



INTERNATIONAL

2016/2017



NON-EXCHANGE STUDENTS



EXCHANGE STUDENTS

STUDIES • ADMINISTRATION • SERVICES
ACCOMMODATION • INTEGRATION • CULTURE • EVENTS CALENDAR

UNIVERSITÉ DE REIMS CHAMPAGNE-ARDENNE

INTERNATIONAL STUDENT WELCOME GUIDE

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Exchange students



Non-exchange students

WELCOME MESSAGE

Dear Students,

The University of Reims Champagne-Ardenne (URCA) is proud to welcome you for the academic year 2016-2017.

You have chosen to study at a university that offers high-quality programs and strives to be close to its international students.

Welcoming and integrating international students is a priority at URCA and reflects our determination to open up to the world. Our commitment starts with upholding the quality learning environment and living conditions that are essential for academic success.

This new step in your life will involve discovering a new environment as well as learning a new language and culture.

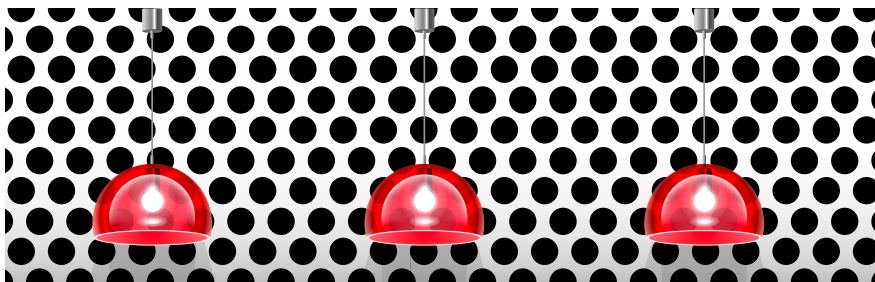
URCA's academic and administrative staff undertakes to do their utmost to ensure that you have the best possible experience here.

This guide will assist you throughout the year by providing you with information about accommodation, administrative procedures, university facilities and services, student clubs and societies as well as a campus and community events calendar.

Best wishes for an enjoyable stay and a successful academic year.

Guillaume Gellée
President of the University of Reims Champagne-Ardenne.

1. ARRIVING AT URCA



1.1 WHERE TO GO?



For non-exchange international students

© The “one-stop counter” - Espace Reims Campus

This service will be open to new international students from Tuesday 23 August to Friday 16 September 2016, 10 am - 5 pm non-stop and is located at Espace Reims Campus - 31 rue du Général Sarraill, Reims.

Please note that our deadlines are strict and we will not accept any registrations after 16 September 2016.

All required documents will be checked and verified. You will be given appointments to validate your visa at the Sous-Préfecture and to complete your administrative enrolment at the faculty that has accepted your application.



At the Espace étudiant you will find information about:

- residence permits,
- accommodation,
- transportation,
- registration for student social security

→ Student Clubs and Societies are happy to inform you about their activities and events, some of which are designed especially for EU and international students.

For information concerning pre-registration and enrolment, please access the “International non-exchange students” link at

www.univ-reims.fr

Contact:

etudiants.etrangers@univ-reims.fr



For exchange students (Erasmus and exchange programs outside Europe)

You must report to the International Relations Office (DRI) as soon as you arrive. The person in charge of incoming international exchange students is Priscilla Ebaka, who is available 9 am - 12 noon and 2 pm - 5 pm.

© SEMAINE D'ACCUEIL – INTEGRATION WEEK

URCA holds a welcome week for exchange students from 29 August to Friday 2 September 2016. At this time you will be able to finish your administrative enrolment, explore the campus and take part in various cultural activities (tours of Champagne vineyards and the city of Reims, a welcome ceremony and more). Welcome Week is a fantastic opportunity to make new friends from France and all over the world and help you integrate into the university and region as quickly as possible.

Contact to the DRI: dri@univ-reims.fr / ☎ +33 (0) 3 26 91 34 68
Direction des Relations Internationales,
14 boulevard de la Paix, 51100 REIMS



1.2 ADMINISTRATIVE AND ACADEMIC ENROLMENT



For international degree students

© Administrative enrolment

Administration enrolment for new international students at URCA takes place from Tuesday 23 August to Friday 16 September 2016 at the "one-stop counter", Espace Reims Campus, 31 Rue du Général Sarraill, Reims. Administrative enrolment must be completed before you begin your academic enrolment.

© Academic enrolment

This is a **COMPULSORY** process after your administrative enrolment. During this procedure you can register for the courses you would like to take during the academic year or semester. You will be able to choose your speciality, seminars (TD) and labs (TP).

Staff members from your department and the Registrar's office will help you with your schedule and choice of classes.

For more information contact the SEVE:

seve@univ-reims.fr

Only students officially enrolled (administrative enrolment AND academic enrolment) are allowed to take exams.

After you have received your student ID, you will receive a password to access the wireless network of the university and also your university e-mail account.

The university uses this email address to communicate important information so it is strongly recommended to check your university account daily.

Your student ID card (multiservice card) gives you access to many university services (university canteen, sports and cultural activities, university library, etc.). It also offers you certain discounts (theatre, cinema, transport, etc.).



Documents to be provided:

- diplomas /degrees (original documents) + translation
- transcripts (original documents) + translation
- letter of acceptance (original document)
- passport + student visa
- health record or immunization record

It is recommended that you make photocopies of your official documents and bring along several ID photos. Furthermore, we recommend that you have your documents translated before leaving your home country since in France it may be difficult to find sworn translation services for your native language.



RESIDENCE PERMIT (CARTE DE SÉJOUR)

Students from outside the EEC with a study visa must obtain a residence permit at the sous - prefecture of the department where their university campus is situated.

The validity of the residence permit is limited to the validity of your passport and cannot exceed the period of your studies. It is valid for a maximum of one year, but can be renewed.

Upon arrival, non-EEC students should complete an application requesting a residence permit ("carte de séjour") which will be transmitted to the Foreigners' Office of the District Office of Marne.

Non-EEC students should go to the one-stop counter (from Tuesday 23 August to Friday 16 September, 10 am - 5 pm) to begin the application process for a residence permit ("carte de séjour").

Guichet Unique - Espace Reims Campus
31 rue du Général Sarraill, REIMS

You will find more detailed information concerning visas and residence permits on the Campus France website:

www.campusfrance.org



GOING ABROAD DURING YOUR UNIVERSITY STUDIES AT URCA

The exchange programs to study abroad are open to all students, both French and international. Nationality is not one of the eligibility requirements for the international mobility programs. However, if you are accepted by one of URCA's partner universities, you need to obtain a visa from the embassy of the host country.

You can apply for different types of funding (ERASMUS + , etc.) under certain conditions.

For any questions related to mobility, please contact the International Relations Office (DRI).

Direction Relations Internationales (DRI)

dri@univ-reims.fr

☎ +33 (0)3 26 91 83 59

For more information:

www.univ-reims.fr/international

© Designated contact person for each campus:

→ Campus Croix-Rouge
17 Building UFR Lettres,
1st floor
Mme Loubna Ait-Belgnaoui
loubna.aitbelgnaoui@univ-reims.fr
☎ +33 (0)3 26 91 36 86

→ Campus Moulin de la Housse
25 Building STAPS,
1st floor
Mme Pascale Cliquot
pascale.cliquot@univ-reims.fr
☎ +33 (0)3 26 91 85 81



For exchange students (ERASMUS + and exchange programs outside of Europe)



© Administrative enrolment

You must go to the International Relations Office (Direction des Relations Internationales, DRI) with the required documents (see *Required documents" in the section below) to confirm the beginning of your study period.

This is necessary for your administrative enrolment and to obtain a French student ID card.

© Academic enrolment

The DRI will introduce you to a program coordinator who will validate or modify your "Learning Agreement," as well as organise your course schedule.

The program coordinator will help you with the choice of your subjects and any other educational concerns.

In order to finish your enrolment you must go to the registrar's office on campus.

Here you will receive a map of the campus and orientation advice.

You can also find your course schedule on the online "virtual office".

*Required documents:

- student ID card / proof of registration at your home university
- European health insurance card or the equivalent. Please note that non-European students must pay a fee to obtain coverage under the student health insurance plan (€215 for the year 2015-2016, with likely price changes in 2016, see page 9)
- Identity card/passport with visa for non-EU students
- Proof of accommodation.
- Two identity photos.

BEFORE GOING BACK TO YOUR HOME UNIVERSITY

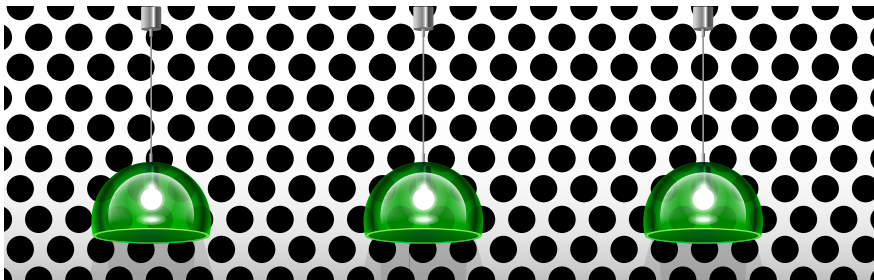
All exchange students must obtain:

- a certificate with the exact dates of their study period (from the DRI).
- an academic transcript (from the registrar's office of their faculty).

Don't forget that you must give notice of your intention to vacate your flat before the legal deadline.

2. PRACTICAL INFORMATION

FOR EXCHANGE AND NON-EXCHANGE STUDENTS



2.1 ACCOMMODATION

© Accommodation in a student residence

If you would like to live in a student residence you should contact the CROUS as soon as you finish your pre-enrolment. You can contact them via Internet: www.crous-reims.fr where you can find a description of the different types of accommodation, the cost and the application procedure.



For non-exchange degree-seeking students

International students who intend to earn a degree at URCA must create a Dossier Social Etudiant (DSE) to be eligible for the social aid and/or accommodation administered by the CROUS. Online registration: January - May.

Find information about the DSE and accommodation at the CROUS. The type of social aid and accommodation depend on your personal situation. www.crous-reims.fr/logement



For exchange students (ERASMUS + and exchange programs outside Europe)



To reserve a room, please check the CROUS website www.crous-reims.fr/logement and make a reservation by following the instructions. All the services offered by the CROUS can be found on the online portal for student formalities and student services.

www.etudiant.gouv.fr

If you have a specific question, please use our online contact form at

www.messervices.etudiant.gouv.fr

A reply will be sent to you as soon as possible.

You can see a list of available private sector housing at www.lokaviz.fr or through the association ESN-eREIMSmus, which offers studios and shared flats specifically geared to international students



2.2 HEALTH AND SOCIAL SECURITY

© FOR EUROPEAN STUDENTS (exchange and non-exchange students)

You must ask for the European health insurance card or the form E128 from your insurer prior to leaving your home country. This card allows you to access public health care services in France (doctors, pharmacies, hospitals or clinics). If these services are not free, the charges will be refunded to you immediately or after you return to your home country.

© FOR EUROPEAN STUDENTS (exchange and non-exchange students)

You must subscribe to the French national health care system, the “sécurité sociale”. The two main insurers are la Mutuelle Générale (MGE L) et La Mutuelle Des Étudiants (LMDE).

There is an annual fee of around €200 to join the “student social security system” or “le régime étudiant de sécurité sociale” (RESS).

You join through either LMDE or the MGEL. You pay per year and you must be less than 28 with proper legal status in France. Students who are older than 28 are advised to obtain private health insurance in their home country that includes coverage in France. Students who stay in France for less than 3 months cannot be covered by the French student social security system. However many insurers have special offers for them.

Since French social security doesn't cover all medical expenses (it covers up to 80% of your medical expenses), you are advised to obtain private, supplemental insurance known in French as "mutuelle" or "complémentaire".



SUPPLEMENTAL MEDICAL INSURANCE ("La Mutuelle")

Supplementary or complementary insurance will cover partially or entirely the difference between the doctor's fee and the refund from the national social security system. There are special offers for students starting at €6.50 per month.



HEALTH INSURANCE CARD ("Carte Vitale")

Non - European students who have contracted with a primary and / or a mutual insurance at an insurance company will receive an Health Insurance Card ("Carte Vitale"). You have to present it every time you go to the doctor's or the pharmacy. It allows you to get medical fees reimbursed quickly and easily.

If you haven't yet received the card you must present a provisional certificate, pay the fees yourself and then send the care sheet to your insurer to get reimbursed.



2.3 OPENING A BANK ACCOUNT



You are advised to open a bank account as soon as you arrive if you would like to receive housing aid and refunds for your medical expenses.

It may be useful to ask your home bank if they have a partner bank in France to make opening a bank account and ensuing interbank operations easier. Transferring money between associated banks is also often less expensive.

We recommend that you compare the different services offered by banks. Some have special offers for students and young people under 25 such as free or half-priced bank cards, loyalty schemes, etc.

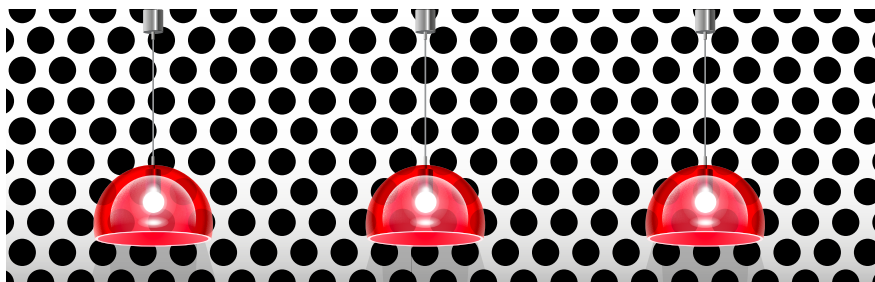
After you have opened a bank account you will get a Cheque book, a bank card and a RIB.

Cheque books are mostly free of charge whereas bank cards cost €30-40 per year.

There are usually fees charged for transfers between French banks (€0.60 to €4). Cheque books are a good alternative and are often used to pay for everyday purchases, rent and bills. If you spend more than you have in your account, you will be charged a steep overdraft fee, also called "agio".

A RIB or "Relevé d'Identité Bancaire" is a French bank document which details the coordinates of your bank branch and account. It is required for many financial operations from setting up direct debits to paying your utility bills or rent.

3. STUDENT CLUBS AND SOCIETIES



URCA boasts more than 80 student clubs and societies reflecting a large variety of fields and interests such as culture, sport, community and charity etc. Click on the following link to view the student clubs and societies guide:

www.univ-reims.fr/international > mobilité des étudiants > venir étudier à l'URCA > associations étudiantes



3.1 LIST OF INTERNATIONAL STUDENT CLUBS AND SOCIETIES

Non-exhaustive list

ALGERIA	Association des Étudiants Algériens de Reims <i>Association of Algerian students in Reims</i>
BENIN	Association Béninoise des Étudiants de Champagne <i>Beninese Association of the students in Champagne-Ardenne</i>
CHINA	Association des Enseignants-chercheurs et des Étudiants Chinois de Reims <i>Association of Chinese professors and students in Reims</i>



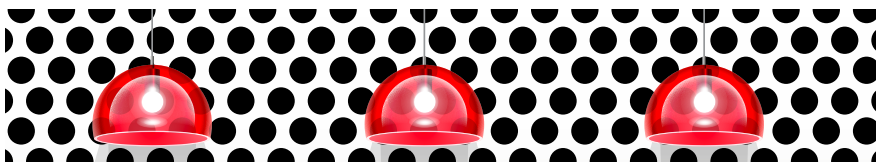
GABON	Association des Étudiants Gabonais de Reims <i>Association of Gabonese students in Reims</i>
GUINEA	Association des Guinéens de Reims <i>Association of Guineans in Reims</i>
MALI	Association Malienne des Étudiants de Reims <i>Association of Malian students in Reims</i>
MAROCCO	Étudiants Marocains de Reims <i>Moroccan students in Reims</i>
MAURITANIA	Association des Ressortissants Mauritaniens de Reims <i>Associations of Mauritaniens in Reims</i>
SENEGAL	Association Rémoise des Étudiants Sénégalais <i>Association of Reims of Senegalese students</i>
CHAD	Association Rémoise des Étudiants Tchadiens (A.R.E.T.) <i>Association of Reims of Chadian students</i>
TUNISIA	Association Tunisienne Rémoise pour le Développement <i>Association of Tunisians of Reims for the Development</i>
VIETNAM	Association des Étudiants Vietnamiens à Reims (AEVReims) <i>Association of Vietnamese students in Reims</i>



3.2 ESN- EREIMSMUS

ESN-eREIMSmus aims to help support the integration of international students (exchange and non-exchange) by setting up a mentoring program (Buddy system) and a number of activities and cultural excursions (theatre, entertainment, concerts, cinema, trips to Paris, Amsterdam, Strasbourg etc.).

4. EVENTS CALENDAR



Throughout the year:

© BUDDY SYSTEM (URCA / ESN-EREISMUS)

The Buddy System is a peer support scheme that pairs up a new international student with an established URCA student or “Buddy”. For international students, the program helps them to integrate more quickly into the French way of life and provides them with support during the initial administrative procedures (opening a bank account, buying a SIM card, insurance etc.).

buddy-system@ereismus.org / dri@univ-reims.fr

<http://esnereismus.buddysystem.eu>

© CINE-CLUB FOR STUDENTS – French cult movies (URCA)

The University of Reims Champagne-Ardenne holds a monthly French cult film series at the Jean Falala Médiathèque. An ideal way to get to know France, the films all have French subtitles to make them easier to understand for international students.

© APEROS DES LANGUES (by ESN-eREIMSmus)

Take part in a discussion in the language of your choice in a pleasant atmosphere over a drink.

www.ereismus.eu

© “TROYES ENGLISH/SPANISH AND GERMAN NIGHTS” in Troyes

Speak English, Spanish and German in Troyes and meet other people with the same passion for foreign languages.

www.babeltroyes.com/



SEPTEMBER

SEMAINE D'ACCUEIL – INTEGRATION WEEK (URCA) from Monday 29 August to Friday 2 September 2016

(For the exchange students)
In the mornings: french courses at CIEF (Centre International d'Etudes Françaises)
In the afternoons: cultural activities organised by the university..

JONGLISSIMO FESTIVAL 7 – 11 September 2016

This festival features evenings of juggling, workshops and training courses.
www.festival-jonglissimo.fr

JOURNÉE EUROPÉENES DU PATRIMOINE (HERITAGE DAY)

One weekend per year, historical sites all over France open their doors to the public free of charge. This is your chance to see monuments, privately owned buildings, gardens, government sites and many cultural spots usually closed to the public.
www.journeesdupatrimoine.culture.fr

LES CLÉS DE TROYES 13, 14, 15 September

The city of Troyes holds several free student nights to help students integrate through the discovery of its various cultural and social venues. The event attracts over 2500 students and is an excellent opportunity for students to discover the cultural diversity of the city of Troyes.
www.clesdetroyes.com

WAR ON SCREEN - International film festival, Châlons-en-Champagne 28 September to 2 October 2016

Unique among international film festivals, War on Screen focuses on the unparalleled links between film production and the war.
www.waronscreen.com

OCTOBER

I LOVE REIMS CAMPUS ! (city of Reims)

The city of Reims warmly welcomes its students and holds three free evenings of entertainment and activities, featuring opportunities to meet others, exchange ideas and discover the city's sport and cultural facilities. Key dates:
4 October: sports evening at the Rene Tys sport complex
11 October: cultural evening at la Comedie
20 October: international evening at le Manège
Please join us and bring your friends!

INTERNATIONAL SPEED MEETING (URCA) 20 October 2016

URCA holds an intercultural speed-dating event for all its students, both French and international. Meet students from all over the world in seven 7-minute conversations.
www.univ-reims.fr/international

NIGHT OF THE STUDENTS OF THE WORLD 20 October 2016

Every year the city of Reims in collaboration with the University, the Crous and the ESN-eREIMSmus hosts an evening of festivities to welcome the international students who have chosen to study in Reims. Held in most of France's big cities, the celebration includes tasting events.
www.nuitdesetudiantsdumonde.org/nem

RUN IN REIMS 9 October 2016

The 2nd edition of Run In Reims offers 3 different races as a unique way to discover the city: 10 km, semi-marathon and marathon
www.runinreims.com/fr

NOVEMBER

AMBASSADEURS EUROPEENS (CRIJ Europe Direct) - European ambassadors

50 European exchange students from the region visit schools in the Champagne-Ardenne Region. The aim is to exchange experience, share first-person accounts and engage pupils, apprentices and high-school student in discussions about Europe, European citizenship and mobility programs. Open to European Erasmus+ students, international students, Eurodyssée and Erasmus+ trainees, language assistants, au pairs etc.
www.europedirectjeunes-ca.fr

STUDENT NIGHT AT THE MUSEUMS

The museums of Reims open their doors to all students until midnight.

www.culturecommunication.gouv.fr

JAZZ 51 FESTIVAL

An annual festival dedicated to jazz music where you can hear some of the most well-known jazz artists.

www.djaz51.com

DÉCEMBER

CHRISTMAS VILLAGE

More than 120 chalets are set up on the Place Drouet d'Erlon and Place du Forum. A gourmet village is also featured in front of the Hôtel de Ville. Several programs every day.

www.reims.fr/noel

FEBRUARY

REIMS SCÈNES D'EUROPE

The big cultural institutions of Reims offer dance, theatre and musical shows with performers from all over Europe. This festival also features The Young performing Art Lovers (YPAL), a European meeting of young performers and spectators

www.scenesdeurope.eu

MARCH

CANDY PARTY - SOIRÉE BONBONS - AUTOUR DU MONDE (URCA)

As part of the annual French Language Festival, URCA holds a Candy Party in a friendly atmosphere dedicated to modern languages, intercultural exchange and many candies!

CAMPUS DE BACCHUS - Le Grand Défi (URCA) STUDENT WINE TASTING CHALLENGE

The student wine tasting challenge is a blind wine tasting contest. Participation is free but registration is required. Salle des fêtes, Hôtel de Ville.

www.univ-reims.fr/international

APRIL

STUDENT SHORT FILM FESTIVAL - FESTIVAL TURBO FILM (URCA)

Make a short film in 24h! A jury composed of professionals and cinephiles will choose the best movie, the best actor and script.

www.univ-reims.fr/vie-des-campus

INTERNATIONAL STUDENTS' DAY CULTURES EN FÊTE - (URCA)

This multicultural day showcases the diversity of cultures on URCA campuses and gives a glimpse into international experience. Come and discover new horizons and meet the different nationalities and cultures that make up the URCA community! The program includes games, gastronomy and arts from around world.

www.univ-reims.fr/international

JOB FAIR

This regional event is a must for all job seekers. Several hundred job offers, employers and interactive workshops.

www.forumjobs.org

MAY

EUROPE DAY - 9 May

On the occasion of Europe Day, all big European cities organise events and gatherings to celebrate Europe and promote European values.

www.crij-ca.fr

JUNE

LES FÊTES JOHANNIQUES (THE FESTIVAL OF JOAN OF ARC)

More than 200 artists and 140 artisans gather together to commemorate Joan of Arc at this medieval festival. A highlight is the Grand Coronation Parade when 800 participants follow Joan of Arc in a procession to the Cathedral.

www.reims-fete.com

FÊTE DE LA MUSIQUE 21 JUNE CELEBRATION OF THE MUSIC

The Fête de la Musique is not just a festival but rather a popular and free event open to amateurs, professionals and anyone who wants to perform.

www.fetedelamusique.culture.fr

LES FLANERIES MUSICALES DE REIMS

A music festival with 45 classical concerts held in unusual and prestigious venues such as the Cathedral or the Abbey of Saint-Remi. At the end of the festival, enjoy the outdoor concert picnic at Parc de Champagne.

www.flaneriesreims.com

FESTIVAL FURIES

Circus and street theatre festival in Châlons-en-Champagne.

www.furies.fr

JULY - AUGUST

LE CABARET VERT FESTIVAL

An eco - festival of Rock music & the region in in Charleville - Mézières with a unique and multicultural atmosphere.

www.cabaretvert.com

Facebook



www.facebook.com/Univ.ReimsChampagneArdenne
www.facebook.com/urca.relationsinternationales

Twitter



@universitereims
@Urcadri

CONTACTS

Réseaux sociaux

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contact@photografis.fr > 06 26 42 61 40



RECEPTION CENTRES FOR INTERNATIONAL STUDENTS

14 boulevard de la Paix 51100 REIMS

INTERNATIONAL RELATIONS OFFICE (DRI)



Exchange
students

The DRI implements the international policies of the University of Reims Champagne-Ardenne. Throughout the year the DRI is available to help international students with any questions involving their mobility in France (Learning Agreement, integration etc.)

DRI

14, boulevard de la Paix
51097 Reims Cedex FRANCE

☎ +33 (0)3 26 91 83 59

Fax : +33 (0)3 26 91 30 63

mail: dri@univ-reims.fr

Opening hours:

Monday to Friday

from 9am to 12 am and

from 2 pm to 5 pm.

OFFICE OF EDUCATION AND STUDENT'S LIFE (SEVE)



Non-exchange
students

The aim of the SEVE is to implement the educational policy of the University relating to student life and studies in collaboration with the Registrar of the various faculties. Presently there are more than 25 000 students, including international 2 700 students who have chosen to study in the Champagne-Ardenne Region.

SEVE

14, boulevard de la Paix
51097 Reims Cedex FRANCE

☎ +33 (0)3 26 91 39 44

mail: seve@univ-reims.fr

mail: etudiants.etrangers@univ-reims.fr

Opening hours:

Monday to Friday

from 9am to 12am and

from 2pm to 5pm.



<http://ecahe.eu/home/internationalisation-platform>



Reims.fr



#jeVeux2025