

2019-2020



**INTERNATIONAL STUDENTS WITHIN
AN EXCHANGE PROGRAMME
HANDBOOK**

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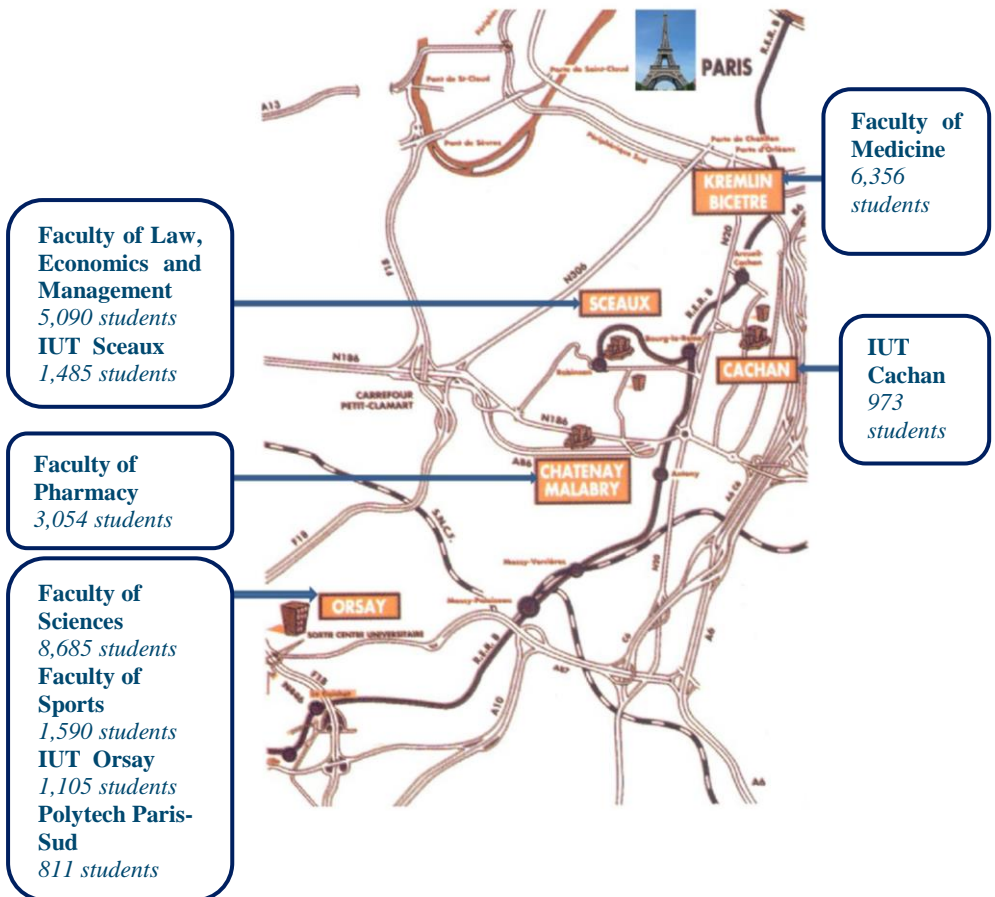
WELCOME TO UNIVERSITE PARIS-SUD



Key figures

31,800 students altogether, including 5 220 foreign students, coming from 145 countries:

- 17,674 at Undergraduate level;
- 11,547 at Master's level;
- 2,579 PhD
- ✓ 300 ERASMUS student exchanges/year
- ✓ 200 co-supervised theses
- ✓ 20 doctoral schools



Staff :

3,400 academic staff

2,800 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 Physics & Measures-Metrology-);
 - 2- Cachan (Mechanical Engineering, Electrical Engineering & Computing for the industry);
 - 3- Sceaux (Business, Management, Marketing & Commerce);
- A school of engineering: Polytech Paris-Sud.

To know how to get there, browse the specific faculty/school/institute 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: [organization](#)

PREPARING YOUR STAY

Budget

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



Be aware that the first month you will have to

- pay the deposit (equal to one month's rent) which you will get back when you leave after inspection of the room/flat;
- pay from one to three months' rent in advance if you rent private accommodation;
- pay for mandatory housing insurance;
- if applicable, pay for student social security, 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 of scholarship programs.

Click on: <https://www.campusfrance.org> &

<http://campusbourses.campusfrance.org>

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

Accommodation



As an international student within an exchange program, you are entitled to accommodation in a CROUS 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).

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

- Residences with private bedrooms, shared kitchens, 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
 - “Eileen Gray” in Orsay
 - “Jean D’Ormesson” in Palaiseau

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 online.

Complete this form:

http://www.u-psud.fr/en/international/exchange_programme/application-portal.html

You can find information on the accommodations on these websites:

- CROUS de Versailles (<http://www.crous-versailles.fr/logements/>).
- CROUS de Créteil for students coming at IUT Cachan (<http://www.crous-creteil.fr/logements/>)

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

- [STUDAPART](#) (*They can also help you if you do not have a guarantor*)
- Information on other types of accommodation in the Paris area :
 - Cité Internationale de Paris : www.ciup.fr/en
 - Private student halls of residences :
 - www.adele.org/en/
 - www.arpej.fr/en/
 - www.studelites.com
 - www.estudines.com
 - www.nexity-studea.com
 - www.campusea.fr
 - www.studefi.fr
 - Bedsits : www.aljt.com/en/
 - Student hostels: www.unme-asso.com
 - Shared accommodation : www.appartager.com
 - With a family : www.cohomly.com/fr
 - Intergenerational shared accommodation (only French websites):
 - www.ensemble2generations.fr
 - www.leparisolidaire.fr
 - untoit2generations.fr
- Organisations that can help you find accommodation :
 - Association Héberjeunes.fr www.heberjeunes.fr (accommodation close to Orsay campus)
 - Association ADEF : www.edef-logement.fr

➤ Websites advertising ads :

www.lokaviz.fr

www.leclubetudiant.com

en.location-etudiant.fr/

www.leboncoin.fr

www.locservice.fr

www.cohomly.com/fr

Be careful: there is no possibility of arrival or departure on weekend days.
Having a housing insurance is mandatory.

Housing – Visale

This allows you to ask for a guarantor: <https://www.visale.fr/#/>

You can find the procedure online:

[http://www.u-psud.fr/ attachments/accomodation-
article/VISALE%2520PROCEDURE%2520ENG.pdf?download=true](http://www.u-psud.fr/attachments/accomodation-article/VISALE%2520PROCEDURE%2520ENG.pdf?download=true)

It can take up to 2 or 3 weeks.

Entry visa procedure for non-Europeans

If you are not a citizen from a European country (EU or EEA), from Andorra or Switzerland, please contact the French consulate or Embassy of your country of residence to apply for a 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

Health protection



1. If you are a citizen from a European country (EU or EEA) : before your arrival in France, you should hold a valid European health card in your country. Its validity should cover the duration of your studies in France. You would be exempted from registering with the student health scheme in France.
2. If you are coming from Quebec: before your departure, fill in the Se 401-Q-106 form valid for the duration of your studies in France. You will then be exempted from registering with the student health scheme in France
3. If you are under 28 and a citizen from a non-European country : you will be required to register on the health scheme in France (<https://etudiant-etranger.ameli.fr/#/>) to get a French social security number for which you need to provide a birth certificate translated into French by a certified translator.
4. If you are over 28 you need to subscribe to a private health insurance in your home country or in France.

More information on the process on:

<https://www.ameli.fr/assure/droits-demarches/etudes-emploi-retraite/etudiant/vous-venez-etudier-en-france>

Documents to bring along

- Valid identification document : identity card, passport;
- Student card from your home university;
- Most recent diploma or the highest one acquired (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 at Université Paris-Sud.

Member countries of the European Union (EU) are:

Austria	Italy
Belgium	Latvia
Bulgaria	Lithuania
Croatia	Luxembourg
The Republic of Cyprus	Malta
The Czech Republic	The Netherlands
Denmark	Poland
Estonia	Portugal
Finland	Romania
France	Slovakia
Germany	Slovenia
Greece	Spain
Hungary	Sweden
Ireland	The UK

Member countries of the European economic area (EEA) are:

Island	Norway
Liechtenstein	Switzerland

AT YOUR ARRIVAL

Contact Paris-Sud International Relations Office

At your arrival, please go to either the **International Relations Office** or the International Relations Office of the faculty/ school/ institute you are attending courses at. A welcome kit will be given to you and you will get all the information you need.

Registration at Université Paris-Sud



You will be given an appointment to proceed with administrative registration and get your student card. Please bring along the requested documents (*including a liability insurance proof which is compulsory*).

French as a Foreign language courses

1st semester

- Intensive French courses week for Erasmus students

You will be asked to take a placement test before being assigned to a group, hence a **mandatory attendance on the first day**.



Registration will be completed during the first course. Bring along MP3 player/recorder, if you have many difficulties, in order to be able to train regularly.

- Weekly French courses for non-native French speaking students

From October to May, you may attend a weekly 2-hour French course.

More information: [French as a foreign language](#)

Opening a bank account



If your bank is associated to a French network, the opening of your account in France will 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. Please compare the services and costs offered, as well as the location. Check also if it is possible to close your account after your departure (refund

of your deposit, housing benefit, etc.).

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;
- Université Paris-Sud student card

You will then receive :

- A bank card, you can have to pay for it, to retrieve money from ATM and to pay
- An check book, often free

Housing insurance and liability insurance

If you already have a contract of insurance covering risks in your home country, you should check you are entitled to benefit from the 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 your address in France.

If such is not the case, subscribe an insurance scheme upon arrival from either:

- The insurance compagnie ADH ;
- banks;
- SMEREP or LMDE ;
- any other insurance company of your choice

GATE: “Guichet d’Accueil des Talents Etrangers”

An information point at building 311 offers help for your installation in France, from August 26th to December 20th 2019. You can come from Monday to Friday between 9am to 13pm and 14pm to 16pm.



Obtaining a residence permit

For a residence permit application, please contact :

visa.etudiant@u-psud.fr

The complete procedure is available here: www.ofii.fr

For a short stay (less than 3 months), you need a short stay visa. You can obtain it at a French Consulate in your origin country.

For a longer stay (more than 3 months), you need a long stay visa, which costs €99 and you can obtain it at a French Consulate in your origin country.

For further information, please go to:

<https://www.service-public.fr/particuliers/vosdroits/F16162>

Housing benefit – CAF

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

APL is for all tenants subject to an agreement between the landlord and CAF. The amount of the benefit varies according to your income and the rent amount. If your stay is over 6 months, you may benefit from APL.

ALS is available for everybody with a low income. Please contact the CAF of your residence, and visit the website: www.caf.fr



Social security and private health insurance

Registration to social security must be processed online, [health scheme in France](https://etudiant-etranger.ameli.fr/#/) (<https://etudiant-etranger.ameli.fr/#/>).

For further information, please go to: <http://www.etudiant.gouv.fr>

In some cases go to the paragraph “Health protection” in “Preparation of your stay”.

You can find more information on this page:

<https://www.ameli.fr/essonne/assure/droits-demarches/etudes-emploi-retraite/etudiant/french-social-security-registration-process-foreign-students>



In addition to registering with the social security health scheme, you may also subscribe a private health insurance for better refunds.

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

Visit : www.lmde.com and www.smerep.fr

Further information:

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, and Zones 2, 3, 4 & 5 to the suburbs.

You can travel to the 6 campuses of Université Paris-Sud by RER B trains. 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). Faculty of medicine campus at Kremlin-Bicêtre is serviced by Line 7 «La Courneuve – Villejuif » of the Parisian Metro, and is located in Zone 1.

To help you prepare your travels, you can use the website or the application [Vianavigo](#).

Imagine'R pass

Designed for students under 26. Valid for 1 year for € 342 (August 2019) and for all zones, administrative fees (€8) are not included.



Le ticket Jeunes week-end

Designed for students under 26, valid only on Saturdays, Sundays or a holiday.



Navigo pass

Available as a weekly or monthly pass.

Some prices examples:

Zones 1 to 5: € 22.80 /week or € 75.20/month

Zones 2 and 3: € 20.85/week or € 68.60/month

Zones 3 and 4: € 20.20/week or € 66.80/month

Zones 4 and 5: € 19.85/week or € 65.20/month

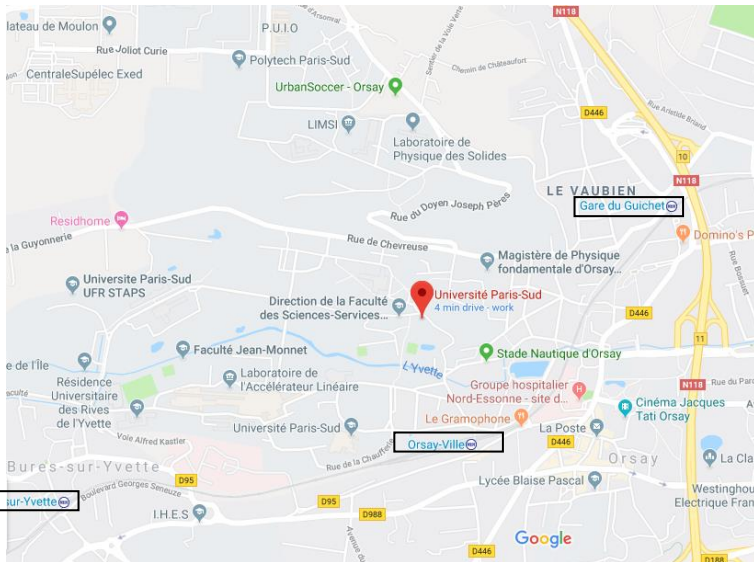


For the Imagine'R or the Navigo pass, you can subscribe online on the [Navigo website](#). Please note that your pass will come 15 days after your subscription.

To get a Ticket Jeunes, you can go to a train station. Near Université Paris-Sud, there are 3:

- Gare du guichet
- Orsay ville

- Bures sur Yvette



Information : www.ratp.fr/en

Prices: <http://www.navigo.fr/je-choisis-mon-forfait/tous-les-titres-de-transport/>

STUDENT LIFE

E-welcome office Paris-Saclay:

<http://www.etudiant.gouv.fr/cid97588/le-centre-national-des-oelig-uvres-universitaires-scolaires-cnous.html>

University libraries

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

Further information on: 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

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

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



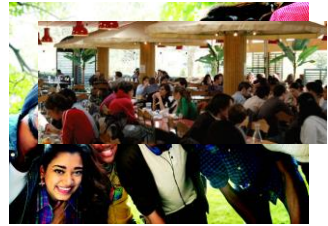
Food services

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 plus one of three options: starters, cheese, yogurt/dairy or fruit.

If you are in a hurry eating at the cafeteria will be quicker.

Cafeterias are open all day long.

Visit: www.u-psud.fr/en/campus-life/dining.html



Student Health Service

The Student Health service is at your disposal, staff will welcome you and provide information on health issues. A multi-disciplinary team is on campus to help and provide information without having to make an appointment.

www.u-psud.fr/fr/vie-etudiante/vie-pratique/medecine-preventive.html

Buddy System

Meet other students from Paris-Sud / Paris-Saclay and discover French culture thanks to these encounters. This programme aims to create partnerships between the newly-arrived international students and students already attending course programmes at Paris-Sud. Partners meet for various activities.

The goal is to deepen intercultural understanding and knowledge.

Inscription : <https://www.universite-paris-saclay.fr/fr/buddy-program-formulaire-dinscription-des-filleules-et-filleuls-registration-form-for-buddies>

“Les Amis du Campus” society

Students at Orsay campus

- you are an international student;
- you want to speak French;
- you like meeting new people;
- you feel slightly homesick;
- 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 & French culture;
- to support you.

The Association Les Amis du Campus, supported by Orsay townhall and mayor offers the opportunity for students to meet 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. **Make sure the heading of your email is “correspondances”**

Going out and student jobs

Student jobs are posted on our website:

www.u-psud.fr/fr/vie-etudiante/stage-job-etudiant-emploi.html

Or by the CROUS : <https://www.jobaviz.fr/>

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

CNOUS : www.cnous.fr

Club International des Jeunes à Paris (CIJP) : club-international.org

To be Erasmus in Paris: <https://www.tobeerasmusinparis.com/> ([Facebook page](#))

Local life

The townhall of your town offers sporting and cultural facilities (cinemas, pools, etc.). Please consult their web pages:

Orsay :	www.mairie-orsay.fr/
Bures-sur-Yvette :	www.bures-sur-yvette.fr/
Gif-sur-Yvette :	www.ville-gif.fr/
Antony :	www.ville-antony.fr/
Bagneux :	www.bagneux92.fr
Châtenay-Malabry :	www.chatenay-malabry.fr/
Fontenay-aux-Roses :	www.fontenay-aux-roses.fr/

Science Accueil program

The program will help you with your administrative procedures, such as finding an accommodation or opening a bank account.

Please go to their website for further information: <https://www.science-accueil.org/en/>



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

