

PRACTICAL INFORMATION FOR INTERNATIONAL STUDENTS

Content	Page
Safety in Paris	2
Residence permit	3
Public transportation	4
Communication	9
Postal service	10
Accommodation	11
Banking service	13
Social security and Insurance	15
Daily services, Cultural activities and Entertainment	16

SAFETY IN PARIS

YOUR MONEY

- Carry as little cash as possible. Carry the money in several places (bags, pockets...)
- Keep the PIN code of your credit cards confidentially.

YOUR IDENTIFICATION DOCUMENTS (passport, ID card, student card...)

- Make a photocopy of the ID to facilitate the reissue in case of loss or theft.
- When going out always have copies of the passport and the residence permit, as well as the student card in case of an identity check.
- Write down the address and phone number of your residence in France and keep them all the time.

PUBLIC PLACES AND TRANSPORTATION

- Do not leave your bags or luggage unattended and do not accept any bag or package from strangers
- If you find any suspicious items, do not touch it and immediately contact police services
- Keep your mobile phone in a safe place and take good care of your bags and luggage
- Avoid coming back home too late.

URGENCE TELEPHONE NUMBERS

Medical help/ SAMU (ambulance and medical doctors for serious but not life – threatening emergencies)	15
Police/ Police Nationale	17
Fire & accident/ Sapeurs Pompiers (firefighters, ambulance, and first aid for life-threatening emergencies)	18
SOS - all services (calling from a mobile)	112

When calling the urgency telephone numbers, you must:

- State the location where assistance is needed
- State their name and telephone number
- State what happened, and if it is still happening
- State how many people need help.

All emergency numbers can be reached from pay phones, without the use of a phone card or money.

RESIDENCE PERMIT (VISA DE LONG SEJOUR)

FIRST YEAR IN FRANCE

The student's visa issued by the French Embassy is not the final residence permit. Every foreign student who comes to France must apply for the temporary residence permit called “**Visa de long Séjour**” (long term visa). Within 3 months of your arrival in France, you have to validate your visa via <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

This procedure costs 60€ paid by a fiscal stamp (also through this website) to submit together with other requested documents.

Once your visa is validated, you may leave, re-enter France and travel to other Schengen countries. Students should **NOT** plan to travel outside France until they get the validation of their “Visa de long Séjour.”

You can consult <https://www.service-public.fr/particuliers/vosdroits/F2231> (première année) for further information.

FROM SECOND YEAR IN FRANCE

For students who are already lived in France for one year, the 2nd year's visa is applied through a prefecture of the region where they are living. Please consult the website (in French) <https://www.service-public.fr/particuliers/vosdroits/F2231> (après an de séjour) for more information. This procedure costs 79€. The list of requested documents is provided by the prefecture. School will support you with necessary documents so that you can apply for your student visa.

Remember to renew your visa on time, otherwise, you may be charged 180€ in case of late.

Please send your questions to kim-anh.nguyen@lecnam.net if you need any assistance.

PUBLIC TRANSPORTATION

In Paris, the public transportation is very convenient and easy to access including: Bus, Metro, RER, the Noctilien (night buses), Tramway, and Vélib. The transit authority is called: “Régie Autonome des Transports Parisiens” (RATP) <http://www.ratp.com/>.

There are 5 zones of transportation from the center of Paris (75) to its suburbs (77, 78, 91, 92, 93, 94, 95). The cost of the tickets depends on traveling distance. Use the map or ask the information office for checking.

- **Metro** (14 lines, named by numbers from 1 to 14) for trips within Paris and nearby suburbs;



- **RER** (5 lines, named by alphabet A to E) for Paris and suburbs;



- **SNCF trains** for suburban Paris and intercity connections.



1. Find the route

The RATP's web site (<https://www.ratp.fr/en/itineraires>) offers an excellent tool (in English & French) to assist in planning the route(s) throughout Paris and its suburbs. Using their form, simply enter the starting and ending destinations (either by street address, subway stop, or even by monument - such as Eiffel Tower), travel date & time, type of desired transport (bus, rail, tram), and personal preferences. The system will produce a suitable map with detailed text instructions (lines, stops, and transfers where applicable), estimated travel time, and a button to plan the return trip.

There are a variety of tickets and pass cards available depending on the commuters' needs. Tickets and passes are sold in all Metro and RER stations, and can be bought at a ticket counter or from a vending machine. Bus tickets for a single trip can be bought from the driver.

2. Tickets, Imagine R and Navigo Pass

2.1 Ticket t+



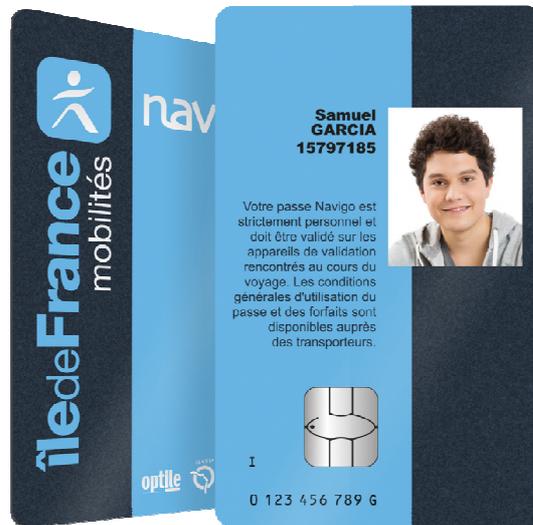
Single ticket 1.90 €; 10 coupon tickets (carnet) 14.90 €
(<https://www.ratp.fr/en/titres-et-tarifs/t-tickets>)

This ticket allows you to travel with Paris metro and bus for a single ride.

2.2 “Imagine R”

<https://www.ratp.fr/en/titres-et-tarifs/Imagine-R-student-travel-pass>

This one-year transport pass is available for students who are under 26 years old. It allows you to travel within Ile de France. The application form is provided at ticket desk or RATP sales agencies.



2.3 Payment

- By check: If you pay for your transportation card by check for the whole year, you need to send your check with the application form of “Carte Imagine R”.
- By bank (Relevé d’Identité Bancaire, RIB): If you choose to pay your transportation card monthly through your bank, you need to send your RIB with the application form of “Carte Imagine R”.

2.4 Requested documents

- Application form of Carte Imagine R **with your photo**
- Check or R.I.B
- Photocopy of your student card or “certificat de scolarité” provided by school.

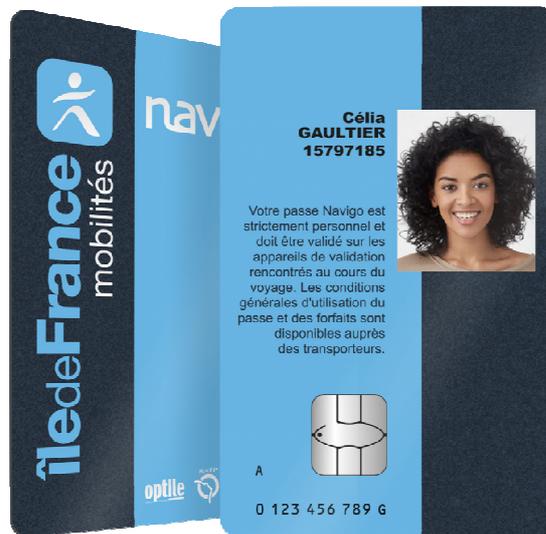
2.5 Procedure

- Fill in the application form clearly with capital letters in black.
- Collect all documents and put them into the given envelope issued by RATP and send them by post to “Agence Imagine R”.
- You shall receive the card within two weeks if all your documents are completed.

3. Navigo Pass (for students who are more than 26 years old)

<https://www.ratp.fr/en/titres-et-tarifs/navigo-annual-travel-pass>

There are two types of card: “*all zone*” and “*2 zones*”. With “*all zone*” pass, you can travel within Ile de France without limitation. Whereas, “*2 zone*” pass allows you to travel within 2 chosen zones only. Fare depends on which type of card you want.



3.1 Payment

- By check: If you pay for your transportation card by check for the whole year, you need to send your check with the application form.
- By bank (RIB): If you choose to pay for your transportation card monthly through your bank, you need to send your RIB with the application form.

3.2 Requested documents

- Application form of Carte Navigo **with your photo.**
- Photocopy of your student card or certificat de scolarité.

3.3 Procedure

- Fill in the application form clearly with capital letters in black ink. Collect all documents and put them into the given envelope issued by RATP and send them by post. You shall receive the card within two weeks if all your documents are completed.

The **Navigo pass** and **Imagine R pass** must be applied through the application forms and cannot be purchased directly. Payment can be paid monthly or annually.

The RATP inspectors make frequent visits on the bus, metro and RER lines. Fines must be paid if a passenger fails to present a travel pass/ ticket.

● Station

Signs on the platform indicate the direction and monitors on the platform indicate the next departures. Trains to the suburbs, do not necessarily stop at all stations on the line. Lighted boards on the platform indicate the next train's route; routes for all other trains are posted on RER schedules near the ticket windows. A RER ticket will also entitle you to use metro service. Make sure to validate your tickets in machines before entering. Also make sure to keep the ticket before getting out of the station for any unexpected checks. Otherwise, you will be fined.

Caution! Strikes are the essential part of Paris life, and people learn to adapt to it. In order not to be late or miss courses, students, especially those who live in the suburbs and use the RER, should check the web site of RATP and in case of a strike find another way to go to school.

- **Bus**

Buses run from approximately 07.00-20.00. Exact hours vary according to each bus line with some operating until 00.30. Many do not run Sundays or holidays. Bus route maps are posted at the bus stops. A single ticket is required to ride most bus lines. An additional ticket is required for each transfer. Special fares apply to Orlybus, Roissybus, Noctilien (night bus network of buses runs from 00.30-05.00, on 42 lines throughout Ile-de-France).



- **Vélib' All-Access Bicycles**

Vélib' is a bike rental system operating in Paris. Bicycles are available for rental 24 hours a day, 7 days a week from "bike dispensing" depots throughout the city. Use the touch screen at a bike station (station Vélib') to pay and release a bike. Return the bike to any depot. Subscription cards are available for one day, seven days or a year. For more information, please visit the website: https://www.velib-metropole.fr/en_GB



COMMUNICATIONS



1. Mobile phone

There are several mobile operators in France such as **Orange**, **Bouygues Telecom** and **SFR** (see the “Lost or stolen mobile phone” for relevant websites).

Students can sign the contract with the mobile phone operator or through their banks (however, not all the banks provide this service), for one or two years and pay the bill through the French bank account every month. Each operator has specific offers for students. Students can also choose to buy a mobile phone card and recharge it instead of signing a contract with mobile operator.

❖ **Lost or stolen mobile telephone**

Contact your service provider as soon as possible in order to have your line suspended.

- **Orange**
 - www.orange.fr > non abonnement > SOS mobile
- **Bouygues**
 - www.bouyguestelecom.fr > E-space Client
- **SFR**
 - www.sfr.fr

Fill out a complaint form at the nearest police station. Keep the serial number of your mobile phone (IMEI Code) carefully as you will need it in such case.

2. Fixed phone

To install a fixed telephone line with a television and an internet high speed access (ADSL) students may contact the suppliers such as: Box 8 of SFR, Freebox Fibre of Free, Livebox Fibre of Orange, Bbox of Bouygues Telecom...

To sign a contract, you should go to the telephone supplier’s offices or call them. The line will be installed by the supplier’s technician. Normally, with the fixed phone, you can call all fixed phone numbers in France and in several countries around the world with the fixed payment each month. Remember to read the contract carefully before you sign.

Consult the suppliers’ website for more information.

<http://adsl.sfr.fr/>

<http://www.free.fr/adsl/index.html>

<http://www.laboutique.bouyguestelecom.fr/>

POSTAL SERVICES



1. Registered letter

For French administration offices, it is highly recommended to send them your documents, papers, etc by using registered letters (“Recommandé avec avis de réception”) with a signed receipt (see the form below). It is a little bit more expensive than a normal postal service (apx. 6€) but it is an unique way to prove that your letters have been sent and received by the authorities. Students have to keep the receipt.

Remember: *Never send original documents (diplomas, identity cards), make copies instead.*

Registered letter form

2. Letters from your old address to be sent to your new address

During your stay in Paris, you may have to move your residence to a different housing address. It is very useful if you use this service so that all the letters (including letters from your banks, préfecture, authorities’ offices...) from your old address will be sent automatically to your new address (Service: Redirection and Holding).

You can apply for this service online:

<http://www.laposte.com/Already-living-in-France/Online-Shop/Redirection-and-Holding> or directly with the post office staff.

3. Tariff of sending letters

For more information, consult: <http://www.laposte.com>

ACCOMODATION

Students who have not been admitted to a student residence, have to rent a studio or a flat. Looking for a flat in Paris is time-consuming and difficult.

1. Type of housing

▪ « Studettes » (small studio)

Also called "chambre de bonne" (attic room), "studettes" are located on the top floor (often at the 6th or 7th floor, without lift) of buildings in comfortable residential areas. They are often rented to students and are often furnished. Generally, the toilets are on the same stage and normally must be shared with a few neighbors. Not all attic rooms have a shower.

- *Surface*: approximately 9 to 17 m²

- *Rental*: from 500 euros/ month

▪ Studio

Studios have a main room and a bathroom; it may have a corner for cooking. Note that "studettes" are sometimes called "studio" by their owners.

- *Surface*: approximately 18 to 45 m²

- *Rental*: 600 - 800 euros/ month

▪ Apartment

Renting a flat in Paris is rather expensive for a student's budget but it is possible to rent a flat with some of your roommates and share the rent. It is necessary to know that prices vary according to the neighborhood.

2. Required documents for the lease

When you visit a flat/ room or have an appointment with the owner of the house, remember to bring the following documents (documents often compulsory):

- A photocopy of your identity papers (identity card, passport, student's card...),
- Three most recent pay slips (if you are employee) or those of your guarantor,
- Proof of address for your guarantor (electricity bill, council tax notice, etc.).
- These documents must be provided for yourself and your flat-mate or partner if you are moving in together, and for your guarantor(s).

IMPORTANT:

- When you sign a lease, the owner is required to walk through the rental property with you to check for damages or repair needs and to complete an informal inspection called *ETAT DES LIEUX*. This is the time to note down any problems you see with the apartment. Keep the "état des lieux" as it will be used as your "exit" document to compare the state of apartment when you leave with how it was when you arrived.

- To sign the lease agreement, student must have an insurance certificate for the flat you are going to rent. Compare prices between the student "mutuelles" with the other insurance companies. Some banks offer the housing insurance.

3. Housing subsidy (CAF)

Students can apply for a housing subsidy at the Caisse d'Allocations Familiales (Family Benefit Fund). This financial housing aid is paid every month and covers part of the rent. The application

for a student housing subsidy can be made directly on the CAF website www.caf.fr by himself/herself.

a. Conditions to be entitled to a housing subsidy

- If students rent, co-rent or sub-rent housing.
- If student's housing has a surface of at least 9m² (16m² if two person).
- If students are not a citizen from a European Union country, they must hold a valid residence permit (Visa de Long Séjour).

b. Amount of your allowance

The amount of the allowance is calculated by the CAF according to your income, students' family status, the nature of students' housing, the place of residence and the amount of the rent. Students can calculate the housing allowance on the CAF website: www.caf.fr

c. When and how to apply

Students must apply for a housing allowance as soon as they have moved into the flat. If it is a shared apartment, each roommate must make an application, mentioning his/ her share of the rent. Each roommate must sign the lease. Students must fill out the file on line via www.caf.fr. When students have completed their file, they must print it out and send it by postal service with the requested documents. If the student's request is granted by the CAF, they will receive the housing allowance on the 5th – 10th of each month. The first month in which students stay is not considered.

The official guides from CAF are sent together with this Practical information. Please read them carefully.

4. Housing websites

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

<https://www.suitetudes.com/>

<https://www.estudines.com/>

<https://www.nexity-studea.com/>

<https://www.fac-habitat.com/fr/>

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

<https://www.neoresid.com/>

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

<https://www.student-factory.com/fr>

Newspaper « De particulier à particulier » and its web site : www.pap.fr
(Sources from Campus France)

BANKING SERVICE

A checking account (compte check) and/ or saving account (compte épargne) can be opened at one of the numerous French (Société Générale, BNP Paribas, LCL, CIC, etc.) and foreign banks or at your local post office (La Poste).

Apparently, it is student's right to choose whatever banks to open the bank account. Prepare these following documents before your departure to France.

➤ Things to bring

1. Money: Maximum 5000 euros (five thousand euros) in cash and for the rest of your money make a check for it. ***It is highly recommended that you should keep only a small amount of money with you for living expenses during your first days and bring a check instead.***
2. Passport and visa
 - a. The page with your photo in the passport + 01 photocopy
 - b. Visa page of your passport + 01 photocopy
3. Housing certificate (provided by your residence) + 01 photocopy
4. Student card (or school certification in case you have not yet received student card)
5. **Certificate of resources (very important)**

Those who want to deposit more than five thousand euros in the bank must ask your parents to write a letter in French to declare that the money you've got is from your family.

➤ Process to open a bank account

1. Provide your documents to your bank consultant
2. The consultant will explain the conditions in the bank contract (type of account, general conditions, banking fee, credit card and check)
3. After signing the contract, you will be given one copy of the contract
4. Your bank account is ready when you deposit your money. After several days, the credit card with the pin code and your check book will be sent to your address by post.
5. Remember to inform your bank every time you change your address.

➤ Credit card

There are several types of credit card. However, since you are student, the bank may provide you with a card suitable for your situation with some limitations, like the amount of money you can withdraw monthly, the time of withdrawals, etc. Ask your banking consultant about those issues. When you order your card, you must choose between *débit immédiat* (instant debit) and *débit différé* (payment at the end of the month).

Normally, when the bank gives you the credit card, it also provides you with the 4-digit PIN (Personal Identity Number) of the credit card. Each time you use the credit card, you will have to type this PIN code on the machine. It is very important to keep the PIN code confidentially.

If you incorrectly enter your PIN code three times, the ATM (Automatic Teller Machine) will keep your card. If this happens during business hours, you can usually get your card back from a bank teller. Otherwise, the card will be returned to your branch within a couple of days. Debits at cash machines are still free in France but electronic transfers and other operations may be very

costly. Check first.

In case your card is lost or stolen, you must contact your bank immediately to have your card blocked. You then go to inform the police and the bank will do a necessary procedure to help you on the insurance of the credit card.

➤ **Check**



€uro - cheque bank of France

Payez contre **1**
ce chèque _____

à **2** _____ € **3** _____

MR OU MME SMITH JOHN
OU AMANDA
123 AVENUE DE PARIS
24100 BERGERAC

à **4** _____ le **5** _____

Payable en France _____

321 PLACE DE LA REPUBLIQUE
24100 BERGERAC
05 53 12 34 56

Chèque no _____ Numéro de compte **60302345**

0012345 03705263 60302345

6 _____

1. Write the amount of money in words on the top two lines. Draw a short horizontal double line after the last word so that no other words can be added. For example: “deux cent vingt neuf euros et sept cents.” (€229.07)
2. Name of the person or organization you are making the check out to. Many stores use a stamp to fill in this information.
3. Enter the full amount in numbers. Use a comma between euros and cents and use a period to separate the figures when you have four or more digits. Draw a short horizontal double line after the last digit so that no other number can be added. For example: €229,07
4. The city name where you’re writing a check
5. The date. Fill in the day, month and then the year. Example: le 14 octobre 2010 or 14/10/2010.
6. Your signature

Keep the information of the check book carefully for further use. In case of loss or theft, you must contact your bank immediately to have your check book blocked.

➤ **Bank statement**

Some banks issue 30-day statement, others bi-weekly for free. You must pay fee if you want an extra copy of the bank statements besides the free ones. Ask your bank consultant for further information. Remember to keep your bank statement for administrative procedures in France.

SOCIAL SECURITY AND INSURANCE

1. Health Insurance

Medical care is not free in France, but the social security system does reimburse for the treatment. In France, patients are free to choose any general doctor (médecine générale) they want but it is necessary to make the distinction between "government-regulated doctors" (whose rates are set according to the social security refund system) and "non-government-regulated doctors" (whose rates are much more expensive).

Social security coverage is valid from October 1st until the December 31st of next year. It reimburses medical treatment (up to 60% of the fees based on the government-regulated rates of social security) and pharmaceutical products (40% to 60 % of their cost). Coverage of hospitalization expenses up to 80% to 100% is possible, according to the seriousness and length of the hospitalization.

Students can also join a complementary insurance company to refund the difference between the actual cost and what social security covers; in French, it is called the "mutuelle". Student insurance companies complement the social security refund and make the eligible for the tiers-payant card (which enables students not to have to pay for medicine in advance).

Upon your arrival in France, register your social security insurance right away through this free website: <https://etudiant-etranger.ameli.fr/#/>

You can find the doctor via <https://www.doctolib.fr/>

2. Civil liability and individual accident insurance

Insurance companies also offer coverage for "**RESPONSABILITE CIVILE**" (Civil Liability, accident caused to a third party), accidents and life insurance.

It is obligatory for students to buy "**RESPONSABILITE CIVILE**" insurance through SMEREP or the other insurance suppliers. This insurance will cover the damages caused by you for example during your internship or your visit to a company.

Automobile insurance is mandatory for vehicles (car, motorcycle).

3. Rental insurance

Every student must have rental insurance (assurance d'habitation) for fire, water damages (if any) of his/her accommodation.

4. The CMU (Couverture Maladie Universelle)

If students do not have any personal insurance and are unemployed, they can benefit from the CMU (Couverture Maladie Universelle) after 3 months of living in France. Check with the local Caisse Primaire d'Assurance Maladie (CPAM) for further information. Student insurance companies offer complementary coverage in the CMU. The majority of CPAM requires first-timers already hold a residence permit (Carte de séjour).

DAILY SERVICES, CULTURAL ACTIVITIES & ENTERTAINMENT

1. Daily services

a. Food

Routine grocery shopping can be difficult in a new culture. Fortunately, Paris offers such a variety of high quality foods and food shops. Super markets such as Atac, Auchan, Carrefour, Casino, Champion, Franprix, G20, Monoprix, Leader Price, etc... are found throughout the Paris area. Check the Yellow Pages (les Pages Jaunes <http://www.pagesjaunes.fr/>) for locations.

Imported foods can be found in many supermarkets and superstores. These stores usually have an aisle dedicated to imported foods – Indian, Asian, Mexican, etc... Look for signs with the words “*produits exotiques*”, “*produits du monde*” or “*produits étrangers*.”

Chinese, Thai, and Vietnamese food suppliers and utensils can be found at Tang Frères, 48 avenue d’Ivry, 75013 Paris or at Paris Stores. For Japanese food, try Kioko, 46 rue des Petits Champs, 75002 Paris.

For Russian foods, try one of those addresses below:

Гастрономъ №12
26 bis bd. Diderot
75012 Paris

Гастрономъ №8
53, bd des Batignolles
75008 Paris

Гастрономъ №14
130, bd. Montparnasse
75014 Paris

Гастрономъ №15
35, rue de la Croix Nivert
75015 Paris

b. Stationary, bookshop

You can also find stationary in the supermarkets. Books are available at the Gibert Jeune (www.gibertjeune.fr), FNAC (www.fnac.fr). Look at their websites to find locations. Otherwise you can order through the Internet.

In the library of CNAM, you also can borrow books in management, finance, etc. if you bring your student card with you. Address: Bibliothèque du Pôle 2 rue Conté, 75003, Accès: 35-2-38.

c. Clothes and home appliances

There are many commercial centers where fashion shops are located such as Quatre Temps, Chatelet les Halles, etc. For home appliances, you can visit the Castorama, Darty, Ikea. Go to Pages Jeunes to find addresses near your area.

d. Computers

Students are advised to buy computers, laptops and other technological appliances at trustful stores such as FNAC, Grosbill...so that they can have good insurance or service after sale.

e. Restaurants for student

Resto Universitaire (<http://www.cnous.fr>) provides inexpensive meals for students. Other fast food restaurants such as Mc Donald also have a deduction if you bring your student card.

2. Cultural activities & entertainment

Paris offers entertainment for every taste and budget. Whether you prefer the *grands spectacles* of the *Opéra Bastille*, the marvelous theatre at the *Comédie Française*, the enchanting ballets at the *Palais Garnier*, or free museums on the 1st Sunday of each month, you will not be disappointed. To find out what is going on each week, stop by your local kiosk and buy a copy of *Pariscope* (www.pariscope.fr) or *l'Officiel des Spectacles*. They are written in French but very easy to read.

For those who are interested in Paris museums, the Paris museum pass <http://www.parismuseumpass.com/> (valid 2, 4 and 6 days based on your needs) maybe a good choice for you. You can visit up to 60 museums and monuments in and around Paris within the fixed days. Besides, each museum has its own annual ticket for you if you want to visit it several times.

If you want to practice sports in Paris, you should visit the website: <http://www.jeunesse-sports.gouv.fr> or the website of the *mairie* (city hall) where you are living.