



Ontario/ Rhône-Alpes Student Exchange Program

Handbook

2020-2021

**for Ontario Students studying in
Rhône-Alpes**

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www.ora.ouinternational.ca



The **Ontario Rhône-Alpes Program Office**, located in Toronto, is there to help you and to answer any questions you may have before or during your stay in Canada. If you are phoning us from abroad, please take into account the time zone differences (+ 6 hours).

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INTRODUCTION

Congratulations! You have been chosen to participate in the Ontario/Rhône-Alpes (ORA) Student Exchange Program, collaborative initiative of universities in Rhône-Alpes and the Ontario Ministry of Training, Colleges and Universities (MTCU). The exchange is a personal opportunity for you to pursue your studies at one of the participating universities in Rhône-Alpes while remaining a degree candidate at your home university in Ontario, and to grow from the experience of living in a foreign culture.

The handbook gives you information that will help you make the most of your stay in Rhône-Alpes. You should also consult the website of your host university for further information and practical advice regarding your time in Rhône-Alpes.

Be alert to these symbols:



It signals important information



It mentions details worth knowing and noting

This Handbook focuses on **generic** rather than **specific** issues.

The information is based on the experience of the Program Office, official and unofficial sources, and the advice of former participants, to whom we are especially indebted.

Expectations and Responsibilities

The Program Office will do all it can to assist you. In the interests of avoiding misunderstandings, please be aware of, and hold to, the following list of expectations and responsibilities:

- 1) You are expected to engage in full-time, **NON-DEGREE** study at your host university for a maximum of one academic year. The definition of “full-time study” may vary by discipline and level. Advanced students engaged in research are responsible for obtaining the approval of their home program for the type and amount of work to be done. Students engaging solely in course work should plan to be formally enrolled in at least 30 ECTS per academic term. **Please note:** Attending a course as an “auditor” [*auditeur ou auditrice libre*] does not count as being formally enrolled.
- 2) You are responsible for informing the ORA Program Office and the International Office of your home university of your address, telephone number, and e-mail address during your study abroad.
- 3) You are responsible for **all aspects** of your participation in the Program, including, but not limited to, your health, safety, lodging, course selection, study program, travel plans, legal status and financial obligations. The Ontario Program Office, your home and host universities, and their representatives and agents assume no financial or other liability arising from or related to your participation in the Program.
- 4) You are responsible for submitting a final report on your participation in the Program to the Program Office by the end of June, and for responding to requests for information from the Program Office during the year.
- 5) As a student officially enrolled at **both** your host university and your home university, you are expected to be aware of, and observe, the regulations of both institutions. **Don't forget to enrol at your home university.**
- 6) **Credit for work** done abroad is granted at the discretion of your **home university**. You are responsible for documenting work done abroad, and for applying to your home university for credit you wish to receive.
- 7) After you return home, we hope that you will stay in contact with us. We hope too that you will want

to act as a mentor for Ontario students coming to your home university and an ambassador for the Program.



TRAVEL ARRANGEMENTS FOR YOUR TRIP TO FRANCE

You are responsible for making your own travel arrangements to France. The nearest international airport for all establishments in the Rhône-Alpes region is Aéroport Saint-Exupéry in Lyon <http://www.lyon.aeroport.fr/> Inquire about the shuttle bus services and train from Saint-Exupéry to Chambéry, Grenoble, Saint-Étienne and Lyon-centre.

You may find connecting flights from Canada to Lyon in Montreal, London (UK), Frankfurt or Amsterdam. It is also possible to route through Paris and either fly to Lyon or take the high-speed TGV train (for which you must reserve a seat) to all four cities. It is 2 hours to Lyon, and 3 hours to Chambéry, Grenoble or Saint-Étienne. Check <http://www.voyages-sncf.com/leisure/fr/launch/home/>

Given that transatlantic flights are overnight and you will have lots of luggage, it is always less hassle to take the most direct route.

Travel CUTS

www.travelcuts.com

Offers open return tickets and various insurance plans to Europe for students. They have offices in most Ontario universities. You should make sure in booking that you specify your student status and naturally the earlier you are able to make your booking the more choice you will have.

Look for seat sales offered by Air Canada.

Also, there are many charter companies such as Air Transat www.airtransat.com, etc.

When booking your flight make sure that if you have fixed a return date it can be changed at a later time. Please note that there is often an applicable charge to change the date. Be sure to find out the cost and conditions to change the ticket **prior to your departure**.



Excess baggage fees can be quite high.



If you plan to take luggage beyond your official allowance, check with the airline to find out its policy and rates on accompanied excess baggage as freight. Also make sure you know the carry-on luggage latest regulations.

Try to take only what you REALLY need. You will probably accumulate lots of stuff while in France. Shipping things back to Canada is expensive. Don't take something you have never used in Canada. If you don't use it at home, most likely you will not use it abroad!

We recommend you have an **International Student Identity Card (ISIC)**. It may be free for you depending on your university/faculty. It offers discounts abroad and in Canada. It can be bought at Travel CUTS. Also check with International Office at your home university. <http://www.travelcuts.com/deals/>



ISIC is also a student travel services confederation. Check <http://www.isic.org/>

The Federal government has published a few booklets for Canadians travelling and/or living abroad.

Bon Voyage, But..., essential information for Canadian travelers

(<http://www.voyage.gc.ca/publications/pdf/BVB-eng.pdf>) published by the [Consular Affairs Bureau](http://www.voyage.gc.ca/) (<http://www.voyage.gc.ca/>) of Foreign Affairs and International Trade Canada, is available online. You will want to spread the word about this important publication, which encourages Canadians to educate themselves to travel the world responsibly.



This pocket-sized booklet offers essential guidelines and provides vital information on consular services and Canadian government offices worldwide. To obtain more information or free copies of this booklet, check the travel.gc.ca website. *Ce document est aussi disponible en français sous le titre Bon voyage, mais..*

This and other smart-travel publications, such as [Her Own Way](#), [Dual Citizenship](#) and [Traveller's Checklist](#) can also be downloaded at www.voyage.gc.ca. Copies may be ordered, free of charge, online or by contacting the department's Enquiries Service by e-mail at enqserv@international.gc.ca. We hope that you will find these publications useful. They also have country specific Travel Reports. For France http://www.voyage.gc.ca/countries_pays/report_rapport-eng.asp?id=92000.

ADMINISTRATIVE FORMALITIES



STUDENT VISA

WHO NEEDS A VISA?

For a short stay (less than 90 days), you do not need a visa; for a long stay (more than 90 days) you require a visa.



Visa Facilitation Services Global

The French Embassy in Canada outsourced the collection of visa applications to **VFS Global**. VFS has offices in four Canadian cities including Toronto and Ottawa. VFS Global's call centre: +1 613 927 92 66 and online services: Info.FranceCanada@vfsglobal.com

To apply for a student visa, visit the official website **France-Visas** (<https://france-visas.gouv.fr/en>)

Fill in your visa application on-line (your visa application form will be automatically filled in and available for printing). Make an appointment. A service fee will be charged and will be payable online when making an appointment. You have to bring a completed printed visa application form to the appointment as well as **all the supporting documents including a letter of admission** from the host university.

The **VFS Global Centre in Toronto** is located at **208 Bloor St. West, 4th floor, Toronto, Ontario, M5S 3B4**.

The total length of the review process is about 30 business days. The applicant's passport **must** remain with the application file during the entire process.

European Union Passport

If you bear a passport from one of these countries, you do NOT have to apply for a long stay visa: *Germany, Andorra, Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Spain, Estonia, Finland, Greece, Iceland, Italy, Hungary, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Netherlands, Malta, Monaco, Norway, Poland, Portugal, Romania, United Kingdom, Saint-Marin, Holy See, Slovakia, Slovenia, Sweden*

Citizens from the European Union, the Schengen Zone and the Swiss Confederation do not have to hold a resident permit.

If you are eligible for, but do not currently hold, a European Union (EU) passport, it is to your advantage to apply for one.

Landed Immigrant or Permanent Resident of Canada

If you are a Landed Immigrant or Permanent Resident of Canada you may need to obtain, prior to departure, a Returning Resident Permit (RRP). “When a permanent resident intends to leave Canada for any period of time or is outside Canada, he may make an application, orally or in writing, to an immigration officer for a returning resident permit”. Please check

<http://www.cic.gc.ca/english/information/applications/travel.asp>

The application package for this permit is available from any Immigration Office and includes full instructions on the procedure. You will need to enclose, as proof of absence, a copy of your letter of acceptance into the program.



COST OF LIVING IN FRANCE

Students from past years say that roughly speaking they spend between \$850-1000/month without taking into account extra travel.

With a monthly budget, you should be able to pay for housing, food, health insurance, and educational expenses, recreation and cultural activities. Sports and cultural events are found everywhere in France, and they're very affordable!

A minimal budget (Prices are in CDN \$)

Take a look at this typical but approximate monthly budget for a student in France

Housing	\$350-450
Food	\$300
Local Transportation	\$50
Recreation	\$150
Communication	\$70
Total	\$920 + Health Insurance, Airfare and Traveling

Note: Your expenses may vary depending on what you're studying, your personal needs and interests, where you live, how much you travel, etc. You will encounter more expenses during the first month when you need to pay for one time only items.



Substantial student discounts are available for many athletic events, cultural attractions, shows, transportation, etc.

Please check the following website <http://www.canada.campusfrance.org/> then click on “Votre argent” and Fiche pratique Coût de la vie. You’ll find a list of products with price tags.

Financial support

- **OSAP** <http://osap.gov.on.ca/> (available even if you go on exchange)
- **Canadian Student Loan Program** (International loans)
- http://www.internationalstudentloan.com/canadian_student/
- Your home university



In France, International students, like French students, are eligible for housing assistance from the French government. (See *APL* below)

Check with your Home University for any travel scholarships for which you may be eligible. If these exist, they may be administered by the international/exchange office, by your department, by your home faculty, or by a central office such as Financial Aid.



ACCOMMODATION

Finding student housing in France is not always easy. We recommend that you begin your search as soon as your plans begin to take shape, and at least 3 months before your arrival in France.



In general, you have three main choices:

- **Regular student housing** (*résidences universitaires*)
- **private student housing** (*résidences privées*) and
- **private rentals**

Regular student housing

Les résidences universitaires are also referred to as Cités universitaires or in short Cité U. **CNOUS** (Centre National des Oeuvres Universitaires et Sociales) and **CROUS** (Centre Régional des Oeuvres Universitaires et Sociales) are there to help you. Visit their websites <http://www.cnous.fr/> and <http://www.crous-paris.fr/>

What types of housing does the CROUS offer?

- **Les résidences universitaires traditionnelles**

- chambre individuelle meublée (de 9 m²) (90 square feet)
- locaux collectifs : sanitaires - cuisinettes - salles de travail
- loyer : à peu près 200 € par mois
Ces chambres ouvrent droit au bénéfice de l'allocation de logement social (ALS).

- **Les résidences conventionnées**

- studio meublé type T1, T1bis de 21 à 31 m² (210 to 310 square feet) et appartement T2
- cuisinette et sanitaire dans chaque appartement
- le loyer moyen pour un T1 est de 400 € /mois

Ces logements ouvrent droit au bénéfice de l'aide personnalisée au logement (APL).

- **The local rental market**

The regional centers for student affairs *CROUS* (CNOUS www.cnous.fr) maintain a file of private rental housing (*locations*) available in the community.



<http://www.crous-grenoble.fr/> « CROUS BLEU » manages Grenoble and la Savoie manages Lyon and Saint-Étienne.

- **Private rentals**

Many universities and schools also keep track of private rentals available nearby. You should ask about housing in the course of your initial contacts with the institutions that interest you.

FNAIM (*Fédération Nationale des Agences Immobilières*/ National Federation of Real Estate Agencies). www.fnaim.fr. There are many real estate agencies.

Renting an apartment through a real estate agency in France requires:

- Making a deposit (*un acompte* ou *des arrhes*) to guarantee your payment of rent (*le loyer*)
- Paying a security deposit (*une caution*) equivalent to one months' rent prior to taking possession of the apartment
- Compensating the real estate agency for its services (the fee is generally equal to one month's rent)
- Paying "local taxes" (*la taxe d'habitation*) when the rental period includes January 1.
- Signing a lease (*un bail*). Check if maintenance fees are included (*charges comprises*); same with heating and hydro (*le chauffage et l'électricité*).

In other words it is an expensive solution.

Grenoble Universités has put together a glossary to understand abbreviations used in rentals and real estate classifieds

If you wish to share an apartment

<http://www.appartager.com/>

<http://www.recherche-colocation.com/>

Other websites to help you find a place to stay

<http://www.seloger.com/>

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

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

<http://www.mapiaule.com/>



Aide au logement étudiant

Allocation (Aide Personnalisée au Logement – ASL or APL)

Any student studying in France for more than one term (yes, even exchange and international students!) **can apply** for a subsidy from the government whether you live in a residence, an apartment or with a family. However, **some residence buildings (very few) do not qualify** so confirm whether or not what you are considering is exempt prior to signing a lease or making a deposit. You need your “Carte de Séjour” if you do not hold a European passport. The amount of subsidy you receive will reflect the amount of rent you pay. It is usually at least 30% of what you pay per month. APL or ASL depends on *Caisse d'allocations familiales* (CAF) and **you have to fill out an application**. You will not receive APL for the first month's rent <http://www.caf.fr>

Often the amount is linked to your earnings. The less you earned the higher your APL will be.

Rhône: CAF de Lyon

67 Boulevard Vivier Merle

69003 LYON

tel: 0 820 25 69 10; <http://www.lyon.caf.fr>

Loire: CAF de St.-Etienne

3 avenue Emile Loubet

42027 SAINT-ETIENNE Cedex 1

tel : 0 820 25 42 20 <http://www.caf.fr/>

Isère: CAF de Grenoble

3 rue des Alliés

38100 GRENOBLE

tel:0 820 25 38 10; <http://www.grenoble.caf.fr>

Savoie : CAF de Chambéry

20 Avenue Jean Jaurès

73022 CHAMBERY Cedex

tel 0820 25 73 10 <http://www.savoie.caf.fr/>

Haute Savoie: CAF d'Annecy

2 rue Emile Romanet

74987 ANNECY Cedex 9

tel: 0 820 25 74 10 <http://www.annecy.caf.fr/>

Taxe d'habitation

If you live in a private residence, even if you rent your place through your host university, you will probably have to pay the **Taxe d'habitation** (local real estate tax). Ask the International Office at your host university how much and when you'll have to pay, if you have to pay. **If you need to pay you will do so after you return to Canada.**

Check <http://www.impots.gouv.fr/portal/dgi/home?pageId=home&sfid=00>

Go to *Particuliers*, then *Vos impôts* then, *Taxe d'habitation*

SHORT TERM STAY ACCOMMODATION

While you are searching for a place to live, you may want to stay in a youth hostel.

Lyon

- **Auberge de Jeunesse du Vieux Lyon**

41-45 Montée du Chemin Neuf 69005 Lyon - 04 78 15 05 50

<http://www.fuaj.net/homepage/Lyon/index.html>

Métro Ligne D, arrêt Vieux Lyon

- **Auberge de Jeunesse de Vénissieux**

51 rue Roger Salengro 69200 Vénissieux - 04 78 76 39 23

http://www.fra.cityvox.fr/hotels_lyon/auberge-de-jeunesse-de-venissieux_18525/Profil-Lieu

Bus 36, arrêt Auberge de jeunesse.

- **Le Totem**

90 cours Tolstoï 69605 Villeurbanne - 04 72 65 19 19

Métro Ligne A, arrêt Gratte-ciel puis Bus 69 direction Sans Souci, arrêt Verlaine

- **Hôtel Formule 1**

16, Boulevard Irène Joliot Curie - Vénissieux - 08 91 70 52 90

Bus 36 ou 32 arrêt Viviani Etats-Unis.

- **Chambres d'hôtes**

04 72 13 99 35 www.chambreslyon.com

- **Centre International de Séjour de Lyon :**

103 boulevard des États-Unis - 69008 Lyon

33 (0) 4 37 90 42 42

<http://www.cis-lyon.com/>

Autres adresses utiles pour trouver un logement à Lyon :

- **L'Office de tourisme**

<http://www.lyon-france.com>

Place Bellecour 69002 Lyon - 04 72 77 69 69

- **Le site des étudiants lyonnais** (infos sur le logement et la vie pratique)

<http://www.lyoncampus.org/>

- **le site des étudiants de Lyon 2**

<http://etu.univ-lyon2.fr/>

It has lots of ads "For rent"

- **Le Petit Paumé**

<http://www.petitpaume.com/>

Then click on Lyon Pratique

Saint-Étienne

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

Grenoble

Le service hébergement passager est **rattaché au Pôle Logement**.

Ce service accueille, dans la limite des places laissées vacantes par les étudiants de l'académie, les étudiants venant à Grenoble, pour effectuer un stage dans le cadre de leur cursus universitaire ou pour se présenter à un examen ou un concours ou pour tout autre motif lié à leur parcours universitaire.

La demande doit être faite par courrier mentionnant les dates d'hébergement souhaitées accompagnée de la copie de la carte d'étudiant et de la convention de stage ou du justificatif de la présence à Grenoble.



La demande peut être adressée par mail, en joignant la totalité des documents demandés, à l'adresse suivante : passager@crous-grenoble.fr

Elle peut également être adressée **par fax** au : 04.56.52.88.03 ou par courrier postal à l'adresse suivante :

CROUS - Pôle logement - Hébergement passager

351 allée Hector Berlioz

38402 ST MARTIN D'HERES

Tél.: 04 56 52 88 43

General

Youth Hostels Auberges de jeunesse

1) **National Office Administration and Booking**

27 rue Pajol

75018 Paris

phone: +33-1 44 89 87 27 fax : +33-1 44 89 87 49

E-mail: fuaj@fuaj.org

<http://www.fuaj.org/>

2) **In Rhône-Alpes Auberge de Jeunesse**

10 Avenue du Gresivaudan

38130 Echirolles

phone : +33-4 76 09 33 52 - fax : +33-4 76 09 38 99

E-mail: grenoble@fuaj.org

To stay in a Youth Hostel in France, you'll need a membership card, which you can obtain from the National Association of your home country.

Please check the International Youth Hostel website for prices: <http://www.hihostels.com>

In Canada, in Ottawa

Hostelling International - Canada

205 Catherine Street, Suite 400 Ottawa Ontario K2P 1C3

Tel.: (1) (613) 237 7884; Fax: (1) (613) 237-7868 E-mail: info@hihostels.ca

www.hihostels.ca

3) Studélites en Rhône-Alpes

<http://www.studelites.com/fr/logement-etudiant-residence-etudiante-courts-sejours.cfm>

4) In most cities

www.residhotel.com

HEALTH INSURANCE IN FRANCE



Health insurance is crucial.

Before you leave Canada, make sure you know exactly what coverage OHIP (and / or your own insurance if applicable) includes and how you can be reimbursed. If you decide to come back to Canada during the Christmas holidays OHIP is your best coverage.

Check what OHIP covers while you are abroad:

<https://www.ontario.ca/page/ohip-coverage-while-outside-canada>



To get approval for continuous OHIP eligibility during a longer absence, write or visit the ministry of Health in Ontario. You will need to show a document explaining the reason for your absence. In your case, the letter of acceptance from your host university is the best proof.

You should contact your local Service Ontario – Health Card Services – OHIP office to confirm your eligibility during any absence before you leave Ontario.

Sécurité sociale – Basic health plan

The French Government now offers insurance coverage (**sécurité sociale**) also to students on exchange.

- You benefit from the same treatment as any French student.
- Chart of medical fees and refunds <http://www.msa.fr/>
- *Sécurité sociale* usually only reimburses a certain percentage (35-80%) of all medical expenses (hospitalisation, examinations, dental care, eye care, specialists, etc.).
- **Registration is mandatory and free of charge and will entitle you to reimbursement of your health care expenses:** etudiant-etranger.ameli.fr

It is always better to have more coverage than less! Therefore, it is advisable to take an extended health insurance for the duration of your stay in France.

Extended health care

If you wish, you can have FULL FRENCH COVERAGE of your medical expenses by choosing one of the many public extended group health plans (*mutuelles*) (LMDE, MNEF, USEM, MER, SMERRA to name a few) that have been approved by the government to offer the student insurance plan, besides the basic health plan.

There are four options. Check the website for more information: <http://www.smerra.fr/>

You can compare the various *mutuelles* <https://www.mutuelle-conseil.com/>

They have a lexicon, a list of terms used in health/health coverage which can be quite useful.

What is not refunded by *Sécurité sociale* would be refunded by a *mutuelle* or might be refunded by your Health coverage in Canada.

Even if you have a health plan from Canada, you can join one of the group plans to be better insured while abroad if you wish. You will be insured twice! You can then claim reimbursement either in RA or in ONT, whichever is more convenient to you, but only once! Please note that if you return to Canada for the holidays you will not be covered by the French *Sécurité sociale*.

Besides *sécurité sociale* and *mutuelle*, every student has to pay **liability coverage** (*responsabilité civile*) to protect you from liability for accidental harm you may cause to others, as well as coverage for injuries and damages you may sustain as a result of an accident.

La responsabilité civile c'est l'obligation, pour chacun, de réparer les dommages causés à autrui.

Ce dommage peut être causé soit par une imprudence de votre part, soit par la mauvaise exécution (ou l'absence d'exécution) d'un contrat.

Votre responsabilité peut être atténuée, voire exonérée, en cas de force majeure, en cas de faute d'un tiers, ou si la victime est à l'origine du dommage. Check <http://vosdroits.service-public.fr/F2123.xhtml>

- It is a good idea to also have **travel cancellation insurance**.

TRAVAILLER EN FRANCE

C'est possible ! It is legal!

This page is in English and in French. If you wish to work, you must speak French fairly well!



Tout étudiant étranger a le droit de travailler en France dès lors qu'il est inscrit dans un établissement ouvrant droit au régime étudiant de la Sécurité Sociale. Ce droit concerne tous les étudiants, y compris ceux arrivant en France pour la première fois ou inscrits en première année.

Il existe en France un salaire minimum, le SMIC (*minimum wages*). Check the amount as it changes every July 1st.

1. Trouver un emploi = un petit boulot = un job (a job). Some common student jobs are:

- cours de langue (*teach English*)
- cours particuliers/soutien scolaire (*tutoring*)

- garde d'enfant (*baby sitting*) (ask around about the rate)
- translation
- testing products such as games and software
- telemarketing and telephone surveys
- les emplois de serveurs, plongeurs (*dish washer*), cuisinier (*cook*), waiting tables

- busboy, especially in fast food restaurants.
- hand out fliers and products


You can place an ad offering your services: <https://www.socompetent.com/>

Voici quelques sites intéressants proposant des offres d'emplois :

Les CROUS (*Centres régionaux des œuvres universitaires et scolaires*) proposent des emplois dans chaque région. Pour connaître les coordonnées du CROUS le plus proche connectez-vous au site www.cnous.fr et cliquez sur la carte des CROUS.

Many websites to help you in your search:

<http://www.egide.asso.fr/jahia/Jahia/>, <http://www.campusemploi.com/>, <http://www.jobetudiant.net/>, <http://www.etnoka.fr/>.

<http://www.letudiant.fr/>  is a newspaper and it lists many jobs or internships, etc., vous proposent également de nombreux conseils, CV en ligne, annonces, adresses, etc. qui pourront vous être utiles dans votre recherche...

2. Obtenir un contrat de travail / une promesse d'embauche.

Students from member states of the European Union + Iceland, Liechtenstein, Norway and Switzerland **do not need a CST (Carte de séjour temporaire)**. However, if they want to work, students from **Bulgaria and Romania need a CST**.

Nationals from the following countries do not need a CST if they wish to work.

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

Travailler en France pendant les études : emploi, stage

1- Etudiants étrangers, travailler en France pendant les études

Un étudiant peut actuellement se faire embaucher sur simple présentation de sa carte de séjour temporaire en cours de validité portant la mention étudiant ou sur présentation du récépissé de demande de renouvellement de celle-ci, sans avoir à justifier d'une autorisation particulière délivrée par la DDTEFP. Le ressortissant étranger étudiant peut maintenant travailler à hauteur de 60% du temps de travail d'un emploi à temps plein, soit 964 heures par an.

2- Employeurs, comment embaucher un étudiant étranger ?

L'autorisation de travail a été supprimée pour les étudiants, aussi l'employeur qui envisage d'embaucher un étudiant adresse à la préfecture une déclaration d'emploi d'un étudiant étranger, 48 heures avant la prise d'effet du contrat de travail :

Cette déclaration doit être accompagnée de :

- La dénomination sociale ou les noms et prénoms de l'employeur
- Adresse de l'employeur
- Numéro du système d'identification du répertoire des entreprises et de leurs établissements ou, à défaut, le numéro sous lequel les cotisations de sécurité sociale sont versées
- Transmission de la copie recto/verso du titre produit par l'étranger (carte de séjour)
- Nom de famille, prénoms, nationalité date et lieu de naissance du salarié
- Numéro du titre de séjour de l'étranger
- Nature de l'emploi, durée du contrat et nombre d'heures de travail annuel
- Date prévue d'embauche

Cette déclaration permet à l'employeur de vérifier l'authenticité du titre de séjour fourni par l'étudiant étranger. Elle ne concerne pas les contrats de travail des étudiants étrangers en cours.

Attention : l'employeur qui ne procède pas auprès de la préfecture ou de la préfecture de police à la déclaration d'emploi d'un étudiant étranger est passible des sanctions prévues pour les contraventions de cinquième classe.

International students who work in France, and earn more than €5852 per year, should fill out an Income Tax Return Form before leaving the country, indicating their home address in Canada. If they've never paid any income tax in France, they will not receive an Income Tax Return Form before leaving.



IMPORTANT DOCUMENTS TO TAKE WITH YOU



It is a good idea to make a check list well in advance of your departure to avoid a last-minute panic. You should also make photocopies of all the important documents and cards (i.e. credit cards, health cards etc.). Take one copy with you and leave another with a friend or family member for safe-keeping.

Please note that many countries, including France, require **a passport valid three months after the expiry date of the visa**. If you are eligible for a European passport, you should definitely apply; it will make some procedures easier.

Required

- A student visa for France (See visa section in this handbook)
- The letter of acceptance/admission from your host university, and the letter confirming your participation in the Program signed by the ORA academic director

- Documents (the original often required for inspection) needed for your residence permit (see *Carte de Séjour* section).
- Medical prescriptions, eye-glass prescription (if required).
- **LOTS** of passport size photographs (Note: they do not have to be official passport photographs)

Strongly recommended

- International Driver's Permit (IDP) (*permis de conduire*). It's not mandatory. Inquire with CAA. You can drive in France with your Canadian driver's licence.
- A Youth Hostel card <https://hihostels.ca/en/> or a European Youth Hostels Card or any similar card.
- An International Student Identity Card (ISIC), available from Travel CUTS. It's useful for discounts in Europe.
- Some photographs from "home" both to keep you company and to show your new friends. A map of Canada might also be handy.
- A map of the city where you will be going

When you receive your official acceptance from a Rhône-Alpes university, make a photocopy and **keep the original in a safe place** as you will need it for registration procedures. If you are in receipt of OSAP, you should check with the appropriate office at your home university prior to departure for France. It would be wise to confirm the latest directive from the Ministry of Training, Colleges and Universities and to clarify how you will receive monies from OSAP while you are in France. You may be required to make a formal arrangement with your bank or empower a family member to deposit the funds. You should also inform the OSAP office that you will require an application form for the following year when it becomes available in the spring and provide a Canadian address to which this can be sent. Be sure that a family member forwards the form to you in France.

As in the case of OSAP recipients, those participants who have an OGS (Ontario Graduate Scholarship) or any other Graduate Scholarship retain their eligibility by virtue of their full-time registration at their home university. You should carefully check any conditions applicable to a particular scholarship but, since you are pursuing a degree at an Ontario university, it should be irrelevant that your temporary residence is in France.



ARRIVING IN FRANCE: FIRST THINGS TO DO

1. **Check in with the *Direction des Relations Internationales (DRI)*, that is the International Office of the institution you have chosen to attend and confirm your enrollment**

Registration (*inscription administrative*)

- You are registered through the exchange program and you pay your fees to your home university in Ontario.
- Registered students will receive a student card.

Course enrollment (*inscription pédagogique*)

Registered students enroll in courses (*UE unités d'enseignement*) at the office of the academic department (*UFR = Unité de formation et de recherche*) that offers the curriculum you have chosen.

When you enroll you will choose your courses and sign up for study groups that correspond to your core and elective courses.

Les Grandes écoles may have slightly different enrollment and registration procedures. Pay close attention to the documents that you will be asked to show. Originals (not copies) are often required.

Upon enrollment request a certificate of enrollment

FLE courses (Français Langue Étrangère)

ORA students are not in Rhône-Alpes to take courses at the French as a Foreign Language Institute. Usually they are allowed to take one course there and they take their courses with French students. French Departments for French students are called *Lettres Modernes* in France. That's where you will enroll if you want to take French language, linguistics, civilization/culture or literature courses. Translation courses are offered through English Departments.

2. Open a bank account as un particulier (*an individual*)

Even if French banks have branches in Canada generally speaking these branches are not open to individuals. They just operate as corporate banks.



Opening a bank account (*un compte en banque*)

It should not be too difficult to open a bank account! You need:

- Your passport
- Your temporary *carte de séjour*
- Your student card or letter from host university
- Proof of address in France

Major French banks are:

La Banque postale <https://www.labanquepostale.fr/index.html>



Here is what students have to say

La Banque Postale is part of La Poste so you are sure to find it everywhere in France and it will be open on Saturday mornings.

La Société Générale

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



Crédit Lyonnais

<http://www.lcl.com/fr/>





BNP-Paribas <http://www.bnpparibas.com/>

BNP-Paribas seems to be the most attractive bank. It has an agreement with Scotiabank.



Le Crédit Mutuel <https://www.creditmutuel.fr/cmse/fr/>



Banque Populaire <http://www.banquepopulaire.fr/>

HSBC <http://www.hsbc.fr/1/2/> and <http://www.hsbc.com/1/2/> 

You find it in Canada and in France.



UNE RELATION DURABLE. ÇA CHANGE LA VIE.

Crédit Agricole <http://www.credit-agricole.fr/>

Ask your bank in Canada to recommend one of the French banks with which they do business. Your host university may also recommend one. In September, banks try to attract students, so comparative shopping is important.

Check this website for comparative banking rates. It's quite exhaustive and very informative.

<http://www.testepourvous.com/>

3. Obtain a student residency permit (*carte de séjour*). You need *une carte de séjour* to get *sécurité sociale étudiante* and *APL* or *ASL*.

STUDYING IN FRANCE



Course selection



It is a condition of this exchange program that you pursue full-time academic studies while in Rhône-Alpes. Course selection is not the same as in Canada. The structured nature of the post-secondary education in France has a lot to do with the different approach to course selection. In reality, the majority of French students do not have a great deal of choice - particularly in the earlier years of university education. They take 90 % of their courses in their major/double major or major/minor. Also, double majors and major/minors are always in related fields, i.e. Political Science and International Studies or Law; Languages and Education, etc. French students cannot major in i.e. Law and Biology. You, however, as an exchange student are very fortunate because **you are not restricted to taking courses in any one particular *filière* (study program)**. **Provided you have a suitable background and the courses you select meet your home program requirements, you are free to enroll in most available courses.**

Some difficulties may arise, such as fitting the courses you want to take into a workable timetable. Be warned, however, that **course schedules are generally not available until the very last moment**. It is extremely unlikely that you will know definitively before you leave for France what courses you will be taking. The same uncertainty applies to RA students coming to Ontario.

Course approval

You are responsible for confirming that the courses you complete in France are accepted by your home university as credits towards your program. If you are a graduate student engaged in independent research you are responsible for having your program of study approved by your faculty advisor in your home university.

You will find when you arrive in France that the staff in the International Office at your host university will try to accommodate you the best they can regarding your course selection. It is important to remember, however, that **academic decisions are not taken in the international office** of any one institution, just like in Canada. You will often find that an individual professor has been assigned to help you with your course selection - according to your program and background.

If you have not already done so, **make sure you discuss your choice of courses with the Chair of your Department or an academic advisor at your home university.** It may not be possible to decide on “equivalents” prior to your departure. However, before making final decisions regarding your courses at your host university in Rhône-Alpes send **full** information to the contact at your home university and get confirmation **in writing** that your proposed courses are acceptable as equivalents and you will receive **credits for your major/minor.** You do not require approval for electives. Credit is granted if you pass the course.

Course work

In Rhône-Alpes universities, there are fewer guidelines describing what is expected of you. For example, how your work will be graded, what you are expected to read, which assignments you will have. Final exams are still the most important part of your final grade in most cases.

On a positive note, enrollment in each course is less limited than in Canada. From *Licence* 1 to Master 1 there will always be a spot for you. At the Master’s 2 level, the number of spaces are restricted.

Grading system

Do not try to compare the grading system with what we have in Canada. Grades are out of 20 and it is almost impossible to get 16 and over even for French students. 10/20 is a passing grade and it is the minimum requirement to obtain credit. Actually 8/20 is accepted in French universities when it can be combined with another grade and the average comes to 10/20.

French students are pleased to receive a 10/20. They too get many grades below 10! You will not be alone! Most Ontario universities will record your courses taken in Rhône-Alpes as *Pass or Fail* on your Canadian transcript. The actual grades do not appear and are not calculated into your GPA.

The following commentary written by a former ORA student gives an idea of what to expect:

6-7	Not unheard of, not wonderful
8-9	Okay, don’t panic
10	Class average
11-12	Good work/good mark
13-14	GREAT well above average
15-16	Top of the class
17-19	Almost unheard of
20	NEVER

However, if you apply to a graduate program or a professional school, you will have to provide also your Rhône-Alpes transcript as well as the transcript from your home university. The French Embassy in Canada has established a conversion table to help students who need to provide grades from a French institution. It explains how different the two systems are.

Some differences

- Be aware that you must enroll in order to write exams. Exams will probably be worth the major part of your final grade. In some cases, exam will be worth 100%.
- There is not as much interaction between professors and students. In class students take a great deal of notes. Good news: you won't have to buy textbooks.
- Make sure that you tell your professors that you are an exchange student. They might consider you as an *Erasmus* and so should you! What is an *Erasmus*? *Erasmus* is a European Student Exchange Program for European students and everyone in Europe knows it. They exchange hundreds even thousands of students each year. Don't be surprised if your professors have not heard of ORA. That's why they will automatically call you an *Erasmus*!
- Most courses consist of a lecture and a tutorial (*cours magistral et travaux dirigés* or *travaux pratiques* in science). Make sure you know how the final grade is determined. In some cases, to receive a final grade you need to take both a lecture and a tutorial although they are graded separately.
- Even if you only have a final exam in a course, don't wait until the last minute to study. Study regularly: read your notes, read recommended bibliography, study with other students.
- Often regular assignments are only considered as training for the final exam, and the grades earned do not count towards the final grade. Grades are far less cumulative in France than in Canada.
- Keep names of professors, course material, assignments, number of contact hours, etc. anything that can be useful back home to get credit for courses taken at your host university, in case you run into difficulties.
- If a mistake is made on your transcript, please report it immediately to the University abroad and the ORA director.



ECTS (European Credit Transfer System). (Licence/Master/Doctorat)

Rhône-Alpes universities use the credit system called **ECTS** (European Credit Transfer System).

The following chart illustrates the equivalence between French and Canadian systems:



FRANCE	CANADA
Baccalauréat (le Bac)	High School Diploma
Bac + 3 years of study = Licence; 180 ECTS L1 + L2 + L3	B.A. degree (3 years)
Bac + 4 years of study = Master 1 240 ECTS	Honours B.A. degree (4 years)
Bac + 5 years of study = Master 2 300 ECTS Master's degree = 2 years of study	Master's degree
Bac + 8 years of study = Doctorat 480 ECTS	Ph.D.

For the Europeans, a semester represents 30 ECTS. Check the number of ECTS for each course in which you enroll.

- The first 3 years are called **LICENCE** and they are divided into 6 semesters.
- The fourth and fifth years are called **MASTER**. Fourth year is M1 and fifth year is M2.
- In years 6 to 8 students do a **DOCTORATE**.

Fall semester is called *premier semestre* and winter semester is called *deuxième semestre*.
Undergraduate courses = *premier cycle*; graduate courses = *deuxième cycle*.



COMMUNICATIONS

As a person living in Canada you are used to be connected to a phone and a computer. It's the same in France although the French tend to communicate through cell phones more than computers.

- Telephone:** you have a choice of land line or cell phones.

For a landline you should contact France Telecom. They are the only provider. <http://www.orange.fr/>
Orange is similar to Bell Canada. Billing comes every two months.

Although Orange is the only provider of landlines, if you wish to find the lowest rates on local, national and world calls there is only one rule: comparative shopping! In France you are charged for local calls. In any case contact Orange. Call 1014. It's free from a land line.



Phone numbers have 10 digits. The first two digits (01 to 05) represent the five divisions of the country. **When calling France from another country don't dial the zero.**

01 Paris and surroundings

04 South East (Rhône-Alpes)

06 is for cell phones

Calling France from Canada: dial 011+ 33 + 9 digits No 0. (Example: calling France from Canada: **011 33 4 78 69 71 81**; calling in France: **04 78 69 71 81**).

Same rule applies for fax numbers and cell phones.

Calling Canada from France: dial 001 + area code + number.


You can call Canada from a phone booth (*une cabine téléphonique*). Phone booths have their own number so you can ask to be called back. No extra charge.

You can buy phone cards (*une télécarte*). They are sold in tobacco shops (*bureau de tabac*), newsstands (*maison de la presse*).

b. Cell phones

The French and generally speaking all Europeans love cell phones (*portables*). They use them a great deal. There are discounts for students at the beginning of the school year. Calls to and from cell phones are expensive, but you don't pay anything when someone calls you. Poor students sometimes cannot call but they can always receive phone calls.

There are four major providers in France: SFR, Bouygues Télécom, Orange and Virgin. Check their websites and compare!

SFR <http://www.sfr.fr/> or <http://www.sfr.com> 

Orange <http://www.orange.fr/> 


Bouygues Telecom <http://www.bouyguestelecom.fr/> 

The market is too vast to give all the details. Check this website to compare phone rates. They also promise calls to Canada at the local rate!

<https://www.mint-sa.fr/Pages/Accueil/accueil.aspx>

Free calls over the internet

More and more students these days use *skype* to make phone calls. Taking your own laptop with you is an excellent idea.

<http://www.skype.com/>  "Skype is the World's most popular VoIP Software!" Make **free Skype-to-Skype calls** – 24/7 anywhere in the world.

Using **WhatsApp** is a great way to call home free <https://www.whatsapp.com/>

c. Internet

The same website that compares phone rates compares Internet rates.

<https://www.mint-sa.fr/Pages/Accueil/accueil.aspx>

To have access to Internet you have a choice of providers (*opérateurs*).

The following website lists them all.

http://www.uniterre.com/r_nosliens/communication/internet.htm

Also, it gives you information where to find a Cybercafé anywhere in the world

<http://www.cybercafes.com/>

Major providers:

Orange <http://www.orange.fr/> They have a website in English http://www.orange.com/en_EN/

SFR/neufbox http://adsl.sfr.fr/?sfrcpid=t3_adsl_neufbox_aff



Alice <http://www.aliceadsl.fr>

Free <http://www.free.fr/adsl/>

d. La Poste (French equivalent to Canada Post)



TAXES

1. TVA (VAT)

There is only one tax called TVA (Taxe à la valeur ajoutée). It's **included** in price tags (service in bars and restaurants is also included in the check).

2. Income Tax in Canada

All participants must file a Canadian Tax return. The amount of tuition you pay is therefore relevant as is the number of months you are a full-time student. The T2202A issued by your home university will accurately reflect the number of months you were engaged in full time study. Check this website <https://www.canada.ca/en/services/taxes.html>

You should ensure that this form accurately reflects the number of months you were a full-time student during the academic year of your exchange. To do this make sure you have your official registration documents from France available for inspection. The academic year runs until June in France and you will gain at least an extra two months education deduction.

You should **keep all receipts relating to your travel to and from France**, including air tickets, bus tickets, train tickets, overnight and food expenses.

3. Tax Refund when you leave the EU (*détaxe*)

If you stay less than 6 months you are entitled under certain conditions to get a tax refund on what you bought in the EU and are taking with you back home when you leave the EU.

Please check which conditions apply and how you can get your refund <http://www.douane.gouv.fr/>

It's great but when you arrive in Canada you have to declare what you bring into the country... then you'd better check this website <http://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>

ADVICE AND SUPPORT

Each Rhône-Alpes university has an International Office. You will find a list of the ORA contacts at the end of this handbook. You should be able to get details on procedures, living arrangements and other aspects of academic life at these offices. The International Relations Office of your host university should be your first stop upon arrival at your host university.



Rhône-Alpes universities including International offices are usually closed the last week in July and the first two or 3 weeks in August.

Please remember that the system in France is **different** from that in Ontario and so settling in to university life may be difficult. Try to be patient. We have found the contact people in Rhône-Alpes to be most helpful and accommodating, so make contact with them if you have problems you cannot handle.

TOURISM IN RHÔNE-ALPES

There are great museums, ski resorts, theatres, festivals, quaint old villages, cathedrals, monuments, parks...



If you are interested in “what to do in Rhône-Alpes”, we leave it to you to discover what the region has to offer by checking the following websites.

Discover **Rhône-Alpes** <http://ee.france.fr/en/discover/rhone-alpes-4>

Discover **Lyon** <http://www.onlylyon.com/en/>

One event you must attend is *La Fête des Lumières* (**the Festival of Lights**) in Lyon in December.
<http://www.fetedeslumieres.lyon.fr/>

Discover **Grenoble**

https://fr.tripadvisor.ca/Attractions-g187264-Activities-Grenoble_Iserre_Auvergne_Rhone_Alpes.html

Discover **Chambéry**

https://fr.tripadvisor.ca/Attractions-g8309764-Activities-Chambery_Savoie_Auvergne_Rhone_Alpes.html

Discover **Saint-Étienne**

https://www.tripadvisor.fr/Attractions-g187269-Activities-Saint-Etienne_Loire_Auvergne_Rhone_Alpes.html

La cité du design et le musée de la mine in **Saint-Étienne** are a must

<http://www.citedudesign.com/fr/home/>

https://www.tripadvisor.fr/Attraction_Review-g187269-d1533676-Reviews-Musee_de_la_mine-Saint-Etienne

SHOPPING

Little by little you will discover stores and where to go for bargains.
There are *hypermarchés* which are very large supermarkets.

Here is a short list of the cheapest stores:



At the beginning you may need some house equipment (sheets, pillows, pots and pans, etc.) One of the best department stores/hypermarché for you is **Carrefour** <http://www.carrefour.fr/>. It has everything food included. It is similar to Wal-Mart.

For food **Ed** is one of the cheapest.

Les supermarchés et hypermarchés **Leclerc** are also a good deal <http://www.e-leclerc.com/>

There is also Leclerc mobile (for cell phones) <http://www.leclercmobile.fr/>

Champion supermarkets <http://www.carrefour.fr/>

The hard discounter **Lidl** <https://www.lidl.fr/>

For food: les marchés (*open air markets*) et les Halles (*indoor markets*). Don't miss them!

And finally, for home furnishings, bedding, decor accessories, tableware, etc. check <http://www.babou.fr/>

and Darty <http://www.darty.com/>

They also have Internet access with Darty Box

ADVICE AND INFORMATION FROM CURRENT STUDENTS

Ontario students who have studied in Rhône-Alpes universities have written pages of information and advice for you. Read them carefully. They have done a wonderful job. Their input is invaluable. You will find these reports on the ORA website at the following address

<http://ora.ouinternational.ca/ontario-alumni-reports>.

Also, you are encouraged to accept to join the ORA Facebook page. You will be able to communicate with current and past ORA students.

FINAL WORDS

For the most part the success of your exchange in Rhône-Alpes will largely depend on your attitude and actions. Quite naturally you may experience a little homesickness from time to time. Perhaps you will have an opportunity to make contact with Rhône-Alpes students from your host university at Orientation who will be able to help you out initially. Some universities have peer mentoring programs and special activities for exchange students. But the most important thing is that you take the initiative to meet and make new friends.

If you are trying to perfect your French then avoid the habit of speaking English at every opportunity. Try to train yourself to speak French from the first day - even with your fellow Canadian exchange students. This will become easier with practice. Try not to rely on the Ontario group for all your social contacts. The best way to establish a life of your own and meet the local student population is to involve yourself in a group and/or club composed of people who share your hobbies, interests or dedication to a certain sport.

HAVE AN INCREDIBLE EXCHANGE!

ORA CONTACTS AT RHÔNE-ALPES UNIVERSITIES

UNIVERSITY INTERNATIONAL OFFICE	NAMES OF ORA CONTACTS	TELEPHONE, FAX	EMAIL
Université Claude Bernard Lyon 1 8, Avenue Rockefeller 69373 Lyon cedex 08 http://www.univ-lyon1.fr	Caroline GREMY	Tel: 33 4 78 77 75 66 Fax: 33 4 78 77 72 52	caroline.gremy@univ-lyon1.fr
Université Lumière Lyon 2 86 rue Pasteur 69365 LYON Cedex 07 http://www.univ-lyon2.fr	Lisa TASSY	Tel: 33 4.78.69.74.18 Fax: 33 4 37 28 92 80	incoming-monde@univ-lyon2.fr
Université Jean Moulin Lyon 3 6 cours Albert Thomas 69008 LYON http://www.univ-lyon3.fr	Laetitia BELOT	Tel: 33 4 26 31 85 72 Fax: 33 4 26 31 85 97	laetitia.belot@univ-lyon3.fr
INSA de Lyon 20 avenue Albert Einstein 69621 VILLEURBANNE http://www.insa-lyon.fr	Magdalena CORNECI	Tel: 33 4 72 43 82 69 Fax: 33 4 72 43 62 53	welcome@insa-lyon.fr
École Centrale de Lyon 36, avenue Guy de Collongue B.P. 163 69131 ÉCULLY Cedex http://www.ec-lyon.fr	Laura VERHEYLEWEGHEN	Tel: 33 4 72 18 65 40 Fax: 33 4 78 33 18 50	laura.verheyleweghen@ec-lyon.fr
ENS de Lyon (Sciences exactes, Lettres et Sciences humaines) 46 allée d'Italie 69364 LYON Cedex 07 http://www.ens-lyon.fr	Nadine DONGUY	Tel: 33 4 37 37 66 82 Fax: 33 4 37 37 63 60	international@ens-lyon.fr
Université Jean Monnet 34 rue Francis Baulier 42023 SAINT-ETIENNE Cedex 02 http://www.univ-st-etienne.fr	Isabelle LEVAÏ-DAUDEL	Tel: 33 4 77 43 79 83 Fax: 33 4 77 73 79 71	Accueil.international@univ-st-etienne.fr isabelle.levai.daudel@univ-st-etienne.fr
Université Grenoble Alpes DGD Relations Territoriales et Internationales CS 40700 380\581 GRENOBLE Cedex 9 http://www.univ-grenoble-alpes.fr/	Sandra DILAS + Laura BARBOZA	Tel: 33 4 82 41 04 Fax: 33 4 82 41 73	incoming@univ-grenoble-alpes.fr
Université Savoie Mont Blanc B.P. 1104 73011 CHAMBERY Cedex http://www.univ-savoie.fr	Dominique CUCCOLO	Tel: 33 4 79 75 91 39 Fax: 33 4 79 75 83 65	Dominique.cuccolo@univ-smb.fr
Institut polytechnique de Gre- noble (Service Relations Interna- tionales) 46 avenue Félix Viallet 38031 GRENOBLE Cedex 1 http://www.grenoble-inp.fr	Aurélien MINET	Tel: 33 4 76 57 47 52 Fax: 33 4 76 57 48 03	international.welcomeservices@grenoble-inp.fr aurelien.minet@grenoble-inp.fr

APPENDIX A: COMMONLY USED ACRONYMS AND VOCABULARY (in alphabetical order)

Please note: every time a French word or expression was used in the handbook an English translation was given.

- **ADSL or haut débit** (*high speed Internet*)
- **ALS:** Aide au Logement Social that is APL if you get a scholarship from the government.
- **APL:** Allocation personnalisée au logement (refund of at least 30% of your rent)
- **B.U.** bibliothèque (library) universitaire and **Restau U** sometimes **RU** restaurant universitaire
- **CAF:** Caisse d'allocations familiales (for APL)
- **CM, TD** and **TP:** Cours magistral (*lecture*), Travaux dirigés (*Tutorials*), Travaux pratiques (*lab sessions*)
- **CNOUS/CROUS:** Centre National/ Régional des Œuvres Universitaires et Sociales : Office to help you find accommodation, to have your restau U card, etc. Check www.cnous.fr
- **DRI** or simply **RI:** Direction des Relations Internationales. Your first step when you arrive at your host university (International Office).
- **EDF/ GDF:** French hydro and French gas companies. Check www.edf.fr
- **HLM:** subsidized housing (*habitation à loyer modéré*)
- **HT: Hors taxes** (*before taxes*) and **TTC Toutes taxes comprises** (*taxes included*)
- **QCM: Questions à choix multiple** (*multiple choice*)
- **RIB:** Relevé d'identité bancaire (*bank account ID*)
- **SMIC:** Minimum wages; brut (*gross*), net (*what you clear*)
- **SNC:** Service non compris (*gratuities not included*)
- **SNCF:** French Railway Corporation (Société nationale des chemins de fer)

- <http://www.voyages-sncf.com/>



and <https://www.raileurope.com/>

- **TER:** Train Express Régional *regional trains* run by SNCF

<https://www.sncf.com/en/passenger-offer/travel-by-train/ter>

Within Rhône-Alpes you will take TER, i.e. to go from Chambéry to Lyon



TGV: Train à Grande Vitesse (*fast train*) to go to Paris.

- You need a reservation <http://www.tgv.com/>
- Eurostar (to London); Thalys (to Brussels); Lyria (to Switzerland); etc.



Get your carte 12-25. **ELLE EST INDISPENSABLE!**

<http://www.12-25-sncf.com/accueil/>

Transports urbains (*Transit system*):

TCL, in Lyon www.tcl.fr;

in Grenoble **SEMTAG** www.semitag.com;

in Chambéry **la STAC** <http://www.bus-stac.fr/>;

in Annecy **la SIBRA**

<http://www.sibra.fr/site/index.htm>;

in Saint-Étienne **la STAS** <http://www.reseau-stas.fr/>

TVA: stands for Taxe à la valeur ajoutée (*VAT value added tax*). In France it's always included in quoted prices. Check this website to find out TVA rates in EU

<http://ec.europa.eu/>

In France what there are three TVA rates:

Taux normal: 19,6%

Taux réduit: 5,5%

Taux super réduit: 2,1% (médicaments et presse)

UE: Union Européenne

CC: Contrôle Continu (*course evaluation without final exam*)

ECTS: European Credit Transfer System (*credits*)

FLE: Français Langue étrangère

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IAE: Institut d'Administration des Entreprises

IEP: Institut d'Études Politiques

IUT: Institut Universitaire de technologie

LEA: Langues Étrangères Appliquées

LLCE: Langue, Littérature, Civilisations Étrangères

STAPS: Sciences et Techniques des Activités Physiques et Sportives, etc.

UE: Unité d'enseignement (*course*)

EVERYDAY VOCABULARY (In alphabetical order)

Un acompte or des arrhes: *a deposit*

Une assurance: *insurance*

Assurance maladie: *health insurance*

Une assurance responsabilité civile: *liability insurance*

Une attestation: *proof*

Un bail: *a lease*

Une caution: *security deposit*

Une carte de séjour: *residency permit*

Charges comprises (CC): *maintenance fees included*

Un chéquier: *check book*

La cité or résidence universitaire: *student residence*

Un colis: *a parcel*

Une colocation; un/e colocataire (in short coloc): *shared accommodation, roommate*

Composter votre titre de transport: *validate your bus, streetcar, subway, train ticket yourself.*

Une consigne: *a locker room in a railway station/an airport.* You need exact change, and can store your luggage for 72 hours.

Not every station has one.

Coordonnées: *contacts*

Un département: a division of the region (*see Appendix B*)

État civil: *personal information*

F1, F2, etc. or T1, T2, etc.: one-bedroom, two-bedroom, etc. apartment

Un exposé: *an in-class presentation*

La fac: short for *faculté (university)*

La Fac de Lettres (Arts), de Sciences (Science), de Droit (Law), des Beaux-Arts (Fine Arts), etc.

Fac replaces *Department*; i.e. students say, "je suis en fac d'histoire" = I major in history.

Une Grande École: prestigious and very selective post secondary institution. In the ORA Program there are five: **École Centrale de Lyon (ECL)** ; **École Normale Supérieure** (sciences, Lettres et Sciences Humaines) (ENS) ; *Institut National Po-*

lytechnique de Grenoble (INPG) ; **Institut National des Sciences Appliquées (INSA Lyon).**

Une inscription académique (s'inscrire): **registration**

Une inscription pédagogique: *enrollment*

Une location: *rental* ; **un loyer:** *rent*

Un médecin traitant: *your GP*

Une mutuelle: *extended insurance*

Un particulier: *an individual*

Un pôle or site universitaire: *campus*

Un portable: *cell phone*

Un pourboire: *a tip.* It's included in restaurant bills.

Un préavis: *a notice* ; for ex. Un préavis de deux mois = a two-month notice

La Préfecture: Département *administrative building*

Une quittance: quittance d'électricité, de loyer, de téléphone (EDF or *rent or phone statement* in your name as proof of address).

Un récépissé: *a receipt*

La Sécurité sociale étudiante: *student health plan* (in short *la sécu*) provides **Assurance maladie.**

Tu vs Vous: **NEVER NEVER** say *tu* when talking to an administrator or a prof. Always address people you don't know with *vous* except your classmates. Don't mix them in the same sentence.

Les Transports: **train** (*train*), **métro** (*subway*), **tramway** (*streetcar*), **autobus** (*bus*).

APPENDIX B: THE RHÔNE-ALPES REGION

1. The region

France is divided in regions. Rhône-Alpes is a region and its capital city is Lyon. Each region is divided in *départements* (French administrative divisions). They each have a number according to their alphabetical order. Departments are often referred to by their numbers, the way we refer to our own neighbourhood by using the phone area code. The French say, “j’habite dans le 69” the same as we say, “I live in the 905 area”. In Rhône-Alpes (RA) there are 8 departments as follows:

(01) Ain: capital city: Bourg-en-Bresse; has branches of Lyon 1 and Lyon 3 Universities.

(07) Ardèche: capital city Privas; no university

(26) Drôme: capital city Valence; has branches of all 3 Grenoble Universities

(38) Isère: capital city Grenoble

<http://www.grenoble.fr>

(42) Loire: capital city Saint-Étienne

<http://www.saint-etienne.fr/>; there is a branch of l’Université Jean Monnet in Roanne in the same department

(69) Rhône: capital city Lyon

<http://www.lyoncampus.info/>

(73) Savoie: capital city Chambéry

<http://www.mairie-chambery.fr/>

(74) Haute-Savoie: capital city Annecy; has a branch of l’Université de Savoie

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

2. Postal addresses/Postal codes

These above-mentioned department numbers are used as first two digits for Postal codes, which have 5 digits in total. For example: **38 000 Grenoble**, or **69003 Lyon**. Postal code is placed in front of city name on envelopes. In Lyon the last digit indicates the *arrondissement*. Lyon is divided into 9 *arrondissements* (wards). (See List of Contacts for university postal addresses).

EUROPEAN UNION: 27 countries

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany,

Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

<http://europa.eu/>



“United in diversity” is the motto of the European Union.

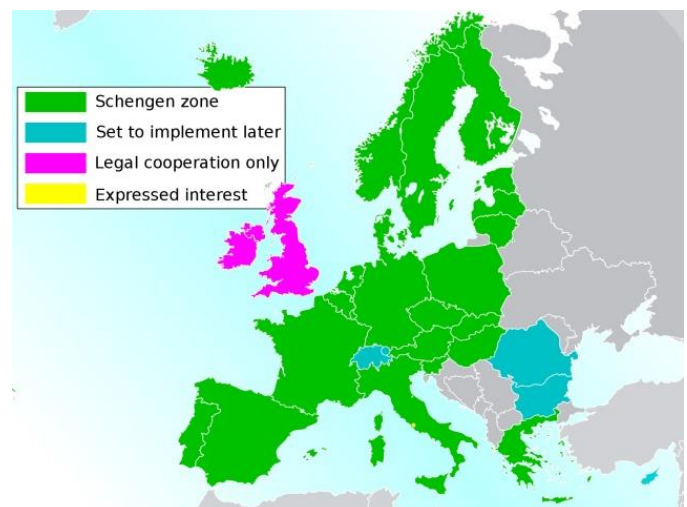
«Unie dans la diversité», telle est la devise de l’Union européenne.



SCHENGEN SPACE

Check <https://www.schengenvisainfo.com/how-to-apply-schengen-visa/>

If you hold a Canadian passport you are exempted from a visa for the Schengen States for 90 days in a 6 month period.



APPENDIX C: MAPS



AUVERGNE RHÔNE-ALPES

