

WELCOME GUIDE INTERNATIONAL STUDENTS



GUIDE PRODUCED BY THE OFFICE OF INTERNATIONAL AFFAIRS, JUNE 2025

With contributions from the:

- Office of Communication
- Office of Academic and Student Affairs
- Office of Information Systems
- University Libraries
- University Health Service
- University Physical and Sports Activities Service
- Faculties, Schools and Institutes

ALL INFORMATION ABOUT YOUR STUDENT LIFE AT:

www.u-pec.fr
www.en.u-pec.fr
ecampus.u-pec.fr

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EDITORIAL

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RELATIONS INTERNATIONALES



Welcome to UPEC!

Dear students,

Today, as you open this guide, you are beginning a new chapter in your life, embarking on **your academic journey in France** at an **active, open and engaged university**.

ACTIVE because UPEC is situated in a constantly evolving territory and is committed to developing **innovative teaching methods** to prepare you for the careers of tomorrow and the new challenges of society and the digital age.

ENGAGED, UPEC stands with you in all your diversity **to build a fairer and more inclusive world**.

The university is committed to fostering and celebrating the talents of its student community, **guiding every student — regardless of background — on paths to success while upholding academic freedom and remaining attuned to societal and environmental challenges**.

This commitment also means **supporting your arrival in France and at UPEC to ensure the best possible study conditions in a spirit of openness**. This guide is the first concrete example of this engagement. It provides information on the key steps of your journey and introduces you to the university's services.

OPEN to the world, UPEC extends its influence through **the internationalization of its programs** and research, supporting international mobility and forging strong, lasting partnerships.

Active on five continents, more than 400 partners in over 40 countries, UPEC also contributes to shaping the future of European higher education as a member of the Aurora alliance.

We are proud to welcome you to this university, which is now yours. On behalf of all UPEC teams, I wish you an excellent academic year, full of projects, boldness, and creativity.

Seeing you thrive will be our success.

UPEC, my university

Founded in 1970, Université Paris-Est Créteil is a vibrant, multidisciplinary university located across a vast area to the east and south of Paris.

Welcoming international students is at the heart of UPEC's strategy. The "Bienvenue en France" label, awarded in 2019 and renewed in 2024, rewards the quality of the initiatives taken to facilitate their arrival and integration.



14

**FACULTIES, SCHOOLS
AND INSTITUTES**

43 000

STUDENTS



1

OBSERVATORY

1900

**FACULTY MEMBERS,
TEACHING-
RESEARCHER**



32

**RESEARCH
CENTERS**

1250

**ADMINISTRATIVE AND
TECHNICAL STAFF**

AURORA

Member of **Aurora**
European
university alliance
aurora-universities.eu

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BEFORE MY ARRIVAL

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MY TOOLS

My Online Welcome Desk

This multilingual online platform lets me explore my university remotely and create my personalized roadmap.

A map to get my bearings

The **interactive map** allows me to geolocate UPEC in its environment. I can find out about its services, as well as activities and useful places near the campuses.

My customized roadmap

In just a few clicks, I can generate and download my very own roadmap based on my profile.

It summarizes all the necessary procedures, information and documents step by step, from preparation in my home country to my arrival in France.

To retrieve my roadmap at any time, all I have to do is create my personal account on the platform.

ONLINE WELCOME DESK

More information:

www.en.u-pec.fr/en/practical-information/preparing-for-your-arrival-in-france



Visit the site

www.visium360-ssl1.fr/PACEM_IDF_V2/index.asp?fkl=38&profil=1



My Checklist

Documents to bring with me:

IDENTIFICATION

- ☐ Passport or valid ID card if I am from the Schengen area
- ☐ Birth certificate or extract with parentage (issued by the consulate) and certified translation

STUDIES

- ☐ Registration certificate or acceptance letter
- ☐ Language proficiency certificates (French, English, etc.)
- ☐ Previous degrees, transcripts, and certified translations
- ☐ Visa if necessary

HOUSING

- ☐ Proof of housing reservation
- ☐ Documents required to move in
- ☐ Contact info for my contacts in France

HEALTH

- ☐ Health or vaccination record
- ☐ Documents related to my health coverage.
Until I have health coverage in France, I get a private health insurance valid in France.

If I am European

- ☐ European Health Insurance Card (EHIC) or S1 form

If I am from Quebec

- ☐ SE401Q106 or SE 401-Q-102 bis form provided by the RAMQ

I scan or take photos of my documents and email them to myself or save them in the cloud so I can access them easily anytime.



MY BUDGET

Planning my expenses

Having financial resources suited to the cost of living in the Paris region allows me to study under good conditions.

Expenses upon arrival

In addition to recurring monthly expenses, I should plan for moving-in costs: the first month's rent, activation of utilities (water, electricity, internet access), insurance...

Estimated monthly budget

| | |
|--|----------------|
| ◆ Rent, including utilities (water, electricity) | 650 to 1 200 € |
| ◆ Insurance (home, civil liability) | 20 to 45 € |
| ◆ Groceries | 380 € |
| ◆ Public transport | 87 € |
| ◆ Phone/Internet | 20 to 45 € |
| ◆ School supplies | 45 € |
| ◆ Hobbies and outings | 50 € |

If I am an Independent student, I expect additional costs:

- ◆ **Student and Campus Life Contribution (CVEC)**, €105 (in 2025-2026) to be paid online before registering at UPEC
- ◆ **Stay tax** €75
- ◆ **University registration fees**, their cost depends on my level of study and program. If I come from outside Europe (EU EEA), Switzerland and Quebec, different fees apply

INFORMATION ON DIFFERENTIATED REGISTRATION FEES

www.en.u-pec.fr/registration-fees-international-students

Financial Aid

There are various scholarships and financial aid programs.

Depending on my situation, they may be granted by:

- ◆ my home country
- ◆ the French government
- ◆ the European Union
- ◆ an international organization

Good to know

Beware of deadlines, as scholarship requests must be submitted very early. Many applications have to be submitted almost a year in advance.

I get information from my home institution, the French embassy in my home country and the Campus France website, which lists all available scholarship programs.

www.campusfrance.org/en/bursaries-foreign-students

MY ACCOMMODATION

Finding accommodation

It's best to start early to find housing in the Paris area. UPEC advises me during my search and suggests listings well-suited to students' needs.

Studapart

STUDAPART is a UPEC partner that offers an online platform with student housing listings (student residences, rooms in private homes, shared apartments, etc.). It allows me to find offers close to UPEC campuses for durations ranging from 1 to 24 months. **I can book my accommodation remotely before arriving in France.**

I can get multilingual support from the platform's staff throughout my search, by chat, e-mail or phone. All the formalities are carried out online, from creating the file to renting.

Online platform: u-pec.studapart.com

A multilingual team is available to help with my search: booking@studapart.com



| If I can't find accommodation before my arrival, I book temporary accommodation such as a hotel or youth hostel.

CROUS

Exchange students may be able to secure a room in a Crous university residence in Créteil. Availability is limited, so please contact relint@u-pec.fr to inquire as soon as you apply to UPEC.

My rental file

Before I can move into my accommodation, I will need to sign a rental contract, called a *bail* in French, and provide financial guarantees.

To rent a place, I have to supply the following documents:

- ◆ Valid passport/ID card
- ◆ Proof of address
- ◆ Proof of financial resources
- ◆ Proof of acceptance to UPEC (admission letter, certificate of registration)

Beware of scams! Never pay rent in advance without visiting the accommodation or signing a lease, except on Studapart and for university residences.

MY GUARANTOR

As a student, I need a guarantor to get an accommodation in France. It can be an individual or legal entity (company, bank, organization) that agrees to pay the rent on my behalf if necessary.

SECURITY DEPOSIT

When signing the lease or getting the keys, I must give a security deposit (or caution) usually equal to one month's rent. This deposit will be refunded within 2 months after I move out, provided I return the accommodation in the same condition as when I moved in.

HOME MULTI-RISK INSURANCE

This is a mandatory insurance in France. It covers risks such as fire, water damage, theft, etc. I can take out insurance with a bank or a *mutuelle* (French insurance provider).

NOTICE PERIOD

Before leaving my accommodation, I give my landlord notice by registered mail with acknowledgment of receipt:

- ◆ 1 month in advance for furnished accommodation
- ◆ 1 to 3 months in advance (depending on the city) for unfurnished accommodation



MORE INFO

Campus Life Office
- Social Assistance
Services Housing Unit
logement@u-pec.fr

Housing Assistance

Visale Guarantee

The *Garantie Visale* is a **free** guarantor scheme. To apply for it, I check my eligibility and start the process before my arrival in France at www.visale.fr.

Aide personnalisée au logement

Aide personnalisée au logement (APL) is a financial aid provided by the Caisse d'allocations familiales (Caf) under certain conditions. Having a lease in your name is essential to qualify for financial assistance. For more information, contact your local Caf or visit www.caf.fr



Do I need a visa?

If I come from a country outside the European Union or Schengen area, I need a visa to study in France.

Applying for a visa

Before submitting my application, I need to identify the type of visa I require:

- ◆ VLS-TS 'étudiant', long-stay visa valid as residence permit for students
- ◆ VLS-TS 'stagiaire', long-stay visa valid as residence permit for internships
- ◆ VLS-T temporary long-stay visa
- ◆ VLS 'passeport talent', for PHD students, researchers and teaching-researcher
- ◆ Visa 'mineur scolarisé', for minors (under 18)

I contact the French consular authorities in my country to get the list of documents required for my visa application as soon as I receive my acceptance letter from UPEC.

I will need to provide proof of sufficient financial resources to study in France, at least €615 per month.

I start the process as early as possible, as some documents may take a while to obtain and delays lengthen during peak periods, especially from July to September.

MY VISA APPLICATION

OFFICIAL SITE FOR VISA APPLICATIONS

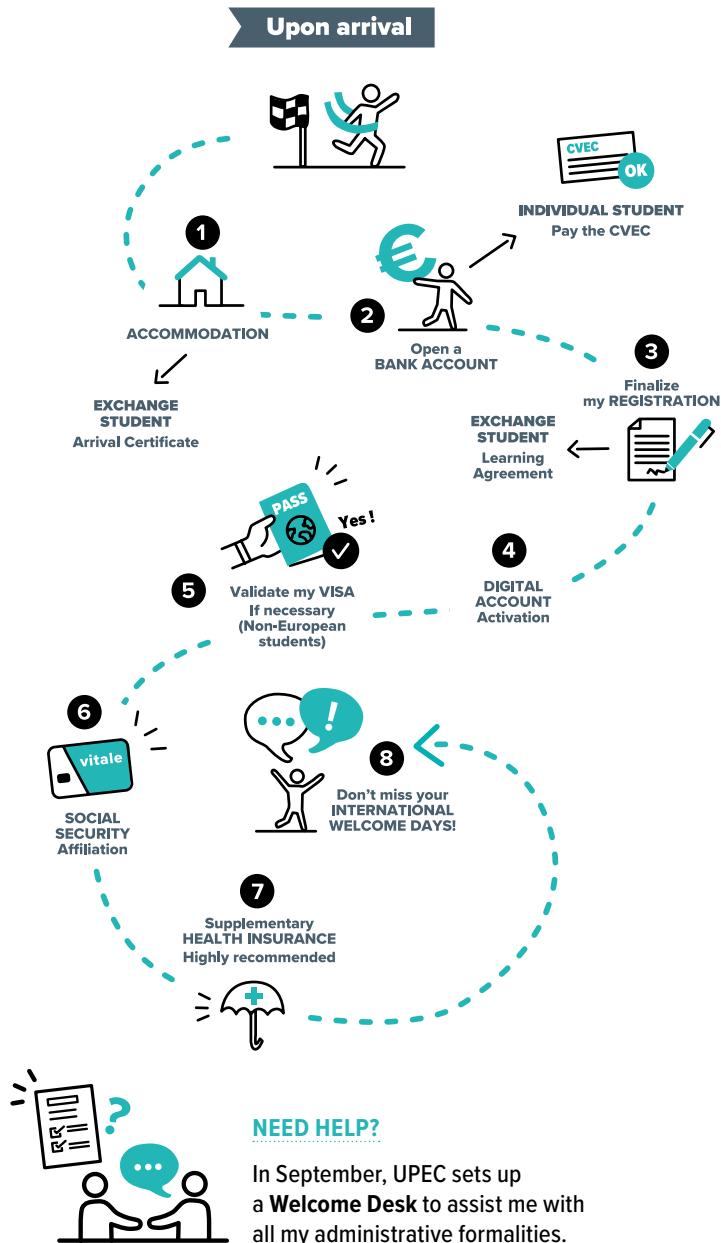
<https://france-visas.gouv.fr/en/home>

UPON MY ARRIVAL

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MY ROADMAP

To do upon my arrival



Opening a bank account

MY BANK ACCOUNT

If I'm staying in France for more than 3 months, opening a bank account is essential to facilitate all my administrative procedures, including my registration at UPEC.

What is it for?

In France, using a bank card, typically known as a *carte bleue*, is very common. **Many administrative formalities have to be carried out and can be paid for online.**

On a day-to-day basis, a bank account is necessary to:

- ◆ pay my rent and bills (phone...)
- ◆ set up monthly autopayments for public transport
- ◆ get a *relevé d'identité bancaire (RIB)*, i.e., bank details to receive financial aid and reimbursements

Some organizations like the Caisse d'Allocations Familiales (Caf) or the Assurance Maladie only reimburse me by transfer to a bank account in France.

To open a bank account, I need to provide:

- ◆ Identification
- ◆ Proof of address
- ◆ A university registration certificate

Other services offered by banks

- ◆ Home and Civil liability insurance
- ◆ Supplementary health insurance (*mutuelle*)

Civil liability and home insurance are mandatory in France. They provide coverage in case I accidentally harm someone or cause material damage in my accommodation.

MY REGISTRATION

Finalizing my registration

Completing my administrative registration enables me to acquire student status, start my program, and access all services offered at UPEC. The process depends on my profile.

Exchange Program Student

I contact the international relations officer at my host faculty, school, or institute regarding my student ID card and the finalization of my learning agreement. I do not have to pay the CVEC.

Independent International Student

I will need a **bank card** that works in France to pay the CVEC and registration fees.

If I am registering for the first time at a French university:

- 1. I pay my Student and Campus Life Contribution** (CVEC) and download the proof of payment at <https://cvec.etudiant.gouv.fr>.
- 2. I pick up a paper registration form** from my *scolarité* (my faculty's academic affairs office), fill it out, and attach all the necessary documents.
- 3. I register in person and by appointment** at the Service Inscription et Organisation des Études (SIOE), i.e., the Registrar's Office, once the registration file is complete. This is when I pay my registration fees
- 4. My registration is processed.** I get my registration certificates, my European multiservice student card, and an email to activate my access to the university's digital services

If I already have a French degree or an INE number (Identifiant National Étudiant), I register directly online at iaprimo.u-pec.fr.

Required documents: CVEC proof of payment, passport, residence permit, degree granting access to the program, ID photo. Additional documents may be required.

♦ My European multiservice student card

My student card allows me to prove my student identity, access library services and can serve as a payment card on campus (university restaurants, printing and photocopying).

♦ My Student and Campus Life Contribution (CVEC)

The *Contribution Vie Étudiante et de Campus* (CVEC) funds student initiatives and services that enhance my student life in health, sports, social assistance, arts and culture. I pay it (or apply for exemption) to the CROUS before registering at the university.

♦ The CROUS

The *Centre régional des œuvres universitaires et scolaires* (CROUS) is a public organization. Its mission is to manage local services that enhance living and study conditions, such as scholarships, housing, food services, social assistance, and campus life.

Registration fees exemption

In accordance with article R719-50 of the Education Code, UPEC implements under certain conditions a procedure to waive registration fees for non-scholarship students due to their personal circumstances.

An exemption request can only be made starting from the first year of the bachelor's program, I will then have to submit an application that will be reviewed by the dedicated commission. The final decision rests with the university president.

The complete file must be sent by email before the deadline indicated on the website to exoneration@u-pec.fr.

www.u-pec.fr/exoneration-droits-inscription



**REGISTRATION
SUPPORT**

+33 1 45 17 12 00

Mon-Fri 10 a.m. - 4 p.m.

support-inscription.u-pec.fr



MY DIGITAL ENVIRONNEMENT

My Digital Services

Following registration, I now have a student digital account and an e-mail address like so `firstname.lastname@etu.u-pec.fr`.

To activate my access to digital services, I need to secure my account at <https://sesame.u-pec.fr> :

1. Enter my **student number*** and my personal email address given to the university when I registered
**7 or 8-digit number indicated on my student card*
2. Once this information has been confirmed, **I receive an email with a link** to create my password

My services

- ◆ Digital services portal ecampus.u-pec.fr
- ◆ Multiservice student card
- ◆ Self-service computer rooms
- ◆ Free Microsoft Office 365 (online and downloadable versions)
- ◆ Student Outlook mailbox etu.u-pec.fr
- ◆ Student Wi-Fi
- ◆ Eprel online platform for courses and educational resources
- ◆ Athena, the university's libraries' search engine
- ◆ Izly payment system
- ◆ Online printing portal

My digital account grants me free access to the **Eduroam Wi-Fi network**. My wireless internet connection is secure, accessible on all UPEC campuses and at all member institutions worldwide.

www.u-pec.fr/fr/vie-de-campus/services-numeriques

Staying in contact

Before signing up for a plan, commonly known as a *forfait*, I compare options based on my needs and budget to find the best fit for me.

Cell phone

Most mobile plans include internet access. They can be prepaid, with or without a commitment period.

Prepaid cards are an option if my cell phone works in France and if I do not want to sign up for a plan or until I open a bank account. I can buy a prepaid SIM card from an operator or retailer (like a tobacco store, supermarket, or electronics shop) and top it up as needed.

Internet

If my accommodation already has a phone line and internet access, I can contact my phone provider — they all offer internet plans. If not, I will need to have a line installed, which will cost extra.

In Paris, I can use the free of charge service [Paris Wi-Fi](#).

MY PHONE AND INTERNET

MY UNIVERSITY RESTAURANTS

Eating on campus

Several restaurants and cafeterias are spread across UPEC campuses.

University restaurants offer complete and balanced menus at very affordable prices. A meal costs between 3 and 4 €, and can be paid for using the Izly system.

Izly is a simple and secure payment system offered by the CROUS. It allows me to pay for purchases with my smartphone or my student card. I can activate and manage my account by downloading the app or visiting www.izly.fr.

www.u-pec.fr/fr/vie-de-campus/vie-pratique/restauration



Validating my visa

Students from countries outside the European Union must validate their visa when they arrive in France, unless stated otherwise on the visa.

How do I validate my VLS-TS student visa?

The validation procedure is carried out entirely online. I must **validate my visa within two months** of the day of my arrival at:

<https://administration-etrangers-en-france.interieur.gouv.fr>.

I will need:

- ◆ a valid email address
- ◆ the information on my visa
- ◆ my date of arrival in France
- ◆ my home address in France
- ◆ to include my commitment contract to uphold the principles of the French Republic
- ◆ a bank card to pay the €75 stay tax (alternatively, I can purchase an electronic tax stamp in cash from a tobacco shop or tax office)

Once my VLS-TS is validated, I receive a confirmation by email. This confirmation includes a reference number, which serves as my personal identifier. It will be useful throughout my stay in France, especially when applying for the renewal of my residence permit at my assigned *préfecture*.

MY RESIDENCE PERMIT

RESIDENCE PERMIT SUPPORT

The Office of International Affairs can provide assistance in applying for or renewing my residence permit. I need to inquire at least 3 months before my permit expires.

titredesejour.etudiant@u-pec.fr or **make an appointment**

More info at

www.en.u-pec.fr/en/practical-information/visa



MY WELCOME EVENTS

Save the date

International Welcome Days



Don't miss out on this event dedicated to welcoming international students. It takes place at the beginning of each semester, in September and in January.

It's a great way to find my bearings at UPEC, but also to meet other students through sports, cultural and social activities.

The September program is made available on the university website at the end of August. In all cases, I will receive an email to save the date.

Focus on the Welcome Desk

At the start of the first semester, UPEC organizes a Welcome Desk to make my arrival easier.

From the beginning to the end of September, student advisors, representatives of the university's central services and partners are available to help at the Maison des Langues et des Relations Internationales on the mail des Mèches campus in Créteil.

The Welcome Desk is a one-stop shop where I can get assistance with the administrative formalities involved in settling in France, in particular:

- ◆ Registration at UPEC
- ◆ Housing
- ◆ Residence permit
- ◆ Social security affiliation
- ◆ Social support...

If I'm studying in Sénart or Fontainebleau, I can also take advantage of dedicated on-site welcome events.

Bienvenue à l'UPEC

The "Bienvenue à l'UPEC" Orientation Fair is a highlight of university life, held every year in September.

It is a fantastic opportunity to share information and explore the university's extensive cultural, artistic, sporting and community resources in a relaxed, festive atmosphere.



CONTACT

international-
event@u-pec.fr



MORE INFO

www.en.u-pec.fr

MY HEALTH AND SOCIAL SUPPORT



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MY SOCIAL SECURITY

Registering for Health Insurance

Affiliation to the *Sécurité sociale*, the French social protection system, which includes *Assurance Maladie* (public health insurance), is mandatory and free for all students.

What is it for?

Social Security provides me with **free health insurance that makes it easier for me to access healthcare and get reimbursement for most of my medical expenses** such as seeing a doctor, examinations, purchasing prescription drugs...

How do I register?

As soon as my university registration is finalized, I register on the Assurance Maladie's multilingual website dedicated to international students: etudiant-etranger.ameli.fr.

I will have to provide my postal address in France and upload the required documents. If I am unable to register online, I can call **36 46** (toll-free number, cost of a local call). If necessary, an advisor can assist me in English.

SPECIAL CASES

- ♦ **I am a European citizen** (EU/EEA and Switzerland) with a European Health Insurance Card (EHIC) valid until the end of the academic year. I do not need to register online. I present my card directly during my medical appointments.
- ♦ **I am from Quebec** and qualify under the protocol between France and Quebec. I submit the form provided by my RAMQ to my local Caisse primaire d'assurance maladie (CPAM).

1

I register on
etudiant-etranger.ameli.fr



Upload the required documents

- ◆ ID card/Passport
- ◆ Residence permit
- ◆ Birth certificate full copy or extract with parentage
- ◆ Bank details (RIB)
- ◆ Registration certificate for the current academic year
- ◆ Parental authorization (if under 16)
- ◆ Additional documents depending your country of origin



To get better reimbursement,
I take out supplementary health insurance

2

I create
my personal
account



**Download
my temporary
certificate**

**Upload
any missing
or non-compliant
documents**

**Download
my final
certificate**

3

For easier
and faster
reimbursements

I open my
personal Ameli
account via the
app or on ameli.fr



**Apply for my health
coverage card
("carte vitale")**



**Declare a primary
care physician
during a consultation**



What is...?

THE CARTE VITALE

After registering with Social Security, I open my personal Ameli account at www.ameli.fr.

This allows me to request my *carte vitale*, (i.e., health insurance card), check my reimbursements, or report a change in my situation.

My *carte vitale* simplifies the healthcare reimbursement process. My reimbursement requests are sent electronically directly when I show the card during an appointment with a doctor and when I buy prescription drugs.

A MÉDECIN TRAITANT

To ensure the best possible reimbursement of my medical expenses, I choose a primary care physician, called a *médecin traitant* in French. This doctor is in charge of my medical follow-up. I can declare a primary care physician during a consultation.

A MUTUELLE

The French health insurance system reimburses most of the cost of my treatments, but taking out an individual complementary health insurance or *mutuelle* is recommended for better reimbursements. This is a paid-for service offered by insurance companies, banks and student *mutuelles*.

Even with a *mutuelle*, my healthcare costs are not always reimbursed at 100%. The part not reimbursed is called the *reste à charge*, or patient share.

| In France, I have to pay the doctor and pharmacy expenses upfront before being reimbursed.

My University Health Service

My health is a key factor for my academic success. The professionals at the Service de santé universitaire (SSU) are available to support and guide me.

I can make an appointment with a...

- ◆ Doctor for preventive examinations, vaccinations, consultations, and medical certificates
- ◆ Nurse for preventive counseling, health education, and information
- ◆ Psychologist for confidential counseling and support
- ◆ Addiction specialist for advice and guidance on managing difficult-to-control consumption or behavior

Maison de la santé or Maison des étudiants Reception Desk

61, avenue du General de Gaulle – 94000 Créteil

By telephone on 01 45 17 15 15

On doctolib.fr by searching for SSU UPEC étudiant

I can also benefit from...

RÉSUS+, THE UPEC HEALTH NETWORK

For guidance through the healthcare system and priority access to the network's healthcare professionals.

RENCONTRES SANTÉ

Once a month, the SSU organizes health events called 'Rencontres santé', where they provide information on various topics like nutrition, addictions, well-being, mental health...

Find out more

www.u-pec.fr/fr/vie-de-campus/sante

MY HEALTH AT UNIVERSITY

ACCOMMODATING MY STUDIES – DISABILITY

Special Study Conditions

If my personal, social or professional situation so requires, I can benefit from special study conditions.

Who is eligible?

This applies to students who are employed, engaged in university activities, entrepreneurs, high-level artists and athletes, students with disabilities, and those with family responsibilities.

What are the possible arrangements?

Schedule organization, adapted exams and/or length of study course, personalized support (tutoring, support courses), use of distance learning and digital technologies...

How do I apply?

IF I HAVE A DISABILITY

1. I **contact** the disability unit as soon as possible at handicap@u-pec.fr
2. I **make an appointment** with the university health service doctor on 01 45 17 15 15 or doctolib.fr

A medical committee will then determine the necessary adjustments.

IN OTHER CASES

I must submit a written request to my **academic coordinator** within the first three weeks following the start of the classes.

To find out more about the required documentation, I contact my faculty's *scolarité* (academic affairs office) www.u-pec.fr/fr/formation/etudes-et-scolarite/vos-scolarites-de-filiere

A team that cares

As a student, I may face **financial or personal challenges**.
The Information and Support Unit can offer help
or refer me to the appropriate contacts.

Depending on my circumstances, **financial or food aid may be available** through the university's student support commission.

I can send my requests by e-mail to social@u-pec.fr
or contact the unit by phone at 01 45 17 70 65.

I can also drop in for inquiries without an appointment
during the office hours on Thursdays:

- ◆ Housing from 9 a.m. to 12 p.m.
- ◆ Social Assistance from 2 p.m. to 5 p.m.

Once a month, I can benefit from a complete food
package through the university's food assistance program.

Legal Assistance

Free, confidential legal consultations are available every other
Monday from 9:30 a.m. to 12:30 p.m. at the Campus Life Office.
In partnership with the CIDFF*, a legal advisor is available
to provide guidance on all areas of law.

To schedule an appointment, email permanencejuridique@u-pec.fr.

MY SOCIAL ASSISTANCE SERVICES

STOP VIOLENCES ET DISCRIMINATIONS UNIT

A dedicated support unit is available to report any situation involving
acts of violence or discrimination that I may experience or witness.

Its professionals ensure the alleged victim's anonymity
and uphold confidentiality, impartiality, and gender neutrality.

Available daily, 9 a.m.–9 p.m., including public holidays, at 01 41 83 42 09.

www.u-pec.fr/cellule-stop-violences-discriminations

More info at www.u-pec.fr/fr/vie-de-campus/social

* Centre d'Information sur le Droit des Femmes et des Familles du Val-de-Marne
(Val-de-Marne Women's and Family Rights Information Center)

MY STUDENT AND CAMPUS LIFE

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CALENDAR AND GRADING

My academic year

The academic year is divided into two semesters: from September to January/February and from January/February to June.

University calendars

Each faculty, school and institute follows its own calendar. I contact my *scolarité* (academic affairs office) to find out the exact dates in my case.

Seasonal closures

- ♦ Winter break from the end of December to the beginning of January (2 weeks)
- ♦ Summer break from the end of July to the 3rd week of August

Semester 1

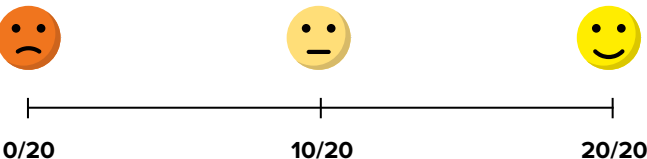
| Exams | | | | | = 30 ECTS |
|--------|--------|--------|--------|--------|-----------|
| SEP 09 | OCT 10 | NOV 11 | DEC 12 | JAN 01 | |

Semester 2

| Exams | | | Retakes | | | = 30 ECTS |
|--------|--------|--------|---------|--------|--------|-----------|
| FEB 02 | MAR 03 | APR 04 | MAY 05 | JUN 06 | JUL 07 | |

Grading scale

The French grading system is based on a scale of 0 to 20 points. The minimum passing grade for an exam is 10 out of 20.



Libraries contribute to my success

At UPEC, I have access to a **network of 11 libraries** spread across the different campuses. They offer comfortable spaces to study on my own (individual seats and booths) or for collective work, with group rooms that can be booked remotely.

Registration is free and seamless, with my student card serving as my library card.

On-site and online resources

The libraries have over **600,000 books and periodicals** available for borrowing, as well as DVDs and comic books at select locations.

Accessible remotely with my UPEC login, the **online library** contains several million electronic journals and ebooks, along with many databases covering all the disciplines taught at UPEC.

I can browse all available resources on **Athena**, the libraries search engine at <https://athena.u-pec.fr>

Personalized services

The libraries provide a wide range of services to support my studies:

- ◆ Bibliographic **appointments**
- ◆ Remote **question and answer service**
- ◆ On-demand **library training sessions**
- ◆ Workstations **adapted for visual impairment**
- ◆ **Drop boxes** for returning my books at any time
- ◆ **Reader account** to manage my loans online
- ◆ **Printers and copiers**
- ◆ **Remote reservation** service (seats, rooms, events, etc.).

MY LIBRARIES



UNIVERSITY LIBRARIES

01 45 17 70 05

web-scd@u-pec.fr



MORE INFO

bibliotheque.u-pec.fr

LEARNING FRENCH

Improving my French

To support my academic success and enrich my experience in France, UPEC offers free courses in French as a Foreign Language (FLE).

French courses to help me settle in

To help me adjust quickly to life in France and feel more at ease in my studies, I have the opportunity to take a 20-hour French as a Foreign Language course.

Classes are held in the late afternoon and offered every semester by the Intercultural and Language Space of the Office of International Affairs.

To attend, I register online at the beginning of the semester. Once I'm registered, I'll receive an email with the date and time of the mandatory placement test. This test assesses my level of French so I can be placed in the group that best fits me.

FOR INDEPENDENT INTERNATIONAL STUDENTS

Provided I attend classes regularly, I'll receive a certificate of completion at the end of the course.

FOR EXCHANGE PROGRAM STUDENTS

If the course is included in my learning agreement, I can earn 3 ECTS credits upon successful completion.

More information: langues@u-pec.fr

www.u-pec.fr/fr/international/interculturel-et-langues/fle

Opening up to the world

I enhance my language skills and explore cultures from around the world with these activities offered free of charge by the Intercultural and Language Space.

Available each semester, they allow me to practice my chosen language regularly and acquire knowledge and skills that are highly valuable in an international context.

- ◆ **Language and Culture Electives**, known as Unités d'enseignement d'ouverture en langues et cultures, complement my Bachelor's program (optional, 3 ECTS) with courses in Chinese, English, French as a Foreign Language, Italian, Portuguese and Spanish that delve into world cultures through original topics.
- ◆ **Conversation workshops** led by native-speaking students, these sessions provide a friendly and international atmosphere to improve my language skills and discover other cultures, without formal evaluation.
- ◆ **Bilingual tandems** offering the opportunity to practice my tandem partner's native language and "teach" them mine in a flexible and self-paced manner.
- ◆ **A carefully curated digital resources directory** to empower me to learn and progress autonomously in the language of my choice.

www.en.u-pec.fr/en/study-offer/intercultural-and-language-space



MY INTERNATIONAL SKILLS



CONTACT

langues@u-pec.fr

ART AND CULTURE

My artistic and cultural workshops

The Culture Unit enables me to explore cultural and artistic opportunities on campus and nearby.

Workshops

The Culture Unit, part of the Campus Life Office, offers free, non-graded artistic workshops each semester. They run either for one semester or the entire academic year. Pre-registration opens in September for the 1st semester and in January for the 2nd semester.

Elective courses

Known as *UE d'ouverture*, elective courses are available at the undergraduate level. They allow me to explore disciplines outside of my field of study, showcase my involvement in the community, and encourage artistic, sports, and cultural practices.

Cultural outings

The ticket office of the Culture Unit offers several free activities and outings each month, perfect for attending shows, exhibitions, and tours alone, in pairs, or in groups. UPEC partners with numerous organizations to provide cultural and artistic outings throughout the year.

My cultural activities

- ◆ Arts
- ◆ Dance and music
- ◆ Performing arts and literature
- ◆ Engagement and society



CONTACT

01 45 17 19 84
culture@u-pec.fr

VIEW THE LIST OF ACTIVITIES

www.u-pec.fr/fr/vie-de-campus/culture/ateliers-artistiques-et-culturels



Sports activities

UPEC offers around thirty sports activities to challenge myself, improve my skills, and push my limits.

Activities are offered recreationally and as elective courses, as well as in competitive or high-level settings. Discover a wealth of sporting activities from team and combat sports to racket sports, dance, fitness and well-being, horse riding, climbing, golf and swimming.

How to practice sports at UPEC?

- ◆ I register with **SUAPS** to participate in recreational activities for free.
- ◆ I choose a **sports elective**, *UE d'ouverture*, if I want to earn credit (3 ECTS).
- ◆ To **practice competitively**, I join 'AS UPEC', UPEC Sports Association, which is affiliated with the French University Sports Association.

How do I register?

FREE RECREATIONAL ACTIVITIES

I pre-register online for the chosen activities and meet with the instructor on the practice site to confirm my registration:

www.u-pec.fr/fr/vie-de-campus/sport/le-sport-en-loisir.

GRADED ELECTIVE COURSE

I register on **eCampus** at the end of September and/or in January.

COMPETITIVE SPORT PRACTICE*

I join 'AS UPEC' in September:

www.u-pec.fr/fr/vie-de-campus/sport/l-association-sportive

FOR HIGH OR GOOD-LEVEL ATHLETES

I contact **Benoît COURAUD**, the PE teacher in touch with all UPEC faculties.

www.u-pec.fr/fr/vie-de-campus/sport

* Intermediate to expert level

SPORT



SUAPS

01 45 17 13 84

suaps@u-pec.fr

BENOÎT COURAUD

01 45 17 13 84

couraud@u-pec.fr

FINDING A JOB OR AN INTERNSHIP

Working during my studies

International students are allowed to work in France. Here are a few rules to bear in mind.

I can work alongside my studies up to **964 hours per year**, which is 60% of the legal annual working hours in France, if:

- ◆ I am a student from the European Economic Area (EEA)
 - ◆ I have a student long-stay visa (VLS-TS) or a student residence permit
- Algerian students can work up to 50% of the legal annual working time.

www.campusfrance.org/en/working-student

What is the ‘Smic’?

In France, a **legal minimum wage is guaranteed**. It is commonly called, the ‘Smic’ (for *salaire minimum interprofessionnel de croissance*). The hourly rate varies annually.

Salaries are generally expressed in gross terms. To find out the net salary, I need to deduct mandatory social contributions (about 20%).

Internships

In some programs, international students, whether independent or seeking a dual-degree, must complete an internship to graduate. I inquire about the procedures at the *Bureau d'aide à l'insertion professionnelle* (BAIP) of my faculty.

PROFESSIONAL INTEGRATION AT UPEC

A Guidance and Career Center, the Service Commun universitaire d'Information – Bureau d'Aide à l'insertion professionnelle (SCUIO-BAIP) is available to provide guidance in building my study project and preparing for employment.

In each faculty, school and institute a ‘BAIP’ can help me with finding an internship, co-op program position, or job.

www.u-pec.fr/fr/etudiant-e/stages-emplois/bureaux-emplois-stages-des-composantes

Student jobs at UPEC

If I'm looking for a part-time job that is compatible with my studies, UPEC offers various positions:

- ◆ Student reception
- ◆ Assistant and support for individuals with disabilities
- ◆ Tutoring, help with using new technologies
- ◆ Support for library staff and other services
- ◆ Cultural, scientific, sports, and social activities, including health promotion and sustainable development
- ◆ Assistance with career planning
- ◆ Academic programs promotion

These activities are paid at the minimum wage (Smic).

Students can take on multiple roles at UPEC.

Recruitment process

1. I send my resume, cover letter, availability, and preferred roles to jobcampus@u-pec.fr my skills against the needs. If my profile is shortlisted, an interview is set up with the recruiter. Successful candidates are offered a contract. Unsuccessful candidates are informed by email.
2. The Campus Life Office employment coordinator and *composante** or service recruiting assess

Job offers outside UPEC

I can check job offers posted by recruiters on the Réseau Pro platform > <https://reseaupro.u-pec.fr>

Or on Jobaviz, the Crous student employment platform at www.jobaviz.fr

* The word *composante* is commonly used to designate the university's faculties, schools and institutes.



www.u-pec.fr/fr/vie-de-campus/vie-pratique/jobs-et-emplois-etudiants



GETTING INVOLVED

Become an engaged student

As a student, I can get involved in organizations, either as a volunteer or through a civic service. **My commitment contributes to university life and building my profile as an engaged citizen.**

I get involved to...

- ◆ Help build my university and society, in a spirit of openness, solidarity and social responsibility
- ◆ Contribute to university and campus life, through cultural, artistic, sporting and civic activities
- ◆ Acquire new valuable skills

I can choose to get involved...

- ◆ in an elected position or an association
- ◆ as a social or humanitarian project leader
- ◆ in a civic service
- ◆ by joining Aurora activities

I can ask my program coordinator for a partial or full exemption from certain courses if the skills I'm developing match my academic program. I can also improve my overall grade average by applying for recognition of my commitment.

I look into it as soon as the semester starts at www.u-pec.fr/valorisation-engagement-etudiant.

STUDENT ORGANIZATIONS

There are more than 70 student associations at UPEC. They contribute to university life, enable me to meet new people, advocate for causes, and develop skills by getting involved in concrete projects.

More info:

www.u-pec.fr/fr/vie-de-campus/vie-associative-et-engagement

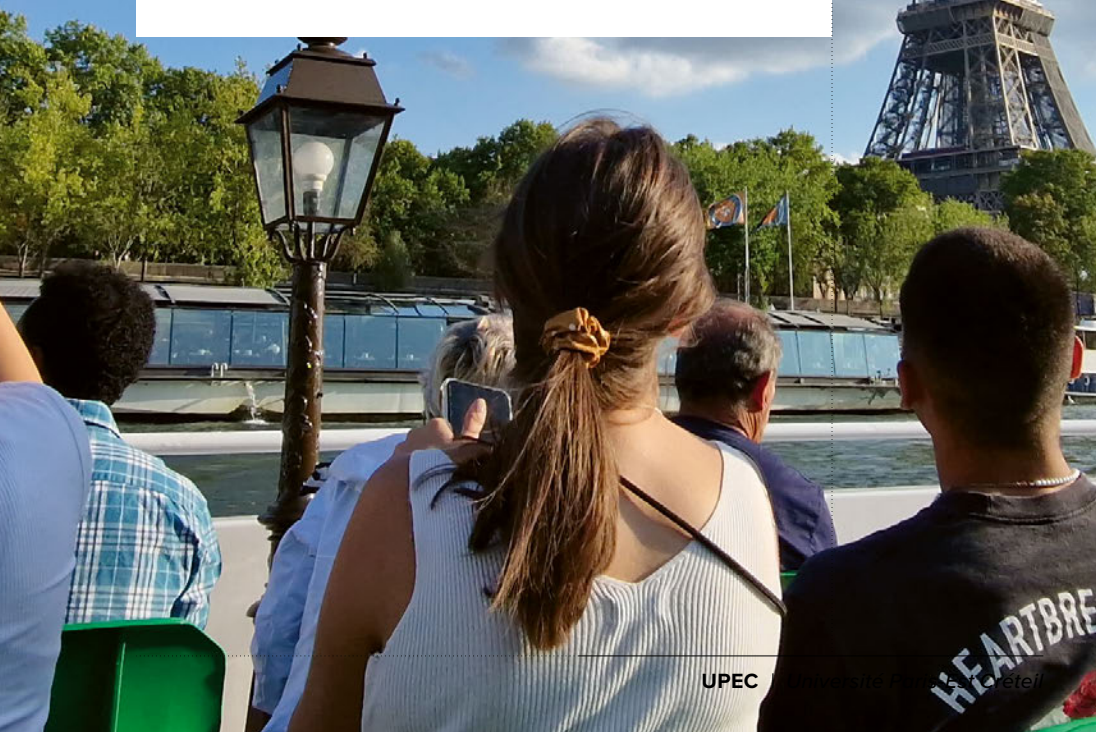
Contact : engagement@u-pec.fr

My visits and outings

Participating in cultural or sports outings organized by UPEC allows me to explore Paris and the Ile-de-France region, meet new people, and integrate more easily into university life.

- ◆ **The Campus Life Office** runs a monthly program of free cultural and artistic activities, including guided tours, exhibitions and shows. Signing up for the newsletter makes sure I don't miss out on an opportunity: forms.office.com/e/v27XP8u8UT.
- ◆ **The Intercultural and language space** offers two cultural visits per semester exclusively for international students. I get to explore the capital's iconic landmarks as well as off-the-beaten-path sites. An email notifies me when registrations open.
- ◆ **The University Physical and Sports Activities Service (SUAPS)** frequently organizes outdoor activities and sporting events. I sign up to the mailing list for regular updates: forms.office.com/e/PsBTtixJ0m.

EXPLORING
THE PARIS REGION



ACCESS AND CONTACTS

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MY KEY CONTACTS

My key contacts

Independent International Students

- ◆ The **Independent International Students Officer** is available by appointment or email to guide me in my first steps at the university and with registration: international@u-pec.fr ;
- ◆ The **scolarité of my faculty** for any questions regarding my program (schedules, exams, grades) www.u-pec.fr/fr/formation/etudes-et-scolarite/vos-scolarites-de-filiere ;
- ◆ **Campus Life Office** for housing, student jobs, and social assistance: viedecampus@u-pec.fr ;
- ◆ **SCUIO-BAIP** for advice on planning my studies and professional integration: orientation-international@u-pec.fr.

Exchange Program Students

The **International Relations Officer** of my faculty for:

- ◆ my student card
- ◆ my accommodation
- ◆ practical academic affairs (schedule, exams, transcripts)

www.u-pec.fr/fr/etudiant-e/partir-a-l-etranger/charges-des-relations-internationales-dans-les-facultes-et-instituts

My Academic Coordinator (faculty professor in charge of international relations) for questions regarding courses and help with finalizing my study contract.

USEFUL EMERGENCY NUMBERS

European emergency number 112
Fire department 18
Police emergency 17
SAMU (Emergency Medical Service) 15

Central Services

University Libraries

Service commun
de documentation (SCD)

web-scd@u-pec.fr

01 45 17 70 05

Registrar's Office

Service inscription et
organisation des études (SIOE)

*Campus Centre – Bâtiment I1,
rez-de-chaussée*

Assistance téléphonique du lundi
au vendredi de 9h00 à 17h00

01 45 17 12 00

Office of International Affairs

Direction des relations
internationales (DRI)

*Campus mail des Mèches –
Maison des langues et des
relations internationales (MLRI)*

dri@u-pec.fr - 01 82 69 48 56

♦ Independent International Students
international@u-pec.fr

♦ Exchange Program Students
relint@u-pec.fr

♦ Intercultural and Language Space
langues@u-pec.fr

♦ Residence permits
titredejour.etudiant@u-pec.fr

University Ombudsperson

Médiateur de l'université

mediateur@u-pec.fr

Guidance and Career Center

Service commun universitaire
d'information, d'orientation

Bureau d'aide à l'insertion
professionnelle (SCUIO-BAIP)

*Campus mail des Mèches
Maison de l'Innovation et de
l'Entrepreneuriat étudiant (MIEE)*

orientation-international@u-pec.fr

01 41 78 47 96

University Presidency

cab.presidence@u-pec.fr

University Health Service

Service de santé universitaire
(SSU)

*Campus Centre - Maison
de la santé/Maison des étudiants*

ssu@u-pec.fr

01 45 17 15 15

♦ Cellule Handicap
handicap@u-pec.fr

♦ Résus+
resus@u-pec.fr

University Physical and Sports Activities Service

Service universitaire des
activités physiques et sportives

*Campus Centre – Bâtiment I,
rez-de-chaussée*

suaps@u-pec.fr

Campus Life Office

Service Vie de campus

*Campus Centre – Bâtiment I,
rez-de-chaussée*

viedecampus@u-pec.fr

01 45 17 70 65

♦ Social Assistance
social@u-pec.fr
exoneration@u-pec.fr

♦ Student Associations
association@u-pec.fr

♦ Culture
culture@u-pec.fr

♦ Student jobs
jobcampus@u-pec.fr

♦ Housing
logement@u-pec.fr

DIRECTORY OF SERVICES

DIRECTORY OF FACULTIES, SCHOOLS AND INSTITUTES

Faculties

AEI International School

Scolarité

01 45 17 18 87/88/89

scola.accueil-aei@u-pec.fr

International Relations

01 45 17 19 45 / 47

international-aei@u-pec.fr

Droit

Law

Front Desk

01 56 72 60 00

Scolarité

scolarite-droit@u-pec.fr

International Relations

01 56 72 60 07

international-droit@u-pec.fr

Lettres, langues et sciences humaines - LLSH

Arts, Humanities & Social Sciences

Scolarité

01 45 17 11 79

scola-llsh@u-pec.fr

International Relations

01 45 17 66 86

international-llsh@u-pec.fr

Département de FLE

01 82 69 48 70

dep.fle-llsh@u-pec.fr

Santé

Medicine and Health

Scolarités

<https://sante.u-pec.fr/faculte/scolarites>

International Relations

international-medicine@u-pec.fr

ESM - Formation & Recherche en soins

esm@u-pec.fr

IUK - Institut Universitaire de Kinésithérapie

iuk@u-pec.fr

IFE - Institut de formation en ergothérapie

international-ife@u-pec.fr

Sciences économiques et de gestion

Economics and Management

fseg@u-pec.fr

Scolarité

<https://fseg.u-pec.fr/scolarite>

International Relations

01 41 78 46 94

international-eco@u-pec.fr

Sciences de l'éducation, des sciences sociales et Staps – SESS-Staps

Educational and Social Sciences – Sport Sciences

Scolarités

<https://sess-staps.u-pec.fr/scolarite>

International Relations

01 45 17 44 75

international-sess.staps@u-pec.fr

Sciences et technologie

Science and Technology

Scolarité Campus Centre

scolarite-sciences@u-pec.fr

Scolarité campus de Vitry

01 41 80 73 23 (master SDTS)

01 64 13 44 91 (master

Conception de systèmes et cybersécurité)

Scolarité campus de Sénart

01 64 13 41 92

International Relations

01 45 17 13 12

international-sciences@u-pec.fr

Schools and Institutes

**EPISEN - École publique
d'ingénieurs de la
santé du numérique**
IT & Health Sc. Engineering School

Scolarité

scolarite.episen@u-pec.fr

International Relations

01 56 72 62 52

international-episen@u-pec.fr

**École d'urbanisme
de Paris - EUP**
Paris School of Urban Planning

Scolarité

scola-eup@u-pec.fr

International Relations

01 71 40 80 34

international-eup@u-pec.fr

IAE – Paris-Est
School of Management

Scolarité

01 41 78 47 35

scolarite-iae@u-pec.fr

International Relations

01 41 78 47 36

international-iae@u-pec.fr

**INSPE – Institut national
supérieur du professorat
et de l'éducation de
l'académie de Créteil**
*National Institute
for training teachers*

Scolarité

01 49 56 37 37

International Relations

01 49 56 37 42

international-inspe@u-pec.fr

**Institut d'Etudes Politiques
de Fontainebleau – IEP**
*Fontainebleau Institute
of Political Studies*

Contacts

<https://iep-fontainebleau.u-pec.fr/l-ecole/organigramme-et-contacts>

International Relations

06 59 34 60 15

international-iep@u-pec.fr

IUT de Créteil-Vitry
*University Institute of
Technology of Créteil-Vitry*

Scolarité

01 45 17 16 84

scol-iutcv@u-pec.fr

International Relations

01 45 17 16 98

international-iutcv@u-pec.fr

IUT Sénart-Fontainebleau
*University Institute of Technology
of Sénart-Fontainebleau*

Parcours de l'étudiant

01 64 13 44 90

scolarite.iutsf@u-pec.fr

International Relations

01 64 13 44 98

ri.iutsf@u-pec.fr

international-iutsf@u-pec.fr



Getting around the Paris region

The Paris region is divided into 5 zones and served by an extensive public transportation network, including buses, metro, RER (suburban trains), trams, and Transilien trains.

My Navigo pass

To use public transport, I buy a **Navigo Pass** from a RATP agency or online. Once loaded for one or more journeys, a week, a month or even a year, it allows me to travel within the number of zones chosen.

If I'm staying for a year or more

I can request the imagine R plan. This is a cheaper annual pass reserved for students under 26 years old.

OPERATING HOURS

On weekdays, subways run from 5:30 a.m. to around 1:15 a.m. Until 2:15 a.m. on Fridays and Saturdays, as well as on the eve of public holidays.

RER trains run daily from 4:30 a.m. to 1:15 a.m. Trams and buses operate from about 5 a.m. to 12:30 a.m. depending on the line.

At night, Noctilien buses take over from 12:30 a.m. to 5:30 a.m., departing from 5 major stations in Paris and serving RER stations.

Fares at www.iledefrance-mobilites.fr/en

Maps, routes, and schedules at www.ratp.fr/en

Cycling around

Vélib' is a bike-sharing service available 24/7 in Paris and surrounding areas.

www.velib-metropole.fr/en

PUBLIC TRANSPORTATION

CAMPUSES

Getting to UPEC

Université Paris-Est Créteil spreads over a vast area to the east and south of the French capital, near two major Paris airports.

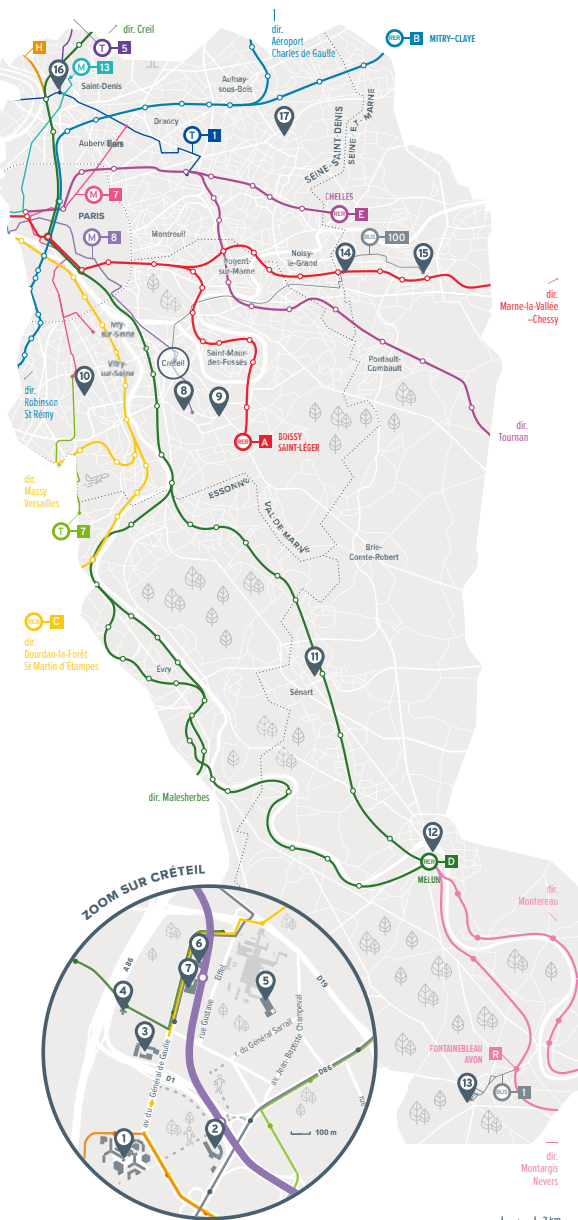
UPEC's 17 sites are distributed across 3 administrative divisions called départements: Seine-Saint-Denis, Val-de-Marne, and Seine-et-Marne, all accessible by public transportation.

Several campuses are located in the city of Créteil, less than 30 minutes from central Paris by subway (Line 8).

The nearest airports are Paris-Charles de Gaulle to the northeast and Paris-Orly to the south.

Download campus maps at
www.en.u-pec.fr/en/access-maps





Nos campus

- 1 **CAMPUS CENTRE**
 - AEI - International School
 - Faculté des lettres, langues et sciences humaines
 - Faculté des sciences et technologie
 - IUT de Créteil-Vitry
 - Présidence et services centraux
 - 61, avenue du Général de Gaulle — 94000 Créteil
- 2 **CAMPUS MAIL DES MÈCHES**
 - Faculté de sciences économiques et de gestion
 - IAE Paris-Est
 - Maison de l'Innovation et de l'Entrepreneuriat Étudiant
 - Maison des langues et relations internationales
 - Rue de la Porte des Champs — 94000 Créteil
- 3 **CAMPUS ANDRÉ BOULLE**
 - Faculté de droit
 - 83-85, avenue du Général de Gaulle — 94000 Créteil
- 4 **CAMPUS SAINT-SIMON**
 - EPISEN
 - 71, rue Saint Simon — 94000 Créteil
- 5 **CAMPUS HENRI MANDOR**
 - Faculté de santé
 - 8, rue du Général Sarraill — 94000 Créteil
- 6 **LES GÉMEAUX**
 - ESM — Formation et recherche en soins
 - 2, rue Antoine Etex — 94000 Créteil
- 7 **LA PYRAMIDE**
 - Faculté des lettres, langues et sciences humaines
 - Faculté de SESS-STAPS — département SESS
 - Institut d'ergothérapie
 - 80, avenue du Général de Gaulle — 94000 Créteil
- 8 **CAMPUS DUVAUCHELLE**
 - Faculté de SESS-STAPS — département STAPS
 - 27, rue Magellan — 94000 Créteil
- 9 **CAMPUS DE BONNEUIL-SUR-MARNE**
 - Inspé de l'académie de Créteil
 - Rue Jean Macé — 94380 Bonneuil-sur-Marne
- 10 **CAMPUS DE VITRY-SUR-SEINE**
 - EPISEN
 - IUT de Créteil-Vitry
 - 122, rue Paul Armangot — 94400 Vitry-sur-Seine
- 11 **CAMPUS DE SÉNART**
 - Inspé de l'académie de Créteil
 - IUT Sénart-Fontainebleau
 - 36-37, rue Georges Charpak — 77127 Lieusaint
 - 240, rue de la Motte — 77550 Moissy-Cramayel
- 12 **CAMPUS DE MELUN**
 - Faculté de santé
 - 51, avenue Thiers — 77000 Melun
- 13 **CAMPUS DE FONTAINEBLEAU**
 - IUT Sénart-Fontainebleau
 - Institut d'Études Politiques de Fontainebleau
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