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#### **Preamble**



This guide is a very practical tool to help you prepare your arrival and stay in Strasbourg. In it, you will not only find administrative information but also more practical information about Unistra (University of Strasbourg). Whether you are coming as part of an international mobility, regular admission, to participate in a short term programme or internship, everything you need to know and the steps to follow are in here!

#### Instructions for use



#### Don't get lost in translation

The French terms and expressions specific to each chapter are explained in this tab.



#### External Hyperlinks

Further information can be found on the linked websites.

#### Link to another page

You will find additional information in another chapter of this guide.

#### Search by keyword

Navigate using the index at the end of this guide. Words found in the index are explained in the glossary.



#### Are you viewing the pdf version?

The keyboard shortcut CTRL + F (PC) or CMD + F (MAC) will allow you to search for a word in the document.



#### Are you consulting the paper version?

Take notes, horn pages, paste post-it notes, etc. This guide will be your practical tool!



#### Prepare your reverse schedule

The 'calendar' tool on your phone or in your email box will allow you to add dates and steps not to be missed.

This document does not in any way replace the official documents of the University of Strasbourg or those of government bodies, which take precedence. The information, contacts and costs indicated in this quide are those foreseen at the time of its publication. They are subject to change without notice. The information contained in this guide is subject to any changes in legislation.

#### **Editorial**





Prof. Irini Tsamadou-Jacoberger, Vice President for Europe and International Relations

Prof. Irini Tsamadou-Jacoberger | Vice President for Europe and International Relations

We are delighted to welcome you to the University of Strasbourg. You are arriving at an international and intercultural university, open to the world, with more than 10,000 international students from nearly 150 countries.

The University of Strasbourg offers you several welcome schemes to facilitate your arrival and to help you settle in Strasbourg. One of the most important examples is the peer mentoring scheme set up throughout the year. It is organised by the International Relations Department and the faculties and its aim is to help you succeed during your year.

This dynamic of the welcoming teams enabled the University of Strasbourg to obtain the "Bienvenue en France" label with three stars (the highest level) in July 2019. This national label, which is supervised and implemented by the International Relations Department, recognises the initiatives of our teams to support you before your arrival and throughout your stay in France.

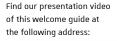
The quide you have in your hands informs you about the steps to follow to integrate successfully into our university: visa and residence permit applications, registration, organisation of your courses and assessments, our practical student life advice, your Departure checklist, etc.

You will also find the contacts to answer your questions in the section "Who to contact? Address book". Take advantage of our welcoming actions set up as part of the Bienvenue en France label, and do so now (I would like to request the support of a sponsor).

Don't know where to start? Follow the international student's detailed route in the summary or proceed by key words.

I hope that this guide will help you to prepare your arrival and to seize the great opportunities that our university offers you.

I wish you a pleasant arrival in Strasbourg.





→ unistra.fr → Internationa

And our welcome video on the University of Strasbourg's international page:



→ unistra.fr → International

#### What kind of student am I?



students of the

I am . . .



from a foreign university and I am part of an international mobility at the University of Strasbourg

#### Part of an international mobility programme



You are part of an international mobility programme at the University of Strasbourg, for at least one semester, as part of a host or exchange programme (Erasmus+ or cooperation agreement between the University of Strasbourg and your home institution or a university network agreement such as Eucor - The European Campus).

#### Part of a multiple degree programme



You are part of an international mobility programme at the University of Strasbourg enabling you to obtain several degrees (your home university degree and a Unistra degree).

I am ...



an independent international student and I am enrolling in a course at the University of Strasbourg



You are coming from abroad to settle in and continue your studies at the University of Strasbourg in an initial training course.



I am ...

an international student doing an internship or a short term programme at the University of Strasbourg



You are coming to follow a specific training or a short internship in a laboratory, in a department or within a faculty/school/institute of the university.







## To do before my arrival

#### **Confirm my admission**



**BEFORE YOUR ARRIVAL: VIA THE PLATFORM IN USE** 

> ♦ If you are an independent international student: remember to confirm your admission before your arrival via the platform in use ('eCandidate', 'Études en France') or in some cases by email or post.

**CVEC: Student** and Campus Life Contribution

The CVEC is a gives you access to

Most of the courses are held in French. You will generally be required to have a B2 level.

The language level required may be different for students in the international mobility programme.

Please contact your CORI (Correspondent for International Relations) at the University of Strasbourg.

Language levels

According to the CEFR

(Common European Framework

of Reference for Languages)

**Check that my French** is good enough  $\Box$ 

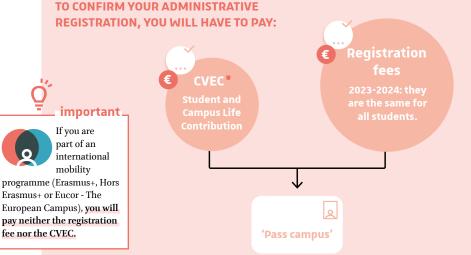
> Improve your French: → 'Improve my French', page 49

#### ♦ You are an international mobility student:

your application is generally submitted on the Moveon platform (or another platform depending on the organisation of your school/faculty/institute), and 'Études en France' for non-European students from the countries concerned.

#### AS SOON AS YOU ARRIVE: AT YOUR HOST INSTITUTION

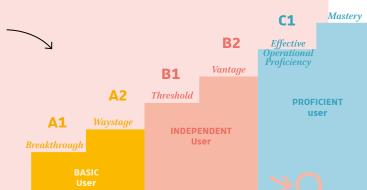
Even if you have a pre-registration letter, you are not yet truly registered. You must then confirm your registration with the administration as soon as you arrive.



Amounts of registration fres:

unistra.fr  $\rightarrow$  Formation  $\rightarrow$  Admission, inscription et scolarité  $\rightarrow$  Inscription à l'Université  $\rightarrow$  Droits d'inscription

Contact: mui-info@unistra.fr



Relations

**C2** 

→ Back to

#### Apply for a visa



#### You need a visa to study in France if:



you are an international student and you come from a country outside the EEA (European Economic Area) and Switzerland;



List of EEA member countries:

→ Pays | Union Européenne (europa.eu)



you do not already live in France and you do not yet have a residence permit.



Simulator to find out if you need to apply for a visa:

→ france-visas.gouv.fr

#### Steps



If you have registered at the university via the 'Études en France' platform, your visa application will be transmitted automatically.



List of relevant countries by the 'Études en France' platform:

→ campusfrance.org/fr/candidature-procedure-etudes-en-france



Otherwise, you will have to apply for a visa at the French embassy or consulate at your place of residence.



Contact details of all French consulates and embassies:

- → diplomatie.gouv.fr → Le ministère
- → Annuaires du ministère de l'Europe et des Affaires étrangères
- → Ambassades et consulats français à l'étranger

#### **Different types of visas**

Your visa will depend on the length of your stay in France:



If you stay less than 3 months in France: SHORT STAY STUDENT VISA

Your visa may be marked:

- 'court séjour pour études' (short stay for studies) or
- 'étudiant concours' (student-in-competition)

depending on the nature of your stay.



If you will be staying from 4 months to 1 year in France: **LONG-STAY STUDENT VISA** 

Your visa will either be a:

♦ 'Visa long séjour valant titre de séjour - VLS-TS' (long-stay visa valid as a residence permit)

The VLS-TS can be marked:

- → 'étudiant pour des études au niveau licence, master et doctorat' (student for studies at Bachelor, Master and Doctorate level);
- → 'passeport talent' (talent passport) for certain doctoral students;
- → 'mention stagiaire' (trainee mention).

or a:

• 'visa long séjour temporaire - VLS-T' (temporary long-stay visa)

The VLS-T mainly concerns students coming for a short training period (in particular in the framework of exchanges) and professional trainees. It is not renewable and does not give the same rights as a VLS-TS.

If you need a visa to come to France, you will have to prove that you have a minimum of €615/month.

#### You will be able to prove this with:



a scholarship certificate;



a standing order from your bank;



a proof of coverage by a quarantor in France.



→ 'Find a quarantor', page 15



Ask for the right visa as you will not be able to modify it after your arrival in France.



- important

Remember to get a personal health insurance before your arrival as you will not be able to benefit from French health insurance.



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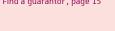












#### Look for accommodation



#### **Accommodation offers**

Housing is one of the great challenges of student life, so it is best to start early! Find your accommodation among the solutions best suited to students.



'Campus France'video on Youtube: → « Se loger pendant ses études »



And on the University of Strasbourg website:

→ unistra.fr → Vie des campus

You are a student part of an

in a Crous hall of residence

or university residence, at the

when you apply online at the

University of Strasbourg.

You can apply for accommodation

**International Relations Department** 

How? To dowload the DSE guide

→ Bourses et logement: constituez votre dossier social étudiant (DSE)

(Dossier social étudiant):

→ étudiant.gouv.fr

**UNIVERSITY HOUSING:** 

international mobility:

→ Hébergement → Étudiants

You are a scholarship student (from

the French government or from your

The allocation of accommodation is

For the other students:

government through 'Campus France'):

made directly through 'Campus France'.

There may be accommodation available

not, French and internationals) arriving

for students (scholarship holders or

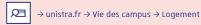
outside the September start period.

Crous accommodation available for booking:

organisation. Its role (social aid, housing, of foreign students,

#### PRACTICAL TOOLS TO FACILITATE YOUR SEARCH

#### Housing Guide - International students



#### Housing Counsellor

You can get advice and help with your housing search from a housing advisor.



Contact: info-logement@unistra.fr Maison universitaire internationale - Bureau N°4 11, presqu'île André Malraux, 67100 Strasbourg

## Guarantor

member, friend, third *in the event of the* 

#### \_ important

Do not pay out any money before you have visited the accommodation or signed a rental agreement. For legal advice or assistance in housing matters, you can contact the ADIL (Agence départementale pour l'information sur le logement).



#### Find a quarantor

To apply for accommodation, you must have a quarantor. There are several solutions:

#### Garantie Visale (proposed by 'Action logement'):

If you live in a private accommodation or in a Crous residence and have no one to turn to, and depending on the eligibility criteria, you can benefit from the Visale quarantee for free.

To do so, you must submit your application before signing the lease and have a valid residence permit.

Ø

Visale Procedure:

- → campusfrance.org → Étudiants
- → S'organiser → Logement
- → Trouver un garant
- → Dispositif Visale



I test my eligibility: → www.visale.fr

→ Je teste mon éligibilité

To submit a request:  $\rightarrow$  visale.fr  $\rightarrow$  Je demande Visale

#### important\_

The Crous accommodation is intended for students with a small budget. Space is therefore limited.





Ø

or on

#### LOCA-PASS (offered by 'Action logement'):

a free service that offers you an advance payment or payment of the security deposit.



Contact: Action logement

2, avenue de la Forêt-Noire 67000 Strasbourg 03 69 73 86 60 / actionlogement.fr



→ locapass.actionlogement.fr



#### Multi-risk home insurance



In France, it is compulsory to insure your accommodation. This insurance allows you to be covered in the event of damage in your home (water damage, theft, fire, etc.).

In order to be covered by Civil Liability insurance, make sure it is included in your multi-risk home insurance policy.

You can take out insurance with your bank or a private insurer.

The cost is between €20 and €80 per year, depending on the additional cover chosen.

#### Responsabilité civile (RC) (Civil Liability)

Is the obligation to repair the damage caused to one or more people. It can be covered by insurance.



#### More information:

 $\rightarrow$  etudiant.gouv.fr/cid132966/assurer-son-logement-quelles-obligations-legales.html



Examples of insurance:



#### Insurance Comparator:

- → guechoisir.org
- → Argent assurance
- → Assurance habitation
- → Comparateur assurance habitation

#### **Housing tax**

As a tenant, you will have to pay two taxes: the housing tax and the audiovisual contribution. These taxes are annual and have to be paid at the same time. The audiovisual contribution, also known as the television licence fee, only has to be paid if you declare that you own a television.

In 2020, the 'taxe d'habitation' was abolished for 80% of homes.

Check whether you qualify for a partial or total exemption from this tax using the online simulator.



#### Online simulator:

- → impots.gouv.fr
- → Particulier
- → Simuler vos impôts
- → Simulateur de la réforme de la taxe d'habitation pour 2021

#### Open my bank account



If you stay in France for more than three months, it is advisable or mandatory in some cases to open a bank account to enable you to:



Receive your scholarship, salaries, Housing Benefit and reimbursement of medical expenses.



Obtain a credit card (used for most procedures and fee payments).



Obtain a 'relevé d'identité bancaire' - RIB (bank details) to pay your rent, bills or to be paid by bank transfer.

#### To open a bank account, you will need 3 documents

- an identity document;
- proof of address (telephone or electricity bill, etc.);
- a school certificate.

You will be able to open a bank account in any bank in France. In order to facilitate your steps, we invite you to:

- → Ask your bank in your country of origin if it is associated with a French network;
- → Find out about the different online banks (free bank card);
- → Contact the 'Maison universitaire internationale' for a list of banks located near the Esplanade campus (main campus).

Opening an account is generally free of charge but some services may be subject to a fee.



All students have the right to open a bank account in France:

- → campusfrance.org
- → S'organiser
- → Compte bancaire



Be careful before opening a bank account. Read the conditions in order to choose the offer that suits you best.



#### Finance my mobility



In order to study in favourable conditions, you must have financial resources adapted to the cost of living in Alsace.

#### How much does it cost?

The first month after your arrival is always the most expensive. This budget allows you to estimate the amount you need to plan for your stay:

#### MAIN EXPENSES FOR THE FIRST MONTH



#### FIRST RENT

between €200 and €900



#### DEPOSIT FOR THE ACCOMMODATION

(1 MONTH'S RENT) between €200 and €900



#### MULTI-RISK HOME INSURANCE

between €20 and €100/year



#### OTHER INSTALLATION COSTS

(PHONE, ELECTRICITY, INTERNET, ETC.)

up to €100



#### HEALTH INSURANCE SUBSCRIPTION

(OPTIONAL)

between €70 and €300/year



#### OTHER COSTS RELATED TO THE

UNIVERSITY (SUPPLIES. BOOKS, ETC.) about €60

#### important\_

With the 'Pass campus' (student card), you can benefit from student discounts in certain shops and businesses.



#### MOBILE PHONE

between €2 and €30/month, depending on the offers



#### CVEC

(CONTRIBUTION VIE ÉTUDIANTE ET DE CAMPUS)

€100 for the 2023-2024 academic year

If you are not

→ 'Confirm my admission', page 10



#### INTERNET BOX

between €10 and €30/month, depending on

the offers

#### UNIVERSITY **TUITION FEES**

(EXCLUDING STUDENTS ON INTERNATIONAL MOBILITY)

between €113 and €601

If you are in exempted: If you are not

→ 'Confirm my admission', page 10



TRANSPORTS (CTS)

between €4 and €27,60/month

Find out if you can benefit from solidarity pricing:

→ cts-strasbourg.eu/en → Online store

→ solidarity fares

Dowload the CTS transports Strasbourg

→ Google play link → App Store link





COFFEE

CINEMA

HAIRDRESSER

between €20 and €45

between €1 and €2,50

between €7,50 and €10





SMALL BEER about €2.50



**ENTRANCE TO THE** SWIMMING POOL



LAUNDROMAT between €3 and €5





TARTE FLAMBÉE (LOCAL SPECIALITY) between €6 and €11



ADMISSION TO THE MUSEUM free with the 'carte culture'



#### GENERAL MEDICAL CONSULTATION €23

advance payment mandatory before obtaining the health insurance card

#### I am a working student

You will be able to work in France outside of your studies up to 60% of the legal working time (964 hours/year) if:



you are a student from an EEA country (European Economic Area);



You have a valid student residence permit or a visa worthy of a residence permit (VLS-TS) bearing the words 'autorisé à travailler' (authorised to work).

Doctoral students with a VLS-TS mentioning 'passeport talent pour un doctorat' (passport talent for a doctorate) are not allowed to have a side job.

Algerian students will be able to work in France up to 50% of the legal working time.



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#### **STUDENT JOBS**



#### **Benefit from financial aid**

#### **HOUSING BENEFIT**

To find out whether you can benefit from financial aid for housing (APL or ALS) paid by the CAF ('Caisse d'allocations familiales') and how much, make a simulation:



→ Je ne suis pas allocataire

This request is to be made online, as soon as you find an accommodation. The amount may vary according to the price of your rent, your resources, etc.

You must have a rental contract in your name, have opened a bank account and, if necessary, have a valid residence permit or VLS-TS (Visa de long séjour valant titre de séjour).



CAF instructions manual: applying for Housing Benefit

- → caf.fr → Demander une prestation
- → Vous n'êtes pas allocataire → Le logment
- → Aide au logment → Faire la demande



#### Contact:

CAF du Bas-Rhin 22. route de l'Hôpital. 67092 Strasbourg CEDEX



#### OTHER FINANCIAL SUPPORT

To find out about all the scholarship programmes that may concern you, check out the 'Campus France' scholarship list.



→ campusbourses.campusfrance.org

#### - important

Please enquire at least 6 months in advance about the scholarship programmes.

#### Here is a selection:

→ Erasmus+ scholarship from the European Union



#### Contact:

International relations department of your institution



Informations:

- → crous-strasbourg.fr
- → Bourses
- > Scholarship based on social criteria (Crous): you must have been living in France for more than two years and be registered for tax purposes in France. The DSE ('Dossier social étudiant') allows you to apply for a grant and housing at the same time.



→ 'Look for accommodation', page 14

→ French government scholarship (on nomination): before your departure, contact the cultural service of the French Embassy in your country of origin.



- → campusfrance.org
- → Étudiants
- → S'organiser
- → Organiser son séjour en tant que boursier

- > IDEX scholarship (upon nomination by the courses offering this scholarship within the University of Strasbourg).
- → Eiffel Excellence Scholarships: you have an excellent academic record and wish to continue your studies in France at master's or doctoral level.



Contact: dri-bourses@unistra.fr

→ Eucor mobility aid - The European Campus: if you are part of a mobility within the framework of Eucor -The European Campus, your home university (University of Freiburg, University of Basel, Karlsruher Institut für Technologie) can finance part of your travel costs.



#### Contact:

Cellule Eucor - Le Campus européen, Institut Le Bel Campus Esplanade campus-europeen@unistra.fr







## To do as soon as larrive

#### Participate in short term programmes



LAW,

**ECONOMICS AND** 

MANAGEMENT,

**POLITICAL AND SOCIAL SCIENCES** 

#### Short programmes organised by the **International Relations Department (DRI)**

The International Relations Department organises short term programmes as part of various international partnerships.

These programmes, often in English, are tailor-made to meet the demands of our partners and can cover different themes in several fields:



ART, LITERATURE, **LANGUAGES** 



SCIENCE AND **TECHNOLOGY** 

**HUMAN AND** SOCIAL SCIENCES



**HEALTH** 



A linguistic and cultural programme is also offered in addition to the courses: introduction to the French language, introduction to the Alsatian language, discovery of the city, the region or the European institutions.



- → unistra.fr
- → International
- → Venir à Strasbourg
- → Étudiants en programme court
- → Programmes courts organisés par la DRI



Contact:

dri-contact@unistra.fr





#### French language programme

For students part of an international mobility who start their academic year in September.



The Unistra French language programme is a great opportunity for incoming students to improve their French level and to prepare them for their academic courses.

In small groups, students participate in different activities in order to improve their listening, speaking, reading and writing.

Fees: €350, accomodation not included



#### Contact:

dri-short-programs@unistra.fr

#### Autumn French language programme

#### (From September 18th to December 22nd, 2023)

The classes takes place once or twice a week (3 hours a week), throughout 10 weeks. It is a great chance to meet other students or researchers while sharing your experiences. During this programme, you may also take part in cultural and social activities to discover Strasbourg.

Fees: €240, accomodation not included



dri-short-programs@unistra.fr



#### Short term programmes organised by my faculty/school/institute

Check with your faculty/school/institute to find out if they organise short term programmes, sometimes called summer or winter schools. These programmes usually last from several days to several weeks.

Here is a selection of these programmes:



#### Centre d'études internationales de la propriété intellectuelle (CEIPI)

CEIPI organises training seminars to deepen your knowledge in the intellectual property field.



The centre's website: → www.ceipi.edu



→ www.voutube.com/c/CEIPIStrasbourg



#### École d'ingénieurs Télécom Physique

Télécom Physique Strasbourg is organising two short term programmes around the themes of medical robotics and information technologies for health, photonics for health and medical image processing.



→ www.telecom-physique.fr



Winter school Programme:

→ www.master-iriv.fr/m1/winter-school



→ www.master-iriv.fr/international/tih-program



#### Faculté de Physique et Ingénierie

The Faculty of Physics and Engineering organises summer schools with different themes every year.



Faculty's website:

→ physique-ingenierie.unistra.fr



→ esc.u-strasba.fr



#### Faculté de Chimie

The Faculty of Chemistry organises a summer school every two years around the theme of chemistry and chemoinformatics.



Faculty's website:





→ infochim.u-strasbg.fr/spip.php?rubrique259

#### Register and choose my courses



On arrival in Strasbourg, you will have to register administratively and academically. These registrations are carried out at your faculty/school/institute.

If you are continuing your studies at the University of Strasbourg afterwards, you will have to renew your registration at the beginning of each year.



Contact:

mui-info@unistra.fr

#### Learning agreement

If you are part of an international mobility, you must finalise your registration at the University of Strasbourg by completing your academic registration (on the basis of the mobility contract and any modifications). Do not miss this compulsory step in order to be able to take part in your courses and exams.

Please contact your faculty/school/institute to find out when and how to complete your academic registration.



Contact details:

- → unistra.fr
- → Formation
- → Facultés, Écoles, Instituts

#### Digital access: activate your Unistra account

Your administrative registration entitles you to access the university's digital services via your Unistra account.

You must activate your Unistra account at ernest.unistra.fr Click on 'Activation du compte' and follow the instructions, you will get the login and choose a password: it's quick but requires the registration information (certificate of schooling or 'Pass campus').



→ ernest.unistra.fr

→ Activation du compte











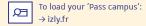
#### Get my 'Pass campus' (Student card)



The 'Pass campus' is the student card of the University of Strasbourg. You will receive it on arrival by picking it up at your tuition's office.

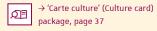
Your 'Pass campus' includes contactless payment, recharges online and includes the following services:

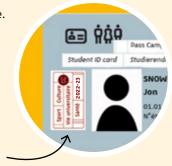
payment for meals at the Crous restaurants and cafeterias;



- → access to various Campus buildings;
- borrowing books from all the libraries;
   of the Alsatian region universities;
- printing/scanning/photocopying;
- access to university health care;
- access to university life;
- → access to sports activities;
- → access to the 'Carte culture' (culture card) package.

Your 'Pass campus' will have a sticker on it to prove its validity for the current year and grants your access to sports, cultural, health and university life activities.





If you are an internship student, you will need to apply to the Human Resources Manager of your faculty/school/institute for a 'Pass campus'. (Free of charge).

sticker

#### Familiarise myself with the campus

G

#### Map of the University of Strasbourg

Check out the interactive campus map to help you find your way around the campus and find the resources you need. To simplify your travels, use the search function.



→ plans.unistra.fr



The 'Map of Strasbourg', page 2, will also give you an overview of student life in the heart of Strasbourg (university restaurants, libraries, campus, etc.).

#### Maison universitaire internationale

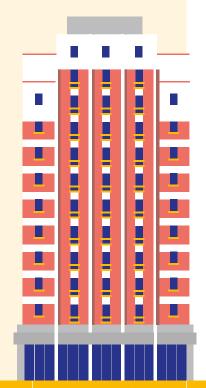
The 'Maison universitaire internationale' (MUI: International University House) is the emblematic place for the international welcome of the University of Strasbourg. Today, the MUI brings together the various central services of the university which welcome international visitors:

- the Erasmus+ Mobility centre, the non-Erasmus+ Mobility centre and the International Relations department's 'Bienvenue en France' centre;
- the Euraxess Centre of the Research and Development Department;
- the Office for the reception of international students of the University of Strasbourg and the migrant welcoming office;
- the cross-border university grouping office 'Eucor - The European Campus'.



- → unistra.fr
- → International
- $\rightarrow$  Vos interlocuteurs
- → La Maison universitaire internationale

International University House – University of Strasbourg
11, presqu'île André Malraux 67100 Strasbourg
(Ground floor of the building)
03 68 85 66 49 / mui-info@unistra.fr



#### Apply for my student residence permit



#### First application for a residence permit / validate your visa

- → Most frequent case: you have a visa for a duration of 4 months to 1 year with the mention 'Étudiant' (Student) or 'Passeport Talent' (Talent Passport).
- → If your visa has a duration of 3 months (Algerian students): you will have 2 months to apply for your residence permit at the 'Préfecture', as soon as you arrive in France.
- If you were a minor when you applied for your visa (mention 'mineur-scolarisé' school-going minor): you will have to apply for your residence permit 2 months before your majority, at the 'Préfecture'.
- If your visa bears the mention 'dispense de carte de séjour': you do not need to do anything.

You must confirm your 'visa long séjour valant titre de séjour - VLS-TS' (long-stay visa valid as a residence permit) online within 3 months of your arrival in France.

Website of the General Directorate for Foreigners in France:

→ administration-etrangers-en-france.interieur.gouv.fr

You will need your passport, a permanent address in France and a credit card to pay the <u>tax stamp</u>. To complete the validation, you will also have to pay an issuing fee which can be paid online:



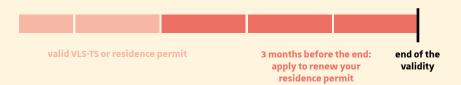
or at a tobacconist's (electronic tax stamp, 'Titre pour étrangers').



Remember to keep the confirmation sent to you in PDF format following your validation. You may be asked for this document during your administrative procedures.

#### Renewing your residence permit

The application to renew your residence permit is now paperless.



3 months before the end of the validity of your VLS-TS (longstay visa valid as a residence permit) or your residence permit, you must submit your application directly online:

http://administration-etrangers-en-france.interieur.gouv.fr/

#### Thanks to this procedure:

- → You no longer have to make an appointment at the prefecture or travel to ensure that your application is submitted;
- → You can submit your renewal application from your smartphone, iPad or computer;
- You can check the status of your application at any time from your online account;
- → You will only have to go to the prefecture in person when you receive your residence permit.

Please note that if you apply for the renewal of your residence permit after the deadline, you will have to pay a fee of €180 (except in cases of force majeure or presentation of a valid visa).



University of Strasbourg: mui-info@unistra.fr or dri-contact@unistra.fr

#### Take care of my health



In France, there are two organisations that complement each other to cover the majority of your

> One is free and compulsory: health insurance



The other you have to pay for and is optional: the complementary health insurance

At your expense

If you are from Québec

and you are part of an

international mobility:

you will not have to register

for health insurance if you

or SE 401-Q-106 when you

register at the university.

present forms SE 401-Q-102 bis

#### **Health insurance**

health expenses:

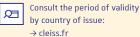
Subscription to health insurance (social security) is compulsory and free and can be applied for online at: etudiant-etranger.ameli.fr. You must have finalised your registration at the university to register.

You will have to advance your medical expenses for the first few months. Don't panic, refunds are retroactive to your date of registration at the university.

How to register with the French Social Security? → Health insurance tutorial

#### If you are a student from an **EEA (European Economic Area)** country or Switzerland:

you do not have to register for health insurance and must apply for the European Health Insurance Card (EHIC) from the social protection body in your home country.



→ Venir en France → Etudes

#### If you are doing an internship:

you will not be able to register for health insurance since you will not be registered at university. The same applies to students over the age of 28. You will then have to take out personal insurance.

#### **Complementary health insurance**



List of mutual insurance companies in Strasbourg: → mutualite.fr → Services → Particuliers → Trouver une mutuelle

Subscription to a complementary health insurance company is not mandatory but will enable you to be reimbursed for the rest of the costs not covered by the health insurance. You will have to pay for this subscription.

You can choose the complementary health insurance of the CPAM (Caisse primaire d'assurance maladie) or a student complementary health insurance (LMDE, SMEREP, MGEL, etc.).

#### **University Health Service (SSU)**

As an international student, you will benefit from the university's health services free of charge:



'Health examination' (preventive examination with medical, social and psychological dimensions)



Support and integration of disabled students



Specialist medical consultations (gynaecology, nutrition, emergencies, sports medicine, smoking cessation, medical advice, absence certificates)



Anonymous screening and treatment of sexually transmitted infections



carrying out vaccinations



Workshops on stress management, relaxation/sophrology, reflexology





#### University Health Service (SSU):

sante.etudiants@unistra.fr 6, rue de Palerme 67000 Strasbourg Make an appointment at: 03 68 85 50 24



Medical consultations: → sante.unistra.fr



@sante.unistra



Present your 'Pass campus' and, if possible, your vaccination record during visits.

#### **CAMUS (UNIVERSITY MEDICAL-PSYCHOLOGICAL RECEPTION CENTRE IN STRASBOURG)**

You will also have the possibility to consult psychologists, psychiatrists, social workers present at the Camus by appointment. These consultations are individual, confidential and free of charge.



#### Contact: Le Camus

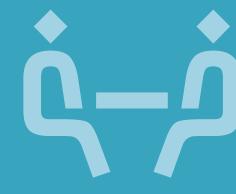
6, rue de Palerme, 67000 Strasbourg camus@unistra.fr / 03 88 52 15 51



→ camus67.fr







# Integrate into student life

#### Benefit from the university's service offer



#### Digital and wi-fi access



important\_

You will be able to

access the wi-fi network

almost all campuses and

your computer, tablet or

smartphone using your

(osiris or eduroam) on

university sites from

Unistra account

credentials.

You will be able to access the main digital services via Ernest, the digital and social working environment.



To activate your Unistra account:

→ 'Register and choose my courses', page 27



→ ernest.unistra.fr

→ Repérez le lanceur d'application en haut à droite de l'écran



→ Student e-mail address:



→ partage.unistra.fr





→ moodle.unistra.fr

or on

- → ernest.unistra.fr
- → Lanceur d'applications
- → Moodle

→ Examination results:



- → ernest.unistra.fr
- → Mes études → Scolarité
- → Résultats d'examens
- → ernest.unistra.fr
- → Lanceur d'applications
- → Mes résultats)

→ Online schedule:



- → ernest.unistra.fr
- → Lanceur d'applications
  - → Mon emploi du temps

→ Virtual Library:



→ bu.unistra.fr



- → ernest.unistra.fr
- → Lanceur d'applications
- → Bibliothèques

Computer rooms:



→ services-

numeriques.unistra.fr

- → catalogue des services
- → pédagogie > salle ressources



- → services-numeriques.unistra.fr
- → Guide numérique du nouvel arrivant
- → The table the document [Digital services booklet EN]
- → digital services booklet

#### Educational resources:



- → ernest.unistra.fr
- → Ressources → Numériques

→ Impressions online:



- → ernest.unistra.fr
- → Ressources → Pratiques
- → Gérer ses impressions

Seafile, to share and store your documents:



→ seafile.unistra.fr

- or on
- → ernest.unistra.fr
- → Lanceur d'applications
- → Seafile

→ Lise, for your certificates, school records and anonymity number:



- → lise.unistra.fr
- → ernest.unistra.fr
- → Lanceur d'applications
- → LI (Lise)

POD, a platform for the distribution of videos made for your academic activities:



→ pod.unistra.fr

- → ernest.unistra.fr
- → Lanceur d'applications
- → POD



Contact: Online helpdesk

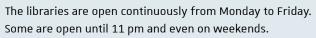
for any questions or problems regarding digital services

- → support.unistra.fr 03 68 85 43 21

#### Libraries



The University's 20 libraries, located on all campuses, offer you access to reliable and relevant documentation and a great number of online resources on all areas of teaching and research. In the BU, you benefit from an atmosphere conducive to study and numerous services: reservation of group work rooms, training in information research, interlibrary loans, etc.



The National and University Library of Strasbourg (BNU) is also open to students.

Thanks to Eucor - The European Campus, you will also have access to the libraries of the universities of Basel, Freiburg, Haute Alsace and the Karlsruher Institut für Technologie.





#### 'Carte culture' (Culture card) package

This package is integrated into your 'Pass campus'. You can then benefit from **preferential rates** at more than 80 cultural partners in Alsace

- ⇒ shows, concerts, festivals: €6;
- cinemas: €3, €4 ou €5;
- museums: free entrance.

You will also be able to attend cultural events: visits, meetings, performances on campus or participate in artistic activities, the 'Ateliers à la Carte', which are open to all students.



Practical information and registration form:

- → carte-culture.org
- → rubrique « Les + »



Contact: ateliers.alacarte@unistra.fr

More general information request: infos@carte-culture.org



Cinema







Integrate into student life







Show



36 → Back to

#### Mission égalité parité

Sexist, sexual or homophobic violence is punishable by law.

To help you act or react if you are a victim or a witness, the University of Strasbourg has set up a help and support unit for victims of sexist, sexual and homophobic violence on campus. It is made up of 5 specialists in victim support who are bound by professional secrecy and who will respond to you throughout the year.

Note that the University of Strasbourg, give you the opportunity to request the use of a customray first name.



 $\rightarrow {\sf violences\text{-}sexistes.unistra.fr}$ 

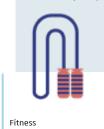


#### Contact:

violences-sexistes@unistra.fr

#### **Sport**

To do sports and/or an artistic activity adapted to your student schedule, the university's sports service offers a wide range of activities in the following areas:

















You will also be able to take part in skiing, snowboarding, hiking or even skydiving outings and take part in competitions.

Most sports activities are included in your 'Pass campus'. For some activities only, you will be asked to pay an additional fee. Registration for courses is done at the beginning of each semester (requires to have received your 'Pass campus').



Information and registration:

- → sport.unistra.fr
- → Service des sports
- → S'inscrire aux activités



#### Contact:

Eva Froehlicher
efroehlicher@unistra.fr
External Communications Officer

#### **Student Associations**

There are many student associations at the university that regularly organise meetings, cultural events, parties and conferences.



List of student associations:

- → unistra.fr
- → Vie des Campus
- → Vie universitaire
- → Annuaire des associations étudiantes du site Alsace



Or or

→ assoetu.sdvealsace.fr

Contact your faculty/school/institute to find out about their student associations. Don't hesitate to contact them, they will be able to help and accompany you on your arrival and throughout the year.

#### Online training courses

The online course and conference platforms will be open to you. Here is a selection of them:

Moodle, the university's course platform:



 $\rightarrow$  moodle.unistra.fr

 FUN-MOOC, online training courses for everyone proposed by 'France Université Numérique':



→ fun-mooc.fr/cours

 CanalC2, the university's web television on scientific symposia and conferences:



→ www.canalc2.tv

France Culture Plus, the student webmedia offering courses and conferences from universities and grandes écoles:



→ plus.franceculture.fr

→ UNT (Universités numériques thématiques) offer a wide range of multimedia content, by teaching area. These resources are in most cases free of charge. Access the resources made available by the "FUN-ressources" catalogue:



→ The Unistra YouTube channel
Discover the diversity of the
university, from research news to
campus life, on the University of
Strasbourg's official Youtube channel:



→ http://youtube.com/unistra

#### Take part in welcome



#### and integration events

#### **University calendar**

- → Beginning of September: welcome event
- → Late October early November: All Saints' Day holidays
- → Mid-December mid-January: exams semester 1
- → Late December early January: Christmas holidays
- → Mid-February: deadline jury semester 1



University calendar:

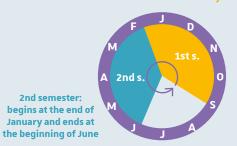
- $\rightarrow$  unistra.fr  $\rightarrow$  Formation
- → Admission, inscription et scolarité
- → Calendrier universitaire



Agenda:

 $\rightarrow$  unistra.fr  $\rightarrow$  Accès directs  $\rightarrow$  Agenda

#### 1st semester: starts at the beginning of September and ends at the end of January



Late February - early March: winter holidays

- → Late April early May: Easter holidays
- → Mid-April mid-May: exams semester 2
- → End of May: deadline jury semester 1

These stages are given as an indication. Ask your faculty/school/institute for your exact calendar for the coming year.

#### 

#### **INTERNATIONAL STUDENT WELCOME DAYS (JAI)**

#### **Early September**

**Esplanade Central Campus** 

The International Relations Department welcomes newly arrived international students at the beginning of each semester.

This is an opportunity to discover the university and to meet other international students. An event not to be missed!

#### **\**

#### **BACK TO SCHOOL CULTURAL PROGRAMMING**

#### **Alternative Campus**

**Early September** 

Campus central de l'Esplanade

All the cultural events of the year:

#### **Escape Game Culturel**

**Mid-September** 

Campus central de l'Esplanade

#### La Guinguette culturelle

September

Resto'U Paul Appell



→ crous-strasbourg.fr
→ carte-culture.org



#### Concert - Orchestre philharmonique de Strasbourg

18th of September
Palais Universitaire



#### EVENT PROGRAMMING OF 'STRASBOURG AIME SES ÉTUDIANTS' (STRASBOURG LOVES ITS STUDENTS)

'Strasbourg aime ses étudiants' organises several free events including 'La Nuit des Etudiants du Monde', a welcome evening for international students. You will also be able to take part in visits (discovery of the city, European institutions) as well as evening visits to the museum.



→ strasbourgaimesesetudiants.eu



Contact:

strasbourgaimesesetudiants@strasbourg.eu

#### Welcome and integration events



#### AGORA WELCOME EVENTS



**Esplanade Central Campus** 



Dont's miss anything, see:

→ bienvenue.unistra.fr



Contact: svu-accueil@unistra.fr

It consists of a welcome counter (from 28/08 to 08/09) and events to get your stay off to a good start and get to know your new environment: housing (CAF, 'Action logement', Crous), health insurance, transport, the city, institutions, university services ('Pass campus', 'Carte culture', digital services, library, sport, etc.).



Join the 'DRI team' and take part in the animation of our events whilst being paid!



#### Contact:

dri-evenements@unistra.fr



Throughout the academic year, the International University House MUI offers cultural visits, shows, thematic afterworks and excursions in France, Germany and Switzerland.



Upcoming events:

 $\Rightarrow$  unistra.fr  $\Rightarrow$  International  $\Rightarrow$  Venir à Strasbourg  $\Rightarrow$  calendrier des événements pour les étudiants internationaux

#### **Cultural workshops**

If you are studying in the second or third year of your Bachelor's degree, you will then be able to discover or deepen an artistic/cultural practice and validate 3 ECTS credits in the framework of the free EU (teaching unit). You can only validate 3 ECTS credits per academic year (either during the first semester or during the second).

There are also artistic and cultural workshops (À la carte workshop) open to all students without validation of ECTS credits.

**@** ;

Practical information and registration form:

→ culture.unistra.fr

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Contact: SUAC
(Service de l'action culturelle)
ateliers.culturels@unistra.fr

AII

→ 'Carte culture' (Culture card) package, page 37

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Contact: ateliers.alacarte@unistra.fr

#### **Alumni Relations Department**

Join the Alumni network to participate in virtual (webinars) and real (afterworks) events on professional topics.

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Agenda of events:

→ alumni.unistra.fr/agenda



→ 'And also . . .', page 51



Contact: contact@alumni.unistra.fr

#### **Student Associations**

Student associations organise back-to-school days in conjunction with your faculty/school/institute.

Æ

→ 'Welcome and integration events', page 40

#### Ask for support



#### from a sponsor



#### **International Sponsorship Programme**

If you are an international student and would like to meet students at the University of Strasbourg during your stay, you can take part in the "International Sponsorship" programme. Your sponsor will be able to help you upon your arrival: integration into student life, introduction to the regional culture, help with administrative procedures, etc.

This programme was set up with the support of the Bienvenue en France label, which recognises the University of Strasbourg's commitment to welcoming international students.

Other events and meetings will also take place throughout the year to facilitate your integration in our university. We will keep in touch with you to inform you about them.



Just fill in the online form:

- → unistra.fr
- → International
- → Venir à Strasbourg
- → Parrainage international

This programme is set up thanks to the support of the 'Bienvenue en France' label, which recognises the University of Strasbourg's commitment to welcoming international students.

Other events and meetings will also take place throughout the year to facilitate your integration into our university. We will keep in touch with you to inform you about them.









# Succeed in my academic year

#### **Courses and evaluation**



#### Organisation of the courses

Courses are organised by semesters and modules called 'Unités d'Enseignement - UE' (Teaching Units). You will have to obtain 30 ECTS credits of courses per semester, i.e. 60 ECTS credits for one year. These credits are associated with obtaining a UE.



Academic career

For more information on equivalences between French and foreign diplomas :

- → campusfrance.org → Étudiants → Étudier
- → Les diplômes, crédits et équivalences

## There are 3 levels in French higher education: DOCTORATE (PhD) MASTER'S DEGREE MASTER'S DEGREE 30 30 L3 BACHELOR'S DEGREE 1 academic year 1 st semester 2nd semester

important\_

Besides a few exceptions, no ECTS credits are awarded by French universities at doctoral level. You will be able to have EUs with courses in several languages. Some courses are not open to international students.

Ask your faculty/school/institute or check in the online catalogue:



→ unistra.fr → International → L'international à l'Université de Strasbourg → Recensement des enseignements disciplinaires en langues étrangères et des enseignements de langue étrangère

#### **ECTS** credits

The term ECTS means
European Credits
Transfer System in
English, or 'Système
européen de transfert
et d'accumulation de
crédits' in French.

#### D for Doctorate (PhD): 6 semesters

**M for Master's degree:** 4 semesters
or 120 ECTS credits

#### L ('Licence') for Bachelor's degree:

6 semesters or 180 ECTS credits





#### **Grading system**

- → Students are graded out of 20 points: 0/20 is the worst grade, and 20/20 is the best. The minimum grade to pass an exam is 10/20.
- → If you have less than 10/20, you can do a retake.



You can be <u>assessed continuously</u> throughout the year and/or in <u>final</u> exams (at the end of each semester).

To find out about your evaluation system, please refer to the examination rules (MECC) published by your faculty/school/institute. In general, Bachelor's courses evaluate you continuously throughout the year and Master's courses in final exams.

If you have a valid excuse, you may be allowed to participate in substitute examinations, which are usually held several weeks after the end of the semester.

The information in the 'Résultats d'examens' section, (Examination results) accessible on your Ernest digital work environment, is displayed for information purposes only. Only the transcripts sent by the school's tuition department are authentic.



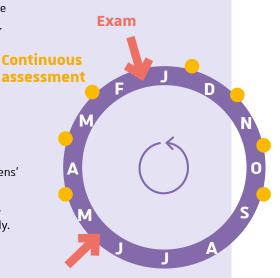
Exam results:

- → ernest.unistra.fr
- → Scolarité → Mes examens
- → Résultats d'examens

CM or 'cours magistraux' (lectures)
They take place in the amphitheatres known more simply as 'amphi'. Interaction with the teacher is limited. You must mostly take notes.

TD or 'travaux dirigés' (tutorials) and TP or 'travaux pratiques' (practical work)

These are small group classes that take place in classrooms or laboratories. You apply the concepts covered in CM.



-

#### Toolbox for a successful



#### academic year

#### Tools to avoid plagiarism

Plagiarism is sanctioned by the University of Strasbourg. In order to avoid it and to help you to correctly use the ideas of authors and the words available on the Internet in your homework, dissertations or theses, the university provides practical advice:



→ info-plagiat.unistra.fr



- → infosphere.ugam.ca
- → Rédiger un travail
- → Éviter le plagiat

#### **Tools for Unistra student success**

→ **IBOU**: Find information, articles and a catalogue of educational resources to help you in your training.



- → ernest.unistra.fr
- → Mes Études
- → Soutien à ma réussite

→ MoodleAIR: Self-training modules to learn how to work more efficiently and specialise yourself, as well as advice to help you discover Unistra.



→ aidealareussite.unistra.fr

> Professional missions: To carry out a project from A to Z for a sponsor, as a group, in order to get a foot in the world of work today and develop new skills.



→ missionspro.unistra.fr



#### important.

Find the 10 tips for a successful academic year at:



- → ernest.unistra.fr
- → Mes Études
- → Soutien à ma réussite

→ FEU!: Do you want to easily meet other students? Place your ad on feu.unistra.fr to exchange with other students in a language, organise a cinema outing or ask for support in maths. Whether your query is about academics, a project, languages or leisure, offer your help, ask for help and simply share with other students.

#### Improve my French



To help you improve your French, the university offers FLE (French as a Foreign Language) courses throughout the academic year:

#### Pôle FLE-IIEF of the Faculté des langues

#### **FREE OFFERS**

→ Provision of resources for learning French at the PANGLOSS Planguage centre or online on the RFI AIS website:



→ relais.unistra.fr

→ TANDEM to practice your French with French-speaking students:



Registration:

→ lansadmin.unistra.fr



#### Contact:

Pangloss language center PANGLOSS building- 3rd floor 2, allée René Capitant, 67000 Strasbourg lansad-fle@unistra.fr lansad.unistra.fr

→ If you are studying for a Bachelor's or Master's degree in one of the faculties of the University of Strasbourg (excluding the Faculty of Law, schools and institutes), you can take a UE (teaching unit) of FLE to validate 3 ECTS credits. The minimum level required is B1 (already acquired) up to C1/C2.



Registration:

→ lansadmin.unistra.fr

#### **PAID OFFERS REQUIRING HEF REGISTRATION**

- → University diplomas from levels A1 to C2
  - Registration fees semester 1 or 2 = €1500
  - Registration fees semesters 1 and 2 = €2500
- > Examination centre for the DELF B2 and DALF C1/C2 National Diplomas



→ iief.unistra.fr

→ S'inscrire



Contact:



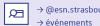
#### Alliance Française



#### Université Populaire Européenne



#### Association ESN and its 'café des langues'



#### Centre International d'Études en Langues



#### And also ...



#### Statut étudiant-artiste (Student-artist status)

If you wish, you can apply for the student-artist status to pursue both your studies and your artistic career:

- one year of study in two years;
- → examination arrangements;
- authorisation to be absent for training courses, performances, competitions, etc.;

You will thus have to apply in year N for year N+1.



Information and application:

- → culture.unistra.fr
- → Statut étudiant-artiste

- → priority choice for the TP and TD groups;
- → punctual access to workrooms.



#### Internships and jobs

To help you in your search for an internship, job or apprenticeship, you can contact:

#### **Espace Avenir**

Guidance and Career Integration Service, to guide you in your choice of studies and your search for an internship or a job.



 $\rightarrow$  espace-avenir.unistra.fr



#### Contact

20 A, rue René Descartes 67000 Strasbourg Cedex espace-avenir@unistra.fr

#### Alumni Relations Service

The Alumni Network is the professional social network for graduates, staff and doctoral students of the university. You will be able to apply for job offers online.



ob offers:

→ alumni.unistra.fr → Étudiants et personnels Unistra (identifiants Unistra)



Contact

contact@alumni.unistra.fr



#### Who to contact?



#### Address book



#### **University of Strasbourg**

#### Directorate of International Relations (DRI)

The DRI is leading the 'Bienvenue en France' strategy, which aims to strengthen Unistra's international attractiveness and to improve reception conditions for internationals.

In July 2019, obtaining the 'Bienvenue en France' label with 3 stars for the quality of reception at the University of Strasbourg was a first step.

Various projects have been launched, including this guide, which is also a concrete achievement!



Find the complete offer on:

→ 'International Sponsorship Programme', page 43



- → unistra.fr → Université → Oganisation
- → Services centraux
- → Domaine d'appui aux missions
- → Direction des Relations Internationales



#### Reception desk and administrative management of your mobility

Maison universitaire internationale 11, presqu'île André Malraux, 67100 Strasbourg

#### IR Direction and IR Vice-Presidency

Building 'Le Patio',

22 rue René Descartes, 67084 Strasbourg Cedex



Contact: dri-contact@unistra.fr 03 68 85 65 25

#### Maison universitaire internationale - MUI (International University House)

The 'Maison universitaire internationale' (MUI: International University House) is the emblematic place for the international welcome of the University of Strasbourg. Today, the MUI brings together the various central services of the university which welcome international visitors: the Erasmus+ Mobility centre, the non-Erasmus+ Mobility centre and the International Relations department's 'Bienvenue en France' centre; the Office for the reception of international students of the University of Strasbourg and the migrant welcoming office; the Euraxess Centre of the Research and Development Department; the office of the cross-border university grouping 'Eucor - The European Campus'.



- → unistra.fr → International
- → Vos interlocuteurs
- → La Maison universitaire internationale



#### 'Maison universitaire internationale'

University of Strasbourg 11, presqu'île André Malraux, 67100 Strasbourg (ground floor of the building)



Contact: mui-info@unistra.fr

03 68 85 66 49

[Support and Integration of Students in Exile]: etudiantsrefugies@unistra.fr

#### Service de la vie universitaire - SVU (Service for University Life)

SVU aims to welcome, promote and develop student life at the University of Strasbourg.

It includes, among other things:

**◆ STUDENT RECEPTION DESK** 

The 'SVU-Mission accueil' will inform you

about the practical life of the university

and student news. You will also get help

to find your way on campus and will be

able to renew your 'Pass campus'.



- → unistra.fr
- → Université
- → Organisation
- → Services centraux
- → Domaine d'appui aux missions → Service de la vie universitaire (SVU)



67084 Strasbourg Cedex

Important! The Service de la vie universitaire (SVU) (with its reception desk, student life and disabled support) will join the Studium building, currently under construction, in 2021.



Contact: svu@unistra.fr 03 68 85 63 77



Contact: svu-accueil@unistra.fr



- → vie des campus

03 68 85 60 10

→ vie universitaire

#### **♦ STUDENT LIFE**

The SVU-Mission vie étudiante offers a specific welcoming and support system for student associations (creation, follow-up, advice, etc.), supports student projects and student commitment, and publishes offers of student jobs within and outside Unistra.

#### DISABLED SUPPORT

The 'SVU-Mission handicap' offers a specific reception and support system so that students with disabilities can continue their studies in the best possible conditions. It organises the necessary aids or accommodations in conjunction with the 'Service de santé universitaire' - SSU (University Health Service) and provides the necessary advice to students to carry out their study and professional projects. Solutions are also put in place with the University's digital services to meet the needs of everyone.



- → unistra.fr
- → Vie des Campus
- → Accompagnement du handicap



Service de la vie universitaire -Mission handicap

Campus Esplanade, Building l'Escarpe 4e étage, 11 rue du Maréchal Juin, 67000 Strasbourg Cedex



Contact: svu-handicap@unistra.fr



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#### Eucor - The European Campus

Eucor - The European Campus is a cross-border university grouping to which the University of Strasbourg belongs. The team assists students, doctoral students, teacher-researchers and administrative staff in any mobility or cross-border cooperation project between France, Germany and Switzerland.



Building 'Institut Le Bel' - Office 362H Campus Esplanade (by appointment only)



#### Service de l'action culturelle - SUAC (Cultural Action Service)

The 'Service universitaire de l'action culturelle' aims to promote culture and the arts at the University. Throughout the year, it creates cultural events and workshops, in partnership with the various university components and student associations, as well as with the region's cultural institutions. It also manages the Carte Culture scheme for the Bas-Rhin.

→ unistra.fr → Université → Organisation → Services centraux → Domaine d'appui aux missions → Service de l'action culturelle

22, rue René Descartes, 67084 Strasbourg Cedex

Contact; [Suac]: 03 68 85 60 09 [Culture Map Device]: infos@carte-culture.org

#### Direction des études et de la scolarité - DES (Directorate of Studies and Schooling)

The 'Direction des études et de la scolarité' manages, organises and coordinates the schooling of students. → unistra.fr → Université → Organisation

→ Services centraux → Domaine d'appui aux missions

→ Direction des études et de la scolarité (DES)

Direction des études et de la scolarité, 22, rue René Descartes, 67081 Strasbourg Cedex

Contact: des-etudes@unistra.fr

#### Service des sports (Sports Service)

The 'Service des sports' organises sports activities for students and staff of the University of Strasbourg.

→ unistra.fr → Organisation → Domaine d'appui aux missions → Service des sports / Site internet du service des sports: sport.unistra.fr

4. rue Blaise Pascal, 67081 Strasbourg Cedex

Contact: Eva Froehlicher, efroehlicher@unistra.fr External Communications Officer / 03 68 85 13 83

#### France-Japan University House

The France-Japan House facilitates the integration and reception of Japanese students, teachers and researchers. You will find a library with books in French and Japanese, as well as work spaces with computers with Japanese keyboards.

→ mufrancejapon.unistra.fr

42 A, avenue de la Forêt noire, 67000 Strasbourg

03 68 85 20 12

Contact: mujapon@unistra.fr

#### Service de santé universitaire - SSU (University Health Service)

You will have free access to the various consultations offered by the SSU. You will also be able to request a 'health check-up' during your schooling.



→ 'Take care of my health', page 32

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→ sante.unistra.fr

Campus Esplanade, SSU, 6, rue de Palerme, 67000 Strasbourg

Contact: sante.etudiants@unistra.fr Appointment booking: 03 68 85 50 24 and www.doctolib.fr

#### Service des bibliothèques (Library Service)

The 'Service des bibliothèques' acquires, manages and makes available to the academic community documents of all types and offers many services for teaching and research.

→ unistra.fr → Université → Organisation æ

→ Services centraux → Service des bibliothèques de l'Université de Strasbourg / bu.unistra.fr

4, rue Blaise Pascal,

CS 90032, 67081 Strasbourg Cedex

Contact: bu-contact@unistra.fr

#### Direction du numérique - DNum (Digital Direction)

DNum provides digital services for teaching and research. You can contact IT support if you encounter any difficulty in using the university's digital services.

→ unistra.fr → Université → Organisation → Domaine de gestion des ressources → dnum voir aussi → services-numeriques.unistra.fr

Contact: support@unistra.fr 03 68 85 43 21

#### Centre d'accueil médico-psychologique universitaire de Strasbourg Camus (university medical-psychological reception centre in Strasbourg)

The Camus offers individual, confidential consultations free of charge and by appointment with psychologists, psychiatrists and social workers.



→ camus67.fr



Le Camus. 6. rue de Palerme, 67000 Strasbourg



Contact: camus@unistra.fr

03 88 52 15 51

#### Institut International d'Études Francaises - IIEF (International Institute of French Studies)

The University of Strasbourg provides paid courses in French as a foreign language within the framework of a joint service called 'Institut International d'Etudes Françaises - IIEF', for non-French-speaking students, teachers or trainees: courses for semester or year from beginner to advanced levels (levels A1 to C2).

→ iief.unistra.fr

Building 'Le Pangloss', 2, allée René Capitant, 67000 Strasbourg



Contact: iief@unistra.fr

#### Pôle LanSAD (Languages for Specialists in Other Disciplines)

The LanSAD Centre of the Faculty of Languages brings together several language centres. Its training offer is aimed at all students of the University of Strasbourg and those of partner institutions.



Pangloss language centre - Building 'Le Pangloss', 3rd floor, 2, allée René Capitant, 67000 Strasbourg

lansad-fle@unistra.fr

#### Service Relations Alumni (Alumni Relations Department)

This service gives you access to the Alumni Network, the professional social network of graduates, staff and doctoral students of the University of Strasbourg. The Alumni site allows you to ask for advice to alumni from all disciplines via the directory and the sponsorship programme, register for monthly events related to professional life (online webinars and afterworks), apply for job offers, read inspiring portraits, etc.

Ø → alumni.unistra.fr

3-5, rue de l'Université, 67000 Strasbourg

Contact: contact@alumni.unistra.fr

#### Espace Avenir (Study, internship and career centre)

Guidance and professional integration service of the University of Strasbourg. 'Espace Avenir' is the essential service to support you in your choice of studies, your job search and your internship.

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→ espace-avenir.unistra.fr

Building 'La Présidence', 20 A, rue René Descartes, 67081 Strasbourg Cedex

Contact: espace-avenir@unistra.fr 03 68 85 63 00

#### Conseil à la réussite universitaire (Academic Success Tips)

To help you integrate and familiarise yourself more easily with university life, you can meet up with a University Success Advisor.

Institut de Développement et d'Innovation, (Idip) You can make an appointment by email and meet our University Success Advisor at 43 Goethe Street or by videoconference.



Contact:

conseillere-reussite@unistra.fr

#### Other structures outside the university

#### Préfecture du Bas-Rhin

The services of the 'Préfecture' are present during the 'Agora de rentrée' from September to November.

→ www.bas-rhin.gouv.fr

5, place de la République, 67073 Strasbourg

Contact: prefecture@bas-rhin.gouv.fr 03 88 21 67 68

#### **Campus France**

'Campus France' is a public institution in charge of promoting French higher education abroad and welcoming international students and researchers to France. It encourages international mobility, manages scholarship programmes and runs the alumni network.

→ www.campusfrance.org

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**Campus France Strasbourg:** 9, place Kleber, 67000 Strasbourg

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Contact: strasbourg@campusfrance.org 03 88 14 38 83

#### Strasbourg aime ses étudiants (Strasbourg loves its students)

Reception, information and networking facility provided by the 'Ville et Eurométropole de Strasbourg'. It facilitates your integration and helps you discover the assets of this European capital through free events at the beginning of the school year and information relays throughout the year on services, infrastructures, actors, events, etc.

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→ www.strasbourgaimesesetudiants.eu

Ville et Eurométropole de Strasbourg 1 Parc de l'Etoile, 67076 Strasbourg Cedex

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strasbourgaimesesetudiants@strasbourg.eu

#### ADIL du Bas-Rhin

The mission of 'ADIL du Bas-Rhin', a housing specialist, is to provide qualified advice on the legal, financial and tax aspects of your home.

→ www.adil67.org

5, rue Hannong, 67000 Strasbourg

Contact: 03 88 21 07 06

#### CAF du Bas-Rhin

The CAF (Caisse d'allocations familiales) is a public organisation responsible for the payment of family financial aid such as housing allowance.

22, route de l'Hôpital, 67000 Strasbourg

#### Crous de Strasbourg / accommodation

The 'Crous' offers you its services, essential for your housing, scholarship or catering questions.

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Informations et tarifs :

→ www.crous-strasbourg.fr → Logement

1, quai du Maire Dietrich, 67000 Strasbourg

Contact: logement@crous-strasbourg.fr 03 88 21 28 00

#### **Action Logement (Housing)**

'Action logement' is financed by companies to facilitate access to home loans or rentals, via Loca-Pass aid and the VISALE guarantee.

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→ actionlogement.fr

Direction régionale Action Logement Grand Est 2, avenue de la Forêt noire, 67000 Strasbourg

Contact: ĊΣ

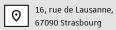
03 69 73 86 60

→ 'Find a guarantor', page 15

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#### Caisse primaire d'assurance maladie- CPAM du Bas-Rhin (Lower Rhine Primary Health Insurance Fund)

The 'Caisse primaire d'assurance maladie' reimburses the cost of care for people insured with the Social Security.



#### Hôpitaux universitaires de Strasbourg - CHU (University Hospitals of Strasbourg)

The Strasbourg University Hospital is structured into 21 centres grouping together all the activities of the University Hospital.

- ◆ Nouvel hôpital Civil Hôpitaux Universitaires de Strasbourg (New Civil Hospital)
- ◆ Hôpital de Hautepierre (Hautepierre Hospital)

- → www.chru-strasbourg.fr
- → Vous êtes patient → Notre offre de soins

- 1, place de l'Hôpital, 67091 Strasbourg
- Contact: රු 03 88 11 67 68 Contact:

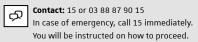
03 88 12 80 00

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1, avenue Molière, 67200 Strasbourg

#### Emergency and useful services

◆ Emergencies / SAMU 67 - The emergency centre / SAMU 67 includes the intensive medicine and intensive care unit of Strasbourg University Hospital.



◆ Pompiers (Fire Brigade) - The fire brigade intervenes in particular in the event of fire or traffic accidents.



◆ Police - The police intervene in particular when someone is in danger: violence, theft, burglary, etc.



#### ♦ European emergency number

It's a unique and free of charge emergency number available anywhere in the European Union. This number does not replace existing national emergency numbers.

Q Contact: 112

#### ♦ Emergency number for deaf and hard of hearing people

This single national emergency number is free of charge and can only be reached by SMS or fax. It does not receive voice calls.

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Contact: 114

#### Strasbourg public transport (CTS)

The 'Compagnie des Transports Strasbourgeois -CTS' manages the urban transport network (bus/tramway) of the 'Eurométropole de Strasbourg'.

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- → cts.strasbourg.eu

CTS Agency: 9, place Saint-Pierre-le-Vieux 67000 Strasbourg (tram station: Alt Winmärik)

#### Vélhop

Vélhop is the bike rental service set up by the 'Eurometropole de Strasbourg'.

List of Vélhop shops: → velhop.strasbourg.eu → Contact

#### Office de tourisme (Tourist Office)

The Strasbourg Tourist Office is responsible for helping visitors discover the European capital through activities and visits to the city.



17, place de la Cathédrale, 67082 Strasbourg Cedex



03 88 52 28 28

#### **Departure checklist**



#### THE ESSENTIALS TO HAVE BEFORE YOU LEAVE:

identity document (identity card, passport with valid visa);



proof of civil status (birth certificate, etc.);



learning agreement (for students part of an international mobility);



recent passport photographs;



vaccination record.

#### TO BE KEPT WITH YOU ONCE YOU HAVE COMPLETED YOUR PROCEDURES:

student card ('Pass campus') or school certificate;



proof of residence in your name less than 3 months old (rent receipt, electricity bill, certificate of election of residence, certificate on the honour of the host, etc.);



proof of your valid residence permit;



proof of professional status;



Bank Statement (RIB);



rental risk insurance certificate;



social security number given by the health insurance company proof of social security cover | European health insurance card.

#### OTHER USEFUL DOCUMENTS:



proof of taxation (income tax notice N-1 or N-2, or non-taxation notice N-1 or N-2 or tax attachment);



proof of resources.



Don't forget to make photocopies. Some official documents will have to be provided in French by a **professional** translator in France.

→ Check-list. Préparer son arrivée

Complete list of your departure

checklist by 'Campus France':

→ campusfrance.org

→ Étudiants

→ S'organiser

#### Glossary



#### **Academic registration**

It must be done by all international students (part of a mobility or not part of a mobility) and French students at Unistra, in the faculties/schools/institutes. It corresponds to the registration to the courses that the student will follow and for which he/she will be able to take the exams. page 27

#### 'Agora de rentrée'

Set of useful services to get your stay off to a good start. page 40

#### Ancillary work authorised for foreign students

Legal working time, i.e. 964 hours/year, authorised for international students. page 18

#### Bank Transfer Order

Order given by a customer to his or her bank to send money to another bank account. page 18

#### Complementary health insurance

Complements the medical care provided by health insurance.  ${\bf page~32}$ 

#### 'Cours magistraux' (CM)

Courses held in lecture halls with note-taking and more limited interaction with the teacher. page 46

#### 'Crédits ECTS' (European Credits Transfer System)

Points system that allows you to validate your university course in Europe. page 46

#### 'Cursus de formation initiale'

Ordinary training followed by French students at the University of Strasbourg. page 8

#### **Deposit/security deposit**

Amount of money requested by the landlord from the tenant of his accommodation. It is returned by the landlord at the end of the lease or used in case of damage / unpaid rent. page 15

#### 'Dossier social etudiant' (DSE)

Procedure to apply for a scholarship and/ or your student social housing. page 14

#### 'Ernest - Environnement numérique et social de travail'

Digital and social work environment to access your schedule and exam results. page 36

#### **European Health Insurance Card (EHIC)**

Allows you to have a coverage for your health care. page 32

#### 'Examen de santé'

Non-mandatory preventive health examination that allows you to take stock of your health, to be informed and guided. page 33

#### **Final exams**

Evaluation at the end of each semester. page 46

#### Guarantor

Person who undertakes to pay your rent as a tenant in the event of non-payment. page 15

#### **Health insurance**

Public service whose free and compulsory affiliation allows you to be reimbursed for part of your medical expenses. page 32

#### **Housing Benefit**

Called 'APL' or 'ASL' and paid by the 'Caisse d'Allocation Familiale' (CAF). page 20

#### Housing tax

Local tax that depends on the characteristics of your home, its location and your personal situation (income, composition of the household, etc.) on January the 1st. page 16

#### International Bank Account Number - IBAN

Bank identification codes allowing you to receive transfers to your bank account. page 17

#### International Relations Correspondent (CoRI)

Reference person within your faculty/school/institute to accompany you throughout your stay. page 10

#### International sponsorship

If you request it, your sponsor will answer your questions before and upon your arrival. page 43

#### Language levels

Defined by the European scale (CECRL) according to six levels (from the lowest to the highest: A1, A2, B1, B2, C1 and C2). page 11

#### Learning agreement

Document completed by international mobility students only, before their mobility and signed by the student, the home and host universities. page 27

#### **Ongoing evaluation**

Evaluation throughout the academic year. page 46

#### Massive Open Online Courses (MOOC)

Teaching course on the Internet. page 36

#### Modalities of knowledge and skills assessment (MECC)

Rules for the assessment of a diploma course. page 46

#### Multiple degree training

International mobility programme at the University of Strasbourg for obtaining several degrees. page 8

#### **Proof of address**

Document in your name less than 3 months old that proves your physical address (electricity bill, telephone bill, etc.).

#### Rental agreement/lease

Allows you as a tenant to occupy a dwelling for a fixed period of time in return for payment of the rent. page 14

#### Scholarship

Provided by French public institutions, public institutions or establishments in the country of origin or the Erasmus+ programme to help you finance your studies. page 20

#### **Short term programme**

Programme of a few days/weeks, organised by your faculty/institute/school or by the university on a specific theme. page 24

#### Contribution vie étudiante et de campus (CVEC)

Contribution that allows you to access university health services, sports, art and culture. page 10

#### Student residence permit

Right granted on request by the French administration to stay for a limited period of time on French territory. page 30

#### Tax stamp

Allows you to prove that you have paid a tax / tax claimed by a public authority (State, General Council, municipality, etc.). page 30

#### Teaching units (UE)

Modules in which several courses are grouped together. They are divided into fundamental, complementary and free UEs. page 46

#### Tutorials (TD) and Practical Work (TP)

Courses organised in groups that take place in classrooms/laboratories. page 46

#### **University housing**

Group of housing units managed by the Crous. page 14

#### Visa

Stamp or sticker in your passport that proves that you are authorised to travel to a country. page 12



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'Carte culture' (Culture card) page 36

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**Credits** 



#### **Publication of the Directorate of International Relations - University of Strasbourg**

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Coordination and drafting Gaëlle Talbot, Deputy Director International relations

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→ Direction des études et de la scolarité (DES)

→ Espace avenir

> Institut de développement et d'innovation pédagogiques (Idip)

→ Service de la vie universitaire (SVU)

→ Service de santé universitaire (SSU)

→ Service des sports

→ Service des bibliothèques

→ Service relations Alumni

→ Service universitaire de l'action culturelle (Suac)

University faculties/schools/institutes:

→ ECPM

→ ESBS

→ Faculté de chimie

→ Faculté de droit

> Faculté de physique et ingénierie

→ Faculté de médecine

→ Faculté des sciences sociales

→ Faculté de théologie catholique

→ Institut International d'Études Françaises (IIEF)

→ IUT Louis-Pasteur

→ IUT Robert Schuman

→ Télécom Physique Strasbourg

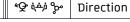
→ UFR de Mathématique et d'Informatique

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des relations internationales

Université de Strasbourg



#### Welcome guide



We are pleased to welcome you at the University of Strasbourg and to accompany you throughout your stay.

This welcome guide informs you about the steps to follow to successfully integrate into our university: visa and residence permit applications, registration, organisation of your courses and assessments, our practical life advice, your departure checklist, etc. You will also find the contacts to answer your questions in the 'Who to contact' section.

Enjoy our welcome actions set up within the framework of the 'Bienvenue en France' label now!

