

# Guide pour les étudiants étrangers à Grenoble



2009/2010



## Hello! Welcome to student life in Grenoble!

Grenoble receives approximately 8000 foreign students each year. For this reason, the Eponyme association which manages Student Space Life has created API -le Pôle d'intégration des Etudiants Etrangers (the Centre for Integration of Foreign Students).

In order to facilitate your steps before and during your stay in France, API has edited this guide in the form of **different themes downloadable in which you will find information, suggestions and the contacts you need during the academic year.**

This first version tends to answer the most common questions, which will guide you and facilitate your steps throughout your stay in Grenoble. You will find the version 2009/2010 in **French, English, Chinese and Spanish**. The next versions will be enriched and translated in other languages.

The information and figures, accurate at the date of uploading this on the site, may be updated (according to the application of new law).  
If you have any questions, please contact the authority concerned.

Your comments and suggestions for improving and extending this guide would be most welcome : [api@eve-grenoble.org](mailto:api@eve-grenoble.org)

We hope you enjoy your stay and have a most pleasant memory.

API collaborated with the services, organizations and associations for foreign students, in order to meet your needs as well as possible.

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**We thank all the people having taken part in the redaction of this guide.**

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# 1. Before arriving in France



Here are some proposals for facilitating your first steps at the time of your arrival in France. Think of it, it is important!

## Visa

Of course you will need your passport as well as a visa to enter France. To obtain a visa, it is necessary to address yourself to the consulate of France in your country of origin. Citizens of the EEA\* and Switzerland are not required to hold a visa, the identity card is sufficient.

### \*European Economic Area:

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

**Assimilated country:** Switzerland

## Residence permit

It is important to gather all the **documents** for obtaining your residence permit. (See part "[3. Residence permit](#)")

Do not forget your **original birth certificate** accompanied by its **approved translation** (translations approved in Grenoble = 23 euros minimum per document).

It is not useful to carry out your medical control in your country of origin, since this one will not be recognized in France. The medical certificate must be approved by the ANAEM (Agence nationale d'accueil des étrangers et des migrations).

It is preferable to have at least ten **identity photos** at the time of your arrival. You will have to use them in various administration offices and services.

## Evidence of adequate financial support

The required level of financial resources is set by the Ministry of Social Affairs, Work and Solidarity at approximately 430 euros per month. However, each consular service is free to refer to this sum or to require more at the time of the request for visa. In practice, a budget between 700 and 900 euros is more realistic. It is important to have a sufficient budget for your needs without putting your health or your studies in danger. (See part "[7.4 Student Budget](#)") The individual who will provide financial support for you must provide a signed statement of responsibility (following a model obtainable from the consular services of France in your country of origin).

## Social health insurance known as *la Sécurité Sociale*

The medical insurance known as "La Sécurité Sociale Etudiante" is obligatory in France. It provides reimbursement for health-related expenses. You enroll in this plan at the time you enroll in your academic institution (the annual cost of membership is approximately 198 euros). (See part "[5.1 Social security](#)")

If you are European or Swiss, you should ask for the European Sickness Insurance Card or provide insurance before your departure.

If you are from Quebec, you must get a form of the type: SEQ + # before your departure.

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## 2. Practical advice and warnings



### **Find housing**

Living in Grenoble requires a certain budget. It takes time to find housing at a reasonable price, so we advise you to start your search as soon as possible. To rent an apartment, you have to pay a guarantee deposit apart from the need for a guarantor. The guarantor must be a resident from France or from any country in the European Union. (See part "[4.1 Tenant's rights](#)")

Rooms offered by the CROUS (Centre régional des oeuvres universitaires et scolaires) are limited, so you should think of alternatives to find housing. You can get information from the CROUS during the year; some places may be available.

### **Financial aspect**

The financial resources required by the consular authorities are not sufficient to be able to live even as students. (See part "[7.4 Student budget](#)")

The scholarships in French universities are not granted to foreign students. Nevertheless, the CROUS social services can help you on the basis of some criteria (see part "[8.7 The CROUS social services](#)").

Please plan your budget to have enough finances in order to avoid a precarious life or the need to ask for help to anyone.

### **Restrains related to "Short-term visa" - less than 6 months**

If you are a student from outside the European Union and you come to France for only one semester, your consular service will deliver you a student visa for 6 months, marked "no application for a residence permit". But with this type of visa, you will probably encounter difficulties if you wish to travel in the Schengen space \*. Please ask at your consular service for precise details before your departure. Besides, with this type of visa, you will probably have no rights for housing assistance from the CAF (Caisse d'allocations familiales).

\*Countries in Schengen space: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Norway, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden.

### **Choose the arriving days**

Avoid arriving during the weekend, since many services and administration offices are closed on Sunday... It is thus preferable to arrive during weekdays.

### **For the smooth living of your stay**

Please be vigilant for your belongings. In particular, do not leave your computers without monitoring. You'd better arrange them in a packsack rather than a satchel.

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## 3. Residence permit



### 3.1 A guide for obtaining the residence permit

#### **Frequently requested documents:**

You can get these documents by downloading them on the web site of "préfecture de l'Isère", presenting yourself at API (le Pôle d'Intégration des Etudiants Etrangers) on the 1st floor in EVE or in the reception hall of the prefecture.

You can see parts "[3.2 First request for residence permit](#)" and "[Renewal of residence permit](#)". You will find here the steps for submitting your documents.

#### **Deadline for making appointments :**

It is important to begin your application as soon as possible. Do not wait to make appointments until your visa is expired, because it may take a month of delay to process your file.

#### **Deadline for getting the residence permit:**

The deadline for getting the residence permit is longer than before, since all the permit cards are made in Paris.

#### **For the renewal:**

Following your application, you will receive immediately a "Récépissé" (temporary residence permit). You will get the final residence permit in approximately a month or a month and half.

#### **For doctoral students or researchers :**

Giving that the procedure and the documents necessary for obtaining the residence permit are a little different in this situation, the Researchers Reception Centre of the Universities of Grenoble can offer you more information.

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## 3.2 Foreign student's residence permits University year 2009-2010

The application of the decree (n°2009-477, April 27<sup>th</sup> 2009) relating to visas for France for a period longer than three months results in a modification of the terms of issuing residency permits as of from the 1<sup>st</sup> of September 2009.

The application details for non-European students are explained on the internet site of the Prefecture: [www.lsere.pref.gouv.fr](http://www.lsere.pref.gouv.fr) (homepage, section entitled "Titre de séjour Etudiants étrangers: rentrée 2009/2010" as of from the 1<sup>st</sup> of August 2009) and are hereinafter summarised.

3 situations :

### Health centre and OFII

Case No.1 – First-time application students (all nationalities except Algerian nationals); long stay visa confirmation steps.

Visas issued as of from the 1<sup>st</sup> of June 2009 by the French Consulates abroad, become long term stay visas equivalent to a first residency permit.

- 1<sup>st</sup> step:

Starting from September 8<sup>th</sup> until December 18<sup>th</sup>, the student will present him/herself at the University Health Centre (the CROUS building, 5 rue d'Arsonval, 38000 Grenoble, 3<sup>rd</sup> floor). Tramway A or B tramstop "Gares".

The Centre will be open Monday to Friday from 9 am. till 1 pm., except on Tuesday, from 9:30 am till 1 pm. The student will then hand in the OFII certificate issued by the consulate of their country of origin. This form shall be accompanied by a photocopy of his/her passport (the "civil status", the "border stamp" and the "visa stamp" pages).

He/she will be then and there given:

- A certificate of reception of registration
- An invitation for an obligatory lung x-ray and medical visit to be carried out at the Grenoble University Health Centre (Centre de santé de l'Université de Grenoble)
- A list of the necessary supplementary documents

- 2<sup>nd</sup> step (following the medical visit and the lung x-ray):

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The student will then present him/herself at the OFII (The French Office of Immigration and Integration, 76 rue des Alliées, 38100 Grenoble) which will then examine the



application and will definitively validate long term stay visa equivalent to residency permit (VLS-TS).

#### Documents to present at the OFII:

- Passport
- The medical certificate validated by the Medical centre
- Proof of domicile (a rent receipt, the electricity or gas or water bill under the student's name). If the student is housed, he/she shall present a certificate of accommodation as well as a photocopy of the identity card and a proof of residency of the hosting person.
- Passport photo, full-face, bare-headed
- Official taxed stamp ("Timbre fiscal")

#### PREFECTURE

Case No. 2- Algerian student; first application for a "student" residency permit

Case No.3 – Application for a renewal of a "student" residency permit (all nationalities including Algerian nationals on renewal)

For cases No. 2 and 3:

The registration procedure has changed. For the university year 2009-2010, students will carry out their registration with the help of an online form at the following address: [www.lsere.pref.gouv.fr](http://www.lsere.pref.gouv.fr) (operational as of from September 1<sup>st</sup>) ; an appointment will then be given by the Prefecture and will be transmitted by e-mail.

Inscription form and appointment

- Step 1 Fill out the form online, indicating:

- identity
  - date of birth
  - nationality
  - reason for one's application (for Algerian students: indicate if it is a primary application or a renewal)
  - the number of the residency permit (if renewal) and its expiry date
  - e-mail address
- Step 2 Once the registration form has been completed, the student will receive from the Prefecture at the indicated e-mail address, and within a delay of 5 days, the date and time of his/her appointment at the Prefecture (at the foreign students counter) as well as the list of necessary documents including the form relating to the university course which should be completed beforehand by the student
- List of documents to present for a renewal: refer to the PDF document
  - List of documents to present for a 1<sup>st</sup> application (exclusively for Algerian students): refer to the PDF document

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## 3.3 List of documents

The Prefecture of Isère

### **Application for a “Student-pupil” Residency Permit All nationalities except those of European Union origin, of EEC origin and of Swiss confederation origin: renewal**

**Algerian students: 1<sup>st</sup> application for renewal**

**Reception of the public: 12 Place de Verdun BP 1046 38021 GRENOBLE CEDEX 1  
Telephone reception and queries: 04 76 60 34 00**

**The application must be presented by the applicant in person.  
An incomplete application will not be studied.**

**The renewal of a permit is subordinated by the reality and the seriousness of the studies undertaken as well as the financial resources.**

### **LIST OF DOCUMENTS**

Please:

- Present **all certificates in original and with a photocopy**
- **Translate** all certificates written in a foreign language by an official translator sworn in the French courts

#### **CIVIL STATUS**

- Residency permit application form and the precedent residency permit
- Passport (photocopies of the civil status, number and expiry date pages)
- 4 recent colour passport photos (3.5 by 4.5cms) full face, bare-headed, with white background
- Long birth certificate or full marriage certificate or family record book

#### **DOMICILE**

- Personal domicile
  - The rental contract of less than 3 months or rent receipt edited by a real estate agency

Or

-The lease or a rent receipt edited by a private individual (attach a copy of his/her identity card or residency permit and a copy of the land tax of the accommodation)

Or

- A gas, electricity, water or telephone receipt of less than three months

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- You are put up:
  - in university halls: a certificate from the hall in question or the bill from the previous month
  - a students hostel: a certificate from the director of the hostel
  - in someone's home:
    - ✓ a certificate from the host dating from less than three months ago
    - ✓ a photocopy of the hosts identity card or residency permit
    - ✓ a proof of domicile of the host dating from less than three months

### **INCOME: Bank statements are not accepted as proof**

Income must €5000 a year in other words €430 a month on average

- A grant certificate relative to the current school year
- Or
- A bank certificate indicating the amount and frequency of the deposits on a current account
- Or
- A written guarantee from a person (a copy of their identity card or residency permit, a certificate from the bank proving regular deposits and tax statement of the guarantor or his/her last 3 pay slips)
- Or
- A work contract and the pay slips received over the last 12 months.

### **UNIVERSITY OR SCHOOL PROGRAMME**

**You are changing of type of studies:** Write a letter explaining your reasons for changing orientation and give the results statements, grades and diplomas from the preceding years

#### **In all cases:**

- Fill in the table concerning the university programme and give all results statements and the diplomas of the preceding years
- Student card or inscription or pre-inscription at university or in an approved establishment (while waiting for student identity card)

#### **Depending on your situation:**

- For secondary education: Certificate of schooling
- For doctorate students: From the third year, produce a letter from your director of thesis indicating the subject dealt with, the progression of the research and the probable date of the your viva
- For trainees: Training period agreement in three parts (employer/trainee/establishment) dated, signed and stamped, detailing the nature and length of the training period
- For students enrolled in private schools:
  - A certificate from the school detailing the number of hours and the course studied
  - And
  - A certificate from the school proving its accreditation with the Ministry of Education

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- For au pairs: Enclose the original of the placement agreement stamped by the DDTEFP (Departmental work, employment and professional training direction)

**1st APPLICATION FOR RESIDENCY PERMIT FOR SOMEONE OF ALGERIAN ORIGIN:**

- Form with request from the OFII for a medical visit

**AT THE TIME OF COLLECTION OF YOUR RESIDENCY PERMIT, YOU SHALL BE REQUESTED TO PAY AN OFII TAX**

- An OMI stamp of €55 for a first application for a residency permit for a student of Algerian origin
- An OMI stamp of €30 for a renewal or a duplicate of a residency permit

The OMI stamp can be bought at the Prefecture or in a local authority tax collection office (Trésor Public)

**Préfecture de Grenoble**  
**Place de Verdun-38000 GRENOBLE**  
Leaving from the campus, take the tram B until the Hubert Dubedout – Maison du Tourisme stop, and then the tram A in the direction Denis Papin until the Verdun stop.

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## 3. Residence permit



### 3.4 Return to the country of origin before obtaining the residence permit

If you must return to your country of origin before obtaining your residence permit, we suggest you read the information mentioned below before your departure. If your visa is expired, you are likely to have your access denied at the frontier at the time of your return. You will have to make a new request for visa in your consular service.

#### **In the case of the first request for the residence permit:**

When a student waiting for his residence permit must imperatively return to his country of origin, it is possible that the prefecture gives him a **visa of return** by justifying the reasons of the travel.(in the case of the expired visa)

#### **For this request, it is necessary to address to the prefecture with:**

- A document proving the reasons of departure (serious illness or death of a member of the family, professional reasons...)
- An identity photo
- A photocopy of the "Récépissé"
- The passport
- 6 euros

#### **In the case of the renewal of the residence permit:**

A student can travel between France and his country of origin with the "Récépissé" and the old residence permit.

#### **Attention:**

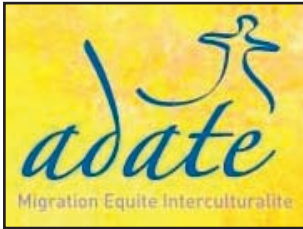
Certain countries refuse these conditions. Please double-check with proper authorities before your departure in order to avoid complications at the time of your return in France; otherwise, you will have to make a new request for visa at your consulate.

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## 3. Residence permit



### 3.5 Document translation



If you need a legal translation in French for your official documents, for instance, the birth certificate or the driving license, you may contact the ADATE (Association Dauphinoise Accueil Travailleurs Etrangers).

This association proposes a translation service and interpretation in 22 languages.

The translation of the document costs between 23 and 25 euros and a discount of 10% is available for foreign students.

**ADATE**  
**Association Dauphinoise Accueil Travailleurs Etrangers**

5, place Sainte-Claire  
38000 Grenoble  
Tel. 04 76 44 92 70  
e-mail: [traduction@adate.org](mailto:traduction@adate.org)  
(Tram B stop « Sainte-Claire / Les Halles »)

Office hours at API in EVE  
(dates and schedules to be defined)

Certain documents may not be approved by the ADATE, you may contact a translator from the Court of Appeal in Grenoble. To obtain the list of the translators, consult the site of the Court of Appeal in Grenoble:




[www.ca-grenoble.justice.fr/c8-12.php#intraduc](http://www.ca-grenoble.justice.fr/c8-12.php#intraduc)

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## 3. Residence permit



### 3.6 Diplomatic representatives in Grenoble

	<b>Consulat d'Algérie</b> 6, chemin du commerce 38100 Grenoble Tel. 04 76 54 30 18
	<b>Consulat de Grèce</b> 9, rue de la Liberté 38000 Grenoble Tel. 04 76 47 39 23
	<b>Consulat d'Italie</b> 47, av. Alsace-Lorraine 38000 Grenoble Tel. 04 76 46 15 68
	<b>Consulat Royal de Norvège</b> 12, rue Pierre Sépard (c/o Grenoble Ecole Management) BP 127 38003 Grenoble Cedex 1 Tel. 04 76 70 60 40
	<b>Consulat de San Marin</b> 10, rue de Belgrade 38000 Grenoble Tel. 04 76 46 36 82
	<b>Consulat Honoraire de Slovaquie</b> Maison de l'International Parvis des droits de l'homme Jardin de Ville - 38000 Grenoble Tel. 04 76 00 76 80
	<b>Consulat de Tunisie</b> 4, rue Alexandre 1er de Yougoslavie 38000 Grenoble Tel. 04 76 43 26 01
<b>Representatives in Lyon:</b> Algerie, Germany, Austria, Benign, Brazil, Burkina Faso, Canada, Ivory Coast, Denmark , the United States, Finland, Great Britain, Greece, Italy, Luxembourg, Madagascar, Morocco, Mexique, Netherlands, Poland, Portugal, Slovakia, Czech Republic, Thailand, Tunisia, Turkey, Yugoslavia.	

Find the addresses of consulates in Lyon on:

[http://www.grenoble.fr/jsp/site/Portal.jsp?page\\_id=514](http://www.grenoble.fr/jsp/site/Portal.jsp?page_id=514)

Find the complete list of the embassies and the consulates on:

[www.expatries.diplomatie.fr/default.aspx?SID=12292](http://www.expatries.diplomatie.fr/default.aspx?SID=12292)

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## 4. Housing



### 4.1 Tenant's rights

In order to avoid some traps, you should know the following essential information before signing a lease agreement. In France, the lease agreement protects not only the tenant, but also the owner.

#### **Signing a lease agreement: the lease**

The lease is the contract which proves that you rent your housing legally. You will have to sign the lease with the owner in which the following should be clearly stated:

- the effective date and the duration (it is generally for 3 years, and 1 year for the furnished rentals)
- the designation and description of housing
- the rental price
- the types of payment
- any extra monthly costs or "charges"
- the guarantee deposit

The lease must be established in **2 specimens**, and must obligatorily be signed by the tenant (you) and the leaser (owner or rental agency).

#### **Making the "Etats des Lieux"/inventory of fixtures:**

This document is drawn up between the owner and the tenant and it should clearly describe the general condition of the apartment and its equipment. It is obligatory. Anything in bad shape or in need of repair should be marked on this document (dripping taps, floor stains, opening of the windows, the hygiene, the furniture and the electrical connectors...)

All the degradations not announced or carried out during the use of the housing will be taken from the guarantee deposit. The "Etats des lieux" will be useful in case of litigations.

The "Etats des lieux" must be dated and signed by two parts (you and the owner or the rental agency) and established in 2 specimens (the original is for you). Note the statement of the electricity and gas and transmit it to GEG (residents in Grenoble) or EDF/GDF (residents in other communes).

#### **The guarantee deposit/caution:**

The guarantee deposit is an amount of money which cannot exceed 2 months' rent and must be returned to the tenant within 2 months maximum after the departure.

Normally, it should not be deposited in the bank, but many owners and agencies do not obey to this rule. On the other hand, this sum is refunded at the end of the lease term if the property is left in good condition, as defined in the lease.

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## 4. Housing



### **The guarantor:**

When signing a lease, the owner can require a third person to undertake in writing to pay any rent that you are unable to pay. The guarantor must be a resident in the European Union, and must apply to certain criteria (not to be student, have incomes of at least 950 euros per month...).

### **The rent receipt:**

After each payment, a rent receipt must be given to you. This document proves that you paid your rent. It will be asked for any request of the housing allowance. If you need them, do not hesitate to ask your owner. The rent receipt must be provided freely.

### **Rental costs or "charges":**

They are the expenses of guarding, cleaning, water and heating. They are generally regulated in addition to the monthly rent. The amount of the charges must be specified in detail in the lease by the owner. They can vary from one year to another.

Certain residences have collective supplies like the heating, cold water, sometimes hot water. In this case, this expenditure will be included in your monthly rental price.

### **Housing tax:**

You will pay the housing tax (rates) once a year. You are subject to this tax when the place is occupied as of January 1 of each year. You will receive a letter from the Tax office specifying you the payment of the tax as well as the address of the treasury in charge. Respect the deadline of payment, because beyond this date, your tax will be raised by 10% in addition to the other charges. Do not forget to pay it before your departure from France, address yourself to the Tax office.

If you live in the university residences or if you rent a room in a personal residence, you will not pay this tax. It is possible to avoid paying it by making a request at the Tax office and by justifying your incomes.

### **Housing insurance:**

Housing insurance is compulsory to cover the tenant's risks (fire or water damage...) and natural disasters (storms, floods). This insurance is often called "multi-risk renter's insurance". A document in proof will be required by the owner. This insurance not only protects accommodation but also the tenant. If the tenant causes an accident or hurts somebody, even out of his housing, it will be the "Civil liability insurance"(damage to a third party).

The "mutuelles étudiantes" propose you the insurance "multi-risk renter's insurance" at advantageous prices. You can also subscribe this insurance in private companies or banks. Beware! According to the types of insurances, the risks covered are not the same, you should pay attention to the contracts suggested.

In the event of theft, you should obligatorily report to the police and do not touch anything before the authorization. Then it is necessary to make a statement for your insurance company.

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## 4. Logement



### Departure and notice:

To terminate a contract, it is necessary to send a notice by registered letter with acknowledgment of the delivery (between 1 and 3 months) before leaving.

The owner can terminate the contract only if the tenant does not respect his obligations (do not pay the rents, no insurance...). The owner must justify the reason for the resumption of the housing and must give a notice of 6 months before the expiry of the lease.

### Decency:

The housing must apply to certain criteria, at least a kitchen with cold and hot water, sufficient heating installation and no danger..

The housing surface must be 9m<sup>2</sup> minimum for a single person and 16m<sup>2</sup> for a couple.

### In case of problems:

CLCV (Consommation Logement et Cadre de Vie) is a national association representing the tenants and joint owners. It proposes information, advices or an accompaniment (to avoid the traps of certain contracts, engage in all causes and prevent or seek a solution in a situation of litigation between tenant and owner..).

### Contact:



#### CLCV 38 Consommation Logement et Cadre de Vie

31, rue Alfred de Musset  
38100 Grenoble  
Tel. 04 76 22 06 38  
e-mail: [clcv@wanadoo.fr](mailto:clcv@wanadoo.fr)  
[www.clcv.org](http://www.clcv.org)

### Other organizations for the defense of tenants exist on Grenoble such as:

#### - la Confédération Nationale du Logement

(CNL 38, e-mail: [cnl@free.fr](mailto:cnl@free.fr), web site: [www.lacnl.com](http://www.lacnl.com))

- le Pact de l'Isère (e-mail: [pact.isere@libertysurf.fr](mailto:pact.isere@libertysurf.fr))

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## 4. Housing



### 4.2 Financial assistances for housing

The financial assistances for housing are proposed by CAF (la Caisse d'Allocations Familiales) of Grenoble. These assistances are often referred to as ALS (Allocation de Logement Sociale) or APL (Aide Personnalisée au Logement).



You can file your request by downloading the documents from the web site of the CAF ([www.caf.fr](http://www.caf.fr)), or by using the workstations connected to the CAF website available on the 1st floor in EVE (Espace Vie Etudiante). At API (le pôle d'intégration des étudiants étrangers), CAF advisors are available to help and inform. Before your request, you can find some information on the web site of the CAF or from its workstations.

You can obtain your financial assistance within 4 to 6 weeks.

To know the conditions of the attribution and the aid to fill out your files, please see part "4.3 Information on housing assistance of the CAF".

You should submit the following documents with your application:

- A photocopy of the identity card or passport
- A photocopy of the residence permit (for the students from outside the European Union)
- The bank account number (not necessary for the residences of the CROUS)

**To obtain information:**

08 20 25 38 10 (special #)  
[www.caf.fr](http://www.caf.fr)

**To send the file:**

CAF de Grenoble  
3, rue des Alliés  
38051 Grenoble Cedex 9

**Office hours:**

Monday to Friday 8:30a.m.-4:30p.m.

**The CAF in Grenoble:**

Cité de la CAF  
3, rue de Belgrade  
38000 Grenoble

**Office hours:**

Monday to Friday 9:30a.m.-5:30p.m.

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## 4. Housing



### 4.3 Information on housing assistance of CAF

#### Filing your request

##### **Conditions required:**

If you have already registered in the CAF of Grenoble or of another area, you must provide your allowance number and your confidential code. You do not need to provide all the supporting documents, since this information will be already known in the CAF.

For the first registration in the CAF, you should submit the documents proving your identity with your application (copy of the passport or the residence permit preferable in all cases; or a copy of the identity card, birth certificate or a multilingual information sheet delivered by a european administration service), a bank account number (RIB) if necessary.

##### **Nationality:**

The students from outside the EEA\* and Switzerland must hold a residence permit. The "Récépissé" (temporary residence permit) does not give you the right to housing assistance (the official residence permit is necessary).

Students coming for one semester and provided with a long term student visa for 6 months marked "temporarily exempt from holding a residence permit", don't have a right to housing assistance.

The citizens of the EEA also need to prove having enough financial resources (in an honour-based statement) and a medical insurance.

**\*European Economic Area:** Austria, Germany, Belgium, Bulgaria, Cyprus, Denmark, Spain, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Czech Republic, Romania, the United Kingdom, Slovakia, Slovenia, Sweden.

**Assimilated country:** Switzerland

Your **resources** of the previous year will be required (wages, research grants, alimentary pension and other incomes).

The exchange students are not considered as grant holders.

Register the **french social health insurance number** if you have one, if not just mark your nationality.

When answering the question "Since when have you begun your studies? ", you should indicate the date when you began your studies at the university in your country of origin.

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## 4. Housing



### Additional information

**Delivery date:** The month following the payment of the 1st rent.

**Closing date:** The month when leaving the housing.  
For the students who leave their housing for the summer but return for the re-entry: the resumption of the right is made as of the month of return in housing without new request.

### **Payment of the allowance:**

If it concerns private sector rentals, low cost flats (HLM) or residences offered by the CROUS, the payments will be carried out directly to the organizations or owners. You do not have to fill in the form with your banking information. For the university residences, the certificate of the owners must be filled in by the secretariat of your residence.

In the other cases, the student can receive the payments by presenting a bank account number (RIB) or by filling out the "Request of direct payment at the rental agency" and providing a bank account number in the name of the owner.

**The lease** and **the receipt** must be in the name of the student who makes the request.

**"Colocation"** is the housing shared by several people who are not a couple. The joint tenants must either co-sign the same lease or sign several leases. The applications for the allowances will be distinct. The amount of the assistance will be calculated by taking into account the rent and the incomes of the student.

### Types of financial assistances

#### **Allocation Logement Social - ALS**

This assistance concerns all the students (tenants, subtenants) and the owners. The contract is drawn up in the name of the occupant.

#### **Aide Personnalisée au Logement - APL**

This assistance concerns the housing with an APL convention (convention between its owner and the State). The reduction varies according to several criteria: resources, the family situations, the place of residence and the amount of rent. The allowance will be paid from the 2nd month of the rent. It can be from 50 to 150 euros.

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## 4. Housing



### 4.4 Access to university residences managed by CROUS (Centres Régionaux des Œuvres Universitaires et Scolaires)

#### For individual students

For the foreign students who do not belong to exchange programs, the request is made in the Foreign students reception centre (AEE) at the housing centre of the CROUS.

You can establish your file of request for housing, accompanied by a letter of acceptance in a university of Grenoble.

This mail should be addressed to:

**Pôle logement/Service accueil  
des Etudiants Etrangers**  
351, allée Hector Berlioz  
Domaine Universitaire  
B.P.84  
38402 St-Martin-d'Hères

Following this mail, you will receive a **file** that you will have to resend accompanied by the **documents requested**: photocopy of the student card and the passport, the certificate of the scholarship and the schooling in France or abroad in the previous year.

#### **Advice:**

- The foreign student reception service does not deliver the application for students who do not hold the documents justifying the inscription in an academic establishment.

#### For the short term stay -> "PASSENGER"

For the short stay **within the academic year**, for example, a training course in an establishment or in a research laboratory (except exchanges), you can make a request for the short term stay in "Passenger" service of the housing centre. The request must be done approximately a month before the effective date of the arrival. You must submit the student card and the letter of acceptance of the training course or convention specifying the dates of your stay with your application.

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## 4. Housing



### For grant holders

The CROUS international service provides places for foreign students who get a grant from the French government (BGF grant holders) or from foreign governments (BGE grant holders) which are entrusted to the management of the CNOUS.

### For exchange students

BLEU, the office for reception and housing, provides places for exchange students. A specific procedure is proposed by the International relations service of each university who collaborates with its foreign university partners and CROUS. The requests are treated by BLEU; the students thus have their letter of admission in residence before their arrival in France. This supply is valid for only one academic year.

### For more information

Consultez le site web du CROUS: [www.crous-grenoble.fr](http://www.crous-grenoble.fr) (« International »)

**CROUS - Student Life Division**  
Site Berlioz  
Domaine universitaire  
351, allée Hector Berlioz  
38400 SAINT-MARTIN D'HERES  
(Tram B stop « Les Taillées » or  
Tram C « Berlioz »)

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## 5.1 Student social security (health insurance coverage)

The coverage of the social health insurance, known as la Sécurité Social, varies according to an individual's circumstances: the nationality and the age.

### European (and Swiss) students:

We advise you to get your European health insurance card before your departure. Beware of the validity date of your card... it must cover the whole academic year. With the European health insurance card, you can be covered as the French (consultations and pharmacy). For the **reimbursements**, please contact the **CPAM International Service** (la Caisse Primaire d'Assurance Maladie).

### Students from Quebec:

You must get a specific form of the type: SEQ + # before your departure. For the reimbursements, please contact the CPAM International Service (la Caisse Primaire d'Assurance Maladie).

### For students of other nationalities:

The student social health insurance plan (LMDE-Mutual insurance company of the students or SMERRA-Mutualist regional students companies) is obligatory for the students under the age of 28 and they enroll in the plan at the time they register in their academic institution. The annual cost of membership in the plan is approximately 198 Euros. Once the membership is established, these mutual insurance companies ensure the repayment according to your expenses of health taken care by the Social Security.

### For all students:

We advise you to take an additional insurance (une complémentaire santé). You can find the information at your health insurance centre (LMDE or SMERRA).

### For students over the age of 28:

You do not belong any more to a student health insurance plan. In this case, you can affiliate yourselves with the CPAM (la Caisse Primaire d'Assurance Maladie) or take a private insurance.

We advise you to take a complementary health insurance. According to certain conditions, you can make your request for CMU (Couverture Maladie Universelle) or purchase insurance in a private insurance company.

See part "[5.3 Request for the CMU](#)".

### Particular case:

If you are preparing your Phd. degree and you have benefited from a student social health insurance plan (LMDE or SMERRA) until the age of 28, you can still use it with an extension of 3 years.



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## 5.2 Complementary health insurance (Mutuelle)

**Complementary health insurance = illness over = complementary disease assurance**

**Complementary health insurance** is not obligatory but strongly recommended. The Social health insurance (obligatory) pays off only a part of your expenses of health. So we advise you to take this additional coverage to obtain a better repayment.

In the case of hospitalization or many examinations, if you do not have a complementary health insurance, even if you get a part of the reimbursement from your social health insurance, the expenses that you will have to pay can be very high.

Various contracts are proposed to you according to your needs for health (dental care, ophthalmologic care...) and your financial means. Please find the information about the prices, the rates of reimbursement and the easy ways of payment before choosing your complementary health insurance.

You can subscribe for the complementary health insurance in your centre for student social health insurance (the tariffs are more advantageous) or in an insurance agency.

Under certain conditions, you can perhaps obtain the **CMU** (Couverture Maladie Universelle), it is free and reimburses the medical expenses in advance.

To sign up for this service, you should file your request in the **CPAM** (la Caisse Primaire d'Assurance Maladie).

Please see part "[5.3 Request for the CMU](#)".

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### 5.3 Request for the CMU (Couverture Maladie Universelle)

If you are a student over the age of 28 and you need a social health insurance, or if you are student on low incomes who needs an insurance "Mutuelle", you can make a request for the CMU.

#### **Basic CMU:**

This is a social health insurance for the students over the age of 28 registered at the university or in another higher education institution. The coverage varies according to the income of the previous year (even the income from abroad), all the justifying documents should be provided.

To make this request, you should provide a stable address for over 3 months in France (Rent receipt, EDF, declaration of the renter), and the residence permit.

#### **Complementary CMU:**

In order to profit from this service, you should provide a stable address for over 3 months in France (Rent receipt, EDF, declaration of the renter), the residence permit and proof of a monthly income lower or equal to 562 euros per month for a single person.

#### **Making the request:**

You can contact CPAM (la caisse primaire d'assurance maladie) near your residence or one of its reception centers to obtain the application form for the CMU.

**CPAM of Grenoble**  
2, rue des Alliés  
38045 Grenoble Cedex 9  
At the ground floor,  
between 8h30 and 16h45  
0 820 904 200 (tarif special #)



#### **Documents to be presented:**

You must fill out the application form, accompanied by a declaration of annual resources. Both should be established on only one form. You must also present the justifications that you will find in the list on page 4.

#### **Effect of the request:**

If your application is complete, your affiliation takes effect immediately. A certificate of CMU will be delivered to you when presenting the justifications.

#### **For more information:**

[www.cmu.fr](http://www.cmu.fr)  
[www.ameli.fr](http://www.ameli.fr)

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### 5.4 Compulsory vaccinations in France

We remind you that certain vaccines are obligatory in France. Please inform yourself at the French consular services before your departure.

The Public health code stipulates certain **compulsory** vaccinations:

- **TETANUS**
- **POLIO**
- **DIPHTERIA**

The vaccinations **recommended** to the young people:

- **Hepatitis A**
- **Hepatitis B**
- **Rubella**

(Rubella: for the girls and non vaccinated women)

Other vaccinations can be recommended according to your field of studies (medicine...) and your activities (work in liaison with children...).

**Please consult the inter-university Health Centre:**

**On the campus**

180, rue de la Piscine  
St Martin-d'Hères  
Tel. 04 76 82 40 70

**In Grenoble**

5, rue d'Arsonval  
Grenoble  
Tel. 04 76 57 50 90

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### 5.5 University health centre of Grenoble

A team of professionals of health has been assembled for the reception, the consultations and different preventive measures.

Presentation of the student card gives free access to many services:

**General practitioner and services:**

- consultation at the general practitioner
- nurse care
- first aid measures (formations with the attestation of AFPS)

**Sexuality and contraception:**

- centre of planning, marital consultation and contraception
- consultation in gynecology
- consultation in sexology
- tracking of AIDS

**To be in shape and well in the mind:**

- consultation in psychology
- consultation in psychiatry
- consultation and advice in dietetics
- workshops of stress management and sophrology
- relieving

**Risks, drugs and dependences:**

- cognitive-behavioral therapy (food behavioural problems...)
- assistance for smoking cessation



**On the campus:**

180, rue de la Piscine - St-Martin d'Hères  
Tram B stop « Les Taillées », and Tram C « Hector Berlioz »  
Tél. 04 76 82 40 70  
(Monday to Friday from 8:00a.m. to 5:00p.m.,  
and Tuesday from 9:00a.m. to 5:00p.m.)

**In Grenoble:**

5, rue d'Arsonval - Grenoble  
Tel. 04 76 57 50 90  
(Monday to Thursday from 8:00a.m. to 5:00p.m.  
Friday from 8:00a.m. to 4:00p.m.)

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## 6.1 Working during your studies

**Starting with July 1, 2007, employment policy for foreign students during their studies in France has changed.**

The temporary work license that foreign students had to request at DDTEFP (La Direction départementale du Travail, de l'Emploi et de la Formation professionnelle) is now removed.

**The Algerian students should still respect the old regulations and must obtain a temporary work license** due to the new clause, recently added to the franco-algerian agreement of 27 december 1968, (see: Old regulation).

**European students are not subject to this regulation, except students from the last entering countries (2004 and 2007) :** Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, except Cyprus and Malta.

### **New regulations:**

A student can thus be employed by presenting simply his valid temporary residence permit marked "student", or presenting the "Récépissé" (in case of renewal) without justifying a particular authorization delivered by the DDTEFP.

Foreign students have the possibility to work up to 60% of the legal working duration of the year, that is **964 hours per year** (approximately 20 hours per week).

The employer who wishes to hire a foreign student must give a preliminary declaration at the prefecture (Prefecture Isère) who delivered the temporary residence permit for the student, two days before the actual employment. This declaration of employment can be carried out either by electronic mail ([etrangers-public@isere.pref.gouv.fr](mailto:etrangers-public@isere.pref.gouv.fr)), or by letter registered with acknowledgment of delivery, with a copy of the temporary residence permit of the student.

The following documents should be included in the declaration:

- Company's name or name of employer, address of the employer, number of the system of company identification and their establishments or number with which the social security contribution is carried out;
- Name, first name, nationality, date of birth and birthplace of the employee;
- Predetermined recruitment date;
- Nature, duration of the contract and annual working hours;
- Number of the temporary residence permit of the student.

This declaration can be also requested by the employer at the prefecture for double-checking the existence of the temporary residence permit of the student in order to assure the authenticity of the document presented by the student.

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## 6. Work



This declaration does not relate to employment contracts for students being on the job.

The employer who does not follow this process at the prefecture or Prefecture de Police will be penalised for fifth class infringements.

### **Advices and warnings:**

- Respect the regulation (if you work overtime, your residence permit may be removed by the prefecture).
- Do not work without contract of employment.
- Do not start to work without signing a contract.
- Read your contract carefully before signing it and respect the clauses.
- Note your schedules each day and calculate the hours regularly.
- In case of doubts regarding your working conditions, contact the services involved (see part "[6.3 In case of litigation with your employer](#)").
- At the beginning of the contract, discuss with your employer your need to have non-working days in order to review your lessons, studies and take your exams.

### **Old regulations (Algerian students):**

You must request a temporary working permit that is compulsory for Algerian students. This authorisation is issued for a maximum period of nine months, and is renewable. For university holidays, it is issued for a maximum period of three months.

The request for a Temporary Working Permit is made at the local "Direction départementale du travail, de l'emploi et de la formation professionnelle" (DDTEFP).

**The working time** authorized for the students is **17h50 per week, 822h50 per year**. It is possible to work full-time during the school holidays lasting 3 months maximum or to work half-time during 6 months to complete the annual working time (822h50).

The contract or the commitment of work established by your future employer contains the following information such as the working type, the salary, the conditions and the duration of the contract.

**The application** must **be transmitted to the DDTEFP** who examines the documents and controls the working conditions. As of the deposit of the file you will obtain a provisional certificate allowing you to start working, then you will obtain your final working licence if your request is accepted (up to a maximum of 8 working days after the submission of personal documents).

#### **DDTEFP**

1 avenue Marie Reynoard  
38029 Grenoble Cedex 2  
Tel. 04 56 58 38 04  
[dd-38.moe@travail.gouv.fr](mailto:dd-38.moe@travail.gouv.fr)

**Telephone reception and office hours:**  
everyday except Tuesday afternoon,  
from 9:00a.m. to 11:30a.m.  
and 1:30p.m. to 4:00p.m.  
(Tram A "Malherbe")

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### 6.2 The working permit

To work in France, Algerian students must obtain a residence permit and an authorization of work.

With a valid residence permit, Algerian students must apply for work authorization by making a commitment of work or a contract of employment before working.

#### Steps and documents for the first request:

- Valid student **residence permit** (original and photocopy).
- The **student card** (original and photocopy) of the current academic year (or that of the previous year if you do not have the new one yet).
- **A Commitment of employment** or contract of employment established by your future employer.

#### Steps and documents for the renewal:

- A work certificate established by your employer if the contract continues.
- The last APT-provisional working permit (photocopy and original).
- copies of wage slips corresponding to the last APT, a document justifying the working hours. If necessary, a certificate of non-working time established by the employer for non-working periods.
- Copy of attestation of employment given by the employer at the time of the suspension of the contract of employment.

#### Particular cases:

For **researchers**, the **ATER** (Tutors and Temporary Assistant in Teaching and Research), language assistants, **doctoral students**, the **trainee students in expert accountancy**, **chartered accountants**, **lawyers** and **notaries**, other documents will be required (certificates and contracts).

And then submit **your request at the Direction Départementale du Travail et de l'Emploi (DDTEFP):**

#### **DDTEFP**

1 avenue Marie Reynoard  
38029 Grenoble Cedex 2  
Tel. 04 56 58 38 04  
[dd-38.moe@travail.gouv.fr](mailto:dd-38.moe@travail.gouv.fr)

**Telephone reception and office hours:**  
everyday except Tuesday afternoon,  
from 9:00a.m. to 11:30a.m.  
and 1:30p.m. to 4:00p.m.  
(Tram A "Malherbe")

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## PROMESSE D'EMBAUCHE

Je soussigné(e) (nom, prénom, raison sociale)

.....  
.....  
.....

certifie vouloir embaucher :

M. ....

Né(e) le .....

De nationalité .....

**SOUS RESERVE DE L'OBTENTION D'UNE AUTORISATION PROVISOIRE DE TRAVAIL**

M. ....

Exercera un emploi de .....

Pour un salaire horaire brut .....et d'une durée hebdomadaire de .....

Le contrat sera établi pour une durée indéterminée

Ou

Le contrat sera établi pour la période du .....au .....

Le contrat de travail prendra effet au plus tôt à la date d'obtention de l'autorisation provisoire de travail.

Fait à .....le.....

Signature et cachet de l'entreprise

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Direction départementale  
du travail, de l'emploi  
et de la formation  
professionnelle

## AUTORISATION PROVISOIRE DE TRAVAIL

(Art. R. 341-7 du Code du travail)

N°

Le titulaire de la présente autorisation ne peut être admis – à ce titre –  
à s'établir en France en qualité de travailleur salarié, de façon définitive.

M., M<sup>me</sup>, M<sup>lle</sup>

Né(e) le : .....

Nationalité : .....

N° de la carte de séjour ou du passeport

Est autorisé(e) à travailler en qualité de : .....

chez : .....

pendant une durée de : ..... (1) mois

du 28/09/06 au 30/11/06 jours

Première autorisation (1)

1<sup>re</sup>, 2<sup>e</sup>, 3<sup>e</sup> prorogation (1)

Catégorie de travailleur

52h1 mois

Le Directeur  
du travail, de l'emploi  
et de la formation professionnelle



IMPRIMERIE NATIONALE 06 004 559 1 - IT 951 354

(1) Rayer les mentions inutiles.

SPACIMEN

Document 12

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## 6.3 In case of litigation with your employer

### First process: API

Before carrying out your official launch, you can contact API at EVE to obtain advices and information about your rights.



You can send a mail: [api@eve-grenoble.org](mailto:api@eve-grenoble.org)

### Second process: work inspection

If you have problems with your employer such as non-compliance with working conditions, you can address yourself to work inspection service of the DDTEFP whose missions are to advise, to control and to conciliate.

### Advice:

You can obtain an appointment with a controller or inspector by specifying the size of the company you work for (more or less than 50 employees) as well as its address. On the day of your appointment, you must present yourselves with your files (contract of employment, salary listings...) and explain in detail the problems you met. The controllers or inspectors protect your professional secrecy. They inform you of your rights and tell you how to carry out the legal procedures.

### Controls:

Following the appointment, a control will be executed on the ground. The inspector will take the census of infringements made by the company.

### Conciliation:

In addition, the inspector can try to reconcile the two parties by finding a good solution in the case of litigations.

### Direction Départementale du Travail d'Isère

1 avenue Marie Reynoard  
38029 Grenoble cedex 2

Tel. 04 56 58 38 38 - Fax 04 56 58 38 02

### For more info:

[www.convention-droit-du-travail.com](http://www.convention-droit-du-travail.com)

[www.travail.gouv.fr](http://www.travail.gouv.fr)

**In extreme cases, the last recourse is the "Conseil de Prud'hommes".**

### For more info:

[www.ca-grenoble.justice.fr](http://www.ca-grenoble.justice.fr)

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## 6.4 Student jobs

Here is a list of addresses that you can contact for information regarding jobs for students:

### **CROUS**

[www.crous-grenoble.fr](http://www.crous-grenoble.fr)

### **ADIIJ**

<http://www.crijrhonealpes.fr/>

Pôle jeunesse  
16, bd Agutte Sembat  
38000 Grenoble  
04 76 86 58 58

### **PIJ**

8, rue Marceau Leyssieux  
30400 St-Martin d'Hères  
04 76 60 90 70

### **OSE - Office des Services Etudiants**

[www.leclubetudiant.com](http://www.leclubetudiant.com)

7, rue Saint Joseph  
38000 Grenoble  
04 76 87 69 85

### **POLE EMPLOI - GRENOBLE**

<http://www.pole-emploi.fr/informations/votre-pole-emploi-@/index.jspz?id=961>

### **Sites d'offres**

[www.iseria.com](http://www.iseria.com)  
[www.dinoutoo.com](http://www.dinoutoo.com)  
[www.petitjob.com](http://www.petitjob.com)  
[www.jobetudiant.net](http://www.jobetudiant.net)  
[www.jobdete.com](http://www.jobdete.com)

### **OFUP** (vente presse)

[www.ofup.com](http://www.ofup.com)  
09 74 75 05 75

### **Portail de l'emploi**

[www.emploi.org](http://www.emploi.org)  
(all the sites useful for your research)

See also the small adds in the free journals and in the stores (bread store, "Tabac", gas stations...).

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# 7. Daily life I: financial aspect



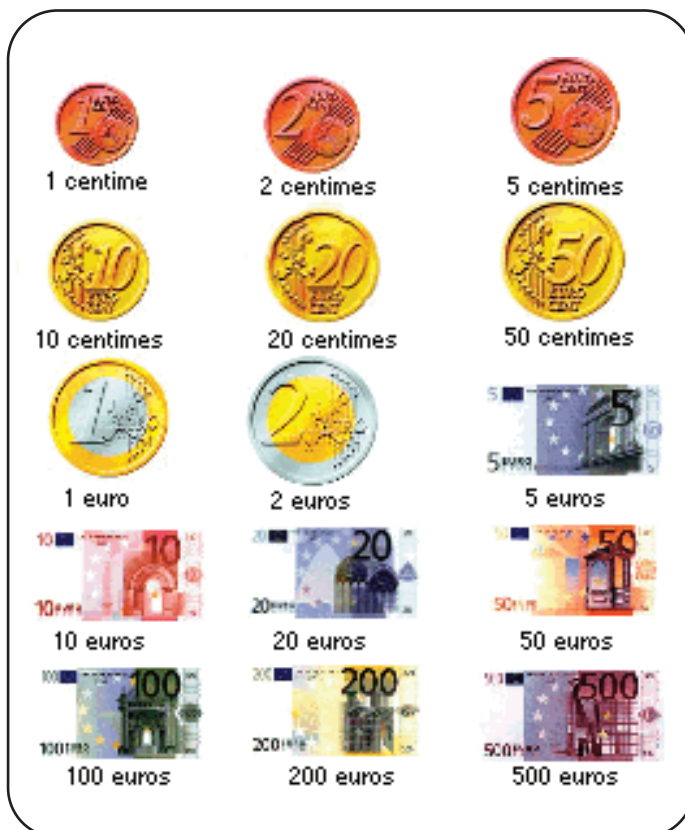
## 7.1. The Euro

The euro is the official currency used in most of the countries of the EU. The circulation from one country to another is simplified and it is easier to compare the prices.

### Coins and bills in circulation:

One **cent** is equivalent to 0,01 EUR.

- "copper" coins: 1 cent, 2 cents, 5 cents
- "yellow" coins: 10 cents, 20 cents, 50 cents
- "bi-colour" coins: 1 EUR, 2 EUR
  
- bill of 5 EUR (grey dominant colour)
- bill of 10 EUR (red dominant colour)
- bill of 20 EUR (blue dominant colour)
- bill of 50 EUR (orange dominant colour)
- bill of 100 EUR (green dominant colour)
- bill of 200 EUR (yellow dominant colour)
- bill of 500 EUR (purple dominant colour)



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# 7. Daily life I: financial aspect



## 7.2 Exchanging money

If you need to exchange your money in euros after arriving in Grenoble, you can contact these two addresses:

**Comptoir Grenoblois de Change**

5, rue Philis de la Charce  
38000 Grenoble  
04 76 51 33 76

Tram B stop  
« Hubert Dubedout-Maison du Tourisme »

**La Poste Centrale**

7, bd Mal Lyautey  
38000 Grenoble  
04 76 43 51 39

Tram A, C stop « Chavant »

If you hold an account in the postal bank, you will benefit on exchanges.

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# 7. Daily life I: financial aspect



## 7.3 Opening a bank account

All foreigners who stay in France at least 3 months can open a bank account. Certain banks do not accept the opening of an account for less than 6 months.

Opening a bank account is usually free. You can even benefit from certain preferential prices for new clients when you open your account. On the other hand, several services are not free of charge (report the loss, overdraft account).

### Documents required

3 vital documents for opening a bank account:

- The passport
- The residence permit
- Proof of address (telephone or electricity bill, rent receipt, statement of residence of the person housing you, etc)

The student card can also be required, in this condition, you can profit from certain interests intended exclusively for the students.

Certain banks accept the opening of accounts without the residence permit (if you are making the request). The final permit must be presented later on.

To open a "account of non-resident", you will need your passport or your residence permit (students from outside the EU), your student card or the certificate of inscription at the university as well as a proof of address in your country of origin (if you live in private homes, you need to provide the statement of the residence of the person housing you, photocopies of his identity card and the last 3 monthly salary listings).

**Beware! If you come from a non French speaking country, you will be asked to show certified translations of these documents.**

### The bank card and the chequebook

Ten days after the opening of an account, you can hold a **chequebook** and/or a bank card. The chequebooks are usually free; on the other hand, the bank card valid for two years costs from 15 euros to 40 euros per year according to bank and type of card.

### The bank account number (RIB)

Think of asking bank account numbers (Bank Identity Information = your banking references), you will need them for housing assistance or your employment.

### Banks in the campus

There are several banks in the campus and they have different offers depending on the age of the student.

#### -BNP Paribas

Financial advantages for the persons affiliated with SMERRA.

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## 7. Daily life I: financial aspect



### **-Société Générale**

Interesting tariffs : Pack jeune -25 years and Convention Jazz +25 years

### **-La Poste**

La Poste situated in the campus does not open or closes accounts. Still, it is possible to make bank operations in their office in down town and also, to withdraw or deposit money at their office in the Campus.

### **Bank overdraft fees and agios**

A bank overdraft can be very expensive: when your account goes into the red, the bank makes charges called "agios". When you open your account, the bank will stipulate an overdraft figure you must never exceed. If you do, you may face an "interdiction bancaire", which means loss of cheque and bank card facilities. All charges such as bills, rents, purchases must then be paid in cash.

### **Loss or theft of a chequebook or bank card**

Should your cheque book be lost or stolen, you must warn the agency to stop any subsequent cheques. Without taking this step, another person may use your account. You'd better warn your bank as quickly as possible or call the emergency number (24 hours) indicated on the contract you signed when applying for the card. You must then confirm to your bank by registered mail.

**Opposition CB: 08 92 70 57 05** (0,34 euros+taxes/min.)

**Loss or theft of a chequebook/bank card: 08 92 68 32 08** (0,34 euros+taxes/min.)

### **Bank card = telephone card!!!**

You can use your bank card like a telephone card in the phone boots. The communication charges are output directly on your bank account. Do not abuse your card, because it is expensive!!!

### **Closure of your bank account**

In order to close your bank account it is necessary that :

- you no longer have on-going bank operations
- you give back to the bank the payment methods that they gave you (credit cards, checks)
- for an account to really be closed all bank operations must be completed. This is why, closure is not immediate, but it takes about one week. The remaining balance can be returned to the owner of the account in 48h after the closure. Some banks can close an account after the departure of the student. The transfer of the remaining cash can cost you – especially in the case of international transfers. It is better to inform yourself on the existing possibilities.

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# 7. Daily life I: financial aspect



## 7.4 Student budget

Here is a model of student budget in Grenoble. Think of it, especially for your first month in France... you will be surely surprised.

### **BEWARE OF YOUR FIRST MONTH!**

For the first month, according to different situations, the expenses added comparing to the monthly expenditure is 1100 to 1800 euros approximately.

#### **Tuition:**

From 180 to 470 euros (more than 1000 euros depending on the degree sought)

#### **Social health insurance:**

The obligatory social security is about 198 euros (except for Europeans and Québécois).

The complementary insurance is from 80 to 290 euros (for students over 28, according to their resources, the insurance costs will be more than 300 euros or free if delivered by CMU).

A tax of 55 euros for the Stamp OMI is required for newcomers applying for the residence permit.

**The guarantee deposit:** one or two months rent.

**Housing insurance/civil liability:** from 15 to 30 euros

**Other additional charges** (subscriptions water, gas, electricity): Costs are changeable

### **MONTHLY CHARGES**

Your monthly costs (without counting the cost of the 1st month) can vary between 700 and 900 euros. In addition, travel cost, book purchase and health insurance are changeable. Beware, this budget is indicative, the tariffs can vary.

#### **Cost of accommodation**

In university residences: 140 to 300 euros

Housing in Grenoble (room or studio): from 250 to 500 euros

Housing in Grenoble (F2 or F3): from 550 to 850 euros

#### **Expenses of food**

At the university restaurant: ticket = 2.85 euros, approximately 200 euros per month (minimum).

**Transport charges:** 24 euros (students under the age of 25) (Tram and bus)

**Expenses of clothing:** 40 euros (distributed monthly)

**Hygiene and cleaning costs:** 25 euros

**Leisure:** 25 euros

#### **Attention**

Housing expenses can be reduced by housing assistances (A.P.L or A.L.S). If you live in an apartment, you should take into account the additional charges (water, electricity etc.)

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# 7. Daily life I: financial aspect



## 7.5 Compulsory insurances

### **Housing insurance:**

Housing insurance is compulsory, it covers the tenant's risks (fire or water damage...) and natural disasters (storms, floods). This insurance is often called "multi-risk renter's insurance".

This insurance protects not only the accommodation but also the tenant, if the tenant causes an accident or wounds to a third party, even out of his housing. It will be the "Civil liability" insurance.

You can take housing insurance:

- In your student social security centre
- In an insurance agency
- In your bank

### **Civil liability insurance:**

Civil liability insurance is obligatory in France. It covers certain damage which you could cause to a third party. Examples: your flower pot is falling down or the damage caused by your cat...

You can take the civil liability insurance:

- In your student social security centre
  - In an insurance agency
  - It can be included in your housing insurance or your banking insurance.
- Please find more information.

Following a partnership between EVE and the MAIF, a new type of insurance was established for the foreign students staying in France between 1 and 6 months. This insurance offers you, at the same time, a Civil Liability Insurance, which is essential for having access to housing and an insurance that covers damages and theft up to a value of 6000 Euro.

In order to have this insurance, you just have to be a member of EVE (6 Euro for the year) and to fill in the application form available at the API office. You then decide for the number of months during which you want to be covered (from 1 to 6 months). In the end you just need to pay 5 euro per month of coverage directly at EVE. It's as easy as that to be insured! It's simple, practical and inexpensive.

Informations at the API office (1st Floor EVE) and 04 56 52 85 23.

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## 8. Daily life II: services for students



### 8.1 API: the foreign student integration centre

#### You will find at API:

- Administrative aid and advices to process your requests (for residence permit, housing assistances and work permit and opening a bank account,...).



- Information on your rights and contacts concerning public services (Student Legal Assistance, Health Centre, Prefecture, Management Work, Social service,...).

- Documents in French and foreign languages concerning local visits, health (health care, social security, complementary health insurance, vaccinations,..), and daily life (maps, university restaurants, French courses, computers rental service...).

- Display panels for needs and leisure activities of student life (advertisements, concerts, exhibitions, tourist activities, workshops,...) and contacts of International associations for foreign students...

- Office hours of various associations such as InteGre (reception, cultural exchanges and linguistics) and CPEG (help with your studies)

- A convivial space for consulting the international news and meeting French and foreign students.

- Free access to Internet.

#### By signing up freely in the API:

- You will receive the API newsletter (information on weekly activities).

- You can meet other students if you wish.

- You can take part in the development of the centre: improving living conditions for new students in Grenoble, appealing to other universities in France to develop the same activity in order to help foreign students...

**API** – 1st EVE floor  
Tel. 04 56 52 85 23  
Mail. [api@eve-grenoble.org](mailto:api@eve-grenoble.org)

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## 8. Daily life II: services for students



### 8.2 IntEGre: International Etudiants of Grenoble

InteGre is a vital association receiving students from all over the world in the universities of Grenoble and facilitating the cultural exchanges by sports, cultural and traveling activities such as mountain climbing on week-ends, weekly meetings in a bar, visits to Lyon, Grenoble and Annecy, visits to museums, gastronomic evening parties (crêpes, wine and cheese, dishes of the world) as well as international spectacles etc.

Two programmes are also proposed during the whole year in order to create a bridge between international students and French students: "Parrainage" and "Tandem". You can log on to the web site of association for detailed information.

#### **Parrainage**

Do you wish to be accompanied during your integration period, receive help with the various activities at your disposal, receive advice on your studies and social outings, be guided around town in order to better familiarize yourself with the surroundings, be able to speak in your language while simultaneously improving your French skills, meet new people, etc...?)

<http://integre-grenoble.org/services/formulaire-filleul.php>

#### **Tandem**

"Tandem" puts you in contact with someone who is learning your language. You and your Tandem partner speak your language and theirs alternately. This exchange allows you to improve your oral language and to enrich your vocabulary as well as permitting both of you to learn much more about each others cultures and ways of life.)

<http://www.integre-grenoble.org/services/inscription-tandem.php>



#### **Contact us:**

Tel: 04 56 52 85 24

Mail: [contact@integre-grenoble.org](mailto:contact@integre-grenoble.org)

Web site: [www.integre-grenoble.org](http://www.integre-grenoble.org)

#### **Our adresse:**

##### **API**

##### **Pôle d'Accueil des étudiants Etrangers, Espace Vie Etudiante (EVE)**

Domaine Universitaire, 701 avenue Centrale,  
38400 Saint Martin d'Hères

##### **Office hours:**

Monday, Tuesday, Thursday  
01:00p.m.- 06:00p.m.

Wednesday, Friday 10:00a.m.- 01:00p.m.

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## 8. Daily life II: services for students



### 8.3 Student Life Space (EVE)



Eponyme association is a student association which manages the building "Espace Vie Etudiante"(Student Life Space). EVE is a real living area as well as a meeting centre on campus in Grenoble.

EVE is a special experiment in France because it is the only House for Students entirely managed by and for the students.

In addition to the management of the building, the principal objectives of association are to support the reception and the meeting of the students as well as to become a place of dynamics and a support for student community life.

In this context, since 2004, EVE provides various activities to students from September to the end of July in order to facilitate the student's life.

#### **You will thus find in EVE:**

##### **Services...**

- Associations
- API: the foreign students integration centre
- Café
- Games rental service
- The CAF Interactive information machine
- A photo booth

##### **Animations...**

- Concerts
- Theater
- Conferences/debates
- Artistic creations
- Special evenings
- Film projections
- Dances

##### **Associations...**

If you wish to participate in our association, do not hesitate to contact us.

If you are adherent in EVE, you will get discounts in the bar and in concerts, you can borrow a computer.. and in particular, you will take part in activities in the association.

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## 8. Daily life II: services for students



### 8.4 Researchers Reception Centre - Grenoble Universités

It is an office for the reception and information of doctoral students, teachers and researchers received in higher education establishments, in organizations and national and international research laboratories of Grenoble.

It offers:

- International information;
- Practical and administrative information;
- Information (Leisure and Culture);
- Information (French courses);
- A personal help for the housing search;
- Settling down in Grenoble in the company of someone;

The Researchers Reception Centre is a centre for cultural life, tourism, leisure and sports activities in Grenoble.

It proposes a cultural program in partnership with " « Un Tramway Nommé Culture »" and organizes different events every year, that aim especially at the foreign researchers.

The centre is affiliated at the european network of service centres EURAXESS (<http://ec.europa.eu/euraxess/>) which has, as one of their partners in France, the Alfred Kastler Foundation. This Foundation offers the researchers, through the "Guest researcher card", a series of services especially negotiated for them. For more information on this services, you can visit their web site: [www.fnak.fr](http://www.fnak.fr)



The office is located on campus,  
Tram B et C stop "Bibliothèques universitaires"

**Contact:**

Carreau Rive Gauche - Bat. K  
1112 avenue Centrale Domaine Universitaire  
BP 52

38 402 St Martin d'Hères CEDEX  
Tel. 04 76 82 84 89 - Fax 04 76 82 84 88  
[accueil.chercheurs@grenoble-universites.fr](mailto:accueil.chercheurs@grenoble-universites.fr)

[www.grenoble-universites.fr/chercheurs](http://www.grenoble-universites.fr/chercheurs)

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## 8. Daily life II: services for students



### 8.5 Internal relations service

Each high educational establishment has an international relations service in which you can find lots of information available: university partners, agreements, exchange programmes, useful information, contacts...

 <p><b>UNIVERSITE JOSEPH FOURIER</b> SCIENCES TECHNOLOGIE. MEDICINE</p>	<b>Université Joseph Fourier - Grenoble 1</b> Sciences - technologies - health: <a href="http://www.ujf-grenoble.fr">www.ujf-grenoble.fr</a> Contact: <a href="mailto:relations.internationales@ujf-grenoble.fr">relations.internationales@ujf-grenoble.fr</a> Tel. 04 76 51 45 13 - Fax 04 76 51 42 52
 <p><b>upmf</b> Grenoble Université Pierre Mendès-France Sciences sociales &amp; humaines</p>	<b>Université Pierre Mendès France - Grenoble 2</b> Social and human sciences: <a href="http://www.upmf-grenoble.fr">www.upmf-grenoble.fr</a> Contact: <a href="mailto:relinter@upmf-grenoble.fr">relinter@upmf-grenoble.fr</a> Tel. 04 76 82 55 89 - Fax 04 76 82 58 28
 <p><b>UNIVERSITE Stendhal</b> GRENOBLE</p>	<b>Université Stendhal - Grenoble 3</b> Languages - communication: <a href="http://www.u-grenoble3.fr">www.u-grenoble3.fr</a> Contact: <a href="mailto:relinter@u-grenoble3.fr">relinter@u-grenoble3.fr</a> Tel. 04 76 82 41 04
 <p>Grenoble INP</p>	<b>Grenoble Institute of Technology</b> Sciences of engineering: <a href="http://www.grenoble-inp.fr">www.grenoble-inp.fr</a> Contact: <a href="mailto:international.welcomeservices@grenoble-inp.fr">international.welcomeservices@grenoble-inp.fr</a>
 <p><b>GRENOBLE</b> Management Technology &amp; Innovation ECOLE DE MANAGEMENT</p>	<b>Ecole de Management de Grenoble</b> Contact: <a href="mailto:monique.cormons@grenoble-em.com">monique.cormons@grenoble-em.com</a> Tel. 04 76 70 64 46 <a href="mailto:paula.hughes@grenoble-em.com">paula.hughes@grenoble-em.com</a> Tel. 04 76 70 65 13
 <p>d' école nationale supérieure architecture grenoble</p>	<b>Ecole d'Architecture de Grenoble</b> Architecture, urbanisme: <a href="http://www.grenoble.archi.fr">www.grenoble.archi.fr</a> Contact: <a href="mailto:info@grenoble.archi.fr">info@grenoble.archi.fr</a>
 <p>l'école supérieure d'art Grenoble</p>	<b>Ecole Supérieure d'Art de Grenoble</b> <a href="http://www.esag.fr">www.esag.fr</a> Contact: <a href="mailto:ecole.art@ville-grenoble.fr">ecole.art@ville-grenoble.fr</a> Tel. 04 76 86 61 34

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## 8. Daily life II: services for students



### 8.6 Student unions

There are several student unions on campus in Grenoble:

la FSE (Fédération Syndicale Etudiante), SUD étudiant (Solidaire Unitaire et Démocratique), la Cé (Confédération Etudiant) and l'Unef (Union Nationale des Etudiants de France).

#### What is a student union?

A student union is an association which gathers volunteer students to defend the interests of all the students. It carries petitions to the administration to improve the living conditions and studies of the students. In case of problems, it can be a representative before the administration and the university. It is also present in the Councils of the Universities to carry the voice of the students. The union is independent of any institution, administration and political party.

#### Why do we talk about the "UNEF"?

UNEF is the only student union that has created a "Commission for Foreign Students" in order to develop a true system of assistance for these students. UNEF offers their help to students who have just arrived in France. The question of foreign students is the main concern of UNEF. Each year, it offers accommodation to the foreign students in its buildings. It offers them places to live, accompanies them in their search for housing and helps them with the administration process (in the CROUS, in the prefecture and in the university). UNEF is also present if there are any problems with matriculation (recognition of diplomas, courses repeating and the registration fee).

It cooperates with other associations of foreign students in order to improve solidarity, to help the newcomers avoid becoming isolated and to allow all students to devote themselves to their studies as quickly and as peacefully as possible.



**For all information,** present yourself between 8:00a.m. to 6:00p.m. of the UNEF:

Salle B 15, DSU à l'université Joseph Fourier  
(right door before the cafeteria of the DSU)

[ageg.unef@free.fr](mailto:ageg.unef@free.fr)

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## 8. Daily life II: services for students



### 8.7 The CROUS Social Service

The CROUS Social Service, made up of social workers and administrative staff receives all the students whatever their difficulties are (medical, psychological, family, financial and administrative). According to the situation of the students, it helps them to overcome temporary difficulties and to look for a solution.

A CROUS social assistant receives students by appointment. You should address yourself to the secretariat of the CROUS Social Service:

Domaine Universitaire  
361, allée Hector Berlioz  
Tel. 04 56 52 88 30

Monday to Thursday: 9:00a.m.-12:00a.m.,  
1:00p.m.-5:00p.m.

Friday: 9:00a.m.-12:00a.m.,  
1:00p.m.-4:00p.m.

#### **Financial assistance**

Within the framework of l'Allocation Unique d'Aide d'Urgence (AUAU), the students have the possibility of obtaining a financial assistance according to certain definite criteria and the evaluation made by a social assistant.

This help is reserved to the students under certain particular situations (precariousness or specific difficulties...)

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# 9. Daily life III: useful information



## 9.1 Driving licence

**Foreign students** carrying the residence permit which is marked "student" and the French students holding a driving license from another country **are authorized to use their national licence in France during the whole of their stay.**

If the license **is not written in French**, you should:

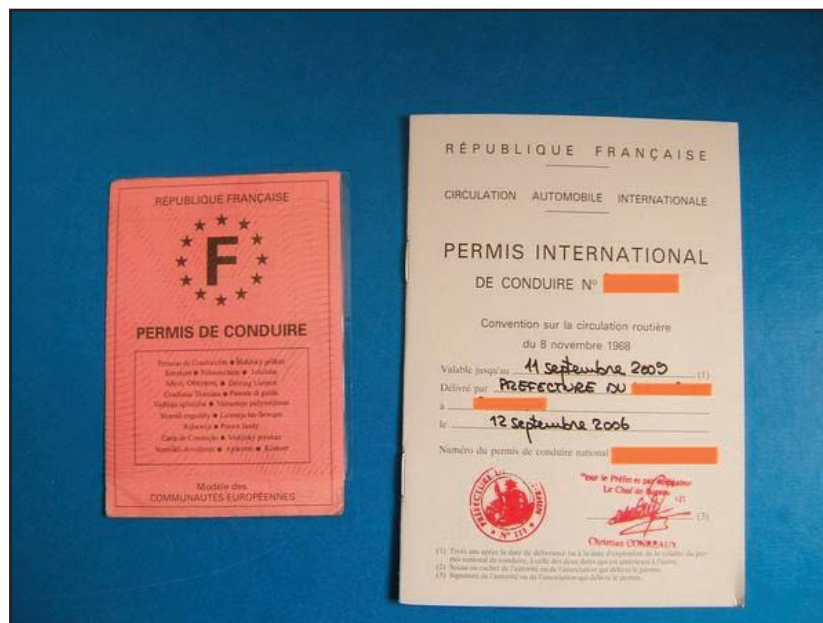
- Obtain an **approved translation** (see [ADATE](#)).
- Make a request for **international license** in the consulate or the embassy from your country of origin.

**Beware!** It is advisable to keep with you the evidence of your student statute.

For all **information**, you can address yourselves to the prefecture, 12 place de Verdun in Grenoble or telephone the driving license delivery service at 04 76 60 48 46.

### After the studies:

The student **may exchange his national driving licence for a French license** if he **resides in France permanently** at the end of his studies. He should apply for the new driving license in the year following the change of status.



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# 9. Daily life III: useful information



## 9.2 Weather and climate in Grenoble



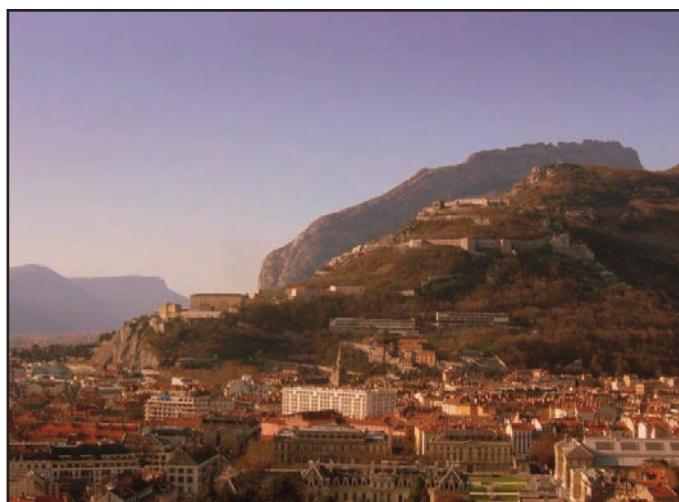
Grenoble is situated in the centre of the highlands of Vercors, Belledonne and Chartreuse. With four very distinct seasons, the dramatic climatic changes in Grenoble will sometimes occur over a short period of time... So bring a hot jacket with you for the winter, an umbrella for the autumn and a pair of flip-flops for the summer!!!

More seriously, equip yourself because the winters can be hard... bring also a warm wind jacket, a tassel winter hat, a scarf, gloves and especially have good impermeable shoes if you want to enjoy mountain climbing. Even if you arrive in spring, take a good outerwear.

You can obtain the weather forecast on: [www.meteo.fr](http://www.meteo.fr)



L. MACINTOSH. **View of the massif of Belledonne.**



B. DIRAISON. **View at the Bastille and the Néron in the back.**



L. MACINTOSH. **St. Claire Place.**

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## Useful numbers and addresses

### Emergencies:

Hôtel de Police.....	04 76 60 40 40
36, bd Maréchal Leclerc	
Police Secours.....	17
Gendarmerie.....	04 76 20 37 00
Pompiers.....	18
SAMU (urgences médicales).....	15
Urgences (téléphone portable).....	112
Centre Anti-Poison.....	04 72 11 69 11
Pharmacie de garde.....	04 76 63 42 55
Médecin de garde.....	0 800 280 456 (gratuit)
SOS Médecin.....	04 38 701 701
CHU Grenoble.....	04 76 76 75 75
Fil Santé Jeune.....	08 00 23 52 36

### Repairs service:

Dépannage EDF.....	04 76 48 11 11
Dépannage GDF.....	04 76 49 50 51
Urgence GEG électricité.....	04 76 84 37 37
Urgence GEG gaz.....	04 76 84 36 36

Opposition CB.....	0 892 705 705 (0,34 TTC/min)
Vol et perte chéquier.....	0 892 68 32 08 (0,34 TTC/min)

### Administrations:

Mairie Hôtel de ville.....	04 76 76 36 36
11, bd Jean Pain	

[www.ville-grenoble.fr](http://www.ville-grenoble.fr)

La Poste (Centrale).....	04 76 43 51 39
7, bd Maréchal Lyautey	

Conseiller financier.....	04 76 43 51 61
---------------------------	----------------

CAF.....	0 820 25 38 10 (0,118 TTC/min)
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Caisse d'Allocations Familiales

3, rue des Alliés

[www.caf.fr](http://www.caf.fr)

Trésor Public.....	04 76 85 74 00
8, rue Belgrade	

Maison de l'International.....	04 76 00 76 80
Hôtel Lesdiguières	
Parvis des Droits de l'Homme (Jardin de ville)	
1, rue Hector Berlioz	

Préfecture.....	04 76 60 34 00
12, place Verdun	

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OFII..... 04 76 40 95 45  
Office Français de l'Immigration et de l'Intégration  
76, rue des Alliés

Office du Tourisme..... 04 76 42 41 41  
14, rue de la République

## Transports:

SNCF..... 36 35 (0,34 TTC/min)

Informations/réservations

TAXIS (réservations)..... 04 76 54 42 54

TAG (Transports de l'Agglomération Grenobloise)

Agence Maison du Tourisme

Tram B stop « Hubert Dubedout-Maison du Tourisme »

[www.semitag.com](http://www.semitag.com)

## Weather:

Météo France..... 0 892 68 02 38

Prévisions Montagne..... 0 892 68 04 04

## Health:

LMDE-Grenoble..... 32 60 (0,15 TTC/min)

28, cours Jean Jaurès

LMDE-Campus..... 32 60 (0,15 TTC/min)

1102, av. Centrale

Tram B, C stop « Bibliothèques Universitaires » 04 76 87 88 33

SMERRA-Grenoble..... 0 810 05 20 00

15, rue Saint-Joseph

SMERRA-Campus

2, av. de l'Obiou

38700 La Tronche

Tram B stop « Grand Sablon » 0 820 904 200

CPAM.....

Caisse Primaire d'Assurance Maladie

2, rue des Alliés 04 76 82 40 70

Centre de Santé Universitaire

- Sur le Campus.....

180, rue de la Piscine 04 76 57 50 90

Tram B stop « Les Taillées »

- Sur Grenoble.....

5, rue d'Arsonval

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## Work:

DDTEFP..... 04 56 58 38 04  
Direction Départementale du Travail de l'Emploi et de la Formation Professionnelle  
1 avenue Marie Reynoard

Palais de Justice..... 04 38 21 21 80  
Place Firmin Gautier

## Student life:

CROUS-Grenoble..... 08 25 00 10 49  
5, rue d'Arsonval

CROUS-Campus..... 04 76 54 90 61/62  
351, allée Hector Berlioz

CROUS Service Social..... 04 56 52 88 31

EVE-Campus..... 04 56 52 85 15

Espace Vie Etudiante  
701, av. Centrale  
Tram B, C stop « Gabriel Fauré »

API à EVE..... 04 56 52 85 23  
Pôle d'intégration des étudiants étrangers

IntEGre à EVE..... 04 56 52 85 24

Grenoble Universités..... 04 56 52 85 22

Espace information/Accueil chercheurs  
Tram B, C stop « Bibliothèques Universitaires »  
04 76 86 56 00

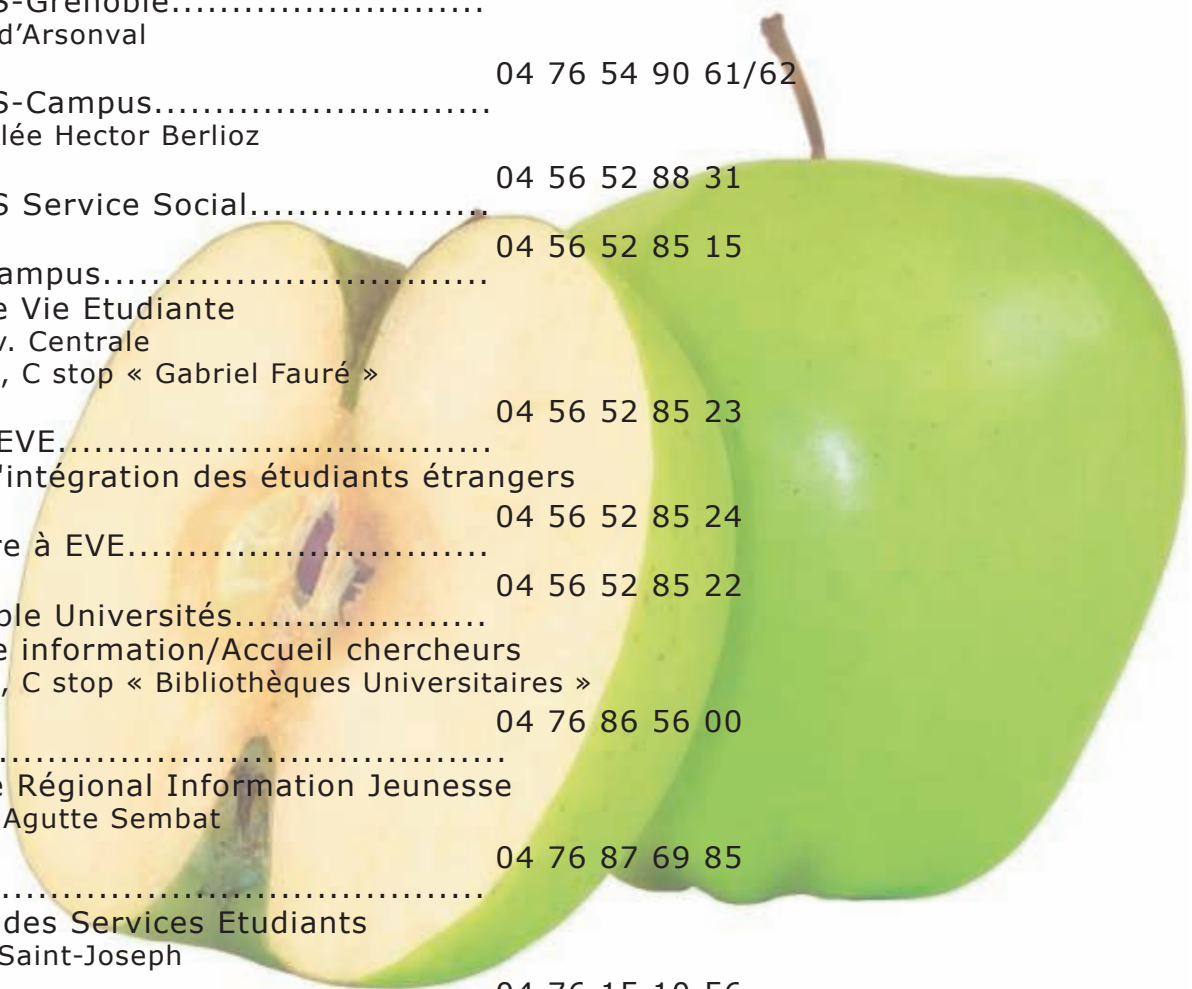
ADIIJ.....  
Centre Régional Information Jeunesse  
16, bd Agutte Sembat

OSE..... 04 76 87 69 85

Office des Services Etudiants  
7, rue Saint-Joseph

COREP..... 04 76 15 10 56

Photocopies/Impressions  
441, av. de la Bibliothèque  
Tram B, C stop « Bibliothèques Universitaires »



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## Signs and abbreviations

ADAM	Pépinière d'associations à EVE
ADIIJ	Association Départementale Information et Initiative Jeunesse
API	Pôle d'intégration des étudiants étrangers
AS	Assistante Sociale
BLEU	Bureau Logement Echange Universitaire
BU	Bibliothèque Universitaire
CAF	Caisse Allocations Familiales
CMU	Couverture Maladie Universelle
CPAM	Caisse Primaire Assurance Maladie
CROUS	Centre Régional des Oeuvres Universitaires et Scolaires
CUEF	Centre Universitaire d'Etudes Françaises
DDTEFP	Direction Départementale du Travail de l'Emploi et de la Formation Professionnelle
DU	Diplôme d'Université
DU	Domaine Universitaire
ECTS	European « Crédit » Transfert System
EEE	Espace Economique Européen
ENT	Environnement Numérique de Travail
EVE	Espace Vie Etudiante
EDF	Electricité De France
GDF	Gaz De France
GEG	Gaz Electricité de Grenoble
GU	Grenoble Universités
GUC	Grenoble Université Club
INPG	Institut National Polytechnique de Grenoble
IUP	Institut Universitaire Professionnalisé
IUT	Institut Universitaire de Technologie
LMDE	La Mutuelle Des Etudiants
LMD	Licence-Master-Doctorat
L1/2/3	Licence 1/2/3
M1/2	Master 1/2
OFII	Office Français de l'Immigration et de l'Intégration
RDV	Rendez-vous
RI	Relations Internationales
RU	Restaurant Universitaire
SIUAPS	Service Inter-Universitaire des Activités Physiques et Sportives
SUAPS	Service Universitaire des Activités Physiques et Sportives
TAG	Transports de l'Agglomération Grenobloise
TD	Travaux Dirigés
TP	Travaux Pratiques
UE	Unité d'Enseignement
UE	Union Européenne
UFR	Unité de Formation et de Recherche
UJF	Université Joseph Fourier
UPMF	Université Pierre Mendès France

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