

INFORMATION FOR INTERNATIONAL STUDENTS

2023-2024

PARIS CAMPUS

Contents

You have been admitted to Ecole Nationale Supérieure d'Arts et Métiers - Paris Campus as an exchange student or as a degree-seeking student.

Welcome!

We hope you will find in the following pages all the information for enjoying your stay on our Campus and in Paris.

What we are	page 3
-----------------------------	--------

Education	page 4
---------------------------	--------

Campus information	pages 5-7
------------------------------------	-----------

- How to reach us
- Contacts for international students
- Administrative information
- Online student resources
- On-site student services

French language	page 8
---------------------------------	--------

[Academic calendars 2023-2024](#)

Engineering degree program ("diplôme d'ingénieur") – GIM or GIE Classes	page 9
Engineering degree program ("diplôme d'ingénieur") – Final "Expertise" Year	page 10
Other degree programs	page 11

Public holidays	page 12
---------------------------------	---------

Grading system and methods of study	page 13
---	---------

Before you leave home	page 14
---------------------------------------	---------

- Prepare for your stay - useful websites
- Documents to bring with you
- Financial aid

Budget	page 15
------------------------	---------

Administrative requirements once in France	pages 16-18
--	-------------

- Registration at Arts et Métiers
- Insurances
- Residence permit

Your stay in France	pages 19-20
-------------------------------------	-------------

- Rhythm of life
- Public transport
- Accommodation
- Housing aid
- Catering
- Health
- Safety
- Opening a bank account
- Telephone-Internet
- Mail
- Student, sports and leisure activities
- Employment

If you have questions/need assistance	page 21
---	---------

What we are



A graduate school of engineering network of



8 Campuses of Research and Education



3 Specialised Research Institutes

Coordinated by one “Direction Générale” (Paris)

BACKGROUND

- 1780: founded by the Duke La Rochefoucauld Liancourt
- Between 1806 and 1997: creation of the 8 campuses
- Since 1990: an original and unique structure. The only French higher education institution operating as a network.
- 1999: founding member of ParisTech network

KEY FIGURES

- 6,200: Students – **1,600 on our Paris Campus**
- 400: Full-time faculty
- 600: Administrative and technical staff
- 15 laboratories and research teams
- 15 M€: Research and continuous training income
- 33,000: Alumni

TEACHING AND RESEARCH ACTIVITIES IN THREE MAIN AREAS

- Mechanics, materials, processes
- Fluids and energy systems
- Design, industrialization

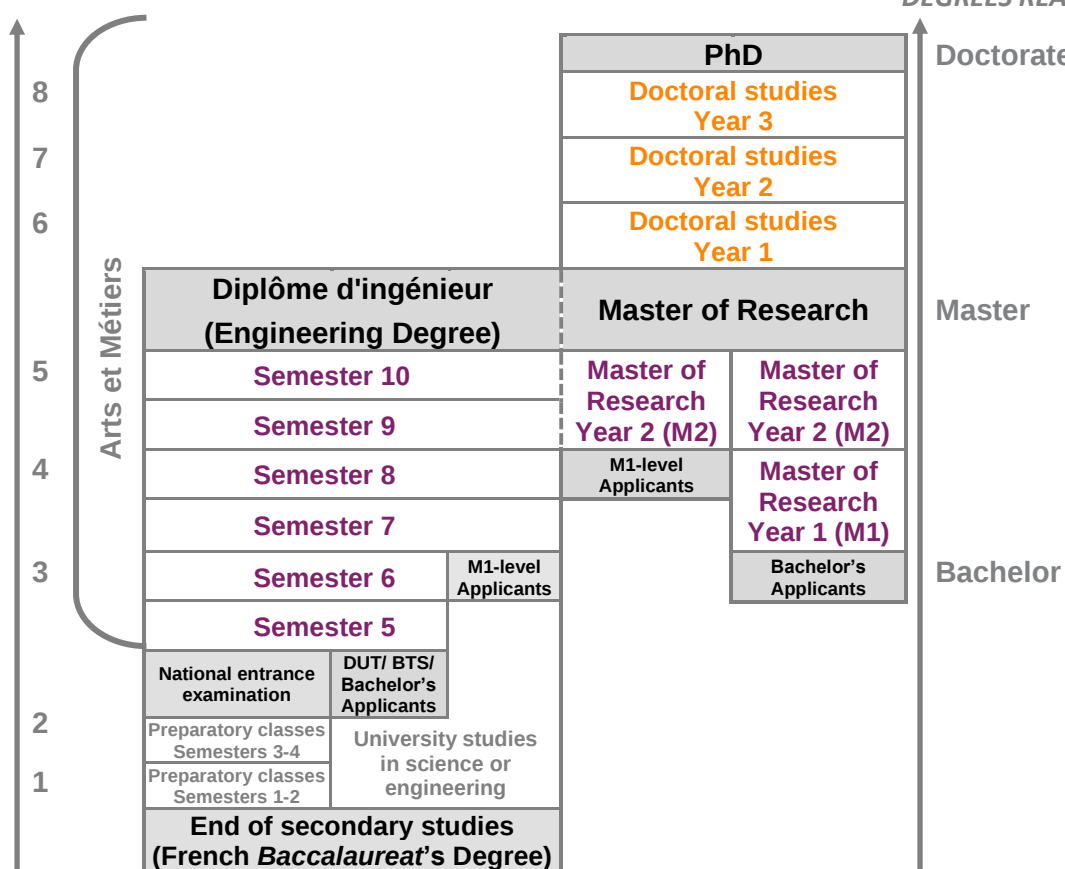
OUR GRADUATE AND POSTGRADUATE PROGRAMS

- **OUR MAIN PROGRAM: “Diplôme d'ingénieur Arts et Métiers”** (Engineering Degree - Master's Degree)
-- 1,000 graduates each year and more than 40 Double Degree Programs with European, North African, Latin-American and Chinese partner universities
- **2 Master of Research programs taught over 2 years (M1+M2)**, for Bachelor holders
-- **1 taught in English on our Paris Campus**
- About 20 **Master of Research programs taught over 1 year (M2)**, for students who have completed M1 courses
-- **10 taught on our Paris Campus (incl. 5 taught in English)**
- **15 Advanced Master programs (“Mastères spécialisés”)** = postgraduate vocational courses
-- **6 taught on our Paris Campus**
- **PhD studies**

Education

YEARS IN HIGHER EDUCATION

DEGREES REACHED



Campus information

(All costs are only indicative)

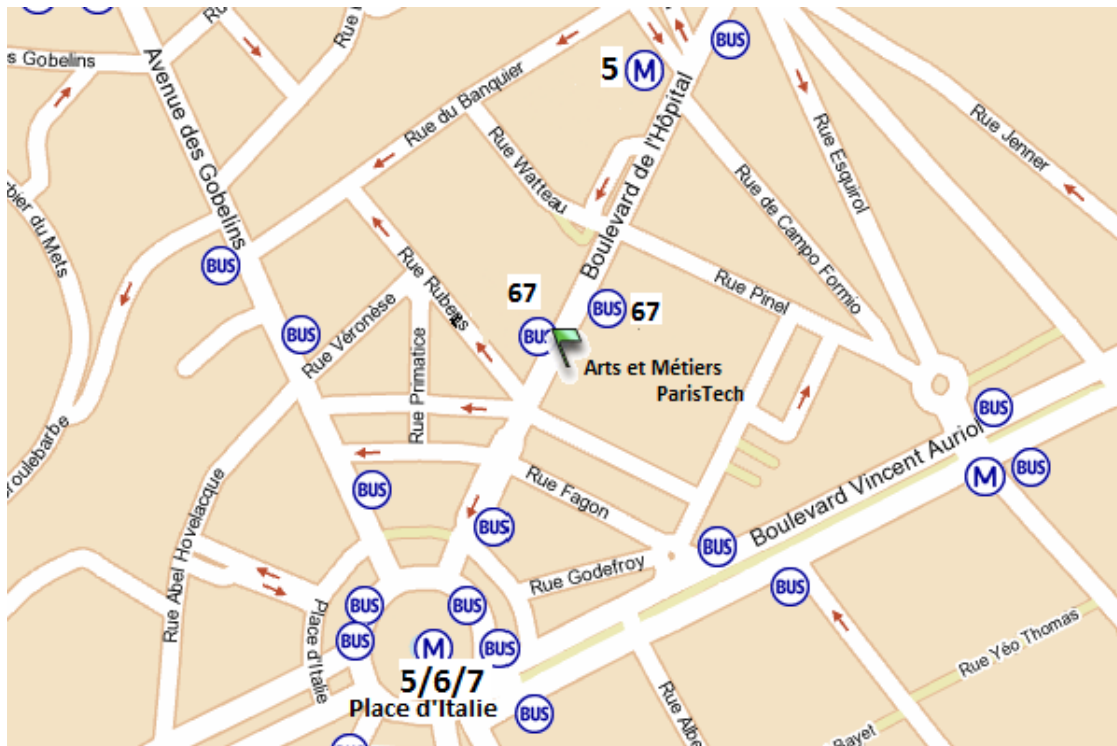
■ How to reach us

Visiting address:

Ecole Nationale Supérieure d'Arts et Métiers - 155 bd de l'Hôpital - 75013 Paris, France

Nearest subway stations: "Place d'Italie" (M lines **5** **6** **7**) – "Campo Formio" (M line **5**)

Bus lines: **67** (stop: "Rubens – Ecole des Arts et Métiers") – this line can take you to the Arts et Métiers students' hall of residence.



<https://www.google.com/maps/dir/155+Boulevard+de+l'H%C3%B4pital,+Paris/155+Boulevard+de+l'H%C3%B4pital,+Paris/@48.8333363,2.354448,16.75z/data=!4m14!4m13!1m5!1m1!1s0x47e6718c55efbd5b:0x504b41246f013828!2m2!1d2.3571381!2d48.8332147!1m5!1m1!1s0x47e6718c55efbd5b:0x504b41246f013828!2m2!1d2.3571381!2d48.8332147!3e3>

A bus/ subway ticket: ~ €2.10 or a 10-trip pass: ~ €16.90 (on sale at any RATP desk)
Student annual pass: ~ €30 per month

Further information: www.ratp.fr/en/
www.ratp.fr/en/titres-et-tarifs

■ Contacts for international students

Postal address:
Ecole Nationale Supérieure d'Arts et Métiers - 151 bd de l'Hôpital - 75013 Paris, France

“Scolarité”

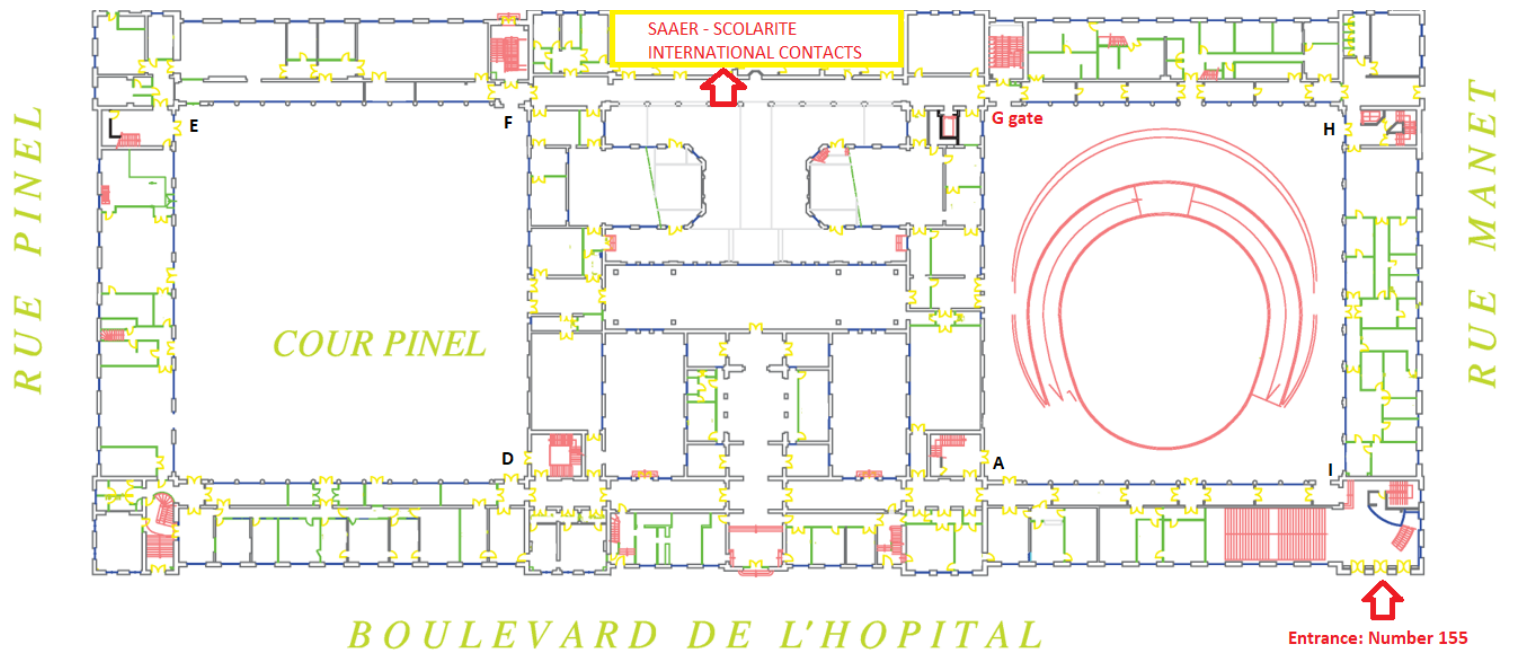
This office is in charge of all academic matters (registrations, courses, schedules, exams, official documents...).

For any academic or practical information:

Go to “Scolarité” and ask for:

- Ms **Delphine Luchez**, International Student Exchanges (**contact for registration of incomings**)
Phone: 33 (0)1 44 24 61 39 delphine.luchez@ensam.eu
- Mr **Jérémie Cazaubon**, Head of International Relations
Phone: 33 (0)1 44 24 61 97 jeremie.cazaubon@ensam.eu

They will either answer your query or direct you to the proper person or source of information.



■ Administrative information

You will receive relevant information, by e-mail a few weeks before the introduction meeting and during this meeting (see calendars pages 9-11).

■ Online student resources

During the registration process, you will receive codes to log in, along with a student e-mail address.

LISE: lise.ensam.eu

Your student portal, active from your application to your graduation, containing all your academic information (personal data, registration certificates, grades, schedules, jury decisions...), which has to be used for procedures such as registration, absences, internships, choice of final year specialization (if applicable) ...

ETRE: etre.ensam.eu

Intranet (official information and documents for students and staff)

SAVOIR: savoir.ensam.eu

Educational platform (courses support material, interactions with professors and fellow students...)

TEAMS-MICROSOFT OFFICE 365 and other software: etre.ensam.eu (section: "*ressources informatiques*")

CAREER CENTER: ensam.jobteaser.com

Internship or job offers, business information...

INSIDE: etre.ensam.eu

Internal newsletter

SOCIAL NETWORKS

Arts et Métiers - ENSAM is on: Facebook / Twitter / Instagram / YouTube / linkedIn
and on YAMMER.com (internal social network)

Download the « Arts et Métiers » app (Apple or Android) to get direct access to these resources

■ On-site student services

Restaurants

There is a lunchroom on the campus (Gate F, basement) with microwave ovens and vending machines.

The nearest CROUS canteen is a take-away: Cafeteria René Cassin - 17 rue Saint Hippolyte - 75013 Paris

<https://fr.mappy.com/itineraire#/pieton/151%20Boulevard%20de%20l'H%C3%B4pital%2C%2075013%20Paris/17%20Rue%20Saint-Hippolyte%2C%2075013%20Paris/walk/4>

A meal will cost **€3.30** (you will have to load money onto your student card or phone through the IZLY system:

<https://www.etudiant.gouv.fr/fr/izly-votre-solution-de-paiement-sur-le-campus-1285>).

Other student restaurants in Paris: <https://www.crous-paris.fr/se-restaurer/ou-manger/>

Library and computer facilities

The Paris Campus has a library (called "*Centre de documentation*" or "*CDI*" or "*Bibliothèque*"): open Monday through Thursday from 9:15 am to 7:30 pm (5:00 pm on Fridays).

Computers in free access in the library.

Access to the catalogue and online books of the Paris Campus library and to those of the libraries of the other Campuses through: <https://artsetmetiers.fr/fr/bibliotheques>

Sports

Arts et Métiers students can have access to the sports facilities of the "*Cité Internationale Universitaire*" - CIUP:

www.ciup.fr/sports-slider/espaces-equipements-11898/

Full details to be given upon arrival.

Additional information

artsetmetiers.fr

French language

French is the language of instruction in the "*Diplôme d'ingénieur*" program.
Proficiency is required.

A few Master programs are taught in English.

■ Before leaving

To know where you can study French in your country, visit: www.fondation-alliancefr.org/?cat=6

Online courses to prepare for your stay in France (opening dates may vary – click on the text for details):

- **Vivre en France A1**
- **Vivre en France A2**
- **Vivre en France B1**
- **Etudier en France: B1-B2**
- **Le français pour l'université**
- **Parole de FLE (niveau B2)**
- **Travailler en France A2-B1**
- **Préparer et réussir le DELF B2 et le DALF C1**

Exchange students

To attend courses and to take exams under the best conditions, it is necessary to reach a level in French equivalent to B1 (i.e. "Independent Speaker – Threshold") in the Common European Framework of Reference for Languages (CEFR).

Double degree students ("*diplôme d'ingénieur*")

To be admitted you will have to show a **proof of French language test – B2 level**, including these competencies - "*compréhension écrite et orale, expression écrite et orale*", either:

- DELF B2 or DALF or TCF "5 compétences" or TEF "4 compétences"

You will have to bring the hard copy of your language proof to France.

If you cannot provide us with one of these tests during the admission process, you will have to pass the Arts et Métiers French evaluation and, once in France, you will have to pass the DELF B2 test before the end of your studies.

In order to graduate, attendance at the **French language classes** during the academic year is **compulsory**.

Other degree programs

Please contact your academic coordinator for further information.

■ In France

French language classes for foreign students during the academic year at Arts et Métiers.
You will register for this course after your arrival.

French language courses for foreign students at the "*Cité Internationale Universitaire*" - CIUP.
For information: <http://www.ciup.fr/en/access-en/learning-french-32749/>

Academic calendar 2023-2024

Engineering degree program PGE (“diplôme d’ingénieur”) “GIE” or “GIM” Classes

For students attending the **GIE*** or **GIM[#]** Classes
(2nd year of our Engineering program = level corresponding to 4th year of university studies = M1)

***GIE:** classes *in industrial and energy engineering*
#GIM: classes *in industrial and mechanical engineering*

FALL SEMESTER	
- Registration - Introduction meeting with French students - Classes begin	4 September 2023
Welcome session for international students	7 September 2023
All Saints' Vacation	28 October - 5 November 2023
Christmas Vacation	23 December 2023 - 7 January 2024
End of Fall Semester	12 January 2024 (Retake exams: 29 January - 02 February 2024)
No classes between 13 and 21 January 2024	
SPRING SEMESTER	
- Registration - Classes begin	22 January 2024
Winter Vacation	17 - 25 February 2024
Spring Vacation	13 - 21 April 2024
End of Spring Semester	24 May 2024 (Retake exams: 3 – 7 June 2024)

**For other programs ("n+i", Master...) the calendars are different.
Contact your academic coordinator.**

Academic calendar 2023-2024

Engineering degree program PGE ("*diplôme d'ingénieur*") Final "Expertise" Year

For students attending **Expertise Classes**
And/or carrying out a **Final Year Internship (SFE)**

(Final year of our Engineering program = level corresponding to 5th year of university studies = M2)

FALL SEMESTER	
- Introduction meeting with French students - Registration - Expertise classes begin	18 September 2024
All Saints' Vacation	28 October - 5 November 2023
Christmas Vacation	23 December 2023 - 7 January 2024
No classes between 13 and 21 January 2024	
End of Fall Semester	End of classes: 26 January 2024 Project work defence: 29 January- 01 February 2024 Retake exams: 02 February 2024
SPRING SEMESTER	
Final Year Internship begins (duration: 6 months)	05 February 2024
- Expertise classes begin - Registration	26 February 2024
Spring Vacation (<i>for students attending Expertise classes</i>)	13 - 21 April 2024
End of Spring Semester (<i>for students attending Expertise classes</i>)	End of classes: 14 June 2024 Project work defence: 17 - 20 June 2024 Retake exams: 21 June 2024

For other programs ("n+i", Master...) the calendars are different.
Contact your academic coordinator.

Academic calendar 2023-2024

Other degree programs

"n+i" program

Please contact your academic coordinator for further information.

Master program 2 years (Graduate) = Master M1 + M2

Please contact your academic coordinator for further information.

Master program 1 year (Graduate) = Master M2

Please contact your academic coordinator for further information.

Public Holidays 2023-2024

France has the following public holidays.
Government offices are closed as well as many businesses and shops.
Emergency and rescue services remain open.

There will be no classes on these days.

Assumption Day:	15 August 2023
All Saints' Day:	1 November 2023
Armistice Day (WWI):	11 November 2023
Christmas Day:	25 December 2023
New Year's Day:	1 January 2024
Easter Monday:	01 April 2024
Labor Day:	1 May 2024
Victory Day (WWII):	8 May 2024
Ascension Day:	9 May 2024
Whit Monday:	20 May 2024
National Holiday:	14 July 2024
Assumption Day:	15 August 2024

Grading system and methods of study

Each degree program has its own regulations, available on the Intranet **ETRE** or with your program coordinator.

■ Grading scale

Each course unit is evaluated on a scale from 0 to 20.

On this scale, the pass mark is 10 out of 20 for the Engineering Degree Program - PGE (for other programs: please refer to the regulations of your degree program available on ETRE).

■ Validation of units

Please refer to the regulations of your degree program (available on ETRE).

We apply the ECTS system:

1 full academic year	=	60 ECTS credits
1 semester	=	30 ECTS credits

■ Methods of study

A typical “*Grande École*” working day will mean you have courses from early in the morning until early evening, with only one afternoon free, from Monday to Friday.

In the Engineering Degree Program PGE, the pace may be quite different to the one you are accustomed to and it requires some time getting used to.

You must work regularly and you cannot wait until just before the examinations to revise. There will not be time.

Teaching methods include lectures (“CM”) and smaller group classes (called “TD” (tutorials) or “TP” (practical courses)). On-site lectures will probably make use of PowerPoint and a board the lecturer writes on, but there may be no notes to help you follow and this can be quite difficult at the beginning.

Internships and projects are also compulsory and take place in a company’s or in a laboratory’s premises. To find an internship, visit: **ensam.jobteaser.com**

Attendance to all the activities of the curriculum (classes, projects, internships, visits...) is compulsory.

■ Being a student with disability

Please get in touch with the “scolarité” office as soon as you arrive.

Before you leave home

(Information given for indicative purposes only)

■ Prepare for your stay - useful websites

The official website intended for international students in France: <https://www.campusfrance.org/en>
Especially: <https://www.campusfrance.org/en/organise-arrival-France>

■ Documents to bring with you

- **Valid piece of identity:** 1. For non-EU citizens: **passport AND student visa***
2. For EU citizens: **passport or identity card**

***Visa application (for non-EU citizens)**

Please visit:

<https://www.campusfrance.org/en/student-long-stay-visa>
<https://www.demarches.interieur.gouv.fr/particuliers/etudiant-etrange-france-visa-long-sejour-carte-sejour>
<https://france-visas.gouv.fr/>

AND

Contact the French Embassy or French Consulates in your country of residence
Contact details to be found at: <http://www.diplomatie.gouv.fr/en/>

Non-EU citizens holding a residence permit in another EU country must check if a visa is required.

- **Original full birth certificate translated in French and legalized** (for non-EU citizens).
Contact the French Embassy/Consulate in your country of birth to get a list of certified translators and information about legalization process (visit: <http://www.diplomatie.gouv.fr/en/>)
- **Proof of income** (bank statement, scholarship proof...), preferably translated in French and legalized, if you want to rent accommodation in the private sector
- **The originals of the documents you had to produce for the visa delivery** (for non-EU citizens)
- **Proof of medical evacuation / repatriation insurance** valid for the length of your stay (in English or French)
- **If your stay does not last more than 3 months: proof of personal medical insurance** valid for the length of your stay (in English or French)
- EU/EEA students: your **European health insurance card or equivalent**
- Students from Québec, Monaco, Andorra: **relevant social security form (SE...)**
- Others: **temporary health insurance** valid until you register under the French social security scheme (see page 17 for details)
- **Several passport-type photos of yourself**
- At least **€200 in cash** for immediate expenses
- An **international credit card or traveller checks**
- For registration at Arts et Métiers: see details on page 16

■ Entry in France <https://www.campusfrance.org/en/travel-to-france-information-for-international-students-and-researchers>

■ Financial aid

Finding financial support is your own responsibility; these are only a few examples.
It is recommended to apply early before departure.

- You may ask for a **scholarship for studies abroad from your own government**: contact the Institution in charge of scholarships in your country.
- If there is an **Erasmus exchange** agreement between your university and Arts et Métiers, you may be eligible to an Erasmus funding - contact the International Office from your department or university.
- If you come in the framework of the **ARFITEC and BRAFITEC programs**, you may be eligible to a funding - contact the International Office from your department or university.
- You may apply to a **French Government Scholarship** (through the Cultural Services of the French Embassy/Consulates in your country - contact details: <http://www.diplomatie.gouv.fr/en/>) well before your departure. It is most complicated to apply to French public scholarships once you are in France.
- You may use Campus France's grant search engine:
<https://www.campusfrance.org/en/bursaries-foreign-students>

Budget

(All costs are only indicative)

Life is more expensive in Paris than in the Regions.
Carefully plan your budget for each academic year in order to avoid financial difficulties and study serenely.

■ Tuition fees in 2023-2024 (for non-exchange degree-seeking students)

- | | |
|---|---|
| - "Master" (Master Degree): | Please visit: https://artsetmetiers.fr/en/tuition-fees |
| - "Diplôme ingénieur" (Engineering Degree): | Please visit: https://artsetmetiers.fr/en/tuition-fees |
| - Other degree programs: | Please contact the coordinator |

■ Estimated minimum living expenses for a single person during the 1st month

- | | |
|--|---|
| - Tax for student life and for campus (CVEC) (if applicable): | €100 |
| - Stay tax (non-EU students holding a VLS-TS visa): | €50 |
| - Compulsory third-party liability insurance: | ~ €30 |
| - "Mutuelle étudiante" additional health coverage: | from ~ €10 to ~ €50 per month |
| - Housing-related expenses (rent, electricity...): | ~ €450 - ~ €1000 per month
+ Deposit (1 or 2 months' rent)
and administrative fees |
| - Housing insurance: | ~ €60 |
| - Banking expenses: | ~ €8 |
| - Telephone/Internet: | ~ €30 - ~ €50 per month |
| - Food expenses (including meals at student restaurants "RU"): | ~ €400 per month |
| - Student transportation pass (annual subscription): | ~ €30 per month |
| - Miscellaneous (books, laundry...): | ~ €240 |
| - Social / Leisure: | personal preference |

TOTAL 1st month: from ~ €2100 to ~ €3200

■ Estimated minimum living expenses for a single person for every additional month

- | | |
|---|--------------------------------------|
| - "Mutuelle étudiante" additional health coverage: | from ~ €10 to ~ €50 per month |
| - Housing-related expenses (rent, electricity...): | ~ €450 - ~ €1000 per month |
| - Banking expenses: | ~ €8 |
| - Telephone/Internet: | ~ €30 - ~ €50 per month |
| - Food expenses (including meals at student restaurant "RU"): | ~ €400 per month |
| - Student transportation pass (annual subscription): | ~ €30 per month |
| - Miscellaneous (books, laundry...): | ~ €120 per month |
| - Social / Leisure: | personal preference |

TOTAL additional month: from ~ €1100 to ~ €1700

■ A few prices

- Bread (la baguette): around €1
- One litre milk: around €0.90
- A cup of coffee: between €2 and €5
- One sandwich: between €5 and €10
- A bus/metro ticket in Paris: €2.10. You can buy a monthly ticket.
- A menu at a restaurant: at least €10
- A paperback book: between €5 and €15
- A cinema ticket: around €10 (student discount)

Please note that your student card, you can have student discount for cinema, concerts, theatre, exhibitions, museums, sports, transport...

Administrative requirements once in France

(Information given for indicative purposes only)

■ Registration at Arts et Métiers

Documents to prepare for your mandatory online registration (you will receive full instructions by e-mail a few weeks before the beginning of classes):

- A copy of your **passport and visa**
- A copy of your **residence permit** or "**décision favorable**" (for extra-Europeans already living in France)
- A **proof of third-party liability insurance** (see below for details)
- Bank account details ("RIB") – can be provided later (see page 20 for details)
- **Bank card** for payment of compulsory tuition fees and student tax
- For Engineering double degree students: **hard copy of language test proof** (DELF/ TCF/ TEF)

1. Tuition fees for 2023-2024:

- "Master" (Master Degree M1/M2): <https://artsetmetiers.fr/en/tuition-fees>
- "Diplôme ingénieur" (Engineering Degree): <https://artsetmetiers.fr/en/tuition-fees>
- Other degree programs: **Please contact the program coordinator**

No tuition fees in the Engineering degree and Master programs for double degree* and exchange students from Erasmus and other partner universities.

***Tuition fees may be charged for certain double degree Masters – please check with your home coordinator prior to departure.**

2. Tax for student life and for campus (CVEC): €100

<https://www.campusfrance.org/en/10-things-you-need-to-know-about-the-student-and-campus-life-contribution-cvec>

Applicable to all degree-seeking students

No CVEC tax for non-degree-seeking exchange students

When registering, you will get:

- A **student card** ("carte d'étudiant"), which grants you access to the CROUS activities (institution in charge of the social services for students such as restaurants, housing...) and various discounts on cinema, public libraries, concerts, public transport...
- **Access codes to School's computers and online resources** and a **student e-mail address**.

■ Third-party liability insurance ("**assurance responsabilité civile**")

It is compulsory in order to register at Arts et Métiers.

You must take out **third-party/civil liability insurance - "assurance responsabilité civile"** (it covers accidents caused by the policyholder to other people or their belongings) either through:

- a "**Mutuelle étudiante**" (student insurance plan) (ex: <https://www.smeno.com/assurances/pack-assurances.html> or <https://heyme.care/en/foreign-student> or <https://smerra.fr/4-assurances/10-assurance-vie-etudiante>)
- an insurance company
- your bank.
- ✓ It is often included into your **housing insurance plan ("assurance habitation")**, if you have one.
- ✓ It will be included into your "**complémentaire santé**" (student additional medical coverage plan – see below), if you take out one. Ask for a proof ("**attestation responsabilité civile**") to your provider.

It costs about €30 per year.

You must have this insurance ready the day you register at Arts et Métiers.

■ Health insurance - **SHORT STAY (visa without residence permit needed)**

You must **take out a personal medical insurance**, whether in your country (bring a voucher with you, translated in English or French) or in France, **valid for the length of your stay**.

FOR EXAMPLES OF INSURANCE PLANS:

<https://www.lmde.fr/mutuelle-sante/je-viens-etudier-en-france/couverture-etudiant-etranger>

<https://heyme.care/en/foreign-student>

<https://www.assistance-etudiants.com/fr/assurance-etudiant-etranger-en-france/abc/>

<https://www.chapkadirect.fr/index.php?action=produit&id=833>

■ Health insurance - LONG STAY

You will have to register for healthcare coverage under the French "*sécurité sociale*" scheme (Social Security system) on a dedicated website. It is free of charge.

- Except if you hold a **European Health Insurance Card (EHIC)** valid until the end of the academic year (31 August) – please check on the website below
- Special status: students from Quebec, Monaco, Andorra – please check on the website below

FOR FURTHER INFORMATION:

<https://www.campusfrance.org/en/registering-to-social-security>

FOR REGISTERING:

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

To register, bring a long copy of your birth certificate or a birth certificate showing your parents' information (or other document issued by a Consulate).
You will also have to open a French bank account.

IMPORTANT

The French "*sécurité sociale*" scheme will only cover you from your day of registration at Arts et Métiers onwards.

Therefore, you must take out a personal private insurance plan, either from your country or in France, covering you from your day of arrival in France until your day of registration.

FOR EXAMPLES OF INSURANCE PLANS:

<https://www.lmde.fr/mutuelle-sante/je-viens-etudier-en-france/couverture-etudiant-etranger>

<https://heyeme.care/en/foreign-student>

<https://www.assistance-etudiants.com/fr/assurance-etudiant-etranger-en-france/abc/>

■ Highly recommended additional medical coverage = "*Complémentaire santé*"

Additional coverage is not compulsory but it highly improves the rate of reimbursement of medical expenses.

The French Social Security system reimburses about 60-70% of expenses related to an illness, on average, and even less for hospital, optical and dental treatments.

The "*complémentaire santé*" plan will make up for all or part of the expenses not covered by the Social Security plan.

You can sign up with a "*mutuelle*" insurance company. Certain companies are dedicated to students (called "*mutuelles étudiantes*").

If you sign up with one of the "*mutuelles étudiantes*", it costs approximatively **€120 to €500 per year**, depending on the type and amount of medical expenses covered.

FOR EXAMPLES OF "*MUTUELLES ETUDIANTES*" INSURANCE PLANS:

<https://www.lmde.fr/mutuelle-sante/international/i-come-to-study-in-france>

<https://heyeme.care/en/foreign-student>

<https://smerra.fr/4-assurances/52-pack-en-france>

<https://www.smeno.com/mutuelles.html>

■ Repatriation insurance

We highly recommend you take out insurance including medical repatriation and repatriation of remains.

■ Residence permit

1. Combined extended-stay study visa and residence permit ("*visa long séjour valant titre de séjour*" = VLS-TS)

This visa is designed for **non-EU students** who will study in a public or private institution of higher education in France for more than 3 months. The visa also serves as a residence permit.

You must validate your visa through an online procedure **as soon as possible within the 3 months of your arrival in France**.

Further details are to be found at:

<https://www.campusfrance.org/en/how-to-validate-your-long-stay-visa-visa-long-sejour-upon-your-arrival-in-france>

<https://www.service-public.fr/particuliers/vosdroits/F2231>

It is also recommended to make a **preventive medical check-up within the 4 months of your arrival**.

Make an appointment on this website (choose the "*médecin préventif*" option in the section "*spécialité*"):

<https://u-paris.fr/service-sante/etudiants-internationaux/>

2. Other types of visas

Check your legal obligations at: <https://www.service-public.fr/particuliers/vosdroits/N110>

3. If you spend more than a year at Arts et Métiers

At the end of your 1st year of studies in France you must **request online a new residence permit at least 3 months before your residence permit equivalent visa (VLS-TS) expires (4 months before, if you live in Paris)**.

PROCEDURE:

Submitting an online application for a residence permit - CAMPUSFRANCE tutorial

<https://access.ciup.fr/en/renewal-of-student-residence-permit/>

IF YOU NEED ADVICE OR IF YOU CANNOT APPLY ONLINE:

If you live in the "*Cité Internationale Universitaire*" (CIUP) or in Paris:

Go to the "Acc&ss Paris Centre" in the central buildings of CIUP for assistance

Or visit:

<https://www.prefecturedepolice.interieur.gouv.fr/demarches/les-etudiants-etrangeurs>

<https://pprdv.interieur.gouv.fr/booking/create/975>

If you live in the Ile de France Region, please contact your "*Préfecture*":

Préfecture de l'Essonne (Évry - 91)

Préfecture des Hauts-de-Seine (Nanterre - 92)

Préfecture de la Seine et Marne (Melun - 77)

Préfecture de la Seine-Saint-Denis (Bobigny - 93)

Préfecture du Val de Marne (Créteil - 94)

Préfecture du Val d'Oise (Cergy-Pontoise - 95)

Préfecture des Yvelines (Versailles - 78)

It is recommended to keep all the documents pertaining to your studies, your housing and your financial means (all your bank statements).

4. If you plan to work in France after your studies

See: <https://www.campusfrance.org/en/carte-sejour-recherche-emploi-creation-entreprise>

Your stay in France

(Information given for indicative purposes only)

■ Rhythm of life

French people do most of their shopping in supermarkets, usually open from 9.00 am to 8.00 pm, from Monday to Saturday. Specialty shops are open from 9.00 am (even 7.00 am for the bakeries) to 7.00 pm every day, except on Sundays (often closed a part of the afternoon).

Offices are usually closed on Saturdays and Sundays.

Many shops and historical monuments are closed on Mondays.

Museums are generally closed on Mondays or Tuesdays.

Banks are open from 9.00 am to 5.00 pm, from Monday to Friday. Some of them are open on Saturdays.

Meal times: breakfast (7.00 to 9.00 am), lunch (12.00 to 2.00 pm), dinner (7.00 to 10.00 pm).

■ Public transport

In Paris:

www.ratp.fr/en

In the Ile de France Region:

www.transilien.com/?siteLanguage=en

In France (train lines):

<https://www.sncf.com/en>

In France (bus lines):

<https://www.comparabus.com/fr/compagnie-de-bus>

■ Accommodation

We cannot guarantee any accommodation.

Please refer to our PDF "logement-accommodation" for full information.

You must have received your admission letter in order to start the booking process.

■ Housing aid

Foreign students may have access to State **housing aid** (called "APL") granted by the "**Caisse Primaire d'Allocations Familiales**" (CAF), provided they are European citizens or hold a valid residence permit or a "visa de long séjour valant titre de séjour" (VLS-TS visa/residence permit) and stay for more than 3 months.

You must apply on-line: <https://www.caf.fr/> (tutorials: <https://www.youtube.com/watch?v=9XrWI9D93h8> or <https://help.livin-france.com/en/knowledge/what-is-the-caf-process-step-by-step>)

■ Catering

You can have access to student restaurants operated by the CROUS (called "RU" = "Restaurant Universitaire").

A meal will cost **€3.30** (payment through the IZLY system: <https://www.izly.fr/>).

Student restaurants and cafeterias in Paris: <https://www.crous-paris.fr/se-restaurer/ou-manger/>

■ Health

Presentation of the French health system:

<https://www.campusfrance.org/en/healthcare-student-social-security>

<https://www.ameli.fr/assure/droits-demarches/etudes-emploi-retraite/etudiant/student-your-medical-expenditure-coverage>

Health insurances: see pages 16-17

Student medical center where you can meet doctors, dentists, psychologists through on-line appointment:

All details at: <https://u-paris.fr/siumpps/> (bottom of the page: "PRENDRE RENDEZ-VOUS")

EVA service ("*Ecoute, Veille et Accompagnement*"): free and confidential psychological counselling

E-mail: eva-psy.heuyer@fsef.net / Phone: 01 45 83 89 15

Please note that the students living at the CIUP can go to its Health Center (« Pôle Santé ») for medical and psychological support (online appointment through the residents' portal: <https://portail.ciup.fr/>)

■ Safety

The "Préfecture de Police" (Police Department of Paris) has produced a guide for international visitors:

<https://www.prefecturedepolice.interieur.gouv.fr/prevention/vous-etes/touristes>

It is advisable:

- To keep your passport (and visa/residence permit) in a safe place and keep photocopies separately.
- Not to carry around large amounts of cash. Rather use your bankcard.

For all emergencies, dial "112"

Free from any phone

An operator will redirect your call to the appropriate service (ambulance, police or fire service)

■ Opening a bank account

Before leaving, check whether your bank has a partnership with a French network, it could make things easier. If not, ask around the different banks close to your place of residence or to the School.

Required documents to open a bank account for non-residents (details here:

<https://www.youtube.com/watch?v=AdMgERlOnkl&feature=youtu.be>):

- Photocopy of your passport and, if applicable, visa/residence permit
- Proof of accommodation
- Proof of student status (student card or registration certificate).

Ask a debit card ("*carte bleue*" - cost: from ~€30 onwards, depending on the bank) and for a chequebook ("*chèque*" - most often free of charge). Cheques are in use to deal with administrative formalities in France.

For these formalities, you will also need "*Relevé d'Identité Bancaire = RIB*" (this is a document bearing the bank logo that gives your account details – to get from the agency or to download from your online banking portal).

■ Telephone - Internet

4 major networks in France: **Orange**, **SFR**, **Free** and **Bouygues**, offering a wide range of prices and services, with subscription ("*avec abonnement*") or without subscription ("*sans engagement*").

There are many other providers for mobile phones (to compare options: www.touslesforfaits.fr).

Pay-as-you-go ("*prépayé*") mobile phones can be bought in newsstands, post offices and supermarkets.

■ Mail

French postal services: <https://www.laposte.fr/>

■ Student, sports and leisure activities

Students' Union

The Arts et Métiers Students' Union (known as "UE") provides its members with a wide range of extra-curricular activities and services, including industrial contacts (career fairs), sports, charitable activities, entertainment...).

Location: Union des Elèves - 1, avenue Pierre Massé - 75014 Paris, France

Website: <https://ueam.org/>

Some members of the Union are dedicated to international activities, in a group called "R-Inter".

E-mail: rinter.ue@gadz.org

Sports - see page 7

Leisure

www.sortiraparis.com

www.parisinfo.com

Cinema: www.allocine.fr

■ Employment

<https://access.ciup.fr/en/accueil/student-job-or-workplacement-searches/>

<https://www.campusfrance.org/fr/travail-etudiant>

Additional information

www.etudiant.gouv.fr

If you have questions/need assistance

■ **Contacts on the Campus** - see page 6

■ **Contacts outside the Campus**

1. **Parisian public services dedicated to international students all year long**

❑ **"Acc&ss Paris Centre" at the "Cité Internationale"**

The mission of this reception desk is to help international students settling in the Paris region. The staff is qualified to offer assistance for all administrative formalities (healthcare, residence permit, housing aid...). They also provide students with job ads, French language courses, visits, meetings...

Address: CIUP - Maison internationale - 17 bd Jourdan - 75014 Paris

Transport: RER B / T3 stations: "Cité Universitaire"

Website: <https://www.ciup.fr/en/services/access/>

❑ **"Relais Social International" (social support) at the "Cité Internationale"**

Website: <https://www.ciup.fr/en/services/access/>

❑ **CROUS**

The CROUS is the institution in charge of the social services for students such as restaurants, housing...

Address: CROUS - Bâtiment Jean Sarrailh - 39 av. Georges Bernanos – 2nd floor - 75005 Paris

Transport: RER B "Port-Royal"

Website: <https://www.crous-paris.fr/etudes-internationales/>

2. **Paris Welcome Desk for international students**

• **From early September to end of October at the "Cité Internationale" (Autumn session)**

You will find representatives of various public services for all your formalities:

- CAF (housing aid)
- CPAM (healthcare)
- Pôle Emploi (work)

Address: CIUP - Maison internationale - 17 bd Jourdan - 75014 Paris

Transport: RER B / T3 stations: "Cité Universitaire"

Website: <https://access.ciup.fr/welcome-desk-paris/>

Additional information

Official website for all French public services:
www.service-public.fr