

INTERNATIONAL

INTERNATIONAL STUDENT WELCOME GUIDE

2017-2018

STUDIES

ADMINISTRATION

SERVICES

ACCOMODATION

EVENTS



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WELCOME MESSAGE

Dear Students,

The University of Reims Champagne-Ardenne (URCA) is proud to welcome you for the academic year 2017-2018.

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 Gellé
President of the University of Reims Champagne-Ardenne



I. ARRIVING AT URCA

I.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 Wednesday 23rd August to Friday 15th September 2017, and is located at the one-stop counter (espace Reims Campus) - 31 rue du Général Sarrail, Reims, open non-stop from 9 am to 5 pm.

Please note that our deadlines are strict and we will not accept any registrations after 16 September 2017.

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 will be 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 › formations › inscriptions/scolarité › admission/candidature › étudiants internationaux

Contact : etudiants.etrangers@univ-reims.fr



For international exchange students (Erasmus+ and exchange programs outside Europe)

As soon as possible after your arrival, you should report to the Office of International Affairs (Direction des Relations Extérieures et du Développement Internationale, or « DREDI »).

Your main contact here is Priscilla Ebaka, who is in charge of incoming international exchange students.

She is available Monday through Friday from 9 a.m. to 12 noon and 2 p.m. to 5 p.m.
priscilla.ebaka@univ-reims.fr

SEMAINE D'ACCUEIL - INTEGRATION WEEK

Monday 28 August to Friday 1 September

URCA holds a welcome week for exchange students where you will complete your administrative enrolment, get to know the campus and take part in a wide range of cultural activities and events such as a visit to Champagne vineyards, a tour of Reims, a welcome ceremony and more! Welcome Week is also a fantastic opportunity to make new friends from France and all over the world. It is designed to help you integrate into our university and region as quickly as possible.

To contact the DREDI:

dri@univ-reims.fr / +33 (0) 3 26 91 83 59

Direction des Relations Extérieures et du Développement International,
(Office of International Affairs)

9 Boulevard de la Paix, 51100 REIMS



I.2 ADMINISTRATIVE AND ACADEMIC ENROLMENT

For international degree students:

Administrative enrolment

Administration enrolment for international students new to URCA takes place from Wednesday 23 August to Friday 15 September 2017 at the "one-stop counter", Espace Reims Campus, 31 Rue du Général Sarrail, Reims.

You will be given appointments to enrol administratively at the faculty that has accepted your application. Administrative enrolment must be completed before you begin your academic enrolment.

Academic enrolment

This is a COMPULSORY process after your administrative enrolment. Academic enrolment is the process of selecting courses for your upcoming program of study.

You will enrol in seminars (TD) and labs (TP) as well as choose your electives.

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

For more information, contact Service des Enseignements et de la Vie Etudiante (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 (student dining halls, sports and cultural activities, university libraries, 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. In addition, we recommend that you have your documents translated before leaving your home country since it may be difficult to find sworn translation services for your native language once in France.

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.

As soon as possible after arrival, non-EEC students should go to the one-stop counter to begin the application process for a residence permit ("carte de séjour"), which will then be transmitted to the Foreigners' Office of the Prefecture of the Marne.

« One-stop counter » - Guichet unique - Espace Reims campus
31 rue du Général Sarrail, Reims

You will find more 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. French nationality is not an eligibility requirement for our 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 various types of financial aid (ERASMUS +, etc.) if you satisfy eligibility requirements.

For any questions concerning student mobility, please contact the DREDI

Direction des Relations Internationales et du Développement International

dri@univ-reims.fr

Tel : +33 03 26 91 39 39

www.univ-reims.fr/international

Designated contact person for each campus:

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

- Campus Moulin de la Housse
Building 25 - 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 Office of international Affairs (DREDI) 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 DREDI will introduce you to a program coordinator and help you prepare your "Learning Agreement," as well as organise your courses and academic timetable.

The designated campus contact person (DRESDI) will give you your course schedule and help you find your way around the campus.

You can also consult your timetable online.

*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 euros for the year 2016-2017, with likely price changes in 2017)
- Proof of civil liability insurance (attestation de responsabilité civile)
- 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 pick up:

- a certificate with the exact dates of their study period (DREDI)
- their 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

2.1 ACCOMMODATION

(For *exchange and non-exchange students*)

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. For contact details and information on the different types of accommodation, the cost and application procedure, consult the Crous website www.crous-reims.fr

For non-exchange degree-seeking students :

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

For more information on the DES and accommodation, go to www.crous-reims.fr/logement
The type of social aid and accommodation depends on your personal situation.

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

In order to reserve a room please check the CROUS website

www.crous-reims.fr/logement and make a reservation by following the instructions.

To meet your individual needs, all the services offered by the Crous can be found on the online portal for student formalities and

Student Life 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.

www.ereimsmus.eu/fr/venir-a-reims/se-loger



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 EI28 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 NON-EUROPEAN STUDENTS (exchange and non-exchange students)

You must subscribe to the French national health care system,

la "sécurité sociale". The two main insurers are the la Mutuelle Générale (MGEL) et La Mutuelle Des Étudiants (LMDE).

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

You can join through either the 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 from € 6.50 per month.

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 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 check book, a bank card and a RIB. Check books are mostly free of charge whereas bank cards cost 30-40 euros per year. There are usually fees charged for transfers between French banks (€ 0.60 to € 4). Checks 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 or 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 60 student clubs and societies reflecting a large variety of fields and interests such as culture, sport, community and charity etc.

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)

AFRIQUE	Union rémoise des étudiants africains de Reims (UREAF)
ALGERIE	Association des Étudiants Algériens de Reims
BENIN	Association Béninoise des Etudiants de Champagne
CHINE	Association des Etudiants Chinois à Reims
COTE D'IVOIRE	Association des Ivoiriens de Reims
INTERNATIONAL	Association ESN-eREIMSmus
GABON	Association des Etudiants Gabonais de Reims
GUINEE	Association des Guinéens de Reims
MALI	Association Malienne des Etudiants de Reims
MAROC	Association des Etudiants Marocains de Reims
MAURITANIE	Association des Ressortissants Mauritaniens de Reims
SENEGAL	Association Rémoise des Etudiants Sénégalais
TCHAD	Association Rémoise des Etudiants Tchadiens
TUNISIE	Association Tunisienne Rémoise pour le Développement

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 - Programme de parrainage étudiant

(URCA / ESN-eREIMSmus)

The Buddy System is a voluntary peer support scheme that pairs up a new international student with a second, third+ URCA student to help with the transition into French life and provide support during the initial administrative procedures (opening a bank account, buying a SIM card, insurance etc.).

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

<http://esnereimsmus.buddysystem.eu/>

CINE-CLUBS FOR STUDENTS - French cult movies

(URCA)

The University of Reims Champagne-Ardenne holds a monthly French cult film series at the Jean Falala Médiathèque. Get to know France and its culture through its cinema. The films have French subtitles to make them easier to follow.

www.univ-reims.fr/international/

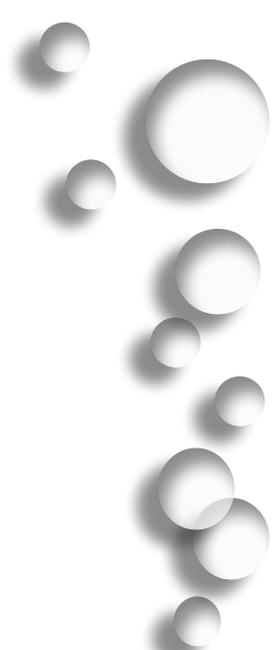
"TROYES ENGLISH/SPANISH AND GERMAN NIGHTS"

à Troyes

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

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

Non-exhaustive list.



September 2017

SEMAINE D'ACCUEIL - INTEGRATION WEEK (URCA)

from Monday 28 August to Friday 1 September 2017

(For the exchange students)

Mornings: French language courses at the CIEF (Centre International d'Etudes Françaises).

Afternoons: cultural activities organised by the university.

WELCOME CEREMONY (URCA)

Friday 1 September 2017- Campus Croix-Rouge, building 18, 6 pm

URCA's welcome ceremony for all international students will feature a cocktail reception, the ever popular medical student brass band « Les boules de feu », the university cheerleading team, a chance to meet your buddies and more!

WELCOME BACK DAY #TVDC #TaVieDeCampus (URCA)

Thursday 14 September 2017 - Halle des sports Croix Rouge

Come out and meet the various student services (sport, culture, health, career resources, etc.) as well as URCA's student clubs and partners. Kickstart your year with this fun and informative day! Live entertainment and activities including concerts, talent show, BBQ etc.

www.univ-reims.fr

CINE-CLUB FOR STUDENTS : Intouchables (URCA)

Wednesday 20 September-Médiathèque Jean Falala 7 pm

Free entrance / French subtitles

LES CLÉS DE TROYES

The city of Troyes holds a free giant scavenger hunt over several evenings to help students meet each other and get to know the city's various cultural and social venues. The event attracts over 2500 students and is an excellent opportunity for students to discover Troyes' rich cultural heritage.

www.clesdetroyes.com/

WAR ON SCREEN International film festival

September -October 2017. Châlons-en-Champagne

Unique among international film festivals,

War on Screen focuses on the unparalleled links between film production and war.

www.waronscreen.com/



October 2017

INTERNATIONAL MOBILITY FAIR *(CRIJ Europe Direct /URCA)*

Friday 13 October - Hôtel de Ville de Reims

An information event held by URCA and CRIJ (Centre Régional d'Information Jeunesse) about the many exciting opportunities available to go abroad including study, internships, au-pair, volunteering and more.

I LOVE REIMS CAMPUS ! *(City of Reims)*

The city of Reims warmly welcomes its students with three free evenings of entertainment and activities. A great opportunity to meet other students, exchange ideas and discover the city's sport and cultural facilities. Come on out and bring your friends!

INTERNATIONAL SPEED MEETING *(URCA)*

19 October 2017 - Manège de Reims - 6 pm

URCA holds an intercultural speed-meeting event for French and international students. Meet students from all over the world in eight 8-minute conversations.

Pre-registration required at:

www.univ-reims.fr/speedmeeting2017

STUDENTS OF THE WORLD EVENING *(Ville de Reims / ESN-eREIMSmus)*

19 October 2017 - Manège de Reims - 9 pm

Every year the city of Reims in collaboration with the University, Crous and ESN-eREIMSmus hosts an evening of festivities to welcome international students studying in Reims.

Held in most of France's big cities, the celebration includes tasting events.

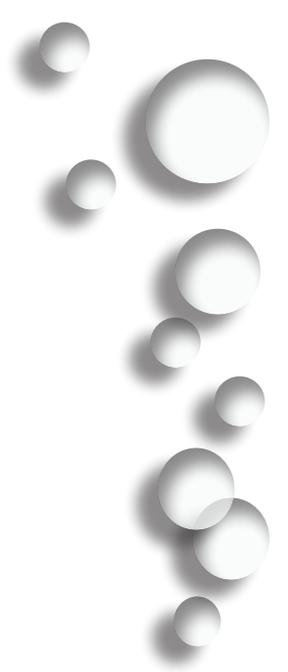
www.nuitdesetudiantsdumonde.org/nem/

RUN IN REIMS *(Ville de Reims)*

15 October 2017

The 3rd annual Run In Reims offers three different races as a unique way to discover the city: 10 km, semi-marathon and marathon

www.runinreims.com/fr



November 2017

AMBASSADEURS EUROPÉENS - European ambassadors

(CRIJ Europe Direct)

50 European exchange students from the region visit schools in the Champagne-Ardenne region to share experiences and engage pupils, apprentices and high-school students 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.

NIGHT OF MUSEUMS, STUDENT EDITION

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

www.culturecommunication.gouv.fr

FESTIVAL JAZZ 51

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

www.djaz51.com

December 2017

CHRISTMAS MARKET

In the heart of the city centre, over 120 traditional wooden chalets adorn the streets at Christmas time. Daily events programme.

www.reims.fr/noel

SOIRÉE GLÜHWEIN

A debriefing evening organised by the university for exchange students going back at the end of the first semester. Enjoy some Christmas treats and a pleasant moment together.



February 2017

REIMS SCÈNES D'EUROPE

The main cultural institutions of Reims offer dance, theatre and musical shows with artists and companies 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 2017

SOIRÉE FRANCOPHONIE (URCA)

As part of the annual French Language Festival, URCA holds a candy party. Come enjoy a warm and fun atmosphere dedicated to languages, intercultural exchange and lots of candies!

www.univ-reims.fr/international/

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

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

www.univ-reims.fr

April 2017

CULTURES EN FÊTE - INTERNATIONAL STUDENTS' DAY

(URCA)

This multicultural day showcases the diversity of cultures at URCA and gives a glimpse of what lies beyond France. Come and discover new horizons and meet the various nationalities and cultures that make up our university community! The program includes games, food and arts from around world.

www.univ-reims.fr/international

FESTIVAL TURBO FILM (URCA)

24 hour film challenge

Make a short film in 24 hours to be judged by a panel of professionals and film buffs. Open to students and non-students. Public projections.

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



May 2017

EUROPE DAY - 9 May

On Europe Day, cities all over Europe organise events to celebrate Europe and promote European values.

www.crij-ca.fr

LA MAGNIFIQUE SOCIETY

Electronic and experimental music festival in Reims.

<http://lamagnifiquesociety.com/>

June 2017

LES FÊTES JOHANNIQUES

Over 200 artists and 140 artisans gather together at this medieval festival to commemorate Joan of Arc. At the Grand Coronation Parade you can see Joan of Arc on horseback leading a procession of 800 participants towards the Reims Cathedral.

www.reims-fete.com

FÊTE DE LA MUSIQUE - MAKE MUSIC June 21

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

www.univ-reims.fr

LES FLANERIES MUSICALES DE REIMS

A music festival with 45 classical and jazz 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 theater in Châlons-en-Champagne.

www.furies.fr

July / August 2017

LE CABARET VERT FESTIVAL

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

www.cabaretvert.com





Univ.ReimsChampagneArdenne
urca.relationsinternationales



@universitereims
@Urcadri
#TaVieDeCampusURCA

**DIRECTION DES RELATIONS EXTERIEURES ET
DU DEVELOPPEMENT INTERNATIONAL (DREDI)**
(Exchange students)

The DREDI implements the international policy of the University of Reims Champagne-Ardenne. Throughout the year the DREDI is available to help international students with any questions involving their stay in France (learning agreement, integration etc.)

DREDI

9, boulevard de la Paix
51097 Reims Cedex FRANCE
Tel : +33 (0) 3 26 91 83 59
Email: dri@univ-reims.fr

Opening hours: Monday to Friday
from 9 am to 12 noon
from 2 pm to 5 pm.

**DIRECTION DES ETUDES ET DE
LA VIE UNIVERSITAIRE (DEVU)**
(Étudiants hors programme d'échange - freemovers)

The aim of the DEVU is to implement the educational policy the University relating to student life and studies in collaboration with the Registrar of various faculties. Presently there are more than 25000 students, including international 3000 students studying in the region.

DEVU

14 D, allée des landais
51000 Reims - FRANCE
Tel : +33 (0)3 26 91 39 44
Email: seve@univ-reims.fr / etudiants.etrangers@univ-reims.fr

Opening hours: Monday to Friday
from 9 am to 12 noon
from 2 pm to 5 pm.

