GUIDE FOR INTERNATIONAL STUDENTS

IN MONTPELLIER, NÎMES AND PERPIGNAN

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Rejoins
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www.parrainage-international.fr

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I PREPARING FOR YOUR ARRIVAL

A DOCUMENTS YOU MUST BRING TO FRANCE

Before coming to France or organising your travel, you must prepare your personal documents so that you can travel without encountering problems along the way.

YOU MUST KEEP THE FOLLOWING WITH YOU :

- Your passport
- Your flight ticket, train ticket or any other travel document
- Your bank card: Before setting off, check that you can use your bank card in France and check how much money you can withdraw once you are there.
- Medical insurance taken out in your own country, to cover you while you set up health cover when you arrive. Remember to check that you are covered if you have an accident in France.
- Useful contact numbers: You are advised to make a note of any essential numbers to call if there is a problem, for example the emergency services, your bank, a loved one, and the details of your embassy and your country's consular services in France.
- If you are a national of a non-EU country, you must first obtain a visa issued by the French consulate.
- If you are an EU national, remember to apply for your European Health Insurance Card before you travel.

Good tip

TAKE PHOTOCOPIES OF ALL YOUR TRAVEL DOCUMENTS (PASSPORT, VISA, ETC.).
ALSO KEEP A COPY ON YOUR COMPUTER, E.G. IN YOUR EMAIL INBOX.

B BUDGETING

Budgeting for when you arrive

ACCOMMODATION:

Renting through a rental agency :
agency fees (equivalent to 1 month's rent)
+ deposit (equivalent to 1 month's rent)
+ first rent payment

Renting from a private landlord :
deposit + payment of first month's rent

If the accommodation is unfurnished :
allow a budget for furniture

Monthly budget

RENT:

CROUS 179 € to 400 €
Room in landlord's home 200 € to 300 €
House/flat share from 150 € to 380 €
Rental 380 € to 600 €

SUBSCRIPTION:

Electricity/gas : 30 € to 50 €
Home insurance : 5 € to 8 €
Supplementary health insurance : 12 € to 30 € (Mutual)

Budgeting for when you arrive

CVEC:

CVEC Contribution Vie Étudiante et de Campus 90 € - unless you are exempt
> see page 19

UNIVERSITY REGISTRATION FEE:
(registration fees are currently undergoing reform)

Undergraduate degree (Licence) from 170 €

Master's degree 243 €

Doctorate 380 €

Annual costs to budget for

RESIDENCE TAX:

250 € to 550 €/year (mid-November)
(unless exempt)

Monthly budget

Transport:
30 € to 50 € for a TAM travel card

Internet and Mobile phone:
30 € to 50 €
(telephone only from €2 to €20 depending on package)

FOOD:
+ 200 €
(PS : 3,25 € for a meal in refectory)

OTHER COSTS:
+ 100 € to 200 €
(leisure, clothes, outings, etc.)

C FINDING ACCOMMODATION

1. Where to look

Finding accommodation before you leave is highly recommended or even essential! The ideal time to look for accommodation is between late June and mid-August.

HERE ARE SOME USEFUL POINTERS FOR YOUR ACCOMMODATION SEARCH :

ACCOMMODATION GUIDES

These contain details of lots of student accommodation partners (student residences, university accommodation, private rentals, short-term accommodation, etc.) and plenty of tips and advice.

- Trouver un logement en Occitanie 2019-2020 [accommodation, private rentals, short-term]
- Guide InfoCrous 2018-2019 [CROUS information guide 2018-2019]
- Le guide du logement étudiant à Montpellier 2018/2019
  [Guide to student housing in Montpellier 2018/2019]

LE CROUS

CROUS (Centre Régional des Œuvres Universitaires et Scolaires) provides services and support for students throughout their time at university: accommodation, bursaries, catering, etc.

The CROUS international student service offers accommodation in university halls/residences (virtual tour at www.crous-montpellier.fr > logement > nos cités/résidences universitaires).

Renting a room in a university hall costs between 154 € and 247 €, depending on the standard of room.
Renting accommodation in a residence costs at least 310 € per month, depending on the size.

Admission criteria

Only students who meet the following criteria will be given accommodation in a university hall:

> Registered for study on a course at least equivalent to a 1st year Master's degree,
or at one of the following institutions: Grande École, preparatory class, IUT, Senior Technician Section (not private institutions).

Students must include with their application a rental bond from a person physically resident in France. If the student does not have a guarantor in France, the Visale scheme can be used to provide a rental bond and to finance the deposit (see page 12)

How to submit an application

You must visit the CROUS Montpellier website:

www.crous-montpellier.fr **from 15 January (check the closing date on the CROUS website).**

Once you have submitted your details on the website, you will receive an application pack by email, which you should print and return with the supporting documents to the following address:

Centre de numérisation du Crous de Montpellier-Occitanie : **TSA 14009 - 59901 Lille cedex 9**

IMPORTANT:
This address in Lille is the only address you should use to send applications and supporting documents.
Applications should NOT be returned to Crous Montpellier.

Accommodation applications

You must submit your accommodation application within 2 weeks of receiving it, along with the supporting documents required:

- photocopy of your entire passport
- photocopy of the last qualification you gained
- photocopy of your last school attendance certificate
  (or if you do not have one, evidence of pre-registration at a higher education institution in France).

You will receive a reply by email (you must provide an email address that will be valid throughout the academic year) once your application has been examined. The response will be based on the admission criteria.
Accommodation is allocated for an academic year according to the number of places available.
If there are not enough places for everyone who applies, the remaining students will be placed on a waiting list.

If you are offered accommodation by CROUS, you must:

- Pay the deposit online at www.crous-montpellier.fr (link: reservation centre). Keep the payment receipt, which you will be asked to produce when you sign your tenancy agreement at the international student service.
- Provide a rental bond from a person resident in France or the approval issued by the Visale scheme.

FOR MORE INFORMATION, GO TO WWW.CROUS-MONTPELLIER.FR / LOGEMENT / AIDES AU LOGEMENT

GOOD TO KNOW

APPLICATIONS ARE ASSESSED ACCORDING TO THE LEVEL OF STUDY, THE DATE OF SUBMISSION OR RECEIPT BY POST, AND THE NUMBER OF PLACES AVAILABLE. EVEN IF YOU FULFIL THESE CONDITIONS, CROUS CANNOT GUARANTEE THAT YOU WILL BE ALLOCATED ACCOMMODATION BECAUSE THE NUMBER OF PLACES IS LIMITED.

PRACTICAL INFO :

CROUS International Student Service
Address : 2 rue Monteil - CS 85053 - 34093 Montpellier cedex 5 (Tram line 1, Boutonnet stop)

OPEN monday, tuesday, thursday and friday, with an appointment from 10 a.m. to 12 noon and without an appointment from 1 p.m. to 4 p.m.

CLOSED wednesdays

· USEFUL WEBSITES

- **Lokaviz** | CROUS and the Ministry of Higher Education and Research have set up the online Lokaviz platform for putting students in contact with private landlords.

www.lokaviz.fr

- **Adele.org** is an accommodation website listing all private student accommodation offers:

www.adele.org

- **Immojeune** | is a website specialising in finding student accommodation:

www.immojeune.com

- **Bedycasa** | is a website offering rooms in people's homes:

www.bedycasa.com

- **Studylease** | is a website for finding student accommodation online:

www.studylease.com

- **LOCService** is a website listing individual and flat/house share accommodation offers

www.locservice.fr

- **Les sites de colocation** :

www.lacartedescolocs.com

www.portail-colocation.com

www.appartager.com

- **'Intergenerational' accommodation** | The principle behind this type of accommodation is solidarity and mutual support. It gives students access to lower cost accommodation (sometimes free, depending on the terms) and means that elderly people have company.

www.ensemble2generations.fr

www.reseau-cosi.com

- **Other websites:**

www.seloger.com

www.leboncoin.fr

www.paruvendu.fr

- **La corne d'abondance in Montpellier** | Rented accommodation offers for a study period of at least 10 months.

cornedabondance@free.fr - 00 33 6 67 920 620 (english speaking)

2. Where to obtain accommodation information

There are lots of organisations and schemes that help students find long-term accommodation

IN MONTPELLIER

PHARE

PHARE is a contact point for international students looking for accommodation. Multilingual students are on hand to help students find accommodation with private landlords.

The service is only open in September and October at the ComUE Accueil International (International Students Office), 8 rue de l'école normale – Montpellier, Monday to Friday from 9 a.m. to 4 p.m. Further information on:

www.languedoc-roussillon-universites.fr/saiec/le-phare

ESPACE LOGEMENT ETUDIANT

Advisers give individual support to students, with more than 2,000 advertisements, updated daily.
There are stands present so you can complete most of your administrative formalities in one place: CAF, TaM, MEP, Crédit Agricole, Orange, etc.

Open 4 July to 13 September 2019 at Montpellier Town Hall / Opening times: 9.30 a.m. to 12 noon and 2 p.m. to 5.30 p.m.

LE CRIJ (REGIONAL YOUTH INFORMATION CENTRE)

CRIJ is a service for young people that provides information in many different areas, including accommodation. Advisers are also available at the centre to help you with finding accommodation.

www.crij-montpellier.com 3 Avenue Charles Flahault, 34090 Montpellier - +33 (0)4 67 04 36 66

ESPACE MONTPELLIER JEUNESSE

The Jeunesse service provides assistance and information about what you need to do, particularly in the case of accommodation. Information meetings are held two Tuesdays a month.

www.montpellier.fr/470-service-jeunesse-infos-pratiques.htm
1, Place Francis Ponge, 34000 Montpellier - +33 (0)4 34 46 68 28

BOUTIQUE LOGEMENT JEUNES DE MONTPELLIER

The Boutique Logement Jeunes de Montpellier helps young people aged 18 to 30 with finding accommodation.

www.boutique-logement-montpellier.org Open Monday to Saturday
1 bis rue de la vielle, 34000 Montpellier - +33 (0)4 99 61 46 65

IN NÎMES

ESPACE HABITAT JEUNE

This is a reception, information and guidance service open to young people aged 16 to 30.

www.habitatjeunes30.fr Open Monday to Friday from 11.30 a.m. to 4.30 p.m.
11 rue des greffes, 30000 Nîmes - +33 (0)4 66 40 16 43 / +33 (0)6 95 41 30 50

IN PERPIGNAN

BUREAU INFORMATION JEUNESSE

The BIJ has a youth accommodation service.

www.bijperpignan66.fr 97 rue Maréchal Foch, 66 000 Perpignan
Contact : +33 (0)4 68 34 56 56 - bijperpignan@wanadoo.fr

3. *Temporary accommodation*

If you arrive in Montpellier without any accommodation, there are places where you can stay for a few days while you look for more permanent accommodation:

YOUTH HOSTELS

IN MONTPELLIER

The Youth Hostel (Fédération Unie des Auberges de Jeunesse) has dormitories and twin rooms (bedlinen supplied) + breakfast is included : from 17€. You can book from abroad at:

- www.fuaj.org/montpellier

Opening times : 8 a.m.-12 noon/2 p.m.-12 midnight
2 impasse de la petite Corraterie, 34000 Montpellier – Contact : +33 (0)4 67 60 32 22
Get there on : Tram Line : 1 - Station/Stop : Louis Blanc 2

IN NÎMES

Auberge de jeunesse la Cigale

- nimes@hifrance.org

Address : 257 chemin de l'auberge de jeunesse - 30900 Nîmes
Tel. : +33 (0)4 66 68 03 20 – nimes@hifrance.org

IN PERPIGNAN

- www.hifrance.org

Address : Allée Marc Pierre, Parc de la Pépinière - 66000 Perpignan
Tel. : +33 (0)4 68 34 63 32

Private rented accommodation

Short-term lets with private landlords are also advertised on the websites:

- www.airbnb.fr
- https://fr.bedycasa.com/

Association accueil en famille

This type of accommodation gives you somewhere to stay while you look for accommodation that suits you. It means you have a room, amenities (washing machine, kitchen, etc.).
With this accommodation, you pay weekly. This means you can leave your host family at the end of the week if you have found accommodation.

- http://accueilenfamille.free.fr/AEF-francais/Accueil.html

E-mail address: accueilenfamille@free.fr
+33 (0)4 67 56 73 87

IN MONTPELLIER

- www.aef-montpellier.fr

10 Avenue d'Assas, 34000 Montpellier - +33 (0)6 30 13 00 69

4. *Useful information when looking for accommodation*

7 ESSENTIAL TIPS !

- Set a budget for your rent, taking account of location and size of accommodation and your everyday costs (shopping, transport, leisure, etc.)

- Prepare several rental documentation files: When you're looking for accommodation, you need to be reactive. To put luck on your side, prepare several rental documentation files and take one with you to each viewing. If you like the accommodation, you can submit it on the day.

- Choose the location of your accommodation wisely: Looking for accommodation near your college or university or your everyday activities is usually recommended, to reduce travel time.

- Consider renting furnished accommodation: furnished accommodation means you have a minimum amount of equipment such as a bed, a cooker, a fridge, a table, etc.

- Choose a student residence: these residences are reserved for students and offer useful features: close to campus, furnished, good value, on-site café or laundrette, etc.

- Consider sharing: flat or house shares have many advantages, particularly that you can share not only the cost of rent but also internet and food costs.

- Do not pay any money until the tenancy agreement has been signed. The deposit is 1 month's rent excluding charges (for furnished accommodation it can be as much as 2 months' rent excluding charges, but never more than that). It is paid when the tenancy agreement is signed.

List of documents to go in your rental documentation file

- Photocopy of your identity document (passport or residence permit)
- Your student card or school attendance certificate
- Evidence of your address dated within the last three months if you are already a tenant
- Your bank details

If you have a guarantor, you also need to provide :

- Their last three pay slips and employer's reference
- Evidence of their address dated within the last three months
- Their identity document
- Their last tax statement

Warning ! Landlords are not allowed to ask you for the following documents:

- A social insurance card
- A certificate stating that you do not have any loans
- An employer's reference
- A reference from your previous landlord
- A direct debit authorisation
- A certificate showing your marital status
- A cheque to reserve the accommodation (never hand over money before signing the tenancy agreement)
- A personal medical file
- A bank statement
- Demanding a deposit is also prohibited if the rent is paid more than 2 months in advance.

Guarantor

The guarantor is another person who can pay your rent if you fail to pay it.
That person must therefore have enough income to cover their own costs and your rent.

I don't have a guarantor, what should I do?

If you don't have a guarantor and you are aged between 18 and 30, you can use the VISALE bond scheme.
VISALE is a bond put up for tenants by Action Logement, which pays the rent and rental charges for a person's principal residence if they fail to pay.
This bond is free of charge and provides reassurance for future landlords. Landlords can still choose whether or not to accept tenants using the VISALE scheme. There is only an obligation to accept this bond automatically in the case of CROUS accommodation.

To apply for it, students from outside the EU must be in possession **of a long-stay visa (VLS-TS) marked 'student' or 'talent passport'.** Students with a short-stay visa cannot apply for the bond.
Students from EU Member States must have a student card and a valid passport.

You can apply online a www.visale.fr

You should obtain your VISALE 'visa' (approval) within 48 hours; it is valid for 6 months.
Once you have found your accommodation and obtained your VISALE 'visa', your landlord has 30 days to activate the VISALE bond.

! warning

DO NOT CONFUSE YOUR VISA WITH THE VISALE 'VISA' (APPROVAL); THEY ARE TWO DIFFERENT DOCUMENTS. YOUR VISA IS APPLIED TO YOUR PASSPORT BY THE CONSULAR AUTHORITIES AND ENABLES YOU TO COME AND STUDY IN FRANCE, WHEREAS THE VISALE 'VISA' IS A DOWNLOADABLE DOCUMENT THAT MEANS YOU HAVE A GUARANTOR FOR YOUR FUTURE ACCOMMODATION.

QUE DOIS-JE FAIRE POUR OBTENIR MON VISA ?

1 - J'EFFECTUE MA DEMANDE DE VISA AVANT DE SIGNER MON BAIL

- Je crée mon espace personnel.
- Je renseigne mes informations et télécharge mes justificatifs.
- Je valide ma demande en ligne.
- Je peux suivre mon dossier à tout moment.

2 - J'OBTIENS MON VISA

- Après vérification, Action Logement me délivre un visa certifié.
- Je suis informé par mail ou SMS de sa disponibilité.
- Je le télécharge depuis mon espace personnel.
- Je suis attentif à la durée de validité du visa, et au montant de loyer garanti.

3 - JE REMETS MON VISA A MON FUTUR BAILLEUR

- Mon bailleur vérifie l'authenticité de mon visa via son espace personnel.
- Il fait sa demande de cautionnement Visale en ligne, et en acceptant ce contrat, il bénéficie d'une garantie gratuite et sécurisée.
- Vous pouvez signer ensemble le bail en toute sécurité.

5. Once you have found your accommodation

Congratulations ! But there are still some things you need to do:

Home insurance

As soon as you find accommodation and sign the tenancy agreement, you must take out home insurance for your accommodation (see page 29)

Check-in inventory

The day the keys are handed over, you must carry out an inventory check of the accommodation with your landlord or letting agency. This is a complete description of the accommodation. It is important to record and describe all visible damage (holes in walls, cracked tiles, etc.) and to keep this document safely until you leave the property.

Signing the tenancy agreement

Once the check-in inventory has been carried out, you can sign the tenancy agreement in two copies and collect your keys. Don't be afraid to ask the landlord or letting agency for receipts for the rent you have paid each month. These receipts prove that you have paid your rent and they may be requested for certain administrative formalities, such as banking, insurance, etc.

Check the names and addresses of the landlord shown in the tenancy agreement, and the notice period for termination.

Utilities

Once you have signed the tenancy agreement, you can start to move in and to sign up for utilities in your name, such as electricity, gas and internet (see page 28). Sometimes utilities are already included in the rent, if you are living in a student hall/residence or you are renting a furnished room in a private house.

6. When you leave your accommodation

If you want to leave your accommodation, there are certain things you must do:

Notice

You can terminate your tenancy agreement at any time. You request to do so by sending a registered letter with acknowledgement of receipt to your landlord (1 month's notice must be given, except in Montpellier and some neighbouring districts which are areas of high demand (zones tendues)).

Check-out inventory

This document is filled in with the landlord on the day you leave your accommodation.
You must leave your accommodation in the state it was in when you arrived. It will therefore be compared with the check-in inventory to see whether the landlord can give back your deposit. The landlord may not give back your deposit if the property has not been well looked after.

If the check-in and check-out inventories are identical, the landlord must return your deposit within one month.

Termination of utilities contracts

Before you leave your accommodation, you must terminate certain utilities contracts such as electricity, gas, internet and your home insurance (this should be done by registered letter with acknowledgement of receipt, enclosing a copy of your check-out inventory).
Also remember to report the fact that you are moving out to CAF and change the address on your residence permit.

II THE DAY YOU ARRIVE

A YOUR BUDDY WELCOMES YOU AT THE STATION OR AIRPORT

Welcome to Montpellier !

You will have been able to communicate with your buddy by email before your arrival.
They will be responsible for welcoming you at the station or airport on the day and accompanying you to your accommodation.

If your buddy is not available on the day you arrive, contact the scheme representative as soon as possible at:

➤ filleul.international@lr-universites.fr so that another buddy can be there instead.

There is a buddy group on social media so buddies can help each other out where necessary, particularly if a buddy cannot be physically present on the day their buddy partner arrives.

Buddying charter

The buddy makes a commitment to:

- Communicate with their buddy partner before they arrive
- Welcome their buddy partner at the station or airport and accompany them to their accommodation (where possible)
- Help them with certain administrative formalities if they wish (setting up a phone contract, opening a bank account, etc.) and ask for help from the International Buddying team if necessary
- Have a bit of free time between September and October
- Be a good listener, capable of empathy, and able to build trust

The buddy partner makes a commitment to:

- Ask for as much help as they need from their buddy, without abusing the scheme and in order to obtain advice or an opinion, help and support.

!

WARNING

DOING SO WILL RESULT IN EXPULSION FROM THE SCHEME

UNDER NO CIRCUMSTANCES SHOULD BUDDIES:

- ACCOMMODATE THEIR BUDDY PARTNER OR DO THEIR SHOPPING OR ANY ACTIVITY OTHER THAN THOSE SET OUT IN THE ABOVE COMMITMENTS.
- GIVE REFERENCES OR PERSONAL DOCUMENTS TO THEIR BUDDY PARTNER

UNDER NO CIRCUMSTANCES SHOULD BUDDY PARTNERS:

- ASK FOR MONEY OR PERSONAL DOCUMENTS FROM THEIR BUDDY (EVIDENCE OF ADDRESS, IDENTITY DOCUMENT, BANK DETAILS, PAYSLIP, ETC.).

B COLLECTING THE KEYS FOR A CROUS UNIVERSITY HALL OR RESIDENCE

Before you can move into your accommodation, you must make sure your **accommodation application is complete**, and particularly that you have the bond documents.

Once you are there, the procedure for gaining entry differs according to the type of accommodation :

University hall

The place where you collect your keys will depend on your arrival day and time.

If you expect to arrive during the opening hours of the secretariat at your hall, you can collect your keys from that office.

If you arrive late or during the weekend, you may be able to collect your keys from the warden's lodge at the hall, provided that you have notified the hall secretariat in advance.

The warden's lodge is open 24/7.

University residence

University residences do not have a warden's lodge. You therefore have to collect your keys by appointment during secretariat opening hours.

For any questions :

- international@crous-montpellier.fr - Tel. : +33 (0)4 67 41 50 38

III THINGS YOU NEED TO DO WHEN YOU ARRIVE

A NON-EU STUDENTS: VALIDATING YOUR VISA OR SUBMITTING YOUR FIRST RESIDENCE PERMIT APPLICATION

You are a student from a country outside the European Economic Area (EEA) and you have come to France with a long-stay student visa. When you arrive, there are certain formalities you must complete to validate your visa.

Validating your visa

If you have a visa long-stay student 'D' visa marked 'R311-3 6', you must complete the online formalities on an Interior Ministry website to validate your visa within 3 months of your arrival in France. This regularises your stay in France.

To do this, you need :

- Your email address
- The information on your visa
- The date you entered France
- The address where you are living in France
- Your bank card for online payment of the fee for the issue of a residence permit (see the portal for other payment methods).

Go to the website ➤ https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

A telephone number and email address are available in case you need any help with the process:

Tel. : 0806 001 620

E-mail : dgef-support@interieur.gouv.fr

Once you have paid the fee, make sure you store the confirmation that your visa has been validated in a safe place; it shows your foreign resident number.

Ministère de l'Intérieur

Confirmation de la validation de l'enregistrement de votre visa long séjour valant titre de séjour

NOM Prénom

Adresse

Référence (numéro d'enregistrement dans l'application de gestion des dossiers des ressortissants étrangers en France, à rappeler dans toute correspondance) :
99.....

Le ../../20.., vous avez validé votre visa de long séjour valant titre de séjour et payé la taxe perçue au titre de la délivrance d'un premier titre de séjour :

Motif : *ETUDIANT/PASSEPORT TALENT...*
Référence réglementaire : *CESEDA R311...*
Montant de la taxe : ..... €

Suite à cette démarche, les données à caractère personnel suivantes ont été enregistrées dans l'application de gestion des dossiers des ressortissants étrangers en France sous le numéro cité en référence :

Nom(s) : .....
Prénom(s) : .....
Sexe : ..
Adresse en France :
.....
.....
Passeport n° : ..... **Visa n° :** ..... **Date de naissance :** ../../....
Ville de naissance : ..... **Pays de naissance :** .....
Nationalité : ..... **Situation familiale :** .....

Submitting your first residence permit application

If you have obtained one of the following visas, you must submit your first residence permit application:

- Long-stay student 'D' visa with Algerian nationality, long-stay visitor 'D' visa marked 'resident's card to be applied for' or Competition 'C' visa: you must submit your first application for a residence permit within two months of arriving in France and before your visa expires.

- Long-stay Minor in Education 'D' visa, you must submit your first application for a residence permit in the two months before your 18th birthday and before your visa expires.

Where you make your residence permit application depends on where you are studying and which département it is in:

HÉRAULT (34) – IN MONTPELLIER

You can only submit an application by appointment at the Service Accueil International Étudiants-Chercheurs de la ComUE LRU (ComUE international student service).

saiec@lr-universites.fr

8 rue de l'école normale – CS 78290 – 3197 Montpellier cedex 5
(Tram line 1, Phillippidès stop)

OPEN :

September to November:
Monday to Friday, 9 a.m. to 4 p.m.
December: Monday to Friday, 1 p.m. to 4 p.m.

January to May: Monday, Tuesday and Friday, 1 p.m. to 4 p.m.
June: Monday to Friday, 1 p.m. to 4 p.m.
July: Monday to Friday, 9 a.m. to 4 p.m.

To make an appointment: www.saiec.fr

« **Visas & Residence Permit** » ection – 'First residence permit application'
It tells you everything you need to do and gives a list of the supporting documents you need to take to your appointment.

GARD – IN NÎMES

Telephones are manned from 2 p.m. to 4 p.m.: +33 (0)4 66 87 59 60
Submission of applications by email by appointment: pref-etrangers-rdv@gard.gouv.fr

www.gard.gouv.fr

L'accueil préfecture du Gard - Bureau de l'immigration et de l'intégration
10 avenue Feuchères - 30045 Nîmes Cedex 9 - 04 66 87 59 60

PYRÉENÉES ORIENTALES – IN PERPIGNAN

Residence permit one-stop shop at UPVD: Bureau d'Accueil des étudiants internationaux (BAEi)
Open from September to December, Tuesday and Thursday, 9 a.m. to 12 noon and 1.30 p.m. to 4.30 p.m.

guichet-unique@univ-perp.fr

52 avenue Paul Alduy - Bâtiment BASE - 66860 Perpignan
(Bus line 4 - Campus stop)

B PAYING YOUR STUDENT AND CAMPUS SERVICES (CVEC) CONTRIBUTION

Since the start of the 2018 academic year, all students doing their first course at a higher education institution have been required to obtain a certificate showing that they have paid their student and campus services (CVEC) contribution. This fee contributes to s**upport and social welfare, health, culture and sport services for students.**

The contribution is 91 € and must be paid before you register for your course.

If you are registering for several courses, you will only pay this contribution once.

Exemption from CVEC

Some students do not have to pay the CVEC, in particular:

- **Students on an international exchange in France** (via programmes such as **Erasmus**): the student is spending a short period of time in France during the academic year under an agreement between their home institution and a higher education institution in France.
- Students on bursaries
- Students who are refugees
- Students who are registered asylum-seekers and have the right to stay in France
- Students registered for a BTS course, accounting training, continuous professional development (work/study and professional training contract), etc.

How to pay

The contribution should be paid online ➤ http://cvec.etudiant.gouv.fr

Before you register you must:

1 - Go to the website: http://cvec.etudiant.gouv.fr

2 - Say which city you are studying in and pay the CVEC

3 - You will then receive a certificate enabling you to prove to your institution that you have paid the CVEC or you are exempt

! WARNING

THIS CERTIFICATE IS A MANDATORY DOCUMENT THAT ENABLES THE INSTITUTION TO CHECK THAT YOU HAVE PAID YOUR CVEC. IT CANNOT PROCESS YOUR REGISTRATION WITHOUT THE CERTIFICATE.

IF YOU ARE EXEMPT FROM PAYING THE CVEC, YOU MUST OBTAIN AN **EXEMPTION CERTIFICATE** FROM THE CVEC ONLINE PAYMENT WEBSITE. WHEN YOU REGISTER AT YOUR UNIVERSITY, YOU MUST PRESENT THIS CERTIFICATE.

C REGISTERING AT A HIGHER EDUCATION INSTITUTION

Your buddy can help you out if you experience difficulties during registration.

List of documents to be provided when you register

- Your original passport and a photocopy of your passport showing your student visa (non-EEA) or residence permit
  The registration form, duly completed
- Your CVEC payment or exemption certificate
- The acceptance letter or email from the higher education institution where you are registering
- Your original birth certificate translated into French and a photocopy
- **If you are starting an undergraduate course (L1):** original of the qualification required for university admission in your country accompanied by a translation by a consular service or by sworn translator and a photocopy
- **For all other levels of study**: in addition to your baccalauréat, the original of the diploma required for admission by equivalence with an official translation and a photocopy

If you want more information about your course and the documents to be supplied, i**nternational relations service of your future institution.**

You can find the contact details of the various services in the guide 'Étudier à Montpellier, Nîmes, Perpignan' [Studying in Montpellier, Nîmes or Perpignan] :

https://languedoc-roussillon-universites.fr/saiec/guide-etudier-en-languedoc-roussillon

GOOD TO KNOW

WARNING ! SOME TYPES OF COURSE DO NOT MAKE YOU ELIGIBLE FOR A 'STUDENT' RESIDENCE PERMIT :

- DISTANCE LEARNING/ONLINE COURSES
- CONTINUOUS PROFESSIONAL DEVELOPMENT

>> IF YOU ARE COMING TO STUDY AT A PRIVATE INSTITUTION FOR SEVERAL YEARS, CHECK THAT IT WILL AWARD YOU A DIPLOMA RECOGNISED BY THE FRENCH GOVERNMENT.

D OPENING A BANK ACCOUNT

Opening a bank account is one of the very first things you need to do on your arrival in France. Opening a bank account means that you can receive money (wages, a bursary, etc.) and pay your bills (electricity, telephone, rent, etc.).

When you open your account, the bank will give you a **credit card**, a **cheque book, and** a document showing your bank account details known as an **RIB (relevé d'identité bancaire), which you need to make or receive**

some payments. The RIB will enable you to register with the medical insurance fund CPAM (Caisse Primaire d'Assurance Maladie) so you can claim back any medical costs, or receive housing benefit from CAF if you are eligible.
For information, opening a bank account from abroad is often prohibited and the majority of French banks refuse to open a bank account for persons coming for a short stay.

List of documents you need to open a bank account:

- A valid identity document
- Evidence of your address
- A course attendance certificate
- A minimum sum of money may be needed to open your account (between 15€ and 50€ depending on the bank)

1. List of banks offering special rates for students

You should compare different banks' offers; their charges for ATM cards, international bank transfers and cash withdrawals abroad can vary significantly from one bank to another.

Here are some examples of bank charges:

LCL:

Special offer for students of 16 years of age and above: **1 €/year** (in the first year)

– international bank card that can be used anywhere in the world + contactless payment
There are a number of LCL branches and they all offer the same services.

LA BANQUE POSTALE:

Offer for 16-25-year olds: **2,98€/month** for 1 year: Visa card + insurance for theft or loss included. You can obtain a prepaid card for travel abroad (so you don't have to pay commission on payments made outside the Euro zone)

BANQUE POPULAIRE DU SUD:

The Montpellier Campus branch offers a **eferral system for all new and existing customers: an €80 bank gift** voucher is given to all new customers referred by a student who is already a customer. As a thank you, the student who made the referral receives a 40€ bank gift voucher.

The gift voucher entitles you to money off when you buy a product or service from the bank (home insurance, civil liability insurance, bank card, etc.)

Address: 34 avenue Émile DIACON (Université des Sciences et des Lettres tram stop, line 1)
and 737 route de Mende (St Éloi tram stop, line 1)

There are specially-trained bilingual advisers to help international students with any questions.

2. Online banks

There are a range of online banks offering cheaper services than the traditional banks.
However, the conditions for opening an account if you are a student are quite difficult to meet. Generally, they do not accept people opening their first bank account and sometimes, they have income conditions.

Two examples of online banks that may be of interest are :

NICKEL:

This is an alternative French banking service open to everyone; it is not conditional upon income and does not offer overdrafts or credit. The concept ? **1 account, 1 card, 1 RIB** for **20€/year**.

To open an account, simply fill in the online form and collect the card and RIB from a retail outlet (generally a tobacconist).

www.compte-nickel.fr

MONABANQ:

This bank offers a current account with a bank card and cheque book. There are no income conditions and you can send bank transfers abroad for **24€/year**.

However, you must be aged 18 or over, already living in France and deposit 150€ to open your account.

www.monabanq.com

E HEALTH

1. Social security

In France, joining the social security scheme is **free of charge but mandatory** for all French and non-EU foreign students.

It enables you to **claim back 70% of your medical costs.**

If you are an EU national

You do not need to join the French social security scheme if you have a European Health Insurance Card (EHIC) or a temporary certificate.

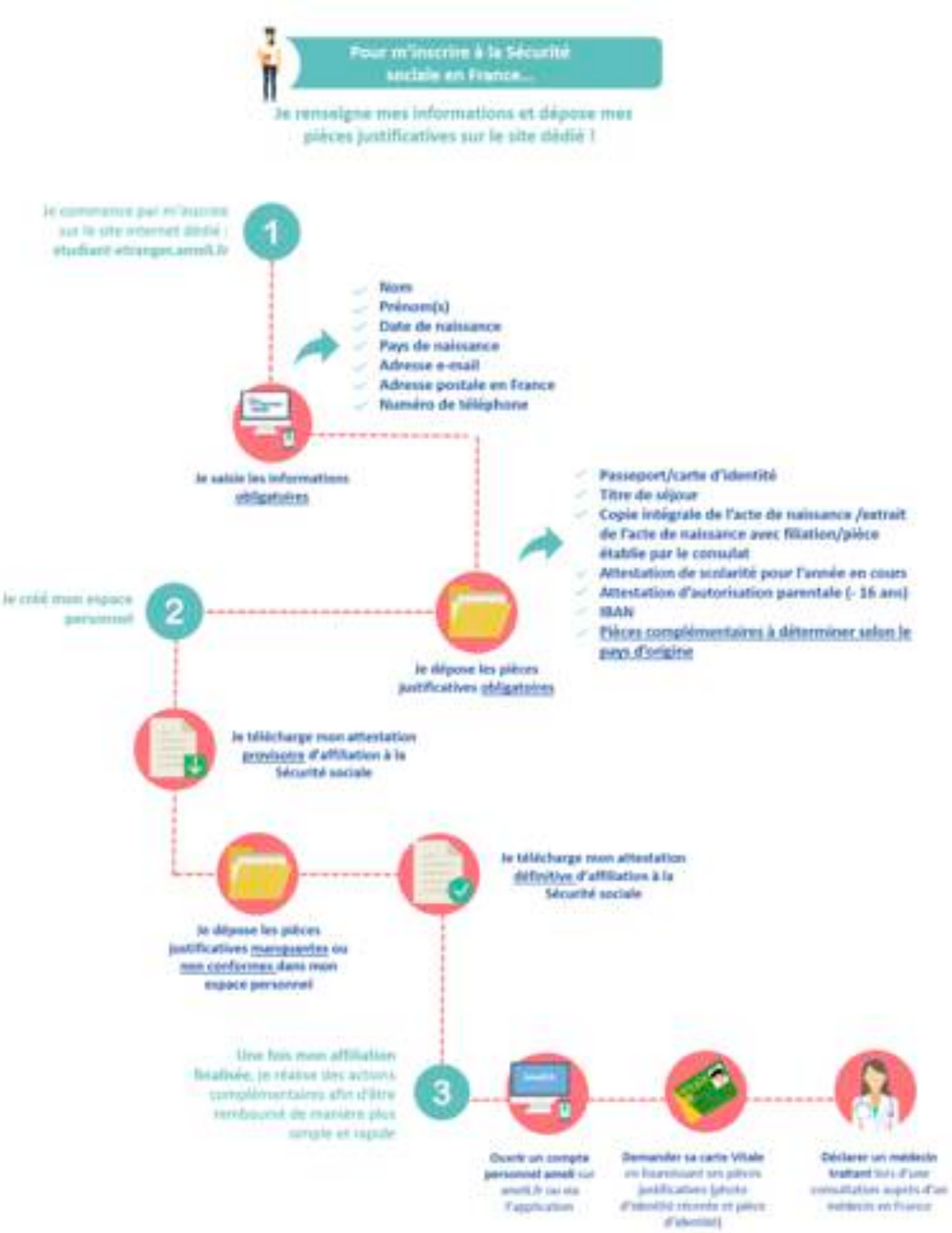
The card makes it easier if you need to see a doctor or go to hospital. You will either not have to pay any costs or you will be reimbursed when you return home, depending which country you are from. It is free of charge and you apply for it from your country's health insurance fund. The card is valid for one year.

If you do not have an EHIC card, you must join the social security scheme.

How to join

Register on the website ➤ https://etudiant-etranger.ameli.fr/ in 3 steps:

1. When you register, you will receive a **temporary certificate showing** your provisional social security number.
2. To obtain your **permanent scheme membership certificate** you need to resubmit the documents in your file :
3. **You can then open an account on ameli.fr and apply for your Vitale card !**



2. Extra cover

Social security reimburses 70% of your medical costs **you still have to pay 30% !**
You do not have to sign up to a mutual fund but because medical costs in France are very high, we recommend that you join a fund so you can claim back the full amount.
Find out more from the traditional student funds, insurance companies or even your bank. It is worth obtaining several quotations to compare because prices and options vary from one fund to another.

These are the two mutual funds used most often by students:

- MEP: www.mep.fr
- LMDE: www.lmde.fr

GOOD TO KNOW

SANTÉ PUBLIQUE FRANCE PRODUCES LEAFLETS IN 15 LANGUAGES EXPLAINING THE FRENCH MEDICAL INSURANCE SYSTEM, YOUR RIGHTS AND THE PROCEDURES TO FOLLOW :

- www.santepubliquefrance.fr/docs/livrets-de-sante-bilingues

3. University health service (csu)

If you don't know which doctor or specialist to go to, since 2016, ComUE LR-Universités has made it easier for all students in Montpellier to access healthcare through the CSU.

It enables **all students** to:

- Consult general practitioners, specialists (gynaecologists) and psychologists.
- Enjoy **100% coverage of costs** (**no upfront fees to pay** on presentation of their student card, Vitale (healthcare) card and evidence of extra medical insurance)
- Access a **treatment pathway adapted to their specific** needs (need for medical advice, psychological support, guidance with finding the right help, links with social workers, etc.)

PRACTICAL INFORMATION:

- www.csu-montpellier.fr

  Monday to Friday, from 10 a.m. to 2 p.m. and 3 p.m. to 6.30 p.m. By appointment only

- csu@lr-universites.fr

  +33 (0)4 11 28 19 79 - 8 rue de l'école normale – 34090 Montpellier
  (Tram line 1, Stade Phillippidès stop)

F SETTING UP A PHONE/INTERNET SERVICE

In France, telephone numbers have 10 digits

To call France from abroad, you need to dial:
00 + 33 + the number of the person you are calling without the first zero

To call abroad from France, you need to dial:
00 + country code + number of the person you are calling

There are lots of telephone companies in France. Most offer complete packages:

- Mobile phone
- Landline
- Internet
- Television

Depending on how long you are staying, you need to check the length of contract. Choose a package that suits you (pay-as-you-go or contract).
Contracts generally last for **12 to 24 months.**

Which package should I choose?

The main operators in France are **SFR, ORANGE, BOUYGUES and FREE.** Each operator has sub-branches that offer special rates for students and pay-as-you-go.
Here are some examples of pay-as-you-go offers (warning – these offers are subject to change on a regular basis):

- RED by SFR : **10€/month,** unlimited calls/texts (even from Europe), 30 GB of 4G data, including 4GB usable in Europe
- SOSH d'ORANGE : **19,99€/month,** unlimited calls/texts, 20 GB data
- BYOU de BOUYGUES : **19,99€/month,** unlimited calls/texts and 20 GB data including 10 GB usable in Europe.
- FREE : **8,99€/month,** unlimited calls/texts (even from Europe), 50 GB of 4G data, including 4GB usable in Europe.

There are online price comparison websites that you can use:

www.quechoisir.org/comparateur-forfait-mobile-n43896/

List of documents you need to set up a phone service

- Proof of identity: national identity card from an EU country (both sides), or valid foreign passport in Latin characters (or accompanied by a French translation certified by the Prefecture) or valid resident's card or residence permit

- Evidence of your address of residence in France (latest electricity, gas or water bill)

- For direct debits: an RIB or a SEPA Direct Debit mandate (for Europeans)

G APPLYING FOR HOUSING BENEFIT FROM CAF

CAF (Caisse d'Allocations Familiale) is a French public body that pays out family benefits such as housing benefit.

Housing benefit pays part of your rent.

The amount of this benefit is calculated on the basis of:

- Your personal situation (if you are a student, sharing, living as a couple, single, on a French government bursary, etc.)
- Your means
- Where you live
- The amount of your rent (without charges)

There are 3 types of housing benefit:

- APL : if your housing is subsidised by the State (e.g. accommodation in a **university hall**). APL is always paid to the landlord (owner, housing association, university hall, etc.)
- ALF : only for couples married for less than 5 years (provided that they married when both spouses were aged under 40) or with dependent children.
- ALS : for anyone not eligible for APL or ALF. This benefit is paid direct to the tenant but it may be paid to the landlord if the landlord requests this.

You cannot receive more than one of these benefits. CAF will decide which benefit you are entitled to based on your application.

Eligibility conditions :

– The **tenancy agreement must be in your name** (even if you are sharing or subletting)

– Your accommodation must be of a **decent** standard with a minimum comfort level (window, drinking water, electricity) and it must be at least **9m2** (16 m² if you are living with someone else and +9 m² per extra person).

– You must first **open a bank account in France** (RIB)

When should I apply for housing benefit and when will it be paid?

You are advised to apply **as soon as you move** in because it takes **2 to 3 months** for payments to start.
Your entitlement to housing benefit starts the month after you move in.
For example, if you move in on 10 September, your housing benefit entitlement will begin in October and payments will start on 5 November (ALS) or 25 October (APL).

> Non-EU foreign nationals : You don't have to wait for your residence permit to be issued before you apply. Once you have your residence permit, you can receive benefits for the previous months if you applied for them as soon as you moved in.

How do I apply for housing benefit?

Housing benefit applications can only be done on the CAF website:

www.caf.fr

Go to the website, and have the following to hand:

- Your tenancy agreement
- If you live in accommodation run by CROUS, you need to obtain your 'CAF document' from the reception of your residence.
- Your RIB

1. Go to the 'Mes services en ligne' section, then 'Faire une demande de prestations'.
2. If you have just arrived in France, click on the 'Vous n'êtes pas allocataire' section.
3. Go to the 'Logement' section, then 'Faire une demande'
4. You will be asked for the postal code of the département where your place of residence is situated. This number has 5 digits and is shown in your address next to the name of the city where you live (e.g. 34000 for Montpellier)
5. A declaration of income (in France or abroad):
   > If you have no income: tick the 'no income' box
   > If you have a bursary under the Erasmus programme or from the French government: you don't have to declare it

What supporting documents do I need to send to CAF?

The supporting documents you need to submit will be requested once you have finished filling in your housing benefit application.

You can submit electronic copies of your supporting documents at sur www.caf.fr in the Mon compte area, or using the Caf-Mon compte mobile app.

The supporting documents required vary depending on your nationality:

- **If you are a national of the EU, the EEA or Switzerland:**
  - Evidence of educational attendance in France
  - Copy of your European Health Insurance Card
  - Your birth certificate translated into French

- **If you are not a national of the EU, the EEA or Switzerland:**
  - Your birth certificate translated into French
  - A copy of your visa or residence permit with validity of more than 4 months, valid for the current academic year.

PLEASE NOTE if your visa is marked 'dispense temporaire de séjour', you are not eligible for housing benefit.

Contacting CAF

TELEPHONE:
For students :
0 810 29 29 29
Monday to Friday from 9 a.m. to 4.30 p.m.
(€0.06/min + call cost)

BY EMAIL:

- If you are a tenant: you can send a message via the 'Mon compte' area on the www.caf.fr website
- If you are not a tenant:

https://wwwd.caf.fr/wps/portal/caffr/macaf/contactermacaf#/contactcafprimocourriel

BY POST:

CAF (HÉRAULT)
139 avenue de Lodève
34943 Montpellier cedex 9

CAF (GARD)
321 rue Maurice Schumann
30900 Nîmes

CAF (PYRÉENÉES ORIENTALES)
112 rue du Dr HENRI Ey
66019 Perpignan

H UTILITIES CONTRACTS

As soon as you move in, you must sign up for electricity, gas and water contracts **unless these are included in your rent. If you are living in CROUS accommodation, you don't need to do anything** because all these costs are included in your rent.

Before you move into your accommodation and the check-in inventory is performed, there are some questions you should ask your landlord or the letting agency:

- **Is the property heated by gas or electricity?**
- **Is the cost of water included in the rent?**
- **Were the old meters cut off after the previous tenant left?**
  As a precaution, take readings from the water, electricity and/or gas meters when you move in.
- **Who were the previous energy suppliers?**
  Using the same suppliers as the previous tenant makes administration easier.

Choosing energy suppliers

There are currently around twenty electricity and gas suppliers in France.

The www.energie-info.fr
website compares national gas and electricity prices so you can use it to explore in detail the offers of different suppliers.

Énergie-info has a telephone helpline for consumers: advisers are available on 0 800 112 212 (freephone service available Monday to Friday from 8.30 a.m. to 6 p.m.) to answer any questions and explain what to do.

Further information on: www.service-public.fr/particuliers/vosdroits/F18116

Energy-saving tips

The cheapest energy is the energy you do not use. So the easiest way to cut your energy bills is to save energy!

Remember to turn off lights and electrical devices when you leave the room, set the temperature at a sensible level and turn off the heating when you go out, take shorter showers and don't leave taps dripping...

I INSURANCE

In France, home insurance and civil liability insurance are **mandatory**.
Insurance companies but also some banks and student unions offer this type of insurance. Find out more from your reference organisation before you buy.

1. Home insurance

Whether you are living in university accommodation or renting a furnished or unfurnished property, buying a home insurance policy is mandatory. Landlords almost always require it.

Insurers offer various packages at different prices, but you must insure against the following as a minimum:

- Fire
- Water damage
- Theft
- Glass breakage, etc.

Examples of cost:

- LA BANQUE POSTALE : offer restricted to those aged 18-29, **60€/year for a studio or 96€/year** for a 1-bedroom flat
- MAE : offer restricted to students/**discount for new customers: 43.60€/year** for a rented room **69,60€/year** for a studio or **89,90€/year** for a 1-bedroom flat + civil liability included
- AXA : offer restricted to students under 30 years of age, **39€/year** for a rented room, **70€/year** for a studio or **93€/year** for a 1-bedroom flat.

2. Civil liability

This insurance covers you **for any injury you might cause to a third party.**
We recommend that you take out civil liability insurance from the same insurer as your home insurance to avoid extra administrative hassle.
Sometimes civil liability is included in multirisk home insurance policies.

J TAXES IN FRANCE

1. *Income tax*

As a foreign student, do i have to declare my income?

In France, some income has to be declared and other income does not.
If you declare income, it doesn't necessarily mean that you will have to pay tax on that income.

CAUTION: **Even if you don't have to pay tax, you still have to complete a tax return so that you can obtain a non-taxation notice.** You need this document to complete certain formalities and to claim **residence tax relief.**

How to complete a tax return

To complete a tax return, you first need to apply for a tax number from your local public finance office (individual tax service) at the counter or using a form available in the 'Contact' area of the website:

www.impots.gouv.fr

> « Vous êtes particulier » > « Votre demande concerne l'accès à votre espace particulier » > « Je n'ai pas de numéro fiscal »

Once you have created an account, you can use the online tax return service.

Each year, remember to visit www.impots.gouv.fr in **April** to find out the exact dates for submitting online or paper tax returns. When you submit a tax return online you can also opt to receive your tax statement electronically.
Since January 2019, income tax has been deducted at source, i.e. direct from your pay.

→ I HAVE TO DECLARE

- The income from my student job if I was aged 26 or older on 1 January 2018
- The income from my student job if I was aged under 26 on 1 January 2018 and I earned more than 4,400€ (3 times the minimum wage (SMIC)) in 2018
- Study bursaries granted for specific work or research
- Ex gratia (goodwill) payments received during an internship or pay received under an apprenticeship contract if and only if the amount was more than 17,982€ in 2018
- Any income received under a professional training or qualification contract
- The income of non-resident students and interns in medicine or pharmacy

→ I DO NOT NEED TO DECLARE

- Means-tested bursaries
- Ex gratia (goodwill) payments received during an internship if they did not exceed 17,982€ in 2018
- The income from my student job if I was aged under 26 on 1 January 2018 and I did not earn more than 4,400€ (3 times the minimum wage (SMIC)) in 2018
- Pay for work-study (apprenticeship contracts), if and only if the amount is no more than 17,982€ for 2018
- Compensation paid for a civic service
- Compensation paid for volunteering

Further information:

www.impots.gouv.fr/portail/files/media/3_Documentation/depliants/part_vous_etes_etudiant.pdf

2. Residence tax

If you have accommodation on 1 January of a year, you must pay residence tax in November of that year for your accommodation, and the television fee if you have a television.
This tax does not apply to you if you are living in university accommodation run by CROUS or a university residence or if you are renting a room in someone's home.

You do not have to file a tax return for this tax.

IV PRACTICAL LIVING

A GETTING AROUND IN THE REGION | PUBLIC TRANSPORT

IN MONTPELLIER: TAM

TaM (Transports de l'agglomération de Montpellier) manages all the public transport in Montpellier and the neighbouring municipalities. The TaM network comprises 4 tram lines and 40 bus routes.

Buying a travel card

You can buy a travel card at any TaM travel centre or online at:

- www.tam-voyages.com

You can make an appointment online at:

- www.tam-rendezvous.com

A travel card costs **29€/month** if you are aged 18 to 25 and **55,64€/month** if you are over 26 years of age.

What documents do i need to apply for a travel card?

- An identity document (national ID card or passport)
- You bank account details slip (RIB) for the direct debit
- An ID photo (this can be taken at the travel centre free of charge)

PRACTICAL INFO:

You can find the network map and timetables for the different tram and bus services at TaM's travel centres or on their website.
There is also a **TaM mobile app** available in the Apple Store and Google Play Store where you can find real time travel information to make it easier to get around!

There are 3 travel centres offering the same services:

- 27, rue Maguelone (tram station: Gare Saint-Roch) - 34000 Montpellier
  Monday to Saturday from 9 a.m. to 12 noon and 2 p.m. to 5 p.m.
- 6, rue Jules Ferry (tram station: Gare Saint-Roch) - 34000 Montpellier
  Monday to Friday from 7 a.m. to 7 p.m.
- Mosson travel centre (tram station: Mosson)
  Monday to Friday from 9 a.m. to 12 noon and 2 p.m. to 5 p.m.

> Telephone: +33 (0)4 67 22 87 87

IN NÎMES: TANGO

TANGO runs transport in the Nîmes area. Buses serve the city until 9 p.m. and a tram/bus line until 10 p.m.

Travel card

The 'Pass Études' is available for students, costing 19€/month or 199€/year.
Otherwise, the cost of a ticket (valid for 60 minutes) is €1.60. You can buy tickets from the driver when you board the bus or at TANGO shops.

PRACTICAL INFO:

- 13 rue Régale, 34000 Nîmes ('esplanade Feuchères' station) – Tel.: 0 970 818 638
  Open Monday to Friday from 8.30 a.m. to 6.30 p.m. and Saturday from 9.30 a.m. to 5.30 p.m.

www.tangobus.fr

IN PERPIGNAN: SANKEO

You can buy a travel card, find a route, timetables and prices for the SANKEO network online:

www.sankeo.com

PRACTICAL INFO:

SANKEO Office: 20 quai Sadi Carnot – 66000 Perpignan - Tel.: 0 800 800 370
Monday to Friday from 7.30 a.m. to 7 p.m. and Saturday from 9 a.m. to 7 p.m.

2. Other bus companies

HÉRAULT TRANSPORT — www.herault-transport.fr

The département's buses enable you to travel throughout the département on 68 scheduled services

There are a number of bus companies that run services between French and other European cities:

OUIBUS — www.ouibus.com

is a subsidiary of SNCF, offering cheap travel. The company offers 127 routes: for example, you can travel to Marseille for 5€, Paris for 20€ or Rome from 64 €.

EUROLINE — www.eurolines.fr

FLIXBUS — www.flixbus.fr

In Montpellier, the Flixbus stop is at the Sabines tram stop (line 2).

3. *Travelling by train*

SNCF is the only railway company in France and runs all French train services.
In France, the train is a very popular mode of transport for travel to other French cities or neighbouring countries such as Spain, Italy, Switzerland, etc.

Train travel for less

Train tickets in France can be very expensive, especially during school holidays, but there are some low-cost ticket types available:

- **ÉVASIO' ticket**

If you want to explore the lovely Occitanie region, SNCF offers **1€ tickets** on all TER (Transport Express Régional) services for travel throughout the region.
You can buy these tickets up to 3 weeks before you travel, but there are a **limited number available**.

- **OUIGO**

SNCF offers low-cost train tickets **from 10€** for travel from Montpellier to several major French cities (Paris, Lyon, Bordeaux, etc.)

Ouigo tickets are only sold online: www.ouigo.com

GOOD TO KNOW

CAREFUL! MONTPELLIER HAS 2 STATIONS:

- GARE ST ROCH: IN THE CITY CENTRE, JUST 200M FROM PLACE DE LA COMÉDIE. ALL 4 TRAM LINES AND SEVERAL BUS SERVICES STOP AT GARE ST ROCK, MAKING IT EASY TO GET TO DIFFERENT AREAS OF MONTPELLIER.
- GARE MONTPELLIER SUD DE FRANCE: OUTSIDE THE CITY. THE NUMBER 120 BUS SERVICE TAKES 15 TO 20 MINUTES TO TRAVEL BETWEEN THIS STATION AND PLACE DE L'EUROPE IN MONTPELLIER.

4. *Travelling by bicycle*

Renting a bicycle

The public transport companies in Montpellier, Nîmes and Perpignan also offer self-service bicycle hire.

IN MONTPELLIER

For **10€/year** in addition to your travel card, you can use Vélomaggs bicycles 24 hours a day, 7 days a week for up to 24 consecutive hours, located at 57 automatic bike stations for 1 h. After the first hour, rental will cost you **0.50€** per hour.

IN NÎMES

You do not have to have a TANGO travel card. Prices are per day and 3 types of bicycle are available: **3€** per day for a road or folding bicycle and **7.50€** per day for an electric bicycle.
Further information: TANGO bicycle centre: +33 (0)4 66 38 59 43

IN PERPIGNAN

AlterÉco subscription: medium- and long-term cycle hire service for a standard bicycle (3€ per day) or an electric bicycle (5€ per day).

Buying a bicycle

You can find second-hand bicycles on the **Boncoin** website: www.leboncoin.fr

If you want to buy a new bicycle, some sport shops such as **Décathlon** and **Intersport**, sell them.

BON PLAN

REPAIRS FOR LESS – IN MONTPELLIER

THE VIEUX BICLOU ASSOCIATION, A SELF-REPAIR WORKSHOP, OFFERS TOOLS FOR REPAIRING YOUR BICYCLE, CYCLING LESSONS, AND AN INTRODUCTORY COURSE IN BICYCLE MECHANICS GIVEN BY EXPERIENCED MECHANICS. ASSOCIATION MEMBERS CAN BUY SECOND-HAND BICYCLES, SUBJECT TO AVAILABILITY. ONE OF THEIR WORKSHOPS IS ON THE SCIENCE FACULTY CAMPUS.

www.vieuxbiclou.org

5. Car sharing

Car sharing is now a very widely-used means of transport in France. Car sharing consists of giving a lift in your car to other people doing the same journey as you. It enables you to share and therefore reduce your transport costs (fuel, tolls, etc.), cut road traffic and meet new people. Car sharing enables you to travel anywhere in France but also abroad.

Blablacar is the most widely-used car sharing website in France.
You can also download the Blablacar app to your smartphone

www.blablacar.fr

B SENDING A LETTER OR PARCEL

1. La Poste

La Poste operates the postal service for letters in France. It also offers other services such as:

- Parcel post
- Sale of stamps and prepaid envelopes
- Mobile telephone services
- Bank account opening and management
- Cash transfers (Mandat cash)

To find your nearest post office:

▸ www.laposte.fr/particulier/outils/trouver-un-bureau-de-poste

2. Collection points

You can send and receive parcels through other lower cost delivery services such as Mondial Relay and Chronopost.

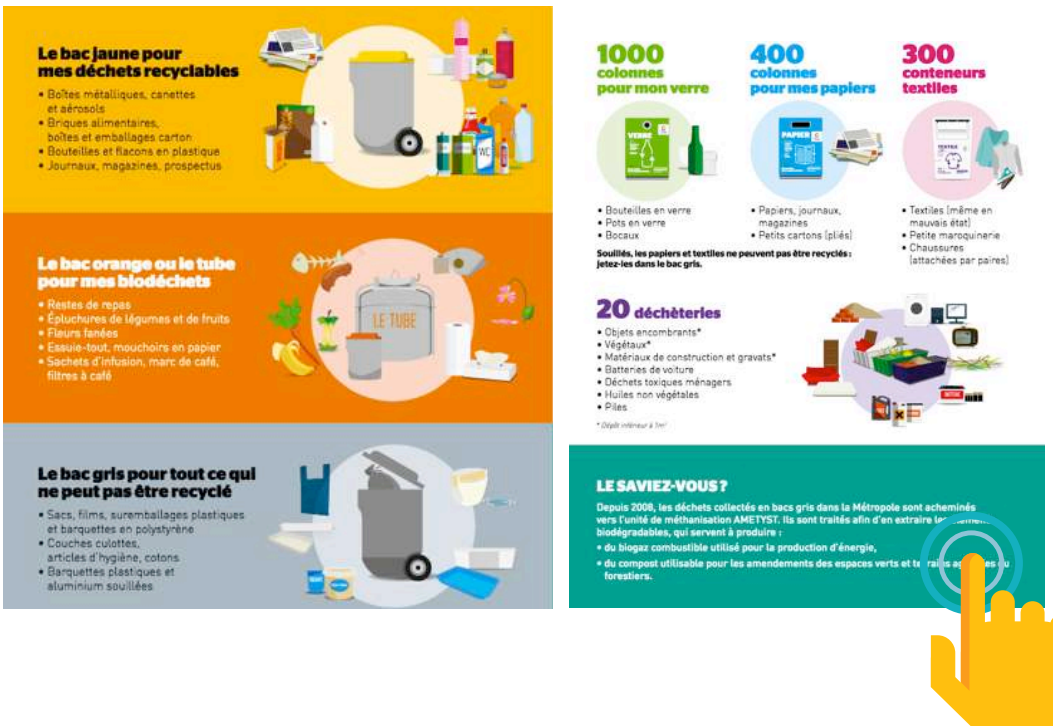
▸ www.mondialrelay.fr

▸ www.chronopost.fr

Collection points for this are available in supermarkets, newsagents, dry cleaners, florists, shops, etc., with more flexible opening hours. You can find your nearest collection point on their websites.

C RECYCLING IN FRANCE

In France, we use a colour code system on our rubbish bins to make recycling easier: yellow for recyclable waste, green for glass, blue for newspapers/magazines, brown or grey for ordinary non-recyclable waste...



GOOD TO KNOW

MEDICINES SHOULD BE HANDED IN AT A **PHARMACY** BECAUSE THEY CONTAIN HAZARDOUS SUBSTANCES.

Recycling guides

- www.montpellier3m.fr/sites/default/files/MMM-GUIDE%20REDUCTION%20DECHETS-A5-12p-BD.pdf
- www.montpellier3m.fr/sites/default/files/mmm-guide_tri_et_collecte-15x21-bd_2.pdf

• There is a ' GUIDE DU TRI' recycling guide app for smartphone so that you can be sure of what to recycle in which colour bin, and receive personalised tips. In the 'MON QUARTIER' section, you can find your location to see the nearest recycling points and find out what you can recycle there.

D LEISURE ACTIVITIES & GOING OUT

1. Discount cards

There are plenty of cards that give you reduced rates on leisure activities (cinema, concerts, festivals, theatre, museums, etc.) and sports and amusements (swimming pools, bowling, ice skating, etc.)

To obtain the various discount cards, we advise that you take:

- An identity document
- Evidence of your address in your own name (electricity, gas or phone bill)
- An identity photo
- Your student card for the current year

IN MONTPELLIER

Le YOOT

Yoot is an online ticket office run by CROUS exclusively **for students under 31 years of age**, enabling you to access a wide variety of cultural events at exceptional prices.
Buy tickets for shows, concerts and festivals at between 5€ and 10€, or even cinema tickets for €3.90!

Sign up online at: www.yoot.fr **for only 9€.**

GOOD TO KNOW

THE INTERNATIONAL BUDDYING SCHEME OFFERS FREE MEMBERSHIP TO ALL BUDDIES IN THE SCHEME! IF YOU ARE STILL LIVING IN MONTPELLIER NEXT YEAR AND YOU WANT TO BE A BUDDY, YOU WILL BE GIVEN FREE MEMBERSHIP

PASS'MÉTROPOLE

A **free** card offering numerous discounts on sport, culture and leisure activities: discount for the Antigone Olympic swimming pool, the Galilée Planetarium, the CGR cinema in Lattes, Laser Tag, some theatres, some concert venues, etc. Available at all town halls in the Montpellier metropolitan area.

TUTTI PASS card

Exclusively for people under 30 years of age, it lets you see **4 shows of your choice** at the Opéra Comédie de Montpellier for only **20€.** Available at the Opéra Comédie ticket office – (Tram 1, Comédie stop)

Carte Montpellier Sports

This gives you access to more than 50 different sports disciplines run by the city's sports coaches and sports associations for only **5€.**
Available at all 'Maisons pour Tous' venues, the Sport department in Montpellier Town Hall (1, place Georges Frêche) and the Espace Montpellier Jeunesse (1 place Francis Ponge).
In addition to the usual documents, you will be asked for a **medical certificate** dated within the last 3 months and a **civil liability** insurance certificate.

La carte été Jeunes

For young people under 29 years of age living in Montpellier only.
For €25, more than 30 reductions and activities on offer between June and September: 2 cinema tickets, 1 entry to the Serre Amazonienne glasshouse, 1 hour's climbing, 1 Olympic swimming pool entry, 1 seat at a Montpellier HSC football match...

The cards are on sale from 1 June at all 'Maisons pour Tous', at the **Tourist Office** (30 allée de Lattre de Tassigny) or at the **Espace Montpellier Jeunesse** (1 place Francis Ponge).

IN NÎMES

CAMPUS CULTURE card

Scheme giving access to cultural activities at preferential rates for students in Nîmes.
On sale from 15 October to 1 June – Price: 7€

Available from '**L'Accueil Jeunesse**':
12 rue de la Trésorerie – Nîmes. Wednesdays only from 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m.

IN PERPIGNAN

PASS'CULTURE UPVD

The Pass'Culture costs **10€/year** or **5€/year** for students with CROUS bursaries.
You can buy tickets for shows, concerts or festivals at the online ticket office for between **5€ and 10€.**
Official shop on the main UPVD campus (next to Cafétéria l'Aquarium)

Further information: ➤ www.pass-culture.upvd.fr

2. Getting involved in sports

Each university has a university sports service **(SUAPS, Service Universitaire des Activités Physiques et Sportives)**, which offers all students the opportunity to do a physical activity during the academic year.

The SUAPS offers a wide range of sports activities. Prices and registration procedures vary at the different institutions, but the prices are still very attractive!

You can even gain ECTS credits by getting involved in a sport at university, earning you extra points or bonuses at the end of the semester.
Find out more from your university!

There are also low-cost gyms available (at 20€ or 30€/month maximum): Fitness Park, Training Go, Keep Cool, Run UP, L'Orange Bleue...

warning YOU OFTEN HAVE TO SIGN UP FOR A MINIMUM OF 12 MONTHS, SO MAKE SURE YOU CHOOSE THE RIGHT MEMBERSHIP FOR YOUR LENGTH OF STAY IN FRANCE.

3. International buddying events

Garden party – September

Each year, at this time of year, the International Buddying scheme organises a **free** event for **ALL** students in **Montpellier, Nîmes and Perpignan.**

1,600 STUDENTS ATTENDED IN 2018!

The event provides an opportunity for buddies and their buddy partners to meet up but also to meet other international students who have just come to the region.
The programme includes: Bubble football, Yoga Moov classes, Photobooth with on-the-spot photo printing, sports area open to all (volleyball, Mölkky, etc.). The event is run by a group of young DJs!

All buddies and buddy partners are notified in advance of the date and venue!
> STAY CONNECTED ☺

Our cultural partners

Every year, **we offer free tickets to the Montpellier Danse and Domaine d'Ô shows** to buddies!
Buddy partners can also go along if they go with their buddy (subject to ticket availability).
Find out more from your buddy!

4. Events not to be missed in Montpellier

With more than 76,000 students (including 10,000 international students), Montpellier has the **3rd-largest student population in France,** drawn to the city by its excellent quality of life, lively social and cultural scene, etc. Lots of internationally-renowned events take place in Montpellier and the surrounding area every year:

> SEPTEMBER | INTERNATIONAL GUITAR FESTIVAL

3 weeks of blues, world music, funk, etc. with over 60 concerts and more than 200 international musicians at numerous venues.

> OCTOBER | CINEMED

The international Mediterranean film festival. The programme includes more than 200 film showings and numerous famous guests (actors, producers, etc.), interviews, exhibitions, etc.

> NOVEMBER | CŒUR DE VILLE EN LUMIERE

For 3 days, the façades of the city's most stunning historical buildings are brought to life with light shows and music.

> DECEMBER | I LOVE TECHNO EUROPE

Held in the Montpellier exhibition centre (in Pérols), this festival attracted more than 18,000 festival-goers in its ninth year in 2018.

> SPRING | LA ZAT

The Temporary Art Zone (ZAT) is a **free** event open to all. It consists of original and surreal performances and events throughout the city (contemporary creations, visual arts, circus, dance, theatre, etc.)

> END OF MAY | LE FISE

Europe's biggest extreme sports competition. Competitors from all 4 corners of the globe meet and compete in the Rives du Lez quarter: BMX, skateboard, rollerblade, wakeboard, mountain bike, etc.

Le FISE is **free** and attracts more than 550,000 spectators over 5 days!

> JUNE

| LE PRINTEMPS DES COMÉDIENS DU DOMAINE D'Ô

Considered to be one of the biggest national theatre events, this festival of live performances attracts more than 45,000 spectators each year.

| LIVING ARCHITECTURES FESTIVALS

Go on a **free** tour of Montpellier's historic centre and admire original creations and ephemeral contemporary installations in the courtyards of some of the city's townhouses.

| MONTPELLIER DANCE FESTIVAL

In late June and early July, the greatest choreographers and 300 dance companies from all over the world come to Montpellier for this festival of contemporary dance. The programme includes: unforgettable creations, dance classes, free performances, etc.

> JULY

| RADIO FRANCE FESTIVAL

This festival offers symphonic and lyrical concerts at the Opéra, jazz concerts and more. 90% of the music performances are **free**.

| TOHU BOHU

This festival of electronic music is held as part of the Radio France Festival. It is **free of charge** and runs for 3 days in the area outside Montpellier town hall.

| LES ESTIVALES

Every Friday evening in summer, you can enjoy a large night-time market in the city centre. It's a great opportunity to spend time with friends tasting wines and other local products.

> AUGUST | LA FAMILY PIKNIK

This daytime, open air electro music festival attracted more than 20,000 festival-goers in 2018.
A **BOARDING TO FAMILY PIKNIK** event is held in June in a very unusual location: Montpellier airport!
Free tickets were offered to buddies in 2019.

EVENTS NOT TO BE MISSED IN MONTPELLIER

SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | SPRING | MAY

JUNE | JUNE | JUNE | JULY | JULY | JULY | AUGUST

GOOD TO KNOW

YOU CAN FIND DETAILS OF ALL OF MONTPELLIER'S FLAGSHIP EVENTS AND AN EVENTS CALENDAR ON THE TOURIST OFFICE WEBSITE:

www.montpellier-tourisme.fr

5. *Places to visit in montpellier*

HISTORIC MONUMENTS

Wandering through the streets of the city centre is the best way to explore Montpellier and its historic heritage: from the stunning Place de la Comédie to St Pierre Cathedral, the Arc de Triomphe and Place du Peyrou... Enjoy strolls and green spaces? We recommend a walk round Montpellier University's Jardin des Plantes (botanical garden).

FABRE MUSEUM

This museum has more than 700 works on display (paintings, sculptures, drawings), including a few masterpieces. It is situated in Montpellier city centre, near the Esplanade Charles de Gaulle.

MUSEUM AND CONSERVATORY OF ANATOMY

Situated in Montpellier's old medicine faculty, it displays nearly 5,600 anatomical parts and wax models (related to anthropology, malformations, pathologies, skeletons, etc.).
In 2004, the collections of Montpellier's Conservatory of Anatomy were classed as a historic monument!

ART GALLERIES

- CARRÉ SAINTE-ANNE: This contemporary art venue in a deconsecrated church hosts exhibitions by local artists throughout the year.
- LA GALERIE SAINT-RAVY : right in the historic centre of Montpellier in an ancient monument, this exhibition hall shows works of art and installations by local artists.
- LE PAVILLON POPULAIRE : This exhibition space on Esplanade Charles de Gaulle, right in the city centre, specialises in photographic art.

LA PANACÉE

This contemporary art centre is popular for its year-round programme and its many free temporary exhibitions. La Panacée has a trendy café renowned for its seasonal menus at very affordable prices (3 courses for less than 20€)

LES HALLES TROPISME

On the site of an old army college near Parc Montcalm, this 4,000 m² hall is a creative space used for all types of cultural activity. It is open to the public with a year-round programme of events including pop-up architecture, live performances, visual arts, food, music, fashion...
(Tram 2 – Mas Drevon stop, or Tram 3 – Saint-Denis stop + a 10-minute walk)

MARCHÉ DU LEZ

The Marché du Lez offers shops, antiques stalls, produce stalls, restaurants, food trucks, street art, startups, pop-up bars, events and more. It's a focus for creative initiatives facilitating a new way of living: responsible, local, innovative and contemporary.
The Marché is based in former industrial and agricultural premises (Tram 3 – Pablo Picasso stop).

6. *Evenings out in montpellier*

The Écusson quarter (city centre) is bursting with bars and venues offering student nights out! Most clubs and nightspots are outside the city centre.

Your buddy will be delighted to show you where they like to spend evenings out (restaurants, bars, concert venues, theatres, etc.), so ask them!

You can also contact:

- **BDE (Bureau des Étudiants) or the student associations** at your institution to find out about upcoming student evening events. They are often the main organisers of these events.
- **Social networks** are still the best way of finding out about different events in the region, e.g. the International Buddying (Parrainage International) page on Facebook provides a daily feed of upcoming student events.

FOLLOW US AND GO TO OUR 'ÉVÉNEMENT' SECTION:

▸ www.facebook.com/ParrainageInternationalMontpellier

GOOD TO KNOW

THERE IS A NIGHT BUS, AMIGO, WHICH PROVIDES SAFE TRANSPORT FOR ANYONE GOING OUT FOR THE EVENING. THIS BUS COVERS ALL ROUTES BETWEEN MONTPELLIER AND THE CLUBS/NIGHTSPOTS.
SEE THE TAM WEBSITE FOR AMIGO TIMETABLES AND ROUTES.

V FINDING A STUDENT JOB

A STUDENT JOBS IN THE REGION

Montpellier, Nîmes and Perpignan have booming **hotel, catering, culture** and **tourism sectors.**
There is also plenty of demand for care workers, people to help with homework, seasonal workers, childminders, youth workers, receptionists, street marketing, etc.
There are loads of opportunities for work when you're a student!

B REGULATIONS FOR NON-EU FOREIGN STUDENTS

International students with a residence permit are permitted to work for up to **60% of the annual legal working time**, i.e. for 964 hours per year. This period starts when your permit is issued or your VLS-TS is validated online.
You can engage in any type of paid employment **without a work permit**.
However, your employer must declare your job to the Prefecture where you live or to the one that issued your permit.

Special rules for Algerian students
You must apply for a Provisional Work Permit from your local DIRECCTE before starting work.
You can then work for 50% of the annual legal working time in the branch in question.

IN MONTPELLIER

DIRECCTE Occitanie - Unité départementale de l'Hérault - Service main d'œuvre étrangère
615 boulevard d'Antigone à Montpellier - In person without an appointment: Monday and Thursday from 2 p.m. to 4 p.m.
By telephone: Tuesday and Friday from 2 p.m. to 4 p.m.: +33 (0)4 67 22 88 67
oc-ud34.moe@direccte.gouv.fr

IN NÎMES

DIRECCTE - Unité Départementale du Gard - Service main d'œuvre étrangère
174, rue A. Blondin - ZAC Esplanade Sud - CS 330007 - 30908 Nîmes cedex 2 - Tel.: +33 (0)4 66 38 55 55
co-ud30.moe@direccte.gouv.fr

IN PERPIGNAN

DIRECCTE - Unité départementale des Pyrénées-Orientales - Service main d'œuvre étrangère
76, Bd Aristide Briand - 66026 Perpignan Cedex - Tel.: +33 (0)4 11 64 39 00

oc-ud66.moe@direccte.gouv.fr

C WHERE TO FIND JOB ADVERTS

> FROM DIFFERENT ORGANISATIONS:

CROUS Emploi - Jobaviz www.jobaviz.fr

Jobaviz is a national student job website run by CROUS. It lists many job vacancies, particularly those offered by CROUS itself (reception in halls, dishwashing or serving in cafés, administrative assistant, etc.)

The Jobaviz website also has job descriptions for different sectors of activity. By reading these, you can find out what types of job you are interested in and prepare a better application.

CRIJ www.crij-montpellier.com/offres_jobs.php

'Trouver un job en Occitanie'
[Find a job in Occitanie] guide: www.crij.org/documents/2005/guide_job_2019_pc_v2.pdf

Espace Montpellier jeunesse

www.montpellier.fr/structure/363/240-espace-montpellier-jeunesse-structure.htm

Espace Montpellier Jeunesse welcomes and provides guidance and information for young people aged 12 to 29. It's also a friendly space where young people have self-service access to cyberspace with computers and wifi, printer and photocopier.

The Ville de Montpellier offers temporary jobs:

www.montpellier.fr/3973-jobs-temporaires.htm

> USEFUL WEBSITES:

L'Étudiant https://jobs-stages.letudiant.fr/jobs-etudiants.html

INDEED http://www.indeed.fr/Emplois-Job-%C3%89tudiant

StudenJob www.studentjob.fr/job-etudiant/montpellier

Emploi LR www.emploilr.com

D HOW TO APPLY

1. Help with preparing your cv

Your CV should be clear and concise, and show why you are suitable for the post being advertised.
It should fit on a single page.
There are many online platforms to help you prepare your CV, such as:

- www.doyoubuzz.com/fr
- https://www.canva.com/fr_fr/creer/cv/

ONISEP also offers an online tool to help draft your CV and export it to PDF

- http://cvenligne.onisep.fr

2. Covering letter

This **complements your CV** and should make the employer want to invite you for an interview.
It should explain why you are applying and how you would be suitable for the job.
It should be outgoing and tailored to the application.

A few tips for setting out your letter:

- Introduction: reminder of the job you are applying for and the context
- Presentation: summary of your experience and education
- Suitability: in what ways you match the profile of the employee sought and what you will bring to the job
- Conclusion: offer to come for interview and closing salutation

Get a friend to read it through for you so that they can **pick up any spelling mistakes.**

VI USEFUL CONTACTS

A IN AN EMERGENCY

WITH THESE EMERGENCY NUMBERS

YOU CAN CONTACT THE EMERGENCY SERVICES FREE OF CHARGE, 24 HOURS A DAY:

112	European emergency number, if you have been in an accident or witnessed an accident in an EU country
15	SAMU (medical emergency response service) to call for medical assistance in a life-threatening emergency, or for referral to a round-the-clock healthcare organisation
17	Police Secours – to report an offence requiring an immediate police response
18	Sapeurs-pompiers – to report a dangerous situation or accident involving people or property and seek a rapid response
114	Emergency number for people who are deaf or hard of hearing

36 24	SOS Médecins (€0.12/min)	04 91 75 25 25	Poison control centre
32 37	Duty pharmacy (€0.34/min)	04 61 49 33 33	

B SOCIAL SUPPORT SERVICES

CROUS social service

On CROUS premises and the university campuses (Montpellier, Nîmes and Perpignan), twelve social workers are on hand to assist students, regardless of their course type.
They can listen and give advice to direct students to the various social support services available.

www.crous-montpellier.fr/le-service-social/

Free legal advice service in Montpellier :

www.crous-montpellier.fr/aides-sociales/permanences/permanences-juridiques-gratuites-montpellier/

Free counselling in Montpellier :

- www.crous-montpellier.fr/aides-sociales/permanences/consultations-psychologiques-gratuites-montpellier/

C USEFUL WEBSITES

Website of the Ministry of Higher Education, Research and Innovation and CROUS. T
his website contains details of all student services:

- www.enseignementsup-recherche.gouv.fr
- www.messervices.etudiant.gouv.fr/envole/

Campus France

- www.campusfrance.org

France Diplomatie

- www.diplomatie.gouv.fr

WWW.PARRAINAGE-INTERNATIONAL.FR