



Exchange Student book

International Relations Office

univ-gustave-eiffel.fr



Université
Gustave Eiffel



Congratulations!

Now that you have been accepted to Université Gustave Eiffel you may be wondering what's next.

Well, don't worry! These instructions will provide you with everything you need to know. If it does not answer all your questions, the International Relations Office will help you all along the way.

We are very pleased to welcome you to our university!

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HELP



ADVICE



TO SCHEDULE



TO DO

The International Relations Office



LOCATION:

Maison de l'étudiant - Bureau C01
rue des frères Lumière - Champs-sur-Marne

POSTAL ADDRESS:

SRI - Cité Descartes - 5, bd Descartes -
Champs-sur-Marne - 77454 Marne-la-Vallée
Cedex 2 - France

OPENING HOURS:

Monday, Tuesday, Thursday, Friday
9:30 - 12:00 am / 2:30 - 4:30 pm
Closed on Wednesday

CONTACT:

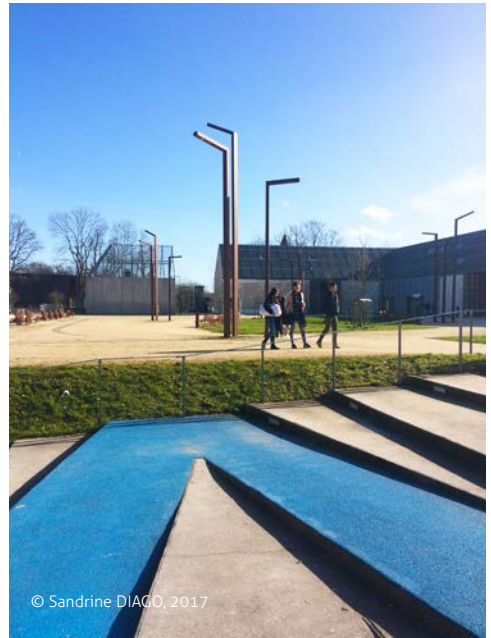
international@univ-eiffel.fr
+33 (0)171 40 81 84



INCOMING STUDENTS ON EXCHANGE PROGRAM COORDINATOR:

Gülay ONAN-LABRANDE

gulay.onan-labrande@univ-eiffel.fr
+33 (0) 1 71 40 81 65



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Each student should send an email to International@univ-eiffel.fr notifying the arrival day and hour of his/her plane. In this way we will be able to arrange things in order to make your arrival as smooth as possible.

How to come to your university with transport

by plane

If you arrive at Orly Airport

Take the **Orlyval to Antony** (6min travel, ≈ 10€, every 4-7min., from 6am to 11pm). At Antony, take the **RER B**, in direction of 'Mitry-Claye' or 'Aéroport CDG', (25-30min., RER B + Orlyval ≈ 12€) to Châtelet-les-Halles.

Change at 'Châtelet-les-Halles' for the **RER A**, direction Marne-la-Vallée Chessy (25min., one ticket is ≈ 4.35€). Get off at 'Noisy-Champs'.

Or:

Take the **Orlybus** to 'Denfert-Rochereau' (25-35min., ≈ 8€, every 8-15min., 6am to 12.30pm). At Denfert-Rochereau, take the **RER B**, in direction of 'Mitry-Claye' or 'Aéroport CDG'. At Châtelet-les-Halles, follow the same directions as above.

If you arrive at Beauvais Airport

Take the **shuttle** from the airport to Paris 'Porte Maillot' (1h15, ≈ 17€, frequency: 20/25min. after each arrival). At 'Porte Maillot', take the **Metro 1**, in direction of Château de Vincennes, and get off at Châtelet-les-Halles. Take the **RER A** to Noisy-Champs (in direction of Marne-la-Vallée Chessy).

If you arrive at Roissy Charles de Gaulle (CDG) Airport

Take the **TGV** to 'Marne-la-Vallée Chessy' (10min. ≈ 29€). Change for the **RER A**, in direction of Cergy/Poissy/Saint-Germain-enLaye.

Get off at 'Noisy-Champs'

Or:

Take the **RER B** to Châtelet-les-Halles (in direction of Robinson/Antony/Saint-Rémy, 35min.). Change there for the **RER A**, direction Marne-la-Vallée Chessy (25min., it is the train leaving from the other side of the same platform where you get off the RER B). Get off at 'Noisy-Champs' (ticket from CDG to Noisy-Champs station ≈14€)

Or:

Take the bus 'Seine et Marne Express' n°19 (direction Torcy, 35min., ≈2€, every 30min. from 5.50am to 10.40pm) and get off at Chelles-Gournay RER. There, take the **bus 213** to Noisy-Champs RER or Lognes-le-Village (25min., ≈2€). Get off at Noisy-Champs RER.

by train

If your train stops at Marne-la-Vallée Chessy change there for the **RER A**, direction can be either Cergy or Boissy-St-Léger and get off at 'Noisy Champs',

If your train does not stop at Marne-la-Vallée Chessy, reach the **RER A** by changing train in Paris.

by car

Coming from PARIS: Motorway A4 (direction Nancy-Metz), exit 'Champs', 'CITE DESCARTES' and then follow the signs to the university.

Going towards PARIS: Motorway A4 (direction Paris), exit 'Champs-sur-Marne', on the right follow the sign to 'Cité Descartes' and finally take the third exit at the roundabout to reach 'boulevard Copernic'.

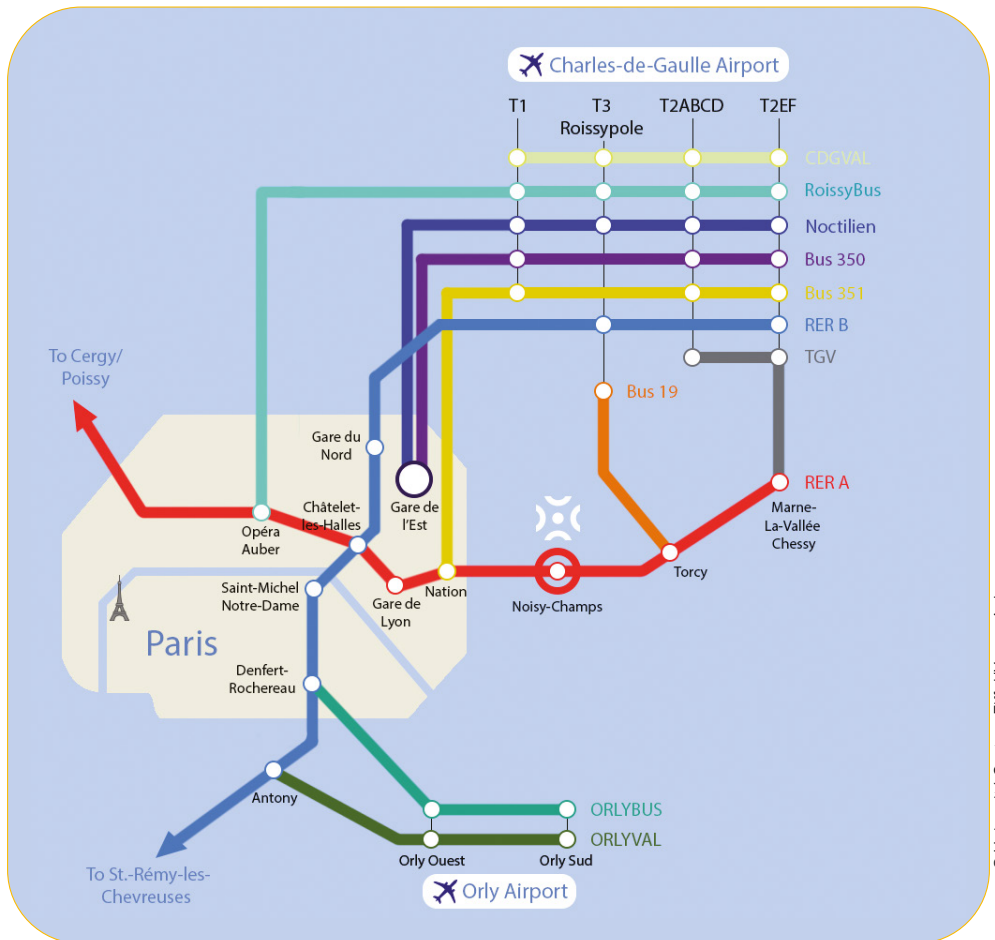
From the FRANCILIENNE: follow the direction of PARIS then exit at 'Champs-sur-Marne', in direction of 'CITE DESCARTES'.

notes:



Freeimages.com/Prakasit Khuansuwan

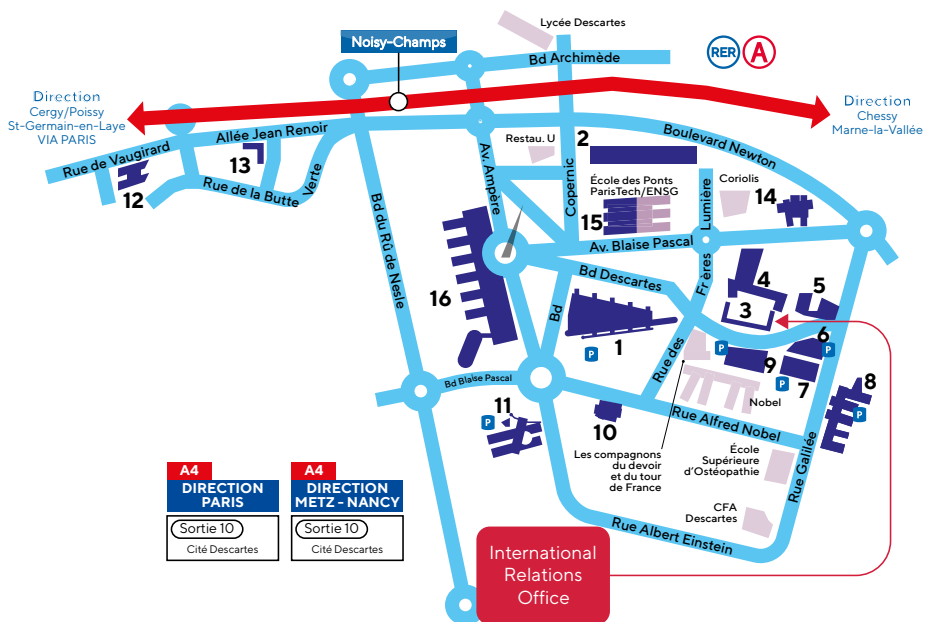
Public transports map to Université Gustave Eiffel



© Université Gustave Eiffel/Yaman Agha

In each case, you can also take a taxi directly to Paris or to Champs-sur-Marne.

CITÉ DESCARTES



Légende

- 1 **Bâtiment Copernic** : 5, bd Descartes • Champs-sur-Marne
- 2 **Bâtiment Bienvenue** : 14-20, bd Newton • Champs-sur-Marne
- 3 **Maison de l'Étudiant** : rue des Frères Lumière • Champs-sur-Marne
- 4 **Bibliothèque Georges Percé** : rue des Frères Lumière • Champs-sur-Marne
- 5 **Gymnase de la Haute Maison** : bd Descartes • Champs-sur-Marne
- 6 **Bâtiment François Rabelais** : bd Descartes • Champs-sur-Marne
- 7 **Bâtiment Lavoisier** : rue Galilée • Champs-sur-Marne
- 8 **Bâtiment Bois de l'Étang** : rue Galilée • Champs-sur-Marne
- 9 **Bâtiment Clément Ader** : bd Descartes • Champs-sur-Marne
- 10 **Bâtiment Ada Lovelace – La Centrif'** : 2, rue Alfred Nobel • Champs-sur-Marne
- 11 **IUT de Marne-la-Vallée, site de Champs** : 2, rue Albert Einstein • Champs-sur-Marne
- 12 **Bâtiment Alexandra David-Néel** : 2, allée du Promontoire • Noisy-le-Grand
- 13 **Bâtiment Albert Camus** : 2, allée Jean Renoir • Noisy-le-Grand
- 14 **EAV&T** : 12, av. Blaise Pascal • Champs sur Marne
- 15 **ENSG Géomatique** : 6-8, av. Blaise Pascal • Champs sur Marne
- 16 **ESIEE Paris** : 2, bd Blaise Pascal • Noisy-le-Grand

VAL D'EUROPE



17 Bâtiment Erasme (IFIS) : 6-8, cours du Danube • Serris

MEAUX



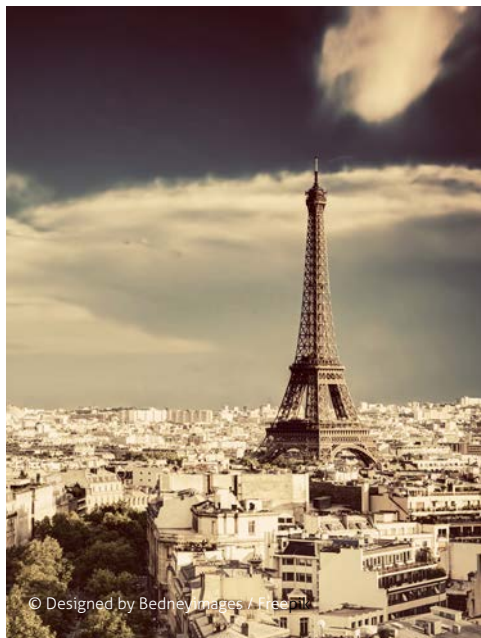
18 IUT de Marne-la-Vallée, site de Meaux : 17, rue Jablinot • Meaux

Late arrivals

In case of late arrival, we provide you with a list of possibilities. Make sure to book a hotel / motel if you need one.

stay in Paris

The night before you can either stay in Paris, or there are some accommodation possibilities **nearby campus**



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stay near the university

There is **one hotel** next to Noisy-Champs RER station:

Ibis - quite a comfortable hotel:

Boulevard Newton, Cité Descartes

77420 Champs-sur-Marne

The prices start from 55 euros/night

You can also book a hotel / motel nearby other RER A stations (Bry-sur-Marne, Noisy-le-Grand, Noisiel, Lognes, Torcy...)

If you have found off-campus housing, we advise you to first settle in your apartment.

Make sure that you will be able to call with your mobile phone in France in case of emergency.



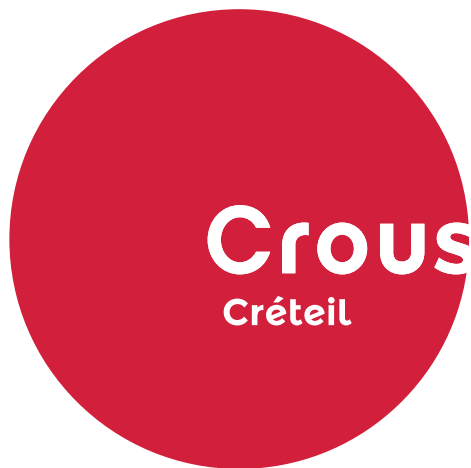
Print your itinerary in order to be sure to have it with you or have this student's book with you!


Overestimate rather than underestimate the time it takes to arrive from the airport to the campus!

The room

about the CROUS student residences

If you have **booked a room** at one of the residences of the CROUS (the regional student housing organization), **you should first head to the International Relations Office of Université Gustave Eiffel**. Students need to come to the International Relations Office, during office hours (Monday to Thursday from 9 AM to 4 PM). **Students will NOT be able to check in on Friday nor on weekend**



 **Make sure you have a plan B** if your flight is delayed and you only arrive after the closing time of the residence!

Students can neither choose their room/ roommate nor the residence. Only the CROUS manages the repartition of the rooms.

rules of the residences

- If the student refuses the room assigned upon arrival, the deposit and 1st rent **payment will not be refunded.**
- If the student does not leave the room as it was found, **the deposit cannot be reclaimed.**
- Check-in & Check-out with the CROUS are compulsory.
- **Rental charges can be reclaimed** after the stay as they are calculated each December.

Organization of the Arrival Day

administration documents

Step 1: International Relations Office

- Student card of your home university


Step 2: The CROUS (residence)

- Sign your housing contract
- Do the check-in of your new apartment
- Be provided with the keys, a temporary certificate of residence, and internet access codes
- Have a delay of 48 hours to declare any problem with your room to the CROUS reception desk in Montesquieu building
- Provide the CROUS with a proof of **home insurance**

The home insurance is compulsory in France for any person renting an accommodation. You can subscribe to this insurance in banks for example.

See "Bank" in FIRST WEEK PRIORITIES



-  The CROUS needs to have received your payment before you arrive. **Please consider doing the bank transfer in advance, but not before you get your visa.**



Please note that the CROUS provides only the most basic equipment: bed, chair, desk, closet, fridge, electric cooker.

go shopping for food and other things

You may want to go for some shopping when you arrive, to buy bed linen and sheets for example. Here are the closest supermarkets:

Super-U: 10min. walk from campus, quite large, mostly for buying food. More expensive than Carrefour

Carrefour:

- **Noisy le Grand:** one train station after Noisy-Champs, direction Paris; very large supermarket; part of a shopping center 'Les Arcades'

- **Champs-sur-Marne:** 15-20min walk from campus, or bus 312 Intérieur, 8min. from Noisy-Champs; quite large supermarket

- **Torcy:** Bay2 Shopping Center (RER A Direction Marne-la-Vallée Chessy; get off at Torcy, 3min. walk)



If you live in Paris, you will easily find many grocery shops just off the street!



When planning your monthly budget, **be prepared to cover a variety of additional**, one-time expenses during the first month. Please **make sure that your bankcard will allow you to withdraw cash in France** while waiting for your French bankcard.

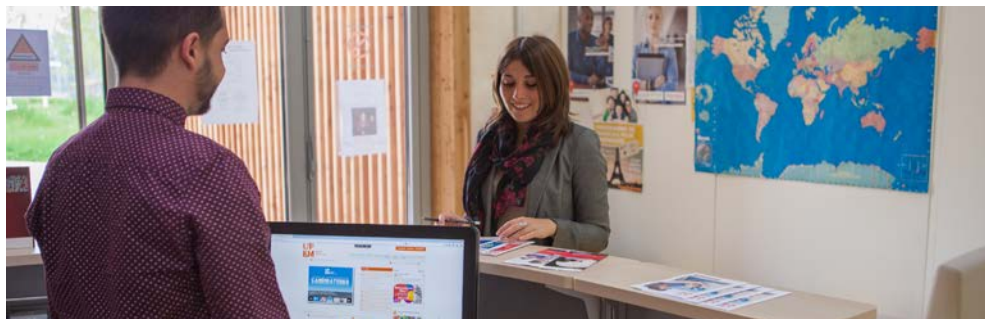


First week priorities

International Relations Office

(Service des Relations Internationales - SRI)

We will assist you in completing these administrative tasks. We are well aware that they are numerous and quite complex in France!



Location: MAISON DE L'ÉTUDIANT - BUREAU C01 - RUE DES FRÈRES LUMIÈRE - Champs-sur-Marne

Postal address: SRI - CITE DESCARTES - 5, BD DESCARTES - Champs-sur-Marne - 77454 MARNE-LA-VALLÉE CEDEX 2 - FRANCE



You will receive:

- Your student card
- Proof of enrolment at Université Gustave Eiffel (Certificat de scolarité)
- Campus Wi-Fi/online platform access codes
- (Erasmus:) Signature of the arrival certificate



What you **need to bring** or **subscribe** once in France:

- Proof of **third party liability insurance**: this insurance is compulsory in France. You can subscribe to it in banks.
- (Outside EU and Quebec:) French Social Security is mandatory but free. The International Relations Office will provide you with the subscription instructions.

bank

Feel free to choose any bank you like but in order to facilitate the arrival of students, we cooperate with the agency of Société Générale nearby the campus (29 Avenue Ampère, 77420 Champs-sur-Marne, Tuesday-Wed.-Fri. 8.45-13 and 14-17.50; Thursday 8.45-13 and 14-17.05; Sat. 8.45-13). Please note that many banks are closed on Monday.

A bank account + a home insurance (mandatory if you live at the CROUS residence) is 40-80 euros/year. The third party liability insurance is included.



What you need to bring:

- Société Générale Form (you can ask for it at the International Relations Office)
- Société Générale form to declare one's economic and professional situation (from the International Relations Office)
- ID card or passport copy (**if your passport does not mention your city of birth, you will need to provide another document such as your birth certificate**)
- Proof of enrolment at Université Gustave Eiffel (from the International Relations Office/ student card)



- Proof of address (provided by the CROUS/landlord/housing contract)
- After signing the contract, you will receive
- a RIB (Relevé d'Identité Bancaire): this document contains your bank account details. It is very useful to have several copies of it, as it is required for paying electricity, mobile phone plan and/or sim card, public transports card, and if you have a job your employer can pay you directly via a bank transfer.

- Proof of home insurance and third party liability insurance (keep the original, give a copy to the CROUS and a copy to the International Relations Office.



Remember to deposit/transfer some money to your account before your first bills become due!

notes:

electricity

At the CROUS, the electricity **may not be included in your rent**. To open an electricity account, you can either call EDF (Electricité De France) (09.69.32.15.15) or go to their agency at Avron (81-85 Rue d'Avron, 75020 Paris; 9.30-12.30 and 14-18.30, Monday to Friday).



What you need to bring:

- Passport or identity card
- RIB (bank account details)
- Electricity statement and name of the former tenant.** If you live in a CROUS residence, this information is written on the État des lieux (check-in form of the CROUS that you received at your arrival).



Academic priorities

meeting your coordinator



This is a good opportunity to discuss the classes you have chosen. He/she can answer your questions regarding the contents of the courses, the mode of teaching (lectures, tutorials...), the methods of assessment (continuous exams, final exams...) etc.

* **Erasmus students:** if you modify your Learning Agreement, it must be signed by your coordinator at Université Gustave Eiffel and your coordinator at your home institution. Please make sure you also give a copy to the International Relations Office.



meeting the administrative officer of your study program

He/she will give you the timetable of the classes you are taking, help you find your way to the classrooms etc. He/she will also help you to complete your course enrolment sheet.

course enrolment sheet

Once you have chosen your classes, you will need to formally enroll. Your administrative officer will help you to complete the document but you need your academic coordinator to sign it. More information will be provided by the International Relations Office.



studying at Université Gustave Eiffel

Compulsory attendance: at Université Gustave Eiffel, attendance is compulsory for most courses. Lecturers may have you sign an attendance sheet at the beginning of each class in order to remember who was present.

Please be aware that some lecturers take attendance very seriously and may take it into consideration when calculating your average mark for the semester.



MESR/PictureTank

Other procedures and services

French classes

Français Langue Étrangère (FLE - French as a foreign language): You can enroll for free French classes, which are worth 3 ECTS per semester.

There are four groups of different levels. The course takes place once a week for 3 hours. A test will be organized at the beginning of the semester to constitute the groups.

For more information regarding hours and enrolment, please come to the International Relations Office.

notes:



MESR/PictureTank

student card

Your student card has many functions!

• **You can use it to get student discounts in restaurants, cinemas, shops... Take it with you when you go out!**

- It includes a payment device called 'Izly' that allows you to pay for on-campus facilities (CROUS restaurants and cafeterias, laundries, printers...)

To activate your Izly account, you need to login on the website www.izly.fr with the temporary password you received by email. Then you will be able to easily top-up your account via bank transfer.

• **Your student card is necessary when you are sitting for final exams.**



Iconothèque Epamarne/Eric Morency

sports

The SUAPS (Service Universitaire des Activités Physiques et Sportives) is the university service for sports. You can register for many different activities free of charge such as bodybuilding, gymnastics, Zumba, Yoga, dance, Boxing, Tennis, Basketball, Badminton, and many others. All activities take place on-campus or at nearby facilities. You can also participate to interuniversity competitions.

You will find further information, including timetables, on our former website, under the tab 'Vie du campus' → 'Vie sportive':

<http://www.u-pem.fr/vie-du-campus/vie-sportive/le-service-universitaire-pour-les-activites-physiques-et-sportives-suaps/>



public transportation

The Imagine'R card is a public transportation pass that allows you to travel everywhere in the Ile-de-France region for 38€/month plus 8€ of application fees for the first month (2019/2020). It includes buses, metros, RERs, night buses (Noctiliens)...

Conditions: to be a student, under 26 years old, and to live in the Ile-de-France region.

How to ask for the card: the procedure can be done entirely online

You must first create an account. You will need the following documents:

- Copy of **Certificat de Scolarité** or copy of **student card**
- Identity photo** (neutral, original one)
- Method of payment** (usually your RIB/bank account details)

You will receive your pass within two or three weeks.

In case you are over 26 or if you stay only for a few months and want to enjoy unlimited travel in Ile-de-France immediately, you can subscribe to a Navigo pass: for a week (≈23€)



or for a month (≈75€).

You need to go to an RATP agency to obtain the card immediately and for free (Noisy-le-Grand Mont d'Est, one station away from Noisy-Champs, Monday-Friday 7am-9pm, or Gare de Lyon: RER A, Mon-Fri 6.30am-7.30pm and sat. 1pm-7pm).

You need to bring an ID and a proof of your address in Ile-de-France. As they will take a photo of you there, you don't need to bring one. You will be able to charge the Navigo pass for a week or a month at any RATP desk or ticket machine in stations.



For more information about the Imagine'R card:

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

To subscribe:


<http://www.navigo.fr/> or

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



mobile phone

There are many different mobile operators that can provide you with a French sim card. You will find various offers from diverse operators such as **Free Mobile, B&You, SFR, Orange, Virgin Mobile...** You can subscribe to their offers online and the sim card is delivered by mail to the address you provide. **The sim card usually costs 1€.** Advice: most subscriptions are for 12 months and you cannot get reimbursed if you cancel it before. It is better to get a non-binding subscription or a pay-as-you-go service.

 You can also go to one of their agencies. In that case you may need to bring:

- a proof of your address,
- an identity card or passport,
- your French RIB/bank details.

Give your new number to the SRI and to the CROUS!

My new number: _____

My telephone operator: _____

The closest agency: _____

Emergency numbers in France:

SAMU: 15 (medical emergency)

EUROPEAN EMERGENCY NUMBER:
112 (valid in all European Union countries)

SOS MEDECINS: 08 25 82 65 05
(medical emergency)

POLICE: 17

FIRE DEPARTMENT: 18

housing aid

The CAF (Caisse d'Allocations Familiales) is the French national organization in charge of family and social allowances. The APL is the housing aid which you can apply for while living in France.

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Conditions:

You must be from a country belonging to the European Economic Area (EEA) or to have a valid residence permit. See OFII for further details.

You must be the person named on the housing contract.

To apply, you have to fill **the online application at www.caf.fr** for Aide au Logement (Housing allowance). The staff of the International Relations Office will help you to fill in the application.

Once this is done, **you will have to send or to bring the following documents to the CAF:**

- Proof of identity: national identity card, passport, residence permit
- Certificate of birth
- Proof of social security enrolment or copy of European health insurance card.
- Certificat de Scolarité Université Gustave Eiffel (Enrolment Certificate)
- RIB/bank account details

For students living in Champs-sur-Marne, Lognes, Noisiel, Torcy (department 77), the address of the nearest CAF is: 97 Boulevard du Segrais, 77185 Lognes. (Mon.-Fri. 8.30-11.30 and 13.30-16.30; RER A Torcy). For students living in Paris, there are several agencies. Check on the website which one is the closest to your place.

visa issues

Non-EU students:

In order to be eligible for housing allowance, you will **need to have your extended-stay visa validated by OFII** (Office Français de l'Immigration et de l'Intégration):

You must validate your visa within 3 months of arriving in France at the very latest. The process is entirely digital: <https://administration-etrangers-en-france.interieur.gouv.fr>



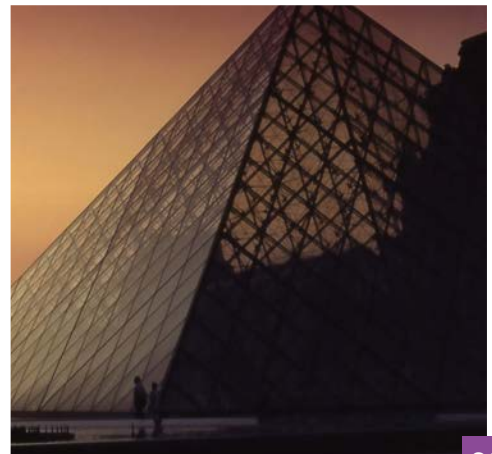
You will need:

- A valid email address
- Information on your visa
- Your date of arrival in France
- Your home address in France
- A credit card in order to purchase your electronic stamp (timbre fiscal) online. The electronic stamp costs 60 euros. If you don't have a credit card, there is a possibility to buy an electronic stamp with cash at a kiosk

After filling the form online and paying the stay tax, you will receive an email of confirmation: **your visa is validated!**

Validating your visa is important. It entitles you to:

- Lawfully remain in France for your visa's entire validity period
 - Freely travel in the whole world, beyond the 3 months following your arrival
- Validated by OFII, your visa functions as a residence permit.

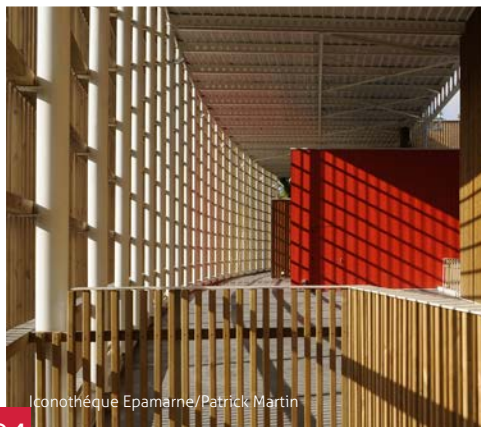


List of documents to bring with you



ID card or passport: it can be a good idea to **keep a copy of it in your luggage**, just in case.

- Certificate of Birth, translated if possible
- Erasmus: Learning Agreement; Arrival Certificate
- Means of payment: cash and/or bankcard that works in France
- Identity photos
- Any document that your home university might request
- Student card of your home university or a proof of enrolment at your home university
- This lovely booklet!



Iconothèque Epamarne/Patrick Martin



Useful contacts at Université Gustave Eiffel



my administrative officer(s)

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0) _____
Email: _____

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0) _____
Email: _____

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0) _____
Email: _____

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0) _____
Email: _____

my academic coordinator

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0) _____
Email: _____

my administrative coordinator

Contact name: *Gülay ONAN-LABRANDE*

Department / Office: *International
Relations Office*

Days and hours of operation: *Monday,
Tuesday, Thursday, Friday 9:30 - 12:00
am / 2:30 - 4:30 pm*

*+33 (0) 1 71 40 81 65
gulay.onan-labrande@univ-eiffel.fr*

notes:

Useful words



APL: housing allowance. You can apply to it through the CAF.

CAF: a national organization in charge of family and social benefits.

CROUS: a regional agency that is in charge of student residences, restaurants, and other student services.

IMAGINE'R / NAVIGO: these are the names of the different public transport passes which you can subscribe to.

OFII: French Immigration and Integration Office.

SRI: International Relations Office (it stands for Service des Relations Internationales)

SUAPS: this is the name of the university

sports service. See the section 'During the first weeks' for further details.

RIB: a document containing your bank account details (it stands for Relevé d'Identité Bancaire).

notes:



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Dictionary

Hello - **Bonjour**

Thank you - **Merci**

Goodbye - **Au revoir**

I am Spanish, Italian... - **Je suis espagnol, italien...**

I don't know - **Je ne sais pas**

I'm sorry I cannot speak French - **Désolé je ne parle pas français**

Excuse me, where is...? - **Excusez-moi, où se trouve...?**

The Bois de l'étang building? - **...le bâtiment du Bois de l'étang ?**

The student restaurant? - **...le restaurant universitaire ?**

The student library? - **...la bibliothèque universitaire ?**

Could I have...? - **Est-ce que je pourrais avoir...?**

I'm lost - **Je suis perdu**

Could you help me, please? - **Pouvez-vous m'aider s'il vous plait ?**

All straight - **Tout droit**

On the right - **À droite**

On the left - **À gauche**

How much does it cost? - **Combien cela coûte ?**

I'm looking for the nearest metro please - **Je cherche le métro le plus proche s'il vous plait**

Which metro line goes to...? - **Quelle ligne de métro va à...?**

I would like a metro/bus ticket please - **Je voudrais un ticket de métro/bus s'il vous plait**

I have to go to... - **Je dois aller à...**



notes:

notes:



If you're experiencing any problems with the above mentioned or have a question which is not answered here you can always contact the International Relations Office by email, phone or come to our office and we will gladly help you.

Welcome to our university. We wish you a pleasant and unforgettable stay.

TO FIND US

INTERNATIONAL RELATIONS OFFICE

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