



2018-2019

Preparing for your stay and getting settled

Practical guide **for international students**

Welcome to the Communauté Université Grenoble Alpes!

Your enrollment in one of the institutions of the Communauté Université Grenoble Alpes represents a new step in your life, an experience that will bring about major changes for international students, because in addition to studies, you will discover a new country! To prevent being overwhelmed upon arrival, you need to keep in mind the steps you must take and the role of the different people whom you will contact.

This guide is designed specifically for international students. Its main objective is to provide an overview of all the steps you will go through from the moment you are admitted to the first days of your stay. More detailed information about the topics covered in the guide can be found on the web portal dedicated to international students. We thus invite you to consult the web portal in addition to this guide: international.univ-grenoble-alpes.fr/en/student

COMMUNAUTÉ UNIVERSITÉ GRENOBLE ALPES

KEY FIGURES

60,000 students
7,200 foreign students
3,700 doctoral students
45% of doctoral students are foreigners
180 nationalities
20 languages taught
6 campuses

A major university and research center in Europe that also has an exceptional natural and sports environment!

The higher education institutions of the Communauté Université Grenoble Alpes form one multidisciplinary university that offers a large variety of educational programs in all disciplines, both undergraduate and postgraduate studies, and possibilities to change courses at every level.

- **Université Grenoble Alpes (UGA):** Arts, Literature, Languages, Law, Economics, Management, Humanities and Social Sciences, Sciences, Technologies and Health.
www.univ-grenoble-alpes.fr
- **Université Savoie Mont Blanc:** Sciences, Engineering, Technologies, Languages, Literature, Arts, Humanities and Social Sciences.
www.univ-smb.fr
- **Grenoble Institute of Technology (Grenoble INP):** Engineering.
www.grenoble-inp.fr
- **Sciences Po Grenoble:** Political Sciences, Law, Economics.
www.sciencespo-grenoble.fr
- **The Grenoble School of Architecture (ENSAG):** Architecture.
www.grenoble.archi.fr

PhD thesis are supervised by the **Doctoral College in the Communauté Université Grenoble Alpes**. This college groups 14 doctoral schools, which provide research training in all disciplines, both fundamental and applied.

Main sites of the Communauté Université Grenoble Alpes



Designed as genuine urban landscaped areas, located on the banks of lakes or in the heart of mountains, the six campuses of the Communauté Université Grenoble Alpes institutions have the necessary infrastructure to promote the dynamism of student life - Maisons des étudiants (Students' Houses), theaters, sports facilities, university restaurants, shops, etc.

www.communaute-univ-grenoble-alpes.fr/en/

Prepare your stay...

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The first few weeks...

**... in one of the institutions of
the Communauté Université Grenoble Alpes**



Step 1:

YOU HAVE BEEN ADMITTED



COMPLETING YOUR ADMISSION

As soon as you receive confirmation of your admission, you might have to send additional documents or submit an online pre-enrollment form. Check with your institution the necessary steps to follow before your arrival. You also need to ask when the academic year starts so that you can book your flight.

Good to know

If possible, avoid booking flights or trains that arrive at Grenoble on Sundays, public holidays or after 7 pm, as most shops will be closed and there will be less public transportation.



PLANNING YOUR BUDGET

First of all, before searching for where to stay, you need to estimate how much money you can spend on accommodation. In this section, you will learn about the main expenses you will have to meet in France. This information will help you calculate your monthly budget.

Note that besides recurrent expenses, you will have to spend a lot upon arrival!

Monthly expenses

Accommodation is the main expense for a student and can account for up to 50% of the monthly budget. Expect to spend between €210 and €600 per month depending on the type of accommodation, plus the charges (water, electricity, insurance, etc.). Food ranks second: you will spend about €200 per month. Then comes leisure, transportation, telephone and internet subscriptions, not to mention health care costs, which, even if they are well reimbursed in France, still represent a cost.

Expenses upon arrival

A deposit for accommodation (which will be returned after leaving the accommodation, if it is in as good a condition as it was when you moved in), agency charges, enrollment fee, student life fee ("cotisation vie étudiante")... It is possible that upon arrival, you will spend more than €1,000.

Find out more

A detailed list of the main monthly expenses and your expenses upon arrival:
> <https://international.univ-grenoble-alpes.fr/en/Section Practical matters > Managing your budget>

Financing your stay

Scholarships

Many scholarships are available to help you finance your stay. However, generally you need to apply several months in advance or even a year before registration.

+ <https://international.univ-grenoble-alpes.fr/en/Section Coming to study > Financing your stay>

Work

To finance your studies, you can also work part-time, up to a maximum of 964 hours per year, i.e. 60% of the legal number of hours counting as full-time work in France (apart from exceptions associated to certain types of visa). Each institution of the Communauté Université Grenoble Alpes has information and insertion facilities that can help you in this.

+ <https://international.univ-grenoble-alpes.fr/en/Section Practical Matters > Finding a job>

Housing allowance

Students who rent accommodation can apply for financial aid from the French State for their rent, called "aide au logement", "APL" or "ALS". This aid is subject to conditions, and its amount depends on the rent, the type of accommodation, its surface and your financial resources. Thus, it is difficult to include it in the calculation of your budget before your arrival.

+ <https://international.univ-grenoble-alpes.fr/en/Section Accommodation > Financial assistance with accommodation>



SEARCHING FOR ACCOMMODATION



Students can mainly choose between living in **public university residences or in the private rental sector**. Finding an accommodation in the region can be challenging, especially in Grenoble, but there are many possibilities. We recommend you start your search at least two months prior to your arrival in France.

Public university residences (CROUS)

This is by far the cheapest type of accommodation, but you need to apply as soon as possible, because the number of places is limited. Note that applying to CROUS does not guarantee you a room!

How to apply to CROUS for accommodation

If you come in the context of an exchange program

- The International Students & Scholars Office – ISSO centralizes all the application forms and acts as an intermediary between the student and CROUS. You will be automatically provided with a link for your online application.

If you come as a private individual

- You need to send an application form for international students - LEI ("Logement Étudiant International") - to CROUS, according to the DSE ("Dossier Social Etudiant") procedure. Note that all application forms sent after May 31 will not be considered as high-priority and thus will take longer to examine.

If you receive a scholarship from the French government managed by Campus France

- Contact directly your local Campus France office, which will examine your application in connection with the CROUS accommodation service.

If you come for a short stay (less than 3 months) or for an internship

- You can apply for temporary accommodation to the "service passager" (short-stay service) at CROUS. Note that this service is not available in September-October.

+ www.crous-grenoble.fr/demanderunlogement/
<http://www.crous-grenoble.fr/demanderunlogement/logement-etudiant-international/>



Shared apartment at the Maison des étudiants (CROUS)

Find out more

> <https://international.univ-grenoble-alpes.fr/en/SectionAccommodation> > Long stay accommodation

Private rental sector

The rental offer in the private sector is far greater. However, it may be challenging for an international student to find accommodation remotely. It is generally preferable in this case to book temporary accommodation for a few weeks and then search for permanent accommodation on arrival. (see the section "Booking temporary accommodation" in this guide).

How to find accommodation in the private sector

Searching for accommodation

- Via the national web portal for student housing 'LoKaviZ': this website references rental offers in the private sector for apartments, shared

apartments and rooms. You need to create an account to get contact information.
www.lokaviz.fr

- Via real estate agencies: they offer a wide choice of accommodation and serve as an intermediary between property owners and tenants throughout the rental period. However, you will need to pay for their service (agency fees). In Grenoble, these agency fees can reach a maximum of €10/m², to which €3/m² will be added as entry inventory fees.
- Via the association ADIJJ ('Association Départementale Information Initiative Jeunesse') that publishes private listings: apartments, shared apartments, rooms. www.info-jeunes.fr
- From individual to individual: some owners directly manage their property rental. In this case, there are no agency fees, but beware, this solution does not offer the same guarantees or structure as a real estate agency.
- Via websites specialized in apartment sharing.
- Via private students residences.

Finding a guarantor

French law protects tenants from evictions. That is why almost all owners require a tenant to have a guarantor for rent payment.

A guarantor is a person, a fiscal resident in France, who agrees to pay your rent in your stead if you can no longer ensure the payment.

For international students who may have difficulties in finding a guarantor in France, other solutions exist, namely the "Visale" procedure, which is also accepted by CROUS.

Find out more

> www.visale.fr

<https://international.univ-grenoble-alpes.fr/en/>

Section Accommodation > Long stay accommodation > The 'garant'

OBTAINING A VISA

Except for nationals from the European Economic Area, Monaco, Andorra and Switzerland, it is necessary to get a visa to enter and study in metropolitan France. To find out whether you need a visa:

To find out whether you need a visa

> <https://france-visas.gouv.fr>

Applying for a student visa

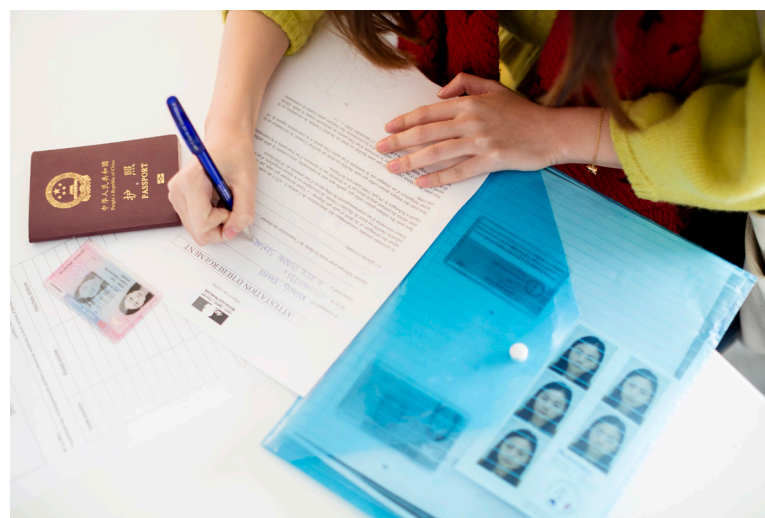
If your country is affected by the "Studying in France" procedure ("Études en France" - CEF), you will get all necessary information about your visa application on the Campus France website:

<https://www.campusfrance.org/en/procedure-studying-in-France>

If your country is not affected by the "Studying in France" procedure ("Études en France"- CEF), you will have to consult the **French embassy in your country of residence** to follow the application procedure for a student visa. The duration of the procedure is variable depending on the country and the application period, but it generally takes several weeks. Therefore, it is necessary to apply well in advance.

Preparing your file

In addition to your admission, several aspects of your case will be reviewed by the Consulate, including: proof of residence in France (which may be temporary accommodation) and proof of sufficient financial resources. You will be required to have at least €615 per month for the duration of your visa.





LEARNING ABOUT HEALTH INSURANCE COVERAGE

In France, the healthcare system generally takes care of most healthcare costs, and is known as one of the best in the world. Subscription to health insurance is mandatory for stays of more than 3 months, unless there is a bilateral agreement between France and your country of origin. This is the case for all member states of the European Union, European Economic Area, as well as Switzerland and Quebec.

Health insurance, commonly known as “Sécurité sociale”, covers only a part of healthcare costs, and the reimbursement rate varies according to the type and importance of treatment needed. It is possible to subscribe to an additional health insurance, known as a “complémentaire santé” or “mutuelle”, to cover the remaining healthcare costs. Even though it is optional, it will better cover your medical expenses, especially in case of hospitalization.

Health insurance (“Sécurité sociale”)

From 2018, all students will register with the general scheme of Social security. The reimbursement procedures are different, depending on whether there is a bilateral agreement between France and your country of origin or not, but reimbursement rates are the same for all students.

→ **You are from Europe (EU/EEA) or Switzerland:** in order not to have to register to the French Social security scheme, you will have to get a European Health Insurance Card (EHIC, or ‘CEAM’ in French) from the health insurance provider of your country of origin, before you come to France. Your card must be valid for the whole duration of your stay in France.

→ **You come from Quebec:** in order not to have to register to the French Social security scheme, you will have to get a certificate issued by the “Régie d’Assurance Maladie du Québec” before you come to France.

+ <http://www.ramq.gouv.qc.ca/>
Section Citoyens > Séjours hors Québec > Ententes avec d’autres pays

→ **For all other nationalities:**

Caution, ongoing reform!

A reform of the student status is ongoing and will be in place for September 2018. Many different measures are about to be taken in order to improve students living conditions and facilitate their administrative steps, including Social security registration procedures. As this guide is being written, details of the implementation of the reform are not known yet. Please visit ISSO’s web portal in order to have the most up to date information.

Three major changes are expected to happen:

- All students will now be managed by the “Caisse Primaire d’Assurance Maladie” (CPAM)
- Student Social security registration fee is cancelled (it used to cost about €215)
- Social security registration will no longer happen at the same time as the administrative registration at university. It will need to be done directly with the health insurance organization CPAM. **Don’t forget to register upon arrival!**

Good to know

In Grenoble, all students enrolled in one of the Communauté Université Grenoble Alpes institutions can visit general practitioners (and some specialists) for free at the Students Health Centres. Their team provide information, consultations, and preventive actions throughout the academic year.

> <https://international.univ-grenoble-alpes.fr/en/>
Section Health > Health care

Find out more

> <https://international.univ-grenoble-alpes.fr/en/>
Section Health > Insurance
Section Offices > Guides and info sheets

Travel insurance

If you do not have an EHIC or RAMQ form upon arrival in France, you will not be covered for your medical expenses until you register to the “Caisse Primaire d’Assurance Maladie” (CPAM). We recommend you take out a travel health insurance before leaving your country, in order to be covered for the first month of your stay in France. You can never be too careful!

Repatriation insurance

We also advise you to take out repatriation insurance for the duration of your stay before your arrival in France (in case of serious illness or death). Some bank cards include a repatriation insurance, check with your bank before leaving.

Good to know

There are two other mandatory insurances to be taken out upon arrival in France : the housing insurance, and the civil liability insurance. For more information, see the section “You have just arrived” in this guide.

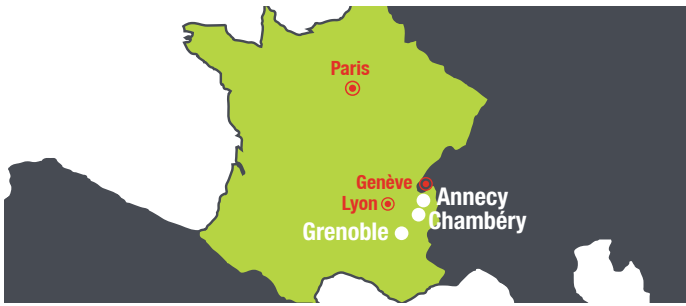


Step 2:

YOU WILL ARRIVE SOON



HOW TO GET HERE



From Paris

There are two airports for Paris:

- **Paris-Charles de Gaulle airport (CDG, ex-Roissy)**, located in the northeast of Paris,
- **Paris-Orly airport**, located in the south of Paris.

+ www.parisaeroport.fr/en/homepage

From an airport in Paris to the Paris-Gare de Lyon-train station

Whether you arrive in Paris-Charles de Gaulle or in Paris-Orly, you will need to go to the "Paris-Gare de Lyon" train station to then get to Grenoble, Chambéry, Annecy or Valence by TGV (high-speed train). You can get to the "Paris-Gare de Lyon" train station by bus or "RER" (Paris's suburban railway).

By Bus

From Paris-Charles de Gaulle airport (CDG)

→ 'Roissybus'

Price: €12, duration: around 1h

This bus will take you to the Paris-Opéra subway station. Walk to the Auber subway station, and then take the RER A line to get to Paris-Gare de Lyon.

→ The 'Bus Direct Paris Aéroport'

Price: €17, Duration: 40-50 minutes

Direct line to the "Paris-Gare de Lyon" train station.

From Paris-Orly airport

→ 'Orlybus'

Price: €8, duration: around 30 minutes

This bus will take you to place Denfert-Rochereau (14th district in Paris). Take the subway line 6 to Bercy, then the subway line 14 to Paris-Gare de Lyon.

→ The 'Bus Direct Paris Aéroport'

Price: €12, Duration: 20-30 minutes.

This bus will take you to the Gare Montparnasse. Take subway line 4 to Châtelet, then the subway line 14 to "Paris-Gare de Lyon".

+ www.lebusdirect.com

By RER (Paris's suburban railway):

- From Paris-Charles de Gaulle airport (CDG), take the RER line B to Châtelet-Les Halles, then the RER line A or D to Paris-Gare de Lyon train station. Price: from €10 - Duration: around 50 minutes.
- From Paris-Orly airport, take the 'Orlyval', then the RER line B to Châtelet-Les Halles, and finally the RER line A to "Paris-Gare de Lyon" train station. Price: from €8 - Duration: around 50 minutes.

+ www.ratp.fr/en/titres-et-tarifs/airport-tickets

By taxi :

From the airport, a certain number of taxi companies can take you to the "Paris-Gare de Lyon" train station.

Price: about €50 during daytime (about 15% more during night time)

Duration: around 45 minutes from Paris-Charles de Gaulle airport, around 30 minutes from Paris-Orly airport (depending on the traffic).

Good to know

You can check information related to public transportation in Paris on the RATP website: www.ratp.fr/en

The RATP also provides a smartphone application to help you plan your trip:

www.ratp.fr/en/apps/ratp-app

From "Paris-Gare de Lyon" to the Communauté Université Grenoble Alpes:

From the "Paris-Gare de Lyon" train station, high-speed trains ("TGVs") serve Grenoble and Chambéry in 3 hours, Annecy in 4 hours, and Valence in 2 hours 30 minutes. You should try and book your ticket in advance to benefit from better pricing.

+ [For more information about schedules, prices and bookings:](https://en.oui.sncf/en/)

<https://en.oui.sncf/en/>

www.trainline.eu

From Lyon

From Lyon airport to the Communauté Université Grenoble Alpes:

+ www.lyonaeroports.com/en

By bus :

Ouibus buses go directly to Grenoble, Chambéry, Aix-les-Bains, Annecy and Valence.

→ Lyon-Grenoble : around 1h. Price: from €12.

→ Lyon-Chambéry : 1h. Price: from €15.

→ Lyon-Aix-les-Bains : around 1h. Price: from €12.

→ Lyon-Annecy : 1h20. Price: from €12.

→ Lyon-Valence : 2h. Price: from €10.

+ <http://fr.ouibus.com>

By train :

You can go to Grenoble, Chambéry, Aix-les-Bains, Annecy or Valence from one of those 3 train stations:

- Lyon-St Exupéry train station (airport)
 - Lyon-Part-Dieu train station (Lyon town center)
 - Lyon-Perrache train station (Lyon town center)
- Duration: around 1h20 to get to Grenoble or Chambéry, 2h to get to Annecy and 1h to get to Valence.

+ For more information about schedules, prices and bookings:

<https://en.oui.sncf/en/> or www.trainline.eu

From Geneva

From the Geneva airport, there are direct buses to Grenoble, Chambéry, and Annecy.

+ www.gva.ch/en

- Geneva-Grenoble : around 2h. Price: from €25.

+ www.aerocar.fr/fr/

- Geneva-Chambéry : around 1h. Price: from €19.

+ www.aerocar.fr/fr/

- Geneva-Annecy : 1h30. Price: €14.

+ <https://www.transdevhautesavoie.com/en/destinations/geneve-airport>

- Geneva-Valence: you can take a bus to Grenoble, then get to Valence by train, or take the train directly from the Geneva airport.

Good to know

Some European destinations are also served by two local airports : Grenoble Alpes Isère airport and Chambéry Savoie Mont Blanc airport. Please note that these flights are seasonal, and do not operate all year round.

For more information:

www.grenoble-airport.com/en

www.chambery-airport.com/en

Moving around town

Every city has its own public transportation network. Upon arrival, you can easily get tickets for 1 ride, 10 rides, day or 3 to 7 day passes. Monthly and yearly passes are the most cost-effective, but you can only get them after opening a bank account in France.

Grenoble

The network of public transportation in Grenoble is called the **TAG**. Greater Grenoble is well served by 44 separate bus routes and by 5 tram lines. Tickets are 'punched' (or your monthly or year pass is 'swiped') inside the bus or on the platform before getting on

the tram. You can buy tickets in any of the automatic distributors at any tram-stop, or in buses from the bus driver (but the latter is more expensive).

Fares:

→ 1 ride: €1.60 (€2.10 by bus drivers)

→ 10 rides: €14.30

→ Daily travel pass ("Visitag 1 jour"): €5.20

→ 3 days travel pass ("Visitag 3 jours"): €12.40

+ www.tag.fr

Chambery

The public transportation network in Chambery is called the **STAC**. This network serves Greater Chambery but also the cities of Le Bourget-du-Lac and Méry. You can buy tickets at a STAC agency, at certain commercial outlets (tobacco shops, newsagents) and also from the driver on the bus.

Fares:

→ 1 ride: €1.40

→ 10 rides: €12

→ Daily travel pass: €3.20

+ www.bus-stac.fr

Annecy

The public transportation network in Annecy is called **SIBRA**. 26 bus lines serve Greater Annecy. You can buy tickets at a SIBRA agency, at certain commercial outlets (tobacco shops, newsagents, etc.) and also from the driver on the bus.

Fares:

→ 1 ride: €1.40

→ 10 rides: €10.85

→ Daily travel pass ("Pass Alizé 24h"): €4.20

→ Weekly travel pass ("Pass Alizé 7 jours"): €15.60

+ www.sibra.fr

Valence

The public transportation network in Greater Valence is called **Citéa**.

You can buy tickets in a Citéa agency, at certain commercial outlets (tobacco shops, newsagents, etc.) and also from the bus driver.

Fares:

→ 1 ride: €1.20

→ 10 rides: €10.50

+ www.citea.info



BOOKING TEMPORARY ACCOMMODATION

Upon arrival, if you have not yet found permanent housing, you can book a place in a youth hostel, a private home or a hotel.

FUAJ (Fédération Unie des Auberges de Jeunesse) **- Youth hostels**

Rooms to share for 2, 4, 6 or 8 persons.

You must be a member of the HI (Hostelling international) association: www.hihostels.com.

Price for a room to share: from €18/night/person.

In Grenoble

10 avenue du Grésivaudan - 38 130 Échirolles

+33 (0)4 76 09 33 52

grenoble@hifrance.org

+ <http://www.hifrance.org/auberge-de-jeunesse/grenoble-agglomeration.html>

In Aix-les-Bains (the closest youth hostel to Chambéry)

Promenade du Sierroz - 73 100 Aix-les-Bains

+33 (0)4 79 88 32 88

aix-les-bains@hifrance.org

+ www.hifrance.org/auberge-de-jeunesse/aix-les-bains.html

In Annecy

4 route du Semnoz - 74 000 Annecy

+33 4 50 45 33 19

annecy@hifrance.org

+ <http://www.hifrance.org/auberge-de-jeunesse/annecy.html>

Tourist Offices

The tourist offices also have lists of temporary accommodation : hotels, aparthotels, guesthouses, B&B, etc.:

Grenoble tourist office

+ www.grenoble-tourisme.com/en/

Chambéry tourist office

+ www.chambery-tourisme.com

Annecy tourist office

+ www.en.lac-annecy.com/

Valence tourist office

+ www.valence-romans-tourisme.com/en/

Good to know

In order to open a French bank account, you will need to provide a proof of address in France. Temporary accommodations do not always make it possible to get such a document.



PREPARING YOUR ARRIVAL (CHECKLIST AND TIPS)

Essentials

For all students:

- ☐ ID card (European nationals) or passport.
- ☐ Health record and vaccination certificates (if available).
- ☐ Original of your birth certificate with filiation, along with its French translation (see "Good to know" note below.).
- ☐ Letter of acceptance from the French educational institution (original if available).
- ☐ Driver's license if you want to use a car in France.
- ☐ Socket adapter, depending on the standard in your country.

For students with a long stay study visa (VLS-TS residence permit):

- ☐ Application form for OFII certification issued and stamped by the authority having issued the visa.

For European (EU, EEE) and Swiss nationals:

- ☐ European Health Insurance Card (EHIC) valid for the whole duration of your stay in France.

For Quebec nationals:

- ☐ RAMQ (Régie de l'Assurance Maladie du Québec) certificate/form, for your health expenses.

For students staying less than 3 months:

- ☐ Health and repatriation insurances covering the whole duration of your stay.

Good to know

Every document written in a language other than French (birth certificate, driver's licence, etc.) must be translated by a translator sworn by the French courts. If you want to translate these documents before leaving, we recommend asking the French embassy or consulate in your country, in order to have the translated documents legalized or apostilled.



TIPS

Before leaving, scan all your important documents and send them to your mailbox. If possible, take two or three photocopies of these documents with you, because very soon you will quickly need them in France, for example, to get accommodation or to open a bank account.

As for the flight, avoid putting valuables in the hold, and carry all the documents from the checklist with you, because they can be claimed upon arrival by the border control services.

In case you do not have internet access upon your arrival, it may be useful to create a document containing essential information, such as your address upon arrival, reception telephone number (for student residences), directions between the station and your accommodation with bus or tram numbers, contact at your institution, contact of your mentor (if you have a program of this type) etc.

If your country uses a currency other than the Euro, consider changing money at the airport to be able to make your first payments. Before leaving, check the terms of overseas money withdrawal with your card, because opening an account in France can take one to two weeks (see the section "Opening a bank account" in this guide).

Some schools or departments offer their exchange students opportunities to be put into contact with a student volunteer already living in Grenoble (a buddy), who can help them settle. You can contact your correspondent in the International Relations office to find out if this applies to you.

If you do not take part in an exchange program, you can contact associations for international students, which also offer student mentoring programs. (See the section "Associations for international students" in this guide.)



Step 3:

YOU HAVE JUST ARRIVED

@ GETTING INTERNET ACCESS

An internet access is an essential step. Via internet, you can contact your family and it will be useful in helping you settle in.

You can find many free WiFi spots in airports, in shuttle buses, in cafes, as well as in some public spaces.

In Grenoble, computers are available with free access to the internet at the Welcome Center - ISSO. Most university residences also have WiFi networks you can access upon arrival.

Once you have completed your enrollment, you will have access to the WiFi-campus network, accessible on all campuses of the Communauté Université Grenoble Alpes institutions.



Good to know

You can also get internet access via your phone, as 4G can be found in nearly every city. However, roaming charges may apply if you do not use a French sim card! In France, all mobile tariffs include an internet access; you can find offers with (almost) unlimited internet access for around €20 a month.

Find out more

[https://international.univ-grenoble-alpes.fr/en/Section Practical matters > Keeping in touch](https://international.univ-grenoble-alpes.fr/en/Section%20Practical%20matters%20>%20Keeping%20in%20touch)

WiFi in Grenoble :

www.grenoble.fr/demarche/464/659-le-wifi-a-grenoble.htm

Free access computers at ISSO:

[https://international.univ-grenoble-alpes.fr/en/Section Contact](https://international.univ-grenoble-alpes.fr/en/Section%20Contact)





FINDING ACCOMMODATION

Finding accommodation once you have arrived

If all you have booked for your arrival is temporary accommodation, you will certainly spend the first weeks actively searching for a place to stay. To find accommodation, regularly consult internet and real estate agency listings, and do not hesitate to seek advice from other students. When visiting accommodation, do not forget to bring several copies of your complete file: this will allow you to get in first if you find the place of your dreams!

Check the section “Searching for accommodation” in this guide for more detailed information on searching for accommodation in the private rental sector.

Find out more

Understand an accommodation offer:
<https://etu.univ-grenoble-alpes.fr/fr/s-installer/logement/a-savoir-avant-de-s-installer/decrypter-une-annonce-de-logement-314519.htm>

Documents that may be required for signing a rental agreement:
www.service-public.fr/particuliers/vosdroits/F1169

When entering your accommodation

Entry Inventory (“Etat des lieux d’entrée”)

An entry inventory is a procedure whereby the owner and the tenant review the state of the apartment and record any defects or damage in a written report. It must be carried out systematically before renting, and your presence is mandatory. It also defines the responsibilities of each party in case of litigation. At the end of the contract, it will be compared to the exit inventory.

This step generally occurs before the keys are handed over, but can be performed the same day. If the inventory is carried out by a professional, you will be charged partly.

Good to know

During the inventory, pay close attention to any defects or damage in the accommodation and do not forget to read the inventory report before you sign it. A copy of the inventory must be given to you. If you want to modify or add to the inventory, you must send a registered letter with proof of delivery (“recommandé avec accusé de réception”) detailing the modifications you want to make, within 10 days after moving in.

Signing the rental agreement (“bail”)

Before you can enter your accommodation, the owner and yourself must sign a rental agreement, called the ‘bail’. This agreement is drawn up in two copies and defines the rental conditions, stating the amount of the rent, the surface area of the accommodation, the duration of the agreement, etc. When signing the agreement, you will have to pay various entry fees, such as:

- the security deposit
- the agency fees (if you rented through a real estate agency)
- the first month's rent

Find out more

www.service-public.fr/particuliers/vosdroits/N349

Insuring your accommodation

All rented accommodation must be insured for rental risks, covering damage caused to your accommodation by fire, water damage or an explosion.

However, this insurance does not necessarily cover possessions you have in your home, for example in case of burglary. If you want to be covered for this, you have to take out a “multi-risk” housing insurance (do not forget to keep the bills of all your possessions).

Banks, student insurance providers and other insurance companies offer rental liability and multi-risk insurance contracts.

Concluding contracts for water, electricity, gas, internet and a landline

After you have entered your accommodation, it is time to conclude contracts for water, electricity, or gas, even if you already have access to these utilities when entering your accommodation.

If you stay in a university residence, this process is simpler, because water, electricity, gas and internet access are often included in the rent.

Find out more

[https://international.univ-grenoble-alpes.fr/en/Section Accommodation > Private rental sector](https://international.univ-grenoble-alpes.fr/en/Section%20Accommodation%20Private%20rental%20sector)

€ OPENING A BANK ACCOUNT

To open a bank account you need to provide a proof of address in France, thus it is not possible to start the process before your arrival. Please also note that temporary accommodations do not always make it possible to get such a document.

A French bank account is almost essential (though not mandatory).

Wage payments and health costs reimbursements can be paid only to a French bank account.

Steps to follow to open a bank account:

- Choose a bank: check if your bank in your home country has a partnership with a French bank, or if your institution has concluded a privileged partnership.
- Make an appointment with a bank advisor: go to the bank directly to make an appointment.
- Prepare your file according to the documents requested by the Bank. The documents usually required are:
 - proof of identity (ID card, or passport with the visa)
 - proof of address with your name on it (rental

agreement or 'bail', certificate of university residency, rent receipt, electricity bill, etc.)

- Student card (optional, in the case of special student offers)

Find out more

<https://international.univ-grenoble-alpes.fr/en/Section Practical Matters > Managing your budget>

Good to know

Opening an account is usually free of charge, but some services may have to be paid for (credit card, money transfers, overdraft facilities, etc.). Get as much information as possible and do not hesitate to compare several bank offers!

Banks also often offer insurance services and products. Therefore, it is possible to take out your housing insurance and civil liability insurance at the bank, when opening your account.

📄 TAKING OUT CIVIL LIABILITY INSURANCE

In addition to health and rental liability insurances, this is the third mandatory insurance in France. It covers any damage you may involuntarily cause to others. You will need this insurance to finish your enrollment in your institution. Banks, student insurances (LMDE or SMERRA) and other insurance companies provide liability insurance contracts.

Good to know

If you have already taken out a "rental risks" insurance, it is very likely that it already contains a civil liability insurance: remember to check!

📄 COMPLETING YOUR ENROLLMENT

After your arrival, you must carry out your final administrative registration ('inscription administrative') at the 'service de scolarité' of your host institution, and in order to receive your student card. This is when you are going to pay for registration fees, as well as the student life fees ("cotisation vie étudiante"). Please refer to the specific instructions given to you along with your admission letter to know how to proceed, and what documents to bring. There will then follow your course registration (choice of courses, options, methods of assessment) which will take place in your particular Faculty (UFR: 'Unité de Formation et de Recherche').

Good to know

Once your enrolment is completed, you will receive your login details to access the WiFi-campus network.





REGISTERING FOR HEALTH INSURANCE

General scheme of the health insurance ("Sécurité sociale")

You are from Europe (UE/EEA), Switzerland, or Québec:

If you have a European Health Insurance Card (EHIC, or 'CEAM' in French) valid for the whole academic year, or a RAMQ form, you do not need to register for the health insurance. You can send your reimbursement claims directly to the CPAM International Relations office of your place of residence, enclosing a copy of your EHIC or RAMQ form.

Find out more

See the practical information sheet "European Health Insurance Card (EHIC) guidelines":
<https://international.univ-grenoble-alpes.fr/en/>

Section Offices > Guides and info sheets

For other nationalities:

Caution, ongoing reform!

A reform of the student status is ongoing and will be in place for September 2018. Many different measures are about to be taken in order to improve students living conditions and facilitate their administrative steps, including Social security registration procedures. As this guide is being written, details of the implementation of the reform are not known yet. **Please visit ISSO's web portal in order to have the most up to date information.**

What we know:

Several steps should be gone through to register and get a Social security number:

1. Registering online via a CPAM platform dedicated to students.
2. Sending out documents to complete your registration file.
For information purposes only, documents usually required are:
 - If you are from the EU/EEA or Switzerland : Copy of your ID card or passport.
 - If you are from outside the EU/EEA or Switzerland : Copy of your residence permit or passport (identity page, visa page, OFII vignette if you already have it).
 - Copy of your birth certificate, or an extract of your birth certificate with filiation, or an equivalent document by a French consulate abroad : in the original language and along with a translation done by a sworn translator. The translation can be done: either in France, or at a French embassy or consulate abroad

in your country (where it must be legalized or apostilled).

- Copy of your student card, or of your 'Certificat de scolarité'.
- A 'RIB' (Relevé d'Identité Bancaire) of your bank account in France

3. Receiving your health insurance certificate ("attestation de droits à l'assurance maladie"), which will include your Social security number. You may need this document when going to the doctor, the Students Health Centre, or the pharmacy. You should always keep a copy of it with you.

Complementary health insurance ("complémentaires santé" or "mutuelles"): optional

The general scheme of the health insurance covers only part of the medical expenses. For a better coverage, you can take out a complementary health insurance, called "complémentaire santé" or "mutuelle" in French. Although this is highly recommended, it is not mandatory. Take your time to compare the different offers.

Good to know

Even if you have a limited budget, we strongly recommend you take out at least minimum complementary health insurance (from €5-6 per month). This will allow you to cover most of any hospitalization-related expenses.

Registering with a referent doctor ('médecin traitant')

The health insurance will ask you to choose a referent doctor ('médecin traitant'), in charge of your medical follow-up. If you see a general practitioner who is not your referent doctor, it is possible that you are less reimbursed.

Note that it is possible to choose and register the Grenoble Students Health Center as your referent doctor.

<https://international.univ-grenoble-alpes.fr/en/>

Section Health > Choose a referent doctor ('médecin traitant')

Find out more

<https://international.univ-grenoble-alpes.fr/en/>
Section Health

Grenoble University Health Center:
<https://www.facebook.com/Centredesante.UnivGrenobleAlpes>



APPLYING FOR HOUSING ALLOWANCE

For any stay longer than 3 months, every student can apply for a housing allowance (called "allocation") to the CAF (Caisse d'Allocations Familiales). This allowance is calculated based on the type of housing, rent, financial resources, and the personal situation of the student. All applications are to be made online, on the CAF website. If the application is accepted, a monthly allowance will be paid starting from the 2nd month of your stay in France.

Find out more

[https://international.univ-grenoble-alpes.fr/en/Section Accommodation > Financial assistance with accommodation](https://international.univ-grenoble-alpes.fr/en/Section%20Accommodation%20>%20Financial%20assistance%20with%20accommodation)

The CAF website also has practical documents in several languages to guide you through the application procedure:

<http://www.caf.fr/presse-institutionnel/international>

Good to know

Students with a visa marked "dispense temporaire de carte de séjour", or having a "carte de séjour pluriannuelle", cannot benefit from housing allowances.





VALIDATING YOUR VISA OR APPLYING FOR A RESIDENCE PERMIT

Depending on the type of your visa, you will need to follow one of these two procedures:

- If you have a long-stay study visa (VLS-TS) and an 'Office Français de l'Immigration et de l'Intégration' (OFII) form, you will have to have your visa validated by the OFII.
- Otherwise, you have to go to the office in charge of immigration matters (Préfecture) to submit your file with all the required documents.

OFII procedure

If you have a Long-Stay Visa serving as a resident permit ("VLS-TS"), you must have it validated by the OFII (French Immigration and Integration Office) so that it actually becomes a residence permit. This must be done in the first three months of your stay in France.

1st step:

You must send the following documents to OFII:

- The form « Visa de Long Séjour – Demande d'attestation OFII ». The authority that issued your visa gave you this form. If you do not have it, you can download it from the OFII website : www.ofii.fr
- A copy of the pages of your passport (identity, long-stay visa, stamp of entry in France or in the Schengen area)

If your file is complete, you will receive by post an acknowledgment of receipt of the "OFII certificate application form".

2nd step:

You will be summoned to the OFII in order to obtain the validation sticker in your passport. With this sticker, your visa has the value of a residence permit. On the day of your summons to the OFII, you will need to bring all the required documents, and pay for a visitor's tax.

Find out more

https://international.univ-grenoble-alpes.fr/en/Section_Visa_and_residence_permits

Préfecture procedure

This applies only to:

- Students who have a C-Concours visa who passed their exam and want to stay in France to continue their studies

- Visa marked with "carte de séjour à solliciter dans les deux mois suivant l'arrivée"
- Minors enrolled at school who turned 18 years of age

Upon arrival, you can contact the International Students & Scholars Office (ISSO) team – Immigration assistance department to help you in these procedures.

CONTACTS

OFII

- For students in Grenoble, Chambéry and Valence:
Parc de l'Alliance - 76 rue des alliés - 38100 Grenoble
etudiant.grenoble@ofii.fr
- For students in Annecy:
13 rue de Rumilly - 74000 Annecy

Préfecture

- For students in Grenoble
On-campus Prefecture Office
1 025 avenue centrale - 38 402 St Martin d'Hères
+33 (0)4 56 52 97 89 (ISSO's immigration assistance dpt.)
www.isere.gouv.fr
- For students in Chambéry
Préfecture de la Savoie
Château des Ducs de Savoie - 73 000 Chambéry
+33(0)4 79 75 50 00
www.savoie.gouv.fr
- For students in Annecy
Préfecture de la Haute-Savoie
30 rue du 30^{ème} Régiment d'infanterie - 74 000 Annecy
+33(0)4 50 33 60 00
www.savoie.gouv.fr
- For students in Valence
Préfecture de la Drôme
3 boulevard Vauban - 26000 Valence
isso-valence@univ-grenoble-alpes.fr (ISSO – Immigration assistance dpt)
www.drome.gouv.fr

? NEED HELP? YOUR CONTACTS

You have left your country, your family and your friends to enjoy a new experience in a foreign country. Although you have prepared yourself for this stay, you can feel a certain "culture shock" to a greater or lesser degree, and a sense of homesickness. This is quite normal and is part of your adaptation process. For successful cultural adaptation, keep an open mind and a sense of humor!

Moreover, be prepared to accept failure and do not be afraid to communicate. Curiosity, tolerance of differences, respect for others and self-esteem are characteristics that will facilitate your integration.

If you continue to feel ill at ease, you can contact the Communauté Université Grenoble Alpes Health Center (see the section "Learning about health insurance coverage" in this guide).

And remember, you are not alone! Although everything seems new, you already have special contacts to facilitate your integration.

Your host institution

Should you have questions related to the academic or teaching process, your university enrollment, courses or exams, do not hesitate to contact the administrative staff ('Service de Scolarité' or International Relations) or a head teacher in your host institution.

Welcome centers

In Grenoble: ISSO

The International Students & Scholars Office - ISSO aims at facilitating the arrival in Grenoble and the settling in process of all international students, PhD students, researchers and their families.

The ISSO multilingual team welcomes you throughout the year to answer your questions and offer you practical help:

- Accommodation: Help and advice with finding housing
- Immigration: assistance with visa validation procedures, and residence permits applications
- Administrative steps: information on opening a bank account, insurances, health insurance and social security, practical matters, etc.
- Integration and family: If you are accompanied by your spouse and/or children: to provide you with information and support for the schooling of children, childcare, and integration

Find out more

All information presented in this guide as well as some practical information sheets can be found on ISSO's web portal, in French and in English: <http://international.univ-grenoble-alpes.fr/en/>

Service Accueil International - ISSO

1 025 avenue centrale - Domaine universitaire
38 402 St Martin d'Hères
isso@univ-grenoble-alpes.fr
Immigration assistance: +33 (0)4 56 52 97 89
Assistance in finding accommodation:
studenthousing@univ-grenoble-alpes.fr
Monday-Friday 9am-5pm (6pm in September)

+ <http://international.univ-grenoble-alpes.fr/en/Section Contact>

In Chambéry and Annecy: the GUIDE

The "Guichet Unique des Étudiants" (GUIDE) is an information and guidance facility for student life and life on campus.

+ <https://www.univ-smb.fr/vie-etudiante/renseignement-guide/>

In Valence : the "Maison de l'Étudiant Drôme-Ardèche"

The Drôme-Ardèche student house groups services and associations dedicated to student life:

+ <http://www.etudierendromeardèche.fr/fr/vie-etudiante/maison-de-l-etudiant-drome-ardeche/>

Services for students with disabilities

The aim of these services (Services Accueil Handicap) is to ensure access by students with disabilities to all university training programs and help them participate fully in student life. These services thus accompany in their studies all students confronted with difficulties related to illness or disability, whether permanent or temporary.

For students in Grenoble

Résidence Les Taillées, bâtiment B - 271 rue de la Houille Blanche
Domaine universitaire de St Martin d'Hères/Gières

+ <http://handicap.univ-grenoble-alpes.fr>

For students in Chambéry, Annecy and Le Bourget-du-Lac

+ <https://www.univ-smb.fr/formation/amenagements-specifiques/etudiant-e-s-en-situation-de-handicap/>

Associations for international students

In Grenoble : IntEGre association

IntEGre is a dynamic association of Grenoble students whose aim is to welcome international students within the Communauté Université Grenoble Alpes, and thereby facilitate cultural exchanges through a variety of activities, outings, special welcome evenings, and discoveries of local and national heritage. The association organizes in particular at the beginning of the university year, visits round the campus and the city of Grenoble, as well as 'discovery' weekends. IntEGre also offers a program of student-mentors: as soon as you become a member of IntEGre, you can be put into contact with a student volunteer who is already in Grenoble. This person will help you in your settling-in process and will show you round the city and the campus.

+ www.integre-grenoble.org

+ Facebook "Association IntEGre"

In Valence : The Inter'Val association

Inter'Val is a students' association that helps international students with their arrival and settling-in procedures.

+ Facebook "association inter'Val Valence"

In Annecy, Chambéry and Le Bourget-du-Lac : The Foreigners Association Chambéry

The Foreigners Association Chambéry puts French and international students in contact through various types of cultural and fun activities.

+ Facebook "Foreigners Association Chambéry"

Student community associations

In Grenoble

There are quite a few students' community associations bringing together students with the same cultural background, and willing to share it with others. These associations also organize cultural, festive and sporting events, and can also help you with your settling-in procedures.

Find the full list in the associations' online directory, on the EVE (Espace Vie Étudiante) website:

+ <https://eve-grenoble.fr/plateforme-alveole/annuaire-des-associations>

In Annecy, Chambéry, and le Bourget-du-lac

You can find the list of students associations on the Université Savoie Mont Blanc website:

+ <https://www.univ-smb.fr/vie-etudiante/vie-associative/associations-labellisees/>

The "Maison de l'International" in Grenoble

The "Maison de l'International" (International House) is a privileged place of welcome, exchange, information, documentation and exhibitions devoted to international matters. As it is managed by the City of Grenoble, you will find information on the international associations present in the city.

+ www.grenoble.fr/98-maison-de-l-international.htm

Emergency contacts

- All kinds of emergencies - France & Europe : 112
- Medical emergencies : 15
- Police : 17
- Fire services : 18
- Deaf and mute emergencies : 114 (text messages only)
- Pharmacies on duty: www.pharmadegarde.com, www.servigardes.fr or 0825 74 20 30 (€0,15/min). For Annecy : www.3237.fr or 3237 (€0,35/min)
- Grenoble Campus security service (St Martin d'Hères/ Gières) : 04 76 82 82 82
- Poisoning and intoxication: 04 72 11 69 11
- Grenoble hospital (CHU) : 04 76 76 75 75
- Chambéry hospital : 04 79 96 50 50
- Annecy hospital : 04 50 63 63 63
- Valence hospital : 04 75 75 75 75
- SOS Médecin 24/7 : 36 24 (€0,12/min)
Home visits 24/7.
Be careful: overtaxed consultations.
- In Grenoble : Médecin 7 sur 7: 04 76 86 59 00
84 cours Jean Jaurès, Grenoble
Tram E arrêt "Condorcet"
Walk-in service, 7days/week, 8am to midnight
Be Careful: overtaxed consultations after 8pm, on Sats after 12pm, and on Sundays.
- In Grenoble : Maison Médicale de Garde, at the Hôpital Couple Enfant (under the civil hospital porch) : General practitioners consultations, on Sats from 12pm to midnight, on Sundays and bank holidays from 8am to midnight.

LIST OF USEFUL ACRONYMS

ADIJ : Association Départementale Information Initiative Jeunesse
BU : Bibliothèque Universitaire
CAF : Caisse d'Allocations Familiales
CDD : Contrat à Durée Déterminée
CDI : Contrat à Durée Indéterminée
CHU : Centre Hospitalier Universitaire
CM : Cours Magistral
CPAM : Caisse Primaire d'Assurance Maladie
CRIJ : Centre Régional Information Jeunesse
CROUS : Centre Régional des Oeuvres Universitaires et Scolaires
CUEF : Centre Universitaire d'Études Françaises
ECTS : European Credit Transfer System
EEE : Espace Économique Européen
EVE : Espace Vie Étudiante
FLE : Français Langue Étrangère
GEG : Gaz Electricité de Grenoble
GUC : Grenoble Université Club
GUIDE : Guichet Unique d'Information Des Étudiants
IEP : Institut d'Études Politiques
INP : Institut National Polytechnique de Grenoble
ISSO : International Students and Scholars Office
LMD : Licence, Master, Doctorat
LMDE : La Mutuelle Des Étudiants
OFII : Office Français de l'Immigration et de l'Intégration
RATP : Régie Autonome des Transports Parisiens
RH : Ressources Humaines
RIB : Relevé d'Identité Bancaire
RU : Restaurant Universitaire
SAH : Service Accueil Handicap
SIBRA : Société Intercommunale des Bus de la Région Annécienne
SICD : Services Inter-établissements de Coopération Documentaire
SMERRA : Société Mutualiste des Étudiants de la Région Rhône-Alpes
SNCF : Société Nationale des Chemins de Fer
STAC : Service des Transports de l'Agglomération Chambérienne
SUAPS : Service Universitaire des Activités Physiques et Sportives
SUMPPS : Service Universitaire de Médecine Préventive et de Promotion de la Santé
TAG : Transport de l'Agglomération Grenobloise
TCF : Test de Connaissance du Français
TD : Travaux Dirigés
TGV : Train Grande Vitesse
TP : Travaux Pratiques
UE : Union Européenne
UFR : Unité de Formation et de Recherche
VLS-TS : Visa Long Séjour valant Titre de Séjour



<http://international.univ-grenoble-alpes.fr/en>

Guide published by Communauté Université Grenoble Alpes.

Communauté Université Grenoble Alpes is made up of the following institutions: Université Grenoble Alpes, Université Savoie Mont Blanc, Grenoble Institute of Technology (Grenoble INP), Sciences Po Grenoble, the Grenoble National School of Architecture (ENSAG), CNRS, Inria and CEA.

Production: International Affairs Department of Communauté Université Grenoble Alpes / International Students & Scholars Office - ISSO.

Graphics: Communications Department of Communauté Université Grenoble Alpes.

Photo credits: Communauté Université Grenoble Alpes / Utopik photo and Alexis Chezière, CROUS / Armelle Dubois and Vianney Tisseau

English translation: ATLAS traduction

May 2018

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