

# International student guide



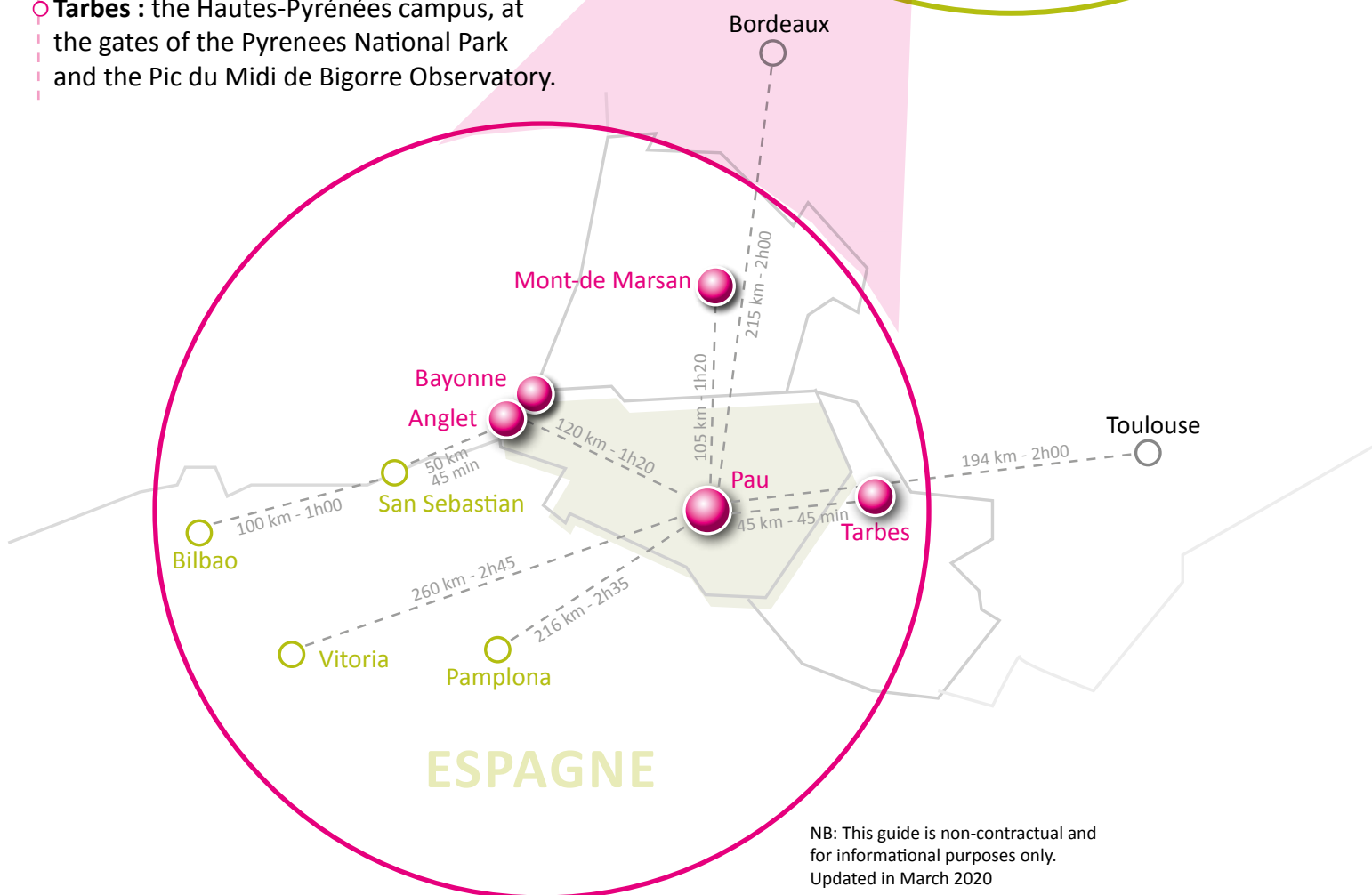
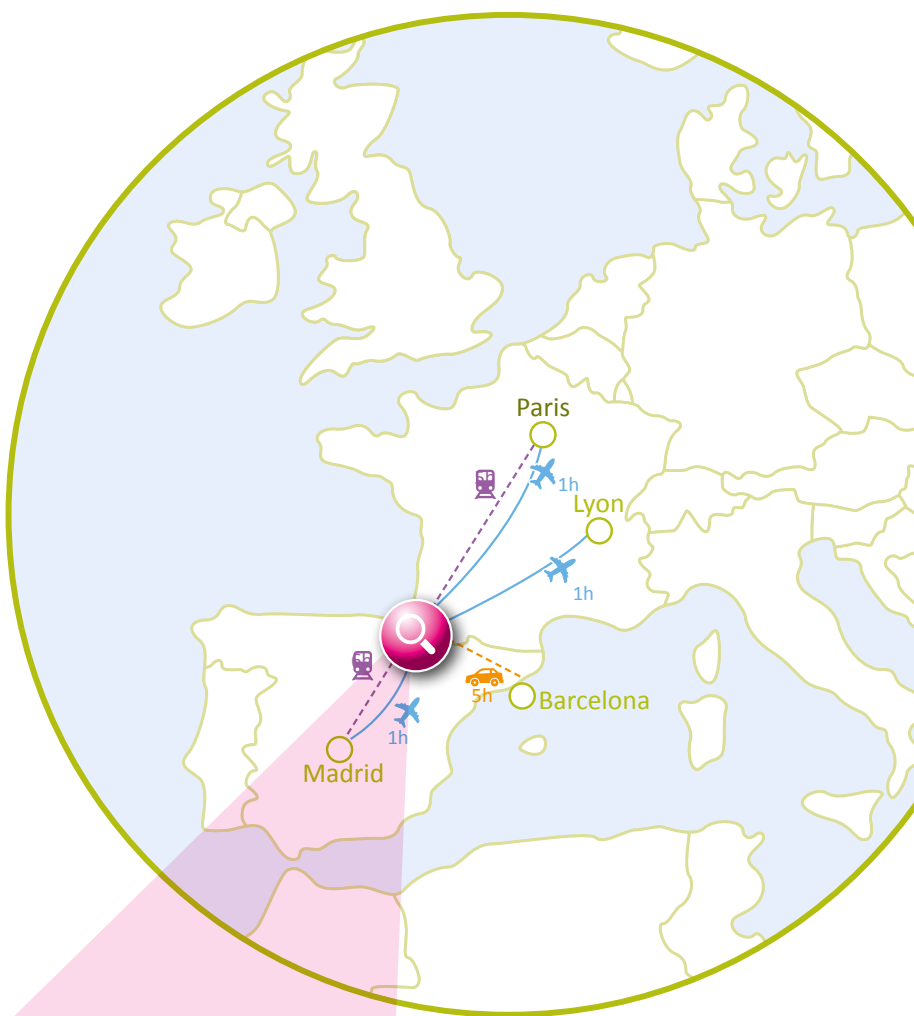
# WELCOME

## to the University of Pau and the Pays de l'Adour (UPPA)!

You have chosen to join the UPPA, congratulations! Looking forward to welcoming you soon and aware of what a big step it is to move abroad, the International Relations office has gathered information in this guide to help you in your preparations and to ensure your stay at the UPPA runs smoothly.

Located in south-western France in the region bordering Spain, the UPPA benefits from exceptional resources due to its geographical location.

- **Pau:** the campus in the city, at the foot of the Pyrenees mountain range.
- **Bayonne (Nive campus) and Anglet (Montaury campus):** the campuses of the Basque Coast, on the Atlantic Ocean.
- **Mont-de-Marsan:** the Landes campus, in the heart of Europe's largest forest.
- **Tarbes :** the Hautes-Pyrénées campus, at the gates of the Pyrenees National Park and the Pic du Midi de Bigorre Observatory.



NB: This guide is non-contractual and for informational purposes only.  
Updated in March 2020



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# 1- APPLYING TO THE UPPA



## APPLICATION PROCESS

The UPPA offers a comprehensive array of undergraduate and graduate programs covering areas of studies in law, economics, management, literature, languages, humanities, sports, science and technology, including energy and environmental sciences. <https://formation.univ-pau.fr/fr/catalogue.html>

The UPPA also includes the **IAE Pau-Bayonne school of management**, the technical institutes **IUT des Pays de l'Adour** and **IUT de Bayonne et du Pays Basque**, and two engineering schools, the **ENSGTI** and the **ISA BTP**.

- A **minimum B2-level of French** is required for admission to courses of study taught in French (all undergraduate programs and many Master's programs).
- To be admitted to one of the international Master's degree programs taught in English you must have at least a **B2-level of English**. (<https://formation.univ-pau.fr/en/programs.html>).
- For doctoral studies, contact your doctoral school: ED 211 (Exact sciences and their applications - <http://ed-sea.univ-pau.fr/en/index.html>) or ED 481 (Social sciences and humanities - <http://ed-ssh.univ-pau.fr/en/home.html>).

For information about the application procedure adapted to your situation and level of study, we invite you to visit our website (<https://ri.univ-pau.fr/en/studying-at-uppa.html>) and to contact us by email: [inscription.etudiants-etrangers@univ-pau.fr](mailto:inscription.etudiants-etrangers@univ-pau.fr)



French law distinguishes between students in **formation initiale (classic enrolment)** and **formation continue** (continuing education, which applies to people who return to university studies after a break of more than two years). Formation Continue (For.Co.) candidates are subject to enrolment fees which are determined by the For.Co. service. **Please send your CV and your acceptance letter to [accueil.forco@univ-pau.fr](mailto:accueil.forco@univ-pau.fr) for more information and a personalized quote.**



## ESTIMATING YOUR BUDGET

<b>Moving costs</b> First month's rent + 1 or 2 months' deposit + agency fees, if applicable	Around € 800 to 1500
<b>Enrollment fees for "Formation initiale"</b> Exchange students (Erasmus+, BCI, inter-university cooperations) are exempt from enrollment fees ----- or -----	From € 170 to 380 per year (2019 rates), plus scholastic fees for some degrees
<b>Enrollment fees for "Continuing Education" (For.Co)</b>	Contact the For.Co service with your CV and acceptance letter for a personalized quote: <a href="mailto:accueil.forco@univ-pau.fr">accueil.forco@univ-pau.fr</a>
<b>CVEC (Cotisation Vie Etudiante et de Campus, Student life and campus fee).</b> Does not apply to exchange students or to continuing education (For.Co) students	€ 91 in 2019
<b>French healthcare (sécurité sociale française)</b>	€ 0 (included in enrollment fees, coverage begins once university enrollment is finalized, however registration takes several weeks)
<b>Private health insurance</b> - Highly recommended for the first months of your stay	Variable Policy to be taken out in your country of origin
<b>Private repatriation insurance</b> - Obligatory for Erasmus+ students, recommended for all	Variable Policy to be taken out in your country of origin
<b>Supplementary French health insurance (mutuelle santé)</b> - Optional but recommended	From € 100 to 400 per year
<b>Housing</b>	From € 250 to 500 per month (in Pau, Tarbes, Mont-de-Marsan) From € 400 to 600 per month (in Anglet, Bayonne)
<b>Public transportation (bus, bicycle)</b>	€ 1 to 2 per trip - Monthly pass around € 16 per month
<b>Meals</b>	€ 300 to 400 per month A complete meal at university restaurants = € 3,30
<b>Miscellaneous expenses (studies, supplies, clothing, leisure...)</b>	€ 200 per month
<b>Mobile phone / Internet subscription</b> Free wifi is available on campus for students	From € 10 to 30 per month

# 2- BEFORE ARRIVING AT THE UPPA

As soon as you receive your proof of admission (*attestation d'admission*), you must take the first steps to prepare for your arrival at the UPPA and in France.



## ENTERING FRANCE

**Only nationals of the following countries are exempt from obtaining a long-stay visa:** Member States of the European Union (EU) and the European Economic Area (EEA), as well as Switzerland, Monaco and Andorra.

**If you are not a national of one of these countries, you must apply for a visa** that will legally regulate your entry into France.

Nationals of many countries, through bilateral agreements, can enter the Schengen area as tourists for a 90-day period without a visa. **WARNING: under no circumstances will this type of entry allow for regularization after your arrival in France or university enrollment! In this case, you would have to return to your home country to apply for the appropriate visa.**

**CHECK IF YOU NEED A VISA AND IF SO, what type of visa you should request using the following website:**

[https://france-visas.gouv.fr/en\\_US/web/france-visas/welcome-page](https://france-visas.gouv.fr/en_US/web/france-visas/welcome-page)

- Undergraduate and graduate students (including doctoral students who do not have doctoral contracts) : will need a long-stay student visa (*visa de long séjour étudiant*)
- Doctoral students with doctoral contracts : will need a *Passeport Talent Chercheur* visa.

To apply for a “Passeport Talent Chercheur” visa, you must provide a hosting agreement (*une convention d'accueil*) to the French consulate in your current country of residence. If this is your case, you must contact your PhD supervisor to request the hosting agreement. Please note that this document can take around four weeks to prepare.



**Schengen entry stamp:** When you arrive in the Schengen zone (at your first port of entry, not necessarily France), your passport will be stamped by customs. This stamp, which must be legible, proves the date that you entered the Schengen zone, which is an essential element for the rest of your immigration process.

**Be sure to keep your boarding pass, train ticket or any other proof of your entry into the Schengen area and France.**



## ADMINISTRATIVE FORMALITIES

For your visa application and for registration procedures for several services in France, it is important to obtain:

- a certified birth certificate with filiation, apostilled or legalized if necessary
- a copy of your most recent diploma

**If these documents are not already in French, have them translated by a certified translator.**

A complete list of documents that you should bring with you is available at the end of this guide.



## HOUSING

The search for housing must be one of your first priorities as soon as you are admitted to the UPPA. Keep in mind that proof of housing (*une attestation de logement*) is generally required for visa applications.



**Be sure to verify the campus where your studies/research will take place, to look for housing nearby!**

### HOUSING IN A UNIVERSITY RESIDENCE:

The university residences are managed by the CROUS. For requests regarding student housing:

- **In Pau, Bayonne, and Anglet:** register online on the website of the CROUS of Bordeaux Aquitaine - <http://www.crous-bordeaux.fr/international-2/apply-accommodation-6-steps>
- **In Tarbes :** contact the CROUS of Toulouse-Occitanie - <http://www.crous-toulouse.fr/logements>

**Space is limited. It is therefore strongly recommended to apply as soon as possible**, and to seek alternative housing in the private sector if necessary.

University residences are furnished but students must bring their own dishes, kitchen utensils and bed linens. Dormitories managed by the CROUS do not have ovens, microwaves or televisions.

### HOUSING IN THE PRIVATE SECTOR:

Through its **LOKAVIZ platform**, the CROUS also provides offers of accommodation posted by private renters. <https://www.lokaviz.fr>

 **Studapart** We recommend the **Studapart platform**, a paying service specialized in long- and short-term student accommodations.

To create an account: <https://univ-pau.studapart.com/en/register/student>

Choose the option: "sign up with my email". The validation code is UPPAHOUSING

Studapart also offers a paying "guarantor" service, if needed.

When reserving through Studapart, you may request an accommodation certificate for your visa application. Using your search engine, you can also find the main sources of classified ads (private renters or rental agencies), but also and most notably apartment-sharing offers (*offres de colocation*), which is a popular solution for students.

Some students plan on looking for housing in the private sector after they arrive on-site. If you chose to do this, **it is imperative to book temporary housing in advance, so that you have a place to stay for the first weeks** while you look for long-term housing. Your reservation at a hotel or a youth hostel may be used as a proof of accommodation for your visa application. Please check with the French consular authorities nearest to your current residence to verify the minimum required length of this reservation.



Whether staying in a university residence or in private sector housing, tenants are required to do the following:

- **advance a security deposit** (*un dépôt de garantie*) which, depending upon the terms of the lease, will be equal to one or two months' rent.
- **provide a guarantor** (*un garant*). This is a physical person who is solvent and domiciled in France or in the Euro zone. If you do not have a guarantor and you are under 31 years of age, you can sign up for the free Visale program. If you are over 31 years old, you may use a private paying "guarantor" service. <https://www.visale.fr>
- **take out housing insurance** (*une assurance "multirisque habitation"*), which includes third-party civil liability insurance (*assurance responsabilité civile*), required for enrollment at the UPPA.

## THE FOLLOWING STEPS ARE ONLY TO BE DONE AFTER OBTAINING YOUR VISA!



### CIVIL LIABILITY INSURANCE (ASSURANCE RESPONSABILITÉ CIVILE)

In order to enroll at the university, you must provide a proof of civil liability insurance (*une attestation d'assurance responsabilité civile*) valid for the academic year. This insurance covers damage that you may unintentionally cause to others. If you do not already have such insurance, you can obtain it in one of several ways:

- online, through a student insurance company, before or after your arrival in France (for example: LMDE, MEP, Smerra, Vittavi...)
- or
- when taking out home insurance (*une assurance "multirisque habitation"*, mandatory for housing in the private sector).
- or
- when opening a bank account in France
- or
- for students coming on an exchange program or in the framework of a joint thesis / *cotutelle*, some foreign universities insure their students during their mobility abroad. We advise you to check with your home university about this.



In any case, you must provide proof of civil liability insurance (*une attestation d'assurance responsabilité civile*) which is:

- in French,
- in your name,
- specifying the geographical coverage (including France),
- valid for the current academic year or for the duration of your stay if it is only a few months.



### ENROLLING AT THE UPPA

In the event that you need a visa, please wait for it to be issued before proceeding with your administrative enrollment at the UPPA.

- Students coming in the framework of an exchange (Erasmus+, BCI, inter-university cooperations) are exempt from enrollment fees and are not subject to the CVEC.
- Candidates who come in the framework of continuing education (*la Formation Continue - For.Co*) follow a specific procedure. This notably includes candidates who are currently employed and those who are returning to their studies after a break of over 2 years. Consult the website of the For.Co to learn more about continuing education at the UPPA and to learn what steps you should take, if this applies to you. <https://forco.univ-pau.fr>
- All other students (those neither on an exchange program nor in continuing education):
  - ◆ Pay the CVEC (*Contribution Vie Étudiante et de Campus*, student life and campus fee) online <https://cvec.etudiant.gouv.fr>



During registration at the UPPA and when requesting housing subsidies from the CAF, the term "scholarship student - étudiant boursier" means a student who is receiving a scholarship based on social criteria (*une bourse sur critères sociaux, BCS*) from the CROUS.

A recipient of a merit-based scholarship (Talents' Academy, CRNA Région Nouvelle-Aquitaine, French government scholarship or other government scholarship...) is not considered as a "scholarship student - étudiant boursier". He or she will have to pay the CVEC and registration fees (unless the scholarship certificate explicitly states that he or she is exempt from registration fees).

**BE CAREFUL** if you declare yourself as a "scholarship student-étudiant boursier" to the CAF and you receive housing subsidies to which you are not entitled, you will be obliged to reimburse the CAF in full!

- If you are unable to enroll online, don't panic! You will be able to enroll on site (see "Finalizing your administrative enrollment at the UPPA", page 9).

# 3- ARRIVING AT THE UPPA



Now that you have been admitted to the UPPA, you have secured accommodation at least for the beginning of your stay and you have obtained your visa, you can begin to organize your arrival and installation in France.



The UPPA is a multi-site university. **Be sure to verify the campus where your studies/research will take place** (see the campus maps on page 18) Pau, Anglet, Bayonne, Tarbes or Mont-de-Marsan.





## AIRPORTS, TRAIN STATIONS

There are several airports and train stations in the region. It is possible to combine planes, trains and/or buses to come to the UPPA campuses.

 LOCAL AIRPORTS AND TRAIN STATIONS 		
Pau-Pyrénées Airport	PUF	Pau train station
Biarritz Pays Basque Airport	BIQ	Biarritz train station Bayonne train station
Tarbes Lourdes Pyrénées Airport	LDE	Tarbes train station Lourdes train station

 REGIONAL AIRPORTS AND TRAIN STATIONS 		
Bordeaux-Mérignac Airport	BOD	Bordeaux train station
Toulouse-Blagnac Airport	TLS	Toulouse train station
San Sebastian Airport	EAS	Irun train station Hendaye train station
Zaragoza Airport	ZAZ	Zaragoza train station
Bilbao Airport	BIO	Bilbao train station

 INTERNATIONAL HUBS 		
Paris-Orly Airport	ORY	Paris Montparnasse train station
Paris Charles de Gaulle Airport	CDG	Roissy train station (at the CDG airport)

**Long-distance busses may also be a good travel option.** *Blablabus, Flixbus, and Eurolines*, for example, all serve the “Pau-université” bus stop, which is immediately across from the southern entrance to the Pau campus of the UPPA.



## PUBLIC TRANSPORTATION

All of the campuses are accessible by public transportation:

- ◊ In Pau : [www.reseau-idelis.com](http://www.reseau-idelis.com)
- ◊ In Bayonne and in Anglet : [www.chronoplus.eu](http://www.chronoplus.eu)
- ◊ In Tarbes : [www.alezan-bus.com](http://www.alezan-bus.com)
- ◊ In Mont-de-Marsan : [www.bustma.com](http://www.bustma.com)

As public transport is generally reduced in the evenings and on weekends, it is advisable to plan your arrival during a weekday (Monday to Friday) and during business hours. Taxis are available at airports and train stations, but if you arrive after 10pm you may need to call for one by phone.





## FINALIZING YOUR ADMINISTRATIVE ENROLLMENT AT THE UPPA

Students who do not enroll online may proceed with their administrative enrollment in person upon their arrival, directly at the registrar's office (*la scolarité*).

You can collect your **proof of enrollment** (*certificat de scolarité*) and "IZLY" student card (*carte d'étudiant IZLY*) from the Central Registrar's office (*la scolarité centrale*) on the Pau campus, or from the local registrar (*scolarité*) on your campus.

**Course registration** (*l'inscription pédagogique*), mandatory for the validation of your course of study, will be done later, at the registrar's office of your department or collège.



## IZLY STUDENT CARD

The **IZLY student card** allows you to access various services on campus (university restaurants, photocopies, libraries, laundry) and is a payment card, rechargeable online (<http://www.izly.fr>) or via the IZLY mobile application. It is also the identity document that you are required to present in order to take your exams.



## VALIDATING YOUR VISA AND/OR REQUESTING A RESIDENCY PERMIT

To learn how to **validate your long-stay student visa** or *passport talent chercheur*, please consult the instructions on the International Welcome Desk website or contact us directly by email: [welcome@univ-pau.fr](mailto:welcome@univ-pau.fr). We can guide you through the process of validating your student visa with the OFII or your *passport talent chercheur* visa with the prefectural authorities, steps which you must undertake as soon as you arrive in France.

<https://ri.univ-pau.fr/en/studying-at-uppa/practical-information/visa-resident-permit.html>



## REGISTERING WITH THE CONSULAR AUTHORITIES OF YOUR COUNTRY

**As soon as you arrive in France, remember to register with the consular authorities of your country**, as they are responsible for your security while you are abroad. This step will help streamline matters should your identity documents be lost or stolen.

<https://www.diplomatie.gouv.fr> - rubriques : Le ministère et son réseau / Annuaire et adresses du ministère de l'Europe et des Affaires étrangères / Ambassades et consulats étrangers en France



## OPENING A FRENCH BANK ACCOUNT

**To open a French bank account, it is best to make an appointment at a bank.**

The documents to provide are:

- **an identity document** (passport or ID card; non-Europeans must also provide their visa / residence permit)
- **a proof of residence** (for example: certificate from the CROUS, a rent receipt, a utilities bill, a copy of your lease...)
- **your proof of enrollment** (*certificat de scolarité*)
- **your employment contract** (for PhD students with a doctoral contract)

Once your account is opened, you will receive a *relevé d'identité bancaire (RIB)*, a document which is required for many administrative formalities in France.



## HEALTHCARE

### FRENCH HEALTHCARE (SÉCURITÉ SOCIALE)

As soon as you are enrolled at the university and obtain your proof of enrollment (*certificat de scolarité*), you are covered by **the French healthcare system** (*la sécurité sociale*, familiarly called “*la sécu*”). However, this coverage is only provided once your academic enrollment is finalized. Registering for French Healthcare can take several weeks or even months. For this reason, **we strongly encourage you to take out health insurance from your country** of origin that will cover you at least during the first months of your stay in France.

#### Students:

- **Sign up on the dedicated website of the *sécurité sociale*** as soon as you have finalized your enrollment at the UPPA: <https://etudiant-etranger.ameli.fr>
- **Upload all of the required documents:**
  - your proof of enrollment (*certificat de scolarité*)
  - your passport
  - your student visa (VLS-TS)
  - confirmation of validation of your visa by the OFII
  - your birth certificate with filiation
  - your French RIB (bank account number)
- **Receive a provisional *sécurité sociale* number** your definitive number will arrive later.
- **Open a personal account** on the website <http://ameli.fr> as soon as you receive your definitive *sécurité sociale* number, and request your *carte Vitale*, which will accelerate your reimbursements.
- **Declare a primary care physician** (*médecin traitant*), during your first doctor’s visit.
- **Request a European health insurance card** (*une carte européenne d’assurance maladie*, or *CEAM*) if you plan on traveling in Europe during your studies.



Video tutorial - Click on the “Need help?” section of the website: <https://etudiant-etranger.ameli.fr>

#### PhD students with doctoral contracts:

- **Follow the instructions regarding signing up** for healthcare which will be provided to you when you sign your employment contract.

### SUPPLEMENTARY HEALTH INSURANCE

**French healthcare does not cover all health-related costs. The rate of reimbursement varies according to the type of the care provided. To cover the remaining balance, it is advisable to take out a French “*mutuelle*” or supplementary health insurance policy.**

This type of insurance is optional and not mandatory, but strongly recommended. Several insurance companies offer special rates for students. You can subscribe to a “*mutuelle*” as soon as you obtain a provisional *sécurité sociale* number.

Students coming from countries outside the European Union for short stays (under 6 months) in the framework of exchanges have every reason to take out private health insurance, to cover any health expenses that may come up during their time in France.



## HOUSING SUBSIDY

A student renting housing from the CROUS or from a private landlord may, under certain conditions, qualify for financial aid from the French “Family Allocation Fund” (*Caisse d’allocations familiales*, or CAF).

To request this subsidy, you must provide the required paperwork to the CAF:

- your rental contract,
- your passport (and visa / residence permit if you are not European),
- your civil status certificate including filiation (birth certificate),
- your French RIB (bank account number),
- proof of your annual income from two years ago (if you had any).

You may submit your request online or at the CAF office nearest to your residence: <http://www.caf.fr>

The CAF alone will determine whether or not you are eligible to receive a subsidy, based on your current situation and your previous income.



## NOTES

A series of horizontal dashed lines provided for taking notes.

# 4- DURING YOUR STAY AT THE UPPA

Here, you will find useful information about the UPPA's services and resources.



## STUDENT LIFE CALENDAR

### ORIENTATION PROGRAM

Each year, in the days leading up to the start of the university academic year, the International Relations office, in partnership with the IEFE and the CLEREMO, organizes an orientation program for non-francophone international students on the campuses of Pau and the Basque coast (Anglet and Bayonne).

The orientation program's objective is threefold:

- To make administrative formalities easier
- To help students with their linguistic integration by offering intensive French courses
- To help them become familiar with their new surroundings (the university campus, the Pyrénées-Atlantiques region, situated between the ocean and the mountains).



**If you wish to attend the orientation program, you must register with the UPPA International Relations office before your arrival (30 June at the latest)** by sending an email to the following address: [incoming-students@univ-pau.fr](mailto:incoming-students@univ-pau.fr)

### WELCOME BOOKLET/CALENDAR

You will receive a Welcome booklet and academic calendar upon your arrival at the UPPA containing information about the university and its services.



## WIFI ON CAMPUS

The UPPA's WIFI network, **UPPAWIFI**, is accessible on all campuses as long as you have a UPPA account.

To activate your login (*identifiant*) and create your personal UPPA email address, use your **INE number** (which you will find on your proof of enrollment / *certificat de scolarité*). Go to the digital work environment (ENT): <http://portail.univ-pau.fr>, click the tab "*votre identifiant*" and "*Mon compte*" then follow the steps.



## UNIVERSITY RESTAURANTS

The UPPA has several university restaurants (*restaurants universitaires, or RU*) on its campuses (see campus maps, page 18). You will be able to enjoy complete and balanced meals and use your **IZLY student card** to pay for them.

Locations and opening hours of university restaurants:

- Pau, Bayonne, Anglet: <https://www.univ-pau.fr/fr/decouvrir-le-campus/restauration.html>
- Tarbes: <http://www.crous-toulouse.fr/restaurant/tarbes-cafet>



## HEALTH ON CAMPUS

The university's Preventive Medicine and Health Promotion Service (*Service Universitaire de Médecine Préventive et de Promotion de la Santé, SUMPPS*) is available to answer health-related questions. They have a doctor, a nurse, a psychologist, and a social worker.

For more details, please visit their website: <https://sante-etudiant.univ-pau.fr/fr/index.html>



## FRENCH LANGUAGE CLASSES

**The UPPA encourages all members of its international community to learn French.**

We invite you to contact the nearest language center to find out more about options for taking French classes: dates, times, levels, prices / possible exemptions.

- **In Pau** : the IEFE - <https://iefe.univ-pau.fr>
- **On the Basque Coast**: the CLEREMO/CRL - <https://cleremo.univ-pau.fr>



## UNIVERSITY SPORTS

**The UPPA Sports Service (SUAPS) offers many physical and sports activities.** Registration is mandatory before beginning any activity. This takes place at the SUAPS in Pau and in Bayonne and on the STAPS site in Tarbes beginning in September.

For more information, please visit the SUAPS website: <https://sport.univ-pau.fr/fr>



## CULTURAL EVENTS

**La maison de l'étudiant (MDE) offers a rich and varied cultural program:** concerts, shows (theater, dance...).

These events are organized throughout the year:

- **on the Pau campus** by « *La Centrifugeuse* » : <http://www.la-centrifugeuse.com>
- **on the Bayonne campus** by « *Le Microscope* » : <https://www.facebook.com/LeMicroscope>

**The UPPA's Cultural Service** is also in charge of accompanying student associations as they organize all kinds of events and projects (artistic, cultural, environmental, scientific, etc.).

**Enfin jeudi ! (It's finally Thursday!).** Every Thursday afternoon on the campus of Pau, the University organizes free activities: sports and culture (movie clubs, debates...).



## STUDENT ASSOCIATIONS

**There is a wide range of student associations at the UPPA,** focusing on themes as varied as the environment, art, culture, sciences, international solidarity... : <https://www.univ-pau.fr/fr/vie-associative.html>

**On the Pau campus, the ESN Pau** Erasmus Student Network is open to students of all nationalities and all levels of study.

- **This association organizes events** such as soirées, outings, cultural visits, sports activities, multi-lingual *Café des Langues*, among others
- **By becoming a member of the ESN, you can gain access to travel discounts with partner companies** (airlines, hostels...)

**Membership costs 5 € in 2020.**

For more information, please visit the ESN Pau Facebook page: <https://fr-fr.facebook.com/esnpau>

# 5- EXTENDING YOUR STUDIES AND YOUR STAY IN FRANCE

If you have an initial residency permit, such as a one-year student visa, and you are studying at the UPPA beyond its validity, you must apply for a new residency permit **in the two months prior to the expiration of your first permit.**

We invite you to check the International Welcome Desk website and to contact us if you have any questions about preparing your application.

<https://ri.univ-pau.fr/en/studying-at-uppa/practical-information/visa-resident-permit.html>



Applications for residency permits or renewals of residency permits must be submitted **to the *préfecture* or *sous-préfecture*** nearest to your residence. The list of documents to submit is available here: <http://64.accueil-etrangers.gouv.fr>.

# 6- AT THE END OF YOUR STAY IN FRANCE

Before leaving France, do not forget to:

- check the formalities and deadlines for cancelling your civil liability insurance, multi-risk home insurance, supplementary health insurance, mobile phone, internet, utilities (electricity, gas), monthly bus pass, and bank account (unless you need to keep the account open to receive the balance of a payment from a French organisation: grant, CROUS deposit or from a private landlord, CAF, etc.),
- notify the CAF and the CPAM that you are leaving French territory for good,
- ask for your exit inventory (état des lieux de sortie) when you leave your rental (document often requested for the cancellation of your housing insurance),
- contact your registrar's office to find out how and when to collect your diploma.



## NOTES

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# NOTES

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# USEFUL INFORMATION

## LOGEMENT

<b>CAF</b>	Caisse d'allocations familiales
<b>APL</b>	Aide personnalisée au logement
<b>ALF</b>	Allocation de logement familiale
<b>ALS</b>	Allocation de logement sociale
<b>CNOUS</b>	Centre national des œuvres universitaires et scolaires
<b>CROUS</b>	Centre régional des œuvres universitaires et scolaires : Pau, Bayonne, Anglet et Mont-de-Marsan dépendent du Crous de Bordeaux-Aquitaine, Tarbes dépend du Crous de Toulouse-Occitanie
<b>CLOUS</b>	Centre local des œuvres universitaires et scolaires (au niveau d'une ville ou d'une agglomération)

## HOUSING

	“Family allocation fund” - French government program which provides subsidies for housing, childcare, etc.
	Personal housing subsidy
	Family housing subsidy
	Social housing subsidy
	National center for university and scholastic works <i>(covers all of France)</i>
	Regional center for university and scholastic works <i>(covers the region; most of the UPPA is in the region managed by the Crous of Bordeaux, Tarbes is in the Occitanie region and managed by the Crous of Toulouse-Occitanie)</i>
	Local center for university and scholastic works <i>(covers a municipality or an urban area; there is a Clous in Pau, a Clous in Bayonne...)</i>

## SANTÉ

<b>CPAM</b>	Caisse primaire d'assurance maladie
<b>INSEE</b>	Institut national de la statistique et des études économiques, crée le numéro d'affiliation à la sécurité sociale
<b>NIR</b>	Numéro d'inscription au répertoire, composé de 13 chiffres (communément appelé « numéro de sécurité sociale »)
<b>SAMU</b>	Service d'aide médicale urgente (numéro de téléphone : <b>15</b> ou <b>112</b> )

## HEALTH

	“Primary health insurance fund” - French government program which subsidizes healthcare
	National Institute of Statistics and Economic Studies, which creates a 13 digit national identification number (NIR) which identifies a person within the French national healthcare system
	A 13-digit national identification number which identifies a person within the French national healthcare system, commonly called a “ <i>sécurité sociale</i> number”
	Emergency Medical Services (EMS) (Emergency phone number: <b>15</b> or <b>112</b> )

## IMMIGRATION

<b>EEE</b>	Espace économique européen
<b>OFII</b>	Office français de l'immigration et de l'intégration (chargé de la validation des visas étudiants VLS-TS) : <a href="https://administration-etrangers-en-france.interieur.gouv.fr/particuliers">https://administration-etrangers-en-france.interieur.gouv.fr/particuliers</a>
<b>VLS-TS</b>	Visa de long séjour valant titre de séjour
<b>TS</b>	Titre de séjour
<b>UE</b>	Union européenne

## IMMIGRATION

	European Economic Area (EEA)
	French Office of Immigration and Integration, in charge of validating student visas (VLS-TS):
	Long-stay visa validated as a residency permit
	Residency permit
	European Union (EU)



**BANQUE**

<b>BIC</b>	Identifiant international de la banque
<b>IBAN</b>	Identifiant du compte bancaire
<b>RIB</b>	Relevé d'identité bancaire

**BANKING**

Bank Identifier Code
International Bank Account Number
Official statement of bank account details

**UNIVERSITÉ**

<b>BU</b>	Bibliothèque Universitaire
<b>CLEREMO</b>	Centre de Langues En Réseau Et Multimédia Ouvert (Bayonne)
<b>CM</b>	Cours magistral
<b>CVEC</b>	Contribution Vie Étudiante et de Campus
<b>DEVE</b>	Direction des Études et de la Vie Étudiante
<b>DRH</b>	Direction des ressources humaines
<b>DRI</b>	Direction des Relations Internationales
<b>DUT</b>	Diplôme universitaire de technologie
<b>ECTS</b>	Système européen de transfert et d'accumulation de crédits
<b>ED</b>	École doctorale
<b>ENT</b>	Espace numérique de travail
<b>FOR.CO</b>	Formation Continue (pour les étudiants en reprise d'études) après une interruption de plus de deux ans ou dont les études sont financées par leur employeur) : <a href="https://forco.univ-pau.fr">https://forco.univ-pau.fr</a>
<b>FLE</b>	Français langue étrangère
<b>IAE</b>	Institut d'Administration des Entreprises
<b>IEFE</b>	Institut d'études françaises pour étudiants étrangers, centre d'enseignement de Français Langue étrangère (FLE) - Pau
<b>INE</b>	Identifiant National Etudiant
<b>IUT</b>	Institut Universitaire de Technologie
<b>MDE</b>	Maison de l'étudiant
<b>RU</b>	Restaurant universitaire
<b>SCD</b>	Service commun de la documentation
<b>SCUIO-IP</b>	Service commun universitaire d'Information, d'Orientation et d'Insertion Professionnel
<b>SUAPS</b>	Service universitaire des Activités Physiques et Sportives
<b>SUMPPS</b>	Service universitaire de Médecine Préventive et de Promotion de la Santé
<b>TD</b>	Travaux dirigés
<b>TP</b>	Travaux pratiques
<b>UE</b>	Unité d'enseignement (UE libre, UE obligatoire)

**UNIVERSITY**

University Library
Multi-media Language Learning Center (located in Bayonne)
Lecture course
Student Life and Campus Fee
Scholastic and Student Life department, or Registrar's Office
Human Resources department
International Relations department
Technical university diploma, a two-year undergraduate degree
European Credits Transfer System
Doctoral School
Virtual Learning Environment
Continuing education (for students returning to the university after a break or after a break of over 2 years or whose employer finances their studies)
French as a Foreign Language
University School of Management
Institute of French Studies for Foreign Students, a center for learning French as a foreign language (located in Pau)
National student ID number (for France)
University Institute of Technology, preparing a 2-year undergraduate technical diploma (DUT)
"The Student's House", cultural center on campus
University Restaurant
Documentation services / Academic library
University Career Services
University Sports Service
University Health Services
Small group and tutorial sessions
Practical application classes (laboratory work, practicum)
Teaching unit ( <i>UE Libre</i> = optional class; <i>UE obligatoire</i> = required class)

# CAMPUS OF PAU



## Formation / Academics / Formaciones



**Collège STEE**  
Sciences et technologies pour l'énergie et l'environnement

- Bât. sciences et techniques**  
05 59 40 74 00
- École nationale supérieure en génie des technologies industrielles (ENSGTI)**  
05 59 40 78 00
- IUT des Pays de l'Adour (Départements STID et GTE)**  
05 59 40 71 20

**Collège SSH**  
Sciences sociales et humanités

- Bât. droit, économie, gestion**  
05 59 40 80 00
- Bât. lettres, langues, sciences humaines, sport**  
05 59 40 73 10

**Collège 2EI**  
Études européennes et internationales

- IAE Pau-Bayonne - École universitaire de management**  
05 59 40 81 40

- FOR-CO - Formation continue**  
05 59 40 78 88
- Écoles doctorales**  
ED sciences et leurs applications  
05 59 40 74 45  
ED sciences sociales et humanités  
05 59 40 81 95



## Services / Servicios

- Services de la présidence**  
Standard : 05 59 40 70 00
- DRI - Direction des relations internationales**  
05 59 40 70 54
- International Welcome Desk**  
05 59 40 71 14
- PÔLE INSCRIPTION DEVE - Direction des enseignements et de la vie étudiante**  
05 40 17 52 30
- Centre de reprographie**  
05 59 40 73 11
- Bibliothèques - SCD**  
05 59 40 72 00
- SUMPPS - Service universitaire de médecine préventive et de promotion de la santé**  
05 59 40 79 01
- PC Sécurité**  
06 59 011 011 ou le 13 (à partir d'un poste fixe de l'UPPA)
- SCUIO-IP - Service commun universitaire d'information, d'orientation et d'insertion professionnelle**  
05 59 40 70 90
- MDE - Maison de l'étudiant**
  - Service culturel  
05 59 40 72 93
  - SUAPS - Service universitaire des activités physiques et sportives  
05 59 40 70 96
- E2S UPPA - Energy Environment Solutions**  
05 59 40 78 65



## Logement / Accommodation / Alojamiento

- CLOUS**  
7 rue St John Perse
- Résidence Gaston Phoébus**  
Av. Poplawski
- Résidence Clé des Champs**  
7 rue St John Perse
- Résidence Francis Jammes**  
Av. Poplawski
- Résidence Clé de Sol**  
39 Av. du Loup
- Résidence Ronsard**  
34 rue Ronsard
- Résidence Le Thélème**  
Rue des frères Camors
- Résidence Les Erables**  
5 rue du Pin



## Restauration / Cafeterias / Comedores

- Resto U "Cap Sud"**
- Brasserie "la Vague"**
- Cafétéria "Arlequin"**



## Vélo / Cycling / Bici - IDECYCLE

Tarifs et infos : <http://www.idecycle.com>

2 stations de vélos IDECYCLE à votre disposition 24h/24 et 7j/7  
2 IDECYCLE stations at your disposal 24/7  
2 estaciones de bicicletas IDECYCLE a su disposición 24h/24 y 7d/7



## Bus - IDELIS

<http://www.reseau-idelis.com>

- Tourasse / Cité administrative - Lignes : FEBUS - 13
- Commune de Paris - Lignes : 12 - 13
- Condorcet / Université - Lignes : FEBUS - 12 - 13
- Catherine de Bourbon - Lignes : FEBUS - 12
- Lycée Saint-John-Perse - Lignes : 13 - 14
- Cité universitaire - Lignes : 6 - 14 - 16
- Faculté - Lignes : 6 - 14 - 16
- Collège Clermont - Lignes : 6 - 14 - 16
- Carlitos - Ligne T4

- Ligne FEBUS (BHNS) : PAU Hôpital / PAU Gare
- Ligne T4 : LONS Perlic - Billère J. Gois / PAU Cité Multimédia
- Ligne 6 : SERRES CASTET Liben / BIZANOS Mairie
- Ligne 12 : LESCAR Quartier libre / PAU Porte des Pyrénées
- Ligne 14 : JURANÇON LP A. Campa / PAU porte des Pyrénées - Bizanos Beau Soleil
- Ligne 16 : MONTARDON École / PAU Bosquet

# CAMPUS OF THE BASQUE COST



## Services / Servicios

### ANGLET

#### Campus de Montauray

- SCD - Service Commun de la Documentation : Bibliothèque  
1 bis, allée du Parc Montauray  
64600 ANGLET  
05 59 57 44 60
- Pavillon Montauray :  
- International Welcome Desk  
- E2S UPPA  
- Bureau de liaison  
- Direction de la recherche et de la valorisation

### BAYONNE

#### Campus de la Nive

- MDE - Maison de l'Étudiant  
77 rue Bourgneuf  
64100 BAYONNE  
05 59 57 41 54  
- SCUIO - Service Commun Universitaire d'Information et d'Orientation  
05 59 57 41 61  
- SUMPPS - Service Universitaire de Médecine Préventive et de Promotion de la Santé  
05 59 57 41 57  
- FORCO - VAE  
05 59 57 41 59  
- Service Culturel  
05 59 57 41 62  
A - Salle Aquipass  
Activation/rechargement carte Aquipass
- SUAPS - Service Universitaire des Activités Physiques et Sportives  
Campus de la Nive  
8 allée des Platanes  
64100 BAYONNE  
05 59 57 41 08
- SCD - Service Commun de la Documentation : Bibliothèque  
19 place Paul Bert  
64100 Bayonne  
05 59 57 41 40
- Halle des sports  
Avenue Raoul Follereau  
64100 Bayonne



## Formation / Academics / Formaciones

### ANGLET

#### Campus de Montauray

##### Collège STEE

Sciences et technologies pour l'énergie et l'environnement

- Bât. Sciences et techniques  
Scolarité Sciences et STAPS  
Allée du Parc Montauray  
05 59 57 44 00
- ISA-BTP  
05 59 57 44 24
- IUT de Bayonne Pays Basque  
(Département Informatique)  
2 allée du Parc Montauray  
05 59 57 43 00

### BAYONNE

#### Campus de la Nive

##### Collège 2EI

Études européennes et internationales

- Collège 2EI  
8 allée des Platanes  
05 59 57 41 11
- IAE Pau-Bayonne - École universitaire de management  
8 allée des Platanes  
05 59 57 44 70

##### Collège STEE

Sciences et technologies pour l'énergie et l'environnement

- IUT de Bayonne Pays Basque  
(Départements GEA et Tech de co.)  
Place Paul Bert  
05 59 57 43 07



## Logement / Accommodation / Alojamiento

### BAYONNE

- Rés. Universitaire Arancette  
24 chemin d'Arancette
- Rés. Universitaire E. Goyheneche  
6/8 rue Mayi Darizcurren

### ANGLET

- Rés. Pierre Bidart  
55 rue de Mirambeau
- Rés. Roland Barthes  
10 allée des Cèdres



## Bus - Chronoplus

<http://www.chronoplus.eu>

- Moulin de Sault - Ligne 14
- Minerva - Lignes 4 - 6 - 14
- Bernain - Lignes A1 - A2 - C
- Université des métiers - Lignes 4 - 14
- Conservatoire - Lignes 4 - 14
- Place St André - Lignes 4 - 14 - 17
- Poydenot - Lignes 15 - C



## Restauration / Cafeterias / Comedores

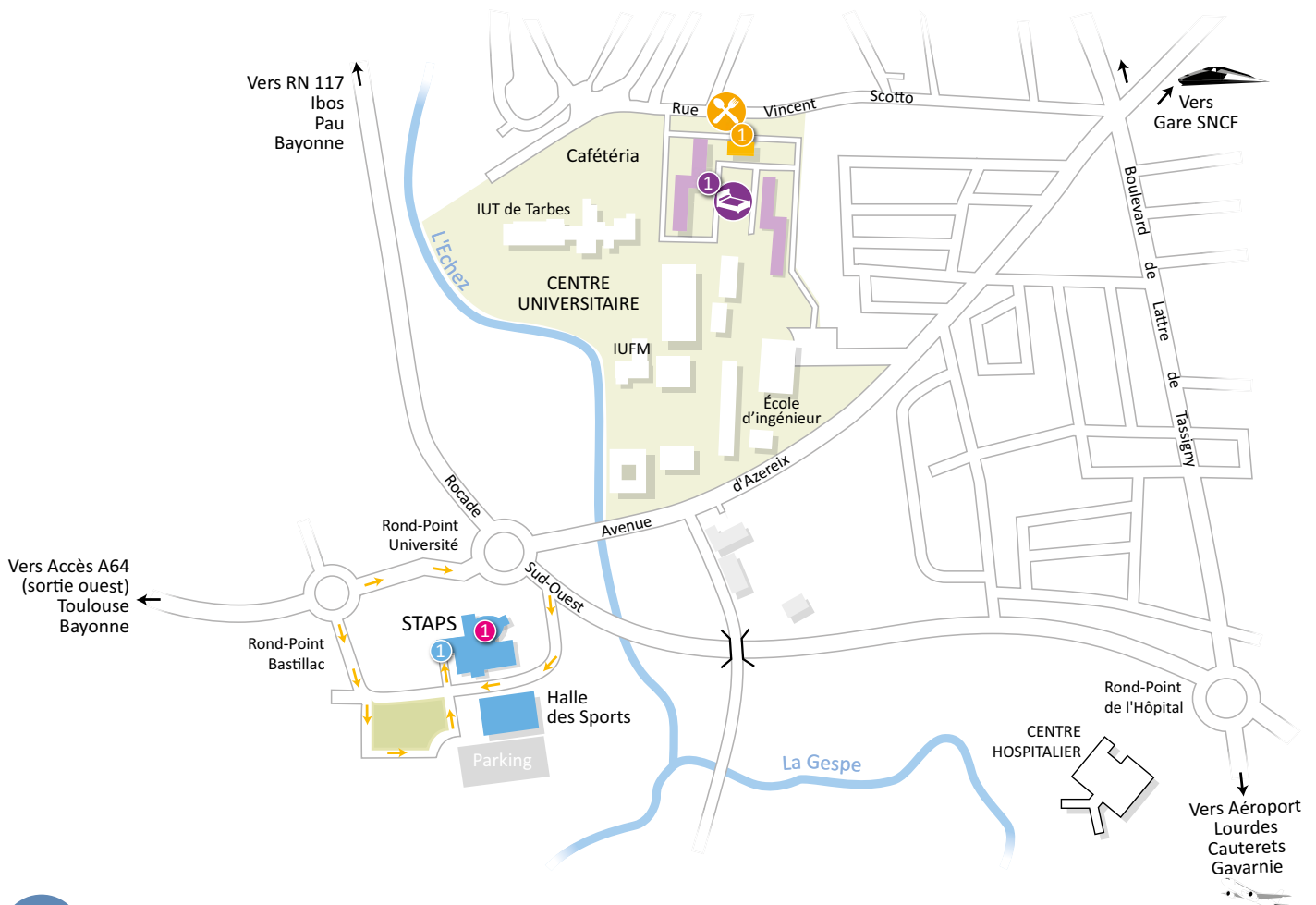
### BAYONNE

- Resto U de la Nive  
79 rue Bourgneuf

### ANGLET

- Resto U Pierre Bidart  
55 rue de Mirambeau

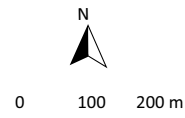
# CAMPUS OF TARBES



## Formation / Academics / Formaciones

Collège SSH  
Sciences sociales et humanités

1 STAPS  
11 rue Morane Saulnier  
05 62 56 61 00



## Services / Servicios

1 SCD - Service Commun de Documentation - Bibliothèque  
11 rue Morane Saulnier  
05 62 56 61 23



## Logement / Accommodation / Alojamiento

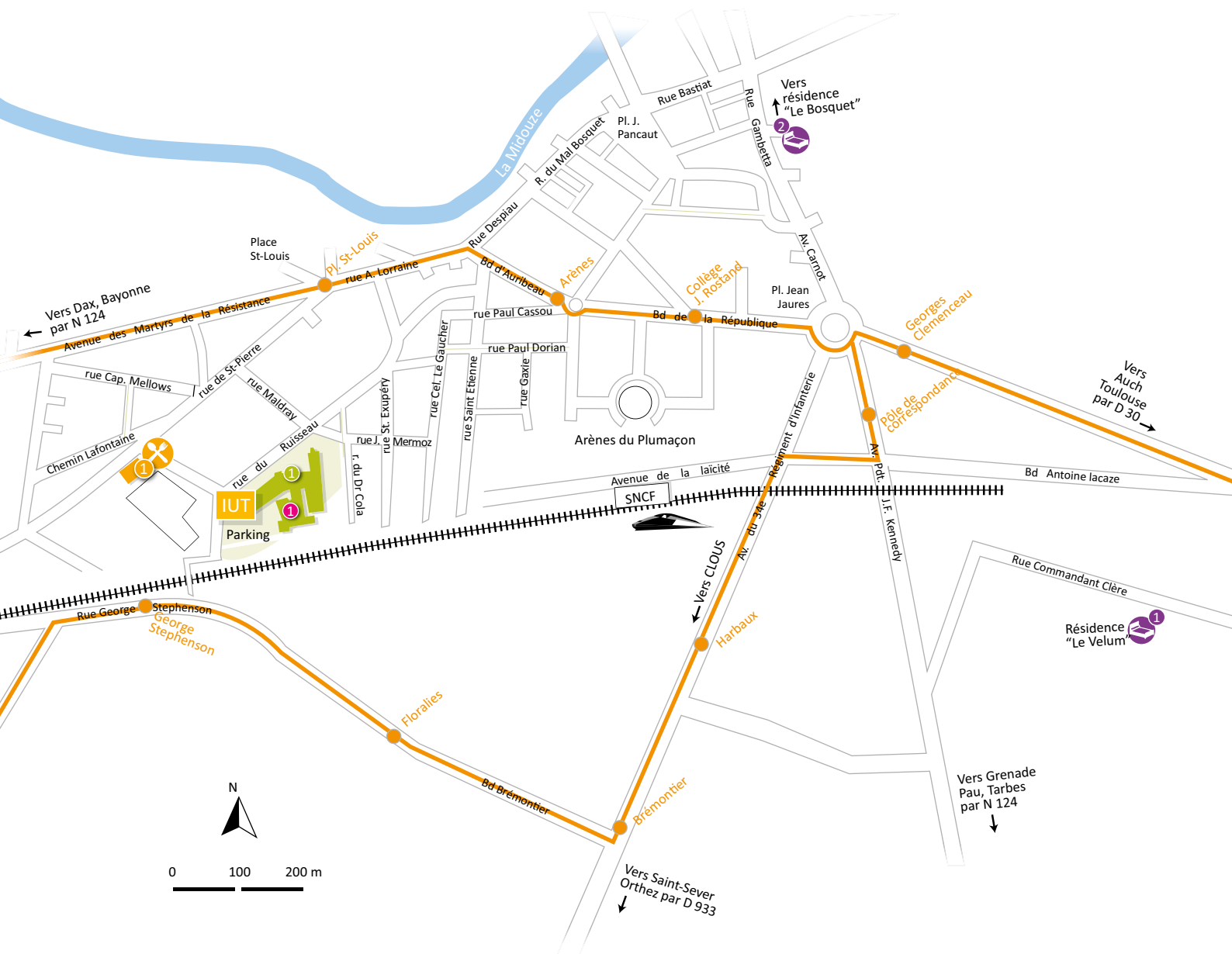
1 Résidence de Tarbes (CROUS de Toulouse)  
39 Rue Vincent Scotto  
05 62 44 65 65



## Restauration / Cafeterias / Comedores

1 Tarbes Cafet - 39 rue Vincent Scotto  
05 62 44 65 65

# CAMPUS OF MONT-DE-MARSAN



## Formation / Academics / Formaciones

### Collège STEE

Sciences et technologies pour l'énergie et l'environnement

#### 1 IUT des Pays de l'Adour

Départements Génie biologique, R&T et SGM

371, rue du Ruisseau - BP 201

40004 MONT-DE-MARSAN

05 58 51 37 00



## Services / Servicios

#### 1 SCD - Service Commun de Documentation

Bibliothèque  
371, rue du Ruisseau - BP 201  
40004 MONT-DE-MARSAN  
05 58 51 37 60



## Logement / Accommodation / Alojamiento

1 Résidence Le Velum  
Av. du Commandant Clère  
40000 Mont-de-Marsan  
05 58 05 98 28

2 Résidence Le Bosquet  
269 Place de la Caserne Bosquet  
40000 Mont-de-Marsan  
05 58 06 11 76



## Bus TMA

<https://bustma.com/fr/voyagez/horaires>



## Restauration / Cafeterias / Comedores

1 ESPE d'Aquitaine - 35 rue St Pierre - 40000 Mont-de-Marsan



# NOTES

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# DOCUMENTS TO BRING WITH YOU

In order to facilitate your administrative procedures in France, you should bring the following documents:

- Passport photos**
- Your identity document or passport**
- An official copy of your birth certificate with filiation translated into French by a certified translator**
- Your most recent diploma translated into French by a certified translator**
- Proof of admission**
- Your health record including a list of your vaccinations**
- Certificate of civil liability insurance (*assurance responsabilité civile*)**
- Certificate of repatriation insurance** (some credit cards include repatriation insurance, check with your bank before leaving)
- Your driver's licence** if you plan to use a vehicle in France (check if yours is valid in France)

## For European (EU/EEA) and Swiss nationals

- Your European Health Insurance Card (CEAM)**

## For non-European (EU/EEA) and Swiss nationals

- Your Visa or residence permit**
- Your hosting agreement - *convention d'accueil*** (only for researchers with *passeport talent chercheur visas*)



**Before you leave, scan and save all of your important documents.**

**It is a good idea to bring 3 or 4 photocopies of these documents with you**, as you will need them at the beginning of your stay in France, for example when signing the lease for your housing or opening a bank account

# OTHER DOCUMENTS

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# CONTACTS

**UPPA - Université de Pau et des Pays de l'Adour**

International Relations Department - BP 576 - 64012 PAU CEDEX - FRANCE

## UPPA WEBSITES:

- **UPPA - Université de Pau et des Pays de l'Adour homepage:**  
<https://www.univ-pau.fr>
- **International Relations Department:**  
<https://ri.univ-pau.fr>
- **International Welcome Desk:**  
<https://www.univ-pau.fr/en/welcome-desk>

## UPPA EMAIL ADDRESSES:

- **International Welcome Desk** (support for international students, doctoral students and researchers. Languages spoken: French, English and Spanish):  
[welcome@univ-pau.fr](mailto:welcome@univ-pau.fr)
- **Application procedures for students from outside of the EU:**  
[inscription.etudiants-etrangeurs@univ-pau.fr](mailto:inscription.etudiants-etrangeurs@univ-pau.fr)
- **Incoming Erasmus+ students:**  
[incoming-students@univ-pau.fr](mailto:incoming-students@univ-pau.fr)
- **International Relations Department** (questions concerning inter-university cooperation agreements, mobility scholarships, the Eiffel Excellence Scholarship Program, etc.) :  
[relations.internationales@univ-pau.fr](mailto:relations.internationales@univ-pau.fr)

## EMERGENCY NUMBERS:

- **112** European emergency number
- **15** Paramedics
- **17** Police
- **18** Firefighters
- **113** SOS French Helpline for drugs, alcohol, tobacco
- **116 006** Free helpline for victims of violence

<https://www.univ-pau.fr/stopharcèlement>

**The UPPA has a strict policy against sexism and sexual violence.** If you are a victim or a witness of such behavior, please report it to [signalement@univ-pau.fr-pau.fr](mailto:signalement@univ-pau.fr-pau.fr)

- **01 46 21 46 46** SOS Help (English-speaking Hotline)
- **05 59 92 48 48** Hospital in Pau
- **05 59 44 35 35** Hospital in Bayonne
- **05 62 51 51 51** Hospital in Tarbes
- **05 58 05 10 10** Hospital in Mont-de-Marsan