

université
PARIS-SACLAY

IUT DE SCEAUX

INTERNATIONAL

STUDENTS GUIDE



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1 -VISA APPLICATION

If your country is affected by the “Studying in France” procedure (“Études en France” - CEF), you will get all necessary information about your visa application on the Campus France website:

<https://www.campusfrance.org/fr/candidature-procedure-etudes-en-france>

If your country is not affected by the “Studying in France” procedure (“Études en France”- CEF), you will have to consult the French embassy in your country of residence to follow the application procedure for a long-stay visa for students, valid for 4 months to 1 year (Visa de Long Sejour :VLS)

The duration of the procedure is variable depending on the country and the application period, but it generally takes several weeks. Therefore, it is necessary to apply well in advance.

To apply you need to be registered (or pre-registered) in a higher education institution. You will be required to have at least €615 per month for the duration of your visa.

You need to fill in your application form before you leave your country, on the Etudes en France website.

As soon as you arrive in France, you have to contact the **OFII** (French Office for Immigration and Integration) nearest to your place of residence. To know where are the OFII, click here :

<http://www.ofii.fr/>



1 - VISA APPLICATION

Within the 3 months following your arrival in France, you have to accomplish a certain number of formalities with the OFII. You have to send, by post, to the closest OFII office :

1. The filled OFII certificate application form
(http://www.ofii.fr/IMG/pdf/IMPRIME_OFII_DEMANDE_ATTESTATION_recto_verso.pdf)
2. A copy of the pages of your passport with your identity information and the police stamp you got when you entered France

As soon as the OFII receives your documents, it will register your application and will send you a written acknowledgement to the address you wrote on the form.

You will then receive a summon (by post) to a health-check and an arrival visit, depending on the motive of your stay.

Documents you will need when you go to the OFII :

- Your passport, and your visa
- A proof of residency (rent receipt, electricity/water/phone bill...)
- An identity photo
- Tax stamps (the price will depend on your type of visa)
- Depending on the case, a proof of the health check you took with a doctor licenced by the OFII.

Short-Stay Visa (Less than 4 months)

The short-stay visa allows you to stay in France (or other Schengen countries) for a maximum of 90 days.

You can apply for this visa in a French Embassy or Consulate in your home country .

You will need the following documents :

- Your passport (delivered less than 10 years ago) which will need to be valid 3 months after you leave France .
- The Visa application form
- 3 I.D. photos
- School attendance certificates

Additional documents may be required. Embassies and consulates in your home country will provide a more detailed list of all the necessary documents for your visa application.

French embassies around the world:

<https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/annuaires-et-adresses-du-ministere-de-l-europe-et-des-affaires-etrangeres/ambassades-et-consulats-francais-a-l-etranger/>

1 - VISA APPLICATION

The time period to receive a residence card at your arrival in France is long, depending on your nationality of the reason for your application.

If your application is accepted, you will be informed by mail within 4 months after the receipt of your application.

If the prefecture does not notify you within these 4 months, it constitutes an implicit refusal of your application.

Travel with a visa:

Long-Stay Visas allow you to travel within the Schengen area during the validity period of your visa and allows you to stay for a maximum of 90 days in each country.

Schengen short-stay visas are also valid for travelling within the Schengen area for a maximum of 3 months.

Useful links:

Interior Ministry – Foreign students in France : Long-stay visa and resident permit

<https://www.demarches.interieur.gouv.fr/particuliers/etudiant-etrange-france-visa-long-sejour-carte-sejour>

France Visas:

<https://france-visas.gouv.fr/web/france-visas/accueil>

Ofii regional branch for 92 and 78 departments: Direction territoriale de Montrouge

Website : <http://www.ofii.fr/>

Email: montrouge@ofii.fr

Phone: 01 41 17 73 00

2 - ACCOMMODATION

The CROUS is in charge of accommodation:

<http://www.crous-versailles.fr/logements/>

When you move in, you will need to fill a form and to pay the first month's rent and the deposit. Don't forget to ask for a proof of your payment as you will need it to open a bank account. Payments at the residence can be made by bankcard, checks (French) or in cash.

Halls of residence are equipped with washing/drying machines; they work with 5€ tokens which you can buy at the beginning of each month.

3 months prior to your departure, you should send a letter to the reception desk to let them know when you are leaving so they can do a final walk-through and give your deposit back.

Housing grants:

All students (tenants) are eligible for housing allowances paid by the CAF (Caisse d'Allocations familiales).

As soon as you move into your accommodation, you can apply for them online on the CAF website : <http://www.caf.fr/allocataires/mes-services-en-ligne/faire-une-demande-de-prestation>

The amount you will receive depends on your situation and on the type of accommodation (surface etc.).

If you are sharing the accommodation, each tenant must apply individually and specify how much rent they are paying.

If your application is accepted, you will receive an allowance on the fifth day of each month.

There is a brochure in English and one in Chinese on the CAF website

ENGLISH

http://www.caf.fr/sites/default/files/cnaf/Documents/international/aide%20remplissage%20ale2018/11072018_CROUS_Anglais.pdf

CHINESE

<http://www.caf.fr/sites/default/files/caf/751/Documents/Logement/ALE%202016/Chinois/Chinois%2003.pdf>

3- BANK ACCOUNT

As you are staying in France, you can open a bank account.

In order to open your bank account, you will probably need the following documents:

- **Proof of I.D (passport etc)**
- **Proof of residence (lease, rent receipt...)**
- **Education certificate (pre-registration proof might be enough)**
- **Your Visa**

***The list of documents may vary depending on the institution**

When opening the bank account, you will be given a bank card, you will need to request a chequebook and a RIB (banking information) which will be necessary to set up automatic payments etc.



4- HEALTH

Health insurance

Prior to your arrival in France, you should register on the French Social Security website (etudiant-etranger.ameli.fr).

To do so, you will need to provide:

- A proof of I.D (passport etc)
- Your visa (residence permit)
- Your education certificate (or student card)
- Banking information (RIB: relevé d'identité bancaire)
- your birth certificate

Students coming to France with a short-stay visa usually don't have access to Health Insurance in France.

Make a doctor's appointment

If you need to see a doctor whilst you are staying in France, there are online platforms like **Doctolib** (<https://www.doctolib.fr/>) which allow you to easily make an appointment with the doctor of your choice.

- You can then do a research to find a doctor in your city and find useful information to make an appointment on the phone.
- Or you can create an account and make an appointment directly online with the doctor of your choice. However, be careful because French general practitioners and specialists are classified in sectors.
- Sector 1 practitioners have fixed prices for the consultations. These prices are set and are usually **cheaper**.
- Sector 2 practitioners are free to charge their own fees, the price for a consultation may be more **expensive**.

5- IUT REGISTRATION

When you arrive at the IUT, you will need to do your **administrative registration** at the registrar's office (Service de la Scolarité) Room 311.

Don't forget to bring your I.D. and copy of your last degree (with translation) and ideally civil liability certificate which you can apply for with the SMEREP (this organisation usually offers best prices) : <https://www.smerep.fr/assurances-etudiantes/nos-assurances?locale=fr>

The office will issue you a student card; You'll need to activate it online to:

- Access all the Université Paris-Saclay libraries (IUT/Jean-Monnet/Chatenay-Malabry...)
- Benefit from price reductions in public transports, cinemas, swimming pools etc.
- Recharge your Izly account to pay for your meals at the CROUS restaurants and cafeterias.

University Webmail

All students at the IUT have to activate their computing account.

Your username and password will be sent to you to access your mailbox, the Paris-Sud portal, Wi-Fi and online courses.

mailbox: <http://zimbra.u-psud.fr>

(your address will be *yourname.surname@u-psud.fr*)

Computer rooms are available in 201 and 210 with computers and copy machines.

6- PUBLIC TRANSPORT

To move around the Paris region, the **RATP transport system** propose offers various options for students (Buses, metro, RER and tramway).

The Île-de-France region is divided into 5 areas and Sceaux is in Area 3.

You can buy single tickets (stating at 1.90€), tickets for the day, a week etc.

You can buy these tickets at counters in metro/RER stations. Be careful, certain tickets are not Attention, some tickets are not valid for all the 5 areas.

You can also subscribe to the **ImagineR annual card** for students, it costs approximately 350€ per year. This subscription will give you unlimited access to public transports (no areas limitations) , if you travel very frequently with the RATP, it could be cheaper than buying a monthly ticket.

In order to subscribe to **ImagineR** you will need to present:

- A photograph (I.D)
- Your student card
- A mean of payment (RIB or check)

Information and prices :

- www.ratp.fr
- <https://www.imagine-r.com/>



*You can access the IUT with the **RER B** (Robinson sation) and **buses** :128,192, 395.

7- WORKING IN FRANCE

Job offers are published on the placeOjeunes online platform

(<http://www.placeojeunes.com/>)

You can also do your research online via websites like Indeed, StudentJob etc...

Some websites to start your research:

<https://www.indeed.fr/>

<https://www.studentjob.fr/>

<https://jobetudiant.net/departements/92/emplois>

* Check that you are eligible to work in France as a foreign student:

<https://www.service-public.fr/particuliers/vosdroits/F2713>



8- FOOD

You can have your meals at the **Jean Monnet CROUS restaurant** which is open from 11.30 am to 2pm, it is 10minutes away from the IUT. The **IUT cafeteria** is also open from 9am to 3.45 pm.

You can pay for your meals with your student card.

--> (recharge your Izly account online here: <http://www.izly.fr/>)

In Sceaux city center, you can find supermarkets like Auchan and Monoprix for your grocery shopping, and bakeries to buy bread, sandwiches, salads and pastries etc.



9 - LEISURE

In Sceaux

The park, the castle gardens, the and the Coulée Verte are enjoyable places to do some exercise outdoors etc.

You can visit Sceaux's departmental estate museum <http://domaine-de-sceaux.hauts-de-seine.fr/english-section/practical-information/>

On sceaux's official website you can find cultural activities and news (cinema program etc.) <https://www.sceaux.fr/>

In the Vallée aux Loups park there is the arboretum as well as Chateaubriand's house museum: <http://vallee-aux-loups.hauts-de-seine.fr/>

See also the University's "Mission Arts , Culture, Sciences et Société website which proposes workshops and acultural activities: arts.culture@universite-paris-saclay.fr

On Sceaux's campus (IUT and Jean-Monnet) you can register for modern jazz dance and theatre classes and workshops etc.

List of cultural workshops available here: <http://www.u-psud.fr/fr/vie-etudiante/culture.html>



9 - LEISURE

In Paris

There are also many activities to do in Paris, you can visit famous parts of the city like Montmartre, the Marais, the Latin Quarter etc., or visit museums and famous monuments like the Louvre, the Pompidou center for modern art, the Panthéon, Notre-Dame, or sail the Seine river (with Bateaux Mouche or Vedettes du Pont Neuf for example).

You can also visit Paris cycling, renting a Vélib' (self-service bicycles)

Good deals for entertainments (museum exhibitions, theater etc):

<https://www.sortiraparis.com/>

<http://www.pariscope.fr/>

<https://www.parisinfo.com/decouvrir-paris/guides-thematiques/paris-la-nuit>

Air'asmus association is organising integration activities for international students at the IUT de Sceaux. On their website you can find the program for future events :

http://www.airasmus.asso.universite-paris-saclay.fr/?page_id=237

Connect with them via their **facebook** page:

<https://www.facebook.com/groups/176621622539171/>



10 - EMERGENCY NUMBERS

Free Emergency Numbers :

18 : Fire Department: For situations requiring rapid interventions/rescue (accident, fire etc)

15 : SAMU (ambulance) : For medical emergencies

17 : Police : To report a crime that requires immediate police response

112 : European general Emergency : If you are the victim or witness of an accident anywhere in Europe

11 - CONTACT

International Relations Office

email : international.iut-sceaux@universite-paris-saclay.fr

Address :

office : 308

Service des Relations Internationales
IUT de Sceaux
8, Avenue Cauchy
92330 Sceaux

website: <http://www.iut-sceaux.universite-paris-saclay.fr/fr/index.html>

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