

Welcome to Université Sorbonne Paris Nord



Executive Summary

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Doctoral school Website (english version): <https://ed-galilee.univ-paris13.fr/en/home/>






WHEN	TO DO
Before leaving the country	Prepare the necessary documents to bring back to France: birth certificate in French and in your native language, diplomas, bac transcript, passport, visa, proof of income
	Change your bank domiciliation, if your bank has branches in France
	Plan 2000 € or more for your installation costs
	Book a hotel for your arrival/Try to apply for online residencies (examples will be presented below)
	Apply for a "DES", before 30.04, to stay in a CROUS student residence.
Within one week of your arrival	Finalize your registration at the central school located in corridor "F" of the Department of Letters of the University of Paris 13 (Villetaneuse campus)
	Open a bank account, if necessary
	Search your accommodation and obtain proof of residence
	<ul style="list-style-type: none"> A. Find a guarantor (for your accommodation), domiciled in France, or B. Ask the CROUS for a "CLE" rental deposit or C. Ask for the "Visale" guarantee (help even in finding accommodation)
	<ul style="list-style-type: none"> • Apply for Social Security (contact the CPAM closest to your accommodation in France or the place of your study/work) https://www.ameli.fr/ • Membership (optional) in a mutual insurance company for your health expenses
	<ul style="list-style-type: none"> • Finalize your steps with the OFII to validate your long-stay visa in France http://www.ofii.fr/ • Make an appointment at the prefecture counter to apply for a student residence permit, located in corridor "F" at the central school. Villetaneuse Campus • Make an appointment at the prefecture of your place of residence for an application for a scientific residence permit
	Once in the accommodation, submit an application for housing assistance "APL" to the Caisse d'Allocations Familiales (CAF) http://www.caf.fr/

1. Transport tickets to and in Paris :

URBAN TRANSPORT (RER " Réseau Express Régional ", Metro, bus, tram) :

To use transport in Paris, you will have the choice of choosing **tickets** or choosing between **two types of packages**.

For tickets, you have one and a half hours between the first and last validation to make one or more connections. The ticket must be validated each time you board a bus or tram.

	<p>The t+ ticket is offered individually (full price) As an indication, one ticket = 1.90 Euros.</p>
	<p>or in a booklet of 10 tickets (full price or reduced price) As an indication: a booklet of 10 tickets full price 2nd class = 14,90 Euros.</p>
	<p>On board the buses, another ticket is also offered for sale by the stagehands. It allows you to make a journey without correspondence</p>
	<p>The "Navigo card" is an economical transport system, consisting of a personal card with a photo, which allows you to travel freely in Paris and the suburbs, by metro, train and bus, for one month. If you arrive at the course or at the end of a month, it is of course more interesting to buy a book of 10 tickets and wait until the beginning of the following month to buy the monthly coupon.</p> <p>Price: 75 euros/month</p>
	<p>The Imagine "R" card is reserved <u>for students under 26 years of age</u>. It is a <u>one-year ticket</u> that allows you to travel freely in the chosen areas but also throughout the Ile-de-France region on Saturdays, Sundays and public holidays. Its price is very interesting if you stay a whole year in Paris. You can apply for this card at any metro station.</p> <p>Price: 38 euros/month</p>

NB : If your employer is Paris 13, you can be reimbursed half of your fixed price by sending your proof of transport to HR department.

2. Useful information for social security

2.1. The social security

Social security in France is universal, i.e. all people living in France benefit from compulsory social security coverage regardless of origin. You must apply for membership of the French social security system by registering on **etudiant-tranger.ameli.fr**. This approach also applies to you if you are French from New Caledonia or Wallis and Futuna, or if you are French born abroad. **This registration is free and mandatory, it will allow you to benefit from the reimbursement of your health expenses.** Following the processing of your file, the CPAM first assigns you a temporary social security number. Then, you will be asked for an additional file to obtain a definitive social security number that will allow you to order the "**carte vitale**". By presenting your health card to your doctor or pharmacist, you can be sure that you will be automatically reimbursed without having to send in a treatment form. As a PhD student, you are affiliated to the general system.

EXCEPTIONS : if you come from a country of the European Union, Switzerland or Monaco, you do not need to register on the website etudiant-tranger.ameli.fr but you must take another step depending on your situation, see the website www.ameli.fr

2.2. Complementary health insurance (mutual insurance)

However, membership of social security does not cover all health costs. To benefit from optimal reimbursement of your health expenses, **you can subscribe to a complementary health insurance or a mutual insurance company.** You can consult student mutuels that offer different complementary health coverage formulas such as LMDE or other mutuels such as **MGEN**...

NB: there is a mutual comparator on the Internet that allows you to choose the most suitable mutual for your needs.

3. How to find an accommodation?

Before any administrative procedures in France, you must have a housing address.

You have several choices:

a- Accommodation in a student residence provided by the “CROUS”

To do this, you can apply for accommodation at the “CROUS” (Public organization managing student housing and scholarships...etc), on their website: www.messervices.etudiant.gouv.fr

You must create a Student Social File (DES) on the site from January to May, prior to university registration, and then make your wishes. If your request is accepted, proceed to the payment of the amount for the reservation of the accommodation.

b- Accommodation in a private student residence

In addition to the CROUS residences, there are several organizations that provide accommodation for students and doctoral researchers. You can make your requests directly on their websites.

Here are some private organizations:

- www.espacil-habitat.fr
- www.adele.org
- www.fac-habitat.com
- www.studefi.fr
- www.estudines.com

c- Other accommodations

If you do not obtain student accommodation from the CROUS, or a place in a hostel or university residence, you will have to turn to a **private landlord, private individual or real estate agency**, to find a room or apartment.

To reduce your costs, you can opt for co-location. You will share the accommodation with other students, which significantly reduces the cost of rent: an economical and user-friendly solution for student accommodation.

Several classified ad websites offer rentals or roommates:

- www.leboncoin.fr
- www.seloger.com
- www.pap.com

d- Accommodation at the Cité internationale universitaire de Paris (ciup)

It is a very dynamic living environment, with many services for students. As such, an excellent reference for all the steps to be taken is the following website: <https://access.ciup.fr/welcome-desk-paris/>. It is a multi-service and multilingual reception platform for international students and researchers. Thanks to this office, you can meet an advisor who can help you with all your administrative procedures (CAF, social security, etc.) It is open from September 9 to October 31. *(It is possible to come and meet a counsellor at the beginning of the year, even if you do not live in the City).*

e- Contact Access Paris Nord:

via email access-parisnord@ciup.fr

f- Contact the University's Student Life Department:

via email: vie-etudiante@univ-paris13.fr

4. Guarantees and Housing Assistance

In France, there are several types of aid available to tenants on a means-tested basis.

4.1. Guarantee

In France, there are several types of aid intended for people living in poverty. They are granted as a guarantee for access to housing, in which case an organisation acts as a guarantor to cover the risks associated with unpaid rents:

- “**La Clé**” (student rental deposit) is a state guarantee that allows students without personal guarantors to facilitate their access to housing. “La Clé” is managed by the CROUS.

- “**VISALE**” is a guarantee granted by “Action Logement” to the tenant who pays the rent and rental charges for the main residence in the event of non-payment. Thanks to this reliable and free guarantee, tenants can more easily find a home by reassuring their future landlord.

Home insurance

You will be asked for it as soon as you enter your accommodation, you have the choice of the insurance offered by your bank or another such as for example: <https://www.assurances-etudiants.com/fr/5311-assurance-logement-etudiant-tarifs-garanties.html>

4.2. Personalized Housing Assistance

You can also benefit from the Personalized Housing Assistance (Aide Personnalisée Au Logement, APL), which is paid this time by the “Caisse d'Allocations Familiales”, subject to income conditions.

Indeed, most students can benefit from housing assistance paid by the Caisse d'Allocations Familiales (CAF). The APL may be paid if the accommodation is a hostel or university residence, a studio, an apartment or a house. The accommodation may also be empty or furnished. To obtain the APL, you must meet the following conditions: be a tenant, or co-tenant of a dwelling meeting minimum standards of surface area (at least 9 m² if you are alone, 16 m² for a couple, 7 m² per additional occupant) and comfort (a supply of drinking water, heating, a sink and a toilet). The APL is in principle paid to the tenant, except for students staying in University Residence (direct payment to the landlord).

- **When and how to apply for housing assistance:**

You must apply for housing allowance as soon as you are settled in your accommodation. If you are a roommate, each roommate must apply, indicating their share of the rent. The request is made via the Internet, on the website: www.caf.fr - (click on STUDENTS, then on Housing Assistance, then on Make a request). Once completed, you must print your file and send it by mail, or send it directly to CAF, along with the requested documents. If your request is accepted by CAF, you will receive the amount of the allowance on the 5th of each month. Please note that the month of moving in is not taken into account. For students staying in Résidence-CROUS, the allowance will be paid directly to the CROUS or to the residence, so you will only have to pay the difference.

5. The Bank

If you are staying in Paris or France for more than three months, you can open a bank account with any French bank. Before coming to France, check with your usual bank (the one in your country of residence) to find out if it is associated with a French network. Opening your account in France would thus be simplified.

If this is not the case, identify upon arrival (in Paris or elsewhere), the banks closest to your place of study or residence and compare the services they offer. Some banks offer preferential offers (half-price credit cards, loyalty points...) to students or young people under 25 years of age (for example: “Credit Lyonnais” bank)

If you have difficulty opening an account, contact the “**Crédit Municipal de Paris**” bank. At the request of the City of Paris, this banking institution has set up a special welcome for foreign students, in order to facilitate the formalities of opening a bank account.

“**Crédit Municipal de Paris**” bank, 55, rue de Francs Bourgeois, in the 4th district (Tube lane 1 Hôtel de Ville or lane 11 Rambuteau) – Phone : 01 44 61 65 25. [**Make an appointment with the agency, by phone or directly at the counter**].

To open a bank account, you generally need to:

- passport or identity card,
- the residence permit (except for European students)
- The student card or a certificate of attendance
- proof of residence (telephone or electricity bill, rent receipt, accommodation certificate, etc.)

After opening your account, you will have a cheque book and/or a credit card. Cheque books are usually free, however, the bank card is charged between 30 and 45 euros per year, depending on the banks and the type of

card, however some banks are agreed with the University of Paris 13 (example: BNP Paribas) on the principle of free card as long as we justify your registration at the university every year.

In the event of loss or theft of the card or cheque book, you must immediately "stop" by calling the number provided to you by your bank.

ATTENTION TO BANK OVERDRAFT

It can be very expensive when the account balance is negative, the bank charges a fee called "agios". When opening the account, the bank determines the amount of the overdraft that should never be exceeded.

6. Residence permit: useful before 3 months after the expiry of the visa

If you come to France with a Long Stay Visa - Valant Titre de Séjour (VLS-TS) with a scientific-researcher mention, you will have to make an administrative request to the French Office for Immigration and Integration, OFII.

Here's how to do it:

- As soon as you arrive in France, fill in the "Request for OFII certificate" form that will have been given to you by the French Consulate with your visa.
- Send this form **by registered mail** to the OFII territorial office of your place of residence in France, together with the documents indicated on the form.
- After receipt by the OFII of your application, and within a variable period of several weeks, a "certificate of receipt" of your form will be sent to you.
- Then, you will receive an invitation to the OFII for an appointment to validate your VLS-TS visa.
- Before going to this appointment, you will have to buy a tax stamp to pay for the right of residence in France. This stamp can also be purchased easily in advance online: OFII stamp, or at some tobacco shops.
The amount of the stamp for scientific researchers is 250 euros and 60 euros for students.
- For your appointment with the OFII, you must bring:
 1. your passport on which your visa is affixed
 2. proof of purchase of your dematerialized stamp or tax stamp
 3. proof of address
 4. a passport photo
- The OFII will validate your visa as a residence permit by applying a sticker to your passport. Thus, your visa will be worth a residence permit

Special cases including Algerians

Algerian nationals are not subject to the same rules of residence in France as other countries;

If you come to France with a visa with the mention "Residence permit to be applied for within 2 months", you must apply for a residence permit at the Prefecture of your place of residence **within 2 months of your arrival in France.**

Here's how to do it:

- You must prepare a residence permit application file, the list of documents to be provided can be sent to you by "Science Accueil" depending on the case.
- You will have to make an appointment with the Prefecture of your place of residence to submit your file. "Science Accueil" can facilitate and accelerate the booking of these appointments in Essonne.
- At the meeting at the Prefecture, you will receive a receipt for the first application for a residence permit.

- You will then be summoned to retrieve your residence permit, the mention of which depends on your status: "student" or "scientist-researcher" obtained with a host agreement.
- On that day and on site, you will have to pay a tax in the form of a tax stamp, the amount of which varies according to your status:
 - Student status: the tax is 77 euros
 - Scientific-researcher status: the fee is 269 euros.
 - Talent passport status: valid for 3 years, make this request to the prefecture when you submit your application
- The validity period of this residence may be for several years, and corresponds, for researchers and doctoral candidates, to the dates indicated on their host agreement

Important :

For holders of a student residence permit, **they must apply for a work permit from the DIRRECTE** (Direction régionale des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi). Without this authorization, Algerian doctoral students are not allowed to work and are therefore in an illegal situation. This authorization is generally issued one month after the request and covers only one year. It is therefore necessary to think about renewing it 2 months before the end of its validity. Holders of the scientific research title are not concerned by this approach.

The renewal of the residence permit:

It is recommended to renew the residence permit **3 months before the expiry of the VLS-TS** or the old residence permit, at the prefecture of the place of residence. For students residing in Paris and therefore attached to the Paris Police Prefecture, the procedures concerning the application/renewal of the residence permit, making appointments... are made by the university's human resources, it will be the intermediary between the Paris Police Prefecture and you.

NB: It is necessary to think about applying for the hosting agreement with University HR department as soon as you register, the preparation of this document takes a little time and it is necessary for your application for a scientific residence permit.

End of thesis and unemployment for contractual PhD students:

At the end of the thesis, foreign contractual doctoral students are confronted with the problem of the residence permit, which generally ends on the date corresponding to the end of the doctoral contract and the host agreement, i.e. 31 August or 30 September. However, the thesis defences are generally scheduled during the month of December. Thus, doctoral students find themselves in an irregular situation. It is now possible to obtain a hosting agreement covering the period from August 31 to December 31 (four additional months). With this reception agreement, you can apply for the renewal of your residence permit and thus benefit from a residence document covering this period. Once you have obtained this document, you can register at the employment centre to receive unemployment benefits. Indeed, having a scientific residence permit you are entitled to unemployment benefit. To do so, you must request a certificate of termination from the university's human resources department, bring it and your residence document and go to the employment centre to register. Once you are registered at the employment centre, you can apply for a residence permit that can cover the years of unemployment benefit benefits.

7. The campuses of the University of Paris 13 and their addresses

L'université Paris 13 est un pôle majeur d'enseignement et de recherche au nord de Paris, elle est répartie sur 5 campus :

- Villetaneuse Campus 99, av. Jean-Baptiste Clément - 93430 Villetaneuse
- Bobigny Campus - IUT & UFR SMBH 1, rue de Chablis 93017 Bobigny cedex
- Argenteuil Campus 44-50 rue Alfred Labrière - 95100 Argenteuil
- La Plaine Saint-Denis campus 5, rue de la Croix Faron - 93206 Saint-Denis Cedex
- Saint Denis campus, IUT, Place du 8 mai 1945 - 93206 Saint-Denis Cedex

8. Administrative registration procedure for the first year of a thesis

Once admitted, the candidate must register administratively online on the **University's website**. To do this, the candidate must download from the doctoral candidates' registration platform an individual invitation to attend, asking him/her to register administratively with the documents mentioned in the letter. Administrative registration can be taken by correspondence for candidates residing in the provinces or abroad. Administrative registration must be renewed each year to be able to defend his thesis at the university. It gives the right to vote for the election of student representatives on university councils. Unless otherwise provided by agreement (cotutelle), the doctoral student must pay the registration fees each year.

9. Miscellaneous :

Cost of student life in the Paris region : Average monthly budget to be forecasted

To live properly in Paris, you need to plan a monthly budget of about 600€ to 1100 €, distributed as follows:

Accommodation	In a university residence	between 200 and 450 € per month, (the price varies according to the university campus and the type of accommodation).
	For rental	from 500 to 800 € for a studio.
Food	From 200 to 250 €	
Electricity/Gas	20 € or more !	
Urban transports	75€ for the « Navigo card »	
Internet	30 €	
Cellular phone	Between 2€ to 35 €, depending on phone package	
Free time	80 € to 100 €	
Miscellaneous	60 €	