International student guide

http://ri.univ-pau.fr
WELCOME to the University of Pau and the Pays de l’Adour (UPPA)!

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

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

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

NB: This guide is non-contractual and for informational purposes only. Updated in April 2019
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1- APPLYING TO THE UPPA

APPLICATION PROCESS

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

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

- **A minimum B2-level of French** is required for admission to courses of study taught in French (all undergraduate programs and many Master’s programs).
- To be admitted to one of the international Master’s degree programs taught in English you must have at least a **B2-level of English**. ([https://formation.univ-pau.fr/en/programs.html](https://formation.univ-pau.fr/en/programs.html)).

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

ESTIMATING YOUR BUDGET

<table>
<thead>
<tr>
<th>Moving costs</th>
<th>Around 800 to 1500 €</th>
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<tr>
<td>First month’s rent + 1 or 2 months’ deposit + agency fees, if applicable</td>
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| Enrollment fees - Exchange students (Erasmus+, BCI, inter-university cooperations) are exempt from enrollment fees | From 170 to 380 € per year (2018 rates), plus scholastic fees for some degrees |

<table>
<thead>
<tr>
<th>CVEC (Student life and campus fee)</th>
<th>90 € in 2018</th>
</tr>
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<tbody>
<tr>
<td>Does not apply to exchange students or to continuing education (For.Co) students</td>
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<table>
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<tr>
<th>French healthcare (sécurité sociale française)</th>
<th>0 € (included in enrollment fees, coverage begins once enrollment is finalized)</th>
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<tr>
<th>Private health insurance</th>
<th>Variable</th>
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<tr>
<td>Highly recommended for the first months of your stay</td>
<td>Policy to be taken out in your country of origin</td>
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<table>
<thead>
<tr>
<th>Private repatriation insurance</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obligatory for Erasmus+ students, recommended for all</td>
<td>Policy to be taken out in your country of origin</td>
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</table>

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<tr>
<th>Supplementary French health insurance (mutuelle santé) Optional but recommended</th>
<th>From 100 to 400 € per year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing</strong></td>
<td>From 250 € to 500 € per month</td>
</tr>
<tr>
<td><strong>Public transportation (bus, bicycle)</strong></td>
<td>1 to 2 € per trip - Monthly pass around 16 € per month</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>300 to 400 € per month</td>
</tr>
<tr>
<td><strong>A complete meal at university restaurants = 3,25 €</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous expenses (studies, supplies, clothing, leisure...)</strong></td>
<td>200 € per month</td>
</tr>
<tr>
<td><strong>Mobile phone / Internet subscription</strong> Free wifi is available on campus for students</td>
<td>From 10 to 30 € per month</td>
</tr>
</tbody>
</table>
2- BEFORE ARRIVING AT THE UPPA

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

**ENTERING FRANCE**

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

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

Nationals of many countries, through bilateral agreements, can enter the Schengen area as tourists for a 90-day period without a visa. **WARNING**: under no circumstances will this type of entry allow for regularization after your arrival in France!

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


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

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

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

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

**ADMINISTRATIVE FORMALITIES**

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

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

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

A complete list of documents that you should bring with you is available at the end of this guide.
The search for housing must be one of your first priorities as soon as you are admitted to the UPPA. Keep in mind that proof of housing (une attestation de logement) is generally required for visa applications.

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

HOUSING IN A UNIVERSITY RESIDENCE:

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

- In Pau, Bayonne, and Anglet: register online on the website of the CROUS of Bordeaux Aquitaine - http://www.crous-bordeaux.fr/logements
- In Tarbes: contact the CROUS of Toulouse-Occitanie - http://www.crous-toulouse.fr/logements

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

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

HOUSING IN THE PRIVATE SECTOR:

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

Using your search engine, you can also find the main sources of classified ads (private renters or rental agencies), but also and most notably apartment-sharing offers (offres de colocation), which is a popular solution for students.

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

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

- advance a security deposit (un dépôt de garantie) which, depending upon the terms of the lease, will be equal to one or two months’ rent.
- provide a guarantor (un garant). This is a physical person who is solvent and domiciled in France or in the Euro zone. If you do not have a guarantor and you are under 31 years of age, you can sign up for the Visale program- https://www.visale.fr
- take out home insurance (une assurance habitation, mandatory for housing in the private sector). Students staying in university residences are not required to take out home insurance but have the option of taking out supplementary home insurance (against theft of personal belongings, for example).

Nota bene: home insurance includes third-party civil liability insurance (assurance responsabilité civile), which is required for enrollment at the UPPA.
CIVIL LIABILITY INSURANCE (ASSURANCE RESPONSABILITÉ CIVILE)

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

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

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

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

ENROLLING AT THE UPPA

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

- Students coming in the framework of an exchange (Erasmus+, BCI, inter-university cooperations) are exempt from enrollment fees and are not subject to the CVEC. You must enroll directly on site upon your arrival.
- Candidates who come in the framework of continuing education (la Formation Continue - FOR.CO) follow a specific procedure. This includes candidates who are currently employed, those who return to studies after a break of over 2 years, etc. Consult the website of the For.Co to learn more about continuing education at the UPPA and to learn what steps you should take, if this applies to you. https://forco.univ-pau.fr
- All other students (those neither on an exchange program nor in continuing education):
  - Pay the CVEC (Contribution Vie Étudiante et de Campus, student life and campus fee) online https://cvec.etudiant.gouv.fr
  - Enroll at the university online and pay the registration fee by credit card or by international wire transfer. From the website https://formation.univ-pau.fr - click on «Inscription».
    - If you already have a French national identification number (INE): approximately 24 hours after your online enrollment, you may create your UPPA account online. You will then be able to access a digital copy of your proof of enrollment (certificat de scolarité).
    - If you do not have a French national identification number (INE): you may pick up your proof of enrollment (certificat de scolarité) and student card on site at the registrar’s office of your department.
    - Doctoral students: your proof of enrollment (certificat de scolarité) and student card may be picked up from the central registrar’s office (la scolarité centrale), in Pau. If you are unable to go to Pau, you may contact the central registrar’s office (scolarite-centrale@univ-pau.fr) to request that a soft copy of your proof of enrollment be sent to you by email.

If you are unable to enroll online, don’t panic! You will be able to enroll on site (see “Finalizing your administrative enrollment at the UPPA”, below).
Now that you have been admitted to the UPPA, you have secured accommodation at least for the beginning of your stay and you have obtained your visa, you can begin to organize your arrival and installation in France.

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

### AIRPORTS, TRAIN STATIONS

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

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<thead>
<tr>
<th>LOCAL AIRPORTS AND TRAIN STATIONS</th>
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<tr>
<td>Pau-Pyrénées Airport</td>
<td>PUF</td>
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<tr>
<td>Biarritz Pays Basque Airport</td>
<td>BIQ</td>
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<tr>
<td>Tarbes Lourdes Pyrénées Airport</td>
<td>LDE</td>
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<thead>
<tr>
<th>REGIONAL AIRPORTS AND TRAIN STATIONS</th>
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<tr>
<td>Bordeaux-Mérignac Airport</td>
<td>BOD</td>
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<tr>
<td>Toulouse-Blagnac Airport</td>
<td>TLS</td>
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<tr>
<td>San Sebastian Airport</td>
<td>EAS</td>
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<td></td>
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<tr>
<td>Zaragoza Airport</td>
<td>ZAZ</td>
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<tr>
<td>Bilbao Airport</td>
<td>BIO</td>
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<tr>
<th>INTERNATIONAL HUBS</th>
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<tr>
<td>Paris-Orly Airport</td>
<td>ORY</td>
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<tr>
<td>Paris Charles de Gaulle Airport</td>
<td>CDG</td>
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**Long-distance busses may also be a good travel option.** Ouibus, Flixbus, and Eurolines, for example, all serve the “Pau-université” bus stop, which is immediately across from the southern entrance to the Pau campus of the UPPA.

### PUBLIC TRANSPORTATION

All of the campuses are accessible by public transportation:

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

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

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

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

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

IZLY STUDENT CARD

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

VALIDATING YOUR VISA AND/OR REQUESTING A RESIDENCY PERMIT

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


REGISTRATION WITH THE CONSULAR AUTHORITIES OF YOUR COUNTRY

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

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

OPENING A FRENCH BANK ACCOUNT

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

The documents to provide are:

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

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

FRENCH HEALTHCARE (SÉCURITÉ SOCIALE)

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

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

Youtube tutorial: https://youtu.be/97rKysIDXdo

PhD students with doctoral contracts:
- Follow the instructions regarding signing up for healthcare which will be provided to you when you sign your employment contract.

SUPPLEMENTARY HEALTH INSURANCE

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

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

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

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

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

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

You may submit your request online or at the CAF office nearest to your residence: [http://www.caf.fr](http://www.caf.fr)

The CAF alone will determine whether or not you are eligible to receive a subsidy, based on your current situation and your previous income.
4- DURING YOUR STAY AT THE UPPA

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

STUDENT LIFE CALENDAR

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

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

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

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

WIFI ON CAMPUS
The UPPA’s WIFI network, UPPAWIFI, is accessible on all campuses as long as you have a UPPA account.

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

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

Locations and opening hours of university restaurants:

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

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

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

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

• In Pau: the IEFE - [https://iefe.univ-pau.fr](https://iefe.univ-pau.fr)
• On the Basque Coast: the CLEREMO - [https://cleremo.univ-pau.fr](https://cleremo.univ-pau.fr)

UNIVERSITY SPORTS

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

For more information, please visit the SUAPS website: [https://sport.univ-pau.fr/fr](https://sport.univ-pau.fr/fr)

CULTURAL EVENTS

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

These events are organized throughout the year:

• on the Pau campus by « La Centrifugeuse »: [http://www.la-centrifugeuse.com](http://www.la-centrifugeuse.com)
• on the Bayonne campus by « Le Microscope »: [https://www.facebook.com/LeMicroscope](https://www.facebook.com/LeMicroscope)

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

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

STUDENT ASSOCIATIONS

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

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

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

Membership costs 5 €.

For more informations, please visit the ESN Pau Facebook page: [https://fr-fr.facebook.com/esnpau](https://fr-fr.facebook.com/esnpau)
5- EXTENDING YOUR STUDIES

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

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


Applications for residency permits or renewals of residency permits must be submitted to the préfecture or sous-préfecture nearest to your residence.

Remember that you must re-enroll at the university every year, even if you are continuing your studies within the same degree (example: second or third year of doctoral studies...).
### LOGEMENT

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CAF</td>
<td>Caisse d’allocations familiales</td>
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<tr>
<td>APL</td>
<td>Aide personnalisée au logement</td>
</tr>
<tr>
<td>ALF</td>
<td>Allocation de logement familiale</td>
</tr>
<tr>
<td>ALS</td>
<td>Allocation de logement sociale</td>
</tr>
<tr>
<td>CNOUS</td>
<td>Centre national des œuvres universitaires et scolaires</td>
</tr>
<tr>
<td>CROUS</td>
<td>Centre régional des œuvres universitaires et scolaires</td>
</tr>
<tr>
<td>CLOUS</td>
<td>Centre local des œuvres universitaires et scolaires (niveau municipalité ou agglomération)</td>
</tr>
</tbody>
</table>

### HOUSING

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAF</td>
<td>“Family allocation fund” - French government program which provides subsidies for housing, childcare, etc.</td>
</tr>
<tr>
<td>APL</td>
<td>Personal housing subsidy</td>
</tr>
<tr>
<td>ALF</td>
<td>Family housing subsidy</td>
</tr>
<tr>
<td>ALS</td>
<td>Social housing subsidy</td>
</tr>
<tr>
<td>CNOUS</td>
<td>National center for university and scholastic works (covers all of France)</td>
</tr>
<tr>
<td>CROUS</td>
<td>Regional center for university and scholastic works (covers the region; most of the UPPA is in the region managed by the Crous of Bordeaux, Tarbes is in the Occitanie region and managed by the Crous of Toulouse)</td>
</tr>
<tr>
<td>CLOUS</td>
<td>Local center for university and scholastic works (cours a municipality or an urban area)</td>
</tr>
</tbody>
</table>

### SANTÉ

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPAM</td>
<td>Caisse primaire d’assurance maladie</td>
</tr>
<tr>
<td>INSEE</td>
<td>Institut national de la statistique et des études économiques, créé le numéro d’affiliation à la sécurité sociale</td>
</tr>
<tr>
<td>NIR</td>
<td>Numéro d’inscription au répertoire, composé de 13 chiffres (communément appelé « numéro de sécurité sociale »)</td>
</tr>
<tr>
<td>SAMU</td>
<td>Service d’aide médicale urgente</td>
</tr>
</tbody>
</table>

### HEALTH

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPAM</td>
<td>“Primary health insurance fund” - French government program which subsidizes healthcare</td>
</tr>
<tr>
<td>INSEE</td>
<td>National Institute of Statistics and Economic Studies, which creates national identification number that identifies you within the French healthcare scheme</td>
</tr>
<tr>
<td>NIR</td>
<td>A 13-digit national identification number which identifies a person within the French national healthcare system, commonly called a “sécurité sociale number”</td>
</tr>
<tr>
<td>SAMU</td>
<td>Emergency Medical Services (EMS)</td>
</tr>
</tbody>
</table>

### IMMIGRATION

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEE</td>
<td>Espace économique européen</td>
</tr>
<tr>
<td>OFII</td>
<td>Office français de l’immigration et de l’intégration (chargé de la validation des visas étudiants VLS-TS)</td>
</tr>
<tr>
<td>VLS-TS</td>
<td>Visa de long séjour valant titre de séjour</td>
</tr>
<tr>
<td>TS</td>
<td>Titre de séjour</td>
</tr>
<tr>
<td>UE</td>
<td>Union européenne</td>
</tr>
</tbody>
</table>

### IMMIGRATION

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEE</td>
<td>European Economic Area (EEA)</td>
</tr>
<tr>
<td>OFII</td>
<td>French Office of Immigration and Integration, in charge of validating student visas (VLS-TS)</td>
</tr>
<tr>
<td>VLS-TS</td>
<td>Long-stay visa validated as a residency permit</td>
</tr>
<tr>
<td>TS</td>
<td>Residency permit</td>
</tr>
<tr>
<td>UE</td>
<td>European Union (EU)</td>
</tr>
<tr>
<td>BANQUE</td>
<td>BANKING</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>BIC</td>
<td>Bank Identifier Code</td>
</tr>
<tr>
<td>IBAN</td>
<td>International Bank Account Number</td>
</tr>
<tr>
<td>RIB</td>
<td>Official statement of bank account details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITÉ</th>
<th>UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU</td>
<td>Bibliothèque Universitaire</td>
</tr>
<tr>
<td>CLEREMO</td>
<td>Multi-media Language Learning Center</td>
</tr>
<tr>
<td>CM</td>
<td>Lecture course</td>
</tr>
<tr>
<td>CVEC</td>
<td>Student Life and Campus Fee</td>
</tr>
<tr>
<td>DEVE</td>
<td>Scholastic and Student Life department, or Registrar’s Office</td>
</tr>
<tr>
<td>DRH</td>
<td>Human Resources department</td>
</tr>
<tr>
<td>DRI</td>
<td>International Relations department</td>
</tr>
<tr>
<td>DUT</td>
<td>Technical university diploma, a two-year undergraduate degree</td>
</tr>
<tr>
<td>ECTS</td>
<td>European Credits Transfer System</td>
</tr>
<tr>
<td>ED</td>
<td>Doctoral School</td>
</tr>
<tr>
<td>ENT</td>
<td>Virtual Learning Environment</td>
</tr>
<tr>
<td>FOR.CO</td>
<td>Continuing education (for students returning to the university after a break or after professional experience)</td>
</tr>
<tr>
<td>FLE</td>
<td>French as a Foreign Language</td>
</tr>
<tr>
<td>IAE</td>
<td>University School of Management</td>
</tr>
<tr>
<td>IEFE</td>
<td>Institute of French Studies for Foreign Students, a center for learning French as a foreign language</td>
</tr>
<tr>
<td>INE</td>
<td>National student ID number (for France)</td>
</tr>
<tr>
<td>IUT</td>
<td>University Institute of Technology, preparing a 2-year undergraduate technical diploma (DUT)</td>
</tr>
<tr>
<td>MDE</td>
<td>“The Student’s House”, cultural center on campus</td>
</tr>
<tr>
<td>RU</td>
<td>University Restaurant</td>
</tr>
<tr>
<td>SCD</td>
<td>Documentation services / Academic library</td>
</tr>
<tr>
<td>SCUIO-IP</td>
<td>University Career Services</td>
</tr>
<tr>
<td>SUAPS</td>
<td>University Sports Service</td>
</tr>
<tr>
<td>SUMPPS</td>
<td>University Health Services</td>
</tr>
<tr>
<td>TD</td>
<td>Small group and tutorial sessions</td>
</tr>
<tr>
<td>TP</td>
<td>Practical application classes (laboratory work, practicum)</td>
</tr>
<tr>
<td>UE</td>
<td>Teaching unit (UE Libre = optional class; UE obligatoire = required class)</td>
</tr>
</tbody>
</table>
DOCUMENTS TO BRING WITH YOU

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

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

For European (EU/EEA) and Swiss nationals
- Your European Health Insurance Card (CEAM)

For non-European (EU/EEA) and Swiss nationals
- Your Visa or residence permit
- Your hosting agreement - convention d’accueil (only for researchers with passeport talent chercheur visas)

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

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

OTHER DOCUMENTS

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

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CONTACTS

UPPA - Université de Pau et des Pays de l'Adour
International Relations Department - BP 576 - 64012 PAU CEDEX - FRANCE

UPPA WEBSITES:
- UPPA - Université de Pau et des Pays de l'Adour homepage: https://www.univ-pau.fr
- International Relations Department: https://ri.univ-pau.fr

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

EMERGENCY NUMBERS:
- 112 European emergency number
- 15 Paramedics
- 17 Police
- 18 Firefighters
- 113 SOS French Helpline for drugs, alcohol, tobacco
- 01 46 21 46 46 SOS Help (English-speaking Hotline)
- 05 59 92 48 48 Hospital in Pau
- 05 59 44 35 35 Hospital in Bayonne
- 05 62 51 51 51 Hospital in Tarbes
- 05 58 05 10 10 Hospital in Mont-de-Marsan

MY CONTACTS:

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