



2017/2018



UNIVERSITÉ
SAVOIE
MONT BLANC

FRANCE



SURVIVAL KIT FOR FOREIGN STUDENTS



FIND YOUR BEARINGS AT UNIVERSITÉ SAVOIE MONT BLANC

THE UNIVERSITY PRESIDENCY

is located in Chambéry town centre (27 rue Marcoz): in this building can be found all the central University administrative offices, including the Department of International Affairs (DRI), the Studies and Student Affairs Division (DEVE).



1 UNIVERSITY
4 SITES :



3 CAMPUSES
1 PRESIDENCY

ANNECY-LE-VIEUX CAMPUS,

is situated on a hillside overlooking Annecy and its lake, and is home of the following :

- **Institute of Business Administration (IAE):**

Multidisciplinary training offer:
Commerce and sales, Hypermedia communication studies, Technology and management, Economies and finance, Business administration and management.

www.iae.univ-smb.fr

- **The Engineering School POLYTECH Annecy-Chambéry:**

Mechanical and Production Engineering, Mechanics and Materials, Instrumentation - Automatics and Informatics.

www.polytech.univ-smb.fr

- **The University Institute of Technology (IUT) of Annecy:**

Administrative and Commercial Management Studies, Electrical Engineering, Mechanical Engineering, Informatics, Physics of Measurement, Communication networks, Marketing techniques, Quality industrial logistics and organization

www.iut-acy.univ-smb.fr

LE BOURGET-DU-LAC CAMPUS,

(8 kms from Chambéry, take STAC bus n°A) is the home of the following:

- **The Engineering School (POLYTECH Annecy-Chambéry):**

Environment Construction Energy, Mechanics and materials

www.polytech.univ-smb.fr

- **The Faculty of Sciences and Mountain (SceM):**

Electronics, Communication networks, Chemistry, Informatics, Mathematics, Physics, Biology, Geography, Geology, Environment, Sciences and Technologies of Physical and Sporting activities

www.scem.univ-smb.fr/

- **The University Institute of Technology (IUT) of Chambéry:**

Administrative and Commercial Management Studies, Science and Engineering of Materials, Service and Communication Networks, Packaging design, Civil engineering and sustainable construction

www.iut-chy.univ-smb.fr

JACOB-BELLECOMBETTE CAMPUS,

(situated on a hillside overlooking Chambéry (take STAC bus n°A) is the home of the following:

- **The Faculty of Literature, Languages and Human Sciences (LLSH):**

Literature, Foreign Languages and Civilisations, Applied Foreign Languages, History, Psychology, Sociology, Information and communication.

www.llsh.univ-savoie.fr

- **The Faculty of Law (FD):**

Law, Economic and social administration, Economics and Business studies.

www.fac-droit-savoie.fr

- **The Institute of Business Administration (IAE):**

International management, Tourism hotel and leisure industries

www.iae.univ-smb.fr



On each campus or
site, you can find:

- A «GUIDE» contact point for all student information
- University restaurants
- University residences
- A University library
- General administration and course registration offices



- An International Relations office
- A preventive medicine department and a social contact point
- A contact point for students with disabilities
- Sports facilities
- Wifi access



PLAN YOUR TRIP AND ARRIVAL AT UNIVERSITÉ SAVOIE MONT BLANC



YOUR TRANSPORTATION

If you decide to fly to France, **Geneva and Lyon are the closest airports**. Chambéry/Aix-les-Bains airport is open in winter only.

We advise non-European students who are arriving by plane in Switzerland to check with the Swiss authorities on formalities for transiting to France through Switzerland.

Coach shuttles connect these two airports to Chambéry and Annecy cities (information and booking online).

Whether you travel by plane or not, **Annecy and Chambéry are well served by the high-speed rail services (TGV)** from Paris (from the main Paris airport "Roissy Charles de Gaulle" or from the Parisian train station "Gare de Lyon").

More information:

www.voyages.sncf.com

www.aerocar.fr

www.lyonaeroports.com/acces-transports/

TO BOOK YOUR TRAVEL TICKET:

The basic calendar

- Beginning of the 1st semester: Beginning of September
- Examinations: January
- Beginning of the 2nd semester: Beginning of February
- Examinations: May
- End of the 2nd semester: End of May

Vacations:

- Toussaint (optional): 1 week in October
- Christmas: 2 weeks in December
- Winter: 1 week in February
- Spring: 1 week in April

NB : These dates are approximate. Please check with your faculty before booking your tickets.

RESIDENCE PERMIT AND VISA

• If you are a citizen of the **European Economic Area***: you can now live in France without having to request a residence permit. The only requirement is to have a **valid passport or identity card**, for all the duration of your stay.

• If you **ARE NOT** a citizen of the **European Economic Area*** :

Before you leave, be fully informed about **conditions of entrance and residence** on the French territory, especially for obtaining your visa. The procedure is long so do not hesitate to anticipate! Campus France or the French embassy in your country can give you all necessary information.

Students who do not come from the European Economic Area* **must have a long-term visa (VLS-TS)**. Within the three months following your arrival in France, your visa **must be validated** by the OFII (French agency in charge of migration and welcoming foreign people). To do so, you must send the form entitled "Long-stay visa – request for OFII certification" to the OFII. This document was given to you by the authority which issued your visa. In return, you will receive a **notification of an appointment for a medical visit in Grenoble and also an appointment with the OFII for the validation of your visa**.

Your long-stay visa will carry the full status of a Residence Permit when the OFII affixes the OFII sticker (vignette) in your passport.

Please note: It is impossible to regularize your situation once you have arrived in France if all you have is a short-term (tourist) visa. Be fully informed BEFORE departure.

More information:

<http://international.grenoble-univ.fr/>

www.ofii.fr/

www.enseignementsup-recherche.gouv.fr

www.service-public.fr/

www.savoie.pref.gouv.fr

www.haute-savoie.pref.gouv.fr

www.campusfrance.org/fr/

*** European Economic Area (EEA) =**

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.



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ACCOMMODATION IN FRANCE

HOW TO FIND ACCOMMODATION

Being registered at the university does not mean you will automatically get an accommodation in a student hall. Services are at your disposal to help you find your accommodation:

- **University residences (CROUS):**

Consult the accommodation possibilities in residences for students on the 3 campuses: www.crous-grenoble.fr

For students participating in an exchange program: You may apply for an accommodation in a university residence when you apply to the university (online application)

For students who are not part of an exchange program: From abroad, you can directly contact the residences: clous.chambery@crous-grenoble.fr

- **Lodging possibilities in the private sector** (studio, private residence, colocation, homestay...):

-In Chambéry and Bourget du Lac: <http://logement-etudiant-chambery.org>

-In Annecy: www.logement-etudiant-annecy.fr

In France, all the occupants of a dwelling (except students staying at the CROUS) in the first January of a year must pay the following year a **residence tax** which is approximately one month rent.

THE 1ST MONTH'S EXPENSES:

- Generally, when you rent a room/flat, the owner will ask you **to pay a guarantee (approximately one month's rent)**. You will get it back at the end of your stay if you leave your accommodation as it was.

- Whatever the type of accommodation you are going to occupy, **an INSURANCE POLICY for renting a property is obligatory** to insure your accommodation in case of fire, explosion, or water damage... When you arrive in France you will be able to contact student mutual organisations such as SMERRA (www.smerra.fr/) or LMDE (www.lmde.com), that will be present at the time of your registration to the University. Cost between 30 and 100€ per year.

- Sometimes, student tenants must provide proof that their parents will stand guarantor for them.

- Depending on your accommodation, don't forget to add: **electricity, water, gas and/or Internet costs.**

ACCOMMODATION ALLOWANCES

These **state subsidies**, or financial allowances, make it possible to reduce the monthly rental price (except for the first month). Attribution depends on the characteristics of your accommodation and on your personal situation. To make an evaluation: www.caf.fr

To get this financial allowance, apply online: www.caf.fr

You will need to present the following documents:

- the completed and signed application form.
- a statement from your landlord attesting your lease.
- full bank account details. This subsidy can only be transferred on a French bank account.
- A certified translation in French of your birth certificate.
- if you are from a country in the European Economic Area*: a national identity card OR family record book OR a passport OR residence permit.
- if you come from a country outside the European Economic Area*: a currently valid residence permit ("carte de séjour").

It is a good idea to have your administrative documents translated in your own country: because it will cost less!

It is better to have your administrative documents translated into your country: it will cost you less!

GOOD TO KNOW:

Dial +33... before calling a French number

If you want to buy a French SIM card, don't forget to unlock your mobile/cellphone before coming to France, it will cost less!



REGISTER AT THE UNIVERSITÉ SAVOIE MONT BLANC

You received your acceptance letter to Université Savoie Mont Blanc. It is just a pre-registration. Upon arrival, in September (or in January for students in exchange programs coming for the second semester), you must officially register at the university, both administratively and pedagogically.

COURSE REGISTRATION

For students on exchange programme only:

Upon your arrival at the University, you will be asked to **choose the courses which you wish to follow**, appropriate to your study programme in your home country and according to the Faculty to which you are attached at the Université Savoie Mont Blanc.

To make this choice, an administrative representative for the international relations of your Faculty (UFR) will give you a booklet which summarises all the courses given within this part of the university.

ADMINISTRATIVE REGISTRATION

Make sure you turn up for registration with all the required documents:

For all students:

- The certificate of completion of secondary education or a copy of latest University certificate diploma obtained, translated into French.
- Student card of your home university valid for the current year.
- Insurance certificate for civil responsibility against school or university risks incurred on French territory, translated into French. (Such a document can be bought on registration day) From 16 to 18€.
- 1 identity photograph.

+ For students from the European Economic Area:

- European Card of Health Insurance (free) - ask for it in your country before coming
- Birth certificate translated in French
- Passport or identity card.

+ For students coming from a countryside outside the European Economic Area:

- On the day of general registration you must get the French social security system applicable to students (LMDE or SMERRA). The cost in 2016-2017 is 215€.
- passport and visa

TUITION FEES

• For students in an exchange program:

You have paid your tuition fee in your country before coming to France: **you are exempted from paying this tuition fee** to the Université Savoie Mont Blanc (except students enrolled in very specific exchange programs)

If you don't have your own European Card for Insurance Health (see p.6), you must affiliate to the French social security scheme (215€ in 2016/2017)

• For students who are not part of an exchange program:

You must pay tuition fees, as French students do.

The cost depends on your study program and level. A registration in Licence for the academic year 2016/2017 amounted to 400€, including:

- tuitions fees
- the affiliation to the French social security scheme (215€)
- an Insurance covering Civil Responsibility (from 16 to 18€)



GOOD TO KNOW:

Opening hours in France:

- Shops: 9-12am and 2-7pm from Monday to Saturday
- Supermarkets: 8:30am-8pm from Monday to Saturday
- Offices (banks...): 9-12am and 2-5pm from Monday to Saturday morning



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HEALTH: IMPORTANCE OF HAVING A GOOD HEALTH COVER

EMERGENCY NUMBERS:



- FIRE AND RESCUE SERVICES: 18 OR 112
- URGENCE MEDICAL ASSISTANCE (SAMU): 15
- POLICE: 17

SOCIAL SECURITY:

- Students from a member state of the European Economic Area (see p.3):

Before your arrival, apply for your **European Card of Health insurance (gratis)** from your affiliated national health insurance provider. When you will register at the university, **by showing this card, you will be exempted from the student social security contribution.** When you visit a doctor or a specialist in France, **you have to pay your consultation.** It will be then - **partly (70% on average) - reimbursed** by the social security, under the French social security system reimbursement terms and conditions.

Having the card doesn't mean you will be entirely reimbursed. The remaining part of healthcare expenses can be covered by a complementary health insurance, called a « mutuelle ».

- Students from outside the European Economic Area (see p.3):

→ **If you are less than 28 years old:** you have the **obligation to become affiliated to the French students social security**, when you register at the university (for information: 215€ in 2016/2017).

When you visit a doctor or a specialist in France, you have to pay your consultation. It will be then - partly (70% on average) - reimbursed by the social security, under the French social security system reimbursement terms and conditions.

→ **If you are more than 28 years old:** a health insurance is obligatory but you cannot become affiliated to the French students' social security.

For more information: see info-sheets "European Health Insurance card guidelines" and "Social security in France, how does it work?" on the website <http://international.univ-grenoble-alpes.fr/en/offices/guides-and-info-sheets/info-sheets/>

COMPLEMENTARY INSURANCE:

In all cases, medical cares are partly reimbursed by the French social security. We advise all students to buy a **complementary insurance to cover all your health expenses**, especially in case of hospitalization. **This IS NOT OBLIGATORY BUT VERY USEFUL:** without this covering, the costs remaining at your expense can be very high. Note that hospitalization or dental cares are very bad reimbursed by the social security. Not having such a cover is risky.

Variable price: between 5 and 35€/month.

THE UNIVERSITÉ SAVOIE MONT BLANC PREVENTIVE MEDICINE DEPARTMENT

You can make an appointment with our nurses, doctors and psychologists:

- Annecy le Vieux campus- Nursery at la Ferme du Bray, Tel: 04 50 09 24 33 medecine.preventive-annecy@univ-smb.fr
- Jacob- Bellecombette campus - Building 12, Tel: 04 79 75 85 44, medecine.preventive-jacob@univ-smb.fr
- Bourget du Lac campus - « Chartreuse » building, Tel: 04 79 75 87 56 medecine.preventive-bourget@univ-smb.fr

For more information and useful contacts : <https://www.univ-smb.fr/index.php?id=1122>

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Disabilities unit: If you have some health difficulties or disabilities: before coming to the university, contact the Preventive medicine department and also the disabilities unit to evaluate your needs in terms of studies and exams flexibility: mission.handicap@univ-smb.fr



EVALUATE YOUR BUDGET BEFORE LEAVING



The standard of living differs from a country to another one. So do not forget to evaluate it before leaving! For information only, your budget is likely to be 620€/month in a University residence, and 800€ in private rented accommodation.

ACCOMMODATION

Chambéry:

- CROUS university residences: from 157€ to 425€/month including charges
- Private student hall: from 450€ to 520€/month
- Homestay: about 350€/month

Annecy:

- CROUS university residence: 360€/month including charges
- In private student hall: from 350€ to 700€/mois
- Homestay: about 450€/month

Depending on the type of accommodation you choose, water and electricity expenses are not included in the price.

TRANSPORTATION

Bus season tickets (students prices):

- Chambéry: 22€ (monthly), 187€ (annual), www.bus-stac.fr.
- Annecy: 22.40€ (monthly), 142€ (annual), www.sibra.fr.

Bicycle rent:

About 50€/year (student rate)

Chambéry:

www.chambery-metropole.fr

Annecy:

www.sibra.fr/velonecy

Train:

Discounts or season tickets for students: www.sncf.fr
www.sncf.com/

FOOD

About 200€/month

Price of a meal in university restaurants: 3.20€

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TUITION FEES

Only for students who are not part of an exchange program (see p.5)

HEALTH (see p.6)

- The university's preventive medicine department offers free medical cares: listening, health advises, nursing care, vaccination...
- General practitioner: 23€ each visit
- Social security (obligatory) 215€/year
- Complementary health insurance (optional but recommended): from 5 to 35€/month

OTHER CURRENT EXPENDITURES

According to your needs, don't forget to estimate a **budget specific to hygiene, clothing, telephony, purchasing of university books** (even if most of them can be found at the university library)

SOME PRICES IN FRANCE

Cinema ticket: 9€
Swimmingpool ticket: 3.20€
Coffee in a bar: 1.50€
Our French « baguette »: 0.90€
Bus ticket to Torino (Italy): 30€
Train ticket to Lyon: 9.50€

SPORT AT THE UNIVERSITY

Annually: 17€
+ 12€/semester for each activity
<http://oxygene.univ-smb.fr>

IN CASE OF DIFFICULTIES...



If you have some difficulties, do not wait until the situation deteriorates and contact rapidly a social worker:

- Mrs MILLET : alexandra.millet@crous-grenoble.fr
→ For Jacob students studying Law : 04.79.75.85.39
→ For Annecy students : 04.50.09.53.08
- Mrs NOT MICHEL : julie.michel@univ-smb.fr
→ For Le Bourget students : 04.79.75.87.56
→ For Jacob students (except those studying Law): 04.79.75.85.44

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ACRONYMS

The French like to use acronyms (written and oral), which can be very confusing for foreigners, even if your level of French is good!
Some examples:

UNIVERSITY:

BU	Bibliothèque Universitaire
DEVE	Direction des Etudes et de la Vie Etudiante
DRI	Direction des Relations Internationales
ISEFE	Institut Savoisien d'Etudes Françaises pour Etrangers
MDE	Maison des Etudiants
RU	Restaurant Universitaire
SCUIO	Service Commun Universitaire d'Information et d'Orientation
SUAPS	Service Universitaire des Activités Physiques et Sportives
SUMPPS	Service Universitaire de Médecine Préventive et de Promotion de la Santé
UFR	Unité de Formation et de Recherche
USMB	Université Savoie Mont Blanc

FACULTIES :

FD	Faculté de Droit
IAE	Institut d'Administration des Entreprises
IUT	Institut Universitaire de Technologie
LLSH	Lettres, Langues, Sciences Humaines
SceM	Sciences and Montagne

COURSES:

CM	Cours Magistral
ECTS	European Credit Transfer System
FLE	Français Langue Etrangère
LMD	Licence, Master, Doctorat
TD	Travaux Dirigés
TP	Travaux Pratiques

DAILY LIFE :

CAF	Caisse d'Allocations Familiales
CLOUS	Centre Local des Œuvres Universitaires et scolaires
CROUS	Centre Régional des Œuvres Universitaires et Scolaires
EEE	Espace Economique Européen
LMDE	La Mutuelle Des Etudiants
OFII	Office Français de l'Immigration et de l'Intégration
RIB	Relevé d'Identité Bancaire
SIBRA	Société Intercommunale des Bus de la Région Annecienne
SMERRA	Société Mutualiste des Etudiants de la Région Rhône-Alpes
STAC	Service des Transports de l'Agglomération Chambérienne
UE	Union Européenne

www.univ-smb.fr/international

ANNECY-LE-VIEUX ■ CHAMBÉRY/JACOB-BELLECOMBETTE ■ BOURGET-DU-LAC