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## INTERNATIONAL STUDENT WELCOME BOOK FOR THE EXCHANGE PROGRAM





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## I. PREPARING FOR YOUR STAY

### 1 - APPLICATION FOR ENTRY VISA INTO FRANCE FOR NON-EUROPEANS

Students must contact the French Consulate or Embassy in their country of residence to apply for a student visa at least 3 months before their departure.

The CampusFrance website will provide you with all the information about this procedure:  
<https://www.campusfrance.org/en/application-etudes-en-france-procedure>

### 2 - HOUSING

As an international student exchange program, students can benefit from accommodation in a university residence at the Campus Condorcet, located at Paris-Aubervilliers, and accessible through train line 12 Front Populaire.

All rooms offered are single rooms, for one person. These residences are not for families.

The monthly cost is € 350. If you have a preference for these accommodations, we ask that you inform us by June 15, at the latest.

It should be noted that university residences are not hotels and that towels and dishes are not provided. However, a collective kitchen is available.

The registration procedure is as follows: the students receive a contract from the Campus Condorcet (alpha@arpej.fr) confirming the university residence. Caution: because of the large number of foreign students looking for accommodation, if you refuse the proposal made to you, no more accommodations will be offered.

The Campus Condorcet has an office for foreign students relating to administrative matters in France.



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### 3 - BUDGET



In Paris, plan a monthly budget of €700 to €900 to cover your expenses.

For the first month, you will need to plan for your budget:

- ✓ An advance deposit on your lodging (The amount is equivalent to one month's rent. This deposit will be returned to you on departure if the accommodation has remained in good condition);
- ✓ Obtaining your OFII residence permit. The cost is around 60 €;
- ✓ Subscription to your monthly Paris transportation card: Navigo. The cost is 75,20 €.

The students must plan your finances for September in advance, as it takes time to open a bank account and receive any scholarships awarded.

Foreign students are entitled, as with all students, to financial housing assistance, which you must apply for. This would be provided for only with a residence permit that is valid for at least four months and not beyond the current academic year.

This measure is applicable to all foreign nationals, including those from the EEC.

This financial aid is awarded and paid for by the Family Allowance Fund (CAF). The amount of the allowance varies depending on your personal resources and the price of your rent.

### 4 - TRANSPORTATION



Information and prices: [www.ratp.fr](http://www.ratp.fr) - sections "getting around" "titles & prices".

Available on the month, the RATP Navigo card allows you to make as many trips as you want throughout the Ile de France (Paris and suburbs of Paris), for a monthly cost of € 75.20 (as of December 18, 2018).



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## II. ADMINISTRATIVE STEPS TO STAY IN FRANCE

### 1- RESIDENCE PERMIT

Students apply for a residence permit from the French Office of Immigration and Integration (OFII) - Territorial Department of Paris, 48 rue de la Roquette - 75011 Paris.

A student visa is a compulsory element for foreigners who want to study in France.

The OFII system allows a student to stay and to carry out student activities for a fixed term, renewable or not, as the case may be.

### 2 - MEDICAL PROTECTION



If you are a national of a European country (EU): before you arrive in France, ask for a European Health Insurance Card at your social welfare center. It must cover you for the duration of your studies in France, Italy and Portugal. You will then be exempt from joining the student social security healthcare system in France.

If you are under 28 years of age and are a national of a non-European country: you will need to sign up for the student social security system in France whose fees are approximately 215 € and are included in your costs of participation in the TPTI Master's program.

If you are over 28, you are required to take out private insurance, either in your country of origin or in France.

Fellows and especially non-Fellows must submit a file to the Social Security system in France for what is called a Carte Vitale, giving access to reimbursements for part of any medical care. Information about this can be found on the website: <http://www.ameli.fr>.

The Office of Social Assistants of the University Paris 1 Panthéon-Sorbonne communicates to students the addresses of medical centers that are in collaboration with the University. Each student must choose a treating physician.

The TPTI Master degree takes out and covers, for Erasmus + scholarship holders, a complementary insurance, MARSH, which covers various medical expenses. This insurance also provides a guarantee of civil liability coverage, which is requested in certain administrative procedures.

You will receive before your arrival, by email, your MARSH insurance card.



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### **3 - OPENING A BANK ACCOUNT**

In support of helping you to coordinate your finances, the administration offers students a list of three banks close to the Malher Center.

Upon arrival, you will be able to open an account. As a student, you will receive a payment card, which is essentially a “debit card” that allows you to spend within the limit of your account balance. The payment ceiling is € 1,500 per 30-day rolling period. The withdrawal ceiling for distributors is € 300 every 7 days. The cost of this debit card is between € 27 and € 35.

The amount of the ERASMUS + scholarship for each student, covering two years, will be systematically paid into this account.

Beware: the first payment will occur in late September. Prepare to be able to provide yourself with a sum of money to survive until the first payment.

### **4 - REGISTRATION AT PARIS 1 PANTHEON-SORBONNE UNIVERSITY**

Students have full support for their registration. Once the participation fees in the Master's are taken from your bank account at the end of September, your student card will be generated. You will receive this card at the end of October.



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### III. ERASMUS+ SCHOLARSHIPS

#### 1 - TERMS OF PAYMENT

Distribution of the scholarship amount for the two years of study:

Contribution to the participation fee:

€ 4,000 per year for a fellow from a program country

€ 8,000 for a fellow from a partner country

Contribution to travel and installation costs:

€ 1,000 per year for travel expenses for a fellow from a program country

€ 2,000 per year for travel costs + € 1,000 for installation costs for a fellow country student located less than 4,000 km from the coordinating institution (Paris)

*Or*

€ 3,000 per year for travel costs + € 1,000 for installation costs for a fellow student from a partner country located more than 4,000 km from the coordinating institution (Paris)

Contribution to the expenses of your stay:

€ 1,000 per month for the entire duration of the program (24 months).

Contributions to living expenses will not be awarded to fellows for periods spent in their country of residence (to study, research, an internship or to prepare a thesis), nor to the fellows of a partner country for periods in a partner country exceeding one quarter (in other words, three months or the equivalent of 15 ECTS credits).

There is a maximum total amount per candidate:

€ 34,000 for two years for a fellow from a program country

€ 47,000 for two years for a fellow student from a partner country

#### 2 - SCHEDULE OF SCHOLARSHIP DISTRIBUTION

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Annual
<b><u>PARTNER COUNTRIES</u></b>													
<b>More than 4000 km</b>	12500	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	<b>23500,00</b>
<b>Less than 400 km</b>	11500	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	<b>22500,00</b>
<b><u>PROGRAM COUNTRIES</u></b>													
	6000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	<b>17000,00</b>



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## IV. EDUCATION PROGRAMMING

### 1 - INTEGRATION WEEK

A week of integration is organized by the International Relations of Paris 1 Panthéon-Sorbonne University for Erasmus students. It includes intensive French courses, documentary techniques and methodology.

For French courses, your level will be determined using a test, then level groups will be formed (the presence on the first day is mandatory for level tests). Registration is done during the first class.

### 2 - LANGUAGE TRAINING

The TPTI Master is very rigorous in terms of its language policy. The language of instruction is French in the three partner universities of the Master's.

The curriculum includes, for each semester, specific language courses worth 5 ECTS credits. In the first semester, weekly French classes for non-francophone students are offered to students who need the support.

The languages taught will therefore be:

S1: Paris - French or English and Italian or Portuguese for French speakers

S2: Padua - Italian and English

S3: Evora - Portuguese and French.

It is recommended to improve your French before arriving in Paris.

### 3 - INITIATION TO THE HISTORY OF TECHNIQUES

It is possible to see podcasts about the notion of technical progress from Professor Anne-Françoise Garçon on the link below:

<https://itunes.apple.com/fr/itunes-u/histoire-la-notion-progres/id395116377?mt=10>

A technical history journal is also available online:

<http://www.ihmc.ens.fr/e-Phaistos-Revue-d-histoire-des.html>



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### ADDITIONAL TIPS:

It is recommended to pack warm clothes in Paris. Fall and winter are often much colder than in the countries of origin for students.

The Marie de Paris offers administrative services, in September, for two weeks at the Cité Internationale Universitaire in Paris. Students will then be able to deliver what they need to OFII, obtain all necessary information on health insurance, housing assistance and renewal of residence cards.

### **Our Contact Information :**

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**9, rue Malher**  
**75004 Paris**  
**Métro Saint Paul (Line 1 on the Metro)**  
**Tél. : 01 44 78 33 28/73**

