

iNTERNATIONAL STUDENTS

Studying in Montpellier



Edition 2007



Montpellier

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Foreword

Montpellier

The city of Montpellier has a long and rich academic tradition. The university here was founded in 1289 and was one of the very first in France. Its faculty of medicine is the oldest faculty in the world to still be practising.

The site of Montpellier with its three universities is now internationally recognised for its research centres and the wide range of training available here.

13.8% of the students at the universities of Montpellier are international students, which places these universities above the national level and they intend that this should continue. The universities of Montpellier are open and welcoming.

Because of the considerable pressure from the population in the city of Montpellier and its suburbs, you are recommended to prepare your arrival by looking for accommodation as soon as possible.

For guidelines concerning all the steps that need to be taken, the Pôle Universitaire Européen de Montpellier, (the European University Centre of Montpellier), the Centre Régional des Oeuvres Universitaires et Scolaires, (the Regional Centre of University and School Works or CROUS), and the international relations services in each of the universities all work in conjunction with each other for this purpose.

These institutions are here for your benefit, to help you settle in the city as well as possible and prepare you for a successful training period.

The objective of this guide is to give you the preliminary information that you will need to help you in this.

I wish you a pleasant stay in Montpellier and success in your studies at our universities.

Christian NIQUE
Rector of the Academy of Montpellier
Chancellor of the Universities

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The Universities of Montpellier became European with the start of the autumn term in September 2004. This was supported by the new structure of higher education. Here are the main aspects:

- Three levels identified by three grades:

Licence after a baccalauréat or school leaving certificate followed by three years' higher education.

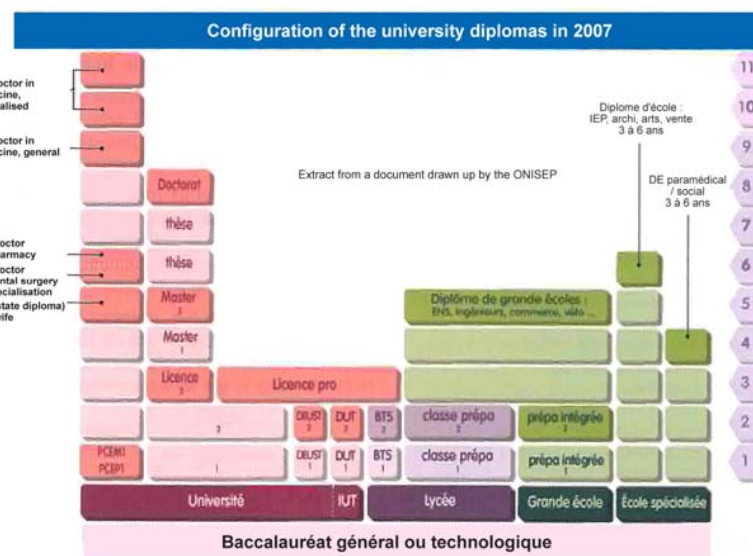
Master's after a baccalauréat or school leaving certificate followed by five years' higher education (professional master's and master's in research).

Doctorate after a baccalauréat or school leaving certificate followed by eight years' higher education.

- **Evaluation of knowledge** by referring to the acquisition of education credits (ECTS). These credits (180 for the licence, 120 for the master's) will facilitate international mobility while giving greater clarity to diplomas and acquired skills. For this, an annexe to the diploma will facilitate recognition of the skills and qualifications of the student.

- **A progressive, organised construction of the professional plan**, enabling students to select a precise course of training based not only on theoretical knowledge but also on technological skills and knowledge.

To find out more, consult the education pages on the universities' websites.
www.univ-montp1.fr www.univ-montp2.fr www.univ-montp3.fr



Formalities- before you leave

Initial steps

(this information does not concern European students)

In order to come to France to study, the necessary formalities are set at a national level. The stay must be prepared well in advance.

It is essential to be able to understand the French language. Teaching and examinations are in French.

For studies in L1, level 4 of the TCF, the Test de Connaissance de Français, (French Language Knowledge Test) is required.

The essential steps consist of obtaining:

- pre-admission to a teaching establishment: procedures vary according to the type of establishment, (University, School, Technical Institute), the field of training envisaged (languages, medicine etc) and the level of access.

- a long-stay study visa (cf p.5)

All these formalities are described: in the guide "Je vais en France" ("I'm going to France"), published each year by the CNOUS and available in all consulates and on the website www.cnous.fr

- on the other national websites:
www.education.gouv.fr/int/etud.htm
www.france.diplomatie.fr/venir/index.html
www.campusfrance.fr
www.egide.asso.fr

To obtain the addresses of the French cultural, embassy and consular services abroad, go to: www.expatries.org/annuaires/repdipet.asp

Calendar

for the preliminary admission procedure for students registered in licence L1 and L2

Between **December 1st and January 15th** prior to the start of the university year, get the form for the Demande d'Admission Préalable (Preliminary Request for Admission) that can be found in the French embassy cultural services or on www.education.gouv.fr.

Before January 31st, fill out and return this form to the French embassy cultural service in your country. You will be handed a receipt.

During the month of February: you will receive notification to attend linguistic assessment tests.

In principle, you should receive a reply from the first university **before April 30th**. If this reply is negative, you should receive a reply from the second university **before May 31st**. The third university must let you have its reply before June 30th.

A few days after each of these final dates, contact the university if it has not let you have its reply. Keep the photocopy of your request.

From June but before July 31st, in the event of a positive reply, send a **letter of confirmation** to the university that has accepted your application to start your administrative registration. Keep a photocopy of this letter.

For more information, you can consult the website of the university that you wish to register with or go to www.education.gouv.fr.

For other levels of education that are subject to the agreement of the education commission contact these establishments directly.

Formalities...on your arrival

Geographical locations

Higher education in Montpellier is organised around three major geographical sectors.

The North

Université Montpellier I : Medecine, Odontologie, Pharmacy, Sport.

Université Montpellier II : Sciences, IAE Business School, Polytech, IUT Technical Institute.

Université Montpellier III : Literature, languages, SHS (Human and Social Sciences), Arts.

And the Agropolis international complex, the School of Architecture, the School of Chemistry, IUFM Teacher Training College.

The Centre:

Université Montpellier I : Law, first cycle of Medicine.

And the School of Fine Arts, the Conservatory of Music.

The South

Université Montpellier I : Economic sciences, Management, AES Economic and Social Administration, IPAG Institute of Public Administration on the Richter campus.

Certain courses are not on the university campus but are delocalised in other nearby towns (Béziers, Narbonne, Nîmes etc).

Contact you university for information.

Registration

International students coming from an intergovernmental or inter-university agreement:

immediately upon their arrival they must go to the establishment responsible for their reception (the establishment's international relations service, bureau Erasmus, CROUS, EGIDE). They will be informed of the steps to be taken in order to obtain their student card.

All other students:

They must contact the foreign students' office where there is one, or the registration office of the establishment in which they have been accepted (see contact details on the last page of this document).

This registration will enable you to obtain a schooling certificate or a provisional student card.

The definitive student card is delivered once the residence permit has been obtained.

To register in L2, L3 and higher at the Université Montpellier III, please go to www.univ-montp3.fr, **International Relations part.**

- Attention: This registration does not give you access to CROUS accommodation. University registration and searching for accommodation are two totally independent formalities.

To search for accommodation, go to pages 9 and 10 of this document

The residence permit

Law n° 2003-1119 of 26 November 2003 (article 14) removes the obligation to hold a residence permit for students who are from the European Union, the European Economic Area (Iceland, Liechtenstein and Norway) and the Confederation Helvetia.

All other international students who come to France to study for a period more than three months are obliged to apply for a residence card.

The forms can be obtained either from the teaching establishment, or from the Point accueil étudiants internationaux (International Students' Reception Point) at the Pôle Universitaire Européen or at the Prefecture (residence permits will be collected from the Prefecture with an individual notice to attend).

To obtain this card you will need:

- Passport and visa

A passport that is valid for the full length of your stay and a long-term study visa :

- "student" D xxx
- C "student – entrance examination" (with proof of having successfully completed the competitive examination or entrance examination).

ATTENTION:

A visa "dispense de carte de séjour" ("exempt from residence permit") does not allow you to obtain a residence permit. You must leave French territory at the latest by the last day of the validity of the visa (there is no right to assisted accommodation from the CAF, the family benefit fund). It is impossible to regularise your situation in France if you have a short term (tourist) residence permit or a visa temporarily exempt from a residence permit.

- Social Coverage

cf p.6

- Medical Checks

For the initial requests for a residence permit, students must fill in a request for a medical check-up from the ANAEM, the French National Agency for the Reception of Foreigners and Migration, in Montpellier, via the Montpellier Prefecture. The student will be called in for an examination. The residence permit is delivered after this check-up and the payment of a fiscal stamp of €70.

- Proof of domicile

Rental contract or EDF electricity bill or telephone bill or certificate of accommodation (document < 3 months).

- Proof of Income

proof of grant or allowance for a person residing in France, with written proof, or proof of transfer of funds to a bank account, minimum amount €430 per month, (proof in writing in French from the bank of the country of origin), or a minimum sum of €1,400 in a bank account in France (document < 3 months).

- Schooling certificate

▪ The results or the diploma in the previous year (for the renewal of a residence permit).

- 4 Identity photos scans and photocopies refused

- 2 stamps (0,54€)

- 1 stamped envelope (with the student's name and address)

Attention !

The online application for a grant and accommodation is not intended for you. **If you apply online via the website, your application will be rejected.** Requests for grants from the French government are to be addressed to the cultural services within the diplomatic representation nearest to your home.

Health

Joining the social security scheme

All students aged under 28 years (depending on the studies, this age limit may be put back by one to 4 years): must join the student regime of the social security scheme. Cost €189 (rate for 2006/2007)

Holders of scholarships from the French government must join the students' social security scheme but are exempt from the rights.

Joining is not compulsory for citizens of the European Union, the European Economic Area and Quebec

if they are holders of one of the following documents:

- the European Health Insurance Card (nominative, individual and valid for one year)

or

- paper E 106, 111, 121, 128, 401 Q102 bis or SE401-Q106 delivered by the equivalent of the Social Security in your country of origin and lasting for a period covering the university year.

If you are over 28 years old you cannot join the students' social security scheme.

For information: according to your case, continuation of rights or taking in charge by the Caisse Primaire d'Assurance Maladie (CPAM), the French National Health Service.

The two organisations that manage the students' social security scheme are:

LMDE, La Mutuelle des Étudiants Mutual Insurance for Students
4 rue Jules Ferry (SNCF train station)
Open from 10:00hrs to 18:00hrs and on duty at the Université Paul Valéry (Maison de l'Étudiant/ Student Hall).
- + 33 8 10 60 06 01
www.lmde.fr

MEP, La Mutuelle des Étudiants de Provence Mutual Insurance for Students of Provence
20 avenue docteur Pezet
Open from Monday to Friday from 10:30hrs to 16:30hrs
- + 33 4 67 04 51 50

3 place de la Canourgue
Open from Monday to Friday from 10:30hrs to 16:30hrs
- + 33 4 67 66 06 50
www.mep.fr

Complementary or top-up Insurance

Subscription to a top-up insurance scheme is optional but it is highly recommended since the Social security only reimburses part of the medical costs.

Cost: from €60 to €280 depending on the company and rate of coverage.

Third party liability insurance is compulsory.

Preventive medicine and social action

Teams of doctors, nurses and social assistants are spread throughout the universities. Contact your university or the CROUS to be put in touch with them

Le Phare

(facilities shared by the CROUS and the Pôle)

- Assistance in the search for accommodation (adverts etc);
- Orientation towards La Noria, emergency accommodation residence.

Open from September 1st to the end November from Monday to Friday from 10:00hrs to 17:00hrs **in the premises of the Pôle Universitaire Européen, (the European University Centre)**

The CROUS at Montpellier

Grants, accommodation, restaurant facilities, culture, work, social and international service, the CROUS makes your student life easier by offering a number of services.

A service welcoming all foreign students and in particular French and certain foreign government scholarship holders from various international organisations for whom it is responsible and ensures:

- Scholarship management
- Educational monitoring
- Cultural activity programmes
- Accommodation

2 rue Monteil 34033 Montpellier

Tram stop - Boutonnet

Reception service for international students

open from Monday to Friday

by appointment between 9:00hrs and 12:00hrs without appointment between 13:00hrs and 16:00hrs

international@crous-montpellier.fr

--+33 4 67 41 50 38 - Fax : +33 4 67 41 50 29

CRIJ (Centre Régional Information Jeunesse)

the Regional Youth Information Centre

Information area covering all subjects concerning young people (studies, training, employment, accommodation, health, leisure etc)

3 avenue Charles Flahault - 34094 Montpellier cedex 5 - tram stop Philippidès

Open Monday from 14:00hrs to 18:00hrs, from Tuesday to Friday from 9:00hrs to 13:00hrs and from 14:00hrs to 18:00hrs

Tel +33 4 67 04 36 66

www.crij-montpellier.com

The international students' reception point at the Pôle Universitaire Européen

International students are welcomed by a team of multilingual students. Here, you can carry out administrative formalities, (residence card, fill in your CAF (family benefit fund) file, get advice (including on accommodation, cf Phare above), consult the many documents, consult the Internet.

163 rue Auguste Broussonnet
Ground floor of the Institut de Botanique
34090 Montpellier

Tram stop – Albert 1er

Open from September to November from 10:00hrs

to 17:00hrs, from December to May from 14:00hrs to 17:00hrs

and by appointment the rest of the year.

+ 33 4 67 41 67 87 - Fax : + 33 4 67 41

93 34 - accueil@poluniv.univ-montp2.fr

www.poluniv-mpl.fr

Espace Montpellier Jeunesse, Montpellier Youth Centre

Everything is covered here: news, leisure, sports, culture, travel, stays abroad, job, orientation, courses etc)

Other services are also available here: pay phone, minitel, 5 computers, photocopier and Internet access.

6 rue Maguelonne 34000 Montpellier

Tram stop - Comédie

Open from Monday to Friday from 12:00hrs to

18:00hrs - tel +33 4 67 92 30 50 - Fax : +33 4

67 92 36 82 - sei.dj@ville-montpellier.fr

Compulsory income

French law requires that the international student must prove that he has **sufficient means to live on, that is €430**, (1st and 2nd cycle) **and €36** (3rd cycle).

The existence of these means may be proved by:

- a study grant certificate;
- Acceptance of responsibility by a creditworthy guarantor based in France;
- a permanent order for transfer of funds from a foreign country (made official by the bank's own stamp).

€430 is the minimum amount. **The budget for the first month will require an added financial outlay of up to €1,800** (deposits, insurance, mutual insurance scheme etc).

Registration at the university varies between €180 and €350 (+social security cf p6).

MONTHLY BUDGET

The approximate monthly budget is for a single student **not having accommodation on campus**, that is, the majority of students.

Rent (including overheads)	€370*
Meals	€240
Transport	€32
University supplies	€47
Culture	€47
Leisure	€32
Other	€32

*minimum

TOTAL €800

Paid activities

All students may carry out a part-time paid activity (max 17½ hrs per week max 3 months full-time in any year). They must firstly obtain a provisional work permit (APT) with the exception of citizens of the European Economic Area, Andorra, Gabon, Monaco and Switzerland.

Currently, citizens of the following European Union countries: Estonia, Hungary, Latvia, Lithuania, Poland, Czech Republic, Slovakia and Slovenia must request a provisional work permit.

International students may ask for a provisional work permit during their first year in France.

The request is made to the Direction Départementale du Travail et de l'Emploi, the Departmental Direction of Work and Employment

Service de la main d'oeuvre étrangère (Foreign labour service)

Open from Monday to Friday from 8:30hrs to 11:30hrs

615 boulevard d'Antigone 34064 Montpellier
+ 33 4 67 22 88 67 - Fax :+ 33 4 67 22 88 68

Accommodation is not easy to find in Montpellier! The lack of accommodation in both the private and public sectors over the last few years is a real problem. Therefore a great deal of patience is required, along with organisation and **the financial means noted on p.8 (allow €370 minimum for private accommodation).**

Attention, you must also have enough money available for temporary accommodation at the start and to pay the costs of looking for accommodation (deposit, agency fees, damage deposit etc - cf budget).

Availability from the CROUS

The international students' reception service of the CROUS proposes accommodation in university or housing residences (minimum rental for one room in housing: €124.20).

Attention, for case 4, you must provide a **“cautionnement solidaire” (joint security): this is a person who lives and works in France, who will act as guarantor for you and guarantee to pay any outstanding amounts that you have not paid to the CROUS.**

1. You are the holder of a grant or scholarship from the French government or your own government managed by the services of the CROUS.

> Your accommodation can be assured by the CROUS in Montpellier on your arrival.

2. You are the holder of a grant or scholarship from the French government or your own government managed by the services of the EGIDE.

> You will ask for accommodation from the EGIDE.

3. You are registered (or are going to register) in a Montpellier University or College within the framework of an inter-university exchange programme.

> You will ask for accommodation at the international relations service of the establishment that you will be attending.

4. **None of these previous cases apply to you
You are under 28 years old on October 1st of the year of registration.**

Admission criteria:

- you are registering for a Masters or Doctorate
- you are joining a Grande Ecole, a Class Préparatoire (preparation for the entrance exam to the grandes écoles), the IUT or a Vocational Training sector (Technicien Supérieur).

You will ask for an accommodation form from the international students' reception service of the CROUS

2 rue Monteil 34 033 Montpellier

Tram stop - Boutonnet

Open from Monday to Friday from 13:00hrs to 16:00hrs

- + 33 4 67 41 50 38 - Fax : + 33 4 67 41 50 29

Before: October 31 2006

Even if you do fulfil these conditions, you can be given no guarantee of accommodation due to the limited number of rooms available, especially if you arrive late. In all the other cases you will not be able to obtain rooms from the CROUS.

Temporary accommodation

Emergency accommodation at La Noria

60 double rooms for students for a maximum length of stay of 2 weeks.

Price per night: €5

Contact the PHARE or the international students' reception service of the CROUS.

Youth hostel

€14.40 per night + membership (€2.90/day)

Reservation possible from abroad.

Impasse de la Petite Corraterie - 34000 Montpellier

tel +33 4 67 60 32 22

Fax : + 33 4 67 60 32 30

Hotel guide at the Office of Tourism.

Esplanade Comédie 34000 Montpellier

tel+ 33 4 67 60 60 60

Fax : + 33 4 67 60 60 61

www.ot-montpellier.fr

Private sector accommodation

The CROUS proposes accommodation available in the private sector on its website at **www.crous-montpellier.fr** and in its premises, available at no charge.

You can also contact other institutions (CRIJ, Espace Montpellier Jeunesse : cf p.7)

Espace Logement Etudiant, student accommodation area

From August to November

In the Corum, salon du Belvédère

Esplanade Charles de Gaulle 34 000

Montpellier

www.espace-etudiant.com

Allowances for accommodation

The APL and ALS are financial aids for accommodation made by the Caisse d'Allocations Familiales or CAF the Family Benefit Fund.

Amounts vary between €20 and €170. The application for this is made online at **www.montpellier.caf.fr**

Having completed the application you must print out the form and send it to the CAF together with the proof of rental provided by your landlord with the following written proof:

- for EEA students: a photocopy of your passport or identity card,
- for the others, the photocopy of the residence permit.
- for grant and scholarship holders: written proof of the grant or scholarship,
- the particulars of your bank account You must have an account in France.

CAF (Family Benefit Fund)

8 rue Chaptal 34943 Montpellier cedex

Student branch

Avenue de la Pompignane 34000 Montpellier

Attention:

in order to obtain accommodation you must provide a **“cautionnement solidaire”** (“joint security”), a person who lives and works in France **who will act as guarantor for you and guarantee to pay any outstanding amounts that you have not paid.** Under certain conditions you can take advantage of the Loca Pass (organisation that aids those falling within a certain category with their deposit for accommodation rental).

Contacts

Website / E-mail

Administrative Contacts

International Relations Service
5, boulevard Henri IV CS 19044
34 967 Montpellier cedex 2
☎ +33 4 67 41 74 32

Informations/orientations :
same address
scuio@univ-montp1.fr



Université Montpellier 1

www.univ-montp1.fr

sri@univ-montp1.fr

Administration
International students office
Place Eugène Bataillon
34 095 Montpellier cedex 05
☎ +33 4 67 14 30 26

Informations/orientations :
Bât 7
scuio@univ-montp2.fr



UNIVERSITÉ MONTPELLIER 2
SCIANCES ET TECHNIQUES

www.univ-montp2.fr

etrangers@univ-montp2.fr

Programmes d'échanges :
relint@univ-montp2.fr

Administration
International Relations Service
Bureau 213
Route de Mende
34 199 Montpellier cedex 5
☎ +33 4 67 14 21 31

Informations/orientations :
Bât Charles Camproux
scuio@univ-montp3.fr



Université Paul Valéry

Montpellier III
Arts, Lettres, Langues
Sciences Humaines et Sociales

www.univ-montp3.fr/ri/index.html

info.ri@univ-montp3.fr

For all information on practical life



**Pôle Universitaire Européen
de Montpellier et du Languedoc-Roussillon**
163 rue Auguste Broussonnet 34 090 Montpellier
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accueil@poluniv.univ-montp2.fr
www.poluniv-mpl.fr



CROUS
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