

STUDENT GUIDE

Programs of
the English-speaking World



DIRECTION DES
RELATIONS
INTERNATIONALES
ET DE LA
FRANCOPHONIE

PROCEDURES CHECKLIST / LISTE DES PROCÉDURES

All these procedures are explained in detail in this Student Guide, please refer to it for further information.

Inscription administrative (IA)	<input type="checkbox"/> I have filled in the <i>dossier d'inscription</i> with: <input type="checkbox"/> 2 ID photographs (photocopies are not allowed) <input type="checkbox"/> copy of passport <input type="checkbox"/> copy of visa (page with the stamp of date of entry in Europe) <input type="checkbox"/> I have brought the <i>dossier d'inscription</i> to the bureau 02 (signed and dated) <input type="checkbox"/> I have activated my ENT account
Payments	<input checked="" type="checkbox"/> I have checked with my university who pays for the program and have paid it myself if applicable
Inscription pédagogique (IP)	<input type="checkbox"/> I have met with Dr Judith Misrahi-Barak regarding my list of courses <input type="checkbox"/> I have filled my <i>Fiche pédagogique</i> <input type="checkbox"/> I have brought my final <i>Fiche pédagogique</i> to the bureau 02 after the 2 weeks Drop and Add period <input type="checkbox"/> I have signed my <i>Contrat pédagogique</i> confirming my courses registration <input type="checkbox"/> I have notified the bureau 02 of the dates and types for my exams
Attestations de notes	<input type="checkbox"/> I have picked up my <i>attestations de notes</i> at the bureau 02 <input type="checkbox"/> I have given my professors the <i>attestation de note</i> (on the day of the final exam at the latest)
Dorm arrival and departure (Cité U.)	<input type="checkbox"/> I have made the arrival <i>état des lieux</i> <input type="checkbox"/> I have completed the dorms' dossier and given it back to the dorms' <i>secrétariat</i> <input type="checkbox"/> I have asked for a housing certificate <input type="checkbox"/> I have signed the contract and given it back to the dorms' <i>secrétariat</i> <input type="checkbox"/> I have made an appointment with the cleaning staff for the departure <i>état des lieux</i> <input type="checkbox"/> I have made the departure <i>état des lieux</i> <input type="checkbox"/> I have given my keys and <i>état des lieux</i> document to the dorms' <i>secrétariat</i> during office hours
Insurances (health, housing, liability)	<input type="checkbox"/> I have provided the bureau 02 with my proof of health insurance <input type="checkbox"/> I have provided the bureau 02 with my proof of housing insurance <input type="checkbox"/> I have provided the bureau 02 with my proof of liability insurance
Bank account opening and closing / housing insurance rescinding (if applicable)	<input type="checkbox"/> I have gone to the bank to open my bank account with my passport <input type="checkbox"/> I have gone to the bank to get my debit card (after receiving my PIN code by post) <input type="checkbox"/> I have given my French bank account info (RIB) to the bureau 02 <input type="checkbox"/> I have made a deposit on my account of at least 10 € <div style="text-align: center;">***</div> <input type="checkbox"/> I have canceled my housing insurance by sending an email to the bank with: <input type="checkbox"/> 1- my housing insurance contract number <input type="checkbox"/> 2- the ending date of my housing accommodation <input type="checkbox"/> 3- the <i>états des lieux de sortie</i> from the dorms' <i>Cité U.</i> (if applicable). <div style="text-align: center;">***</div> <input type="checkbox"/> I have withdrawn all the money from my account <u>after</u> making sure no incoming or outgoing transactions were pending <input type="checkbox"/> I have asked the bank to close my account

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THE OFFICE / LE BUREAU

Université Paul-Valéry Montpellier 3 (UPVM)

DRIF (Direction des Relations Internationales et de la Francophonie)

Programs of the English-speaking World

Bâtiment Ionesco – Bureau 02, Tel. +33 4 67 14 21 03

Regarding the definition of the programs, **academic** matters and family homestays, please contact Dr Judith Misrahi-Barak.

Regarding **administrative** matters, please contact Madame Andrée Meyers and copy the admin assistant in every email

Regarding **other** matters, please contact the administrative assistant.

Contacts

Academic Coordinator of the Programs of the English-speaking World

Dr Judith MISRAHI-BARAK, Associate Professor_English department – UFR 2

judith.misrahi-barak@univ-montp3.fr

Office hours: to be consulted in front of the Office

Administrative Coordinator of the Programs of the English-speaking World and Québec Agreements

Mme Andrée MEYERS

<mailto:andree.meyers@univ-montp3.fr>

OFFICE HOURS: September and January: Monday to Friday, from 9:00 am to 12:00 pm / 2:00 pm to 5:00 pm

The rest of the academic year: Monday to Friday, from 2:00 pm to 5:00 pm

Administrative assistant of the Programs of the English-speaking World and Québec Agreements

proganglo-bci-quebec@univ-montp3.fr

OFFICE HOURS: September and January: Monday to Thursday, from 9:00 am to 12:00 pm / 2:00 pm to 5:00 pm

The rest of the academic year: Monday to Thursday, from 2:00 pm to 5:00 pm



This address is not available at this moment but should be starting next January.

PLEASE MAKE SURE TO ATTEND ALL THE MEETINGS WE ORGANIZE FOR YOU, A LOT OF INFORMATION WILL BE PROVIDED.

Moreover, you will need to come several times to the office to pick up important forms, for instance, your *certificat de scolarité* and your student ID at the beginning of the semester. Thus, you need to check your emails as often as possible and abide by all the deadlines. If you are not receiving any emails from our office, there is a problem. Please check your spam box.

THE UNIVERSITY / L'UNIVERSITÉ

► COURSES

If you come as a Bilateral Fee-paying paying student (which includes students with director on site - MHC, UMN, UNC) or as an ISEP student, you can take integrated classes as well as RI courses (Cours RI). These Cours RI are not available for students coming with a Bilateral Exchange Program.

→ Integrated classes

You must have a confirmed B1 level for undergrad classes (Licence) and B2 level for Graduate classes (Master).

The University Paul-Valéry Montpellier 3 offers courses in the Humanities, Arts, Languages and Social Studies. Different disciplines are represented within the different UFR (*Unité de Formation et de Recherche*).

To help you visualize the different fields available in Paul-Valéry, please have a look at the list below:

UFR 1: Arts du Spectacle, Arts Plastiques, Lettres modernes, Humanités (Lettres classiques), Musicologie et Philosophie
<https://ufr1.www.univ-montp3.fr/>

UFR 2: Langues Étrangères Appliquées (LEA), Langues, Littératures et Civilisations Étrangères et Régionales (LLCER)
<https://ufr2.www.univ-montp3.fr/>

UFR 3: Géographie – aménagement, Histoire, Histoire de l'art, Archéologie, Biologie – écologie – environnement
<https://ufr3.www.univ-montp3.fr/>

UFR 4: Administration Économique et Sociale (AES), Sciences sociales
<https://ufr3.www.univ-montp3.fr/>

UFR 5: Psychologie, Sociologie, Ethnologie, Sciences Sanitaires et Sociales
<https://ufr5.www.univ-montp3.fr/>

UFR 6 : Mathématiques et Informatique Appliquées aux Sciences Humaines et Sociales (MIASHS), Sciences de l'éducation
<https://ufr6.www.univ-montp3.fr/>

ITIC: Sciences du langage, Information et Communication
<https://itic.www.univ-montp3.fr/>

Moreover, during your exchange period here in Montpellier, you will not be registered as any other French student but as an *étudiant pluridisciplinaire*. It means that you are not taking all the courses for a degree in a determined field, but that you can take classes from any department at Paul-Valéry.

You can also register for one or two classes at the **Université de Montpellier** (formerly Montpellier 1 and Montpellier 2, before they merged), but if this could be the case, you need to let Dr Judith Misrahi-Barak know by mid-June for the Fall semester and by mid-November for the Spring semester. You can take classes in Law, Administration, Health studies, Economics, Political Sciences, Sciences, Chemistry, Biology... You need an Advanced level in French to do that (B1 minimum). Since the university calendars are not the same, this is only possible for full-year students.

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

<http://www.umontpellier.fr/en/education/colleges-faculties-institutes>

What you should know about integrated classes:

- A CM is a lecture, a TD is a seminar. If a course is composed of 2 or 3 parts (CM+TD; TD+TD; etc.), it is then mandatory to take every part of the course. In this case, you may have 2 or 3 classes but 1 code, and 1 grade on your transcript.
- 1 code = 1 grade
- Grades are on a scale of 0 to 20. Pass is 10.
- “ECTS” means European Credits Transfer System. Please note that European credits are not equivalent to your home University credits. You need to check with your home advisor what is required from you to be able to transfer your classes at home towards your Major or your Minor.



You always need to make sure with your home advisors that your home university will transfer the courses you have chosen. If you choose your classes on your own, your grades may not be transferred when you return home.

→ Translation Class (Thème/Version)

A translation course is offered within the English Department **to all native English-speaking students**. This class is an Elective but both components have to be taken, each one lasting 1h30 (French into English and English into French).



You will be tested during the first class to see in which group you will be in, based on your level. You will not be allowed to change group. The test cannot be taken at a later date. You need a B1 level in French in any case. The timetable will be given to you during Orientation.

→ Cours RI or “Support classes”

These courses are designed for our Bilateral Fee-Paying students. They are also open to ISEP students. The places are limited in these classes and you have been asked to pre-register for them at the time of application.

<https://www.univ-montp3.fr/fr/programmes-anglophones#Faq.Documents.Vademecum>

- Depending on your universities, some of these classes are “required classes”; you can sometimes take only “integrated classes” instead if you prefer and if your level in French allows it.
- Most of the *Cours RI* but not all of them are level-based. The level required to take them, if applicable, will be checked upon at the time of Application.
- These *Cours RI* do not grant ECTS because they are not part of a university degree. They give you credits, which are generally transferred by US universities 1 hour = 1 credit.
- These *Cours RI* are only accessible to students enrolled in the fee-paying program.



Your final grade depends also on your attendance in class. Missing classes or arriving late will get you a lower final grade.

→ IEFE

- These courses are included in the ISEP Direct Program.
- If you are an ISEP Direct student see the website of IEFE (<https://iefe.www.univ-montp3.fr>)
- If your level of French does not allow you to take regular “integrated classes”, you have the option to take classes within the IEFE (French as a Second Language).

→ Sports’ classes

(among others, basketball, fitness, beach volley, boxing, dance, football (soccer), golf, rugby, yoga...)

As an exchange student, you can register with the SUAPS in 3 different kind of practice:

- When taken for credits, it is worth 2 ECTS with 23 activities proposed. The exam includes a theoretical part (8 points) and a practical part (12 points)
- When taken for leisure, there are no ECTS attached. It is subject to an annual fee
- Competition practice: the competition is open to students of all levels. Competitions take place during the week (mostly on Mondays and Thursday evenings). There are no ECTS attached.

Please see below to find out how to register.

► REGISTRATION

AT PAUL-VALÉRY MONTPELLIER 3, WE WILL HELP YOU GO THROUGH 3 DIFFERENT REGISTRATIONS

→ The *Inscription administrative* or *IA*.

When you arrive, you have to fill in a dossier for our office (bureau 02). You will then be registered at the university and obtain your student ID and student login. For that dossier, you need to bring:

- 2 ID pictures (photocopies are not allowed)
- 1 copy of your passport
- 1 copy of your visa (with the stamp of the day of arrival)

→ The *Inscription dans les cours* is also known as *Inscription dans les groupes*.

This means you have to be enrolled in specific groups, at specific times, in the class of a specific professor. You will be given an **International student passport** that you will have to fill in with all the information for each of your courses (code, class title, teacher's name) and have signed by each teacher for each class.

→ The *Inscription pédagogique* or *IP*.

You need to fill in our IP registration form – *fiche d'inscription pédagogique* no later than two weeks after classes have started, for the courses you have chosen and bring it to the 02 office. Please fill it in carefully with all the exact information required: title of the class, teacher's name, code, schedule, room number, ECTS and department. We will register you for these classes and you will have to confirm that everything is correct.



This procedure is necessary to be registered at the university, to be on the Professor's list and to be allowed to take your exams and get a grade.

PLEASE NOTE FOR ALL CLASSES: you will not be able to drop/add classes after the due date. There is no withdrawal procedure after the Drop and Add period. Therefore, double check carefully that the codes of the classes are correct.

→ Sports' classes:

- If you want to expedite the process you should go and see your Doctor at home and bring a medical certificate*.
- We also ask you to notify us now if you intend to take a class for credits because there will be very little time in September or January if you want to be registered in a sports' class.

How to register?

- Go as soon as possible to the SUAPS at the beginning of the semester, as the groups quickly fill in. Click on the link below to consult the list of the different sports and how to register: <https://www.univ-montp3.fr/fr/sports-et-pratiques-physiques>

Bring the following documents to the SUAPS Office:

- Your student ID (from UPVM)
- *A medical certificate (*Certificat médical*) of less than 3 months. This certificate should be in French, but the certificate in English will also be accepted. You can obtain one from the *médecine préventive* just below the SUAPS Office on campus or from a GP. Your doctor must specify that you are “fit for sports”. In French “*apte à la pratique sportive*”. PLEASE NOTE that if the doctor indicates on the document which sports you can practice, you can only practice those sports
- 1 registration form to fill in (at the SUAPS)
- If you intend to take a class for leisure, bring with you about 25€ (check to the order of: Mme l'Agent Comptable de l'UPVM).

Having registered with the SUAPS also allows you to use the tennis court, the gymnasium and the dojo at the *CSU la Motte Rouge* but you need to bring your own material. It is located at the very top of Paul-Valéry, on Route de Mende. At the first roundabout, make a left and continue straight on for 5 minutes. The entrance is on the right, after the turn. You have the parking lot, and tennis court behind. There are also several public swimming pools in Montpellier. The one most accessible by tram is Antigone (station: place de l'Europe), it is also an Olympic one. http://www.guide-piscine.fr/herault/montpellier-23330_V

► EXAMS

To pass a course you need to take all the exams of all the classes that constitute a course, if more than 1. Please check with your professor what these exams are and do not miss any. An absence at a final exam means a 0/20 grade which will transfer as “ABI” (*Absence Injustifiée*). If you did not do well at one of your exams, you can go for the *Seconde évaluation* (retake session). Check with the department of the class for the schedule.

- Final exams take place during week 12 or during week after (*Examens gros effectifs*) of the semester.



PLEASE MAKE SURE YOU STAY IN MONTPELLIER UNTIL THE END OF ALL YOUR EXAMS.

If you are staying for the Fall semester only, you will not be able to go for the retake session, which happens in the Spring semester. If you think you may fail a class, please check with the professor about possible ways of improving your grade BEFORE YOU LEAVE MONTPELLIER. There won't be anything we can do if you have failed a class and have left Montpellier before the retake session.



You have to inform us if you have come to an agreement with your professor.

► ATTESTATIONS DE NOTES

The *attestations de notes* are a way for us to double check that your grade on the database and the grade given by the Professor are the same. You will pick up these forms at the office a few weeks before finals and give them to your professors. Your professors will fill them in and send them back to our office once they have graded your exams.

► TRANSCRIPTS

Your transcript will be sent directly to your home university or ISEP Central for ISEP student. They are never sent to the student directly.

► CALENDARS

→ *Calendrier universitaire 2020-21*

<https://www.univ-montp3.fr/fr/file/32548/download?token=6WvVcxFp>

→ *Calendrier des cours semestriels à l'IEFE 2020-21*

<https://iefe.www.univ-montp3.fr/fr/présentation-6>

LIFE ON CAMPUS / VIE ÉTUDIANTE

→ L'Accueil de Paul-Valéry / Reception

The reception (*accueil*) is located in the *Bâtiment O (bâtiment des moyens généraux)*, at the main entrance of the campus.

Plan du campus : https://www.univ-montp3.fr/sites/default/files/plan_2020.pdf

→ L'Imprimerie de Paul-Valéry

L'Imprimerie is located in the same building as the *Accueil*. You may have to go there to pick up a handout (*fascicule*) for some course work. Your teacher will let you know if you have to get one.

→ YOOT

YOOT is a cultural program, which offers student discounts on tickets for cultural events (movies, ballet, concerts, plays...). With this pass, many concerts will cost 5€ instead of 10€, your movie tickets will cost only 3.90€, and many other events will be cheaper (theater, opera...).

To subscribe you need to go to the website <https://yoot.fr/>

- Create an account on <https://www.messervices.etudiant.gouv.fr/envole/> (this website is very helpful for your student life in France)
- Pay 9€ on yoot.fr

You will then receive by mail the program of all the events.

→ Théâtre de la Vignette

As an international student, you are welcome to participate in the theatrical workshops *Ateliers de Pratique Artistique* organized by the *Théâtre de la Vignette* on campus. This is reserved to Full Year students.

Many plays and events take place there. Check their program online! <http://theatre.univ-montp3.fr/>

→ University cafeteria / Resto U.

Your student card is also a means of payment (Carte IZLY) for the *restaurant universitaire* called *Resto U.* and the cafeterias on campus.

Visit the website for more thorough information about the way the Izly card works and how to use the cell phone application. www.izly.fr

INTERNET

→ ENT (*Espace Numérique de Travail*)

Once you have registered (AI) with Andrée Meyers at the UPVM, you will receive your student ID. You will then need to quickly activate your login with your student ID information: <https://app.univ-montp3.fr/ent/Validation>

With your student ID, you can also borrow books from the library and take advantage of all the student discounts.

As soon as you have registered, you will have access to your mailbox and having activated your account will allow you to:

- use the Wifi;
- check your grades;
- access the Moodle platform that some teachers use to post material for courses (similar to Blackboard in the US);
- get your registration certificate (*certificat de scolarité*);
- communicate with your Professors and the Office of International Relations through the university email;
- access the information on student life and orientation.

→ Wireless Connection and Wifi

-At the University:

- For a short while after your arrival, you will not be registered at UPVM. During that time, we will provide you with a temporary login and password.
- After your registration, you will then be able to use the wireless by logging in on your ENT web page: <https://casv3.univ-montp3.fr/casv3/login?service=https://monupv.univ-montp3.fr/uPortal/Login>

-At the *Cité U. (dorms)*, your room is equipped with an Internet connection (Wifirst). Here is the procedure:

- Get a connection code from your residence's front desk.
- Connect to the network of your residence (by Wifi or by the Ethernet cable depending on your building).
- Launch your web browser and load the page smartcampus.wifirst.net.
- Key in your connection code (an 8-character code given by the manager of your residence) and follow the instructions!

You are now connected to the Internet. Enjoy your fast Internet access provided by SmartCampus!

HEALTH / SANTÉ

→ Health Insurance

Students who will study in France for 1 semester or 1 year MUST give proof of health coverage (*couverture santé*).

Here are the ways to do it, starting with the easiest ones:

- Providing proof of insurance purchased in the student's country of origin, which clearly confirms health insurance and civil liability (first name, last name, repatriation, date of coverage which include the duration of your mobility). Students will have to advance the fees and will be reimbursed by their home insurance.
- Purchasing a French private insurance. We have worked for many years with the MEP, now called HEYME. They provides a health insurance "IWIF" for foreign students which allows them to choose the coverage period as well as the reimbursement rate (70% or 90%) at real costs. Students will advance inexpensive fees and will be reimbursed either on a French bank account or on a bank account of their country of origin (a transfer fee will be charged). If you choose to purchase this insurance (IWIF), here is the link to their website: <https://www.iwi-f.com/en/> and their online procedure.
Please note that here are several health insurance organizations in France that have websites where you can see and compare their offers.
- Joining the CPAM. An online procedure will activate the affiliation. This procedure, which will be done by many French students, will be heavy, and require a lot of documents and time. Students can only be reimbursed on a French bank account and for semester students possibly only after their mobility, which would mean keeping the French bank account open until the last refund. The CPAM will reimburse you up to 70% of the costs incurred.
<https://www.ameli.fr/herault>

→ Doctors

It is preferable, for a first visit to a general practitioner, to present the form *Choix du médecin traitant*. You will find this document in your welcome pack. During your stay, your *médecin traitant* is the one who:

- Treats you regularly. He is the first person you consult for advice on your health, who ensures that your medical follow-up is optimal;
- Guides you through the process of coordinated care. He is your privileged interlocutor, he informs you and puts you, if necessary, in contact with other health professionals (other specialist doctors, hospital doctors...);

- Form *Choix du médecin traitant* that you can fill online. Our office can also provide you with the document.
https://www.ameli.fr/sites/default/files/formulaires/132/s3704_0.pdf
- First you fill in the box *identification de l'assurée et du bénéficiaire*;
- Print it and bring it with you when you go to the doctor so he can fill in his part: *identification du médecin traitant*;
- You will also present to your doctor your proof of Home or French Health insurance or Affiliation at the CPAM;
- After the examination, go to the pharmacy if you need to and, with your *ordonnance*, you may have nothing to pay (except for specific medication that is not reimbursed).
- You will have to go through your doctor if you need to consult a specialist (exception: dentist, gynecologist, ophthalmologist, stomatologist, psychiatrist or neuropsychiatrist (for the follow-up of young people under 26).

What should I do if I need to go to the hospital for an emergency?

- 1 / if you have taken out an insurance from your home country, you will either have to pay the medical expenses and your home insurance will reimburse you later, or you will have to put your insurance in relation with the French hospital;
- 2/ if you are with IWIF or another French private Health Insurance, it could cover all up to 90% of the medical expenses depending on the rate you have chosen;
- 3/ if you have chosen to register at the CPAM, you will be reimbursed up to 70% **only on your French bank account**.

→ La médecine préventive at the university and Counseling

Medical services can also be found on campus (near the *Maison des Etudiants*). You can go there whenever you need to, free of charge for nutritional or psychological counseling or to get a *certificat médical* that will be required if you do sports at the university.

You can also find more information on counseling and therapy in English on the following website:

<http://montpellier-psychologue.fr/>

OFF CAMPUS PROCEDURES / PROCÉDURES HORS CAMPUS

→ OFII (Office français de l'intégration et de l'immigration)

If “*Dispense temporaire de carte de séjour*” is written on your visa, the following information does not apply to you. If this is not the case, you should have been given an OFII form along with your Visa at the French Embassy.



The process is done online on this site:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You must have:

1. Your passport with the visa and the stamp of entry into the territory.
2. Your card (Visa, Mastercard or CB) OR a previously purchased tax stamp (*timbre fiscal*).

The following information will be required:

- Visa number
- Validity date of the visa
- Date of issue of the visa
- Reason for the visa (*Etudiant*)
- Name, first name, family situation, telephone number, address in France of the student.
- Tax stamp number (*timbre fiscal* if previously purchased)

At the end of the procedure, the purchase of the 60€ tax stamp (*timbre fiscal*) can be done online if you have a credit card (Visa, Mastercard or CB).

If you cannot buy this tax stamp (*timbre fiscal*) online, you can buy it in a *Tabac Presse*.

After the procedure, you will receive by email:

- Connection identifiers
- A summary of the situation
- Proof of payment
- Instant confirmation that your long-stay visa (*VL5*) has been validated. This certificate must be stapled to the passport.



It is impossible to register the procedure and pay later. The data will be lost.

→ Dorms / Cité universitaire (Cité U)

If you need a place to stay for a few night before settling in, during the summer, or for visitors, the dorms have a selection of rooms that can be rented for single nights (21,50 €/night in 2018-19). You can make a reservation online:

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

Documents required from you by the Cité U:

- 3 ID pictures;
- RIB (*Relevé d'Identité Bancaire*) of your French bank account given by the bank if you open an account;
- Certificate of Housing Insurance;
- French cellphone number (as soon as you have one).

A 4.5 month package (see below) is offered to students who come for a year-round or semester-long mobility (Fall or Spring) and who request accommodation in a university residence (dorms). Payments will have to be made in two instalments per semester.

Students will have access to their accommodation from August 27, 2020 and will even be able to stay in the dorms until January 15, 2021.

Students will have access to their accommodation from January 16, 2021 and will even be able to stay in the dorms until May 31, 2021.

Room rates (TBC):

Stay package (including Internet)	Room (sanitary and refrigerator)	Studio 14m ² (shower, toilet, kitchenette)	Studio 17m ² (shower, toilet, kitchenette)
Semester 1 50% early October 50% early November	1 111.50€	1 323€	1 440€
Semester 2 50% early February 50% early March	1 111.50€	1 323€	1 440€
Full year 25% early October 25% early November 25% early January 25% early March	2 223€	2 646€	2 880€
Booking to be paid in advance by CB via Interlog	247.00€	294.00€	320.00€

Documents that must be filled out upon arrival:

- Registration form;
- *Etat des lieux* or Check in / Walk through document (with the cleaning staff).

-ISEP Direct students will be lodged in a studio at Vert-Bois

<https://www.crous-montpellier.fr/logement/vert-bois-cite-universitaire/>

-ISEP Exchange students will be lodged in a *chambre rénovée confort* at Vert-Bois.

<https://www.crous-montpellier.fr/logement/vert-bois-cite-universitaire/>

-The other Exchange students will be lodged at Triolet or Vert-Bois according to availability.

<https://www.crous-montpellier.fr/logement/triolet-cite-universitaire/>

Bed Linens

The *Cités U* (dorms) will provide you with blankets, pillows, sheets, only for the first 3 weeks. Then you will have to buy your own, unless you brought them with you.



This may seem mundane, but toilet paper is not provided by the Cité Universitaire.

Kitchen

You need to bring your own pots and pans, or buy them; no equipment is available in the dorms' kitchen.

Check In / Check Out (Walkthrough)

Make an appointment with the cleaning staff of your building to make the *état des lieux* (check in or walkthrough) within 10 days after arrival (we strongly advise you to do it as soon as possible). The cleaning staff will give you the *état des lieux étudiant* form. **Do not lose it**; this form is necessary for your check out.

→ Departure from the dorms (*Cité U.*) and Safety Deposit Refund

Departure dates

- Please give your departure dates from Montpellier to Andrée Meyers or to the assistants as soon as you know them.

BEFORE YOU LEAVE THE *CITE U.*:

You must make an appointment for the *Etat des lieux* (check out or walkthrough) with the cleaning staff in charge of your building at least 10 days before you leave the *Cité U.* whether you leave during or outside office hours.

- Before the appointment: your room must be clean and empty. If not, cleaning fees will be charged (around 20€/hour). Other fees may also apply if something is missing or has been damaged. These fees will either be withdrawn from your safety deposit or you may be asked to pay those fees directly in cash the day you leave the *Cité U.* Otherwise they will be charged to your account at your home university.
- After the appointment: if you leave during office hours, the cleaning staff will give you an *état des lieux* document. You then have to go to the dorm's office (*secrétariat*) during office hours with this document and the keys to your room.

- After the appointment: if you leave outside office hours, you have to meet with the cleaning staff and they will confirm if everything is ok. You then have to leave your keys at the front desk.



Do not forget to give back your room keys. No keys, no reimbursement, and a key penalty as well! You obviously will not be able to get back in once you have left your room at the *Cité U*. Do not hesitate to go to the *secrétariat* if you have any questions or even just to check you are up to date with all the procedures.

Your CAF, if applicable, has to be up to date. Last payment should be beginning of May. Remember that you are on your own concerning that matter since it is not our responsibility to deal with it.

SAFETY DEPOSIT REFUND

- You have to pay your rent until January 15th (Semester 1 students) and May 31st (Full year or Semester 2 students) even if you leave earlier (CROUS regulations stay package). Do not pay your last 2 months' rent by check. If you do so, it could delay your safety deposit reimbursement.
- **You MUST leave your bank account OPEN.** The *Cité U*. may will not reimburse you on the day you leave. Your refund can only be deposited into your French or home bank account. You will have to check regularly your French online account to see if you have been reimbursed. Only then will you be able to close your French bank account **online** provided you have activated it.
- If by mistake you have closed your French bank account before being reimbursed, the CROUS accountant will send the money to your home country bank. Please note that this procedure can take up to 10 to 12 months. Contacting the *Cité U*. or the CROUS will be your responsibility.

→ Bank in Montpellier

Many banks allow students coming for even only 1 semester to open a bank account at their agency in Montpellier.

It enables you:

- to be able to pay in € by debit card during your stay (a checkbook is not recommended, but the bank grants you the use of one check free of charge if you want);
- to purchase a very cheap housing insurance (It is mandatory for your *Cité U*., host family and private apartments);
- to purchase a liability insurance.

→ ISEP-Exchange students Stipend

Your stipend can be wired either to a French bank account (it is your responsibility to find a bank and open/close an account) or to on your home bank account provided you give us all the necessary information on an official document (stamped and signed) from your bank. This bank document also has to include the mention “euros accepted”

Here is the info that you will need to provide in the document:

- Name and address of the student
- Name and address of the bank of the student
- BIC or SWIFT code of the Bank (international numbers have 8 or 11 alphanumeric codes)
ATTENTION: some USA banks may not have these codes
- Bank account details (account number)
- EUROPE add the I.B.A.N. code
- Out of EUROPE every detail of the bank account (Name, codes)
- UNITED STATES, the routing number (ABA or RTN). Similar to Bic and Swift codes
- Mention “euros accepted”

To open your bank account, go to the bank with:

- your valid passport and visa
- proof of housing (landlord, host family, dorms)
- school certificate (*certificat de scolarité* from UPVM)



Make sure you keep at least 10€ on your bank account to cover the fees that will be automatically withdrawn from your account.

Approximately one week after signing your bank contract, you should receive by post the PIN code for your debit card. You will then need to go to the bank to pick up your debit card. You should also receive a 6-digit code to access your online account.

It is **compulsory** to activate your account because it's only through this platform that you will be able to request your bank to close your account at the end of your stay.

PLEASE CHECK THIS INFORMATION WITH THE BANK

To close your bank account:

This operation can ONLY be done once you are sure you do not have any pending transactions (money deposit, safety deposit reimbursement, bills to pay, cellphone plan, CAF, checks, etc.).

If you do NOT expect any more money on your French account

- Empty your account before your departure
- Log onto your online account
- Send an email through the platform to your personal counselor requesting the closure of your bank account.



- ATM do not deliver bills under 10€

If you are STILL WAITING for money to be deposited in your French account

- Do NOT close your account before leaving! You will do it online once all the transactions have been done.
- Check your account online regularly to make sure all the money you were waiting for has arrived or that all your debts have been paid.
- If you still have money on your French bank account, transfer it to your US account. Once the transfer has been done, you can proceed closing your account (see instructions above).

→ Bank housing insurance

Closing your housing insurance:

The bank will explain this to you on the day you sign your contract, but here is a list of what they will need:

- your contract number
- the ending date of your housing stay
- the *états des lieux de sortie* from the *Cité U.*, if you're staying in dorms.

→ La CAF (Caisse d'allocations Familiales)

In France, some people can have access to an *aide au logement* (housing allowance). You may be eligible for an *aide au logement* if you:

- Are a full year student;
- Have asked for a definitive *numéro de Sécurité sociale*;
- Have had, or will have, the meeting at the OFII.

You have to:

- Fill in a dossier. To do so, you need to go to www.caf.fr and click on the left side: *faire en ligne votre demande d'aide au logement*. Be careful that you select the form for the students. Then, download the form under the statement *vous n'êtes pas allocataire*.
- Fill in the form **very precisely and without forgetting any forms or documents provided**, because then the dossier will take much longer to be examined.

*Only full months are taken into account by the CAF. You will not get the CAF for the month of June and, in some cases, maybe not for the month of September.



It is not the responsibility of our office to help you with the CAF, so please be sure you will be able to take care of it by yourself before starting the application.

LIFE IN MONTPELLIER / VIVRE À MONTPELLIER

→ Tam (<https://www.montpelyeah.com/pratique/tramway/tarif-bus-montpellier>)

Tam is the name of the public transportation company in Montpellier.

The pass for people under 26 years old is 30€/month (instead of 55€/month). It allows you to take all the trams and buses at any time. You need to reload your card every month at any tram station or at the TAM Office (in front of the train station Saint-Roch).

To subscribe to a pass, you need to go to the Tam Office with:

- your passport;
- 5€ for the card and 30€ to pay the first month.

It is also possible to pay 196€/year, if you are a full year student. However, be careful that you will have to pay for an entire year, so if you are not in Montpellier for both semesters, this rate is not recommended.

If you do not plan to take the tram very often, you can only buy tickets (1.60€) or cards for 10 rides (10€). You can buy them directly at any Tram station.

As of Saturday, September 5, 2020, residents of Montpellier and its surroundings will be able to travel free of charge every weekend on the buses and trams of the TaM network.

https://www.tam-voyages.com/presentation/?rub_code=72

<https://www.montpellier3m.fr/gratuitedestransports>

→ Office du Tourisme

You can find there any information regarding the city of Montpellier and the area: what to see, what to do... they have maps and good info.

30 Allée Jean de Lattre de Tassigny

34000 Montpellier

04 67 60 60 60

From Monday to Saturday: 9:30 am to 6:00 pm (10 am on Thursdays)

On Sundays: 10:00 am to 5:00 pm

<http://www.ot-montpellier.fr/>

→ Associations

There are many associations in Montpellier in sports, arts, community and environment, among others. They organize a *Fête des Associations* on one of the first Sunday in September in the Antigone district. Do go, it is worth it and may give you many contacts!

<http://assos.montpellier.fr/2898-annuaire-des-associations.htm>

There are also many student associations on campus. You can find more information at the Maison des Etudiants:

<https://www.univ-montp3.fr/fr/maison-des-%C3%A9tudiants>

→ The Beach

To reach the beach, you need to go to the train station Saint-Roch (Tramway 1 or 2). At the station, take tramway 3 to *Pérols Etang de l'Or* (be careful, they do not all go there).

Then, at *Etang de l'Or*, a bus will take you to the beach. The ticket is the same on the tram and on the bus. There are buses every 5 or 10 minutes during the summer.

It will take you about 45 minutes to reach the beach.

You can also go by bike, information is available at the Tourist Office.

→ Grocery Stores

Several grocery stores are available downtown or near the university.

- Carrefour City: 5 minutes from the university, this Carrefour is very useful when you live in Vert-Bois or Triolet: when you are in front of the LCL bank, turn left (right is to go to the tram), and continue straight for 5 minutes. The Carrefour will be just in front of you at the next crossroad;
- A Carrefour Market, bigger and cheaper than the Carrefour City is available in the same street. When in front of the Carrefour City, turn left on *Avenue de la Justice de Castelnau* and walk for about 15 minutes straight;
- On the *Place de la Comédie*, you have a Monoprix. It is very expensive, but very convenient when downtown;
- 10 minutes from the *Comédie*, you have another Carrefour City, *Place Alexandre Laissac*. From the *Comédie*, walk down the *Boulevard Hugo* and cross the Laissac esplanade.
- For a big supermarket, go to the terminus of Tramway 1 Odysseum. At the very last station, you have a big mall and a big supermarket: *Géant Casino*.

→ Malls

- Downtown, you have the mall *Le Polygone*, which you can reach from the *Place de la Comédie*.
- In Odysseum, you have a big mall, on the terminus of Tramway 1, direction Odysseum.

You can find there many shops and an Ikea, if you need furniture. You can find a Decathlon, where you can buy sportswear and all kind of materials.

→ Movie Theaters

There are several Movie theaters in Montpellier. Most of them are around *La Place de la Comédie* (tram 1 to Odysseum, station: *Comédie*), otherwise there is a multiplex at Odysseum.

- *Gaumont Comédie* on the *Place de la Comédie*;
- *Le Diagonal Cinéma*, behind the Monoprix, rue de Verdun. They have a good selection of movies in original versions <http://cinediagonal.com/FR/43/horaires-cinema-diagonal-montpellier.html>
- *L'Utopia*, near the university, on the right side of the LCL Bank, on avenue du Docteur Pezet. This theater is very cheap and sometimes projects some old movies. They have a good selection of movies in original versions. <http://www.cinemas-utopia.org/montpellier/>
- *Gaumont Multiplexe*, at Odysseum.

→ Post Offices

The easiest one to access:

- From the *Cité U. Triolet*: turn right when leaving Triolet, at the roundabout, continue on the left side and on Joseph Anglada street. Walk 5 minutes and turn left on rue Adrien Proby, the post Office is just there;
- Downtown, you have a post Office on the *Place de la Comédie* (after the Independence Burger);
- Next to the *Place Albert 1er*, from the tram station, take the street with the plane trees, *avenue Bouisson Bertrand*. The post Office is on this street;
- Downtown, you have a post Office on the *place des Arceaux* (the square under Romanesque arches below the Peyrou garden);
- In the *quartier des Beaux-Arts* (next to the Corum), you have a post Office *rue de la Cavalerie*.

→ Rental bikes

Vélomagg self-service bike rental allows you to rent a bike up to 24 hours a day, 7 days a week.

The Vélomagg self-service service is accessible from 57 automatic bike rental stations that provide "intelligent" bikes equipped with an electronic box. Thanks to this system, you can use the Vélomagg service very simply with the [MTicket](http://www.tam-voyages.com/presentation/?rub_code=1&thm_id=24&gpl_id=&part_id=) application. (http://www.tam-voyages.com/presentation/?rub_code=1&thm_id=24&gpl_id=&part_id=).

TRAVELS & MISCELLANEOUS / VOYAGES & DIVERS

→ Cell phone

The French operators are:

- Orange (at the Polygone or rue de la Loge)
- SFR (at the Polygone or rue de la Loge or at Odysseum),
- Free (just before the entrance of the Polygone)
- Bouygues (at the Polygone or rue de la Loge or at Odysseum).

You can buy a cell phone and/or a SIM card at any of these places and also at The Phone House (just before the entrance of the Polygone or of the Odysseum), which may be the easiest.

You can buy any kind of cell phone from any French operator (except Free) or use any SIM card from any French operator. However, we recommend that you take a prepaid cell phone (SIM card) instead of a plan, just because it will be easier for you to pay as you go instead of rescinding your contract at the end of your stay. For the prepaid cell, it will cost about 35€ to buy the phone. Then, you buy a prepaid rate in any *Bureau de tabac*, it goes from 5€ to 50€ (a number and a code are given.)



Please, give us your cell phone number, mailing address and room number (*Cité U.*) as soon as possible and upon any change.

→ ID photos

You will need to provide several photos (*Cité U.*, our office, the Bank...etc.) You need to find a *photomaton*. There is one inside the University, in the university library. You can also go to *Copie Conforme* (1444 route de Mende). To go there from the main entrance of Paul-Valéry, you need to follow the Route de Mende on the left side of the university and when you arrive to the roundabout, it is on your right, where you have several shops. *Copie Conforme* is not the first photocopy shop, but the second one, behind the other shops. Ask for *photos d'identité*. There is also another photocopy shop at the entrance of the University (on the right when you arrive on campus).

→ Photocopies

You have many places where you can make photocopies. Near the university, the cheapest place is *Copie Lettres* (in front of the University) at 142 Avenue du Val de Montferrand, 34090 Montpellier.

To make photocopies on any photocopier on campus, you can use your IZLY student card (approximately 0.6€ euros for 1 copy). The easiest is inside the university library.

→ Travel

Schengen Area:

Most of the European countries are part of the Schengen area:

[Austria](#), [Belgium](#), [Czech Republic](#), [Denmark](#), [Estonia](#), [Finland](#), [France](#), [Germany](#), [Greece](#), [Hungary](#), [Iceland](#), [Italy](#), [Latvia](#), [Lithuania](#), [Liechtenstein](#), [Luxembourg](#), [Malta](#), [Netherlands](#), [Norway](#), [Poland](#), [Portugal](#), [Slovakia](#), [Slovenia](#), [Spain](#), [Sweden](#), [Switzerland](#)

It means that your passport and visa will not necessarily be checked at the borders.

However, other countries of the European Union or close to Europe, such as the United Kingdom, Switzerland or Northern Africa, are not part of the Schengen area.

To travel to these countries, your passport and visa will be checked. **If you are required to do the OFII procedure online to obtain your visa but did not do it, it is possible that you will not be able to go to these countries or come back from these countries.**

→ Embassies and Consulates

During your stay, if you lose your passport or if you have any judiciary issues or other matters regarding your citizenship (elections for instance), please contact the embassy or consulate of your home country.

Consulat des Etats-Unis 12 Boulevard Paul Peytral 13006 Marseille 01 43 12 48 85	Ambassade d'Australie 4, rue Jean Rey 75724 Paris Cedex 15 01 40 59 33 00	Ambassade d'Inde 15 rue Alfred Dehodencq 75016 Paris 01 40 50 70 70	Ambassade d'Afrique du sud à Paris 59 Quai d'Orsay 75343 Paris Cedex 7 01 53 59 24 10
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Ambassade des Etats-Unis 2 Avenue Gabriel 75008 Paris 01 43 12 22 22	Ambassade du Canada 130, rue du Faubourg Saint-Honoré 75008 Paris 01 44 43 29 02	Consulats du Canada présents à Lyon, Nice et Toulouse.
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→ Emergency Numbers

You are witnessing an emergency situation on Paul-Valéry campus, you have to:

- Dial 04 67 14 23 67 between 7:00 am et 8:00 pm
- Dial 04 67 14 24 75 after 8:00 pm.

You can also:

- Dial 15 (Ambulances), 11, 18 (Firefighters), 112 (Emergencies) or 17 (police).

Nom	Téléphone
European emergency number	112
firefighters	18
Urgences Médicales / SAMU	15
Police	17
Poison control center	04 91 75 25 25 ou 04 61 49 33 33 ou 15
SOS Médecins	04 67 72 22 15
On-call pharmacy (open on Sundays and holidays)	32 37

Medical contacts

Where should I go for a doctor?

You can go to any *médecin généraliste* (GP) in town. You can find below some addresses, but the list is not exhaustive. You can also find a doctor by yourself if you want to. Be careful that appointments have to be made with some doctors, and sometimes there are just walk-in hours.

Docteur Bruno Dubois De Vogel, 04 67 63 55 44. Bâtiment B Square Boutonnet, 372 route de Mende – 34090 Montpellier. Closed on week-ends.

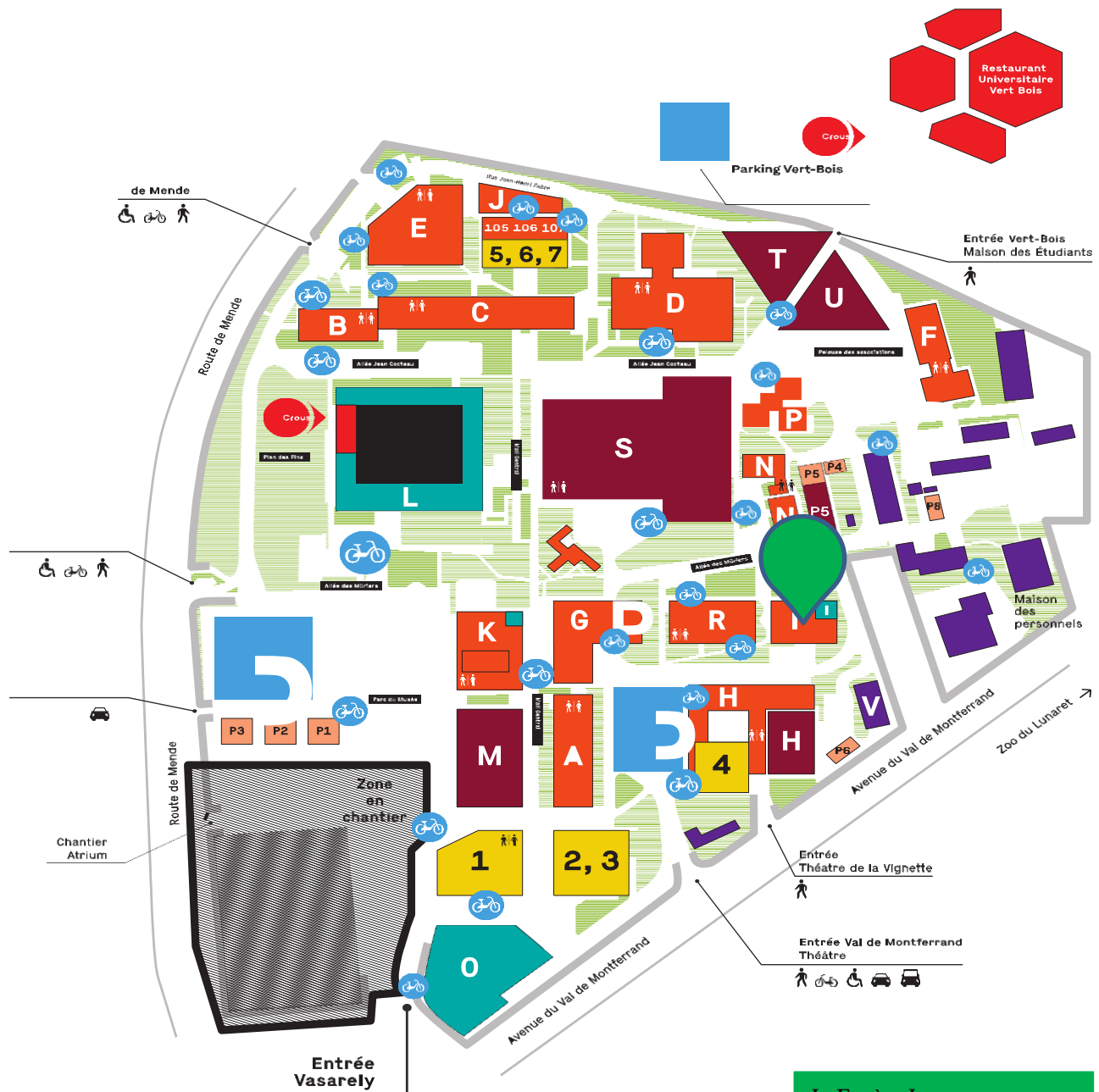
Docteur Margaret Dubois, 04 67 79 02 82, 25 avenue Saint Lazare – escalier C, 1er étage – 34000 Montpellier. This doctor speaks English. Closed on week-ends.

Docteur Christophe Prunaret, 04 67 54 17 71, 12 rue du Faubourg Boutonnet (no appointment needed, closed on Thursdays, Saturdays and Sundays).

You can also find a doctor a hospital or *clinique* with this link: <http://ameli-direct.ameli.fr/>

Nom de la structure	Spécialité	Adresse	Téléphone
CHU DE MONTPELLIER Centre Hospitalier Universitaire			
Hôpital Lapeyronie	Gynécologie Cardiologie Pédiatrie Psychiatrie Tête et cou S.O.S Mains replantation	291, av. du Doyen Gaston Giraud - 34000 Montpellier Tram 1 Arrêt Lapeyronie	N° d'urgences
CHRU Arnaud de Villeneuve	Gynécologie	371, av. du Doyen Gaston Giraud - 34295 Montpellier Cedex 5 Tram 1 Arrêt Lapeyronie	04 67 33 67 33
	Dentaire		Dentiste de garde: 04 67 73 95 76
Hôpital Saint-Eloi	SIDA, Hépatites, IST, Dépistage anonyme et gratuit	80 av. Augustin Fliche - 34 295 Montpellier Cedex	04 67 33 69 50
Hôpitaux et cliniques disposant d'un service d'urgences 24 / 7			
Hôpital Lapeyronie	Urgences médico-chirurgicales		04 67 33 81 67
	Urgences Psy		04 67 33 22 93
	Prise en charge de la brûlure en urgence		04 67 33 82 25
Hôpital Gui de Chauliac 80 av. Augustin Fliche	Urgences « tête et cou »		04 67 33 77 90
	Urgences ophtalmo		04 67 33 79 26
Clinique du Millénaire		Boulevard Pénélope - 34960 Montpellier Cedex 02 Tramway Ligne 1 Arrêt Place de France	04 99 53 63 73
Clinique Saint Roch		43 Rue du Faubourg Saint-Jaumes - 34000 Montpellier	04 67 61 88 00
Urgences lundi-vendredi 20h-00h / samedi 12h-00h / dimanche et jours fériés 08h-00h			
Maison médicale de garde	Prise en charge plus rapide pour les soins courants. Elle accueille tous les soirs de la semaine et les week-ends les patients ne relevant pas d'une prise en charge hospitalière.	2 rue des tourterelles - 34090 Montpellier Tram ligne 2 Arrêt Aiguelongue	09 66 95 55 17
Autres cliniques et maison médicale			
Clinique Clémentville	Cancérologie Maternité Douleur chirurgie	25 rue de Clémentville - 34070 Montpellier	0826 88 88 84 Pour prendre rendez-vous
Clinique du Millénaire	Imagerie médicale (radio, IRM, scanner, échographie...)	Boulevard Pénélope - 34960 MONTPELLIER Cedex 02 Tramway Ligne 1 Arrêt Place de France Horaires : Semaine: 8h-19h / Samedi: 8h-12h Urgences 24h / 24h	04 99 53 61 61
Planning Familial	Contraception – test de grossesse – suivi gynécologique – dépistage du VIH et des Infections sexuellement transmissibles. Les consultations médicales sont précédées d'une discussion collective sur les questions de sexualité.	48, Bd Rabelais - 34000 Montpellier	04 67 64 62 19
Maison Médicale Paul Valéry (à dix minutes à pied de l'UPVM)	Médecine générale Nutrition Dermatologie, Gynécologie Psychiatrie, Chirurgie dentaire	271 Allée Bon Accueil - 34090 Montpellier	04 67 52 02 76

MAP OF THE CAMPUS



I - Eugène Ionesco

- DRIF (Direction des Relations Internationales et de la Francophonie / IEFE)