



WELCOME TO PSL

STUDENT HANDBOOK

UNIVERSITÉ PSL



2018-19 EDITION



YOUR CONTACTS AT PSL

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contact@psl.eu

psl.eu

Follow PSL

[f](#) [i](#) [t](#) Université PSL

PSL welcome desk

welcomedesk@psl.eu
Tel: +33 (0)1 75 00 02 91

Community Student Life (Union PSL)

union.psl@psl.eu
[f](#) PSL Welcome Desk

📶 Wireless roaming

Get connected to Eduroam: this network is largely used in various universities and higher education institutions in France and in the rest of the world. Once you have configured Eduroam, you will just have to enter your ID and password to get connected.
Infos: eduroam.fr/en/



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WELCOME TO PSL



It is your turn to write the next page in our story

ALAIN FUCHS
President of PSL

Dear PSL students,

On behalf of the entire PSL community, welcome to our university!

PSL is the place where the arts, sciences, and engineering meet to offer you the perfect environment to learn, create, and innovate.

Like all PSL students, you were chosen for your talent. Your diversity—geographical, social, and cultural—makes us all richer. From Bachelor's degrees to PhDs, you will have an opportunity to explore programs that integrate our various institutions and disciplines. You will enjoy one of the highest faculty to student ratios in France, as well as a rich campus life with a busy athletic, artistic, scientific, and cultural calendar.

You will learn through close contact with research currently being conducted in our 181 laboratories and discover flagship programs, both single-discipline and cross-discipline, launched since 2012.

Whether you become artists, researchers, teachers, entrepreneurs, or executives, our professors and researchers will share their most valuable assets with you: rigorous intellectual expectations, an awareness of your social, individual, and collective responsibility, and a mind open to our globalized world.

27 Nobel prizes, 10 Fields medal winners, 3 Abel laureates, 50 César and 75 Molière winners have come before you. It is your turn to write the next page in our story, one of an institution that is rapidly coming into its own, ranked 4th globally among universities less than 50 years old (THE* and QS**) and the top university of the millennium (THE rankings).

I know that your time at PSL will be productive and memorable, and I wish you a successful year.

* Times Higher Education (THE)
** Quacquarelli Symonds rankings (QS)



SOPHIE GUILLET
Co-President of the PSL Student Union 17/18

What is PSL's greatest asset? The diversity of its students, which draws everyone out of the cocoon of their own school or course to learn more about others—and about themselves, as a result. Wanting to dive even deeper into this experience and have more opportunities to meet and talk with students from many different backgrounds, I joined the PSL Student Union, becoming co-president in 2017. The PSL Student Union is a sort of student council for all of PSL, whose mission is to facilitate synergies between institutions in order to develop the University's student life and foster a shared PSL identity.

We are a dynamic team hailing from 11 institutions, and we organize events throughout the year. If I had to choose one highlight from 2018, it would be the Garden Party on May 25 featured drill team shows, fanfares, musical groups, and of course a bar and buffet—all the right ingredients to wrap up the academic year! After all, it's the students that bring the University to life. While the sports, culture,

and student life components of our work are obvious, academics are just as important. The core of any student's daily life is our classes and, at PSL, the unique opportunity to mingle with students from completely different backgrounds. And, since you need a healthy body to support a healthy mind, I've joined PSL Sport to meet even more people. By practicing fencing at ENS, I was able to compete in PSL Fencing Tournament, which was like a world tour with matches against fencers from England, Holland, and more. It's just one more way to experience PSL beyond the borders of France.

It's the students that bring the university to life

The best part of being a PSL student seems to be the unparalleled and relatively eclectic mobility it offers: academically and culturally, in athletics and with clubs, we have easy access to all the other institutions. And, like so many other PSL students, I have visited Arts-Déco, the Kfet at Chimie ParisTech, and the lawn at MINES ParisTech; I have mingled daily with artists, engineers, and students of literature; and both I and they have experienced just how personally enriching it is, leading to the most unexpected friendships (not to mention spirited debates)!

And to anyone who says that I sound like a walking advertisement for PSL, my response is that we all are on some level: it's up to you to choose how!

ABOUT PSL

The Université PSL, located in the heart of Paris, provides the ideal academic environment for breeding excellence, creation and innovation, with 4,500 faculty researchers, 181 laboratories, 17,000 students, and some dozen business incubators, fablabs and co-working spaces for student entrepreneurs.

Arts and sciences, engineering, humanities and social science form the core of the university's ambitious intellectual and scientific vision. As a selective, global, interdisciplinary university, committed to promoting talent and equal opportunity, PSL is creating the world of tomorrow.

PSL at a glance - key figures

- 17,000 students
- 4,500 researchers
- 181 research centres and laboratories
- 384 registered patents annually
- 172 spin-offs created
- + 5 millions research documents
- 91 libraries and museums

- 27 Nobel prizes
- 3 Abel prizes
- 10 Fields medals
- 46 CNRS gold medals
- 50 César awards
- 75 Molière awards

PSL rankings



4th world's best university aged 50 years or under (QS & THE)



1st Millennial university (THE)

Université PSL



Research centers



Associate members



A CAMPUS LOCATED IN THE HEART OF PARIS



ASSOCIATE MEMBERS

- BEAUX-ARTS DE PARIS
- COLLÈGE DE FRANCE
- ÉCOLE FRANÇAISE D'EXTRÊME-ORIENT
- ÉCOLE DES HAUTES ÉTUDES EN SCIENCES SOCIALES
- ÉCOLE NATIONALE SUPÉRIEURE DES ARTS DÉCORATIFS
- CONSERVATOIRE NATIONAL SUPÉRIEUR D'ART DRAMATIQUE
- CONSERVATOIRE NATIONAL SUPÉRIEUR DE MUSIQUE ET DE DANSE DE PARIS
- INSTITUT DE BIOLOGIE PHYSICO-CHIMIQUE - FONDATION EDMOND DE ROTHSCHILD
- INSTITUT LOUIS BACHELIER
- LA FÉMIS

* New University Jourdan Campus ENS-PSE hosts students of certain PSL courses (CPES, ITI, Masters College) and also includes student services.

REC

CAMPUS LIFE

Community life, culture, sports, museums, libraries, and resources... PSL offers you a rich and stimulating environment, in the heart of one of the most beautiful student cities in the world. As a student of PSL, you have access to activities throughout more than 20 different schools and institutes. To know in detail the services proposed by each campus, visit their website. The following are some examples of campus-wide services offered by PSL.



COMMUNITY STUDENT LIFE

Being part of an organization is a great way to meet others and become acquainted with other students from different backgrounds. More than 100 student associations are active throughout the year, bringing life to the PSL campus. Whether it be cultural, artistic, sportive, or humanitarian, these activities bring a vibrancy to campus life and the opportunity to get involved in exciting collective projects.

→ Info: psl.eu > [campus life](#) > [community life](#)

PSL Union (Student council)

This association is dedicated to the development of student life between schools of PSL. The PSL Union organizes many events, bringing together students from all schools in order to meet, socialize and collaborate. Some groups include: *Le Jour de la Pensée*, *Les agoras PSL*, *Le campus d'hiver* (association forums), evening gatherings and school visits. Don't hesitate to contact the Union if you wish to join a team or initiate a new project.

→ Contact: union.psl@psl.eu
unionpsl.univ-psl.fr | facebook.com/unionPSL

The *bureau des élèves* (BDE)

The BDE organizes university events throughout the year, including festivals, associations and cultural topics. BDE is a great source of information on student life for your school.

→ Info: [@psl.eu](https://psl.eu) > [campus life](#) > [community life](#)

Looking for Project Funding?

PSL funds your projects through the Call for PSL student initiatives, published twice per year (September and January) on the PSL website. There is only one condition for applicants: any project proposal must be in partnership together with students from other institutions of PSL.

→ Information: initiatives.etudiantes@psl.eu



Good to know!

You want to create your association?

Check Animafac (animafac.net) 'how to' guides and the MIE 'Maison des initiatives étudiantes' website (mie.paris.fr)



ARTS AND CULTURE

PSL Orchestra and Chorus

Do you sing or play an instrument? Join the PSL orchestra and choir (OSC-PSL) and get on board for a great musical adventure! Led by extremely talented musicians, you will have the opportunity to take part to the annual prestigious season of concerts accompanied by internationally renowned soloists. Concerts: a discounted ticket booking for PSL students (€5). Some PSL member institutions include the orchestral and choir practice in the ECTS curriculum.

→ **Information:**
orchestreetchoeurpsl.fr /
01 42 62 71 71



PSL Arts weeks

2 major events organized on PSL members institutions campuses for several days: Music Spring Festival (March/April) and 'Parcours des arts' (June/July).

A World of Science

Started in 1994 by Nobel Prize in Physics Pierre-Gilles de Gennes, the ESPGG (Espace des Sciences Pierre-Gilles de Gennes) organizes a series of events throughout the year devised to promote Scientific Research and its historical heritage.

Join us every month for a varied program of fascinating events including meetings, debates, conferences, and experimental workshops and celebrate science! ESPGG welcomes you to promote your work, meet the public and test your ideas! Do you enjoy talking about science, like organizing events and have strong interpersonal skills? We would like to invite you to join us and meet researchers and visitors.

→ **Contact:** contact-espogg@espci.fr

Libraries and Museums

Take a look at PSL-Explore to find out all the information (address, opening hours and days etc.) about the 95 libraries and museums of PSL campuses:

Explore.univ-psl.fr

What is PSL-Explore?

PSL-Explore is the PSL digital resource and knowledge sharing portal. It is a website that offers users a broad range of content, a gateway to PSL's shared digital resources, a platform for disseminating knowledge produced by PSL and its member institutions, and a powerful and effective research tool thanks to the PSL-Explore search engine.

The website also offers a wide range of additional content: conferences, focus, virtual exhibitions, films, or MOOC.

OTHER PARISIAN LIBRARIES

— The National Library of France (BNF) - François-Mitterrand Library (Paris, 13th). Originally aimed at Research students, the library charges an entrance fee to Bachelor and Master Students. bnf.fr

— The Public Information Library (BPI), Centre Pompidou (Paris, 4th). bpi.fr

— The network of the libraries of the city of Paris: bibliotheques.paris.fr



SPORTS



Whether you want to play as part of a team or simply keep fit, PSL Sport offers students and staff opportunities to practice over thirty different activities. Available 6 days week (midday and from 6pm), and all supervised by certified professionals or enthusiastic students, you have access to: parachuting, badminton, body tonic, climbing, fencing, golf, Krav Maga, karate, swimming, weight training, Leg-Bum-Tum training, rugby, squash, stretching, volleyball, Zumba, cycling, yoga etc.

- **More details, information, registration, fees, schedule of the classes:** psl.eu >> **Campus > Sports**
- **Contact:** as-psl@psl.eu



download

→ PSL Sport

Download the app to consult sports planning, register and remain connected to all PSL Sports news.

→ MyPSL

Student life and services, sports, libraries... With the brand new app MyPSL, the entire PSL campus is in your pocket!

Real time school information (course schedule, test results, transcripts etc.), digital resources and customized notifications (change of work schedule, view test results etc.) alerts for PSL events and associated student life.



SPORTS AT PSL

+ 30 SPORTING ACTIVITIES FOR ALL



psl.eu : sport
#PSLSport

STUDENT MOBILITY

Sciences, Arts, Engineering, Humanities. Every kind of knowledge is found at PSL! PSL offers the opportunity to discover new disciplines by linking students to a variety of in-person interdisciplinary courses on a myriad of topics. Whether it be for the purpose of enriching your curriculum, developing new perspectives, stimulating your entrepreneurial spirit, or refining plans for the future, it is of great benefit to engage in interdisciplinary classes proposed by PSL.

PSL Xtend: open your mind to new fields of education

In-person courses, all disciplines combined, face-to-face and accessible on various campuses of PSL. Is this a dream? With PSL Xtend, our online platform of shared courses, you can access the rich academic offerings at PSL. Register online to pick from 250 in-person classes. Do you want to follow a master class at the Conservatoire National Supérieur de Musique et Danse de Paris or learn C ++ programming language at MINES ParisTech? It is up to you to consider the most unique disciplinary crossings. Take advantage of this academic experience to develop your talents and design an exciting and original curriculum.

→ **Info:** pslxtend.psl.eu

Dual degrees courses

Within the curriculum of PSL, dual degree are also offered. Students can follow an additional degree program in parallel with their major field of study.

→ **To find out more:** inquire with the administrative office or admissions of your school.

PSL weeks: 5 days of immersion

During these immersion weeks, various schools of PSL gather to propose an interdisciplinary course. This provides the opportunity for all students to discover a new discipline together in order to lead innovative projects.

— PSL week for Engineers

Are you a 2nd or 3rd year student at l'ESPCI Paris, Chimie ParisTech, MINES ParisTech, or a 3rd year student at CPES? This PSL week offers you access to new knowledge in the scientific domain and allows you to discover new disciplines linked with humanities, the movie industry economics (with La Fémis), or entrepreneurship with PSL-Hack.

→ **Info:** pslweek.fr

— PSL week for the Arts

PSL week also exists in the arts domain? A dedicated week enabling students from La Fémis, CNSAD and CPES (specialization HTA) share experiences and skills and open new perspectives. The goal? To collectively bring life to innovative projects encompassing all aspects of artistic creation.

→ **Info:** racontr.com/projects/semaine-inter-ecoles



ENTREPRENEURSHIP AT PSL: THE PSL-LAB



PSL's coworking space offers facilities and support for student entrepreneurs with plans for a start-up.

With 260 m², 40 workstations, and 3 conference rooms open every day from 9 am to 11 pm, the PSL-Lab offers a place where student entrepreneurs recognized by PSL-Pépité can share ideas, create synergies and tap into a collection of resources and tools to help them succeed.

2 packages are available:

- For a PSL student entrepreneur: €20 for 1 month / €120 for 6 months
- For a designated project member: €25 for 1 month / €150 for 6 months

In addition, member students enjoy access to unlimited WiFi, a printer, stationery, hot beverages, tablets on loan and a locker.

→ **For details on requirements for using the PSL-Lab** and information about PSL's other innovative spaces: psl.eu/en > **Innovation-enterprise** > **PSL's Innovation Labs & Coworking Spaces**
→ **Address:** PSL Lab, 33 rue Censier, 75005 Paris
→ **Contact:** psl-pepите@psl.eu / +33 (0)7 79 86 24 89



PSL start-ups that facilitate our daily lives

→ Job'N'Roll

To find a student job
View job offers that match your schedule and location, and apply with just a few clicks!
jobnroll.fr

→ NOOLOJI

To find and fund housing
Looking for housing and can afford to wait a little? Nooloji puts you in touch with landlords who need help around the house.
nooloji.com

→ GRAAPZ

To have a healthy, balanced diet on discount
Ready to do your part against food waste? Try Graapz, which gets you baskets of unsold fruits and vegetables from local businesses.
graapz.com

RED TAPE: AN EASIER BACK-TO-SCHOOL WITH STUDY&CO

Study&Co is a start-up launched by 2 student entrepreneurs supported by the PSL-Pépité program.



Start-up partner of PSL, Study&Co is a support service that simplifies administrative red tape for students. The platform centralizes all the necessary information (finding housing, transportation, insurance, registration, etc.) for first-time enrollees from France

or abroad and offers personalized support appropriate for each student's background.

→ **More information: studynco.com**
Sign up to the platform with the code PSL18

PSL LEGAL CLINIC



Here, law students from Université Paris-Dauphine and PSL help and benefit their fellow citizens and gain real-life, practical experience at the same time. All PSL students have free access to this innovative educational and social project. Whatever your legal issue (contract,

liability, family, estate, labor laws, etc.), the PSL/Dauphine legal clinic offers PSL students free consultations with a specialized attorney.

→ **For more information: clinique-dauphine.org**

ENROLLMENT: NEW IN 2018, THE CVEC



Starting in fall 2018, before you register at your institution, you will need to provide receipt of payment for the CVEC (Student and campus life fee) of €90.

A new mandatory process to enroll at the university in France

CVEC funds are used to develop useful services for students on their campus: access to healthcare, social support, funding for projects, athletics, cultural events, student reception services, etc.

Which students are exempt?

- CROUS* scholarship recipients and beneficiaries of an annual grant provided as part of specific annual aid
- Refugee students
- Students under subsidiary protection
- Students registered as asylum seekers with the right to remain in the country

→ **For more information: etudiant.gouv.fr**

How to obtain your proof of payment?

Visit cvec.etudiant.gouv.fr |

Starting July 1, 2018

Whether you owe the fee or are exempt, at the end of the process, you will be able to print your proof of payment for the CVEC.

- You will need to provide this proof of payment to your institution of higher education
- No registration may be finalized without the receipt
- In case of multiple enrollment, the fee is due only with the first registration



Good to know

As of 2018–2019 academic year, with the CVEC implementation the annual contribution to the Social Security (€217 in 2017) has been deleted.

* Centre Régional des Oeuvres Universitaires et Scolaires

INTERNATIONAL STUDENTS

The PSL office of International Relations counsels and guides thousands of international students. This team of professionals are a valuable initial contact and an essential resource to help navigate your year at PSL. Take advantage of the many campus PSL services and events.

THE PSL WELCOME DESK



All year long, the PSL Welcome Desk, composed of bilingual students, organizes numerous activities to help facilitate your integration: language tandems, cooking classes, Paris visits, student evening events, etc. Each week the Welcome Desk newsletter features the many free activities. The Welcome Desk can also assist international students with the administrative steps to be undertaken prior to arrival at PSL and the various formalities to be completed once in France.

→ Join them on Facebook: [PSL Welcome Desk](#)
→ Contact: welcomedesk@psl.eu / 01 75 00 02 91

FIRST EXPENSES

On your arrival, you will be expected to pay for a few costs including:

- Tuition fees: ask about the amount and terms of payment directly.
- Before you register at your institution, please make sure you paid the €90 fee to CVEC (Student Life and Campus Fee) and obtained the receipt.
- Deposit for your accommodation: 1 month rent unless you are staying in CROUS residence. The deposit will be returned upon departure if the accommodation is in good condition.
- House insurance (mandatory).
- For International students (non-EU nationals), you will be charged €58 in fiscal stamp to get your student residence permit approved.

ADMINISTRATIVE PROCEDURES

Scholarships

A number of scholarships are available to EU and international students in France:

- grants from your home country government;
- French government / European Union / international organizations grants;
- grants from your host PSL institution.

Full details are available directly from your host PSL institution, from your home country government and from French embassies before your arrival in France.

→ You may also find further information on campusfrance.org and bourses.campusfrance.org

Do I need a visa?

— EU Citizens and those from countries within the Schengen area do not need a visa.

— If your home country is not within the Schengen area, you will need a long stay student visa should you live in France longer than 3 months. In this case, please contact the French Embassy or the Consulate General of France in your home country for further information on how to apply and obtain your visa.

→ **Note:** to be able to study in France, you need a student visa before arriving in France.

→ campusfrance.org/fr/page/apartirdun-pays-a-procedure-cef

Residence permit

— EU Citizens and students from countries within the Schengen area do not need a resident permit. However, if you are from Croatia and you want to find a job while studying, you must have a residence permit.

— If your home country is not within the Schengen area, please contact your closest Consulate General of France for information on the residence permit.

→ **Note:** The application to get the student visa is primarily dependent on the course length, timing and subject matter. You may be required to go through the Campus France administration formalities. More information: campusfrance.org.

Useful contacts in France

If you live in Paris, or you have just arrived in France and you have to make an adjustment to your situation, or if you wish to renew your student residence permit you can contact:

— International Student Services at CIUP: 17, boulevard Jourdan – 75014 Paris. M° Cité Universitaire ciup.fr. Services only available from mid-September to November.

— The Préfecture (French local administrative centre) or the Office Français de l'Immigration et de l'Intégration (OFII) (Immigration and Integration French Services) nearest to where you are living. For Paris only, you may contact the Centre de réception des étudiants étrangers de la Préfecture de Police (Reception desk for international students at the Police headquarters) : 92, bd Ney, 75018 Paris M° Porte de Clignancourt / OFII – 48 rue de la Roquette – 75011 PARIS – M° Bastille. Service available all year round.

WORKING DURING YOUR STUDIES

Labor legislation in France

You are allowed to work while studying in France as long as you are enrolled at a School which can provide students rights to the Social Security and you have a long-stay student visa valid or a student residence permit (VLS-TS) if you are not a citizen of the European Union.

Please note, you should apply for a work permit if you are Algerian; you have to work more than the authorized duration; or you have a temporary visa for 6 months. You can work up to 964 hours at most in a year, which corresponds to 60% of normal working hours in France. However, the permitted working hours are set in proportion to the duration of your studies (eg 482 hours maximum for a 6-month education).

The labor legislation changes regularly and there are several exceptions that apply to it.

→ Find all the updated fact sheets on: service-public.fr

Finding a job: student employment at universities

PSL member institutions regularly offer jobs for students, check with the student services at each university to find out more about these opportunities. The contracted roles include a variety of activities usually supporting the delivery of activities (reception of students, cultural activities, scientific workshops, sports and social events etc.).

Student beneficiaries of these contracts continue their studies and carry out the activities under the contract. The work is set out in agreement to help students balance their work/study schedules.

→ You may also find job opportunities on these sites

- jobnroll.fr
- jobaviz.fr
- letudiant.fr
- studyrama.com
- jobteaser.com

Good to know!

INTERNSHIP

If you do a internship, that period will not be counted as working hours (max allowed is 964 hours per year (or 822.5 hours for Algerian students), so you do not have to apply for a work permit.

The internship agreement (or convention de stage) is the equivalent of the employment contract for internships. This is a document signed by yourself, the institution where you carry your research and the company that will welcome you. The placement agreement defines the conditions of the work experience: duration, pay and social coverage of the trainee.

Please note that in France a payment is mandatory when the internship period exceeds two months.

SMIC (minimum wage): is the legal minimum wage in France. Its hourly rate varies annually (around € 9.88 gross / hour). More information on: service-public.fr

IMPORTANT: Any job you may have while studying is to provide you with extra income, if you work while studying it is not expected that this job will allow you to cover all your living expenses. A student job can only be an extra income.

USEFUL

BANKING TERMS

Autorisation de prélèvement (direct debit authorization)

This is a financial transaction in which you, as a customer, authorise the payee, usually a company, to make collection. Monthly direct debit payments are commonly used in France to pay for transport, insurance, utility bills, etc.

Intérêts débiteurs / Agios (Fees)

Your bank will charge you daily fees when a withdrawal exceeds the available balance. Overdraft fees vary by financial institution.

Virement (Bank transfer)

The bank (at the request of the account holder) is authorized to credit the account of a beneficiary. The transfer can be one-time or monthly instalments as part of the automated direct debit payment of rent.

Relevé d'identité bancaire / RIB (Bank account details)

It is common to find a RIB at the end of a cheque book. Alternatively, you can usually request it online or at the local branch of your bank.

OPENING A BANK ACCOUNT

If you are to live for more than three months in France, we recommend that you open a bank account. Some organizations such as CAF or health insurance reimburse exclusively by bank transfer to a French account. A bank account will also be useful for installing monthly payment for rent, transport etc.

What you will be required to open a bank account will depend on which bank and which bank account you choose. Generally you will need to provide:

- Proof of your identity: Passport or EU national identity card
- A resident permit for non-EU students
- Proof of your status as a student: your student ID card or a 'certificat de scolarité' – letter from the School
- Proof of address: some banks will require proof of your address and/or your home/overseas residential address.
- Minimum deposits and fees: usually €15 (in traveller cheques or cash) are required as a minimum deposit to open a basic bank account, and banks charge a monthly fee. (Some bank accounts also require you to maintain a minimum balance in your account).

Prior to your arrival, if you already have a bank account in your home country, check with your bank to find out if they have some agreement with a French banking partner organization – it is the easiest way.



Good to know!

To get a credit or a debit card, an average of 15 days is usually required. You will need to provide your bank account details to set up a direct debit payment or to be able to collect you benefit (from CAF, Social Security...)

CHECK LIST

Essential documents

Every International student – European or not and within an exchange program or not – will have to go through administrative formalities at their arrival in France. Please make sure that you have the following documents with you:

- Passport or national identity card for members of the Schengen area;
- Birth certificate and a certified translation (for European students, there are acts of multilingual birth that avoid having to pay for a translation).
- Health record, recent x-rays.
- Official forms specifying the social coverage subscribed in your country: students from the European Union: the S1 form or your insurance European card. Quebec students: form SE401Q102bis or SE401Q106.
- Certificate of registration in the host institution.
- Latest diploma and their corresponding mark transcript with certified translations.
- Certificate of achievement for French or English tests as the language of instruction in your program.
- Driving license (optional).

Communication and means of payment

Make sure that you have a means of communications and means of payment with you during the first few days.

- Get a phone that works in France.
- Make a note of your important contact numbers: home, business and emergency numbers.
- Check that your debit / credit card allows you to withdraw money at the cash points in France (easy to locate in airports and train stations) or make sure you

take enough money with you to pay for transport costs to arrive at your residence. You may find foreign exchange counters in airports terminals, railway stations and generally near the bus stations.

Reception arrangements

Find out about the reception arrangements at your host school

- Check with your host institution what arrangements have been made for your arrival: welcome days, fresher's week, etc., and let them now when you are planning to arrive.
- Find out about the administrative registration opening hours or try to set up an appointment.

When you arrive

Let your landlord or the house of residence know when you arrive.

— If you will be living in a university residence: reception desk will give you the key to your accommodation. Be cautious! The reception closes at 4pm (Monday-Friday) and is closed on weekends.

— If you are renting privately: contact your landlord and set up an appointment with them to carry out the incoming inventory of fixtures and get the keys.



important

Do not take ID photos in advance in your country, they will not be accepted for official documents. Near your host school, mostly in Metro stations or at RER train stations, photo booths deliver the appropriate "photo d'identité" format.

ACCOMMODATION

Paris is a city where housing is in high demand so finding a place to live can be quite challenging! We strongly recommend that you make arrangements before leaving your home country. Contact the Accommodation Office of your School to find out about housing information and services provided to new students.

In France, all students from all nationalities systematically benefit from APL (Allocations personnalisées au logement) – a personal housing benefit distributed by the CAF – la Caisse d'Allocations Familiales).

France is the only country in Europe to offer such support.

FINDING ACCOMMODATION

PSL Housing Platform

PSL Housing online platform is a new free Accommodation service offered to all PSL students. It aims to facilitate accommodation access and offer a list of affordable and suitable housing options. Each member institution will gradually update the online platform with the accommodation offers from their own networks so that you'll only be a click away from your perfect Parisian home. In addition, PSL will provide Housing Services to guide and assist you in finding the right place to live.

→ Info: pslhousing.psl.eu

→ Contact: logement.pslhousing@psl.eu

La Cité Internationale Universitaire de Paris (CIUP)

The International University Campus in Paris (CIUP) is a private foundation that offers 40 residences to students from all over the world. Since its founding in 1925, it has provided students with so much more than a place to stay in central Paris with pastoral support, opportunities to get involved in drama and music productions, sporting activities and great social events.

Eligibility:

Students must be enrolled in a higher education institution (priority is given to the Ile-de-France region) and must be studying towards a diploma at the minimum level of Master's degree or equivalent. Researchers must at least hold a doctorate. Artists and culture professionals must be undertaking their period of residence as part of their work.

Application process:

Each year the International campus receives a high number of applications. Please check the application procedure online and find out further information, including the full application package on ciup.fr.

PSL HOUSING

LE SERVICE LOGEMENT DE L'UNIVERSITÉ
PARIS SCIENCES & LETTRES
THE HOUSING FINDER BY PARIS SCIENCES & LETTRES



Good to know!

Beware:

Some agencies offer access to their housing offers during a given period of time (usually 4 months) for very high administrative fees (usually between 150 and 450 euros). These offers are neither numerous enough or good enough and are often outdated. You will therefore pay the application fee for nothing!

If you have any question about accommodation

→ Contact : logement-psl@psl.eu

The CROUS university residences

CROUS is a regional organization that provides student grants, university halls of residence, overseas student receptions, student cultural activities and student restaurants. The accommodation in halls of residence are offered in priority to the French government students scholarship recipients and students from national exchange program. If you have been allocated a room in a hall of residence, make plans to arrive on a weekday (Monday – Friday, before 4pm) to register and pick up your keys as the Reception is closed on weekends. crous-paris.fr Also check out lokaviz.fr – a service that offers private sector housing options certified by the CROUS.

Private student residences

Private student residences offer fully furnished flats, usually studios, with additional services: laundry, gym, additional security, Wi-Fi. Expect to pay application fees. If you chose to stay in one of these residences, you may be eligible to apply for APL (personal housing benefit distributed by CAF – la Caisse d'Allocations Familiales) → **For more information:** adele.org

Solidarity-based housing

Several associations/charities are connecting students and people offering a room in their house in exchange for some of their time (house cleaning, babysitting, etc.).

→ **Registration and information online:**
– ensemble2generations.fr
– leparisolidaire.fr/wp
– logements-etudiants.org

Flatsharing

Various specialized sites post announcements for flat sharing throughout the city.
– appartager.com
– macoloc.fr
– location-etudiant.fr

Project Kaps (Kolocation à Projets Solidaires) is based on a simple principle: a student flatshare in a popular neighborhood, linked to a social project conducted with and for its inhabitants. For students who are interested in project kaps, visit the website: kolocsolidaire.org.
CoopColoc: An innovative system for student roommates in Paris whose proposed housing comes from social offering: coopcoloc.fr.

Homestay

Experience Paris life by living with Parisians for the year. Find out more information on homestay.com, or parisacademicrentals.com (for US students only).

For short stays, whilst waiting to find an accommodation

Book a room in a hostel
– bvjhostelparis.com
– mije.com
– fuaj.org
or hotels
– bedandcrous.com
– booking.com
– hotels.com
– kayak.com

Specialized rental websites for international students

– uniplaces.com
– ads.fusac.fr
– safehouse.fr
– studyenjoy.com
– swapandstudy.com
-> Other sites:
– leboncoin.fr
– seloger.com
– mapiaule
– pap.fr
– mapiaule.com

USEFUL TERMS

m² (square meter)

In France, instead of using the number of bedrooms to describe the size of a property, people use m² – a unit used to measure the surface of the property. The term 'Loi Carrez' refers to the name of the law about surface measurements in France.

Les charges (additional rental costs)

The rents are exclusive of any additional rental costs. 'Charges comprises', or 'CC' means that utilities and other charges (water, electricity) are included. 'Hors Charges' or 'HC' means that the rent doesn't include those charges. In Paris, it is common to have the cold water included in the charges. The 'chauffage collectif' or 'Community heating' can sometimes also be included in the charges. Check with your landlord or the estate agent before signing your contract.

Etat des lieux entrant / sortant (incoming/outgoing inventory of fixtures)

When moving in and leaving your flat, you have to fill in an inventory of fixtures. This document must be filled in with you and the landlord in the property when you get and return the keys of the property. This report is attached to or forms part of the tenancy agreement, and records the general condition of the property (cleaning, wall paintings, floors, toilets, electric meter, heating system, etc.). Please note that as a tenant, you will be expected to leave the property in the same condition as you found it in. Any major changes, abnormal or neglected use of the property will be chargeable. Good to know! The landlord has two months to return the deposit, less any sum due for repairs that were your responsibility.

Le préavis (the notice period)

Planning to move out? You must give a formal notice ('lettre avec accusé de réception' at the Post Office – registered letter with acknowledgement of receipt) to your landlord. In Paris and its suburban areas, the minimum legal notice period has been set to one month. Good to know! Even if you are leaving before the end of the month, your landlord will be entitled to claim the whole month's rent.

Le garant (guarantor)

Otherwise known as a co-signer, this person commits to the landlord to pay the renter's debts. The Guarantor is thus responsible for paying the rent and related costs if the renter fails to pay (Article 2288 of the French Civil Code).

Le bail (lease)

This is the rental agreement that sets forth the rights and responsibilities of the landlord and the renter. Certain information and notices are required to be included. The rules depend on whether the housing unit is furnished or unfurnished.

RENTING A FLAT: WHAT DO I NEED TO KNOW?

Rental costs are an important part of your budget. We strongly recommend that you do not forget to apply for the housing assistance.

Monthly benefit: APL and ALS

To help you pay your rent and expenses, you can benefit from personal housing benefit (APL) or public housing allowance (ALS). Both are paid by the CAF (Caisse d'Allocations Familiales).

— **ALS is the public housing allocation.** It can be granted to you if you are renting a room in a Hall of residence but not if you are renting a studio, a flat or a house on the private market. The ALS is the benefit most frequently granted to students.

— **The APL is the individual housing benefit.** It is granted directly by the CAF provided that you live in a subsidized home. Most units are under contract, including those managed by the housing agencies and CROUS hall of residences. Balance your budget: We advise you to check the CAF website (caf.fr) to find out if you are eligible for housing benefit.

To start the process, you may follow the guide to student housing benefit available on the CAF website before completing your application on-line. Do not delay in sending your file, CAF aid is not retroactive!

VISALE

A rental deposit solution for students age 30 and younger (until their 31st birthday) for private or subsidized housing with a rent below €1,500, including charges, in the Ile-de-France region.

→ **Apply online at visale.fr**

The rental security deposit: the CLE

The Caution Locative Etudiante (CLE) is a state-guaranteed security deposit which allows students with no personal guarantors to facilitate their access to housing. You are eligible for it provided that you :

- Have personal income without support from family, friends or banks;
- Are seeking to stay in France for your studies;
- Are under 28 years of age on September 1st of the year in which the lease was signed or over 28 years of age on September 1st of the year of signing the lease, subject to being PhD students or post-doctoral students of foreign nationality.

→ **Infos: messervices.etudiant.gouv.fr**

Insurance Deposit

The money from the insurance deposit is limited to one month of rent excluding charges if it is an empty rental (2 months in furnished apartment). It is a deposit of money that is returned to you within a maximum of 2 months after checking the condition of the accommodation and the handing over of the keys. The owner is authorized to withdraw from this sum the amounts necessary for the restoration in case of damages and on justifications.

Accommodation Insurance

Personal insurance is obligatory and isn't dependent on your accommodation, whether you are staying with a friend or renting in the private sector.



Cité internationale universitaire de Paris (CIUP)

It is commonly included within your accommodation insurance (make sure you don't pay twice).

The amount varies (between 40€ and 80€ per year) depending on the size of the apartment, the number of rooms and the risks insured (fire, theft, water damage, civil liability, damage to adjacent buildings...).

To find out more about it, ask your bank or your private student health insurance provider.

The insurance will also cover you if you accidentally cause damage to a third party.

Gas and Electricity bills:

When moving into your new home, you have to open a subscription account for heating and electricity.

EDF-GDF: bleuciel.edf.com

Council Tax (Taxe d'habitation)

Council Tax helps to pay for local services. The person who lives in a property normally pays Council Tax, whether they own or rent it. It is payable annually. Find out more information on: service-public.fr

Legal Aid

The Paris Department of Housing Information is an association whose mission is to provide legal advice on all matters relating to housing. Free appointments are available in all borough councils.

→ **For schedules and appointments:**
adil75.org//nos-permanences.

→ **Information on housing assistance:**
univ-psl.fr > Campus life

HEALTHCARE

Healthcare, Social Security, Health Insurance: In France, the healthcare system (or Social Security as it is more commonly known) is mandatory for all students. You may also sign up to a complementary health insurance (optional) to cover the expenses not reimbursed by the Social Security.

STUDENT HEALTHCARE

It is mandatory for all students and it guarantees partial or full reimbursement of medical costs.

As of September 1, 2018, if you enroll for the first time in an institution of higher education, you are not required to take any additional action to join student social security, because you remain covered by your current health insurance scheme, generally under your parents or legal guardians.

If you were already a student in 2017/18, you are already enrolled in a supplementary student insurance scheme as your student social security management center and will remain in that scheme for 2018/19. You will no longer owe the annual fee of €217 and will be automatically switched over to the general scheme on September 1, 2019.

To receive your medical reimbursements, be sure to create an account or update your personal information at ameli.fr or in the Ameli application.

International students (excluding EEA and Quebec) and residents of overseas communities (New Caledonia, French Polynesia, or Wallis and Futuna) To begin or continue your studies, you should register before your arrival in France at etudiant-etranger.ameli.fr

You need to provide:

- a form of identification (national ID card, passport, etc.),
- a document testifying to your enrollment in an institution of higher education for the academic year in question,
- a bank information slip (RIB) that can be used to route your reimbursements to your account,
- a civil status document to generate your registration number. Accepted civil status documents are:
 - a complete copy of your birth certificate,
 - an excerpt of your birth certificate stating filiation (or any document drawn up by a consulate),
 - a livret de famille,
 - a marriage certificate.
- a valid residence permit

Take note of the temporary social security number that is automatically assigned to you by the site and print your statement of rights.

HEALTHCARE - USEFUL TERMS

Healthcare system and Complementary Health Insurance

In France the Sécurité Sociale reimburses 35–80% of doctor consultation and prescription costs. If you want the other 35–100% to be reimbursed, you will need to join a mutuelle (Complementary health insurance).

Healthcare system

In France the Healthcare system covers the cost of medical care and is called: la Sécurité Sociale, la Sécu or l'Assurance Maladie. The main website for it is ameli.fr.

Pharmacies & Prescriptions

Pharmacies in France all have a big green cross above the door and are usually open from 9am to 7pm, Monday to Saturday. There are pharmacies open 24 hours a day for emergencies, but these change every day. You will need a prescription signed by a doctor to buy your medicines and afterwards to get a reimbursement from the Sécurité Sociale. Beware that you cannot hand in prescriptions at parapharmacies. These sell over-the-counter medicine and other toiletries though.

Special cases:

— **Students from the EEA/Switzerland**
Before your arrival in France, request a European health insurance card from your social welfare center (CEAM) the card is valid for the entire current academic year. It confirms that you are covered by social protection in your home country and exempts you from belonging to French Student Social Security if you present it during enrollment. You do not need to register on etudiant-etranger.ameli.fr. If you do not have a European health insurance card (CEAM), request form S1 from the social security office of your home country.

You need to register on etudiant-etranger.ameli.fr. You do not need to supply a residence permit, but you should fill out your application on Ameli by sending in form S1 or, alternately, an affidavit stating that you have sufficient resources.

— Quebecois students

Before your departure, please pick up form SE 401-Q-102 bis (or SE 401-Q-106 if you are participating in an exchange program between universities) that is valid for the entire current academic year, which confirms your coverage under social protection in Quebec.

When you register on etudiant-etranger.ameli.fr, you need to provide these legal forms. You do not need to supply a residence permit.

— You are also exempt from joining French student social security if you are receiving a scholarship from the French government (you automatically receive coverage) or a working student, or for a stay of less than 3 months in France for school.

— If you cannot claim coverage under the student social security scheme, you may be covered under universal healthcare protection (PUMA). To enroll in PUMA, visit the health insurance office (CPAM) in your place of residence.

To supplement your reimbursements, you may subscribe for complementary health insurance with the entity of your choosing (a student insurance scheme, your parents' insurance, or another entity).

COMPLEMENTARY HEALTH INSURANCE (MUTUELLE)

The Sécurité Sociale does not fully reimburse your health expenses (except for surgery). You are advised to get a "Mutuelle étudiante" or a Student Complementary Health Insurance. It is not mandatory but is strongly recommended as it may cover the outstanding expenses (approx. 30%) like hospitalization and it usually offers third party payer facilities. You will be asked if you want to join a 'mutuelle' when you register at your host school. LMDE and SMEREP, the two student Social Security providers, also offer complementary health insurance. For the year, prices vary from €78 to €645. You will be able to subscribe when enrolling at the School or the University or by directly contacting LMDE (lmde.fr) or SMEREP (smrep.fr).



info

CPAM

Visit the site for Social Security (CPAM): ameli.fr
Phone: 36 46 (Monday to Friday from 8:30am to 5:30pm)
From abroad: +33 (or 00 33) 811 70 36 46 (variable fare according to operator). There is also a phone service provided in English on 0811 36 36 46 Monday to Friday from 9am to 6pm. (€ 0,6 cents / min).

WHERE TO OBTAIN MEDICAL CARE?

Student Health Centres

— **Le Centre de Santé des Saints-Pères**
Both a prevention centre and a health centre, it is open to all students who may register there with their 'médecin traitant' please see above. The centre provides GP consultations (consultations and common care, certificates of fitness for sports or internships abroad, update vaccinations, etc.) and physicians consultations (gynaecologists, psychologists / psychiatrists, dentists, support to quit smoking, nutritionists and experts in hearing impediment). All students (including non EU students) have access to all services provided at the centre. (Languages spoken include English, German, Italian, Arabic, Chinese, etc.).

→ **To make an appointment or to get more information:**

siumpps.parisdescartes.fr

→ **Address:** 45, rue des Saints-Peres, 75006 PARIS / Tel: 01 42 86 21 29

— Le Centre Colliard

This Health Student centre works as a GP surgery: you pay upfront and then claim the expenses from the CPAM. The Centre Colliard offers time slots for appointments adapted to student life (late opening hours and Saturdays). 4 GP surgeries and physician consultations are available. You will be able to have access to a gynaecologist (and a family planning centre), a dermatologist, a psychiatrist, addiction counselling / nutrition... In addition, the centre hosts a BAPU (Bureau d'aide psychologique universitaire

— **Psychological University Help Desk** and the Relay Services for high school – university students.

→ **Address:** 4 rue des Quatrefoies, 75005 Paris

— **City of Paris Health centres** under agreement, the City of Paris centres are open to all and offer consultations with doctors and specialists:
centres-sante.paris.fr/

— Psychological support

The BAPU : the city of Paris has 6 BAPU (University Psychological Aid Office) list: psl.eu > **Campus > Healthcare and well being**

Finding a doctor

On the Assurance Maladie website, you have access to lists of health professionals, according to various criteria (occupation, tariff act, address)

→ ameli.fr: Private Space, Find a health professional

Need to talk?

— **Students' health and well-being**
0 800 235 236 (toll-free from a landline)
or 01 44 93 30 74

— **Psychological support and counselling (APASO):** 01 40 47 55 47 / etudiants@apaso.fr

— **Nightline** (association for online listening by and for PSL students)

nightline-paris.fr / 01 88 32 12 32



— **Harassment and violence against women information:** 39 19 / stop-violences-femmes.gouv.fr

TRANSPORT

METRO-BUS-RER-REGIONAL TRAIN

There are 14 Metro lines and 5 RER lines to move quickly in Paris or Ile-de-France.

The earliest Metro services start at around 5:30 am and the latest ones finish around 12:30 am on weekdays and 1:45 am on Fridays, Saturdays and evenings of public holidays. Full details available on ratp.fr/en/

- Travel passes and fares:
- **Imagine'R package** (student pass 26 years-old and under) imagine-r.com
 - **Forfait Navigo available weekly** (€ 22,15) or monthly (€ 73). navigo.fr
 - **More information including maps and routes on** ratp.fr/en/

VELIB

Velib is a simple and free rental bike system. With over 23,600 bikes covering the city, available 24/7 all year round in 1,800 stations every 300m, Velib is a great alternative way to move around in Paris.

- **Full details including subscription rates, map of stations, cycling tours are available on** en.velib.paris.fr/

DRIVING IN FRANCE

- **EU citizens:** If your driving license was obtained in a European country you are allowed to drive in France.
- **Non-EU citizens:** If you have a non-European driving license and you are settling in France, you are allowed to use your license for up to one year after the date of arrival in France. The permission is not renewable, and once it is finished your driving license must be exchanged for a French driving license.



good to know

Free and fully translated into English, German, Dutch, Italian, Spanish, Japanese, the mobile App 'Next Stop Paris' is designed to help people who want to visit Paris by Metro. You can download it directly from : ratp.fr/en/



info

Travelling from Paris

— You can catch a train to travel in France and to many European cities (London, Brussels, Geneva, Amsterdam ...) from one of Paris 6 major train stations. Full details available on oui.sncf.fr

— Paris connects two international airports Orly and Roissy Charles de Gaulle. Find out more information on parisaeroport.fr/en



BON APPETIT!

UNIVERSITY RESTAURANTS AND CAFETERIAS

The CROUS

It is not always easy to eat healthily in Paris when you are on a student budget, but fast-food and sandwiches aren't the only option! There are a lot of less expensive and healthy offers in the university restaurants and cafeterias.

Opening hours in Paris

University of Paris restaurants are open Monday to Friday for lunch, usually from 11:30am to 2:00pm (restaurants located on the universities campuses have slightly different opening hours). Visit the CROUS website (crous-paris.fr) for more information.

There are 2 university restaurants which are open in the evenings from 6:15pm to 8:00pm (Mabillon and Bullier, both located in the heart of Paris). Have a look at the highly popular, Sunday brunch option offered on the Paris Crous Barge!

A full meal including a starter, a main dish and a desert is only €3.25 and a sandwich is between €2 and €3.

The Izly card

Every student from the universities of Paris and Ile-de-France gets a student card called 'Etudiant de Paris Ile-de-France', Each card has an Izly chip that allows you to pay – contactless – for your meals at the CROUS restaurants and cafeterias (and also pay for additional services including photocopying, laundry and place orders from the CROUS website).

The Izly Mobile App is also available. It generates a QR code at the checkout, which will allow you to pay for your meal at the CROUS restaurants facilities.

→ Full details available on: izly.fr



info

CROUS

Located near or even on the campuses, the 18 restaurants, 4 foodtrucks, 34 university cafeterias offer a wide range of diverse and quality meals. CROUS of Paris is committed to offering its catering services 365 days a year.

→ A full list of restaurants can be found at: crous-paris.fr



USEFUL INFORMATION

USEFUL CONTACTS

- **messervices.etudiant.gouv.fr**: digital portal for student services and student life
- **crous-paris.fr**: Find out about scholarships, student accommodation, university restaurants, and cultural offers.
- **ciup.fr**: Cité Internationale Universitaire de Paris – The international University Campus in Paris (accommodation, reception services, support for international students and researchers).
- **campusfrance.org**: the public institution student mobility. You will find all the information about your mobility project: study in France (course catalog, student grants), get everything ready for your stay in France (paperwork), living in France (housing, healthcare, work, daily life).
- **etudiantdeparis.fr**: the Association of Paris offers students practical information dedicated to international students (visa, work, budget, finding accommodation, etc.).
- **enseignementsuprecherche.gouv.fr**: website of the French Ministry of Higher Education and Research. You'll find all the information about the Higher Education system in France here.
- **diplomatie.gouv.fr**: the French Foreign Affairs Ministry website to find all the useful information about the different procedures prior to your arrival in France (addresses of consulates, embassies, French Alliances, Ministry of foreign Affairs, French government scholarships, etc.).
- **service-public.fr**: the e-portal for the French Administration system with information about your rights and administrative procedures.
- **lokaviz.fr**: The central housing system LoKaviZ lists students housing solutions both private and the halls of residence. It highlights the housing solutions that are awarded the label "LoKaviZ" by the CNOUS which means that those housing options include guarantees such as payment of rent for affordable decent housing.
- **letudiant.fr et studyrama.com**: two specialized websites about student life, student jobs, housing and orientation.

EMERGENCY NUMBERS

Emergency numbers are free of charge and available at any time 24/7. In any case, to ease and accelerate the process, remember to specify these three points:

- Who you are? Are you the victim or the witness? Consider giving a phone number where you can always be reached.
- Where are you? Give the exact address of where the emergency services can find you.
- Why are you calling? Tell them exactly what happened.

SAMU – Paramedics: 15

15 is the phone number for urgent medical aid service (SAMU), it can be called for the intervention of a medical team in a situation requiring immediate care.

POLICE SECOURS – EMERGENCY POLICE: 17

This number can be called for an emergency intervention from the police.

POMPIERS – FIREFIGHTERS: 18

Firefighters may be called to report a situation of danger or an accident involving property or persons requiring rapid intervention (fire, gas leak, road accident ...).

Simply dial 112 on a mobile phone to be redirected to the emergency services. This number works in every European country.

FRENCH NATIONAL HOLIDAYS (2019)

New Year's Day / Jour de l'an: 1st January
Easter Monday / Lundi de Pâques: 22 April
Worker's Holiday / Fête du travail: 1st May
1945 Victory / Fête de la Victoire 1945: 8th May
Feast of the Ascension / Ascension: 30th May
Whit Monday / Lundi de Pentecôte: 9th June
National Holiday – Bastille Day / Fête nationale: 14th July
Assumption / Assomption: 15th August
Halloween / Toussaint: 1st November
1918 Remembrance Day / Armistice: 11th November
Christmas / Noël: 25th December

