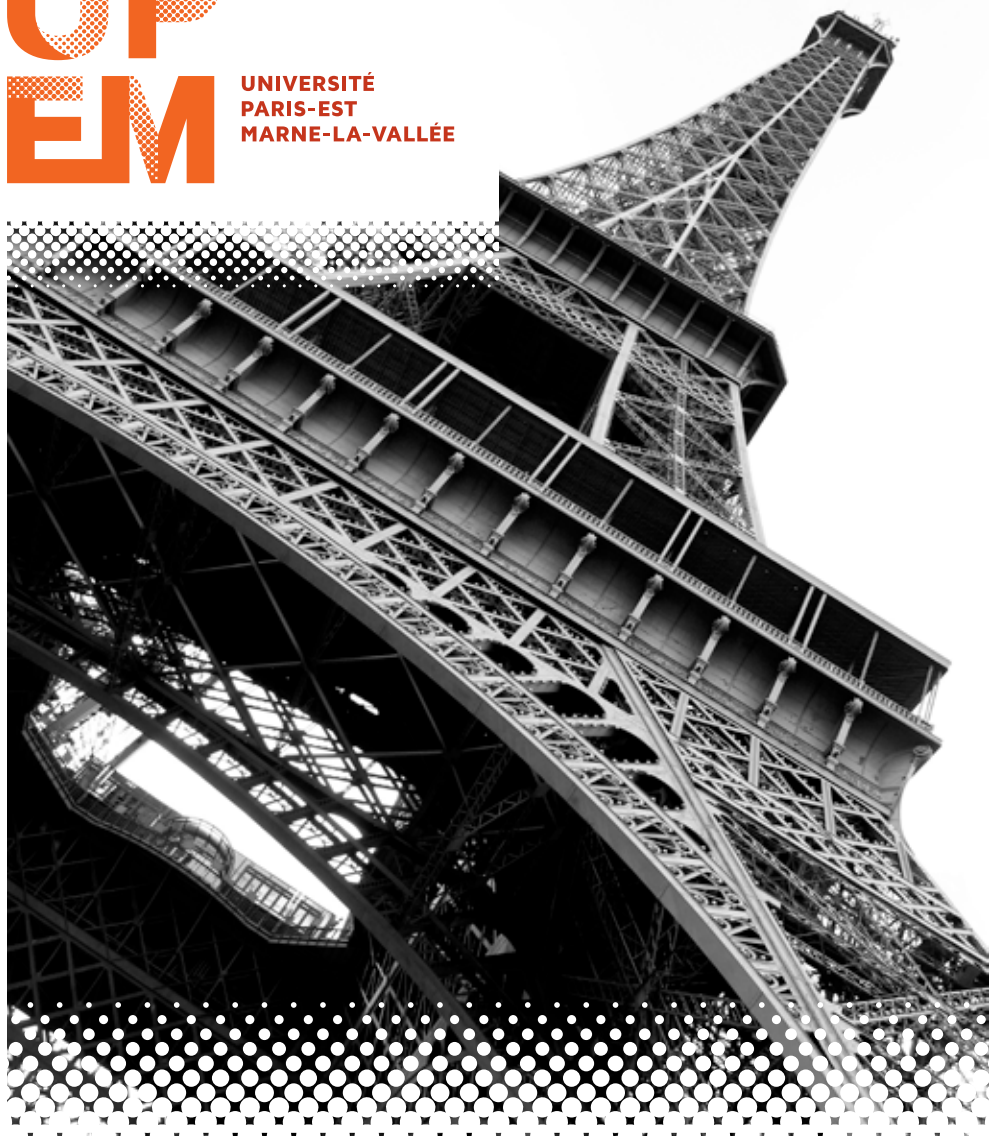




UNIVERSITÉ
PARIS-EST
MARNE-LA-VALLÉE



EXCHANGE STUDENT BOOK

INTERNATIONAL RELATIONS OFFICE

∴ LEARN ∴ INVENT ∴ UNDERSTAND



Congratulations!

Now that you have been accepted to Paris-Est Marne-la-Vallée University you may be wondering what's next.

Well, don't worry! These instructions will provide you with everything you need to know. If it does not answer all your questions, the International Relations Office will help you all along the way.

We are very pleased to welcome you to our university!

SUMMARY

05 HOW TO COME TO YOUR UNIVERSITY WITH TRANSPORT

- By plane
- By train
- By car

09 LATE ARRIVALS

- Stay in Paris
- Stay near the university

10 THE ROOM

- About the CROUS student residences

11 ORGANIZATION FOR THE ARRIVAL DAY

- Administrative documents
- Go shopping for food and other things

13 FIRST WEEK PRIORITIES

- International Relations Office
- Bank
- Electricity

16 ACADEMIC PRIORITIES

- Meeting your coordinator
- Meeting the administrative officer for your course enrolment sheet
- Studying at UPEM

18 OTHER PROCEDURES AND SERVICES

- French courses
- Student card
- Sports
- Public transportation
- Mobile phone
- Housing aid
- Visa issues

23 LIST OF DOCUMENTS TO BRING WITH YOU

24 USEFUL CONTACTS AT UPEM

25 USEFUL WORDS

26 DICTIONNARY



HELP



ADVICE



TO SCHEDULE



TO DO

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Each student should send an email to International@u-pem.fr notifying the arrival day and hour of his/her plane. In this way we will be able to arrange things in order to make your arrival as smooth as possible.

How to come to your university with transport

by plane

If you arrive at
Orly Airport

Take the **Orlyval to Antony** (6min travel, ≈ 10€, every 4-7min., from 6am to 11pm). At Antony, take the **RER B**, in direction of 'Mitry-Claye' or 'Aéroport CDG', (25-30min., RER B + Orlyval ≈ 12€) to Châtelet-les-Halles.

Change at 'Châtelet-les-Halles' for the **RER A**, direction Marne-la-Vallée (25min., one ticket is ≈ 4.35€). Get off at 'Noisy-Champs'.

Or:

Take the **Orlybus** to 'Denfert-Rochereau' (25-35min., ≈ 7.70€, every 8-15min., 6am to 12.30pm). At Denfert-Rochereau, take the **RER B**, in direction of 'Mitry-Claye' or 'Aéroport CDG'. At Châtelet-les-Halles, follow the same directions as above.

notes:

notes:

If you arrive at Roissy Charles de Gaulle (CDG) Airport

Take the **TGV** to 'Marne-la-Vallée' (10min. ≈29€). Change for the **RER A**, in direction of Cergy/Poissy/Saint-Germain-en-Laye. Get off at 'Noisy-Champs'

Or:

Take the **RER B** to Châtelet-les-Halles (in direction of Robinson/Antony/Saint-Rémy, 35min.). Change there for the **RER A**, direction Marne-la-Vallée. (25min.). Get off at 'Noisy-Champs' (ticket from CDG to Noisy-Champs station ≈14€)

Or:

Take the **bus** 'Seine et Marne Express' n°19 (direction Torcy, 35min., ≈2€, every 30min. from 5.50am to 10.40pm) and get off at Chelles-Gournay RER. There, take the **bus 213** to Noisy-Champs RER or Lognes-le-Village (25min., ≈2€). Get off at Noisy-Champs RER.



Freeimages.com/Prakasit Khuansuwan

If you arrive at Beauvais Airport

Take the shuttle from the airport to Paris 'Porte Maillot' (1h15, ≈17€, frequency: 20/25min. after each arrival). At 'Porte Maillot', take the **Metro 1**, in direction of Château de Vincennes, and get off at Châtelet-les-Halles. Take the **RER A** to Noisy-Champs (in direction of Marne-la-Vallée Chessy).



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

by train

If your train stops at Marne-la-Vallée Chessy change there for the **RER A**, direction can be either Cergy or Boissy-St-Léger and get off at 'Noisy Champs',

If your train does not stop at Marne-la-Vallée Chessy, reach the **RER A** by changing train in Paris.

by car

Coming from PARIS: Motorway A4 (direction Nancy-Metz), exit 'Champs', 'CITE DES-CARTES' and then follow the signs to the university.

Going towards PARIS: Motorway A4 (direction Paris), exit 'Champs-sur-Marne', on the right follow the sign to 'Cité Descartes' and finally take the third exit at the roundabout to reach 'boulevard Copernic'.

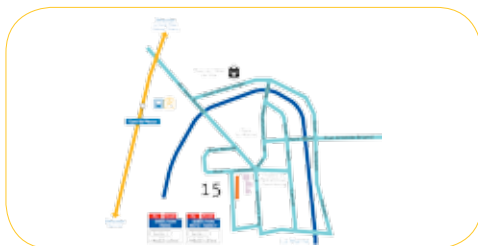
From the FRANCILIENNE: follow the direction of PARIS then exit at 'Champs-sur-Marne', in direction of 'CITE DESCARTES'.

VAL D'EUROPE



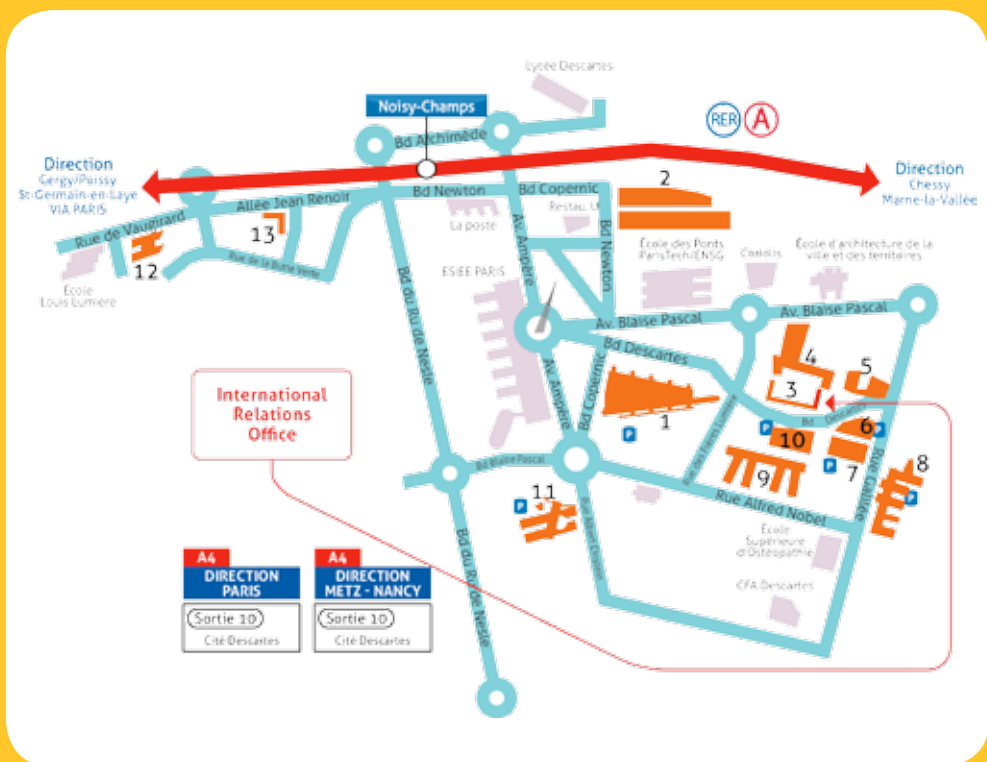
14 Bâtiment Erasme (IFIS) : 6-8, cours du Danube • Serris

MEAUX



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

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 Nobel** : rue Alfred Nobel • Champs-sur-Marne
- 10 **Bâtiment Clément Ader** : bd Descartes • Champs-sur-Marne
- 11 **IUT de Marne-la-Vallée, site de Champs** : 2, rue Albert Einstein • Champs-sur-Marne
- 12 **Institut Francilien d'Ingénierie (IFI)** : 2, allée du Promontoire • Noisy-le-Grand
- 13 **Bâtiment Albert Camus** : 2, allée Jean Renoir • Noisy-le-Grand

Late arrivals

In case of late arrival, we provide you with a list of possibilities. Make sure to book a hotel / motel if you need one.

stay in Paris

The night before you can either stay in Paris, or there are some accommodation possibilities **nearby campus**



stay near the university

There are **two hotels** next to Noisy-Champs RER station:

1/ **Formule 1** – an inexpensive motel:
Boulevard du Rû de Nesle
93160 NOISY LE GRAND
The price is about 30 euros/night

2/ **Ibis** - quite a comfortable hotel, but more expensive than Formule 1:
Boulevard Newton, Cité Descartes
77420 CHAMPS SUR MARNE
The price is about 55 euros/night

If you have found off-campus housing, we advise you to first settle in your apartment.

Make sure that you will be able to call with your mobile phone in France in case of emergency.



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

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

The room

about the CROUS student residences

If you have **booked a room** at one of the residences of the CROUS (the regional student housing organization), **you should first head to the International Relations Office of UPEM**. Students need to come to the International Relations Office, during office hours (Monday to Friday from 9 AM to 4 PM). **Students will NOT be able to check in on the weekend.**



If you are checking in on Friday, you need to be at our office by 2:30 PM at the latest.



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

Students can neither choose their room/ roommate nor the residence. Only the CROUS manages the repartition of the rooms.

rules of the residences

- If the student refuses the room assigned upon arrival, the deposit and 1st rent **payment will not be refunded.**
- If the student does not leave the room as it was found, **the deposit cannot be reclaimed.**
- Check-in & Check-out with the CROUS are compulsory.
- **Rental charges can be reclaimed** after the stay as they are calculated each December.

Organization of the Arrival Day

administration documents

Step 1: International Relations Office

- Student card of your home university

Step 2: The CROUS (residence)

- sign your housing contract
- do the check-in of your new apartment
- be provided with the keys, a temporary certificate of residence, and internet access codes
- have a delay of 20 days to declare any problem with your room to the CROUS reception desk in Montesquieu building
- provide the CROUS with a proof of **housing insurance**

The housing insurance is compulsory in France for any person renting an accommodation. You can subscribe to this insurance in banks for example.

See "Bank" in **FIRST WEEK PRIORITIES**.



The CROUS needs to have received your payment before you arrive. **Please consider doing the bank transfer in advance.**



Please note that the CROUS provides only the most basic equipment: bed, chair, desk, closet, fridge, electric cooker.

go 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:

Super-U: 10min. walk from campus, quite large, more expensive than Carrefour (especially food)

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!

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.



First week priorities

International Relations Office

(Service des relations internationales-Enseignements - SRI-E)

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



Location: MAISON DE L'ÉTUDIANT - BUREAU C01 - RUE DES FRÈRES LUMIÈRE - CHAMPS SUR MARNE

Postal address: SRI-E - CITE DESCARTES - 5, BD DESCARTES - CHAMPS SUR MARNE - 77454 MARNE-LA-VALLÉE CEDEX 2 - FRANCE



You will receive:

- Your student card
- A Proof of enrolment at UPEM (Certificat de scolarité)
- Campus Wi-Fi/online platform access codes
- (Erasmus:) Signature of the arrival certificate
- (Outside EU:) Proof of social security enrolment



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 in banks.

bank

Feel free to choose any bank you like but in order to facilitate the arrival of students we cooperate with the agency of Société Générale nearby the campus (29 Avenue Ampère, 77420 Champs-sur-Marne, Tuesday-Wed.-Fri. 8.45-13 and 14-17.50; Thursday 8.45-13 and 14-17.05; Sat. 8.45-13). Please note that many banks are closed on Monday.

A bank account + a housing insurance (mandatory if you live at the CROUS residence) is 40-80 euros/year. The third party liability insurance is included.



What you need to bring:

- Société Générale Form (you can ask for it at the International Relations Office)
- ID card or passport copy
- Proof of enrolment at UPEM (from International Relations Office/student card)
- Proof of address (provided by the CROUS/ landlord/housing contract)

When you bring the documents to the bank, ask when you can return to sign your contract (no appointment needed).



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.
- Proof of housing insurance and third party liability insurance (keep the original, give a copy to the CROUS and a copy to the International Relations Office).

notes:

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) (09.69.39.33.01) 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).



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Academic priorities

meeting your coordinator

This is a good opportunity to discuss the classes you have chosen. **He/she can answer your questions regarding the contents of the courses, the mode of teaching (lectures, tutorials...), the methods of assessment (continuous exams, final exams,..), etc.**

*** Erasmus students:** if you modify your Learning Agreement, it must be signed by your coordinator at UPEM and your coordinator at your home institution. Please make sure you also give a copy to the International Relations Office.



FreePik.com/StartupStockphotos



UPEM/Campus Numérique

meeting the administrative officer of your study program

He/she will give you the timetable of the classes you are taking, help you find your way to the classrooms, etc. He/she 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.

studying at UPEM

Compulsory attendance: at UPEM, attendance is compulsory for most courses. Lecturers may have you sign an attendance sheet at the beginning of each class in order to remember who was present. **Please be aware that some lecturers take attendance very seriously and may take it into consideration when calculating your average mark 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 three 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 constitute 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 when 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 you are sitting for final exams.



sports

The **SUAPS** (Service Universitaire des Activités Physiques et Sportives) is the university service for sports. You can register for many different activities for 30 euros/year, 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 to interuniversity competitions.

You will find further information, including timetables, on the university website, under the tab 'Vie du campus' -> 'Vie sportive':

<http://www.u-pem.fr/vie-du-campus/vie-sportive/le-service-universitaire-pour-les-activites-physiques-et-sportives-suaps/>



public transportation

The **Imagine'R card** is a **public transportation pass** that allows you to travel everywhere in the Ile-de-France region for 37€/month (2015/2016). It includes buses, metros, RERs, night buses (Noctiliens)...

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

How to ask for the card: you need to pick up a form at a RATP agency (at many stations including Noisy-Champs), to fill it and send it to:

AGENCE IMAGINE R
TSA 46033
95905 CERGY PONTOISE CEDEX 9



With the following documents:

- a copy of **Certificat de Scolarité** or copy of **student card**
- an **identity photo** (neutral, original one)
- a **mode of payment** (usually your RIB/ bank account details)

You will receive your pass within 21 days.



Freeimages.com/Paul Le Cornte

In case 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 (≈21.25€) or for a month (≈70€).

You need to go to an RATP agency to obtain the card immediately and for free (Noisy-le-Grand Mont d'Est, one station away from Noisy-Champs, Monday-Friday 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 will be able to charge the Navigo pass for a week or a month at any RATP desk or ticket machine in stations.



mobile phone

There are many different mobile operators that can provide you with a French sim card. You will find various offers from diverse operators such as **Free Mobile, B&You, SFR, Orange, Virgin Mobile...** You can subscribe to their offers online and the sim card is delivered by mail to the address you provide. **The sim card usually costs 1€.**



You can also go to one of their agencies. In that case you may need to bring:

- a proof of your address,
- an identity card or passport,
- your **french** RIB/bank details.

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

My new number: _____

My telephone operator: _____

The closest agency: _____



Emergency numbers in France:

SAMU: 15 (medical emergency)
SOS medecins: 08 25 82 65 05
(medical emergency)
POLICE: 17
FIREMEN: 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.

Conditions:

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

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 aid). An email detailing the procedure will be sent to you by the International Relations Office.

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

- Proof of identity: national identity card, passport, residence permit
- Certificate of birth
- Proof of social security enrolment: LMDE or SMEREP social security affiliation or copy of European health insurance card.
- Attestation sur l'honneur de non perception de revenus: a letter stating that you do not have incomes (a model will be emailed to you by the International Relations Office)
- Certificat de Scolarité UPEM (Enrolment Certificate)
- RIB/bank account details
- Statement of honour that you have sufficient personal funds to finance your expenses during your stay in France (a model will be emailed to you by the International Relations Office).

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 issues

Non-EU students:



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

Fill in the form entitled **Demande d'attestation OFII** (request for OFII certification) that you received with your visa. You can also download the document from the OFII website: www.ofii.fr

Copy the pages of your passport containing the information on your identity, **the visa and the stamp you got from the French immigration authorities when you arrived in France.**

Send the filled form and the copies of your passport to the OFII office of your department. Please note that if you live in Champs-sur-Marne, Lognes or Torcy, your department is not Paris but Seine-et-Marne (77)!



The address is :

**2, bis avenue Jean Jaurès,
77000 Melun**

Mon.-Fri. 9-12 and 14-16.30, closed on Wednesday afternoons.



Freepik.com/Sxc



For students living in Paris,

The address is :

**48, Rue de la Roquette,
75011 Paris**

8.30-12 and 12.45-17.



Within 3 months of your arrival, OFII will set an appointment for medical examination and to complete your file. **You need to bring the following documents:**

- The notice of your appointment you received from OFII
- your passport
- a proof of residence
- a passport-sized photo
- a mode of payment for the OFII fee (bankcard), which varies depending on the type of visa.

Validated by OFII, your visa functions as a residence permit. While waiting for the appointment, **you can already ask for housing aid** by sending to the CAF a copy of the acknowledgement of receipt that OFII sends you after having received your documents.



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.

- Certificate of Birth, translated 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
- Proof of enrolment at your home university
- This lovely booklet!



Iconothèque Epamarne/Patrick Martin



Useful contacts at UPEM



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 administrative coordinator

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

Tel: +33 (0)_ _ _ _ _
Email: _____

notes:

Useful words



CAF: a national organization 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 which you can subscribe to.

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

SUAPS: this is the name of the university sports service. See the section 'During the first weeks' for further details.

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

notes:



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...?**

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 plait ?**

All straight - **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 plait**

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 plait**

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

notes:



If you're experiencing any problems with the above mentioned or have a question which is not answered here you can always contact the International Relations Office by email, phone or come to our office and we will gladly help you.

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



UPEM • CITÉ DESCARTES • 5 BOULEVARD DESCARTES
CHAMPS-SUR-MARNE • 77454 MARNE-LA-VALLÉE CEDEX 2 • FRANCE
T : +33 (0)1 60 95 75 00 • F : +33 (0)1 60 95 75 75

WWW.U-PEM.FR

TO FIND US

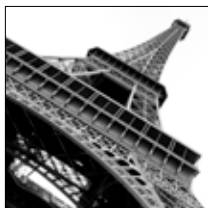
INTERNATIONAL RELATIONS OFFICE

UPEM • CITÉ DESCARTES • MAISON DE L'ÉTUDIANT • BUREAU C01
RUE DES FRÈRES LUMIÈRE • 77420 CHAMPS-SUR-MARNE • FRANCE

T : +33 (0)1 71 40 81 85 • F : +33 (0)1 71 40 81 99

TO KNOW MORE

INTERNATIONAL@U-PEM.FR • [HTTP://WWW.U-PEM.FR/INTERNATIONAL](http://www.u-pek.fr/international)



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