form valid for the duration of your studies in France. Then, you would be exempted from registering with the student health scheme in France
3. If you are less than 28 years old and you are citizen from a non-European country : you will be required to join and benefit from the student health scheme in France. As an indication, fees were € 215 in 2016-2017. To obtain a French social security number, you need to provide a birth certificate translated into French by a certified translator.
4. If you are over 28 years old : you need to subscribe to a private health insurance in your home country or in France.



## Documents to bring along

- Valid identification document : identity card, passport;
- Student card from your home university;
- Most recent diploma or the highest one earned (original and copies) translated into French by a certified translator;
- A birth certificate translated into French by a certified translator;
- A proof of income such as a scholarship certificate.



Other documents may also be requested according to the type of exchange program and the education program you are attending to Université Paris-Sud.

# AT YOUR ARRIVAL

## Contact Paris-Sud International Relations

At your arrival, please visit either the International Relations Department or the International Relations Office of the component you have chosen. A welcome kit will be given to you and you will be informed on the sequence of your stay.

## Registration at Université Paris-Sud



Then, please fix an appointment with the tuition department of your chosen faculty/school to register and collect your student card. For the Faculty of Sciences, please contact : [pri.sciences@u-psud.fr](mailto:pri.sciences@u-psud.fr). Please bring with you all the requested documents (*including the liability insurance which is compulsory*), otherwise your registration will not be processed.

## French as a Foreign language courses

- Intensive French courses week for Erasmus students

You will be asked to take the level test before being assigned to a group, then two groups will be formed (your attendance on the first day is compulsory for the level test).



Registration will be completed during the first course. The head of French language at the Université Paris-Sud advises you to take along your French grammar book and an MP3 player/recorder, if you have a lot of difficulty with the French language.

- Weekly French courses for non-French speaking students

Between September and December, you may attend a weekly 2-hour French course. Don't let the opportunity pass you by !



## Opening a bank account

If your bank is associated to a French network, the opening of your account in France might be easier. Please get information from your bank before your departure.

Many banks offer student bank accounts with special offers if you are under 25 years old. Please compare the services and prices offered, as well as the location close to your studies or your accommodation, taking into account the opening days and hours of the agency. Check also if it is possible to close your account after your departure (refund of your deposit, housing benefit, ...).

To open a bank account in France, please supply :

- valid proof of identification : identity card or passport;
- proof of residence in France : accommodation certificate, hosting certificate;
- proof of income : scholarship certificate;
- your student card from Université Paris-Sud.

Then, you will receive :

- a credit card : sometimes for a fee or free, to withdraw money at a cash machine or to pay for your purchases;
- a checkbook : often free.

### **Housing insurance and liability insurance**

If you already have a contract of insurance covering risks in your home country, you should check if you are entitled to benefit from this same coverage during your stay in France. If you are, then please ask your insurance company for a certificate translated into French indicating details of insurance cover and the address of your accommodation in France.

If you are not covered yet, then please subscribe to an insurance contract upon your arrival from :

- insurance companies;
- banks;
- LMDE or SMEREP (associations proposing cover);
- any other insurers of your choosing.

### **Obtaining a residence permit**

To put together your residence permit application, please

contact : [visa.etudiant@u-psud.fr](mailto:visa.etudiant@u-psud.fr)

The complete procedure is available here : [www.ofii.fr](http://www.ofii.fr)



## Housing benefit – CAF



According to the accommodation chosen and the duration of your stay, you may apply for housing benefit “**Aide Personnalisée au Logement – APL**” or “**Allocation de Logement à caractère Social – ALS**”. These benefits are aimed to help cover housing charges..

**APL** is for all tenants of an accommodation subject to an agreement between the landlord and CAF. The amount of the benefit varies according to your income and the rent amount. The accommodation must be your main residence, be in good condition and it must measure at least 9 sq. meter if you are alone, or 16 sq. meter if you are living as a couple.

**ALS** is available for all persons with a low income. The amount is also variable. Please contact the CAF of your residence, and visit the website : [www.caf.fr](http://www.caf.fr)

## Social security and private health insurance

Registration for the student social security system is completed when you enroll in Université Paris-Sud. You may choose between LMDE (center 601) or SMEREP (center 617) for your registration and the reimbursement of your payments.

Special cases must revert to the paragraph “Health protection” in “Preparation of your stay”.



In addition to your registration with the social security health scheme, you may also subscribe to a private health insurance for a better reimbursement of your expenses.

You may contact LMDE, SMEREP, or any other insurance company.

Visit : [www.lmde.com](http://www.lmde.com) and [www.smerrep.fr](http://www.smerrep.fr)

Further information :

[www.u-psud.fr/fr/vie-etudiante/vie-pratique/couverture-sociale.html](http://www.u-psud.fr/fr/vie-etudiante/vie-pratique/couverture-sociale.html)

## Transports

The Paris metropolitan region is divided into 5 zones ; Zone 1 corresponds to Paris itself, and Zones 2, 3, 4, and 5 represent the suburbs.

6 campuses of the Université de Paris-Sud are served by the southern sections of the line B of the RER. These campuses are located either in Zone 3 (Stops: Arcueil-Cachan, Sceaux, Fontenay-aux-Roses, Robinson) or in Zone 5 (Stops : Le Guichet, Orsay ville, Bures-sur-Yvette). Only the medical campus at Kremlin-Bicêtre is serviced by Line 7 «La Courneuve – Villejuif » of the Parisian Metro, and is located in Zone 1.



### Imagine'R pass

Designed for students under 26 years of age, valid 1 year  
Price from August 1st 2016 : € 350, all zones, administrative fees non included.

### Le ticket Jeunes Week-end

Designed for students under 26 years of age, valid only for travel on Saturday, Sunday, or a Holiday.



### Navigo pass

Available as a weekly or a monthly pass.



Valid pricing examples :

- Zones 1 to 5 : € 22.15 €/week or € 73/month
- Zones 2 and 3 : € 20.65/week or € 67.90/month
- Zones 3 and 4 : € 19.80/week or € 65.50/month
- Zones 4 and 5 : € 19.25/week or € 63.30/month

Information and prices : [www.ratp.fr](http://www.ratp.fr) « Se déplacer »

« Titres & tarifs »

# STUDENT LIFE

## University libraries

The libraries that are part of the shared library system propose collections of books, magazines, theses, access to electronic documentation (databases, online magazines, books or encyclopedia, bookmarks) services (book loan, interlibrary loan, Wifi, reprographic copying, ...) trainings for students..



Further information on : [www.u-psud.fr](http://www.u-psud.fr)

## Culture

The cultural policy of Université Paris-Sud is focused on two main fields, scientific culture and artistic culture.

Visit : [www.u-psud.fr/en/campus-life/culture.html](http://www.u-psud.fr/en/campus-life/culture.html)

## Sports



The University physical activities department (SUAPS) of our university offers forty activities, whatever your level of experience.

Visit : [www.u-psud.fr/en/campus-life/sports.html](http://www.u-psud.fr/en/campus-life/sports.html)

## Associations & societies

Rich and eclectic, the two words needed to describe club life at Paris-Sud ! There are sports associations, art associations, student offices, culture, relief organizations, ... (Building 399, Maison des Paris-Sudiens, Orsay campus)

Find the list on : [www.u-psud.fr/fr/vie-etudiante/associations-etudiantes.html](http://www.u-psud.fr/fr/vie-etudiante/associations-etudiantes.html)



## Food services



Campus Food Services in the university restaurant give you the chance to have a balanced meal for € 3.25. You may choose a main course accompanied

by one of three options: starters, cheese, yogurts/dairy, or fruits.

If you are in a hurry and only have a little time, you can also always eat in the cafeteria !

The cafeterias are open all day long.

Visit : [www.u-psud.fr/en/campus-life/dining.html](http://www.u-psud.fr/en/campus-life/dining.html)

## Student Health Service

The Student Health service is at your disposal as a welcoming place where people will listen to you and provide information about health issues. A multi-disciplinary team is here to help you and provide nursing service without an appointment.

The following services are available :

- state-required medical visits;
- medical appointments with GPs;
- medical appointments with specialized physicians.
- prevention and awareness campaigns are organized on the different campuses.

Visit : [www.u-psud.fr/fr/vie-etudiante/vie-pratique/medecine-preventive.html](http://www.u-psud.fr/fr/vie-etudiante/vie-pratique/medecine-preventive.html)

## Tandem programme



Meet other students from Paris-Sud and discover French culture thanks to these encounters. The Tandem programme aims to create partnerships between the newly-arrived international students and students already attending the university. The partners will meet regularly, to chat while having a drink,

to visit Paris ...

The goal is for each of the partners to deepen their cultural understanding from the exchanges. Some Tandem events are also organized for the entire programme. These include convivial get-togethers where the participants meet up and share a meal in an international atmosphere.



Registration and information : [tandem.international@u-psud.fr](mailto:tandem.international@u-psud.fr)

## “Les Amis du Campus” society

Students at the Orsay campus

- you are an international student, and you feel isolated;
- you want to speak French;



- you like to meet new people;
- you are homesick, have the blues (from the courses, or not understanding French);
- you live in the residence halls or in town;

Correspondents will invite you around :

- for exchanges and to get to know each other better;
- to help you discover the region or French culture;
- to support you.

The Association of the Friends of Campus, supported by the Orsay mayor's office, proposes to connect students and local residents from the Chevreuse valley.

If you are interested in this programme, contact the association by e-mail at : [www.amis-campus-orsay.asso@u-psud.fr](mailto:www.amis-campus-orsay.asso@u-psud.fr) , with the subject heading "correspondences"

## Going out and student jobs

Student jobs are posted on the Université Paris-Sud site :

[www.u-psud.fr/fr/vie-etudiante/stage-job-etudiant-emploi.html](http://www.u-psud.fr/fr/vie-etudiante/stage-job-etudiant-emploi.html)

Organisations propose programmes for cultural activities, outings, visits, and jobs particularly suited to international students, such as:

CNOUS : [www.cnous.fr](http://www.cnous.fr)

Club International des Jeunes à Paris (CIJP) : [www.club-international.org](http://www.club-international.org)

## Local life

The mayor's office in your area of residence proposes sporting and cultural facilities (cinemas, pools). Please consult their web pages :

|                      |  |
|----------------------|--|
| Orsay :              | <a href="http://www.mairie-orsay.fr/">www.mairie-orsay.fr/</a>                       |
| Bures-sur-Yvette :   | <a href="http://www.mairie-bures-sur-yvette.fr/">www.mairie-bures-sur-yvette.fr/</a> |
| Gif-sur-Yvette :     | <a href="http://www.ville-gif.fr/">www.ville-gif.fr/</a>                             |
| Antony :             | <a href="http://www.ville-antony.fr/">www.ville-antony.fr/</a>                       |
| Bagneux :            | <a href="http://www.bagneux92.fr/">www.bagneux92.fr/</a>                             |
| Châtenay-Malabry :   | <a href="http://www.chatenay-malabry.fr/">www.chatenay-malabry.fr/</a>               |
| Fontenay-aux-Roses : | <a href="http://www.fontenay-aux-roses.fr/">www.fontenay-aux-roses.fr/</a>           |



PARIS  
Chatelet-Les Halles

Gentilly

1

LE KREMLIN-BICÊTRE

Arcueil-Cachan

2

CACHAN

Bagneux

Bourg la-Reine

3

4

SCEAUX

Sceaux

La Croix de Berny

Fontenay-  
aux-Roses

Antony

5

CHÂTENAY-MALABRY

Robinson

ORLYVAL

Aéroport de  
Paris-Orly



6

7

8

9

3

ORSAY

Massy-Palaiseau

SNCF / TGV

Le Guichet

Orsay-Ville

Bures-sur-Yvette