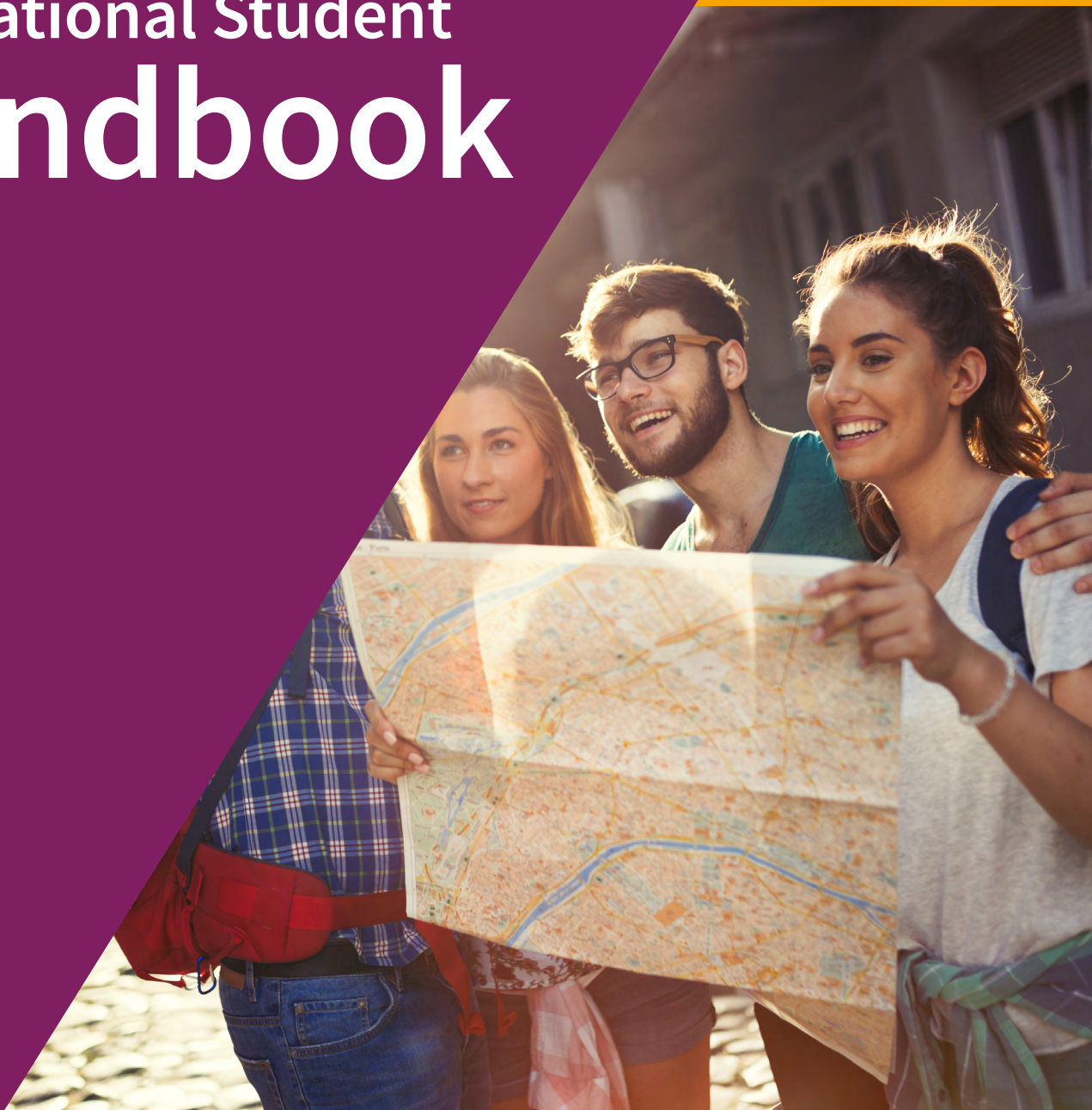


International Student Handbook



ARTSETMETIERS.FR



*Welcome
to Arts et Métiers!*



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Welcome to Arts et Métiers!

Why Arts et Métiers?

The word «Arts» is not necessarily associated with an art school!

These are old French words for engineering (formerly referred to as «the arts») and practical applications («crafts» or «trades»), a way of saying applied sciences, as it were.

Although this blend of theoretical and practical knowledge is unique to our school, the words themselves are quite common in old French and you'll come across examples elsewhere. The CNAM (National Conservatory of Arts and Trades) is one such example.

This institution is almost as old and renowned. The Musée des Arts et Métiers (in Paris, «Arts et Métiers» metro stop) is not named with reference to the school either. The museum is devoted to science and technology.

Download the Arts et Métiers mobile app from stores

From the beginning of the school year, access your schedule in real time, your message service and loads of helpful info: resource materials, information about internships, favourite courses and more.

Download the Arts et Métiers app:

► [Apple Store](#)

► [Google Play](#)

You'll also have access to INSIDE,
our school newsletter.

Consult student handbook [HERE](#)



Before you arrive

You'll soon be arriving in France.

Here are some documents to help you prepare for your arrival:

- a video :

First steps when you arrive in France

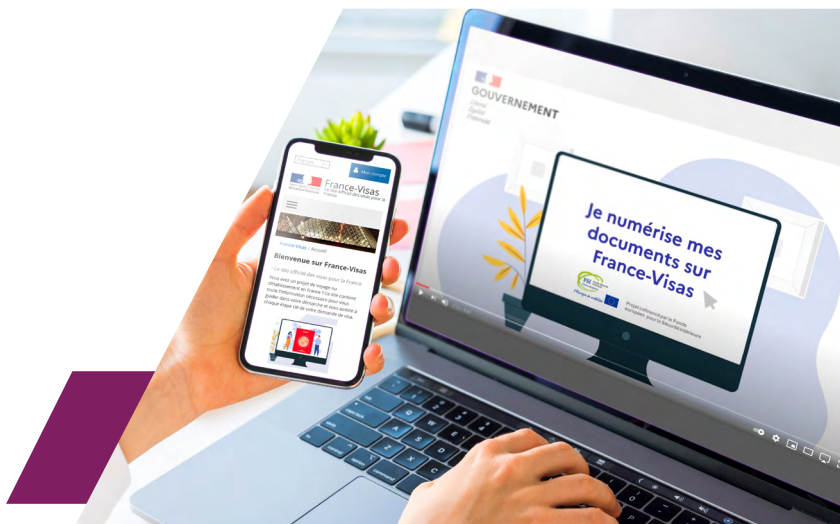
- an article :

Organise your arrival in France

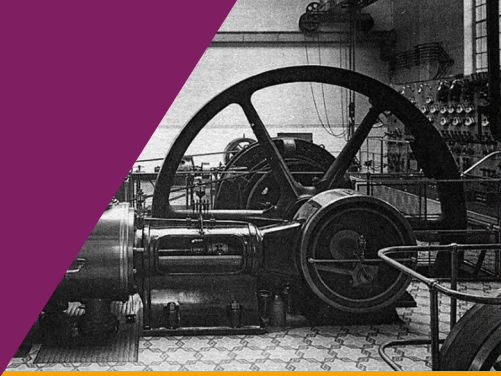
First, apply for your visa

Apply online on the **France-visas** platform. You may upload digital versions of your supporting documents to speed up the process.

The procedure is explained in this **video** and **website**.



This guide is quite extensive, but it is meant to be as comprehensive as possible to provide you with a reference document throughout your studies. If you have a question, there's a good chance you'll find the answer within these pages. But that doesn't mean you can't also contact the International and European Relations Office on your Arts et Métiers campus (BREI, also called BRI at times), or go see them: they are there to help and you're always welcome to stop by!



THE SCHOOL

Two centuries of history

The Duke of Rochefoucauld, the founder of the École Nationale Supérieure d'Arts et Métiers, was directly inspired by the thinking of the Enlightenment (18th century philosophers). All of the great principles he believed in are reflected at our institution, which was founded in 1780 (nine years before French revolution!).

The Duke sought to promote the mechanical arts and asserted that their practice would contribute to the social advancement of the most disadvantaged classes.

Continually upholding the spirit of its founder, the school has made key contributions to scientific and technological progress for over two centuries.

A national institution, 11 regional locations

Arts et Métiers comprises eight campuses and three institutes that cover the entirety of mainland France, as well as an Executive Committee in Paris.

Key facts and figures

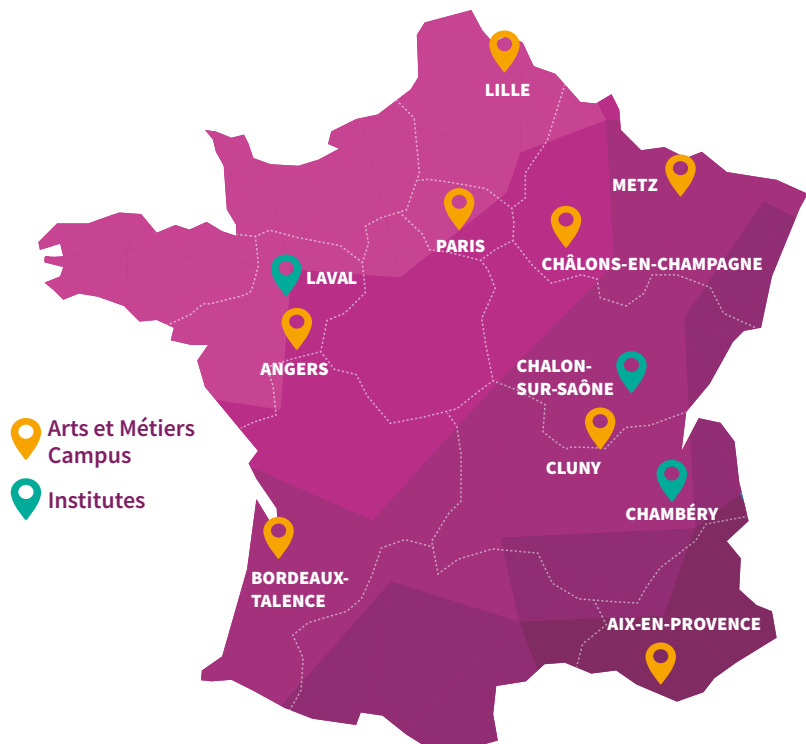
6,200
students

320
professors

11
engineering programmes accredited by the CTI
(Commission des Titres d'Ingénieur -
Engineering Qualifications Commission)

15
laboratories
and research team

over 140
partner universities
around the world





CAMPUS SERVICES AND HELPFUL TOOLS

Your application and file will be managed locally by the campus where you are enrolled. Each campus has its own research topics. They depend on the majors (3rd year of the Grande École Programme - PGE) and other courses offered.

More information about the specific features of each campus is available [here](#).

For historical reasons, there is no 1st year Grande École Programme (PGE) in Paris.

Campus services and activities

1. BREI: International (and European) Relations Office

This is your primary contact on campus. Their role is to guide and support you during your studies at Arts et Métiers. Feel free to ask them any questions you may have, whether about the school or life in France. If they can't answer your question, they'll refer you to someone who can.

2. Registrar's office (la Scolarité)

This department organises and manages all administrative aspects of your studies: schedule, programme aspects (degree requirements, marks, diplomas), other school courses, transcripts, certificates of achievement etc. You must report and explain any course absences to the office.

- See School rules and regulations (ETRE > établissement > organisation) and the academic regulations (ETRE > mes etudes > documents-administratifs) for your programme.

3. The BRE: Corporate Relations Office and Jobteaser Career Center

This is the school's link to the world of business and industry. It provides the Career Center with internship and job listings that fit your profile. The Arts et Métiers Forum organised by students in autumn gives you the opportunity to meet hundreds of recruiters.

4. Documentation Centre

Library, media library, resource centre – a quiet place for individual study, finding information, resources and a wide range of materials.

Other activities are offered (sport, student clubs, events, media etc.) depending on each campus. For more information, **ask the R-inter team** (the students in charge of welcoming you) and check the [school website](#).

Helpful tools

1. LISE

This is the registrar's academic management software. You have an account in your name providing information about your study path, schedule, transcripts, certificates, certifications and other academic aspects.

2. ETRE

This is the intranet for school life where you'll find information about the school: academic regulations, programmes etc.

3. SAVOIR

This is the educational platform (savoir.ensam.eu). You'll find course syllabi, professor contact info and other educational materials. This is where you must submit homework and complete individual or group activities assigned by professors.

4. EVA

When you study abroad, you may find yourself feeling homesick and miss your family, friends and culture at times.

If you're experiencing these kinds of feelings or if you've observed or experienced sexual or gender-based violence, there is a free support service available (EVA - French acronym for "Listening, Care and Support"), that connects you with psychologists: eva-psy@fsef.net or 01 45 83 89 15.

Note: the Cluny campus has an on-campus social worker and nurse.



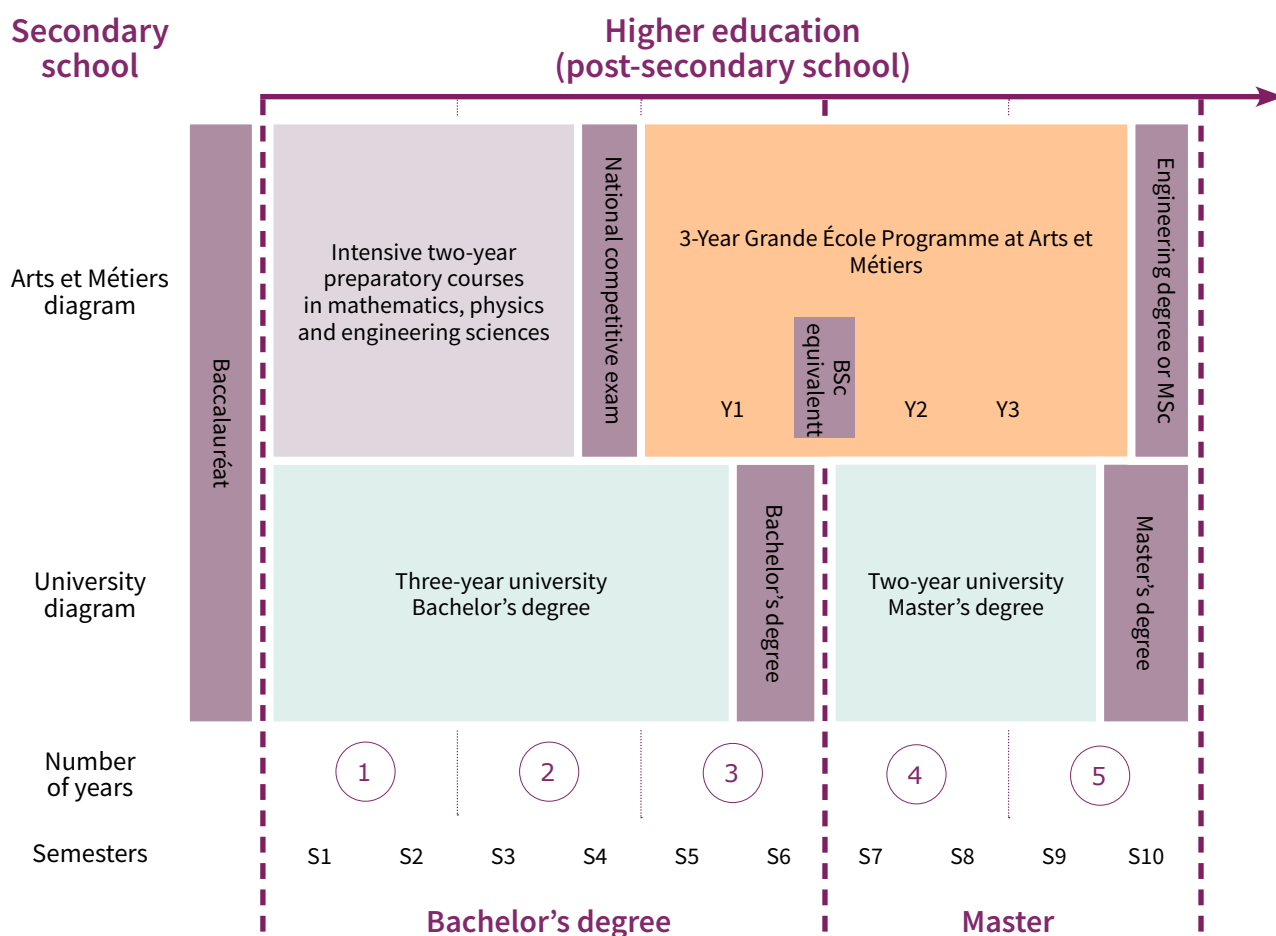
Education

There are two kinds of higher education institutions in France: universities and Grandes Écoles.

Arts et Métiers is a Grande École and offers a three-year programme leading to a national engineering degree (equivalent to a Master's degree). Our students are recruited based on a national competitive entrance exam after they have completed two years of higher education, mostly in preparatory courses or Institute of Technology (IUT)/ Higher Technician Diploma (BTS) programmes.

The first year at Arts et Métiers is equivalent to the third and final year of the Bachelor's degree in a traditional university scientific programme. Each year counts for 60 European credits (ECTS).

After their final year, students may begin their professional career or continue their studies by pursuing a PhD, for example.




Campus : information et contacts

Each campus has its specific features, services and academic schedule. You'll find information and contacts for your campus here (by clicking on the map of France).

You may also contact the International and European Relations Office (BREI) on the campus where you are enrolled. Karine Canivet (Aix-en-Provence), Manuella Robin (Angers), Fanny Bouexel (Bordeaux), Sylvain Sourdet (Châlons-en-Champagne), Nathalie Laroche (Cluny), Julie Deflandre (Lille), Marlène Juncal-Demski (Metz), Delphine Luchez et Jérémie Cazaubon (Paris).

2023-2024 Academic year	
Start of PGE Year 1	28 August 2023
Start of PGE Year 2	31 August 2023 (Paris 4 September 2023)
Start of PGE Year 3	11 September 2022 (year 3 shifted schedule) and 18 September 2022 (year 3 regular schedule)
All Saints break	Late October/Early November 2023 (depending on the campus, check with the Registrar's office)
Christmas break	23 December 2023 to 8 January 2024
End of first semester (2023-1)	evening of 12 January 2024
Inter-semester break	15 January to 19 January 2024
Start of second semester (2023-2)	25 January 2024
Winter break	February/March 2024 (depending on the campus, check with the Registrar's office)
Spring break	April/May 2024 (depending on the campus, check with the Registrar's office)
End of second semester (2023-2)	late May/early June 2024

 **Important: this schedule only applies to the Grande École Programme (PGE). If you are a Bachelor's, Master's or Mastère Spécialisé® student, please contact the head of your programme.**

French public holidays (no courses)	
All Saints' Day in France	1 November
Armistice of 1918 in France	11 November
Christmas in France	25 December
New Year's Day	1 January
Easter Monday	variable
Labour Day	1 May
VE Day of 1945	8 May
Ascension Day	Variable
Whit Monday	Variable
Bastille Day	14 July
Assumption Day in France	15 August

Marking system and teaching methods

Your programme is organised based on a set of academic regulations. It is available on ETRE.



There is a set of regulations for each type of programme (Bachelor's, Grande École Programme, Master's, Mastère Spécialisés®). If you are unable to find the regulations, contact the head of your programme.

Marking scale

Each course is assessed by a mark (from 0 to 20).

Validating teaching units

Refer to the academic regulations for your programme (on ETRE)

Arts et Métiers applies the ECTS system (European credits):

- ▶ 1 academic year = 60 ECTS
- ▶ 1 semester = 30 ECTS

Teaching methods

- A week at a Grande École runs from Monday morning to Friday evening, and course attendance is mandatory.
- If you are a PGE student, you will have a heavy course load every week. For international students coming from a university system, this pace of work will probably take some time to get used to.
- You must work regularly and start studying for exams well in advance. Waiting until the last minute will not be enough!
- Learning methods include:
 - Lectures: the professor gives a lecture and students take notes in large groups
 - Lab work (TP): takes place in a smaller educational setting, such as a laboratory or in front of a computer. These activities allow you to test and build on the knowledge you've gained in theoretical courses
 - Internships/projects: in companies or laboratories to apply the skills you've gained in real-life professional situations.

Attendance is mandatory (courses, instructor-led sessions (ED), lab work (TP), projects, internships etc.)

How to find an internship

- Finding an internship can take some time, so try to start your search several months before you hope to start.
Don't hesitate to apply for a lot of internships tailoring your application to each company you contact.
- To find internship listings, you may use the JobTeaser platform (ensam.jobteaser.com) or contact alumni (directory, LinkedIn, etc.).

Disability and health problems

Arts et Métiers makes certain adjustments for disabled students and those with health problems (“a physical or mental impairment that significantly limits one or more main life activities”).

To benefit from such adjustments, notify the registrar's office as early as possible and submit documents providing proof of your situation. These adjustments will be considered on a case-by-case basis and may apply to your life on campus, courses or exams.





GETTING READY TO STUDY AT ARTS ET MÉTIERS

Here is a list of MOOCs and SPOCs (free online courses) that allow you to work independently, remotely and at your own pace.

French language

- [Living in France A1](#)
- [Living in France A2](#)
- [Living in France B1](#)
- [Studying in France: B1-B2](#)
- [French for university](#)
- [Parole de FLE \(B2 level\), to work on your spoken French](#)
- [Working in France A2-B1](#)
- [Preparing for and successfully passing the DELF B2 \(for your diploma\) and the DALF C1 \(for your CV\)](#)

Technical notions

- [Foundations of mechanics](#)
- [Foundations of electricity](#)





HOUSING

Finding housing in France takes a number of steps and requires certain documents. Arts et Métiers helps you with this process, without guaranteeing that you will obtain housing.

Finding housing

Finding housing is not an easy task, and is often expensive.

Start by contacting the International Office (BREI) on your future campus. They will help you find listings and put you in touch with the on-campus student residence, if there is one.

The CROUS is a government organisation that offers student housing. Its rooms are reserved for students who were already in France the previous year. Nevertheless, the CROUS sometimes makes rooms available on Arts et Métiers campuses. If you're interested, the International Office (BREI) will direct you to the CROUS platform/office to reserve a room and plan for your arrival at the residence. see [here](#).

Rent - Average cost for CROUS/Arts et Métiers* student residences

Aix-en-Provence €380	Angers €350	Bordeaux-Talence €350	Châlons-en-Champagne €300
Cluny €300	Lille €350	Metz €300	Paris €600

*less expensive than private accommodation

Some CROUS residences also offer rooms for students without going through the International Office (BREI). In this case, you must contact them directly. Contact information is available on [the school's website](#).

You may also use the following platforms:

- [Lokaviz.fr](#): platform listing available housing for students in CROUS residences or private housing
- [Bedandcrous.co](#): for temporary housing (internships, exams, etc.)

There are also platforms for sharing rentals with roommates:

- [Whoomies.com](https://www.whoomies.com)
- [Colocataire.com/fr/colocations/lille](https://colocataire.com/fr/colocations/lille)
- [Facebook.com/lacartedescolocations](https://facebook.com/lacartedescolocations)
- [Koliving.fr](https://koliving.fr)

If you are assigned to the Paris campus, there is a special student housing link:

- [Artsetmetiers.studapart.com](https://artsetmetiers.studapart.com)

Other resources/housing options:

- [Student.com](https://student.com)
- [Letudiant.fr](https://letudiant.fr)
- [Vozer.fr](https://vozer.fr)

Inter-generational housing:

- toitplusmoi.eu



We advise you not to pay for a list of contacts/landlords, and to never provide your bank details online or over the phone.

Once you've found accommodation and the lessor has agreed to rent to you, you will have to take certain steps, provide documents and pay fees. See below.

Types of accommodation

In France, there are two types of rental accommodation:

- ▶ **Furnished rentals:** the accommodation is equipped with basic living essentials: a bed, cooking items, storage areas for your belongings etc.
- ▶ **Unfurnished rentals:** the accommodation is empty: no furniture, bed or cooking equipment (hobs, pots, dishes etc.)

Begin the procedure a few weeks before you are set to arrive in France, since it can take a long time.

The CROUS accepts VISALE/CLE but this is not the case for all landlords.

If your landlord does not accept this procedure, there are paid guarantor solutions:

More information about furnished and unfurnished accommodation is available on [**the government website**](https://www.gouvernement.fr).

Guarantor

In France, lessors (landlords) will require you to have a guarantor, meaning someone in France (they sometimes accept someone in Europe) who declares that he/she will pay your rent if you are no longer able to do so.

You must ask your guarantor for a written, signed declaration and provide photocopies of his/her ID documents (and residence permit if he/she is not a French citizen).

In theory, this guarantor can be replaced by the State, by completing the VISALE/CLE procedure.

Begin the procedure a few weeks before you are set to arrive in France, since it can take a long time.

The CROUS accepts VISALE/CLE but this is not the case for all landlords.

If your landlord does not accept this procedure, there are paid guarantor solutions:

- [Studapart.com](https://studapart.com)
- [Allianz.fr](https://allianz.fr)
- [Cautioneo](https://cautioneo.com)
- [GarantMe](https://garantme.com)
- [Unkle](https://unkle.com)

Security deposit

You will be required to pay this sum (equivalent to one or two months of rent) when you move into your accommodation, in addition to the first month's rent. It is a guarantee for the landlord in the event of unpaid rent or damage. This deposit will be returned to you when you leave the accommodation, but you won't be able to use it during your stay.

If you have problems paying this deposit, the non-profit organisation "Action logement" may be able to grant you a small loan. It's a good non-profit organisation for you to be aware of in case you have problems with your accommodation or landlord.

How to use the VISALE procedure?

- In French (VF): click [here](#).
- English subtitles (VEN): click [here](#).
- Subtitulado (VES): click [here](#).

Insurance

Housing/property insurance (assurance logement/habitation) is mandatory. In the event of an accident in your accommodation, you will not be required to pay for repairs. Civil liability insurance (assurance responsabilité civile) is also mandatory in order to enrol at the school.

=> There are often special combined "housing + civil liability insurance offers"

You can find these offers at an insurance office (often located near campus) or at your French bank. There are also online insurance providers, which are much less expensive (around €30 per year for a single room).

Here are some examples:

- [ADH](#) (Formule 2 is enough to have both types of insurance, but electronic equipment and computers are not insured).
- [MRH SMENO](#)

Move-in and move-out inventories

An inventory (état des lieux (EDL)) is a description of the rented accommodation: rooms, fittings and fixtures.

It is carried out when the tenant moves in and when he/she moves out.

If you have not damaged the accommodation, the landlord will return your security deposit.

In the event of visible damage (walls, floor, ceiling, furniture, etc.) between the two inventories, it can be used by the landlord to require the tenant to pay a certain sum to restore the accommodation to its original condition.

A tip:

Try to keep fittings and fixtures well-maintained, clean your room or apartment regularly and make small repairs.

It's also important to do a thorough cleaning before the move-out inventory.

Notice period

When you know the date on which you'll be leaving your accommodation, you must notify your landlord to schedule the move-out inventory, in compliance with the notice period.

There is an official duration for this period:

- ▶ The notice period for furnished rentals is 1 month. For example, if you plan to leave on 15 February, you must notify the landlord before 15 January.
- ▶ For unfurnished rentals, the notice period is 3 months. For example, if you plan to leave on 15 February, you must notify the landlord before 15 November. In certain areas where the rental property market is strained, the notice period for unfurnished rentals is also 1 month.

To find out if you live in an area with a strained rental property market or learn more about notice periods, you may consult [the government website](#).

The CAF: State Housing Aid (APL)

If you meet eligibility conditions, the French government will provide you with financial aid to help pay your rent through the “CAF” (Caisse d’Allocation Familiale - family benefits fund).

In order to be eligible, you must be legally authorised to “settle” in France, either as a European national (fully entitled to APL, like all French nationals) or as the holder of a valid residence permit.

There are two possible cases:

- You have a long-stay visa that you validated online upon arriving in France (see VLS-TS procedure below).
- You’ve obtained a residence permit (the receipt (récépissé) or ANEF equivalent should also work). In short, the only students who may not benefit are those who have not validated their VLS-TS and those who are only in France for a short stay (less than three months). You may also benefit from this aid if your visa contains the statement “Dispense temporaire de carte de séjour” (temporarily exempt from residence permit requirement).

Aid from the CAF is dependent on the right to reside in France, not in a foreign country. This means that a student with a residence permit from another European country is not eligible for this aid.

To apply for APL, you must follow an online procedure as soon as possible once you’ve moved into your accommodation, since your application will be processed the following month.

The procedure must be completed on the CAF website, which you can access **here**. Click on “faire la demande” (apply).

You will be asked for your landlord’s details.

In your case, this may be:

- The CROUS
- A private owner
- The Arts et Métiers Residence (click on “AUTRE”)

The landlord must give you the information needed to fill out your application.

For the CROUS and the Arts et Métiers residence, there is an information sheet that you must request.

You will also be asked for the SIRET code.

If you are living in a CROUS or Arts et Métiers residence, ask the residence team.

If you have a private landlord, there will not be an information sheet available (unless if it is a commercial business).

In general, the following documents are required:

- A copy of your passport
- A copy of your visa validation
- Your birth certificate (and the French translation, if required)
- A RIB (relevé d’identité bancaire - bank account information slip - for your French bank account)
- Certificate of school enrolment (certificat de scolarité)

- Signing up with the CAF may take several months (but you will receive retroactive APL payments). You should get started with the CAF procedure as early as possible since the aid is calculated based on the date on which you begin the procedure.
- APL is only paid from the second month: you will not receive aid for the first month. For example, if you begin the procedure in November, even though you have been living in your accommodation since September, you will only receive aid starting in December.
- Furthermore, the aid is only granted for complete rental months, so if the first month is only partially rented, the student will not be eligible for aid for this month.

Additional housing information

Plan to bring your own sheets, pillows and blankets (or buy them when you arrive). They will not be provided with the accommodation (nor will dishes, cleaning products and tools).

Don't forget to bring an adapter if necessary!

You should be aware that French electrical current is delivered at 240 volts, so be careful using your devices and tools if you have brought them from a country that runs on 110 volts!

Bring warm clothing: it can get cold (and even very cold at times) in France, especially in the winter!

And your heating may not work until winter, even if the weather is already cool in autumn.

- Most French people don't work on Saturdays and Sundays.
- Some administrative offices may be closed on Mondays and close earlier on Fridays.
- Make sure to plan to arrive at your accommodation on a day when you are sure there will be someone there!





ENROLLING AT THE SCHOOL

You have one month from the start of the school year to complete your enrolment. You may enrol online from your country of origin as soon as you are admitted, well before you arrive in France, which will help streamline certain procedures.

Required documents

- The RIB (bank account information slip) for your French bank account (see section VII)*
- Proof of civil liability insurance (private life)**
- A copy of your proof of identity
- A copy of your visa
- Proof of payment of the CVEC***

** This is not required initially, during online enrolment. But you must later submit it to the registrar's office (you must be in France or have an online bank to do so, see p. 31)..*

*** You must have "civil liability" insurance (responsabilité civile) which is included in your housing insurance (assurance logement) (see p. 17).*

**** The CVEC (Contribution to Student and Campus Life) is a mandatory tax that finances student services (university medical services, mental health support, orientation activities, sports, student associations etc.). You must pay this tax if you will be receiving an Arts et Métiers diploma at the end of your studies.*

How to pay the CVEC?

- Tutorial (FR): see [here](#)
- With subtitles (EN): see [here](#)
- Subtitulado (ES): see [here](#)

Tuition fees

If you are required to pay tuition fees (check agreements between Arts et Métiers and your home institution), you may do so on campus (administrative offices do not accept cash, except for the Paris campus) or remotely via bank transfer.



Bank transfer: specify “tuition fees for Mr/Ms...” (programme of study:) and keep the numbers associated with the transfer so that they can be identified in the institution’s account (where transfers are deposited).

Do you have documents to be signed?

Study contract, certificate of arrival or other documents: the International Office (BREI) will help you.



VALIDATING YOUR RESIDENCE PERMIT (TITRE DE SÉJOUR) (STUDENTS WHO ARE NON-EUROPEAN NATIONALS)

You must complete this procedure within three months of arriving in France. It replaces the former procedure, in which the form had to be sent to the OFII by post.

Complete this procedure as soon as possible, because you may not sign up with the French health insurance system until you have done so.

Complete the procedure on this platform (requires a definitive address)

By clicking on “validate your VLS-TS long-stay visa” students and researchers who must complete the procedure (VLS-TS with the student or research talent label) will be asked to enter their visa number and follow the instructions until their application is validated.

You must also buy an electronic tax stamp (timbre fiscal, only sold in electronic or digital form, €50) to validate the procedure.

If you have a bank card, you can buy the stamp online by clicking on “Acheter un timbre fiscal électronique”. If not, you can buy one at certain news and tobacco shops or terminals installed in some tax offices.

For more information, consult the [France-Visas](https://france-visas.gouv.fr/) website or the official French government website [Service public](https://service-public.fr/).

 **If you have problems validating your visa, you may call 0806 001 620.**

Medical visit

Once you’ve validated your visa, you will be asked to complete a mandatory medical visit.

Not all Arts et Métiers campuses have an on-campus health service to provide these visits, and in this case you are exempt (since it is our responsibility). The Paris, Cluny and Metz campuses offer medical visits.

Nevertheless, if you wish to have a general check-up (which we recommend, for preventive reasons), you may request a free medical check-up with the CPAM where you are registered (either via the AMELI platform, or by going to their office in your city of residence). It will consist of a number of tests (eyesight, muscles, breathing), blood tests and discussions with preventive medicine physicians (including a nutritionist).

All insured individuals, whether French or foreign, are entitled to a free medical check-up every five years. (See “your rights” box, p. 30).



HEALTH CARE: SOCIAL SECURITY (FRENCH HEALTH INSURANCE SYSTEM)/ CPAM

First of all, click [here](#) to watch a brief introductory video.

You must sign up for French health insurance coverage unless you are an exchange student from a European institution and already have a European Health Insurance Card.

Social security is free. You must sign up online on the AMELI website by clicking [here](#).

How to register with the CPAM?

- Tutorial in French: see [here](#)
- Tutorial in English: see [here](#)
- Tutorial in Spanish: see [here](#)

Once you've submitted your application, you will receive proof of registration (attestation de droits) one or two weeks later along with an NIA (Temporary Identification Number), which will begin with a 1 if you are a man, and a 2 if you are a woman (check your email). The NIA replaces the former NNP (Provisional National Number) which started with the numbers 7 and 8. You will therefore no longer have an NNP, but an NIA.

Students with a temporary identification number are covered for their health care expenses but do not have a Carte Vitale (health insurance card) or AMELI account, which is why they must obtain their permanent number (NIR).

Check your AMELI application regularly since the CPAM will ask you to provide additional documents to change your temporary number into a NIR (National Repertory Registration Number - permanent number). The number will be the same, but it will allow you to open an AMELI account and obtain a Carte Vitale (health insurance card). You will receive a letter informing you that you have received your permanent number, accompanied by a form to request your Carte Vitale.

But having your temporary number changed into a permanent number remains dependent on submitting all administrative documents related to your registration: document proving your civil status, residence permit, as well as a RIB (bank account information slip) and proof of visa validation, if you did not have them when you began the registration process. If you fail to upload the additional documents, your application will not move forward and you will never obtain your permanent number (NIR). And you may only obtain your Carte Vitale once you have obtained your NIR.


You will be reminded three times. If you don't respond, your application will be abandoned.

The RIB (bank account information slip) is very important since it allows the CPAM to deposit reimbursements for health care directly in your bank account and allows you to identify yourself when you call the CPAM.

A RIB from a non-bank French account is authorised if it contains the IBAN, BIC and the bank's address.

Emergency services (ambulance, fire department, etc.)

A single number for all emergency services: **112**




L'Assurance Maladie
Agir ensemble, protéger chacun

MEMO FOR INTERNATIONAL STUDENTS

On your arrival in France, and after registering at your higher education institution, follow these steps to obtain coverage of your health costs throughout the duration of your studies:


1 REGISTER AT THE WEBSITE: ETUDIANT-ETRANGER.AMELI.FR



Enter the **mandatory** information


- Surname
- Forename(s)
- Date of birth
- Country of birth
- Email address
- Postal address in France
- Telephone number

2 CREATE YOUR PERSONAL SPACE



Submit the **mandatory** supporting documents

- Passport/identity card
- Residency permit
- Full copy of your birth certificate/excerpt of birth certificate with parentage (drawn up by the Consulate)
- Certificate of education for the current year
- Certificate of parental permission (under the age of 16)
- IBAN
- Additional documents according to country of origin



Download your temporary certificate of affiliation to Social Security


Submit the **missing or non-compliant** supporting documents in your personal space

As soon as you receive a message awarding your French Social Security Number (NIR)...

download your permanent certificate of affiliation to Social Security

THE ETUDIANT-ETRANGER.AMELI.FR WEBSITE


To obtain Health Insurance, every new international student must register on the website provided: etudiant-etranger.ameli.fr




This dedicated website – available in French, English and Spanish – and accessible in Mandarin and Arabic through assistance, is a private space between foreign students and the Health Insurance.

NEED HELP?
Consult the tutorial at etudiant-etranger.ameli.fr, section **Need help**

3 ONCE YOUR AFFILIATION IS FINALISED, FOLLOW THESE PROCEDURES TO BE REIMBURSED AS EASILY AND QUICKLY AS POSSIBLE




Declare an attending physician at the time of a consultation with a doctor in France.




Complete and return the Vitale card form on receipt, providing your supporting documents

- Recent identity photo
- Identity document



Open your personal ameli account at ameli.fr or via the ameli application.



You can take out complementary health insurance

The Health Insurance fund will reimburse part of your medical costs. We recommend you take out complementary health insurance to be better reimbursed.

If you have a low income, in most cases you will no longer have to pay these health costs with the **Complémentaire santé solidaire**.

You belong to the Health Insurance fund of the place where you are living. THIS PROCEDURE ONLY NEEDS TO BE FOLLOWED ONCE, ON YOUR ARRIVAL.



L'Assurance Maladie

AGIR ENSEMBLE, PROTÉGER CHACUN

SMILE, WE HAVE YOU COVERED

FOREIGN STUDENTS:

YOU CAN GET FREE, EASY-TO-USE HEALTH CARE COVERAGE

Just register online on etudiant-etranger.ameli.fr and follow the instructions.



ameli.fr

Why register for social security?

Health care is expensive in France:

- Appointment with a general practitioner: €25
- Specialists may sometimes charge up to several hundred euros for an appointment
- Hospital stays: (tens of) thousands of euros

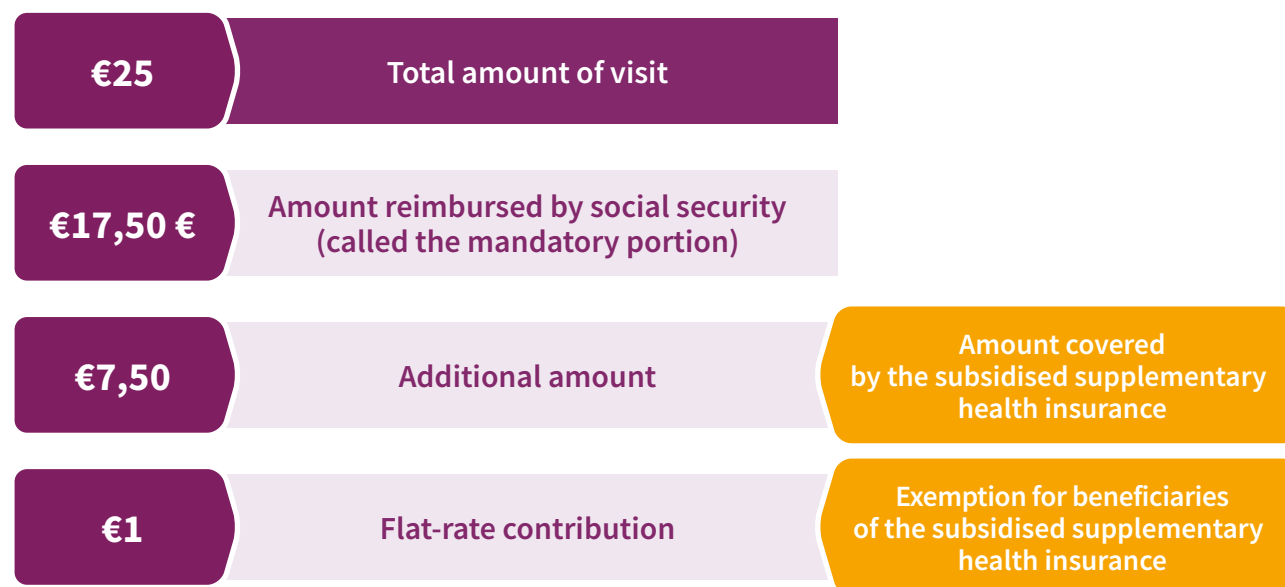
Social security allows you to be reimbursed for a large portion of the cost of seeing a doctor (almost 70% thanks to this system).

To be reimbursed for 100% of the cost, you must have supplementary health insurance (assurance complémentaire), before receiving care. As an international student, you should request subsidised supplementary health insurance (Complémentaire Santé Solidaire). Its cost depends on your income. If you have a low income, it's free; otherwise it is still inexpensive (only €8 per month if you're under the age of 29).

You may do a simulation [here](#).

If you are on an exchange from a European institution, and you already have the European Health Insurance Card, you do not need to register with the French social security system.

Here's how the reimbursement process works when you see a doctor:



How to apply for subsidised supplementary health insurance (CSS)?

To benefit from the CSS, you must meet all three of the following conditions: you must be geographically independent (no longer living with your parents), financially independent (not receiving assistance from your parents if they reside in France), and have an independent tax status (no longer part of the same tax household as your parents if they are in France).

You may request the CSS as soon as you receive your temporary social security number (NIA).

To do so, go to the CPAM website and click on the “formulaire” tab.

Type S3711 in the search bar. This is the CSS application form.

Print, fill out, sign and date the form and send it to the CPAM in your city, making sure to:

- Add the supporting documents (they are listed), especially the documents proving your independence (see below). Since it is difficult for you to provide these documents upon your arrival, you will simply write a sworn statement indicating that you commit to take steps this year to provide the documents next year, if you wish to continue to benefit from this subsidised supplementary insurance (in particular filing your own tax return with the French tax authorities). You must therefore handwrite a text such as the one below on a blank sheet of paper: “Je, sous signé-e M/Mme....., déclare ici sur l'honneur que je suis bien étudiant-e international-e, inscrit-e à l'École Nationale Supérieure d'Arts et Métiers, campus de....., au titre de l'année universitaire 20../20.., et que je suis bien indépendant-e géographiquement, financièrement et fiscalement. Venant d'arriver sur le territoire, je ne suis pas en mesure de vous fournir un avis français d'imposition mais Je m'engage à réaliser, au cours de cette année, les démarches nécessaires à sa production l'année prochaine. Ne travaillant pas, mes modestes ressources ne me permettent pas de me payer une assurance santé complémentaires, je vous remercie donc de bien vouloir m'accorder le bénéfice de la Complémentaire Santé Solidaire et me tiens à votre disposition pour toute information supplémentaire. Cordialement, (Signature)”

[In English: I, the undersigned, Mr/Mrs, hereby declare on my honour that I am an international student, enrolled at the École Nationale Supérieure d'Arts et Métiers, on thecampus for the 20 /20 school year and that I am independent geographically, financially and in terms of my tax status. Since I have just arrived in the country, I am not in a position to provide you with a French tax notice, but I commit to take the necessary steps this year to provide one next year. Since I do not work, my modest resources do not allow me to pay for supplementary health insurance, and would therefore like to benefit from the CSS (subsidised supplementary health insurance) and am available to provide any additional information you may need.]

- Indicate whether you receive state housing aid (APL) (=CAF).
- Choose an insurance provider/mutuelle: either the CPAM or a list they can give you (they direct you to a website that lists the insurance providers)
- Provide your current address (where you are studying in France. If you are in the process of changing (for your internship, for example), mention your future change of address).(pour le stage par exemple), vous mentionnez votre futur changement d'adresse).

The CPAM will respond within a maximum of two months.



As you have declared in the sworn statement, if you plan to stay longer than a year, you must take steps to declare your income in France. This means that starting this year, you must go to the tax authorities in your city of residence to request a form, fill it out and submit it.

To file your first tax return, you need a tax number.

1. You may request a tax number online using the form available in the “Contact” section on the bottom of the home page on the impots.gouv.fr website.

> “Vous êtes particulier” > “Votre demande concerne l'accès à votre espace particulier”

> “Je n'ai pas de numéro fiscal” (I do not have a tax number).

You must complete this procedure before the beginning of the tax return period, in order to be able to file your return online.

2. If you have forgotten to request a tax number and the tax return period has already begun: fill out the Cerfa 2042 form and send/bring it to the Centre des Finances Publiques (Service des Impôts des Particuliers) for your place of residence before the end of the tax return period. Documents that must be included with this form: a copy of your passport, a copy of your residence permit, a RIB (bank account information slip) and proof of your address.

If you are unable to complete this form and/or do not know what to declare as resources received from abroad (taken into account), you must contact the tax authorities (0 809 401 401 (free service), from Monday to Friday from 8.30 am to 7 pm, or go to their office.

How to get reimbursed?

Once you have signed up for both types of health insurance, you will be reimbursed for 100% of the cost of your care. So it's best to complete all of the procedures before going to see a doctor for the first time.

At a medical appointment, you must first pay for your care. The doctor will give you a reimbursement form (a brown sheet) that you must fill out and send to the CPAM (or leave it in the letterbox at their office) in order to be reimbursed.

When your CPAM application is complete, your temporary social security number will be changed into a permanent social security number (NIR). You will then be able to open an account on the AMELI website and request your Carte Vitale (health insurance card).

Once you have your Carte Vitale (green card with photo), when you go to the doctor, you will give them your card and will no longer have to pay in advance or fill out the brown form to be reimbursed.

General practitioner/Family doctor/Specialist

The “healthcare pathway” (and reimbursement process) works in a very specific way in France.

In order to be reimbursed, you must:

- Declare a “family” doctor on AMELI: you must identify your general practitioner and always see the same one (or you will not be fully reimbursed).
 - ▶ You may only declare your family doctor once you have an AMELI account (and therefore a NIR).
 - ▶ You declare your general practitioner the first time you go to a doctor, ask him/her to complete the process.
 - ▶ A list of doctors is available, [here](#).
- When you wish to see a specialist, you must first see your general practitioner (pay for the appointment, which you will be reimbursed for) and ask him/her to refer you to a specialist. (note: this is not necessary for a dentist, you may see go to one directly without first seeing your general practitioner)

What should I do if my application does not advance or if I am unable to complete the process remotely?

Your application is managed by the CPAM in the city where you live (based on the address you have provided). If you move permanently to a new city (not for your internship but for a job after your studies, for example), you must notify the CPAM that your address has changed.

If you have any questions, you can go to your local CPAM office to speak with someone or call **3646 (toll free number)**.

If you wish to speak in English, just say so (in French or in English) when you call **3646**. If that doesn't work, try the special number **09 74 75 36 46**.

Your rights

Once you have a permanent social security number (NIR), in addition to being reimbursed for your medical expenses, you may also benefit from preventive care:

- Complete medical check-up (free, every 5 years) by clicking [here](#) (plan the check-up for a free morning and enter “doctolib examen prévention santé + your city” in the search engine)
- Free dentist visit at the ages of 18, 21 and 24
- Reimbursement for nicotine substitutes to stop smoking
- Reimbursement for birth control and condoms
- Anonymous access to the morning-after pill at the pharmacy or to elective abortion
- Reimbursement for vaccines



**Summary of registering with social security: is something unclear?
Check out this video for a quick overview of the steps to take.**

If you have any problems, ask the international office (BREI) to put you in touch with the contact person at the local CPAM.



OPENING A FRENCH BANK ACCOUNT

To complete your registration, you must have a bank account in France. You will be asked to provide your RIB (relevé d'identité bancaire = your bank account information slip).

A bank card can be very handy.

To get one, make an appointment at a bank and wait a few days or weeks (it may take longer for certain nationalities).

You'll need the following documents:

- A copy of your passport
- Proof of housing
- Certificate of school enrolment (ask the international office (BREI))

How to open a French bank account?

- INFO (FR): see [here](#)
- With subtitles (EN): see [here](#)
- Subtitulado (ES): see [here](#)

You can also contact online banks: they may allow you to open an account from your country before you arrive in France, so you won't have to travel with a lot of cash ("en liquide" as we say in France).



You have rights, including the right to have a bank account in France: if your request to open an account is refused by several banks, you must contact the Banque de France, who will officially appoint a bank, under the "right to a bank account" (droit au compte).



FINANCIAL AID AND OTHER ASSISTANCE

The CROUS (regional organisation for student services) is a government student support organisation. It provides financial aid (scholarships, one-off aid etc.), information and advice (social workers at the city's CROUS office), inexpensive housing and meals.

To find out more about the different kinds of aid available and how to apply for them, call 806 000 278 (price of a local call/open Monday to Friday from 9 am to 5 pm) or contact the social service department of the CROUS office in your city (look for “Rencontrer un·e assistant·e sociale” (Meet with a social worker) on the local CROUS website).

Here is an overview of different kinds of aid for students, whether offered by the CROUS or other organisations.

Meals at the Student Restaurant (RU)


Students can eat full, hot, well-balanced meals at student restaurants. Prices are very affordable: €3.30

You must pay for meals with your student card which has an embedded IZLY chip, or with your phone using the IZLY app (these are the only authorised ways to pay for meals: cash and bank cards are not accepted) To do so, you must create an IZLY account and add money to it by bank transfer (click [here](#)).

Enter your Arts et Métiers email address (first name.family name@ensam.eu). This will be your IZLY login.

This means you may only complete this procedure once you've been assigned a school email address.

If you have problems, check out the help section [here](#).

 Unfortunately, the international intern status (when you're only in France for an Internship at Arts et Métiers) does not allow you to benefit from the student price since you must be enrolled at a French institution (you are enrolled in your country and are an intern abroad)

CROUS scholarships and housing

Scholarships are not reserved for French or European students: see [here](#).

“Need-based scholarships” are intended for students with very limited resources.

You may apply if:

- For students who are European nationals: you have had a job in France or one of your parents has received income in France.
- For students from outside Europe: you and your parents have lived in France for at least two years.

To apply, you must fill out a DSE (Student social file) on the CROUS website. It must be completed from mid-January to mid-May to benefit from the aid the following academic year.

Tip: ask the CROUS office in your city how to fill out the DSE.

If neither of these situations applies to you, you must complete a Dossier d'Aide Spécifique ("Specific Aid File", a statement proving your independence). Your application will be reviewed by a special committee including the director of the CROUS, CROUS social workers and individuals from the EESR (organisation related to higher education) The committee will decide whether or not to grant this aid and determine its amount.

For this aid, you must have an accommodation in your name, have filed a tax return in France (with the French tax authorities) for two years, and earned the equivalent of three minimum monthly French salaries (SMIC) over the course of the year.

One-off aid also exists, in the form of prepaid cards for food shops. You will be asked to provide official documents proving that you are experiencing financial hardship.

The CROUS regularly posts student job listings: see [here](#).

You may also apply for affordable housing with the CROUS. In order to apply, you must fill out a DSE if you are in France the year before you wish to benefit (since you need a student number from a French institution, called an INE).

If you are just arriving in France, contact the different CROUS residences (they may be found online using a search engine). Some may rent rooms to students without being in contact with their higher education institution.

Food support/Food bank

Les Restos du Cœur helps people facing financial hardship by providing basic necessities (food, hygiene products, mental health support etc.) It works like a shop, but individuals do not pay for the products (they are allowed to take a set number of products of their choice) With the rising cost of life in big cities, a growing number of students seek to benefit from this service.

Some of these “shops” are even open especially for students (this is the case in Paris and Lille, on university campuses). If you wish to benefit from Les Restos du Cœur, you must contact them to find out how to sign up. See [here](#).

They are open during two periods: one in winter and one in summer (sometimes only in winter). So other solutions must be found when they are not open.

AGORAé are student centres open to everyone which host activities organised by volunteers and beneficiaries.

These centres also help inform students about their rights and provide tips for everyday life (nutrition, responsible consumption etc.).

They also offer a need-based food outlet where students can buy food, household products and school supplies at reduced prices (between 10 and 30% compared to usual prices). See [here](#).

Free legal advice

If you need legal assistance, cities offer consultations with lawyers, legal assistance and sometimes have a “maison de la médiation et du citoyen” (mediation and citizen centre), a “maison des juristes” (legal assistance centre) or other services.

You may find these services by entering the name of your city and the words “permanences de juristes”, “aide juridique” or “maison de la médiation” in a search engine.

Lawyers will meet with you free of charge to inform you about your rights, explain procedures you may have to complete and give you contact information. However, they will not defend you for free.

Physical and mental health support programs

The **Fil Santé Jeunes** service, made up of a team of doctors and psychologists, is available to answer any health-related questions you may have, every day from 9 am to 11 pm at **0 800 235 236**, a free, anonymous hotline. The service is also accessible via chat from Monday to Sunday from 9 am to 10 pm.

The **“Soins aux Etudiants”** programme run by SPS, a recognised public interest non-profit association.

On its dedicated student site (see [here](#)), you may :

- Learn more about health.
- Find services (psychological, medical and/or social).
- Access resources (click [here](#)) and specific information sheets, sleep tests and mobile applications.

Free, anonymous help line: **0 805 23 23 36** (toll-free number) available 24/7

Nightline

A student-run support service (via telephone or chat) for students. This peer-support service is confidential and anonymous. Nightline can be accessed via telephone or chat.

Both the telephone and chat services are open from 9 pm to 2.30 am at **01 88 32 12 32**.

EVA mental health support programme

If you are feeling unmotivated, sad, negative, down, worried about the future or are suffering in any way, don't let yourself fall into a state of depression.

Notify the campus registrar's office or international office about your situation and/or contact EVA programme professionals for free counselling.

Notify the campus registrar's office or international office about your situation and ask to benefit from the EVA programme, which will put you in touch with mental health professionals for free counselling. It is very important for you to seek help, and everyone can experience these feelings at times (p.9).

NEED HELP?



STUDENTS

Thanks to the plan “Listening, Monitoring and Support (EVA)”
receive a psychological support.

Free and confidential appointment.

email: eva-psy@fesef.net
Tel: 01 45 83 89 15



RENEWING YOUR RESIDENCE PERMIT (TITRE DE SÉJOUR)

Renew your residence permit online using the ANEF platform (Administration Numérique pour les Etrangers en France) for international students in France. “Paper” applications will be rejected if it is possible to submit your application via the ANEF platform. Apply on the same site you used to validate your visa when you arrived in France, see [here](#).

How to renew your residence permit via ANEF

- INFO (FR): see [here](#)
- With subtitles (EN): see [here](#)
- Tutorial in Spanish: see [here](#)

You must submit your application on the ANEF platform three months before your current residence permit is set to expire.

Beyond six months after it has expired, applications will be automatically rejected. You must present a new legal entry in France (which means that you must go back to your home country, apply for a new visa and return to France).

If your application on the ANEF platform is incomplete, you will receive a notification on your ANEF account informing you of the missing documents.

Photos

You will also have to have an e-photo taken, in a public photo booth/machine (photomaton) or with a specialised photographer. You can find one [here](#).

You may wish to renew your residence permit for a variety of reasons: you're continuing your studies, you've received a job offer or you're looking for a job.

You're continuing your studies

To be allowed to continue your studies in France, the level of studies must be at least the same as that of your diploma (the second year of a Master's programme in your case) in a related academic field that will complement your training (after engineering studies, you may not, for example, begin new studies in languages).

You may therefore consider:

- **A Master 2** (in France, the two years of Master's studies are independent, so you may therefore choose to enrol in the second year of a different Master's programme than the first-year Master's programme you've completed).
 - Look on university and Grande École websites and contact the administration offices for these programmes. The admissions period is usually open in spring (from April). Arts et Métiers offers these second-year Master's programmes (usually taught in English): See [here](#).
- **A Mastère Spécialisé®**: these are post-master's degrees, for a level equivalent to six years of higher education studies, and are accredited by the Conférence des Grandes Écoles. Whether for a career change, career development or to continue your studies, a Mastère Spécialisé® allows you to gain expertise and specialise in a highly specific field, at both a technical and managerial level. Courses are taught by academics and industry experts. Click [here](#) for the list of Mastère Spécialisé® offered at Arts et Métiers.
- **A PhD**: Arts et Métiers trains many PhD students at its campus laboratories in a variety of Industry 4.0 topics. This high-level training has close ties with industry, and is funded throughout the three-year period. Students must contact a potential supervisor when applying for PhD studies. Click [here](#) for information and informative links providing a list of topics offered.
- You may also consult the Euraxess website (European organisation responsible for welcoming researchers). It may have information about PhD and job opportunities:
<https://www.euraxess.fr/fr>
<https://euraxess.ec.europa.eu/>



Feel free to ask your professors about PhD studies and submit your application before March.

You wish to work

You've **received a job offer**: you must change your status, from student to employee

To do so:

- Your residence permit must still be valid
- You must obtain approval from the DIRECCTE (institution that manages the employment of foreign nationals)

In theory, it may refuse your request, but is unlikely to do so if:

- You have obtained a Master's degree (Master 2) in France within the year
- The job offer corresponds to this level of studies
- The proposed monthly salary is at least €2,247.70
- ▶ Your future employer should be able to help you complete this procedure

You have not yet received a job offer: you must apply for a Provisional Residence Permit (Autorisation Provisoire de Séjour (APS))/Job Search-Business Creation (RECE).

This residence permit allows you to remain in France an additional year to find a job or create a business.

How to apply for an APS/RECE (Provisional Residence Permit)?

You must send the application (available on the Préfecture website), by post to the Préfecture for your place of residence.

Eligibility requirements:

- Your residence permit must still be valid when you send the application
- You must hold a French Master's degree (Master 2),
(so you must wait for the jury's decision)
- You agree to never study in France again

(Warning: this means you may not later complete a PhD!)

Click [here](#) for more information.

You have 4 years to apply for this residence permit. If you need to or wish to return to your country (or go to a different country) directly after obtaining your Arts et Métiers diploma, you must then come back to France with a visa, in order to apply for the provisional residence permit (before the visa expires), within the four-year period.



Make sure to contact the French Consulate in your country of residence in advance to enquire about the procedure.

With an APS/RECE, you won't have any problem having your employment contract approved by the DIRECCTE and changed into an employee residence permit, as long as:

- The employment contract corresponds to your level of studies
- The proposed monthly salary is at least €2,247.70



TRAVEL

- National railway company: **SNCF** (you may benefit from student discounts and the Carte Avantage Jeune which offers discounts).
- Bus operators: Flixbus, BlaBlaBus, OUIbus, Eurolines, etc.
- Low-cost airlines: Ryan Air, Wizzair, etc.
- Local private transport: Uber, VTC, taxis (be warned, they're expensive in France!)
- Private carpooling with companies like BlaBlaCar, Mobicoop, Klaxit, etc.

Always ask if there are student discounts. There are often lower prices for students, both for transport (local, national, international) and many other things in France.

You will be asked to present your student ID card.

You should therefore request your student ID card at the registrar's office on campus as soon as possible.



HOW MUCH TO BUDGET?

Expenses to plan for when you arrive:

Rent (first month must be paid the day of your arrival)

Average cost of university accommodation (less expensive than private accommodation):

- Aix-en-Provence: €380
- Angers: €350
- Bordeaux-Talence: €350
- Châlons-en-Champagne: €300
- Cluny: €300
- Lille €400
- Metz: €300
- Paris: €600

Security deposit (one or two months of rent to be paid upon arrival)

- The sum is deposited and returned upon your departure if there is no damage or unpaid rent.

Housing insurance (mandatory from arrival in accommodation) + **civil liability insurance** (required for enrolment)

- Between €30 and €40 for a single room, with online insurance.

Other purchases, room fittings (bedding, dishes)

- €150

Tax stamp (timbre fiscal) to validate your visa

- €50

CVEC

- €100

Tuition fees

Clothing expenses (approximate)

Labs, safety attire: trousers, coat, safety shoes, goggles, gloves

- €80 € (you may bring your own safety attire if you wish)

Gadzart uniform

- The Gadzart uniform is only required for students enrolled in the Grande École Program engineering degree.
The cost is largely covered by the SOCE (Society of Arts et Métiers Engineers) with a student contribution of €300

Monthly expenses

Depends on the campus. Details available on our website.

Food

- €300 (cost for lunch and dinner at the Student Restaurant (RU))

Internet, telephone

- €20

Transportation budget

- Between €15 and €40 a month (student rate).



Monthly budget: between €650 and €900 for the strict minimum, eating meals at the Student Restaurant.

Student jobs

Important: holders of student residence permits may not work more than 60% of their time or 964 hours/year. Scholarship recipients must check whether they are allowed to have a student job.

Where to find job listings?

- [The CROUS listing website](#)
- [Letudiant.fr](#)
- [Leschasseursdemploi.com](#)
- [Vivastreet.com](#)



CHECKLIST FOR INTERNATIONAL STUDENTS STUDYING IN FRANCE

When?	What?	Done
Before you agree to study abroad	Before you agree to study abroad	
Before you arrive	Found housing	
2-3 months before you arrive	<ul style="list-style-type: none"> . Renew your passport if it expires within 12 months . Ask for copies of your birth certificate + French translation 	
	Complete visa application procedure	
2 weeks before you arrive	Received your visa	
1 week before you arrive	Notified your bank that you will be withdrawing funds in France, or plan to bring euros in cash	
1 week before you arrive	Notified international office (BREI) and the R-inter team of your arrival	
	Pack, making sure to bring appropriate clothing	
	Prepare official documents to bring with you:	
	<ul style="list-style-type: none"> . Valid passport (+2-3 photocopies) . Birth certificate + French translation . Driving licence? 	
	<ul style="list-style-type: none"> . Certificate of enrolment at home institution (for exchanges) . Certificate of language proficiency level . Diploma (copy and translation if needed) 	
	<ul style="list-style-type: none"> . Plane/Train tickets . Travel certificate (COVID)? . Itinerary from airport to your accommodation 	
	<ul style="list-style-type: none"> . Accommodation reservation . Document to enter your accommodation . List of contacts in French (in case you don't have internet) 	
	<ul style="list-style-type: none"> . Mobile phone . Laptop computer? . Health records 	
When you arrive at your accommodation	<ul style="list-style-type: none"> . Copy of passport . Housing insurance . Guarantor? . 1st month's rent + security deposit 	
As soon as you arrive	Go to the international office (BREI) on campus to introduce yourself	
	Begin CPAM (French health insurance system) registration procedure	
1st week	Begin CAF application procedure if you've secured housing	
	Pay the CVEC	
	Meet the R-inter students (student welcome team)	
	Make an appointment at a bank/open an account	
	Get a French phone number	
First day of classes Arrive early to find classroom	First day of classes Arrive early to find classroom	
1st week	Officially enrol at Arts et Métiers (online + registrar's office (scolarité))	
2nd week	Apply for the CSS from CPAM (if you've received your temporary social security number)	
2nd month	Finalise your CPAM registration (Check whether you've received your permanent number or if you must provide additional documents for your application)	
3rd month	Validate your residence permit	
April-May	Make plans to potentially extend your residence permit	

Do you need a pre-registration certificate for your procedures (CPAM, bank, etc.)? ► BREI



GLOSSARY

A1/A2/B1/B2/C1/C2	Scale for describing language proficiency level
Alumni	Former students
ANEF	Foreign Nationals in France Administration (platform for applying for residence permit)
AMELI CPAM	(Social Security - French health insurance system) Platform/Website
APL	State housing aid
APS	Provisional residence permit (Autorisation provisoire de séjour - type of residence permit, now the RECE)
BAC	Baccalaureate (secondary school diploma, granting access to higher education studies)
BAC+2/BAC+5, etc.	Level of studies after secondary school
BIC	Information appearing on the RIB (bank account information slip) for your bank account
BRE	Corporate Relations Office
BREI	International and European Relations Office (sometimes referred to as BRI or International Office)
CAF	Caisse d'Allocation familiale (family benefits fund)
CLE	Guarantor system for housing (sometimes called VISALE)
CM	Lecture courses
CPAM	Caisse Primaire d'Assurance Maladie (French health insurance fund)
CROUS	Centre Régional des Œuvres Universitaires et Scolaires (regional student welfare organisation)
CSS	Subsidised supplementary health insurance (free supplementary health insurance)
CV	Curriculum Vitae
CVEC	Contribution to student and campus life

DELF/DALF	Certifications of French language proficiency
DSE	Student Social File (to benefit from CROUS housing/aid)
DG	Executive Director/ Executive Management
ECTS	European Credits
ED	Instructor-led sessions
FLE	French as a Foreign Language (French language courses for international students)
France-visas	Platform for applying for visas
IBAN	Information appearing on the RIB (bank account information slip) for your bank account
INE (number)	National Student Number (in France)
IUT/BTS	Institute of Technology/ Higher Technician Diploma (Two years of post-secondary school technical training)
IZLY	Electronic payment system for the Student Restaurant (RU)
Master 1/Master 2	1st and 2nd year of a Master's programme. In France, each year of a Master's programme may be completed independently.
MOOC/SPOC	Free online courses
NIA	Temporary Identification Number (CPAM)
NIR	National Repertory Registration Number - permanent number (CPAM)
OFII	French Office of Immigration and Integration
PGE	Grande École Programme (format of three years of study following preparatory classes)
RECE	Job Search/Business Creation (type of residence permit/previously: APS (Temporary Residence Permit))
RIB	Relevé d'Identité Bancaire - bank account information slip
R-inter	Students in charge of welcoming you
RU	Student Restaurant
SMIC	Minimum wage in France, usually expressed monthly
TP	Lab work
VISALE	Guarantor system for housing (sometimes called CLE)

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