



Education and Culture DG

ERASMUS MUNDUS



Student Handbook

Welcome to Paris

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1. GENERAL INFORMATION & CONTACTS

With eight hundred years of excellence to build on, the University of Paris 1 Panthéon-Sorbonne, a descendant of the Sorbonne and the Faculty of Law and Economics of Paris, is one of the largest universities in France today. Some forty thousand students are enrolled in 14 teaching and research departments (Unités de Formation et de Recherche) and 5 Institutes, which offer top level degree courses in law, political science, economics, management and the humanities.

The university is located in the heart of the Latin quarter, in the largest campus in the world, and occupies part of the Sorbonne and other prestigious French university buildings. Paris I is at the centre of a rich network of international relations stretching across the five continents and continues to play a major role in the training of researchers, academics, judges, lawyers, senior managers and top French civil servants.

At the cross-roads of tradition and modernity, Paris 1 is at the forefront of research and teaching in the fields of European studies, international relations, management and communications. It aims to be a major pole of research and learning in Europe in the 21st century.

All courses are held at the Maison des Sciences Economiques (MSE), 106-112 boulevard de l'Hopital, 75013 Paris, metro Campo Formio (line 5), bus 57, 67.

The QEM international Office, B14 is located in the new building of MSE, 1st floor.

Phone: 01 44 07 76 68

Email: qem-paris@univ-paris1.fr

Open hours: Monday, Tuesday, Thursday from 9.00 till 12.00

If you have any questions or requests, you should first send an e-mail.

2. FORMALITIES

2. 1. Residence permit

As soon as possible after the arrival in France, foreign students must apply for a temporary student resident permit. Students will be given all required information during the welcome week. University of Paris 1 will arrange for your application to be processed (contact M. SAKKA at Sadri.Sakka@univ-paris1.fr for more information).

Starting from 2009 the long-stay student visa is valid as a residence permit for the duration of the studying in France (maximum one year), Students must do all the necessary procedure to obtain a sticker and OFII **within three months**.

Warning: If you are an Algerian student, the rules did not change, you should obtain a residence permit.

What is required?

1. To fill the form you have received with the visa at the Consulate of France, named "**demande d'attestation OFII**"

Note: This form must be complete carefully (for instance, include your address in Paris, the number of your visa), provide with the copy of passport, visa, the stamp which shows your date of entry into France.

2. To send/bring the document to the French Office for Immigration and Integration (OFII).

From September to December: to Cité internationale universitaire de Paris Maison internationale, 17, boulevard Jourdan, 75014 Paris, RER B / T3 : Cité Universitaire.

Starting from January, the form must be sent by registered mail to the OFII office.

3. Medical examination

Upon receiving your application, the OFII will send you a receipt with the date and time of your medical appointment.

For the medical appointment bring with you:

- ✓ The stamp for 55 euros (You can buy it in all TABAC's);
- ✓ Passport and long-stay visa & 1 copy;
- ✓ Proof of enrolment at the University Paris 1 (copy of student card or certificate de scolarité);
- ✓ A birth certificate (translated into French by certified translator);
- ✓ Proof of accommodation: recent rent receipt slip (and photocopy) or a certified statement by the person providing accommodation (plus proof of that person's home address), contract
- ✓ Proof of financial resources: minimum requirement of 450 euros per month (grant certificate, pay slips, a certificate that you are under the responsibility of someone living in France who is considered solvent, standing order, recent bank statement, traveller's cheques, etc.)
- ✓ 3 passport photographs (3.5 by 4.5 cm)

After the medical examination, the OFII will provide you with the visa sticker, which will have the value of a residence permit for maximum one year within the validity dates shown on the visa.

2. 2. Health Insurance

The recipients of the Erasmus Mundus Scholarship are covered by the ACE Europe Insurance. Follow the link to find out more:

<https://www.marshconnect.eu/emis2MC.htm>

Other Students are covered by:

- Social security

Health insurance covering reimbursement of medical expenses is mandatory in order to obtain a residence permit.

Students from the European Economic Area and Québec are exempt from this requirement; they must produce the E111 form (SE401Q102 Bis form for Québécois) supplied by the health insurance authority of their country.

Other students may benefit from the students' health-insurance scheme (already included under Paris 1 registration fee : around 200 Euros) if they have less than 28 years old or otherwise they would have to subscribe to the universal health-insurance coverage scheme (couverture maladie universelle, CMU).

After receiving the Student card, you should send the "Affiliation Sécurité Social" part of the paper that comes with it to your "Centre choisi": the postal address of your "Centre choisi" is given below in the "Affiliation Sécurité Sociale" part

More about the French social security:
<http://www.campusfrance.org/en/a-etudier/sejour01-7.htm>

- "Mutuelle"

A complementary health insurance is not compulsory but strongly recommended. This is a student insurance program costing from 125 to 250 Euros per year depending on the coverage offered (including civil liability and accident).

2. 3. Bank account

The QEM Master has an agreement with the Bank CIC (Crédit Commercial et Industriel) to open a Bank account to our students. The opening of a Bank account at CIC is only mandatory for students having an Erasmus Mundus scholarship. There are two stages for the opening of an account:

-Pre-opening of the account and Account number. This can be done online before the arrival in Paris. Accepted students need to upload on their personal web page the files which are asked on the online platform (Passport, Visa, Travel ticket, Photo...) and need to fill all the information asked in the personal web page (passport, permanent address, arrival...). When this information is complete the Bank will be asked to pre-open a Bank account and the information about your account number will be available on your personal web page. For the following step, you will need to treat directly with the Bank.

-Opening of the account and means of payment. To have your bank account effectively open, you need to go to the Bank (with your passport), and there is no way to avoid being physically present for this meeting. The Bank will give you your means of payment (checks, visa card) and internet access to manage your account. You should ask an appointment directly to the Bank (by phone or e-mail: see below) and this can be done as soon as you have your account number on your personal web page. All information you want to know about your account (fees, transfer to or from foreign countries...) should be asked to the Bank.

-Information on the Bank CIC-Crédit Industriel et Commercial: <https://www.cic.fr/fr/>
CIC - Agence Paris Bac
2 Boulevard Raspail, 75007, Paris

Access: Metro: Rue du Bac (line 12), Bus: Bac-Saint Germain (lines 63, 68, 69, 83, 84, 94)

Contact:
PAQUIS Catherine
Email : paquisca@cic.fr
Phone: +33 8 20 010 041
Fax: +33 1 44 39 34 23

3. STUDYING AT UNIVERSITY PARIS 1

3. 1. Registration

All Students are expected to bring the necessary documents for administrative registrations at University Paris 1:

- certified copy of the diploma (translated in english);
- certified copy of the transcript (translated in english);
- certified copy of the birth certificate (translated in english);
- copy of the English test;
- 2 passport-size photos.

Plus the documents required for the residence permit.

If you have already sent all the documents (the certified translated copies) before, you do not need to bring it again.

All Students are required to fill the registration form.

3. 2. Student card

While in Paris, students will be issued a university student card. This card allows you:

- to get an email address with the University - go to (<http://malix.univ-paris1.fr/>), click on "Activation" under "Nouvel utilisateur" - enter your N° INE and your N° Etudiant as specified on your student card - you'll get your identifier and password;
- to register for the library - at Centre PMF, 90 rue de Tolbiac, 75013 Paris, on the 5th floor (green elevators)
- to participate in sports activities with the University Paris 1

3. 3. Library card

The Students will receive the card to enter the library at MSE upon their arrival (the 10 Euros guarantee deposit will be return when the semester is finished)

4. GENERAL PRACTICAL INFORMATION

4. 1. Accommodation

All effort will be made to reserve University accommodation for students admitted to the program with CROUS or CIUP scholarships for Paris Mobility. (Preference is given to the Students who made an application earlier)

Student accommodation may be offered mostly by the CROUS Paris.

The single studios have a kitchen, bathroom, WC, phone socket. They are furnished and contain a writing desk, office chair, bed, built-in wardrobe. (Note, that there is no pillow, blanket, dishes in the studio).

The rent is about 400 Euros/month, it is also required to pay about 200 Euros of guarantee deposit (**no cash accepted, only debit/credit card**)

Other Housing Options

- We strongly encourage you to apply for **Cité Internationale Universitaire de Paris:**

<http://www.ciup.fr/en/>

The deadline for application is **the end April** for the following academic year.

You should indicate in your online application form that you are a Student of University Paris 1, QEM Erasmus Mundus;

- Private student residences
- Private sector accommodation

- Staying with a French family
- Short term rental (1 week maximum):

Housing Subsidies

Accommodation Financial Aid ("APL") may be given by the French government through CAF, the Caisse d'allocations familiales ([CAF](#)) on specific criteria (resources, surface, valid resident permit) up to 1/3 of the value of the rent.

For this, students need to fill the form at www.caf.fr (click to "Etudiant" and download the form, then send it with the following documents:

1. a housing certificate (to be asked to your residence);
2. a certificate of your bank account ("Releve d'Identite Bancaire"), to be asked to your bank;
3. a copy of your visa and your passport.

More Information: CROUS (<http://www.crous-paris.fr/article.asp?idcat=AAD>) (in French) or CampusFrance (<http://www.campusfrance.org/en/a-etudier/sejour01-2.htm>)

4. 2. Public Transportation

Public transport is easy to use in Paris. Paris Local Transport System (RATP), provides travel by underground (metro) buses (bus) and tramways (tram).

RER (suburb trains) are circulating within the 6 zones of Ile-de-France.

The price of the ticket depends on the zone you need to go (Paris and close suburbs are within zone 1 and 2)

A 30-day NAVIGO card for about 55 Euros will provide you with unlimited travel within

zone 1 & 2. The card can be bought in the metro.

Students (less the 26 years) can also apply for one-year Imagine R card to a reduced price, about 300 Euros/one year (you should fill a special form, which can be asked in the metro, and send it with the necessary documents (copy of student card/ certificate de scolarite, bank details/RIB or check, photo) by post)

If you are not a frequent user of the transport system you can buy a set of tickets (usually 10) to a reduced price.

There is a bicycle-project organized by the city's office for social affairs 'Velib' lends the bicycles for 29 Euros/year or 1 Euro/day (without subscription) and it takes a deposit of 150 Euros that you will get back if you return. You can use the bicycle the first 30 minutes for free. There are a lot of 'Velib' stations around Paris.

4.3. Cost of living

The following list gives an idea of everyday cost of living in France (in Euros/month):

Item	Price
Private apartment	from 800 €
Student Housing	from 400 €
10 metro tickets	10,90 €
One monthly bus & metro ticket	52,50 €
Movie ticket	9 €
Audio CD	15 €
Student cafeteria	2,95 €
Potatoes (1 Kilo)	1 €
Milk (1 l)	1 €
Pack of cigarettes	6 €

French Law requires that students prove that they have sufficient financial means to study in France without working, that is to say at least 450 Euros per month.

However, you will need over 1 800 Euros for the first month to cover the following expenses:

- Accommodation (Rent, accommodation guarantee, accommodation insurance, gas, electricity, etc.)
- Health (Complementary student insurance, etc.)
- Telephone

4.4. Health service

The University has a Preventive and Health Promotion Service, which offers medical services to students free of charge:

Centre Pierre Mendès-France, 90 rue de Tolbiac, 75013 Paris, 4th stair, Office A4 02

Phone: 01 44 07 89 50

Fax: 01 44 07 89 55

Open from Monday to Friday 9.00 to 17.00.

Other medical assistance in Paris 1:

Centre Pierre Mendès-France, 90 rue de Tolbiac, 75013 Paris, 4th floor, Office A4 02

Phone : 01 44 07 89 50

Fax : 01 44 07 89 55

Email : gdoulsan@univ-paris1.fr

Open from Monday to Friday 8h45 to 13.00 and 13.30 to 17.00.

Doctors:

You are free to choose your doctor. You will find all addresses on the telephone directory "Pages-Jaunes"

Facilities for students with special needs:

Mme Liliane Durocher, Centre Pierre Mendès France, 90 rue de Tolbiac, 75013 Paris, Office B11-08 (yellow lift)

Phone : 01 44 07 89 27

4.5. Shopping & Cafeterias

Paris provides its residents with a good variety of shops and supermarkets. Most of them work from Monday to Saturday from 09.00 till 21.00. Usually the grocery stores are closed on

Sundays', however some might be open in the morning.

The student card gives access to all student cafeterias (CROUS) in France (1 ticket- a whole 3-course meal: 2.95 Euro).

Where to eat?

Name	Address	Metro
Bullier	39 av. Georges Bernanos, 75005 Paris	Port-Royal
Censier	31 rue G. Saint Hilaire, 75005 Paris	Censier Daubenton
Chatelet	10 rue J. Calvin, 75005 Paris	Censier Daubenton
Cuvier - Jussieu	8 rue Cuvier, 75005 Paris	Jussieu
Assas	92 rue d'Assas, 75006 Paris	N.D. des Champs
Mabillon	3 rue Mabillon, 75006 Paris	Mabillon
Grand Palais	Cours la Reine, 75008 Paris	Champs Elysées
Citeaux	45 Bd Diderot, 75012 Paris	Gare de Lyon
Tolbiac	14 rue de Tolbiac, 75013 Paris	Chevaleret
Dareau	13 rue Dareau, 75014 Paris	Saint Jacques
Dauphine	Avenue de Pologne, 75016 Paris	Porte Dauphine
CHU Bichat	16 rue Henri Huchard, 75018 Paris	Porte de St. Ouen

More information (in French): <http://www.crous-paris.fr/article.asp?idcat=AAA>

4.6. Libraries

At the MSE library you can find a lot of books in French and English (mathematics, economics, finance), however the Master Students can not take out the books. You need to have a library card to get access to the library. Open hours: Monday-Friday, 10.00-19.00. More information can be find here: <http://cesdoc.univ-paris1.fr/>

The Student card allows you to register for the library at Centre PMF, where the books can be taken home. Address: 90 rue de Tolbiac, 75013 Paris, on the 5th floor (green elevators) look or ask for the "Inscription" desk to register.

The Students also have access to the Bibliothèque Cujas, 2 rue de Cujas, 75005 Paris

The Public libraries offers besides technical literature also numerous novels. A good collection of books in English, French (and other languages) is also available. The inscription is free and you can take out books for the period of 2 weeks.

The list of all public libraries: http://www.paris.fr/portail/Culture/Portal.lut?page_id=7973

4.7. Mobile phones

There are several phone companies on the market which offer the service. It is well worth comparing their offers and perhaps paying a visit to one of the phone hypermarkets. Basically, there are two types of service:

Prepaid (SIM card will cost you 15 Euros, and then you will have to buy pre-paid cards).

Fixed one-two year contract (for the fixed amount, usually 25 Euros/month you will get a cell-phone, and a limited/unlimited number of minutes, sms).

Living in France

