



WELCOME TO PSL

STUDENT HANDBOOK

UNIVERSITÉ PSL



ACADEMIC YEAR 2019/2020



YOUR CONTACTS AT PSL

Université PSL
60, rue Mazarine
75006 Paris
tel : 01 85 76 08 70
contact@psl.eu

psl.eu/en

Keep in touch with PSL

PSL is home to many cultural, artistic, scientific or sporting events. Do not miss any of them

   Université PSL

International students

welcomedesk@psl.eu

01 75 00 02 91

 PSL Welcome Desk

 PSL_welcome_desk

Student life

vieetudiante@psl.eu

Student organizations (Union PSL)

union.psl@psl.eu

Connect to wifi network

Connect to eduroam, used by universities and research centers throughout France, Europe and worldwide. Once Eduroam has been configured on your device, all you have to do is enter your login information to connect. To configure Eduroam, go to eduroam.fr/en



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WELCOME TO PSL



Dear students – welcome to your university!

PSL is a new university where the arts and sciences, humanities, engineering and social sciences mingle and become intertwined. Ranked among the world's top 50 universities, PSL is the result of a collaboration among nine prestigious institutions where you will undertake your Bachelor's, Master's or doctoral degree studies.

All of you have been chosen for your talent, and you will be among the first graduating classes from Université PSL. We are extremely proud to welcome you here to mark our maiden year.

From the undergraduate to the doctoral level, we are committed to giving you an education that is informed by the research being conducted in our 181 laboratories and by your interaction with the 4,500 researchers and research professors who comprise our university. You will benefit from one of the lowest student-teacher

“
*All of you have been
chosen for your talent*”

ANNE DEVULDER

Vice President for Student Life and Social and Environmental Responsibility

ratios in France and the international outlook found at PSL, which is ranked fourth worldwide among universities less than 50 years old (THE and QS rankings) and first among universities established since 2000 (THE).

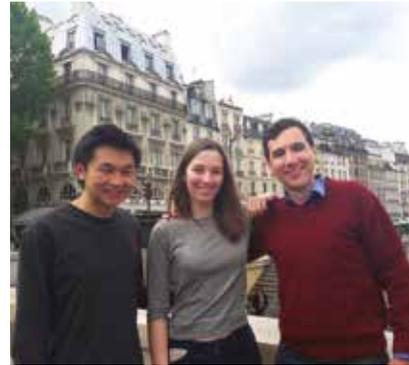
From the Porte Dauphine to the Montagne Sainte Geneviève, Paris is now your campus! And we have numerous dynamic student organizations in which you can participate and take full advantage of countless athletic, artistic and cultural events.

Lastly, mindful of our duty to educate the generations that will define the future, PSL is committed to impacting positively civic life and environment. The University takes up the challenges of sustainable development, both in favor of the environment and the society. We are counting on you and your support to help us develop and expand these activities.

Make the most of this new academic year! We hope it will be a happy and successful one.

* Times Higher Education (THE)

** Quacquarelli Symonds rankings (QS)



TERRENCE, CLOTILDE & MACIEJ

Advisers to international students at the PSL Welcome Desk*

Clotilde, Terrence and Maciej are three active, multilingual Parisians who have come together on behalf of PSL's Welcome Desk.

Throughout the year, they volunteer their time to serve as advisers to international students. Their goal is to offer advice, get you headed in the right direction and suggest a host of vibrant new experiences designed to encourage cultural exchange among new PSL students. In short, they're here to help you settle in at PSL and in Paris. But their commitment to PSL university life doesn't stop there...

CLOTILDE BEOUTIS, École Normale Supérieure – PSL

I'm a student at ENS-PSL and chose to get involved in the Student Union. For a year I helped organize excursions and evening events along with the ENS arts festival, 48 Hours of Art. It was a fantastic experience to be a part of student life on campus in an entirely different way than as a student. I'm also a volunteer for the Migr'ENS project, where I give lessons in French to immigrant students. I've met some wonderful people there.

TERRENCE TRAN, MINES ParisTech – PSL
With the Class Gift at MINES ParisTech-PSL, I led an environmental project to raise funds for installing solar panels on

the roof of the student residence. I'm very proud of having been part of that campaign and being able to contribute to the fight against climate change. What do I especially love about PSL? The wide range of student organizations and activities in every field imaginable!

MACIEJ JASZCZYNSKI, EPHE – PSL

What I'll remember most from this year was the language partner events that I got to organize each month at lively venues all over Paris. The idea was to give everyone a fun-filled opportunity to improve their skills in any language (Norwegian, English, German, French, Japanese, Russian, etc.) by meeting PSL students from all over the world. We matched nearly 150 students in the course of a year!

“
*Volunteering, sports,
music, cultural projects...
Be alive to the possibilities
at PSL!*”

Any advice to give to new PSL students?

— Take advantage of the City of Light and all the artistic and cultural excitement it offers! Wander along the Seine, go to concerts, see exhibitions – you can choose whatever you like.

— Get involved in projects you really care about. More than anything, PSL offers endless opportunities thanks to its wide range of schools and its students from different backgrounds. There are athletic clubs, the Orchestra and Choir, events organized by the PSL Student Union and much more.

— Your PSL experience starts now, so be alive to the possibilities!

17 000 students

4 500 researchers & research professors

ABOUT PSL

181 laboratories

+ 50 start-up founded every year

+ 30 student organizations supported every year

27 Nobel Prize laureates

10 Fields Medals winners

3 Abel Prices winners

48 CNRS Gold Medal awardees

50 César winners

79 Molière winners

+ 6 millions documents in digital collections

91 libraries and museums

UNIVERSITÉ PSL

Located in the heart of Paris, PSL brings together every field of knowledge and creativity to design the world of tomorrow. With 4,500 researchers, 17,000 students, 181 laboratories and 10 incubators, fab labs and co-working spaces, PSL is a comprehensive university, selective and committed to equal opportunity, training future researchers, artists, entrepreneurs and executives to be conscious of their individual and collective social responsibility.



PSL in the international rankings



4th in the world among young universities (QS et THE)



1st Millenial university (THE)

MyPSL

Student services, sports, libraries, events... All the campus life on your mobile phone thanks to MyPSL app!

Find real-time academic information (course hours, exam results, marks...) as well as digital collections, student organizations, customized notifications such as change of plans and PSL events.



L'Université PSL



PSL



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UNIVERSITÉ PSL A CAMPUS IN THE HEART OF PARIS

-  COMPONENT SCHOOLS
-  ASSOCIATE MEMBERS
-  RESEARCH CENTERS

* ENS Jourdan campus is home to several services of the CPES undergraduate degree, ENS departments of economics, social sciences and geography, PSL Master's degree committee as well as student life.



STUDY AT PSL

By joining PSL, you can benefit from many support services offered to all our students and detailed in this handbook. Here is a first glance.

STUDENT SERVICES

As a PSL student, many services are available to you, such as...

- The PSL student card giving access to PSL schools and institutes and enabling you to pay in the CROUS restaurants and cafeterias with your Izly account.
- PSL digital environment with secured access to Eduroam WiFi and online collaborative tools.
- Many opportunities to join in cross-institutional events: student organizations, sports, orchestra & choir, call for proposals, cross-institutional weeks (engineers, arts), Buddy Program, welcome days, are opportunities to meet other PSL students from all backgrounds (countries, subjects and schools) and to share with them common interests and initiate group projects.
- Shared student places: libraries, coworking labs and PSL-Lab, etc.
- Easy access to PSL Welcome Desk for all international students (help with administrative processes, social and cultural events, Paris tours...).
- Spots to attend cultural and artistic events all year, such as the annual PSL conferences, and many parties offered by the Union PSL. See our events on psl.eu/en.
- About 40 sports through PSL Sport. Find us on the website and join our community along with 5000 other fellows!
- Free services to help you deal with daily issues: counsel from the law clinic at PSL-Dauphine, Nightline online listening service for and by students...
- A wide range of housing and a counsel service to help you settle in Paris. See **→ Infos : psl.eu** > Vie-de-campus > Se loger
- PSL Alumni network (PSL-A) to keep in touch and help with your career.



Glossary

Établissement opérateur

School of enrollment (or host school), responsible for each student's administrative affairs (education, internships, graduation ceremony, etc.).

Établissement porteur

School that provides the education.

PSL Master's degree offering

As of the 2019–2020 academic year, PSL is offering 39 Master's degrees spanning every discipline on the various PSL campuses.

Contacts

Student life :

union.psl@psl.eu

Student organizations :

union.psl@psl.eu

PSL Welcome desk :

welcomedesk@psl.eu

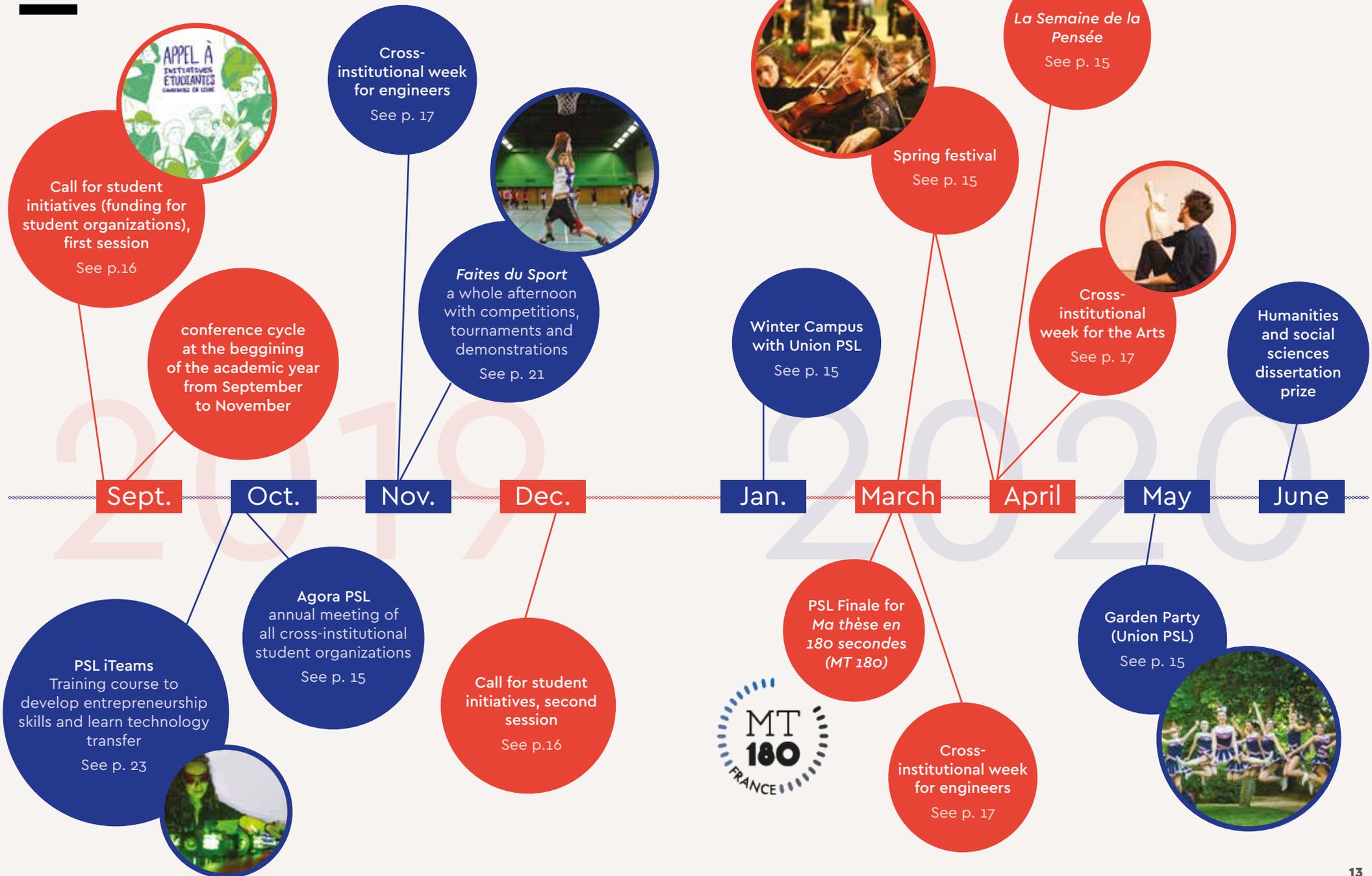
PSL-Lab :

psl-pepите@psl.eu

Alumni PSL :

webmaster@pslalumni.org

SAVE THE DATE



CAMPUS LIFE

Student organizations, culture, athletics, museums, libraries and digital collections... PSL is the ideal setting for a rich student life, at the very heart of the greatest student city in the world! As a PSL student, you can join events in all our schools. Visit our website to find out detailed services available to you.

STUDENT ORGANIZATIONS

Getting involved in a student organization is a great way to meet other people from all backgrounds! PSL is host to more than 100 student organizations, busy all-year round to bring life to its campus. You have the opportunity to get involved in exciting group projects, whether in culture, arts, athletics or humanitarian help!

Union PSL

The PSL Student Union is your one-stop shop for all student and campus life news!

Bringing together student council representatives and other students involved in associations throughout all of our campuses, the PSL Student Union plans events the full school year, from September to June, bringing excitement and fun to student life. These include Agora PSL in November (the fair of all student organizations), Winter Campus in January (afterwork drink and free training for organizations), PSL eloquence contest, the *Semaine de la Pensée* (during a whole week, all students on campus join forces on a different topic through activities such as conferences, workshops, debates, concerts), festive events (Halloween, St Patrick...), open house days, the Garden Party in June...

The PSL Student Union relays campus news of interest to students in each school and supports cross-institutional student initiatives.

Follow them on Instagram and Facebook to be informed of every event.

→ **Contact :** union.psl@psl.eu
[unionpsl.psl.eu](https://www.facebook.com/unionPSL) | [facebook.com/unionPSL](https://www.facebook.com/unionPSL)

Students councils (BDE)

During all the academic year, student councils (BDE) run festive events, cultural or charitable events. Feel free to contact them about the campus life in your school and in PSL, thanks to "PSL representatives".

→ **Infos :** [psl.eu/en](https://www.psl.eu/en) > Life@PSL > [Get involved](#) > [Student councils](#)



More information

You want to set up a student organization?

Find help with the practical guide from Animafac, the network of student organizations (animafac.net) and the website of *Maison des Initiatives étudiantes de Paris* (mie.paris.fr).



AIE PSL PSL CALL FOR STUDENT INITIATIVES

You are involved in a student organization or you would like to start one? PSL can sponsor you with the Calls for Student Initiatives, launched twice a year on its website.

Cultural, artistic, or sporting event, social commitment, knowledge dissemination... all topics can be eligible for support, according to each category of the call. One requirement, at least : the project has to unite students from several PSL schools.

→ **Information : initiatives.etudiantes@psl.eu**

You want to find and join a student initiative or a team to take part in the call for proposals? Please submit your package on the dedicated page on PSL Union's website → unionpsl.psl.eu

INTERNATIONAL AND CROSS-INSTITUTIONAL MOBILITY



Study abroad

Spend a semester (or two) of study abroad is a great opportunity to discover a new culture, improve language skills and add value to your academic background. Université PSL encourages students to study abroad.

Find out all the possible options and contact the International Relations department in your host institution.

PSL weeks:

5 days of immersion

Twice per year, PSL offers an immersion called "PSL weeks". During these immersion weeks, various schools of PSL gather to propose an interdisciplinary course. This provides the opportunity for all students to discover a new discipline together in order to lead new innovative projects.

→ **Infos : pslweek.fr**

— PSL week for Engineers

Are you a 2nd or 3rd year student at l'ESPCI Paris-PSL, Chimie ParisTech-PSL, MINES ParisTech-PSL, or a 3rd year student at CPES? Save the date: last week in March! This PSL week offers you access to new knowledge in the scientific domain and allows you to discover new disciplines linked with humanities, the movie industry economics (with La Fémis), or entrepreneurship with PSL-Hack.

— PSL week for the Arts

PSL week also exists in the arts domain with the same principal: a dedicated week enabling students from La Fémis, CNSAD and CPES (specialization HTA) to broaden knowledge, exchange talents and awaken a new perspective. The goal? To collectively bring life to innovative projects encompassing all aspects of artistic creation.

THE ARTS, CULTURE AND DIGITAL COLLECTIONS



PSL Orchestra and Choir

Do you play an instrument or sing? Join the adventure of the PSL Orchestra & Choir (OC-PSL)! Conducted by full-time professional musicians, PSL students, faculty and staff have the opportunity to interact closely with famous performance musicians. Some PSL institutions give ECTS for attendance to OC-PSL events. OC-PSL offers a rich program all year round, to which PSL students can attend for a small fee (€5) and also gives a Spring Festival which includes all types of music thanks to a wide array of events: relations between arts and science, big symphonic concerts and smaller recitals, tour of the OC behind the scene, students brass bands...

→ **Information:**
[orchestreetchoeurpsl.fr /](http://orchestreetchoeurpsl.fr/)
01 42 62 71 71

PSL-Explore : libraries, tools and discoveries

PSL-Explore is PSL's website for knowledge dissemination and gateway to digital collections from libraries, archives and museums. You can choose either to discover PSL Heritage and Research, or to search for documents.

With the "Discovery" path, you can visit virtual exhibitions and read popularized contents by researchers, students and curators of PSL, you can access digital collections and various contents: video conferences, movies, MOOC, on topics sur as Marie Curie's life, epigenetics or ethnomusicology.

With the "Search" path, you can use several tools to search for documents in PSL collections (+6 million digital items), databases, online journals, PSL open archive. Books, manuscripts, sheet music, audio or video recordings.

The website also includes practical information about PSL libraries and museums (opening hours, address, access requirements) in the "Libraries and Museums" tab.

See you soon on PSL-Explore!

→ **Info:** explore.psl.eu/fr

Espace Pierre-Gilles de Gennes

A bridge between civil society and scientists, the place was founded by Pierre-Gilles de Gennes. It is the place for public engagement of the ESPCI Paris-PSL and Université PSL. Both a place for events directed to the public and a laboratory of innovation for scientific communication, the place is dedicated to debate, meetings and collaborative thinking between researchers, teachers, students, journalists, artists, storytellers, and anyone driven by curiosity. Exhibitions, scientific events, conferences open to all, training in scientific communication, recreational activities and unusual evenings, all the events held in ESPGG are available on espgg.org.

See you soon at the Espace!

→ **Contact:** contact-espgg@espci.fr

PSL events

Stay tuned for cultural, artistic and scientific events at PSL:
psl.eu/en/events

Other libraries in Paris

The Bibliothèque nationale de France (BnF) – site François Mitterrand (Paris, 13^e). bnf.fr

The Bibliothèque publique d'information (BPI), Centre Pompidou (Paris, 4^e). bpi.fr

The network of the libraries in the City of Paris: bibliotheques.paris.fr



PSL - ATHLETICS



Athletics with PSL-Sport encompass 40 different activities, either in a team or individual, under the supervision of certified professionals or passionate students.

Abs & gluts, badminton, basket-ball, circuit training, body tonic, boxing, modern jazz dance, climbing, fencing, football, futsal, golf, hand-ball, krav maga, weight lifting, swimming, skydiving, pilates, core training, table tennis, rock dancing, rugby, squash, volley-ball, yoga, zumba, horse-riding...

You can also prepare the boating license, take part in skiing events, join tournaments between schools.

Lessons are available to all PSL students, faculty and staff 6 days a week. All athletic facilities are located close-by and sports

opportunities are offered midday or after 6 p.m., times that are compatible with university life.

All sports lovers are welcome, join us!

→ **See information, enrollment and timetable on** psl.eu/en/lifeps/athletics or on the **PSL-SPORT**



Tip

Information on the different sports are given during meetings at the beginning of the academic year.



SPORTING EVENTS

La Parisienne

7km-race to support cancer treatment.

Faites du Sport

Tournaments: futsal, hand-ball, basket-ball and tchukball; cheerleaders contest; demonstrations of jazz dance, fencing, etc.

Men's football tournament between universities in China

A Chinese university partnered with PSL to set up a great football tournament at the end of October 2019. Our coaches will select strong team members among all PSL school to defend our University.

EUROIJADA Tournament

PSL teams (women's football and volleyball) will take part in the EUROIJADA tournament: a Serbian university is organizing the great challenge during its stay in Paris.

PSL Rugby Trophy

This rugby match has taken place every year since 2012 and refers to the famous French-British Crunch. The best rugby players (men and women) compete with members from University College London.

PSL Tennis Trophy

For the last 2 years, this tennis tournament has taken place either in Paris or in London. The best players (men and women) compete with UCL members.

The Rock Dance Tournament

Competition between the best dancers.

PSL Paris fencing

This European fencing competition is organized by ENS-PSL students at the CSU J. SARRAILH.

INNOVATION AND ENTREPRENEURSHIP

PSL-PÉPITE AND SUPPORT FOR ENTREPRENEURS

PSL-Pépité is a team supporting student entrepreneurship at PSL. It offers comprehensive packages to help students and young graduates set up their own company.

PSL-Pépité is dedicated to all students and young PSL alumni that are looking to work on a project to create a company or looking for information about entrepreneurship. The staff provides them with the training, services and mentoring they need to make their idea real.

The PSL-Pépité team can help you obtain the national status of a Student Entrepreneur, and the D2E diploma in Student Entrepreneurship. Staff can also offer mentorship according to your background and your ambitions.

Here are the available training courses and services:

- Initiation course for all the students who consider launching a business and who have a strong interest in entrepreneurship.
 - Preparation course for students who have a clear project and wish to combine studies and entrepreneurship.
 - Mentoring for students who work full-time on their business project and need support in their everyday tasks.
 - Independence course for students who already joined an incubator and who want practical counselling on media relations.
- **Further information:** psl.eu/en/innovation-enterprise/entrepreneurship-psl/student-entrepreneurship
- **Contacts :** psl-pepите@psl.eu / **01 85 76 08 65**



PSL-iTeams

You are interested in entrepreneurship but you don't have a business project yet? Apply for the Innovation and Entrepreneurship Course: PSL-iTeams

Created in 2017, PSL-iTeams is a training program for PSL master's, doctoral and post-doctoral students interested in innovation or entrepreneurship, from all disciplines and institutions (engineering schools, schools of arts or humanities and social sciences, etc.). Through this education, students can develop their entrepreneurial, innovation and leadership skills, while contributing to the technology transfer from PSL's research teams.

→ **Infos :** psl.eu/en/education/find-your-academic-program/become-entrepreneur

PSL'S INNOVATION LABS & COWORKING SPACES

To support the education of student entrepreneurs and give designers room to experiment, to provide dedicated space for PSL's start-up launchers and to host professionals, PSL offers 9 spaces for work, experimentation, and collaboration devoted to innovation techniques:

- 3 co-working spaces dedicated to student entrepreneurs
- 3 FabLab/CreaLab, prototyping workshop, available to any PSL member
- 2 incubators for business creators, mainly PSL researchers or alumni
- 1 UserLab for businesses or research teams testing new solutions

The PSL-Lab is the co-working lab managed by PSL-Pépité. Several pricing options are available for student entrepreneurs or certified project members.

Students in the lab have unrestricted access to Wi-Fi, printer, stationery; tablet computers and lockers may be loaned.

- **Detailed requirements to use PSL entrepreneurship resources:**
psl.eu/en/innovation-enterprise/psl-innovation-labs-coworking-spaces
- **Contacts :** psl-pepите@psl.eu
01 85 76 08 6



Businesses from PSL to help you in everyday tasks

Job'N'Roll

Find a student job. Offers matching with your schedule and your district. Apply with a few clicks!

jobnroll.fr

NOOLOJI

Find housing and allowance. Need housing and want to help? Nooloji will put you in touch with landlords who need home care.

nooloji.com

Swapbook

Exchange books. With Swapbook, meet students who buy and sell books at discount price and benefit from advice and mentorship.

swapbook.fr



EVERYDAY LIFE

Housing

FIND HOUSING

First of all, check with your host school before you arrive to find out about the available accommodation services. Some schools book accommodation for their French and international students.

Accueil logement PSL Service

PSL is committed to help student find housing and offers support services:

- PSL housing, a platform including accommodation from private landlords and estate agencies.
- A platform to find accommodation in a student residence, low-cost flat, flat-sharing, homestay.

→ **Information:** psl.eu/en/lifepl/campus-life-paris/housing

Student residence with CROUS

Accommodations in student residence are primarily for scholarship students sponsored by the French government and students within an exchange scheme. If you get accommodation in a student residences, you should plan your arrival between Monday and Friday before 4 p.m. The front desk is closed after 4 p.m. and on weekends.

→ **Information:** crous-paris.fr

→ **Also read:** lokaviz.fr offers private accommodation certified by CROUS

PSL HOUSING

LE SERVICE LOGEMENT DE L'UNIVERSITÉ
PARIS SCIENCES & LETTRES
THE HOUSING FINDER BY PARIS SCIENCES & LETTRES



Tip

Better keep away

Some agencies, so-called "list sellers", give you access to their offers for a given period (usually 4 months) if you pay expensive fees (between €150 and €450). However, the available offers are limited both in number and in quality, and very often, they are outdated. Don't waste your money on such offers.

STEPS TO RENT ACCOMMODATION



Cité internationale universitaire de Paris (CIUP)

In France, students of all nationalities benefit from specific state subsidies to find accommodation. France is the only country in Europe to offer such a system.

Housing allowances

Rent is a significant item in your budget. Don't forget to apply for housing allowance.

Monthly rent allowance: *Aide personnalisée au logement* (APL) or *Allocation de logement à caractère social* (ALS). Both are paid by the *Caisse d'allocation familiale* (CAF).

— ALS is *Allocation de logement à caractère social*. It can be paid for a room in a residence, but also for a studio, an apartment or a house in the city. This is the most significant support provided to students.

— The APL is *Aide personnalisée au logement*. It is paid directly by CAF to the housing under contract. Most of the housing units are under contract, particularly those managed by the HLM organizations and the CROUS residences.

To estimate your budget, you can use the simulator to calculate the housing allowance to which you may be entitled on the CAF website (caf.fr). To take the necessary steps, follow the guide to student housing allowances available on the CAF website. Do not delay in sending your application, CAF allowances are no longer retroactive!

USEFUL TERMS

m² (square meter)

Unit to calculate the living space. The *loi Carrez* is the name of the law detailing how to calculate living space in France.

Charges (additional charges)

Rental prices are indicated either excluding charges (HC or HT) and/or with charges included (CC or TCC). Monthly rental charges usually include building maintenance and rental taxes. Generally, these charges include cold water (ask for confirmation) and sometimes heating, this is called "collective heating".

L'état des lieux (inventory of fixtures)

These two documents are written on your first arrival at the accommodation (incoming inventory) and when you hand it over (outgoing inventory), in the presence of both the tenant and the landlord. The document describes precisely the general state of the apartment (cleanliness, electrical network, heating, wall paintings, floors, sanitary facilities, etc.).

Be careful, the comparison of these two documents will be used as a reference to determine possible damage and determine responsibilities. The owner will decide on this basis to return all or part of the security deposit when you leave.

Le délai de préavis (notice period)

Before leaving your home, it is essential to notify the landlord within the time limit set by law, called "notice period". This period is set at 1 month for rentals in Paris and its suburbs.

The letter indicating your departure from the accommodation must be sent by registered mail with acknowledgement of receipt (*courrier recommandé avec accusé de réception*). The landlord will be entitled to claim the months of rent you owe them.

Le garant (guarantee)

Also called "*la caution*": a person who stands surety for the tenant's debt. In case the tenant doesn't pay the rent and additional charges, the guarantee is required to pay them (Article 2288 du Code civil).

Le bail (lease agreement)

The lease agreement describes the rights and duties of the landlord and the tenant. Part of the information is required by law. The rules depend on the type of accommodation –either furnished or empty.

Visale Guarantee

Visale offers rent guarantee for students under 30 years old (until they are 31) when they loan an accommodation in Ile-de-France, either private or public, if the rent is below €1500.

→ **Online application on visale.fr**

Services to help you manage accommodation are available on the website:

messervices.etudiant.gouv.fr

— Guarantee deposit

The amount of the security deposit is limited to one month's rent (excluding charges) if it is an empty accommodation (two months in furnished housing). This deposit of money is repaid to you within a maximum of 2 months after outgoing inventory of fixtures. The owner is allowed to withdraw any amount necessary to restore the property in the event of damage and if they can have it certified.

→ **Further information: service-public.fr/particuliers/vosdroits/F31269**

— House and civil liability insurance policy

When you sign the rental contract, it is mandatory to take out a "multi-risk home" insurance policy that covers the risks of fire, water damage, theft, etc. and sent certificate to the owner each year. Civil liability insurance policies allow you to be repaid if you accidentally cause harm to a third party. It is mandatory in France. It is often included in home insurance policy (be careful not to pay it twice). Banks and student health insurance contracts offer this type of scheme.

— Heating and power contracts

When you arrive in a privately-owned accommodation, you have to subscribe a contract for power. There are several suppliers, you should compare them

(try on fournisseur-energie.com/aides-fiches-techniques/comparateur-electricite/abonnement/)

— *La taxe d'habitation* (residence tax)

Residence tax has to be paid every year to contribute to public community services. Don't forget to ask if your accommodation is eligible and how much you have to pay.

— Legal aid

The *Agence Départementale d'Information sur le Logement de Paris* is a charitable organization whose purpose is to offer legal advice on any question about accommodation. Free service is available on appointment in every city hall.

→ **See opening hours and make an appointment: adil75.org**

→ **Further information on financial support for housing: psl.eu/en > Life@PSL > [Campus life in Paris > housing](#)**

GarantMe

Do you need guarantee? You can subscribe a contract with Garantme. Fill in the online package and get a certificate you can give to your landlord. The pricing is calculated on the rent and the tenants. You can try directly on their website! garantme.fr

Healthcare

STUDENT HEALTH INSURANCE



In France, the State provides legal basic health insurance cover (*Sécurité sociale* or "*Sécu*") and you can also subscribe to an optional health insurance policy (*mutuelle*).

Basic health insurance is mandatory for everyone and it entitles to be either partially or fully repaid of health expenses.

If you enter higher education at the beginning of the 2019 academic year,

If you enroll for the first time in a higher education institution, and you are French, you must pay the CVEC (see p. 51), you will then automatically be assigned a compulsory health insurance scheme to be repaid of your health expenses, usually the policy from your parents or

legal guardians, regardless of the status (general, agricultural or other).

You have no steps to take for this subscription, but take advantage of it to create an account on ameli.fr (general status), MSA (agricultural status) or any other web platform on a special status, in order to be repaid of any future health expense.

If you were already a student in 2018-2019

If you pursue your studies in 2019/2020 and subscribed a student optional insurance policy (such as a management center), you will automatically be assigned to a classical policy.

GLOSSARY OF HEALTH CARE

Costs

- **Secteur 1:** The doctor doesn't overcharge (€25 for an appointment with a GP). The National Health Insurance repays on the basis of Secteur 1 costs.
- **Secteur 2:** The doctor slightly overcharges and the patient has to pay the extra cost.
- **Non conventionné:** the doctor chooses the cost of the appointments.

Médecin traitant (referring doctor)

To be repaid at best rate, you have to choose a referring doctor, called *médecin traitant*, who is in charge of coordinating the treatments.

Tiers payant (third-party payer)

With *tiers payant*, you don't have to pay at once the doctor. *Tiers payant* can be either complete or partial.

Les pharmacies (drugstores)

Drugs can only be bought in drugstores. Many drugs are delivered only on a prescription written by a doctor. Some common medicines, such as aspirin, are available over the counter. However, only prescription drugs are repaid. Some drugstores are open on Sundays. During nights and national holidays, you can ask a duty drugstore, which is on a list displayed on the door of all drugstores.

Ordonnance (prescription)

The paper on which a doctor writes the treatment. The prescription may include a health exam, a medical treatment, a list of drugs, a device.

The previous student social insurance policy will end on August 31, 2019.

On this date, all students who subscribed a student mutual insurance will automatically be assigned to the *Caisse Primaire d'Assurance Maladie* of their place of residence. The student health insurance companies, alongside the *Sécurité Sociale*, will keep doing preventive health actions and will still offer optional health insurance specifically designed for students.

International students (from outside the EEA and Quebec) and residents of overseas collectivities (New Caledonia, French Polynesia or Wallis and Futuna)

To begin or pursue your studies, you have to subscribe health insurance before your arrival in France, on the website: etudiant-etranger.ameli.fr

Please attach the supporting documents:

- ID papers (national ID card, passport...).
- A document certifying you enrolled in a higher education institution for the academic year.
- A bank statement (RIB) that will allow you to receive repayments.
- A civil status document required to create your registration ID number. The valid civil status documents are: a full copy of the birth certificate, a birth certificate with filiation (or any document issued by a consulate), a family booklet, a marriage certificate.
- A valid residence permit (only for international students).

Special cases

— **Students from the EEA/Switzerland**
Before you arrive in France, ask for a European Health Insurance Card (EHIC) from your health insurance policy, valid for the current academic year. It certifies that you benefit from health insurance in your country and you are exempted from subscribing the French Social Security scheme on condition that you provide the paper when you enroll. You do not need to register on the website: etudiant-etranger.ameli.fr.

If you do not have a European Health Insurance Card, ask for the S1 Form from health insurance policy in your home country. Afterwards, you have to register on: etudiant-etranger.ameli.fr.

— **Students from Quebec**

- Before you leave, take the SE 401-Q-102 bis form (or SE 401-Q-106 if you are participating in an exchange program between universities) valid during the current academic year, which certifies your subscription to Quebec health insurance policy. When you register on the website etudiant-etranger.ameli.fr, you have to provide one of these forms. You do not have to provide a residence permit.

- If you are not eligible for the student social security policy, you can benefit from the Universal Health Insurance (PUMA). Subscription to PUMA is made with the health insurance policy of your home country.

OPTIONAL HEALTH INSURANCE POLICY (MUTUELLE)

The optional health insurance complements the Social Security repayments for the remaining 30%. In particular, it entitles to third-party payer as well as the repayment of expenses related to hospitalization. It is strongly recommended to subscribe to one. Companies such as the LMDE and or SMEREP offer optional insurance contracts ranging from about €78 to €645 (depending on the services provided) for one year. You can subscribe while you register for student public health insurance during the administrative enrollment or directly with the LMDE (lmde.fr) and the SMEREP (smerep.fr).



Contact

CPAM

Website of the public health insurance (CPAM): ameli.fr
Phone: 36 46 (Monday to Friday, 8 :30 a.m. – 5 :30 p.m.)
Call prefix from abroad:
+33 (or 00 33) 811 70 36 46 (cost depending on your telephone operator).
There is also a phone service in English: 0811 36 36 46 Monday-Friday, 9 a.m. to 6 p.m. (cost €6 cts/min).

CARE CENTERS

Find a doctor

CPAM

On the Public Health insurance website, you can find a doctor according to different criteria (place, specialization, cost, treatment, address).

→ **Info:** ameli.fr > Espace particulier > Trouvez un professionnel de santé

Doctolib.fr or Doctolib App

Choose a health professional according to location and availability. This free service also provides relevant information about costs and spoken languages.

Hospitals

— **Centre de santé des Saints-Pères**
Open to all students, who can choose in the center their referring doctor: consultation with general practitioners (routine consultations and care, certificates of fitness for sport or internships abroad, update of vaccinations, etc.) and specialists (gynecologists, psychologists/psychiatrists, dentists, tobacco addiction, nutritionists and hearing experts). Foreign students (including students from outside the European Union) have access to all healthcare services (spoken languages: English, German, Italian, Arabic, Chinese, etc.).

→ **To make an appointment or to get further information:**
siumpss.parisdescartes.fr

→ **Address:** 45, rue des Saints-Pères, 75006 Paris – Phone: **01 42 86 21 29**

— **Centre Colliard**
Care center designed for students (third-party payer/secteur 1 costs, extended opening hours and open on Saturdays). You will find general practitioners, a gynecologist (and a family planning center), a dermatologist, a psychiatrist, an addictology/nutrition consultation... in addition to the consultations and a planning center.

→ **Address:** 4 rue des Quatrefoies, 75005 Paris – Phone: **01 85 56 00 00**

— **Care center of the City of Paris**
These centers are open to all and offer consultations with general practitioners and specialists without exceeding fees by applying the third-party payer.

→ **Info:** centres-sante.paris.fr

— **6 Centers for Psychological Support**
- Bureaux d'Aide Psychologique Universitaire (BAPU) in Paris.

→ **Info:** psl.eu > Campus > Santé et bien-être and crous-paris.fr/aides-sociales/

Need to talk or to find information?

— **Fil Santé Jeunes** **0 800 235 236** (free of charge on a landline phone) or **01 44 93 30 74**

— **Nightline** (Chat and listening service by and for students): nightline-paris.fr / **01 88 32 12 32**

— **Free listening service duty by APASO** (Prévention Accueil Soutien et Orientation): **01 40 47 55 47** / etudiants@apaso.fr

— **Violences Femmes info:** **39 19** / stop-violences-femmes.gouv.fr

— **Institut de santé génésique** against violence on women: **01 39 10 85 35** / institutensantegenesique.org

Dining

CROUS

It is not always easy to eat well in Paris when you are a student, but be aware that sandwiches and other fast foods are not the only option! There is a much cheaper and more balanced solution: university restaurants and cafeterias.



Opening hours in Paris:

- Paris university restaurants are open Monday through Friday for lunch, generally from 11:30am to 2pm (restaurants located on campus keep slightly different hours).
 - 3 university restaurants are open in the evening from 6:15pm to 8:00pm (Mabillon, CIUP and Bullier, all located in the heart of Paris).
 - There is a brunch on Saturdays at the CIUP and Sunday on the Barge of the CROUS in Paris, which are very popular!
- **Cost:** Only €3.25 for a full meal (appetizer + main course + dessert), €2 to €3 for a sandwich.

IZLY CHIP CARD

If your student ID card is equipped with an Izly chip, you can pay for your meal – without even swiping – at university restaurants and cafeterias. You can also use copy machines and laundromats with it, and order food on the CROUS website. In addition, the Izly mobile application on smartphones makes it possible to generate a QR code at the time of payment; the code has to be scanned on the reader of the cash register operator of the university restaurant. In some university restaurants, it is possible to pay in cash and credit card.

→ **Information:** izly.fr and **Izly app**

Info

CROUS

Located near or within the study sites, the 18 restaurants, 4 foodtrucks and 36 university cafeterias offer a wide choice of dishes and a diversified and quality food. Consult the list on the CROUS website crous-paris.fr and download the CROUS app to see the menus, schedules and addresses of restaurants and cafeterias.

Get around

PUBLIC TRANSPORTATION

14 Metro lines, 5 RER light-rail lines, and hundreds of city bus lines make it possible to move quickly and easily around Paris and Île-de-France. First trains run at 5:30 a.m. and last trains at 0:30 a.m. on weekdays and 1:45 a.m. on Fridays, Saturdays and before public holidays. The above-mentioned hours are given on an indicative basis.

- **The Imagin'R pass** for students under the age of 26 provides reduced-fare access to all of Île-de-France (€350 for a year, with payment in nine months)
- **Navigo pass:** available on a weekly (€22.80) or monthly (€75.20) basis navigo.fr
- **RATP** offers a website and an app to help you find your way: ratp.fr

TRAVEL FROM PARIS

- **6 mainline train stations** bound for all of France and European metropolitan areas oui-sncf.fr
Find out more about SNCF discount cards: the *avantage jeune* pass costs €49, is valid for one year, and entitles you to 30% discount prices on travel.
- **2 international airports:** Orly and Roissy Charles de Gaulle.

Next Stop

The app is free and fully available in English, German, Dutch, Italian, Spanish, Japanese for all those who want to visit Paris with the subway.
→ You can download the app on the RATP website.

Tips

GeoVelo

The App is sponsored by the City council of Paris as part as the "Bicycle" scheme. The app includes timed itineraries with the proportion of streets with cycle lanes.

Free-floating

— **With the Velib' service,** you can pick a bicycle in a station and hand it over in another one. This hiring self-service is easy to use,

24/7. About 1000 Vélib stations are available for your everyday rides or to visit Paris. Cycle lanes in Paris account for 7000 kilometers in 2019.

Information, subscription, pricing, plans: velib-metropole.fr

— Such hiring offers are also available for adult **kick scooters** (Lime and Txfy), **scooters** (Cityscoop, Coup...) and **carpool** (Ubeeqo, Communauto,

Zipcar, Renault, Totem Mobi...).

Driving license in France

— **Students from the European Union:** you can drive in France with your driving license.

— **Non-EU students:** you can use your permit for a maximum of one year after you have settled in France.

Find a job

WORK DURING YOUR STUDIES

Schools & institutes regularly offer "student jobs". This is a job contract to carry out various activities (student reception, cultural, scientific, social and doctoral missions, etc.). Students benefiting from such contracts pursue their studies and carry out the activities provided for in the contract at an appropriate pace. This pace is adjusted according to the specific requirements of the training followed in order to allow the simultaneous pursuit of studies and the

professional integration of students. Ask the student life department at your host institution.

You can also find a job on some specialized sites:

- jobroll.fr
- jobaviz.fr
- letudiant.fr
- studyrama.com
- jobteaser.com



Law clinic

To train law students through practical experience while allowing them to share their knowledge and skills with their fellow citizens, Paris-Dauphine – PSL and PSL have created the *Clinique Juridique*. PSL community can benefit free of charge of this innovative educational and social project.

Whatever your legal problem (contract, liability, family, succession, labor law, etc.), the PSL / Dauphine Legal Clinic offers PSL students free appointments with a specialized lawyer.

→ **More information:** clinique-dauphine.org

INTERNATIONAL STUDENTS

THE PSL WELCOME DESK



A service dedicated to helping you settle in Paris

You are an international student and you have questions about life in Paris, how does PSL University work and how to deal with the paperwork? The PSL Welcome Desk team is here to direct you and give you advice to ensure a quick and peaceful set-up in Paris.

- **Before your arrival**, the PSL Welcome Desk and its partner Study&Co can help you complete the main paperwork (visa, CVEC, transportation etc.) and support you in your search for accommodation. Through the Buddy Program Partner@PSL, the PSL Welcome Desk team can connect you with other PSL students.
- **After your arrival**, you may come and see the PSL Welcome Desk team during their office hours to check on the next steps to go through: validate your visa on the OFII platform, register to the French Social Security, request financial aid for your accommodation at the CAF, sign up for housing insurance, etc.
- **During the academic year**, do not hesitate to ask the PSL Welcome Desk for help to find a bilingual doctor or to understand the process to be refunded for medical expenses. The team can also give you a helping hand in finding a student job or checking on the process of having your residence permit renewed by the *préfecture*.

Study&Co



A partner of the PSL Welcome Desk, Study&Co is a digital welcome service which can direct you and answer all your questions thanks to instant messaging. The platform Study&Co centralizes the information which can be useful to you (accommodation, transport, insurance etc.) while offering you personalized help adapted to your needs.

This service is free of charge!

To access the platform studynco.com, indicate the special code PSL19.

Our office hours

From September to November: Monday (9am – 2pm), Tuesday (12pm – 6pm), Wednesday (9am – 2pm), Thursday (12pm – 6pm) and Friday (9am – 2pm)

From December to July: Tuesday (12pm – 6pm), Thursday (12pm – 6pm) and Friday (9am – 2pm)

60, rue Mazarine, 75006 Paris
(in the interior yard, to the right)
Metro Odéon (lines 4 and 10)

→ Contact us

welcomedesk@psl.eu

+33 1 75 00 02 91 or

+ 33 7 50 15 92 93

(WhatsApp)

f PSL Welcome Desk

📷 psl_welcome_desk



Events

Besides providing you with personal help, the PSL Welcome Desk organizes several events throughout the academic year:

- **Student meetings:** get to know other PSL students thanks to many international parties (bowling, karaoke, "Games and pizza night" etc.) offered to you.
- **Cultural discoveries and original tours of Paris:** the panoramic view of Paris from the Tour Montparnasse, a street-art tour in the South of Paris, the European Museum Night etc.
- **PSL French Afternoon:** the PSL Welcome Desk organizes a session dedicated to French language every Tuesday afternoon. The perfect opportunity to speak French over a cup of coffee or have a written text proof-read by one of the French-speaking tutors.
- **Language Exchange Program:** the best way to improve your language skills is to practice with native speakers! To help you master the *langue de Molière* (or the Queen's English!) an international student meeting with snacks is organized every month.

PREPARE YOUR ARRIVAL: FIRST STEPS

Who should I reach out to at PSL?

- If you come to PSL for a dual degree in engineering or a university exchange → contact the office of international relations in your host school.
- If you come to PSL for a degree-awarding program (BA's or Master's), → the director and the administrative officer of your study program will be able to inform you on the enrollment process, the services to which you have access, the welcome events and will answer your questions on your courses.
- If you come to PSL for a doctorate → The Doctoral School in your research unit/team and the service in charge of the enrollment of Ph.D. students in the school at which you prepare your dissertation.
- **You have a question**, but you don't know who to talk to? Write to the PSL Welcome Desk at welcomedesk@psl.eu and we will direct you to the appropriate services

Which scholarship can I benefit from?

You can benefit from many scholarships to study in France:

- Scholarships from your government.
- Scholarships from the French government.
- Scholarships from the European Union; from international organizations.
- Scholarships from your host school.

Check with your home school, your government, the French embassy, the Campus France office in your country and your host school.

→ **Find a scholarship on Campus Bourses, a directory of programs of scholarships:** bourses.campusfrance.org

Do I need a visa to study in France?

It depends on your nationality and the duration of your studies. If you come from one of the member states of the European Union (EU) or the European Economic Area (EEA), you do not need a visa to study in France. If you come from a country outside of the EU or EEA and you would like to come and study in France for more than 3 months, you need to request a student visa. Contact Campus France and the French consulate in your home country to make a request for a student visa as soon as possible at least three months before your departure.

→ **The online EEF (Études en France)** pre-consular procedure is mandatory in certain countries: campusfrance.org/fr/candidature-procedure-etudes-en-france

Which visa should I request?

- For a short stay (0 to 3 months)
 - **The Schengen Visa for a short stay:** this visa allows you to stay up to 90 days (interrupted or cumulated out of 180 days) in a country within the Schengen area. Depending on your nationality, you may not need it.
 - **The Visa étudiant-concours:** this visa allows you to come for an interview or take an entrance exam at a public or private institution of higher education. If you pass, you may obtain, without coming back to your country, a renewable residence permit for one year at the *préfecture*.

— For a long stay (over 3 months)

- **The long-term visa for studies with the residence permit (VLS-TS)** is valid for one year and renewable. This visa allows you to work 20 hours a week, travel within the Schengen area, get housing benefits from the CAF and the free student local deposit (VISALE). This visa is for students doing their BA's, Master's and for PhD students without a doctoral contract.
- **The long-term visa (VLS) Passeport Talent Chercheur:** renewable under the form of a residence permit valid for several years, this visa is for PhD students, researchers and academics, and their families. To obtain it, you need to get a hosting agreement approved by your host school and by the French consular authorities in your home country.



Good to know

Visa

There is an official site of visas to France, france-visas.gouv.fr, where you can find all the necessary information.

Find accommodation

You need to provide the French consulate with a housing certificate for your visa to be granted. Therefore, you need to look for accommodation as soon as you receive your certificate of admission.

→ See p. 27 "housing"

La CVEC

You must pay your CVEC fee before your arrival to France.

→ See p. 51 "practical information"

BUDDY PROGRAM AND WELCOME EVENT



Find a Buddy

If you want to be paired with a PSL student before your arrival in Paris, ask your host school if they offer a Buddy Program. The missions of a buddy are:

- To welcome you personally in Paris.
- To have you visit the PSL campus and more specifically your host institution.
- Make you discover the dos and don'ts of the capital city.

If your institution does not offer this service, sign up to the Buddy Program of the PSL Welcome Desk: Partner@PSL.

→ **Contact:** PARTNER@psl.eu

Sign up for a Welcome Event

Welcome events are not to be missed! Get all the information at your host institution on the expected facilities: the welcome day, orientation week, etc.



Good to know

In coordination with PSL's institutions, the PSL Welcome Desk team organizes "Welcome Days" with workshops (opening a bank account, having your visa validated and renewed, finding accommodation, learning about healthcare, security) and cultural and social events to meet other PSL students and discover your new campus.

For more information on the "Welcome Days", contact the PSL Welcome Desk.

IN MY SUITCASE



In my suitcase, I don't forget...

- My administrative papers: passport, visa, certificate of admission to PSL, birth certificate (translated), certificate of housing, CVEC, photocopy of previous diplomas and grades with their certified translation, health record, certificate of social insurance from my home country (notes: if you are a European student, bring your European Health Insurance Card or the S1 form. If you are a Quebecker student, bring the SE401Q102bis or the SE401Q106 form), the last three bank records, certificate of success on my French/English test, driving license (optional), etc.
Scan these documents and save them on a USB flash drive or a hard drive in case you lose them. Moreover, make a few photocopies. If you had to request a visa to come to France, please keep in mind that all the documents of your application package can be reviewed at the airport.
- A credit/debit card which works in France.
- Euros in cash.
- My computer and my charged mobile phone.
Do not forget to save the number of the PSL Welcome Desk in your contacts: +33 7 50 15 92 93 and the one of your Buddy if you have signed up for a Buddy program.
- My medicines/antihistamines (if applicable).
- A warm sweater and an umbrella.
In September, the weather in Paris can be unpredictable!
- An adapter, in case my devices are not suited to E/F type sockets.
The voltage and the frequency in France are 230V, 50Hz.

Besides this list of useful items, you can bring belongings that remind you of your home country, your family and your friends to help make you feel comfortable. However, make sure not to weigh down your suitcase too much!

AFTER YOUR ARRIVAL IN FRANCE



I get my visa validated

If you have a student visa VLS-TS or VLS-TS *Passeport Talent Chercheur* for a period of below 12 months, you must validate your visa at the *Office français pour l'immigration et l'intégration* within three months after your arrival in France. This procedure is mandatory! In order to validate your visa, go to the platform <https://administration-etranger-en-france.interieur.gouv.fr/particuliers/#/> and fill it with all the necessary information (your visa number, email, date of arrival, address in France). Then you have to pay the tax in the form of a fiscal electronic stamp (60 euros for a student visa and 250 euros for a *Passeport Talent Chercheur* visa). You can also buy a fiscal stamp at a newsdealer. You will receive a certificate of validation in PDF format (*attestation OFII*) which you will fold and put in your passport.



A word of advice

- Check if your bank in your home country has a partnership with a bank in France. Opening a bank account in France could be easier in that case.
- Opening a bank account and obtaining your bank card can take some time: start the process as soon as you arrive in France.
- The best-known French banks are: BNP Paribas, Société Générale, Banque Postale, LCL, Caisse d'Épargne.

I open a bank account

If you stay in Paris for more than three months for your studies, we advise you to open a bank account in France. This will make your life easier. Your bank will provide a check-book and a RIB (account number) which are necessary for some of your paperwork: to pay rent, sign a contract for a phone number or get a refund on your medical expenses, it is better to provide a French account number. When you need to make a deposit for an apartment, a trip or a bike rent, you can be asked for a check.

To open a bank account, a bank usually asks for:

- A photocopy of your ID card.
- A housing certificate from the last 3 months (certificate of accommodation from a university residence, electricity or gas invoice, certificate of accommodation).
- Your OFII certificate.
- Your enrollment certificate (a document which proves that you are enrolled in PSL and that you have paid the tuition fees).

If I meet the eligibility criteria, I register for the French Social Security

by signing up on the **etudiant-etranger.ameli.fr** website.

I check if I am entitled to accommodation benefits

and make a request at the CAF (*Caisse d'allocations familiales*)

First, make a simulation online in order to check whether you are eligible. If this is the case, create an account at **caf.fr** to send your application for benefits.

SUMMARY

OF YOUR INITIAL EXPENSES



You need to anticipate the following expenses during the first month:

- Enrollment costs: check with your host school for the exact amount and the conditions of payment.
- The CVEC (91 euros).
- The deposit for your accommodation (often equivalent to a 1-month rent) and possibly additional costs if you rent through an agency.
- Housing insurance and civic liability insurance.
- Health insurance to cover the period from your arrival in France to your enrollment at your host institution (because you are not insured if you are not enrolled).
- Additional health insurance (optional).
- For non-European students: costs of the visa and the fiscal stamp for the validation of your visa.
- Your transportation card: Imaginer (or Navigo if you are over 26 years old).

LEARN FRENCH

French courses at PSL

PSL University offers French courses in all levels. In order to see the options available to you, contact the service in charge for French as a Foreign Language (FLE) or the department of languages of your host school.

This is a non-comprehensive list of FLE referents at PSL:

- **Chimie ParisTech-PSL:** Daria Moreau
daria.moreau@chimieparistech.psl.eu
- **ENS-PSL:** Hélène Boisson
helene.boisson@normalesup.org
- **EPHE-PSL:** Rachel Lauthelier-Mourier
rachel.lauthelier-mourier@ephe.psl.eu
- **ESPCI-PSL:** Daria Moreau
daria.moreau@espci.fr
- **MINES Paris Tech-PSL:** Linda Koiran
linda.koiran@mines-paristech.fr
- **Paris Dauphine-PSL:**
courses.exchange@dauphine.fr

Your options outside PSL

- There are many options to improve your French skills in Paris. In order to see all the options to learn French, go to the website qualitefle.fr which lists all the places where you can learn French certified as *Qualité FLE*.
- There are French conversation workshops in some libraries (e.g. BNF) and museums (e.g. Musée Pompidou). Check with them directly for more information.
- A low-cost solution: municipal courses for adults by the City of Paris (enroll as soon as possible, because there are few available spots).



Good to know

1 Shared French courses at PSL

You couldn't register to a French course at your host school (conflicting schedule, the class is full, you couldn't find your level)? Shared French courses are available at PSL! Check with the FLE referent at your school.

2 PSL Doctoral College's French courses

Did you know that the Doctoral College of PSL offers a wide range of professional courses to its Ph.D. students (employment, career, communication, management...), but also French courses (all levels) applied to your dissertation research and your doctoral life?

→ Check at collegedoctoral.psl.eu or contact anne.roulin@psl.eu

WORK DURING YOUR STUDIES

The labor laws in France

You are authorized to work during your studies in France, as long as your enrollment at your school entitles to social security for students and a student long-term visa (VLS-TS), or a student residence permit if you do not come from the European Union.

You will be allowed to work up to 964 hours per year, which is 60% of the normal work duration in France. However, the duration of your work is proportional to the duration of your studies (for example 482 hours maximum for a course of 6 months). The labor law often changes and there are many exceptions.

You will have the opportunity to work during your studies, but it will not allow you to cover all your expenses. A student job is only extra income.

→ Find all the relevant regulation and news at: service-public.fr and etudiant.gouv.fr/cid96484/contrats-de-travail-reperes-juridiques.html



Good to know

Internship

If you do an internship, its duration is not part of the duration of authorized work of 964 hours (or 822,5 hours for Algerian students). The internship is managed by a training agreement, an equivalent to an employment contract for internships. This document describes the conditions of the internship (duration, salary, social insurance of the intern) and has to be signed by your school, by the company which hosts you and by yourself.

→ **Important:** internships bonuses are mandatory in France after 2 months of work.

SMIC (*salair minimum de croissance*): this is the minimum wage according the French laws. The hourly amount changes every year (from 10,03 euros gross/ hour in 2019)





Your checklist

TIPS FOR A SUCCESSFUL STAY

1

Before my arrival

- 1 I identify my contacts in my PSL host school. → p. 40
- 2 I check if I need to apply for a visa. → p. 41
- 3 I look for accommodation. → p. 27
- 4 I sign up on the platform [StudynCo.com](https://www.studynco.com) using the code PSL19 and ask all my questions via instant messaging. → p. 39
- 5 I sign up for a Welcome Event. → p. 42
- 6 I sign up for a Buddy Program. → p. 42
- 7 If I have to pay the CVEC fee, I pay the required amount and download my certificate. → p. 51
- 8 I register with a health/travel insurance plan to cover the period between my arrival in France until my enrollment at my school.
- 9 As soon as I receive the visa, I book my flight.
- 10 If needed, I sign up on [VISALE.fr](https://www.visale.fr) for a free security deposit service. → p. 30
- 11 I send all the information related to my arrival to my "Buddy", my accommodation contact and the PSL Welcome Desk and my host school contact.

2

After my arrival

- 1 If I couldn't pay the CVEC before my arrival, I make the payment.
- 2 I proceed to my enrollment in PSL and I get my enrollment certificate.
- 3 I complete my application for VISALE by uploading the enrollment certificate.
- 4 I attend a "welcome event".
- 5 I open a bank account. → p. 45
- 6 I enroll in a housing insurance scheme & civil liability insurance.
- 7 If I have come to France on a "student" VLS-TS student visa or a visa VLS-TS (*Passport Talent Chercheur*) valid for less than 12 months, get your visa validated on the OFII platform. → p. 41
- 8 If I am entitled to it, I join the general French Social Security on the Ameli platform. → p. 32
- 9 I make a request for a transportation card ImagineR or Navigo. → p. 36
- 10 I visit the PSL Welcome Desk to discuss the paperwork I need to get done next.
- 11 I ask my Buddy to show me nice spots in Paris and give me a tour of the PSL campus.
- 12 If French is not my native language, I sign up for a French class. → p. 46
- 13 I make a simulation on the CAF website to check I am entitled to financial support and submit an application to receive a housing allowance. → p. 45

3

A few weeks after my arrival

- 1 I find out about the PSL student organizations, the PSL orchestra and choir, the PSL Sport registration and the PSL Welcome Desk activities.
- 2 As soon as I receive my student ID, I activate my Izly chip in order to pay for lunch at the university cafeteria (CROUS).
- 3 I stop by the PSL Welcome Desk to have a chat and enjoy coffee with the team.
- 4 I reach out to the embassy of my home country in Paris /subscribe to their newsletter to stay tuned with the events they organize and meet other students.
- 5 I obtain a temporary Social Security number, from now on I can get medical expenses repaid.

4

During the year

- 1 I receive my permanent Social Security number: I can create my AMELI account, choose a primary care doctor and order my Carte Vitale.
- 2 I renew my *Titre de séjour* 2 months before it expires.

USEFUL CONTACTS

- **psl.eu:** find all information, contacts and news about Université PSL
- **studynco.com:** in partnership with the PSL Welcome Desk, Study&Co helps international students prepare their arrival in France.
- **messervices.etudiant.gouv.fr:** digital gateway of student life and administrative steps.
- **crous-paris.fr:** find information about scholarship, student residences and restaurants, cultural events.
- **ciup.fr:** *Cité internationale universitaire de Paris*. The campus of all universities in Paris for housing, reception services, help for international students and researchers.
- **campusfrance.org:** the state organization in charge of student mobility. You can find all information about studies in France (course catalog, funding), administrative steps to prepare your studies, information about life in France (housing, healthcare, jobs...).
- **etudiantdeparis.fr:** the Paris student organization publishes practical information for international students (visa, work, budget, housing...).
- **enseignementsuprecherche.gouv.fr:** The website of the Secretary of Higher Education and Research contains all information about higher education in France.
- **diplomatie.gouv.fr:** The website of the Ministry of Foreign Affairs publishes contact information about consulates, embassies and French alliances as well as information about scholarship granted by the French government.
- **service-public.fr:** The gateway of the French civil service that gives information about laws and the administrative steps for people residing in France.
- **lokaviz.fr:** LoKaviZ is a housing service for students, who can find with them the housing offers, both in residence and in private flats. The website highlights housing that received the LoKaviZ certification by the CNOUS, meaning decent places at an affordable price.
- **letudiant.fr et studyrama.com:** The two websites specialize in student life, student jobs, housing and career choices.

USEFUL PHONE NUMBERS

Emergency phone numbers enable you to reach rescue services 24/7. For better efficiency at all times, remember to tell:

- Who are you? Are you a victim or a witness? Give them a phone number to reach you easily.
- Where are you? Tell them the precise place where rescue is necessary.
- What are you calling for? Tell them the event that made you call them.

SAMU: 15

Service d'aide médicale urgente (SAMU), Emergency Medical Assistance Service, is available to provide immediate healthcare in serious situations.

POLICE SECOURS: 17

Number phone to ask the Police that they come at once.

SAPEURS-POMPIERS (FIREFIGHTERS): 18

Firefighters can be reached at all times in case of life-threatening danger or accident about property of people when you need immediate assistance (fire, gas leak, car accident...).

112 FROM A MOBILE PHONE

From a mobile phone, you can dial 112 to reach all types of emergency assistance in the whole E.U.

CVEC TAX

CVEC means *Contribution Vie Étudiante et de Campus*. Paying this tax is mandatory for most students every year. When you enroll in your host school, you have to provide a certificate that you paid CVEC. The tax costs €91 and you can pay online. In some cases, you may be exonerated. Check on the website.

- **All information is available on:**
etudiant.gouv.fr/pid33626-cid130435/vous-acquitter-de-la-cvec-une-demarche-obligatoire-pour-vous-inscrire-dans-l-enseignement-superieur.html and **cvec.etudiant.gouv.fr**
- **To pay CVEC tax, please create an account on the website:**
messervices.etudiant.gouv.fr/envole/enregistrement

Funds from CVEC tax fund access to healthcare, social workers in universities, student councils, reception for newcomers on the campus and access to sporting facilities.

2019-2020 public holidays in France

- La Toussaint (All Saints Day): 01 November
- Armistice Day (1918): 11 November
- Christmas: 25 December
- New Year's Day: 01 January
- Easter: 13 April
- Labor Day: 01 May
- Victory Day (1945): 08 May
- Ascension Day: 21 May
- Pentecost: 01 June
- National Day: 14 July
- Assumption Day: 15 August