Guide
for international students

International Relations Office
About us

A human-scale university in the heart of Europe

Adjacent to the largest natural park in France, Clermont-Ferrand is the capital of the Auvergne Region. Major companies (Michelin, Limagrain, Volvic, etc.) contribute to the economic growth of the city which counts 35,000 students.

World capital of short films and city of reference in terms of modern music (the Cooperative de May music venue), Clermont-Ferrand offers a wide variety of cultural events.

With such an environment Blaise Pascal university provides an ideal context to the students wishing to study in one of our major training and research areas: sciences and technologies; literature, languages and arts; human and social sciences; physical and sports activities sciences and techniques.

Blaise Pascal University has five Faculties (called “U.F.R.”, Unités de Formation et de Recherche); two Schools of Engineering; one University Institute of Technology and one Teacher Training Faculty.

With 1150 Lecturing and Research Staff, the University is well-known for the quality of its teaching and research. It has four Doctoral Schools and thirty-one laboratories and research teams, sixteen of which are associated with the C.N.R.S. (National Centre for Scientific Research) and two with the I.N.R.A. (National Institute for Research in Agronomy).

The university offers its 14,000 students courses (B.A./B.Sc., M.A./M.Sc. to Ph.D. level) in its extensively multidisciplinary fields of the Arts, Languages and the Humanities, Exact and Natural Sciences and Technology, Sports Science and Engineering.

The University also has a long tradition of welcoming foreign students (2160) who come particularly to study in the context of European programs or under the terms of international co-operation agreements with 270 institutions situated all over the world.
Guide for Students in exchange program

Application process

Application form


Step 2: Get in touch with the international relation office from your university in order to ask them to announce us your application.

Step 3: Complete your application online through Moveonline application form.

Step 4: Once you've completed the application form, you must print and sign it, and then get the signature of the professor who is responsible for your exchange in your university.

Step 5: You must send the application form with the following documents:
- Learning Agreement,
- Room reservation contract, if it’s proposed to you,
- 1 identity photos,
- A copy of your identity card or passport.

At the post address indicated on your application form, at the latest:
- 31th May for an annual stay or for winter semester (September – January)
- 15th November for a stay during summer semester (February – June)

Step 6: We will send you the letter of acceptance by e-mail after that your application has been validated by the professor responsible for the formation you’ve chosen in our university.

Learning agreement

The learning agreement describes the courses you will follow at Blaise Pascal University. To fill it, you must consult our study offers on this web link: [http://www.univ-bpclermont.fr/rubrique98.html](http://www.univ-bpclermont.fr/rubrique98.html)

For any educational question, you must contact the professor responsible for the formation you’ve chosen in our university (web link: [http://www.univ-bpclermont.fr/IMG/pdf/responsables-echanges.pdf](http://www.univ-bpclermont.fr/IMG/pdf/responsables-echanges.pdf))

Please download, fill and send the document below to our international relation office.

On arrival

You must get in touch with the International Relation s Office. Our staff will sign your arrival certificate and give you information about how to complete your enrolment in a faculty and at the Foreign Students Department (known as the “Service Universitaire des Étudiants Étrangers” in French) for classes in French language.

You also must make an appointment at this office with the person in charge of studies, Professor Laurence Gourievidis (e-mail: Laurence.GOURIEVIDIS@univ-bpclermont.fr Literature, Arts and Applied Languages Faculties) or Professor Malika El-Ghozzi (e-mail: Malika.EL-GHOZZI@univ-bpclermont.fr Science Faculties, Schools of Engineering), who will help you to choose your courses.

Furthermore, at the beginning of each semester a preliminary meeting for all foreign students is organized to answer any questions you may have. Your attendance is obligatory.

Accommodation

The cost of accommodation in Clermont remains inexpensive in comparison with other large student cities in France and Europe. Rent varies from 146€ in a hall of residence to 400€ for a one-room flat in a private accommodation.

Halls of Residence

Blaise Pascal University has 70 rooms at its disposal for international students, in halls of residence. These rooms are small and simple, and perfectly suited to the everyday needs of student life. Each has a single bed, table, chair, cupboard and washbasin. Toilets, showers and a kitchenette are available for communal use on each floor. Sheets and blankets are available. It is forbidden to cook in the rooms themselves. Each hall of residence includes a restaurant or a cafeteria, where meals at very low prices can be found.

Priority for booking and occupation of these 70 rooms is given, following proposal by the International Relations Office alone, to students coming from the most distant places, in the context of ERASMUS and official bilateral University agreements.

Monthly rent amounting to 146 Euros must be paid on 1st September, whatever your date of arrival during the first semester. In addition, a deposit of 150 Euros must be paid on arrival; you must also provide a certificate proving insurance for all risks arising from tenant status (fire, water damage, theft...).

Any request for booking commits you to payment of the monthly rent for the room:
- for a period of 10 months, from 1st September to 30th June, if you intend to follow a study program for a year
• for a period of 5 months, from 1st September to 31st January, or from 1st February to 30th June, if you intend to follow a study program for a semester.

The student must read carefully the commitment mentioned in the interior regulation signed with the CROUS and has to conform to it throughout his stay. Students cannot terminate contracts of 10 or 5 months’ duration.

In order to know more information, please do not hesitate to contact Brigitte Meilleroux e-mail: Brigitte.MEILLEROUX@univ-bpclermont.fr

In apartment, flat and studio

If you are looking for apartment, flat and studio to rent by your own, you will find numerous offers on the following websites:

- http://espaceinfojeunes.net
- http://www.yakinfo.com

You can also contact the private student Halls of Residence which are presented below:

ADAGIO ACCESS CLERMONT JAUDE, rue Giscard de la Tour Fondue 63000 Clermont-Ferrand
phone: +33 (0)4 73 17 46 00  web site: http://www.adagio-city.com
This hotel-residence hall is situated at the Carré Jaude in the town centre. It offers bed-sitters (50 “studios”), with kitchenette, individual bathroom and toilet, breakfast, laundry, fax and photocopy machines, and free Internet facilities. Rent averages at 510 € per month. They include costs like water, electricity, heating, insurance. Cleaning and change of linen are weekly. Possibility to rent per night, per week or for two weeks only (prices are adapted according to length of stay).

LE RABELAIS 23, bd Pochet Lagaye 63000 Clermont-Ferrand
phone: +33 (0)4 73 91 11 05  web site: http://www.leclubetudiant.com
This residence hall situated about 20 minutes walk from the town centre, offers bed-sitters, single-room or two-room flats with kitchenette, bathroom, toilet and laundry facilities. In addition, they offer such services as: photocopying, television and foyer with gymnastics facilities, Wifi (Internet facilities without subscription to France Telecom), and student discounts. Rent averages at 360 € per month. It is essential to reserve your room in advance, from May onwards.

STUD’CITY 9 boulevard Pochet Lagaye 63000 Clermont-Ferrand
phone: +33 (0)4 37 37 80 03  web site: http://www.studcity-clermont.com
Seven residence halls, run by permanent staff, including parking facilities and situated near the Cézeaux campus, about 20 minutes walk from the town centre, propose bed-sitters, single-room and two-room flats with kitchenette, bathroom and toilet. They offer such services as laundry, cleaning, photocopying, workroom and gymnastics facilities. Rent varies from 350 € to 450 € per month (without electricity fees).

HOME DÔME 12, place de Regensburg 63038 Clermont-Ferrand Cedex 1
phone: +33 (0)4 73 29 40 70  web site: http://www.homehouse.com
This is a private establishment situated near the town centre. It has two accommodation buildings offering individual rooms or “studios” and a self-service restaurant. On arrival, a deposit of 350 € must be paid. The basic option of 419 € per month includes breakfast in the self-service canteen, running costs and rent. It is also possible to take meals in the restaurant without the basic agreed payment. Home Dôme also provides kitchenette facilities for residents, so that they can prepare their own meals.

Housing benefit, insurance and tax

All students are entitled to a housing benefit attributed by “Caisse d’Allocations Familiales” (CAF). The benefit allocated depends on the rent charged and on your personal circumstances. It’s important to know that your rent may be significantly reduced by claiming the housing benefit. To be eligible, you must first have completed all other administrative formalities (residence permit, bank account etc...). Benefits can be claimed only from the second month’s rent onwards. You must complete an application form online at web site: http://www.caf.fr.

You also have to provide an official certificate of birth traduced in french. The traduction can be assure by Melting Trad web site: http://www.meltingtrad.com

All students also have to take an accommodation insurance to insure their flat in case of fire, flooding, theft etc. For more information you can contact LMDE web site: http://www.lmde.fr or SMERRA web site: http://www.emevia.com/smerra which propose attractive policies.
Moreover, if you rent a flat from the 1st of January, you must pay a tax called “Taxe d’habitation”. The determination of the amount payable is made by the local and county councils. The tax demand is sent out towards the end of each year with a specified end date for payment. Foresee 400 €. If you also have one or several television then the TV licence, called the la redevance audiovisuelle, is also payable with the tax d’habitation. The annual cost of the TV licence is 125€ (2012), which is subject to an annual index linked increase.

Administratives steps
Here you will find practical informations that will be very useful for your stay in Clermont-Ferrand.

University enrolment
You must check the precise dates of the beginning and end of classes as well as exam dates with the faculty where you want to be enrolled.
You can download the academic calendar from the university website.
You need to enrol at the administrative office of the faculty where you will be taking classes. On enrolment, you will be issued a student card.

Long stay visa
- If you are a national of one of the European Economic Zone (E.E.E.) countries or of the Swiss Confederation, you do not need a visa or a temporary residence permit, whatever the length of your stay. The only document necessary is a valid identity card or passport.
- If you come from a country other than those of the “European Economic Zone”, and not Switzerland, you have to get a “long stay” visa for periods of study extending beyond 3 months. More information available in English on this website: http://www.ofii.fr
- If you come from the 10 countries which have recently joined the EU: Poland, Czech Republic, Slovakia, Hungary, Slovenia, Lithuania, Latvia, Estonia, Bulgaria, Rumania or if you come from a non European country, and if you intend to work during the period of your study program (a maximum of 964 hours per year), you must produce a statement issued by your employer that he has hired you, together with a copy of your residence permit. The two documents will have to be supplied 48 hours before the planned beginning of employment. However students from the ten European countries listed above who have at least a master degree from a French university do not need this statement.
- Algerian students are still subject to the provisions of the French-Algerian agreement: they need a temporary work permit to work professionally for wages during the period of their study program (within the limits of 50 % of the annual duration of work).

Residence permit
1) If you stay in France for more than one year, you will have to complete an application form to obtain a residence permit three months before the expiration of your long stay visa.
2) The faculty where you are enrolled in Blaise Pascal University will give you this form with a list of the documents required. All the required documents when ready can be returned to your faculty.
3) After your documents have been examined by the Prefecture, you will then obtain a receipt by mail for temporary residence until the permit itself is ready.
4) As soon as the residence permit is available you will be informed directly by the Prefecture.

Social security & health insurance
Students older than 28 must take out private health insurance, whatever their nationality. They are eligible to benefit from the scheme “universal medical coverage” (C.M.U.) if they apply to the “Caisse Primaire d’Assurance Maladie” (C.P.A.M.) web site: http://www.ameli.fr

Students from the “European economic zone” (E.E.Z)
Students younger than 28 and nationals from the EEZ must arrive in France with the European Health Insurance Card, which is to be obtained before they leave their home country. Once in France, and during their stay, they can take this form and particulars of their bank account to the Immigrants Office (Service Migrants) of the Social Security Office (Caisse Primaire d’Assurance Maladie, C.P.A.M.) in Clermont-Ferrand, to claim back possible medical expenses. However, this does not guarantee complete reimbursement of medical expenses (only 65%). Students are therefore strongly advised to take out complementary health insurance with the LMDE website: http://services.lmde.com/index.php?id=15&cs=063#result or with the SMERRA website: http://www.emevia.com/smerra (specialized in student health insurance) to cover the remaining 35% of medical expenses.
Students from non European Economic Zone countries

Students younger than 28 and nationals of non E.E.E. countries have to join the student insurance scheme of the French Social Security System and pay the fees of about 200 €. However, this does not guarantee complete reimbursement of medical expenses (only 65%). Students are therefore strongly advised to take out complementary health insurance with the "Mutuelle Etudiante" or with the LMDE web site: http://services.lmde.com/index.php?id=15&cs=063#resultor with the SMERRA web site: http://www.emevia.com/smerra (specialized in student health insurance) to cover the remaining 35% of medical expenses.

In any case, if you have already contracted a public social security and health insurance policy in your home country, or if you are covered by a private insurance policy abroad, you must arrive in France with an official certificate to this effect, translated into French or into English. In this case, medical expenses are reimbursed by your foreign insurance coverage.

Students from Quebec

Students who are nationals of Quebec must arrive in France with the SE-401-Q-102-bis form, or the SE-401-Q-106 form (which can be obtained from their local Social Security Office at home). These forms give dispensation from joining student requirements in the French social security system. Students must take this form, and particulars of their bank account, to the Social Security Office in Clermont-Ferrand (Immigrants Office), to claim back medical expenses.

University Health Service

The SSIU (university health service) offers free consultations in the following fields: general medicine, gynaecology, infirmary facilities, vaccination services, free tests for HIV and hepatitis C, psychological help, psychotherapy for any student in distress...

For students and for international University teaching and research staff, the SSIU (University Health Service) is authorised by the ANAEM (“Agence Nationale de l’Accueil des Etrangers et des Migrations”) web site: http://www.clermont-ferrand.fr/anaem.html - following a medical check-up - to provide you with a medical certificate which is obligatory for obtaining a residence permit in France. You will be given official notification (date, hour) of the medical check-up.

More information is available on line: http://sante.clermont-universite.fr

How to claim back medical expenses

You will be required to pay on the spot for a consultation with a general practitioner. The cost of an appointment is currently 23 €.

The doctor will give you a form specifying the treatment dispensed, which has to be sent to the local Social Security Office for regulation (though only partial) reimbursement of the visit and any medication prescribed.

On presentation of the prescription the chemist will fill in a form specifying all medication bought. Send this, with the copy of the prescription, the doctor’s treatment form and a photocopy of your C.E.A.M. certificate, to your Social Security Office.

Social security insurance will reimburse you up to a part of the consultation and medicine by bank transfer directly to your account (don’t forget to join particulars of your bank account for the first reimbursement). If you go consistently to the same pharmacy, ask the chemist to allow you to benefit from the “tiers-payant” system (a system of direct payment by Social Security - you do not have to pay in advance for your medication, and do not have to stick the self-adhesive labels on the form given you by the doctor).

Opening a bank account

You need the following documents:
- valid passport or residence permit
- proof of fixed abode - copy of your lease or rent payment receipts

You should ask the bank for:
- a cheque book and/or a bank debit card
- slip showing details of your bank account, available at your bank (mainly asked for whenever direct bank transfers are needed - e.g., paying bills). In French, this is called a “Relevé d’Identité Bancaire”.
The International Relations Office

On arrival, if you are an exchange student, you must contact the International Relations Office.

- We will inform you about the necessary steps to obtain a residence permit, housing benefits given by the “Caisse d’Allocation Familiale”, to register at the university, to get a “Sécurité Sociale” number (national insurance number) and, if necessary, to take out private insurance.
- We will give you some brochures and maps.
- We will offer you an access to computers if you need to check you emails and keep in touch with your home University.

Each semester, the International Relations Office organizes a welcome meeting for international exchange students in order to facilitate their integration in the University.

Contact:
Brigitte MEILLEROUX (e-mail: brigitte.meilleroux@univ-bpclermont.fr)

The “Bureau d’Accueil International”

If you need some help during your stay in our University, you can contact the “Bureau d’Accueil International”.

We will answer all your questions about:
- administrative steps
- accommodation
- cultural and sport activities
- health services
- transport
- job...

Contact
Bureau d’Accueil International
17, rue Paul Collomp au rez de chaussée
63000 Clermont-Ferrand
Phone: +33 (0)4 73 40 64 87 - E-mail: bai@univ-bpclermont.fr

Free classes in french language

All Erasmus students have 5 hours of classes per week free of charge as well as students who come from partner universities if the terms of our bilateral agreements allow it. Ask for information to your home university.

"Meet and greet" program with a French student buddy

Each international student who wishes to participate in this program is teamed up with a French student “buddy” throughout the semester/year of study at Clermont Ferrand. The international student agrees to maintain regular contact with the French student in a relationship of mutual exchange.
If you wish to participate, send an e-mail before the 7th July for the fall semester or 1st December for the Spring semester to Claire Berthonneau (e-mail: Claire.BERTHONNEAU@univ-bpclermont.fr) indicating your name, your home university and your arrival details in Clermont Ferrand (date, place and time).

« UE libre » STAR (Studying The Auvergne as a Region)

These classes are all taught in English. This « UE libre » aims at offering a vast cultural panorama about the Auvergne Region to all foreign students registered (for at least one course) at the UFR Lettres, Langues et Sciences Humaines.
- Tourism and heritage in the Auvergne
- Mammoths, volcanoes and thousands of years of history
- Pascal and Modernity
- French cinema in context: the emergence of a national identity
Life in Clermont

A city on the move surrounded by nature
Clermont-Ferrand’s central position in France and Europe together with its good rail, road and air links make it a perfect starting point for visiting major French and European cities (3.5 hours from Paris, 2.5 hours from Lyon, 3 hours from Montpellier).

A strong industrial base
The city is the capital of the Auvergne region by virtue of its ancient historical traditions and considerable economic and industrial development. It is home to the Michelin tyre company. Other large companies in the region include Limagrain, Alcan-Rhenalu, Aubert and Duval, Volvic, the ‘aeronautic maintenance’ centre, Trelleborg, Capgemini, Goodyear-Dunlop and Socopa. If you are looking for an internship, there are ample opportunities.

A region of outstanding natural beauty
Clermont-Ferrand is surrounded by the largest natural park in France, the Auvergne Regional Park of Volcanoes. This area of outstanding natural beauty with its extinct volcanoes, lakes, rivers and forests is within a 15-minute drive from the city’s old historic centre and offers an extensive choice of outdoor sports activities for enthusiasts.

A safe, human-scale environment
The city of Clermont-Ferrand remains on a human-scale. Distances are short and most key places are within easy walking distance. As the university is mostly city centre based, you can easily walk to classes and save on the expense of public transport. If you prefer to live a little further out or are based on the science campus, a tramway service offers rapid and convenient links with the city centre.

An affordable budget
The cost of living remains inexpensive in comparison with other large student cities in France and Europe and the monthly budget is estimated at between 600 € and 800 €, depending on your lifestyle.

A city for living and studying in
You will enjoy the city’s friendly atmosphere and the vibrant student life generated by the presence of 35,000 students.

For sports activities, the city is equipped with an Olympic-size athletic stadium and swimming pool. The University Sports and Physical Activities Department (web site: http://sport.clermont-universite.fr) offers the entire university community over 50 sport activities.

World capital for short film festival
Clermont-Ferrand is well known as world capital for short film festival and it is also a leader in the European rock scene. If you want to practice art, the University Cultural Department (web site: http://culture.clermont-universite.fr) offers a wide range of cultural activities such as dancing, creative writing, cinema, video, vocal and instrumental music…
Throughout the year, cultural outings are organized for international students in partnership with the international students association Worldtop (web site: http://www.worldtop.fr)

Web Links:
Auvergne region: http://www.auvergne-tourisme.info
Auvergne life: http://www.auvergnelife.tv

To contact us: ri@univ-bpclermont.fr
www.univ-bpclermont.fr