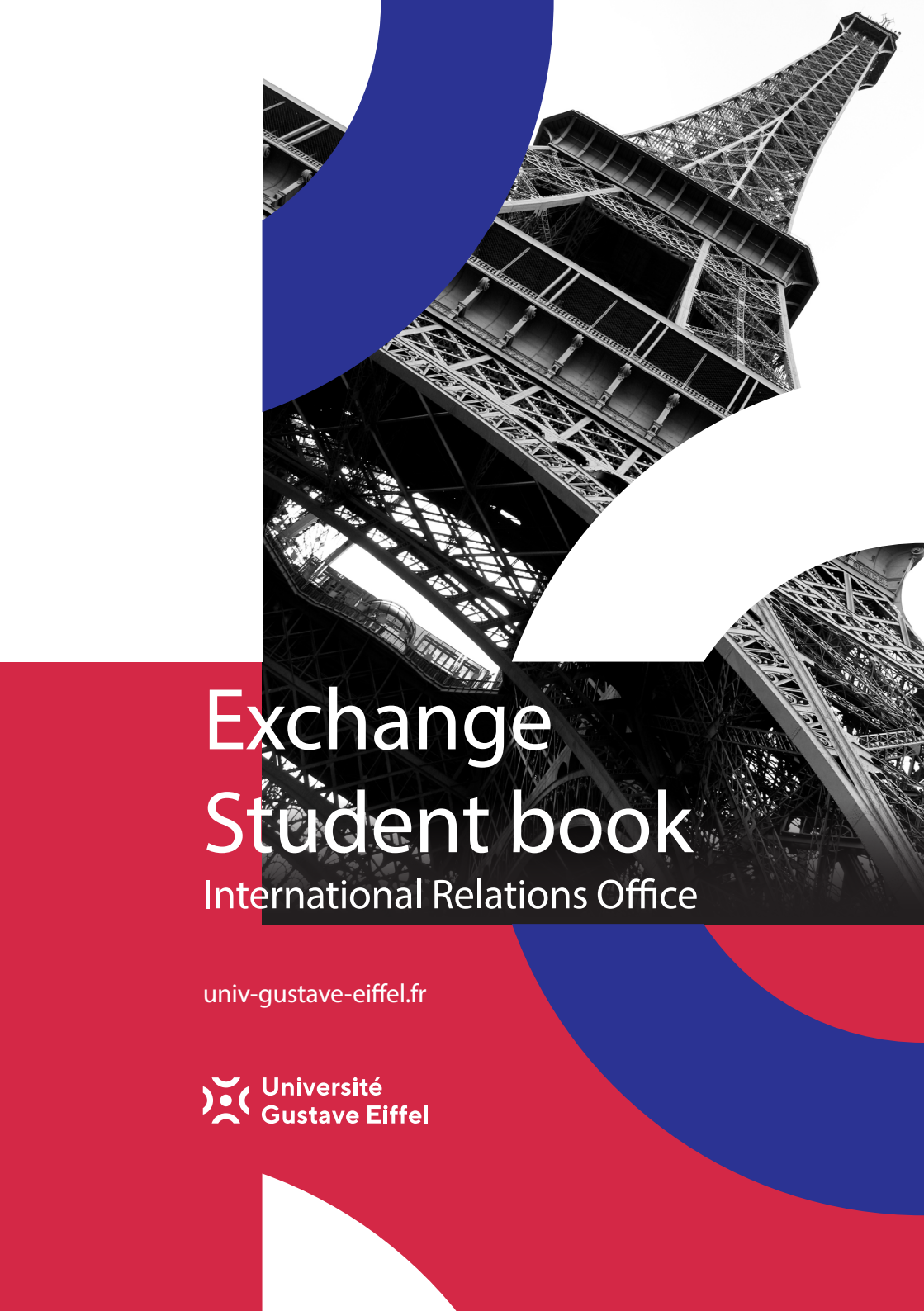




Exchange Student book

International Relations Office

univ-gustave-eiffel.fr



Université
Gustave Eiffel



Congratulations!

Now that you have been accepted to Université Gustave Eiffel you may be wondering what's next.

Well, don't worry! These instructions will provide you with everything you need to know. If you still have questions, the International Relations Office will be there to support you every step of the way.

We are very pleased to welcome you to our university!

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HELP



ADVICE



TO SCHEDULE



TO DO

The International Relations Office



LOCATION:

Maison de l'étudiant - Bureau C01
rue des frères Lumière - Champs-sur-Marne

POSTAL ADDRESS:

SRI - Cité Descartes - 5, bd Descartes -
Champs-sur-Marne - 77454 Marne-la-Vallée
Cedex 2 - France

OPENING HOURS:

Monday, Tuesday, Thursday, Friday
9:30 - 12:00 am / 2:30 - 5 pm
Closed on Wednesday

CONTACT:

international@univ-eiffel.fr
+33 (0)1 71 40 81 84

INTERNATIONAL EXCHANGE MOBILITY OFFICER:

Myriam TIDJANI

myriam.tidjani@univ-eiffel.fr
+33 (0)1 71 40 81 65



Each student should send an email to international@univ-eiffel.fr with the date and time of their flight arrival. This will allow us to make the necessary arrangements to ensure your arrival goes as smoothly as possible.

How to come to our university

by plane



from Roissy Charles de Gaulle (CDG) Airport

The easiest way to get to our university from Charles de Gaulle Airport using public transport is to take the **RER B** towards Robinson or Saint-Rémy-Lès-Chevreuse. At Châtelet-Les Halles, change for the **RER A**, in the direction of Marne-la-Vallée – Chessy. Get off at Noisy-Champs. Plan for at least 1h15 for the trip.

Or:

Take the bus Seine et Marne Express n°19 in the direction of Torcy (every 30min. from 5.50am to 11pm) and get off at Chelles-Gournay. From there, take the **bus 213** to Noisy-Champs RER or Lognes-le-Village. Get off at Noisy-Champs. Plan for at least 1h30 for the trip.

from Orly Airport

The easiest way to get to our university from Orly Airport using public transport is via Metro Line 14. Take Line 14 in the direction of Saint-Denis – Pleyel. Change at Gare de Lyon station for the **RER A** in the direction Marne-la-Vallée – Chessy. Get off at Noisy-Champs. Plan for at least 1h10 for the trip.

from Beauvais Airport

Take shuttle A03 from the airport to Paris La Défense (online booking is mandatory). At La Défense **take the RER A** to Noisy-Champs (in the direction of Marne-la-Vallée – Chessy). Plan for at least 2h30 for the trip.

by train

If your train stops at Marne-la-Vallée – Chessy change there for the **RER A**, towards either Cergy, Poissy ou St-Germain-en-Laye and get off at Noisy Champs.

If your train does not stop at Marne-la-Vallée – Chessy, you will need to transfer in Paris to access the RER A.

by car

Coming from Paris: take Motorway A4 towards Nancy-Metz, exit at Champs. Then follow the signs for Cité Descartes and continue to the university.

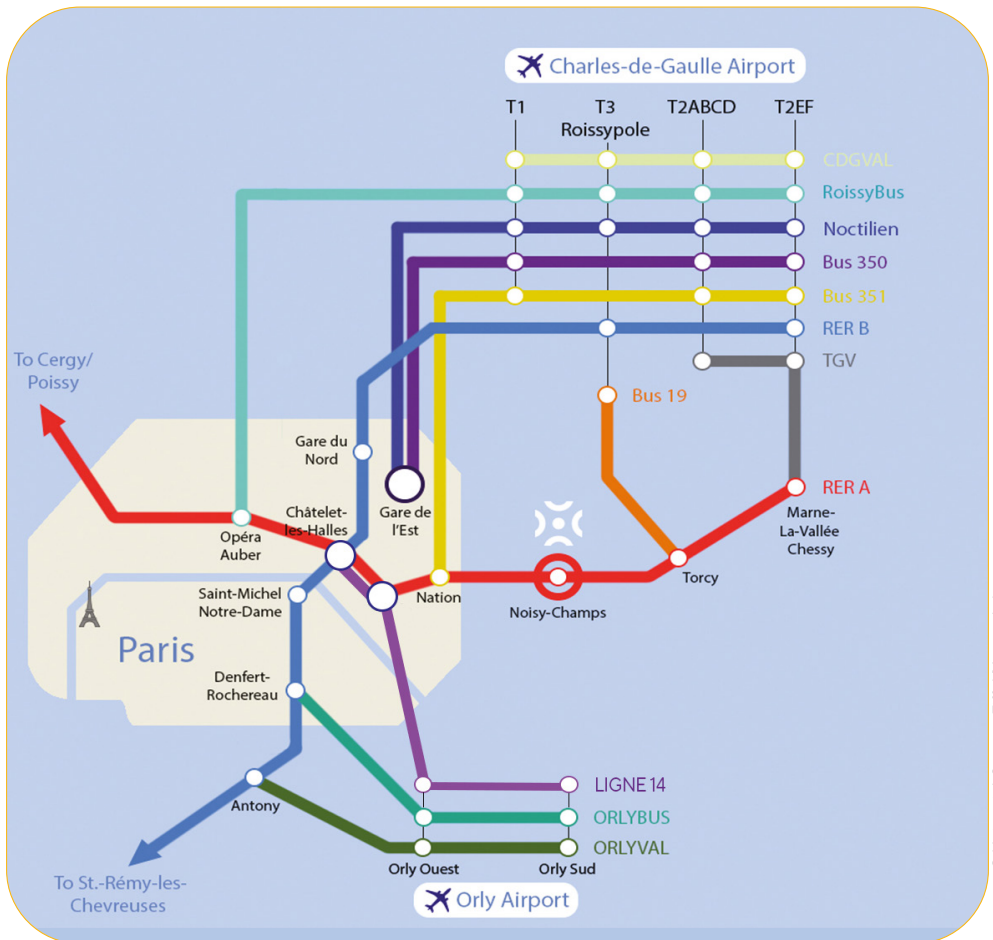
Going towards Paris: take Motorway A4 towards Paris, exit at Champs-sur-Marne. Turn right and follow signs for Cité Descartes. At the roundabout, take the third exit to reach Boulevard Copernic.

From the Francilienne: follow signs for Paris, then exit at Champs-sur-Marne and follow the signs for Cité Descartes.

notes:

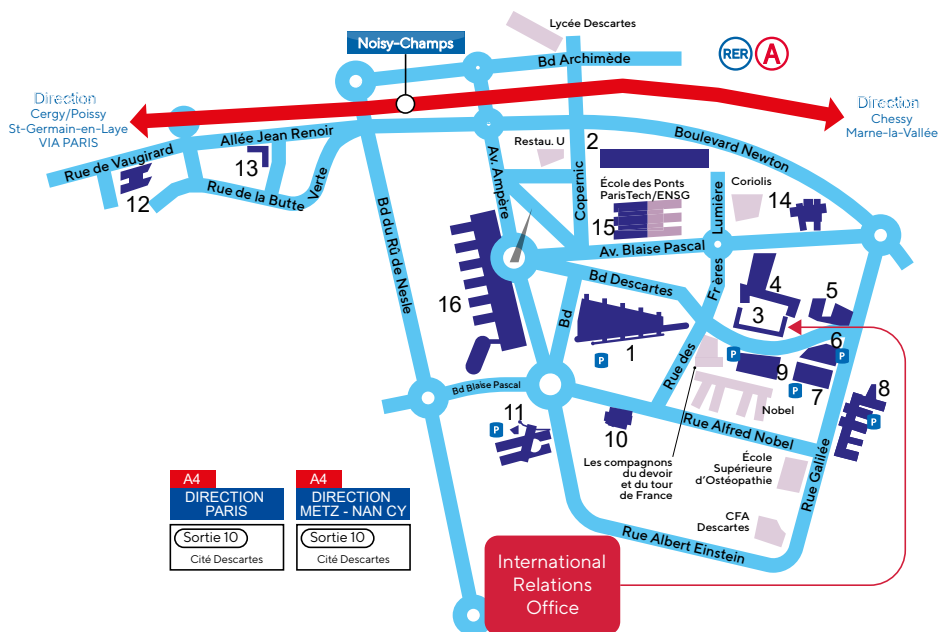


Public transports map to Université Gustave Eiffel



In any case, you can also take a taxi directly to Paris or Champs-sur-Marne.

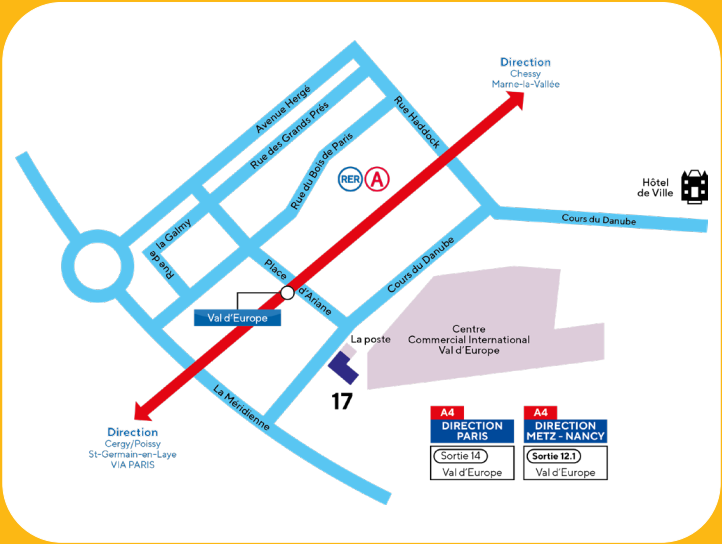
CITÉ DESCARTES



Légende

- 1 Bâtiment Copernic : 5, bd Descartes • Champs-sur-Marne
- 2 Bâtiment Bienvenue : 14-20, bd Newton • Champs-sur-Marne
- 3 Maison de l'Étudiant : rue des Frères Lumière • Champs-sur-Marne
- 4 Bibliothèque Georges Perec : rue des Frères Lumière • Champs-sur-Marne
- 5 Gymnase de la Haute Maison : bd Descartes • Champs-sur-Marne
- 6 Bâtiment François Rabelais : bd Descartes • Champs-sur-Marne
- 7 Bâtiment Lavoisier : rue Galilée • Champs-sur-Marne
- 8 Bâtiment Bois de l'Étang : rue Galilée • Champs-sur-Marne
- 9 Bâtiment Clément Ader : bd Descartes • Champs-sur-Marne
- 10 Bâtiment Ada Lovelace – La Centrif : 2, rue Alfred Nobel • Champs-sur-Marne
- 11 IUT de Marne-la-Vallée, site de Champs : 2, rue Albert Einstein • Champs-sur-Marne
- 12 Bâtiment Alexandra David-Néel : 2, allée du Promontoire • Noisy-le-Grand
- 13 Bâtiment Albert Camus : 2, allée Jean Renoir • Noisy-le-Grand
- 14 EAV&T : 12, av. Blaise Pascal • Champs sur Marne
- 15 ENSG Géomatique : 6-8, av. Blaise Pascal • Champs sur Marne
- 16 ESIEE Paris : 2, bd Blaise Pascal • Noisy-le-Grand

VAL D'EUROPE



17 Bâtiment Erasme (IFIS) : 6-8, cours du Danube • Serris

MEAUX



18 IUT de Marne-la-Vallée, site de Meaux : 17, rue Jablinot • Meaux

Housing

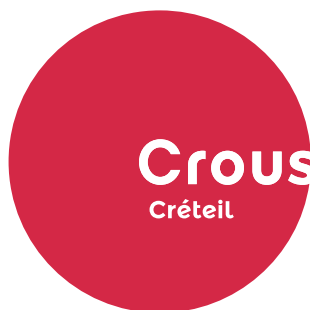
CROUS student residences

If you have requested a room at one of the CROUS residences (the regional student housing organisation), **you will receive an email from the CROUS to confirm your intention to accept the assigned room.**

After confirming, you will need to upload the required documents on the CROUS online platform. These may include:

- ☑ Identification document (passport+ visa)
- ☑ Bank account details
- ☑ Certificate of enrollment at Université Gustave Eiffel
- ☑ House insurance: the home insurance is compulsory in France for any person renting an accommodation. You can get insurance from a bank, for example.
- ☑ Garantie Visale* (or alternative guarantee if applicable): All students under the age of 30 have to subscribe to Rental Guarantee «Visale» (in case of unpaid rent). Visale is free of charge, the subscription is available online and it has to be done when confirming the room assignment.

Once the CROUS receives your payment, you will be able to schedule your check-in appointment through their platform. On the day of your check-in, you will sign your housing contract, receive the keys, and internet access codes. Our office will provide you with a proof of residency edited by the Crous once you have confirmed your attention to book the accomodation.



 **Make sure you have a plan B** in case your flight is delayed and you only arrive after the closing time of the residence!

Please note:

- If any document is missing, you will not be allowed to check in.
- Check-in is not possible on weekends.
- Arriving at the residence without a scheduled appointment will also prevent checking-in.
- In such cases, our office cannot intervene, and you will need to arrange temporary accommodation at your own expense until CROUS confirms your check-in date and time.
- Students can neither choose their room/ roommate nor the residence. Only the CROUS manages the repartition of the rooms.
- You have a delay of 10 days to declare any problem with your room to the CROUS reception desk in Montesquieu building.
- Remember to bring your own bed sheets, towels, and kitchen utensils, as these are not provided by CROUS.
- Neither CROUS nor the the International Relations Office accept parcels.

temporary accomodation

The night before your check-in with Crous you can either stay in Paris or choose from several accommodation options **near the campus**.

There is **one hotel** next to Noisy-Champs RER station:

Ibis – quite a comfortable hotel:
Boulevard Newton, Cité Descartes
77420 Champs-sur-Marne

You can also book a hotel / motel nearby other RER A stations (Bry-sur-Marne, Noisy-le-Grand, Noisiel, Lognes, Torcy...).

Make sure that your mobile phone will have service in France in case of emergency.



The CROUS needs to have received your payment before you arrive. Please consider doing the bank transfer in advance, but not before you get your visa.

other housing options

If you are looking for other housing options, here is a non-exhaustive list of student residences and platforms you can explore:

1. Lokaviz: a CROUS platform offering rooms and studios for rent in private homes throughout France.
2. Studapart: the official housing service of over 150 French schools and universities.
3. Private student residences, such as Appart'Study, Fac Habitat, LOGIFAC, Nexity Studéa, and Résidétape.
4. Intergenerational cohabitation through platforms like Colette Club or Xenia.

You can find more information on our website.



Print your itinerary in order to be sure to have it with you or bring this student book along!

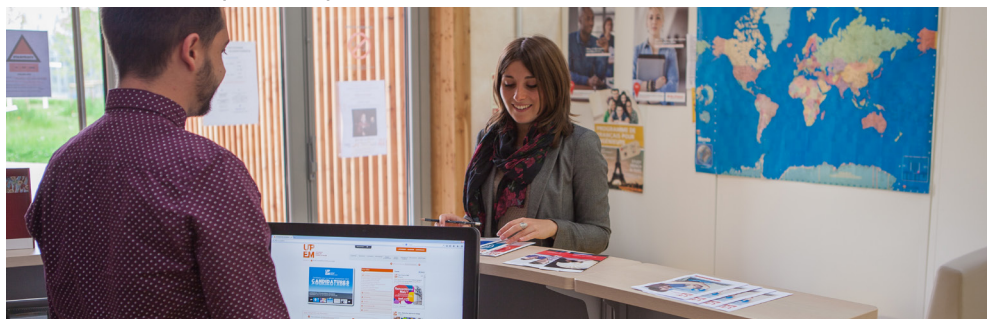
Overestimate rather than underestimate the time it takes to arrive from the airport to the campus!

First week priorities

International Relations Office

(Service des Relations Internationales – SRI)

We will assist you in completing these administrative tasks. We are well aware that they are numerous and quite complex.



Location: MAISON DE L'ÉTUDIANT - BUREAU C01 - RUE DES FRÈRES LUMIÈRE - Champs-sur-Marne

Postal address: SRI - CITE DESCARTES - 5, BD DESCARTES - Champs-sur-Marne - 77454 MARNE-LA-VALLÉE CEDEX 2 - FRANCE

You will receive:

- ☐ Your student card
- ☐ Campus Wi-Fi/online platform access codes
- ☐ (Erasmus:) Signature of the arrival certificate

What you **need to bring** or **subscribe** once in France:

- ☐ Proof of third party liability insurance: this insurance is compulsory in France. You can subscribe to it through most banks.
- ☐ (Outside EU and Quebec:) French Social Security is mandatory but free. The International Relations Office will provide you with the subscription instructions.

bank

Feel free to choose any bank you prefer, but to make your arrival easier, we recommend opening an online bank account.

The documents you need to provide:

- ☐ Proof of enrolment at Université Gustave Eiffel (from the International Relations Office/ student card)
- ☐ ID card or passport copy (if your passport does not mention your city of birth, you will need to provide another document such as your birth certificate)
- ☐ Proof of address (provided by the CROUS/landlord/housing contract)
- ☐ After signing the contract, you will receive a RIB (Relevé d'Identité Bancaire): this document contains your bank account details. It is very useful to have several copies of it, as it is required for paying electricity, mobile phone plan and/or sim card, public transports card, and if you have a job your employer can pay you directly via a bank transfer.

notes:



Remember to deposit/transfer some money to your account before your first bills become due!

shopping for food and other things

You may want to go for some shopping when you arrive, to buy bed linen and sheets for example. Here are the closest supermarkets:

Carrefour:

- Noisy le Grand: one train station after Noisy-Champs, direction Paris; very large supermarket; part of a shopping center 'Les Arcades'
- Champs-sur-Marne: 15–20min walk from campus, or bus 312 Intérieur, 8min. from Noisy-Champs; quite large supermarket
- Torcy: Bay2 Shopping Center (RER A Direction Marne-la-Vallée Chessy; get off at Torcy, 3min. walk)

If you live in Paris, you will easily find many grocery shops just off the street!

Franprix:

Near the campus – Maison de l'Étudiant, a small supermarket

Super-U:

10min. walk from campus, quite large, mostly for buying food. More expensive than Carrefour

Aldi:

10 min. walk from campus, the most affordable option.



When planning your monthly budget, be prepared to cover a variety of additional, one-time expenses during the first month. Please make sure that your bankcard will allow you to withdraw cash in France while waiting for your French bankcard.



electricity

At the CROUS, the electricity **may not be included in your rent**. To open an electricity account, you can either call EDF (Electricité De France) (09.69.32.15.15) or go to their agency at Avron (81-85 Rue d'Avron, 75020 Paris; 9.30-12.30 and 14-18.30, Monday to Friday).



What you need to bring:

- ☐ Passport or identity card
- ☐ RIB (bank account details)
- ☐ Electricity statement and name of the former tenant. If you live in a CROUS residence, this information is written on the État des lieux (check-in form of the CROUS that you received at your arrival).



Freepik.com/Splitshire

Academic priorities

meeting your coordinator



This is a good opportunity to discuss the classes you have chosen. You can ask any questions regarding the course content, teaching methods (lectures, tutorials...), assessments methods (continuous assessments, final exams...) and more.

* Erasmus students: if you modify your Learning Agreement, it must be signed by your coordinator at Université Gustave Eiffel as well as your coordinator at your home institution. Make sure you also give a copy to the International Relations Office.



Université Gustave Eiffel/Campus Numérique

meeting the administrative officer of your study program

They will give you the timetable of the classes you are taking, help you find your way to the classrooms etc. They will also help you to complete your course enrolment sheet.

course enrolment sheet

Once you have chosen your classes, you will need to formally enroll. Your administrative officer will help you to complete the document but you need your academic coordinator to sign it. More information will be provided by the International Relations Office.



MESR/PictureTank

studying at Université Gustave Eiffel

Compulsory attendance: at Université Gustave Eiffel, attendance is mandatory for most courses. Lecturers may ask you to sign an attendance sheet at the beginning of each class in order to record who is present.

Please be aware that some lecturers take attendance very seriously and may take it into consideration when calculating your final grade for the semester.



Other procedures and services

French classes

Français Langue Étrangère (FLE - French as a foreign language): [You can enroll for free French classes](#), which are worth 3 ECTS per semester.

There are four groups of different levels. The course takes place once a week for 3 hours. A test will be organized at the beginning of the semester to form the groups.

[For more information regarding hours and enrolment, please come to the International Relations Office.](#)

notes:



student card

Your student card has many functions!

- You can use it to get student discounts in restaurants, cinemas, shops... Take it with you whenever you go out!

- It includes a payment device called 'Izly' that allows you to pay for on-campus facilities (CROUS restaurants and cafeterias, laundries, printers...)

To activate your Izly account, you need to login on the website www.izly.fr with the temporary password you received by email. Then you will be able to easily top-up your account via bank transfer.

- Your student card is necessary when taking final exams.



Iconothèque Epamarne/Eric Morency

sports

The SUAPS (Service Universitaire des Activités Physiques et Sportives) is the university service for sports. You can sign up for a wide range of activities free of charge such as bodybuilding, gymnastics, zumba, yoga, dance, boxing, tennis, basketball, badminton, and many others. All activities take place on campus or at nearby facilities. You can also participate in interuniversity competitions.

You will find further information, including timetables, on our former website, under the tab 'Vie du campus' → 'Vie sportive':



public transportation

The Imagine'R card is a public transportation pass that allows you to travel everywhere in the Ile-de-France region for 392,3€/year. It includes buses, metros, RERs, night buses (Noctiliens)...

Conditions: be a student, under 26 years old, and live in the Ile-de-France region.

How to ask for the card: the procedure can be done entirely online

You must first create an account. You will need the following documents:

- ☐ Copy of Certificat de Scolarité or copy of student card
- ☐ Identity photo
- ☐ Method of payment (usually your RIB/bank account details)

You will receive your pass within two or three weeks.

If you are over 26 or if you stay only for a few months and want to enjoy unlimited travel in Ile-de-France immediately, you can subscribe to a Navigo pass: for a week (≈31,6€) or for a month (≈88,8€).

You need to create an online account and if you wish to purchase a one-week temporary

card, you can go to one of the RATP agencies (Noisy-le-Grand Mont d'Est, one station away from Noisy-Champs, Mon-Fri 7am-9pm, or Gare de Lyon: RER A, Mon-Fri 6:30am-7:30pm and Sat. 1pm-7pm.). You need to bring an ID and a proof of your address in Ile-de-France. As they will take a photo of you there, you don't need to bring one. You can top up the Navigo pass for a week or a month at any RATP desk or ticket machine.

You can also purchase a weekly or monthly Navigo pass through the Ile-de-France Mobilités app and use your phone to valide your pass.



For more information about the Imagine'R card:

<https://www.imagine-r.com/>

Address: Agence Imagine R, 95905 Cergy Pontoise Cedex 9

Tel: +33 (0) 9 69 39 22 22

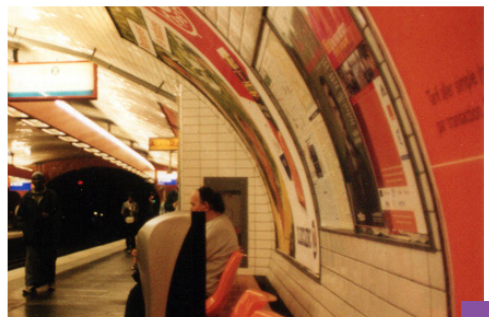
To subscribe:

<http://www.navigo.fr/> or

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



Freeimages.com/Paul Le Comte



mobile phone

There are many different mobile operators that can provide you with a French sim card. You will find various offers from providers such as **Free Mobile**, **B&You**, **SFR**, **Orange**, **Prixtel**... You can subscribe to their offers online and the sim card will be delivered by mail to the address you provide. **The sim card usually costs 10€.**

Advice: most subscriptions require a 12-month commitment and are non-refundable if you cancel early. It is often better to choose a no-contract plan or a pay-as-you-go option.

Give your new number to the SRI and to the CROUS!

My new number: _____

My telephone operator: _____

The closest agency: _____



Emergency numbers in France:

SAMU: 15 (medical emergency)

EUROPEAN EMERGENCY NUMBER:
112 (valid in all European Union countries)

SOS MEDECINS: 08 25 82 65 05
(medical emergency)

POLICE: 17

FIRE DEPARTMENT: 18

housing aid

The CAF (Caisse d'Allocations Familiales) is the French national organization in charge of family and social allowances. The APL is the housing aid which you can apply for while living in France.

Address: CAF de Lognes (if you stay at CROUS) - 97 Bd du Segrain, 77185 Lognes

Website: <https://www.caf.fr/allocataires/caf-de-seine-et-marne/points-d-accueil/lognes>

Conditions:

You must be from a country belonging to the European Economic Area (EEA) or to have a valid residence permit.

You must be the person named on the housing contract.

To apply, you have to fill **the online application at www.caf.fr** for Aide au Logement (Housing allowance). If you encounter any issues, the staff at the International Relations Office will help you complete the application.

Once this is done, you will have to send or to bring the following documents to the CAF:

- ☐ A rent attestation from CROUS or rental contract if you are not residing at CROUS (signed and dated)
- ☐ Proof of identity: national identity card, passport, residence permit
- ☐ Birth certificate
- ☐ Proof of social security enrolment or copy of European health insurance card.
- ☐ Certificat de Sclolarité Université Gustave Eiffel (Enrolment Certificate)
- ☐ RIB/bank account details

For students living in Champs-sur-Marne, Lognes, Noisiel, Torcy (department 77), the address of the nearest CAF is: 97 Boulevard du Segrais, 77185 Lognes. (Mon.-Fri. 8.30-11.30 and 13.30-16.30; RER A Torcy). For students living in Paris, there are several agencies. Check on the website which one is the closest to your place.

visa

Non-EU students:  

In order to be eligible for housing allowance, you will **need to have your extended-stay visa validated by OFII** (Office Français de l'Immigration et de l'Intégration):

You must validate your visa within 3 months of arriving in France at the very latest.

The process is entirely digital: <https://administration-etrangers-en-france.interieur.gouv.fr>

You will need:

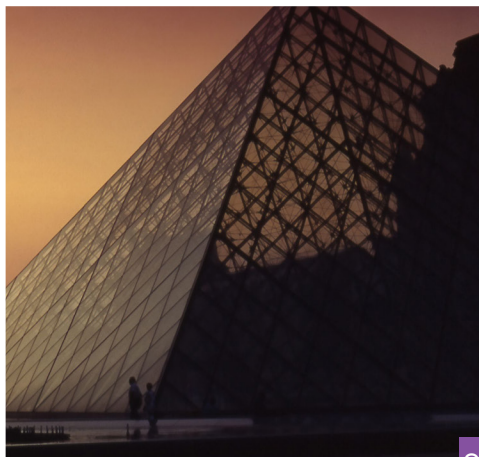
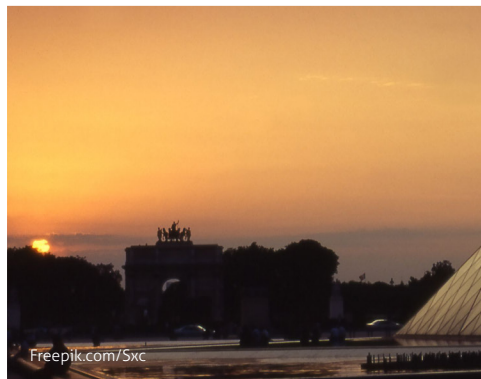
- ☐ A valid email address
- ☐ Information on your visa
- ☐ Your date of arrival in France

- ☐ Your home address in France
- ☐ A credit card in order to purchase your electronic stamp (timbre fiscal) online. The electronic stamp costs 60 euros. If you don't have a credit card, there is a possibility to buy an electronic stamp with cash at a kiosk

After filling the form online and paying the stay tax, you will receive an email of confirmation: **your visa is validated!**

Validating your visa is essentiel. It entitles you to the following:

- ☐ Register for French Health Insurance
- ☐ Legally remain in France for the full duration of your visa
- ☐ Freely travel in the whole world, beyond the 3 months following your arrival
- ☐ Once validated by OFII, your visa functions as a residence permit.



List of documents to bring with you

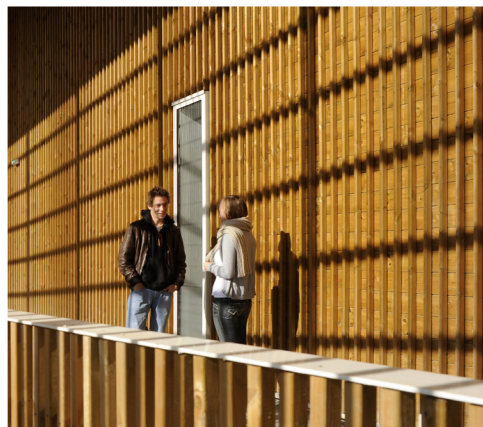


ID card or passport: it can be a good idea to **keep a copy of it in your luggage**, just in case.

- ☐ Birth Certificate: original version and translated copy if possible
- ☐ Erasmus: Learning Agreement, Arrival Certificate
- ☐ Means of payment: cash and/or bankcard that works in France
- ☐ Identity photos
- ☐ Any document that your home university might request
- ☐ Student card of your home university or
a proof of enrolment at your home university
- ☐ This lovely booklet!



Iconothèque Epamarne/Patrick Martin



Useful contacts at Université Gustave Eiffel



my administrative officer(s)

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0)_____

Email: _____

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0)_____

Email: _____

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0)_____

Email: _____

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0)_____

Email: _____

my academic coordinator

Contact name:
Department / Office:
Days and hours of operation:

Tel: +33 (0)_____

Email: _____

my international exchange mobility officer

Contact name: Myriam Tidjani
Department/Office: International Relations
Office

Days and hours of operation: Monday, Tuesday,
Thursday, 9:30 - 12:00 am / 2:30 - 4:30 pm

+33 (0) 1 71 40 81 65

myriam.tidjani@univ-eiffel.fr

Useful words



APL: housing allowance. You can apply to it through the CAF.

CAF: a national organisation in charge of family and social benefits.

CROUS: a regional agency that is in charge of student residences, restaurants, and other student services.

IMAGINE'R / NAVIGO: these are the names of the different public transport passes you can subscribe to.

OFIG: French Immigration and Integration Office.

SRI: International Relations Office (it stands for Service des Relations Internationales)

SUAPS: this is the name of the university sports service.

RIB: a document containing your bank account details (it stands for Relevé d'Identité Bancaire).

notes:



© Sandrine DIAGO, 2017



Dictionary

Hello - **Bonjour**

Thank you - **Merci**

Goodbye - **Au revoir**

I am Spanish, Italian... - **Je suis espagnol, italien...**

I don't know - **Je ne sais pas**

I'm sorry I cannot speak French - **Désolé je ne parle pas français**

Excuse me, where is...? - **Excusez-moi, où se trouve...?**

The Bois de l'étang building? - **...le bâtiment du Bois de l'étang ?**

The student restaurant? - **...le restaurant universitaire ?**

The student library? - **...la bibliothèque universitaire ?**

Could I have...? - **Est-ce que je pourrais avoir...?**

I'm lost - **Je suis perdu**

Could you help me, please? - **Pouvez-vous m'aider s'il vous plaît ?**

Straight ahead - **Tout droit**

On the right - **À droite**

On the left - **À gauche**

How much does it cost? - **Combien cela coûte ?**

I'm looking for the nearest metro please - **Je cherche le métro le plus proche s'il vous plaît**

Which metro line goes to...? - **Quelle ligne de métro va à...?**

I would like a metro/bus ticket please - **Je voudrais un ticket de métro/bus s'il vous plaît**

I have to go to... - **Je dois aller à...**



notes:

notes:



If you have any questions that are not answered here, feel free to contact the International Relations Office by email or phone, or visit us in person. We will be happy to assist you.

Welcome to our university! We wish you a pleasant and unforgettable stay.

TO FIND US
INTERNATIONAL RELATIONS OFFICE

Université Gustave Eiffel • Cité Descartes • Maison de l'Étudiant • Office C01
rue des frères lumière • 77420 Champs-sur-Marne • FRANCE
T : +33 (0)1 71 40 81 84

To know more
International@univ-eiffel.fr • <http://www.u-pem.fr/international>