



# WELCOME TO PSL

STUDENT HANDBOOK

PARIS SCIENCES ET LETTRES



## YOUR CONTACTS AT PSL

### PSL INTERNATIONAL STUDENT DESK

From September to December and in partnership with the International Welcome Student Service of 'Cité Universitaire' of Paris City, you will be welcomed by a team of current, bilingual students who will help you answer the various questions linked to your studies, including finding accommodation, administrative procedures, work regulations, learning French and leisure activities (ciup.fr). You will also have the opportunity to take a tour of Paris and PSL campuses with them and other international students.

#### Reception

Monday to Friday 9:30 a.m to 4:30 p.m  
PSL, 62 bis rue Gay Lussac,  
75005 Paris

#### Contact

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# WELCOME TO PSL



Dear Students,

On behalf of our entire community, it is my distinct pleasure to welcome you to Paris Sciences & Lettres.

PSL brings together the arts, sciences, social science, humanities and knowledge transfer to create a university model for the 21<sup>st</sup> century. It produces first-rate scientific knowledge, ensuring the widest dissemination possible and the most rapid transfer to innovations that contribute to the public good. It trains artists, entrepreneurs, senior executives and experts to work with intellectual rigor, aware of the importance of culture, conscious of their social, individual and collective responsibility, and open to the opportunities of a globalized world. Located in the very heart of Paris, PSL is a great place to be a student – here are some of the reasons why.

World-leading reputation. PSL is a top-rated university for research strength: 178 laboratories, 5 000 researchers. PSL is the Number 1 university in France and

25<sup>th</sup> in the world (projected rankings). PSL has the best academic to student ratio in France. 43 Nobel Prize winners & Fields Medals, 78 César and 31 Molières are, or were, students or academics at PSL. PSL has forged strategic international partnerships with some of the world's leading universities such as University of Cambridge, UCL, Technion, EPFL, Pekin University.

We attract the best and the brightest staff and students. We foster new opportunities for research, training and technology transfer. Our wide-ranging expertise across all fields of study provides opportunities for groundbreaking interdisciplinary investigation. Born in 2012, PSL has so far triggered close to 200 research projects. It has developed 80 highly innovative degree programs, unprecedented in the French Academic landscape, e. g. multidisciplinary undergraduate degree (CPES), pioneering doctorates at the intersection of research and either engineering (ITI) or artistic creation (SACRe). It has attracted both promising and established researchers together with top international master students: 245 PhD students, 271 post-docs, 11 world-class researchers. Its share of the total ERC grants awarded increased by more than 25% since 2012, while the number of start-ups created has more than tripled. Whatever your objective at PSL, we are confident that your experience will be fruitful and memorable. We wish you the very best in your endeavors.

**THIERRY COULHON**  
President, PSL



Dear Students,

We are delighted that you have chosen to study at PSL as you embark on an academic adventure that is going to help you develop your personality in an international context, and give you a new perspective of the world.

You are now part of the PSL community. PSL is host to nearly 4,400 international students every year who come to attend courses and carry out research. PSL's 26 member institutions are very experienced in hosting students from around the world. Dedicated professionals in the international offices at each member institution are there to help you to settle in, find a place to live, handle administrative formalities, and make the right choices for your educational and research activities. You can also count on us for the more personal side of your stay. You've taken a big step by deciding to study in Paris and with PSL, and we will do everything we can to ensure that your stay with us is a positive one.

In order to respond to your questions, we have created a handbook and a web site which include both practical information and information on PSL as a community. We encourage you to take full advantage of the services and facilities at your disposal and hope that you will become involved in the many student activities and associations available throughout the community. Being a part of a club or association is a big part of student life in France, a great way to meet fellow students and to enhance your study abroad experience outside the classroom.

Thank you for choosing Paris Sciences et Lettres Research University.  
Good luck and enjoy the experience!

**CHRISTOPHER CRIPPS**  
Dean of European  
and International Affairs, PSL

## ABOUT PSL

Located in the centre of Paris, Paris Sciences et Lettres (PSL) Research University is a world-leading research university, offering, under one roof, a unique alliance of France's finest and most historical institutions in Sciences, Engineering, Humanities and the Arts. Its ambition is to create with new means, train with new models and disseminate with new formulas.

— **Training:** selective and attentive to all skills and talents, PSL has a comprehensive academic training offers from Bachelor's through to PhD, which lead to the best careers in both public and private sectors.

— **Research:** Our 5,000 researchers and 178 cutting-edge research centers and laboratories are engaged in pioneering audacious responses and innovative solutions to the complex challenges of today's world. PSL's academic programs build on their research and methodology.

— **Innovation:** PSL is a multi-disciplinary nexus, the perfect place to explore new fields of knowledge and to make scientific, technological and artistic advances.

— **Social responsibility:** PSL is committed to fostering a productive dialogue between the fundamental academic disciplines and the most burning contemporary issues. Drawing on its scientific and cultural heritage, its contemporary achievements and innovative academic and research initiatives, PSL sees itself as a source of inspiration for society as a whole.

### PSL at a glance - key figures:

**26** member institutions  
**19,000** students  
**5 000** researchers  
**178** research centres and laboratories  
**359** registered patents annually  
**63** spin-offs created  
**4 million** research documents

**33** Nobel Prizes  
**10** Fields Medals  
**35** CNRS gold medals  
**38** César Awards  
**71** Molière Awards



## CAMPUS LOCATED IN THE HEART OF PARIS



# LIFE ON CAMPUS

## Student life, cultural societies and sports clubs, museums, libraries and digital resources...

Lettres provides a framework for rich and stimulating education in the heart of the 1st student city in the world! As a student of PSL, you have access to the activities of more than twenty higher education institutions. Please have a look at each of their websites to get the details of services offered by each campus.

## LIBRARIES AND MUSEUMS

**Take a look at PSL-Explore** to find out all the information (address, opening hours and days etc.) about the 90 libraries and museums of PSL campuses: → [explore.univ-psl.fr](https://explore.univ-psl.fr)

What is PSL-Explore?

PSL-Explore is the Paris Sciences et Lettres digital resource and knowledge sharing portal. It is at once a website that offers users a broad range of content, a gateway to PSL's shared digital resources, a platform for disseminating knowledge produced by PSL and its member institutions, and a powerful and effective research tool thanks to the PSL-Explore search engine. The website also offers a wide range of additional content: conferences, focus, virtual exhibitions, films, or MOOC.

## SPORT AT PSL

Whether you want to play as part of a team or simply keep fit, PSL Sports offers students and staff opportunities to practice **over twenty different activities**.

Available 6 days week, and all supervised by certified professionals or enthusiastic students, you will have access to: parachuting, badminton, body tonic, climbing, fencing, golf, Krav Maga, weight training, Leg-Bum-Tum training, rugby (female and male), squash, stretching, volleyball, Zumba, cycling, etc.



## good to know

### Other Parisian libraries

The National Library of France (BNF) – François-Mitterrand Library (Paris, 13<sup>th</sup>). Originally aimed at Research students, the library charges an entrance fee to students.

[bnf.fr](https://bnf.fr)

The Public Information Library (BPI), Centre Pompidou (Paris, 4<sup>th</sup>)

[bpi.fr](https://bpi.fr)

The network of the libraries of the city of Paris:

[bibliotheques.paris.fr](https://bibliotheques.paris.fr)



## more details

**Information, registration, fees, schedule of the classes:**

[univ-psl.fr](https://univ-psl.fr) >

Campus > Sports

Contact: [as-psl@univ-psl.fr](mailto:as-psl@univ-psl.fr)

## ARTS AND CULTURE

### Do you sing or play an instrument?

Join the Orchestra and Chorus Paris Sciences et Lettres (OSC-PSL) and get on board for a great musical adventure! Led by extremely talented musicians, you will have the opportunity to take part to the annual prestigious season of concerts accompanied by internationally renowned soloists.

Concerts: a discounted ticket booking for PSL students (€5).

Some PSL member institutions include the orchestral and choir practice in the ECTS curriculum.

#### → Information:

[orchestreetchoeurpsl.fr](http://orchestreetchoeurpsl.fr)

and by phone at 01 42 62 71 71.

### PSL Arts weeks

3 major events organized on PSL members institutions campuses for several days.

2017 Programme: Fine Arts (January);

Music: Spring Festival (March); Cinema and theatre (June).

### A World of Science

Started in 1994 by Nobel Prize in Physics Pierre-Gilles de Gennes, the ESPGG (Espace des Sciences Pierre-Gilles de Gennes) organises a series of events throughout the year devised to promote Scientific Research and its historical heritage. Join us every month for a varied programme of fascinating events including meetings, debates, conferences, and experimental workshops and celebrate science!

Are you working on a project? Would you like to present your research outside the university? Espace des Sciences welcomes you to promote your work, meet the public and test your ideas!

Do you enjoy talking about science, like organising events and have strong people skills? We would like to invite you to join us and meet researchers and visitors via the Inquisitive Minds project.

→ Contact: [contact-espogg@espci.fr](mailto:contact-espogg@espci.fr)

OSC-PSL  
Concert



## PSL STUDENT UNION



Student associations and societies, whether cultural, artistic, sporting or humanitarian give the buzz to student life and are a great opportunity to throw yourself into exciting collaborative projects. Check with your School for more details and find out how to join. The PSL Student Union presented below complements these opportunities.

### Union PSL

The PSL Student Union aims to develop student life between all the Members institutions of Paris Sciences et Lettres University.

It brings together elected students representatives from BDE ("Bureau des Elèves") and motivated students from the societies and clubs who want to improve the inter-school network. Union PSL organizes events, relays student news and provides administrative and logistical support to community projects across PSL. So far, they have organised: "Le jour de la Pensée", the "Aperos PSL" (evening drinks), the societies and clubs forums, thematic round-tables, site visits, training in graphic design as well as transdisciplinary conferences... If you want to join the team, and initiate more projects, don't hesitate to contact them!

→ Contact: [union.psl@univ-psl.fr](mailto:union.psl@univ-psl.fr)

[facebook.com/UnionPSL](https://facebook.com/UnionPSL)

### Looking for project funding?

PSL funds your projects through the Call for PSL student initiatives, published twice a year (October and February) on the PSL website. There's only one condition for applicants: any project proposal must be in partnership together with students from other institutions of PSL.

→ Information:

[initiatives.etudiants@univ-psl.fr](mailto:initiatives.etudiants@univ-psl.fr)

# ACCOMMODATION

Paris is a city where housing is in high demand so finding a place to live can be quite challenging! We strongly recommend you to make arrangements before leaving your home country. Contact the Accommodation Office of your School to find out about housing information and services provided to new students.

In France, all students from all nationalities systematically benefit from APL (Allocations personnalisées au logement) – a personal housing benefit distributed by the CAF – la Caisse d'Allocations Familiales).

France is the only country in Europe to offer such support.

## FINDING ACCOMMODATION

### PSL Housing Platform

PSL Housing online platform is a new accommodation service offered to all PSL students. It aims to facilitate accommodation access and offer a list of affordable and suitable housing options. Each member institution will gradually update the online platform with the accommodation offers from their own networks so that you'll only be a click away from your perfect Parisian home.

In addition, PSL will provide Housing Services to guide and assist you in finding the right place to live.

→ For more information: [pslhousing.univ-psl.fr](https://pslhousing.univ-psl.fr)

### La Cité Internationale Universitaire de Paris (CIUP)

The International University Campus in Paris (CIUP) is a private foundation that offers 40 residences to students from all over the world. Since its founding in 1925, it has provided students with so much more than a place to stay in central Paris with pastoral support, opportunities to get involved in drama and music productions, sporting activities and a great social calendar.

#### Eligibility:

Students must be enrolled in a higher education institution (priority is given to the Ile-de-France region) and must be studying towards a diploma at the minimum level of Master's degree or equivalent. Researchers must at least hold a doctorate or a PhD. Artists and culture professionals must be undertaking their period of residence as part of their work.

#### Application process:

Each year the International campus receives a high number of applications. Please check the application procedure online and find out further information, including the full application package.

→ For more information: [ciup.fr](https://ciup.fr)

### good to know!

#### Beware

Some agencies offer access to their housing offers during a given period of time (usually 4 months) against very high administrative fees (usually between 150 and 450 euros). These offers are neither numerous enough or good enough and are often outdated. You will therefore pay the application fee for nothing!

## The CROUS university residences

CROUS is a regional organisation that provides student grants, university halls of residence, overseas student receptions, student's cultural activities and student restaurants.

The accommodation in halls of residence are offered in priority to the French government students scholarship recipients and students from national exchange programmes.

If you have been allocated a room in a hall of residence, make plans to arrive on a weekday (Monday – Friday, before 4pm) to register and pick up your keys as the Reception is closed on weekends.

→ [crous-paris.fr](http://crous-paris.fr)

Also check out [lokaviz.fr](http://lokaviz.fr) – a service that offers private sector housing options certified by the CROUS.

## Private student residences

Private student residences offer fully furnished flats, usually studios, with additional services: laundry, gym, additional security, Wi-Fi.

Expect to pay application fees. If you choose to stay in one of these residences, you may be eligible to apply for APL (personal housing benefit distributed by CAF – la Caisse d'Allocations Familiales).

→ For more information: [adele.org](http://adele.org)

## Housing for services exchange system

Several associations/charities are connecting students and people offering a room in their house in exchange for some of their time (house cleaning, babysitting, etc.).

→ Registration and information online:

- [ensemble2generations.fr](http://ensemble2generations.fr)
- [leparisolidaire.fr/wp](http://leparisolidaire.fr/wp)
- [logements-etudiants.org](http://logements-etudiants.org)
- [cohomly.com](http://cohomly.com)

## House sharing

If you are looking to share a flat with your friends, visit [etudiantdeparis.fr](http://etudiantdeparis.fr) and find a list of the various networks gathering house and flats shares to advertise. Also don't forget to check Facebook!

## Homestay

Experience real Paris life by living with Parisians for the year. Find out more information on [homestay.com](http://homestay.com), or [parisacademicrentals.com](http://parisacademicrentals.com) (for US students only).

## For short stays, whilst waiting to find an accommodation:

Book a room in a hostel:

- [bvjhostelparis.com](http://bvjhostelparis.com)
  - [mije.com](http://mije.com)
  - [fujj.org](http://fujj.org)
- or hotels:
- [booking.com](http://booking.com)
  - [hotels.com](http://hotels.com)
  - [kayak.com](http://kayak.com)

## Specialised rental websites for international students:

- [uniplaces.com](http://uniplaces.com)
  - [ads.fusac.fr](http://ads.fusac.fr)
  - [iwalkthecity.com/fr](http://iwalkthecity.com/fr)
  - [safehouse.fr](http://safehouse.fr)
  - [studyenjoy.com](http://studyenjoy.com)
  - [swapandstudy.com](http://swapandstudy.com)
- Other sites:
- [leboncoin.fr](http://leboncoin.fr)
  - [seloger.com](http://seloger.com)
  - [airbnb.fr](http://airbnb.fr)
  - [mapiaule.com](http://mapiaule.com)

# RENTING A FLAT: WHAT DO I NEED TO KNOW?

## 1. Housing benefit

Rental costs are an important part of your budget. We strongly recommend that you do not forget to apply for the housing assistance.

### Monthly benefit: APL and ALS

To help you pay your rent and expenses, you can benefit from personal housing benefit (APL) or public housing allowance (ALS). Both are paid by the CAF.

– ALS is the public housing allocation. It can be granted to you if you are renting a room in a Hall of residence but not if you are renting a studio, a flat or a house on the private market. The ALS is the benefit most frequently granted to students.

– The APL is the individual housing benefit. It is granted directly by the CAF provided that you live in a subsidized homes. Most units are under contract, including those managed by the housing agencies and CROUS hall of residences.

Balance your budget: We advise you to check the CAF website ([caf.fr](http://caf.fr)) to find out if you are eligible for housing benefit. To start the process, you may follow the guide to student housing benefit available on the CAF website before completing your application on-line.

Do not delay in sending your file, CAF aid is not retroactive!

### The CLE (Caution Locative Etudiante - student rental security deposit)

is a free state-guaranteed deposit which allows students with no personal guarantors to facilitate their access to housing.

La CLE is managed by the CROUS

network. You will be eligible to it if you:

– have personal incomes without family, friendly or bank bail;

– are seeking to stay in France for your studies;

– are aged under 28 on September 1<sup>st</sup> of the year of signing the lease contract;

– OR aged over 28 on September 1<sup>st</sup> of the year of signing the lease contract

if you are a PhD student or a foreign postdoc student (Ph.D. obtained less than 6 years, holding a non-incumbent research position within a unit or research laboratory under a fixed-term contract).

→ Apply: [messervices.etudiant.gouv.fr](http://messervices.etudiant.gouv.fr)



## 2. Guarantors and Deposit

When renting a property, it is likely that your landlord will ask for a security deposit (usually a sum equivalent to a month's rent) as well as for a rental payment guarantee (this means providing the contact details of someone who will pay the rent if you are not able to). You will be asked to provide:

- A guarantor, a person resident in France who has paid taxes in France for more than 3 years and who have sufficient income to pay your rent if you stop paying it; If you do not have guarantors, check out the CLE benefit system (see above).
- Payment of the whole monthly rent at the beginning of the month.

Useful tips: When leaving your accommodation, your landlord will have a maximum of 2 months to give you back the deposit. Your landlord is entitled to withdraw from this amount the amounts necessary for repairing any major change or damage of the property result from neglect or abnormal use of the property.

The insurance will also cover you if you accidentally cause damage to a third party.

## 3. Accommodation Insurance

Personal insurance is obligatory and isn't dependent on your accommodation, whether you are staying with a friend or renting in the private sector.

It is commonly included within your accommodation insurance (make sure you don't pay twice).

The amount varies (between 40€ and 80€ per year) depending on the size of the apartment, the number of rooms and the risks insured (fire, theft, water damage, civil liability, damage to adjacent buildings...).

To find out more about it, ask your bank or your private student health insurance provider.

## 4. Gas and Electricity bills:

When moving into your new home, you will have to open a subscription account for heating and electricity.

→ **EDF-GDF: [bleuciel.edf.com](http://bleuciel.edf.com)**

## 5. Council Tax (Taxe d'habitation)

Council Tax helps to pay for local services. The person who lives in a property normally pays Council Tax, whether they own or rent it. It is payable annually.

→ **Find out more information on: [service-public.fr](http://service-public.fr)**

## USEFUL TERMS

### m<sup>2</sup> (square meter)

In France, instead of using the number of bedrooms to describe the size of a property, people use m<sup>2</sup> – a unit used to measure the surface of the property. The term 'Loi Carrez' refers to the name of the law about surface measurements in France.

### Les charges (additional rental costs)

The rents are exclusive of any additional rental costs. 'Charges comprises', or 'CC' means that utilities and other charges (water, electricity) are included. 'Hors Charges' or 'HC' means that the rent doesn't include those charges. In Paris, it is common to have the cold water included in the charges. The 'chauffage collectif' or 'Community heating' can sometimes also be included in the charges. Check with your landlord or the estate agent before signing your contract.

### Etat des lieux entrant / sortant (incoming/outgoing inventory of fixtures)

When moving in and leaving your flat, you will have to fill in an inventory of fixtures. This document must be filled in with you and the landlord in the property when you get and return the keys of the property.

This report is attached or form part of the tenancy agreement, and records the general condition of the property (cleaning, wall paintings, floors, toilets, electric meter, heating system, etc.).

Please note that as a tenant, you will be expected to leave the property in the same condition as you found it in. Any major changes, abnormal or neglected use of the property will be chargeable.

Good to know! The landlord has two months to return the deposit, less any sum due for repairs that were your responsibility.

### Le préavis (the notice period)

Planning to move out? You must give a formal notice ('lettre avec accusé de réception' at the Post Office– registered letter with acknowledgement of receipt) to your landlord. In Paris and its suburban areas, the minimum legal notice period has been set to one month. Good to know! Even if you are leaving before the end of the month, your landlord will be entitled to claim the whole month's rent.

# ADMINISTRATIVE PROCEDURES

## SCHOLARSHIPS AND SUPPORT

A number of scholarships are available to EU and international students who study in France:

- grants from your home country government;
- French government / European Union / international organizations grants;
- grants from your host PSL member institution.

Full details are available directly from your host PSL member institution, from your home country government and from French embassies before your arrival in France.

→ **ou may also find further information on [campusfrance.org](https://campusfrance.org) and [bourses.campusfrance.org](https://bourses.campusfrance.org)**

nearest to you in your home country for further information on how to apply and obtain your visa.

NOTE: to be able to study in France, you must have a student visa and this must be obtained before arriving in France.

### Residence permit

— EU Citizens and those from countries within the Schengen area do not need a resident permit. However, if you are from Croatia and you want to find a job while studying, you must have a residence permit.

— If you are from outside the EU and Schengen area, please contact your closest Consulate General of France for information on the residence permit.

NOTE: The application to get your student visa is primarily dependent on the course length, timing and subject matter.

You may be required to go through the Campus France administration process.

→ **More information: [campusfrance.org](https://campusfrance.org)**

## IMMIGRATION

### Passport/ID documents

All overseas visitors who wish to go through the French customs must have a valid passport or ID document.

For EU citizens, an ID card is sufficient.

Passports and ID documents must be valid for the duration of your stay.

### Do I need a Visa?

— EU Citizens and those from countries within the Schengen area do not need a visa.

— If you are from outside this zone, you will need a long stay student visa when staying in France for over 3 months. In this case, please contact the French Embassy or the Consulate General of France

### Useful contacts in France

If you live in Paris, or you have just arrived in France and you have to make an adjustment to your situation, or if you wish to renew your student residence permit you can contact: International Student Services at CIUP: 17, boulevard Jourdan - 75014 Paris. M° Cité Universitaire [ciup.fr](https://ciup.fr). Services only available from mid-September to November.

The Préfecture (French local administrative centre) or the "Office Français de l'Immigration et de l'Intégration" (OFII) (Immigration and Integration French Services) nearest to where you are living. For Paris only, you may contact the "Centre de réception des étudiants étrangers de la Préfecture de Police" (Reception desk for international students at the Police headquarters): 92, bd Ney, 75018 Paris M° Porte de Clignancourt / OFII - 48 rue de la Roquette - 75011 PARIS - M° Bastille. Service available all year round.

# BALANCING YOUR BUDGET

## OPENING A BANK ACCOUNT

If you are going to live for more than three months in France, we recommend that you to open a bank account. Some organizations such as CAF or health insurance reimburse exclusively by bank transfer to a French account. A bank account will also be useful for installing monthly payment for rent, transport, etc.

### What do I need to open a bank account?

What you require to open a bank account will depend on which bank and which bank account you choose. Generally you will need to provide:

- Proof of your identity: Passport or EU national identity card
- A resident permit for non-EU students
- Proof of your status as a student: your student ID card or a 'certificat de scolarité' – letter from the School
- Proof of address: some banks will require proof of your UK address and/or your home/overseas residential address.
- Minimum deposits and fees: usually €15 (in traveller cheques or cash) are required as a minimum deposit to open a basic bank account, and banks charge a monthly fee. (Some bank accounts also require you to maintain a minimum balance in your account).

Prior to your arrival, if you already have a bank account in your home country, check with your bank to find out if they have some agreement with a French banking partner organization – as this would simplify the whole process.



### good to know!

To get a credit or a debit card, an average of 15 days is usually required.

You will need to provide your bank account details to set up a direct debit payment or to be able to collect you benefit (from CAF, Social Security...)

## FIRST EXPENSES

**On your arrival, you will be expected to pay for a few costs including:**

- Tuition fees: ask about the amount and terms of payment directly where you will study.
- For International students (non-EU nationals), you must subscribe the student social security (the estimated cost is €215 for 2015/16).
- Deposit for your accommodation: 1 month rent unless you are staying in CROUS residence. The deposit will be returned upon departure if the accommodation is in good condition.
- House insurance (mandatory)
- For International Students (non-EU nationals), you will be charged €58 in fiscal stamp to get your student residence permit approved.

## WORKING DURING YOUR STUDIES

### Labour legislation in France

You are allowed to work while studying in France as long as:

- you are enrolled at a School which can provide students rights to the Social Security
- you have a long-stay student visa valid or a student residence permit (VLS-TS) if you are not a citizen of the European Union. Please note, you must apply for a work permit if:
  - you are Algerian
  - you have to work more than the authorized duration
  - you have a temporary visa for 6 months.

You can work up to 964 hours at most in a year, which corresponds to 60% of normal working hours in France. However, the permitted working hours is set in proportion to the duration of your studies (eg 482 hours maximum for a 6-month education).

The labour legislation changes regularly and there are several exceptions that apply to it.

→ **Find all the updated fact sheets on: [service-public.fr](http://service-public.fr)**

### Finding a job

PSL member institutions regularly have jobs for students, check with the student services at each university to find out more about these opportunities. The contracted roles include a variety of activities usually supporting the delivery of activities (reception of students, cultural activities, scientific workshops, sports and social events etc.). Student beneficiaries of these contracts continue their studies and carry out the activities under the contract. The work is set out in agreement to help students balance their work – study schedules.

→ **You may also find job opportunities on these sites:**

- [jobaviz.fr](http://jobaviz.fr)
- [letudiant.fr](http://letudiant.fr)
- [studyrama.com](http://studyrama.com)
- [jobteaser.com](http://jobteaser.com)

**SMIC (minimum wage):** is the legal minimum wage in France. His hourly rate varies annually (around € 9.67 gross / hour). More information on: [service-public.fr](http://service-public.fr)

### good to know

If you do a **work placement**, that period will not be counted as working hours (max allowed is 964 hours per year (or 822.5 hours for Algerian students), so you do not have to apply for a work permit.

**Important** — Any job you may have while studying is there to provide you with extra income, if you work while studying it is not expected that this job will allow you to cover all your living expenses. A student job can only be an extra income. The placement agreement or convention de stage: Is the equivalent of the employment contract for internships. This is a document signed by yourself, the institution where you do your research and the company that will welcome you. The placement agreement defines the conditions of the internship: duration, remuneration and social coverage of the trainee. Please note that in France a payment is mandatory when the placement period exceeds two months.

## USEFUL BANKING TERMS

### Autorisation de prélèvement (direct debit authorization)

This is a financial transaction in which you, as a customer, authorise the payee, usually a company, to make collection. Monthly direct debit payments are commonly used in France to pay for transport, insurance, utility bills, etc.

### Chèques (checks)

You can pay your accommodation deposit, bills, taxes or in some of the shops using cheques. They are valid 1 year and 8 days after they are signed.

### Crédit (credit)

Means that a sum of money has been paid in to your account. The account is "crédité".

### Débit (debit)

Means that a sum of money has been paid out of your account. The account is "débité".

### Découvert (overdraft)

Your account is 'débité' when you have an overdraft. Your bank may agree an informal overdraft to cover payment(s) up until a certain amount, or you may have an unauthorized overdraft. In both cases, daily fees (agios) will be charged.

### Intérêts débiteurs / Agios (Fees)

Your bank will charge you daily fees when a withdrawal from your bank account exceeds the available balance. Overdraft fees vary by financial institution.

### Opposition (stop a check)

You can request your bank to obstruct or contest a transaction if you suspect or can prove that you haven't authorised a payment or a direct debit or if your means of payments (cheque book, credit card) have been stolen.

### Virement (Bank transfer)

The bank (at the request of the account holder) is authorized to credit the account of a beneficiary. The transfer can be one-time or monthly instalments as part of the automated direct debit payment of rent.

### Relevé d'identité bancaire / RIB (Bank account details)

It is common to find a RIB at the end of a cheque book. Alternatively, you can usually request it online or in your local branch of your bank.

# HEALTHCARE

Healthcare, Social Security, Health Insurance: In France, the healthcare system (or Social Security as it is more commonly known) is mandatory for all students. You may also sign up to a complementary health insurance (optional) to cover the expenses not reimbursed by the Social Security.

## HOW DOES THAT WORK?

You must pay up front for your healthcare; your visits to the doctor and your medication. Your expenses are then partially reimbursed by the Social Security (the Caisse Primaire d'Assurance Maladie – CPAM). The remainder of the expenses is your responsibility. You may pay for a service directly yourself or sign up to a complementary health insurance (optional) that will cover these extra expenses.

We recommend you to register with a doctor ("médecin traitant" or "médecin référent") in order to get the maximum amount of money back.

### How do I register for Social Security?

It is mandatory for all students to register with the Social Security. It allows you to get your health expenses partially reimbursed. You will have to register to the Social Security when you enrol at the school and choose between the two student Social Security organizations: la Mutuelle des Étudiants (LMDE) [lmde.fr](http://lmde.fr) ; la Société Mutualiste des Étudiants de la Région Parisienne (SMEREP): [smerep.fr](http://smerep.fr). An annual fee of €215 must be paid when registering at the University or a School.

- Enrolled in a University or a Higher Education institution which can provide students rights to the Social Security
- Under 28 years old on the 1<sup>st</sup> October of the academic year (age limit can be postponed in some specific cases)
- Able to show official documents that permit you to stay legally in the country (visa, residence permit)

### Exceptions

— You are under 28 years old on the 1<sup>st</sup> October and are from the EU, Schengen zone (which includes Iceland, Liechtenstein, Norway) or Switzerland: You do not need to register for the student Social Security system. Before you leave your home country, please ask for your European Health Insurance card. It should be issued by your home country and it will have to be valid for the entire university year. You will have to show this document when enrolling to the University. NB: alternatively, you can get a private insurance in your home country or show the EU official documents E106, E109 or E121.

## HEALTHCARE USEFUL TERMS

### Healthcare system and Complementary Health Insurance

In France the Sécurité Sociale reimburses 35–80% of doctor consultation and prescription costs. If you want the other 35–100% to be reimbursed, you will need to join a mutuelle (Complementary health insurance).

### Healthcare system

In France the Healthcare system covers the cost of medical care and is called: la Sécurité Sociale, la Sécu or l'Assurance Maladie. The main website for it is [ameli.fr](http://ameli.fr).

### Pharmacies & Prescriptions

Pharmacies in France all have a big green cross above the door and are usually open from 9am to 7pm, Monday to Saturday. There are pharmacies open 24 hours a day for emergencies, but these change every day, so you might need to call the police to find out which one is open. You will need a doctor signed prescription to buy your medicines and afterwards to get a reimbursement from the Sécurité Sociale. Beware that you cannot hand in prescriptions at parapharmacies. These sell over-the-counter medicine and other toiletries though.

— **You are from Quebec, Canada:**  
Before you leave your country, get the Health Form provided by the Franco-Quebec protocol (SE 401-Q-102 bis or SE 401-Q-106 if you are taking part in a student exchange programme between universities). It will have to be valid for the entire university year. Provided that you can show this document when enrolling at the University, you will not need to register with the French student Social Security system.

— **You are a French government students scholarship recipient, you are an employee in France or you have a residence permit to stay and study in France for less than 3 months:**  
You will not need to register with the French student Social Security system.

— **You are over 28 years old during the academic year:**  
The student social Security will still cover you and reimburse partially your health expenses for the ongoing academic year. At the end of the academic year, contact the CPAM of your residence location. It will be responsible for your Health Care cover and will be able to send you information about how you may still benefit from the student Social Security.

— **You are not covered by the student Social Security system:**  
You must therefore obtain a Universal Health Insurance ("Protection universelle maladie", PUMA) provided that you stay over 3 months in France and are not employed. More details on the website [ameli.fr](http://ameli.fr).  
To obtain a registered Social Security number, you must provide a birth certificate translated into French by an officially approved translator and contact the CPAM of your residence location.

## COMPLEMENTARY HEALTH INSURANCE (MUTUELLE)

The Sécurité Sociale does not reimburse the totality of your health expenses (except for surgery). You are advised to get a "Mutuelle étudiante" or a Student Complementary Health Insurance. It is not mandatory but is strongly recommended as it may cover the outstanding expenses (approx. 30%) like hospitalisation and it usually offers third party payer facilities. You will be asked if you want to join a 'mutuelle' when you register at your host school. LMDE and SMEREP, the two student Social Security providers, also offer complementary health insurance. For the year, prices vary from €78 to €645. You will be able to subscribe when enrolling at the School or the University or by directly contacting LMDE or SMEREP.



### info

#### CPAM

visit the site for Social Security (CPAM): [ameli.fr](http://ameli.fr)  
Phone: 36 46 (Monday to Friday from 8:30 am to 5:30 pm)  
From abroad: +33 (or 00 33) 811 70 36 46 (variable fare according to operator). There is also a phone service provided in English on 0811 36 36 46 Monday to Friday from 9am to 6pm. (€ 0,6 cents / min).

## WHERE TO OBTAIN MEDICAL CARE?

### Student Health Centres

— **SIUMPPS Paris-Descartes**  
(Interuniversity Department of Preventive Medicine and Health Promotion): both a prevention centre and a health centre, it is open to all students who may register there with their "médecin traitant" (please see above). The centre provides GP consultations (consultations and common care, certificates of fitness for sports or internships abroad, update vaccinations, etc.) and physicians consultations (gynaecologists, psychologists / psychiatrists, dentists, health support to quit smoking, nutritionists and experts in hearing impediment). All students (including non EU students) have access to all services provided at the centre. (Languages spoken include English, German, Italian, Arabic, Chinese, etc.).

→ **To make an appointment or to get more information:**  
[siumpps.parisdescartes.fr](http://siumpps.parisdescartes.fr)

**Address:** 45, rue des Saints-Pères, 75006 Paris – Tel: 01 42 86 21 29

### — Le Centre Colliard

This Health Student centre works as a GP surgery: you pay upfront and then claim the expenses from the CPAM. The Centre Colliard offers time slots for appointments adapted to student life (late opening hours and Saturdays).  
4 GP surgeries and physician consultations are available. You will be able to have access to a gynaecologist (and a family planning centre), a dermatologist, a psychiatrist, addiction counselling / nutrition...

In addition, the centre hosts a BAPU (Bureau d'aide psychologique universitaire - Psychological University Help Desk) and the Relay Services for high school – university students (psycho-educational support).

→ **Address:** 4 rue des Quatrefages, 75005 Paris – Tel: 01 85 56 00 00 – Opening in January 2017

— **City of Paris Health centres**  
Under agreement, the City of Paris centres are open to all and offer consultations with doctors and specialists without fees exceeded by applying third-party payments.

→ **Info:** [centres-sante.paris.fr](http://centres-sante.paris.fr)

### — Psychological support:

The BAPU The city of Paris has 6 BAPU (University Psychological Aid Office) list.

→ **Info:** [univ-psl.fr/fr/page/sante](http://univ-psl.fr/fr/page/sante)

### Finding a doctor

Choose a doctor near where you live or near your host school.

On the Assurance Maladie website, you will have access to lists of health professionals, according to various criteria (occupation, tariff act, address).

→ **Info:** [ameli.fr](http://ameli.fr) / Private Space,  
Find a health professional

If you are on medication, remember to take enough with you for your entire stay.



### good to know!

In order to purchase most medication, you must present a medical prescription to the pharmacist.  
For emergencies at night, weekends and holidays, there are doctors and pharmacists on duty. The list of these contacts may be found in pharmacies, the local press and at police stations.

# GET CONNECTED

## WIRELESS ROAMING

Free WiFi is available at each PSL member institution, using the Eduroam or Eduspot networks. Areas covered usually include the libraries, open spaces, social spaces, meeting rooms and lecture rooms.

— **Eduspot:** will allow you to connect in some French universities. Eduspot is compatible with all computers and is easy to use: you will just need to input your ID and password to connect yourself.

— **Eduroam:** this network is largely used in various universities and higher education institutions in France, across Europe and in the rest of the world. Once you have configured Eduroam, you will just have to enter your ID and password to connect yourself. Please find full information on how to connect to Eduroam here: [eduroam.fr/en](http://eduroam.fr/en)

## MOBILE PHONE

Many companies offer similar subscriptions, the cheapest ones are B&Y, Sosh, Free mobile, Red... but they do not necessarily have local branches and are usually based online.

Free mobile has a local branch in Paris called Free Center at 8 rue de la Ville l'Evêque, Metro Madeleine (line 8).

They have two monthly offers: one at €2 and the other one at €19.99, both with no obligation. Just bring your ID (passport) and a credit card (Visa, Mastercard...).

You can also subscribe to Orange, SFR, Bouygues Telecom. They have several local branches but you may pay higher fees.



### good to know!

French mobile phone numbers are composed of 10 figures: 06 XX XX XX XX or 07 XX XX XX XX

# TRANSPORT

## METRO-BUS-RER-REGIONAL TRAIN

There are 14 Metro lines and 5 RER lines that enable you to move quickly in Paris or Ile-de-France. The first Metro services start at around 5:30 am and the last ones finish around 12:30 am on weekdays and 1:45 am on Fridays, Saturdays and evenings of public holidays. Full details available on [ratp.fr/en](http://ratp.fr/en)

- **Imagine'R package** (student pass 26 years-old and under) [imagine-r.com](http://imagine-r.com)
- **Forfait Navigo** available weekly (€ 21.25) or monthly (€73). [navigo.fr](http://navigo.fr)
- **More information including maps and routes on** [ratp.fr/en](http://ratp.fr/en)

## VELIB

Velib 'is a rental bike system simple and free to use. With over 23,600 bikes covering the city, available 24/7 all year long in 1,800 stations located every 300m, Velib is a great alternative way to move around in Paris.

- **Full details including subscription rates, map of stations, cycling tours are available on:** [en.velib.paris.fr](http://en.velib.paris.fr)

## AUTOLIB

Autolib 'is the world first short rental 100% electric car self-service service. Borrow a car and drop it off at the nearest station when you're done!

- **More information available at:** [autolib.eu/en](http://autolib.eu/en)

Driving in France:

- EU citizens: If your driving license was obtained in a European country you have the right to drive in France.
- Non-EU citizens: If you have a non-European driving license and you are settling in France, you have the right to use your license for up to one year after the date of arrival in your main residence in France. This period cannot be extended and once it is finished your driving license must be exchanged for a French driving license.



### good to know

#### Next Stop

Free and fully translated into English, German, Dutch, Italian, Spanish, Japanese, the mobile App 'Next Stop Paris' has been designed to help people who want to visit Paris by Metro. You can download it directly from [ratp.fr/en](http://ratp.fr/en)



### info

#### Travelling from Paris

— You can catch a train to travel in France and to many European cities (London, Brussels, Geneva, Amsterdam...) from one of Paris' 6 major train stations. Full details available on [voyages-sncf.fr](http://voyages-sncf.fr)

— Paris has also two international airports Orly and Roissy Charles de Gaulle. Find out more information on [parisaeroport.fr/en](http://parisaeroport.fr/en)



**BON APPETIT!**

## THE UNIVERSITY RESTAURANTS AND CAFETERIAS

### The CROUS

It is not always easy to eat healthily in Paris when you are on a student budget, but fast-food and sandwiches aren't the only choice! There are a lot of less expensive and healthy solutions in the university restaurants and cafeterias.

#### Opening hours in Paris

- University of Paris restaurants are open Monday to Friday for lunch, usually from 11:30am to 2:00pm (restaurants located on the universities campuses have slightly different opening hours). Visit the CROUS website ([crous-paris.fr](http://crous-paris.fr)) for more information.
- There are 2 university restaurants which are open in the evenings from 6:15pm to 8:00pm, (Mabillon and Bullier, both located in the heart of Paris).
- Have a look at the highly popular, Sunday brunch option offered on the Paris Crous Barge!

#### Fees

A full meal including a starter, a main and a desert is only €3.25 and a sandwich would cost you between €2 and €3.

### The Izly card

Every student from the universities of Paris and Ile-de-France will have a student card called 'Etudiant de Paris Ile-de-France'. Each card has an Izly chip that allows you to pay – contactless – for your meals at the CROUS restaurants and cafeterias (and also pay for additional services including photocopying, laundry and place orders from the CROUS website).

The Izly Mobile App is also available. It generates a QR code at the checkout, which will allow you to pay for your meal at the CROUS restaurants facilities

→ Full details available on [izly.fr](http://izly.fr)

### info

#### CROUS

Located near or even on the campuses, the 17 restaurants and 34 university cafeterias offer a wide range of diverse and quality meals. CROUS of Paris is committed to offering its catering services continuously 365 days a year. A full list of restaurants can be found at [crous-paris.fr](http://crous-paris.fr)



## CHECK LIST

### ESSENTIAL DOCUMENTS

Essential Documents (every International student – European or not and within an exchange program or not – will have to go through administrative procedures at their arrival in France. Please make sure that you have these documents with you):

- **Passport or national identity card** for members of the Schengen area (valid).
- **Birth certificate and a certified translation** (For European students, there are acts of multilingual birth that avoid having to pay for a translation).
- **Health record**, recent x-rays.
- **Official forms specifying the social coverage** subscribed in your country: students from the European Union: the E111 or E128 or your insurance European card, Quebec students: form SE401Q102bis or SE401Q106; – Certificate of registration in the host institution.
- **Latest diploma** and their corresponding mark transcript with certified translations.
- **Certificate of achievement for French or English** tests as the language of instruction in your program.
- **Driving license** (optional).

**IMPORTANT:** Do not take ID photos in advance in your country, they will not be accepted for official documents. Near your host school, mostly in Metro stations or at RER train stations, photo booths which will deliver pictures to the 'photo d'identité' format can be found and used.

### COMMUNICATION AND MEANS OF PAYMENT

Make sure that you have a means of communications and a means of payment with you during the first few days

- Get a phone that works in France.
- Make a note of your important contact numbers: home, business and emergency numbers.
- Check that your debit / credit card allows you to withdraw money at the cash points in France (easy to locate in airports and train stations) or make sure you take enough money with you to pay for transport costs to arrive at your residence.

You may find foreign exchange counters in airports terminals, railway stations and generally near the bus stations.

### RECEPTION ARRANGEMENTS

Find out about the reception arrangements at your host school

- Check with your host institution what arrangements have been made for your arrival: welcome days, fresher's week, etc., and let them know when you are planning to arrive.
- Find out about the administrative registration opening hours or try to set up an appointment.

### WHEN YOU ARRIVE

Let your landlord or the house of residence know when you arrive

- If you will be living in a university residence: reception desk will give you the key to your accommodation. Be aware! The reception closes at 4pm (Monday-Friday) and is closed on weekends.
- If you are renting privately: contact your landlord and set up an appointment with them to carry out the incoming inventory of fixtures and get the keys.

## USEFUL INFORMATION

### USEFUL CONTACTS

- **ciup.fr:** Cité Internationale Universitaire de Paris – The international University Campus in Paris (accommodation, reception services, support for foreign students and researchers).
- **campusfrance.org:** the public institution responsible for student mobility. You will find all the information about your mobility project: study in France (course catalog, student grants), get everything ready for your stay in France (paperwork), living in France (housing, healthcare, work, daily life).
- **messervices.etudiant.gouv.fr:** student digital portal for student services and student life
- **crous-paris.fr:** Find out about scholarships, student housing, university restaurants, and cultural offers.
- **etudiantdeparis.fr:** the Association of Paris offers students How-to information sheets dedicated to international students (visa, work, budget, finding accommodation, etc.).
- **enseignementsuprecherche.gouv.fr:** website of the French Ministry of Higher Education and Research. You'll find all the information about the Higher Education system in France here.
- **diplomatie.gouv.fr:** the French Foreign Affairs Ministry website that will give you all the useful information about the different procedures prior to your arrival in France (addresses of consulates, embassies, French Alliances, French government scholarships, etc.).
- **service-public.fr:** the e-portal for the French Administration system that will provide you with information about your rights and administrative procedures.
- **lokaviz.fr:** The central housing system LoKaviZ lists students housing solutions both private and the halls of residence. It highlights the housing solutions that are awarded the label "LoKaviZ" by the CNOUS which means that those housing options include guarantees such as payment of rent for affordable decent housing.
- **letudiant.fr et studyrama.com:** are two specialized websites about student life, student jobs, housing and orientation.

### EMERGENCY NUMBERS

Emergency numbers are free of charge and allow you to contact the emergency services at any time 24/7.

In any case, to ease and accelerate the process, remember to specify these three points:

- Who you are? Are you the victim or the witness? Consider giving a phone number where you can always be reached.
- Where are you? Give the exact address of where the emergency services can find you.
- Why are you calling? Tell them exactly what has happened.

#### **SAMU – Paramedics: 15**

is the phone number for urgent medical aid service (SAMU), it can be called for the intervention of a medical team in a situation requiring immediate care.

#### **POLICE SECOURS – EMERGENCY POLICE: 17**

This number can be called for an emergency intervention from the police.

#### **POMPIERS – FIREFIGHTERS: 18**

Firefighters may be called to report a situation of danger or an accident involving property or persons requiring rapid intervention (fire, gas leak, road accident ...).

#### **112 ON A MOBILE PHONE**

Simply dial 112 on a mobile phone to be redirected to the emergency services. This number works in every European country.

### FRENCH NATIONAL HOLIDAYS

- New Year's Day / Jour de l'an: 1<sup>st</sup> January
- Easter Monday / Lundi de Pâques: 17<sup>th</sup> April 2017
- Worker's Holiday / Fête du travail: 1<sup>st</sup> May
- Feast of the Ascension / Ascension: 25<sup>th</sup> May 2017
- 1945 Victory / Fête de la Victoire 1945: 8<sup>th</sup> May
- Whit Monday / Lundi de Pentecôte: 5<sup>th</sup> June 2017
- National Holiday – Bastille Day / Fête nationale: 14<sup>th</sup> July
- Assumption / Assomption: 15<sup>th</sup> August
- Halloween / Toussaint: 1<sup>st</sup> November
- 1918 Remembrance Day / Armistice: 11<sup>th</sup> November
- Christmas / Noël: 25<sup>th</sup> December