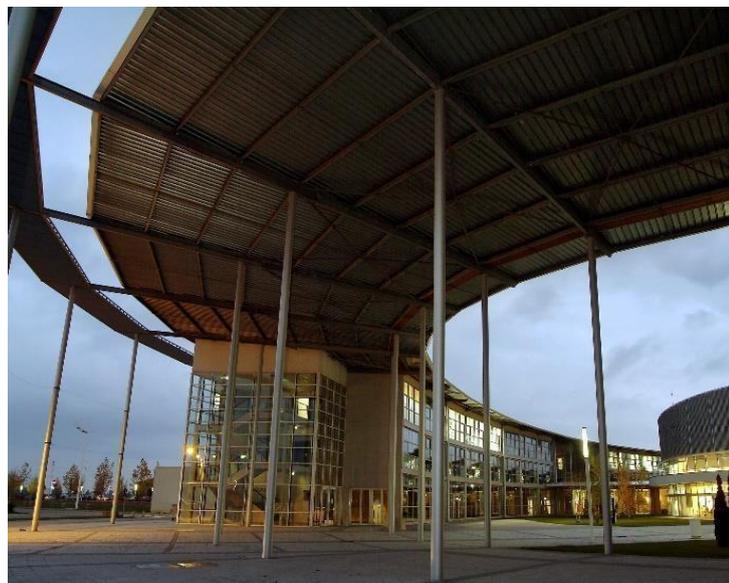


Welcome
to the
UTT!



University of Technology of Troyes

International students guide

This guide contains practical information about the UTT and student life in France in general.

Welcome to UTT!

Nowadays, engineers must adapt and work quickly in new and multicultural environments. An international experience has become a key point for recruiters and in the professional world. This period of exchange is a good way for students to get familiar with an international environment, to learn a foreign language and specially to obtain additional and complementary competences.

If you are looking for a unique experience abroad for 1 or 2 semesters in a renowned university, the UTT is on top of your list!



All the members of the University of Technology of Troyes, students, professors and administrative staff welcome you to the UTT and hope that your stay will be a very enriching experience academically, socially and culturally.

Our aim is to provide an environment that suits both your needs and expectations.

We advise you to read thoroughly this handbook. If you have general questions, or if you would like to give feedback on this guide, you are welcome to do so by sending an email to incoming@utt.fr.

Chapter 1: The University of Technology of Troyes

About UTT

- 37,300 m² of purpose-built facilities set in beautiful natural surroundings: 5,000 m² of new laboratories, 2,000 m² of library, 4,000 m² for sport ...
- 2 mechanical engineering work platforms spanning 2,200 m².
- 7 Engineering degrees (Engineering, Master, Phd).
- 2,600 students, 175 PhDs (9 research teams).
- 24% of international students (183 partner universities).



Education

The standard French engineering curriculum lasts 5 years and is the equivalent of a Master of Science (MSc). It is accredited by France's independent engineering degree accreditation body, CTI and can be tailored to each student's individual career objectives as from the first year. UTT offers 7 engineering degrees, a master's program with the choice of 9 specializations, a PhD research program in 3 specialist areas, as well as work-integrated learning (WIL) modules which combine academic study with paid workplace learning (leading to either a vocational degree, an engineering degree or a master's).

Education at the UTT is designed as an arborescent structure: Common Core (the first two years), followed by a Common Core of Major studies (first year of specialization), and finally the Major with its chosen specialization (two last years of specialization), so that the students can gradually build up their own curriculum.

The 7 majors offered at the UTT are:

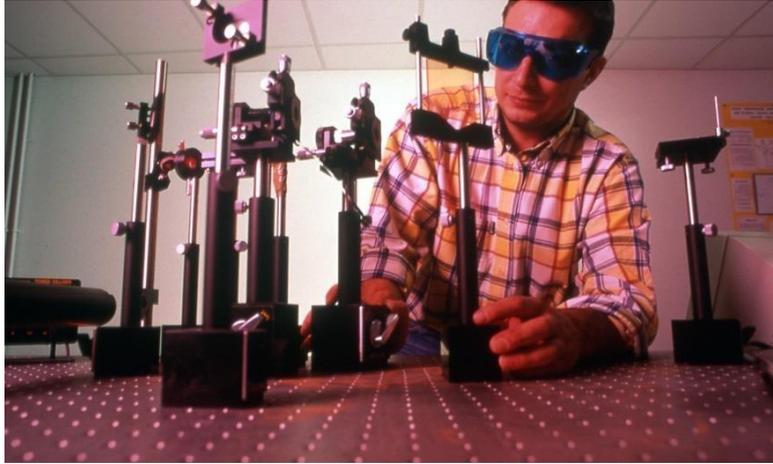
- Control and Computer Engineering (A2I)
- Industrial Engineering (GI)
- Informatics and Information Systems (ISI)
- Mechanical Engineering (GM)
- Materials Science and Technology (MTE)
- Materials Processes and Manufacture (MM)
- Networks and Telecommunications (RT)

In addition to the 5 years engineering degree, the UTT also awards a one-year post-graduate diploma, the Master of Science, Health and Technology which includes three emphases: “Mechanics and Physics”, “Information Technology and Communication Sciences”, and “Engineering and Management”, each offering three areas of specialization. In “Optics and Technologies”, one of the specializations of the “Mechanics and Physics” emphasis, courses are given also in English.

Business and Innovation

The UTT maintains close relations with the industrial world. One third of its lecturers come from industry and the university has numerous research contracts with public and private organizations. During their Major, students must undertake two semesters of professional work experience (12 months). In recent years, the University has reached its goal of expanding and improving its international links both on a quantitative and qualitative basis. The university has relations with several foreign universities through bilateral agreements and various networks.

It is now entering the 3rd phase of its development, focusing on industrial relations, (including industrial placements) and research (fundamental and applied).



The UTT grading system

Since 1990, with the introduction of the ERASMUS program, the European Union has set up the ECTS scheme (European Credit Transfer System) to enable students to validate their periods of study abroad. The ECTS is a system of academic recognition of learning achievements and transfer of credits throughout the EU, providing a way of measuring and comparing academic results and transferring them from one institution to another.

The ECTS system is based on 3 main principles:

- Information on courses available and students' results
- Agreement between the participating institutions and the students
- The use of Credit Points

These three core elements are implemented by means of 3 key documents:

- The information package
- The application form/learning agreement
- The transcript of records

ECTS credits are a value allocated to course units to describe the student workload required. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution. Thus, 60 credits ECTS represent the workload of a year of study (30 credits = one semester). It is up to the individual participating institution to subdivide the credits for the different courses over the year.

Each credit course is worth 2, 4 or 6 ECTS.

The ECTS grade is complementary to but does not replace the mark given by the institution concerned.

The assessment of a course corresponds to a letter (A, B, C, D, E and F):

A Excellent (10% of students)

B Very Good (25%)

C Good (30%)

D Satisfactory (25%)

E Pass (10%)

F/FX Fail

At the UTT, **there is no “catch up”** or second examination session in any given semester.

Studies in UTT

As explained previously, the UTT curriculum offers a high level of flexibility as they are based on a cumulative credit system divided into 2 semesters. Every semester, students choose their courses among a wide range of credit courses, to find the ones that best suit their studies, building up their own educational pathway

Visiting students can select courses from both Common Core and/or Major studies (including the specializations) under the conditions that the courses are available for the given semester and compatible with the university’s timetable. They can choose credit courses across Majors. But the students’ final selection must be approved by both their home institution and the UTT. Although most of the teaching is conducted in French, some of the courses are taught in English.

Studies or internship?

During a standard semester in UTT, students need to validate 30 ECTS credits.

The UTT offers a certain number of credit courses (called “TX”) that require practical knowledge and project work. Students who select these courses work in small groups in close contact with a member of the teaching staff. A list of topics for these courses is published before each semester and students can easily register for them.

Students can combine a semester of study with a semester of internship: in a company during their exchange at UTT, the internship taking place during the 2nd semester or within one of UTT's laboratories. For students who intend to do a work placement outside the university in a company, their internship must be preceded by a semester of studies at the UTT.

Sandwich course is possible in UTT: these placements can therefore be followed in parallel or not with a regular semester of study

The various possibilities presented above have been created to help visiting students to find the "right combination" as to satisfy to their home institution's requirements and to have a very enriching experience in France.

Upon arrival, an advisor (member of the teaching staff) is assigned to each student, whose role is to provide academic advice throughout students' period of studies at the UTT, and a "buddy" chosen among the UTT students to help in all daily chores and to facilitate their integration within the University, the city of Troyes and the French Society.

The academic calendar

The academic year is divided into two semesters:

- Fall semester (from September to mid-January)
- Spring semester (from Mid-February to June)

The Fall and Spring semesters are separated by an Inter-semester period lasting around 4 weeks.

Chapter 2 – Application and welcome

International Center contact details

Address :

12 rue Marie Curie - CS 42060 –

10004 TROYES CEDEX

Phone: (33) 03 25 71 76 00

Website : www.utt.fr

Thierry BOULOGNE , <i>Director of International Relations</i>	<u>international.center@utt.fr</u>
Michel LEGAULT , <i>International partnerships</i>	<u>international.center@utt.fr</u>
Christine NININO , <i>Administrative and Finance Manager</i>	<u>christine.ninino@utt.fr</u>
Emilie RICHARD , <i>Incoming students advisor</i>	<u>incoming@utt.fr</u>
Florent JEANNOT , <i>Incoming students advisor</i>	<u>incoming@utt.fr</u>
Jean-Guy SAURA , <i>Communication</i>	<u>jean_guy.saura@utt.fr</u>
Academic advisor incoming students	<u>creditcourses@utt.fr</u>
Aurélien MATHIEU , <i>Study abroad advisor / Erasmus + and European and Russian destinations</i>	<u>outgoing@utt.fr</u>
Ombeline PIERRARD , <i>Study Abroad Advisors / Asian and Eurasian destinations</i>	<u>outgoing@utt.fr</u>
Andrea BERNARD , <i>Study abroad advisor / North, Central and South American destinations</i>	<u>outgoing@utt.fr</u>
Ling GONG , <i>Asian affairs</i>	<u>ling.gong@utt.fr</u>
Louison COUSIN , <i>Agreements and partnerships monitoring</i>	<u>louison.cousin@utt.fr</u>
Nancy LOMBARD , <i>Administrative Assistant</i>	<u>nancy.lombard@utt.fr</u>
Grégory NARAYANAN , <i>International Relations Data Administrator</i>	<u>gregory.narayanan@utt.fr</u>
Elodie MAUFFROY , <i>Cooperation project coordinator/ Projet IMPACT</i>	<u>elodie.mauffroy@utt.fr</u>
Olga MALIKOVA , <i>Administrative Manager/ Projet ASICIAO</i>	<u>olga.malikova@utt.fr</u>
Catherine SIGAL , <i>Project Manager</i>	<u>catherine.sigal@utt.fr</u>

Note that the incoming staff members are in charge of the incoming students and are their main speakers before and during their stay. Students can contact them by e-mail or come to see them in their office Room K008 during the regular opening hours: Monday- Friday 9:00 am -12:30 pm and 1:45 pm -5:00 pm (the office is however closed every Monday afternoon, Wednesday morning and Friday afternoon).

Is my university a partner with UTT?

For those who are studying at one UTT partner university, please contact at first the International Relations Office at your university regarding the application procedure for going on exchange.

For those who are studying in a university, which does not have any partnership with UTT, it is still possible to study at UTT by paying the tuition fees as a regular student.

For the non-European students, please register as well on CampusFrance.

Application procedure

Exchange students are welcome to the UTT for a period of study from 1 month up to 1 academic year. To apply to the UTT for a semester of exchange or a double degree students have to create an account and fill in the relevant forms on our [Online portal](#).

Important: applications will be processed only if students **are officially nominated by e-mail**, by the person in charge at the home university to incoming@utt.fr.

Application deadlines for each year: Fall semester - April 15th / Spring semester - October 15th

Intersemester program (summer/winter schools)



Before the start of the regular semester, we strongly recommend students, coming either for the Fall or the Spring semester, to enroll in the intersemester program. This is a 4-week program during which students can attend:

- Intensive French language courses (4 ECTS credits, students are dispatched in groups depending on their level) - *French language courses are also taught during the semester for international students (4 to 8 hours per week).*
- CS03-Project Management courses (6 ECTS credits - taught in English).

This program is free of charge for students coming from partner universities and has been created to facilitate the students' cultural, social and academic adaptation to the UTT and France.

This is also a way for international students to validate courses (10 ECTS) and so to carry a lighter workload during the semester, 20 ECTS instead of 30, which represents the usual workload for French students. For students with a good language level, these courses will enable them to study in French while for others; they will provide them with the necessary skills to function at ease within the French society.

Different visits and activities are also organized during the intersemester to enable students to get to know more about the UTT, Troyes and the Champagne region (visit of Troyes' city center, visit of the region, visit of a champagne cellar, game activities downtown...). Please note that accommodation, transportation, food, activities and personal expenses are to be paid by the students.

Students from partner universities have also the possibility come to the UTT only to attend this 4-weeks program.

Welcome upon arrival

To benefit from a welcoming in France students must:

- Arrive during the official arrival dates according to their participation or not to our intersemester program.
- Submit their arrival form (online platform) before the deadlines.
- Students must schedule their flight to France according to the pick-up offer: a bus comes every official arrival dates to pick up the students at 3:00 pm in CDG (Paris – Roissy Charles de Gaulle airport). The bus takes the students to Troyes where the International Center staff welcome the students and drive them to their accommodations.

It is very important for the International Center to know the exact day and time international students expect to arrive: it is compulsory to contact the International Center in case of missing connecting flight or train.

❖ WARNING:

- There is no other pick-up offer so students must read and respect all the conditions.
- Underage students must arrive in the UTT with their tutor in order to deal with any administrative documents related to their accommodation and registration to UTT.

Checklist (before leaving home)

Students MUST bring the following documents with them in France:

- **Passport or Identity card** (identity card is only accepted for the European students): it is important to check the expiry dates of these documents before coming in France.
- **Student visa**: please contact a French Consulate/Embassy in your home country for further details.
- **Birth Certificate**: proving the nationality, issued by the appropriate authorities in your home country, must be accompanied by a sworn translation in French (not compulsory). A birth certificate is required to apply to CAF and to register at the UTT (it must not be older than 3 months and must bear an « apostille »).
For non European student: Birth certificate translation is extremely expensive in France so we strongly advise students to do it in their home country.
- **Proof of income or financial resources**: students needing to apply for a resident's permit will have to submit, along with their application, a document certifying that they will have at their disposal enough money for their academic year. For more information, please contact your consulate. Students, who will get a long-stay visa, will have to validate it with the "OFII" office. The OFII procedure is to be done online (registration + buying of a excise stamp), within 3 months after the arrival in France.
- **Student's identity card from the home university**. When the online procedure is complete, students receive a certificate which confirms the validation of their resident's permit.
- **Health insurance**: compulsory online registration for non-European students (see tutorial video). European students must produce a European Health Insurance Card
- **Home insurance documents**: **Attestation d'assurance Habitation + Attestation de Responsabilité Civile** (compulsory to get the accommodation's keys, fees are paid in France or online).

Students from Quebec must produce the **form SE401Q106** duly signed and stamped from the relevant authorities in the home country.

Reception week

At the start of both semesters, there is a Reception week that the foreign students should attend. During that particular week, students will undertake several administrative formalities such as courses' registration, reception of their identification card and personal e-mail address, visit of the library, etc. During this week, students will be able to meet their academic advisor and their French buddy.

During Reception Week the Student Union organizes several activities aiming at familiarizing all incoming students with their environment and facilitating their integration into the university. Freshers' weekend is the major event that closes Reception Week. Attendance is not

compulsory but most students participate in this event which, in its organization and implementation phases, is closely supervised by the university's administration.

Freshers' weekend is one of the UTT 's major social and sporting events that foreign students should not miss.

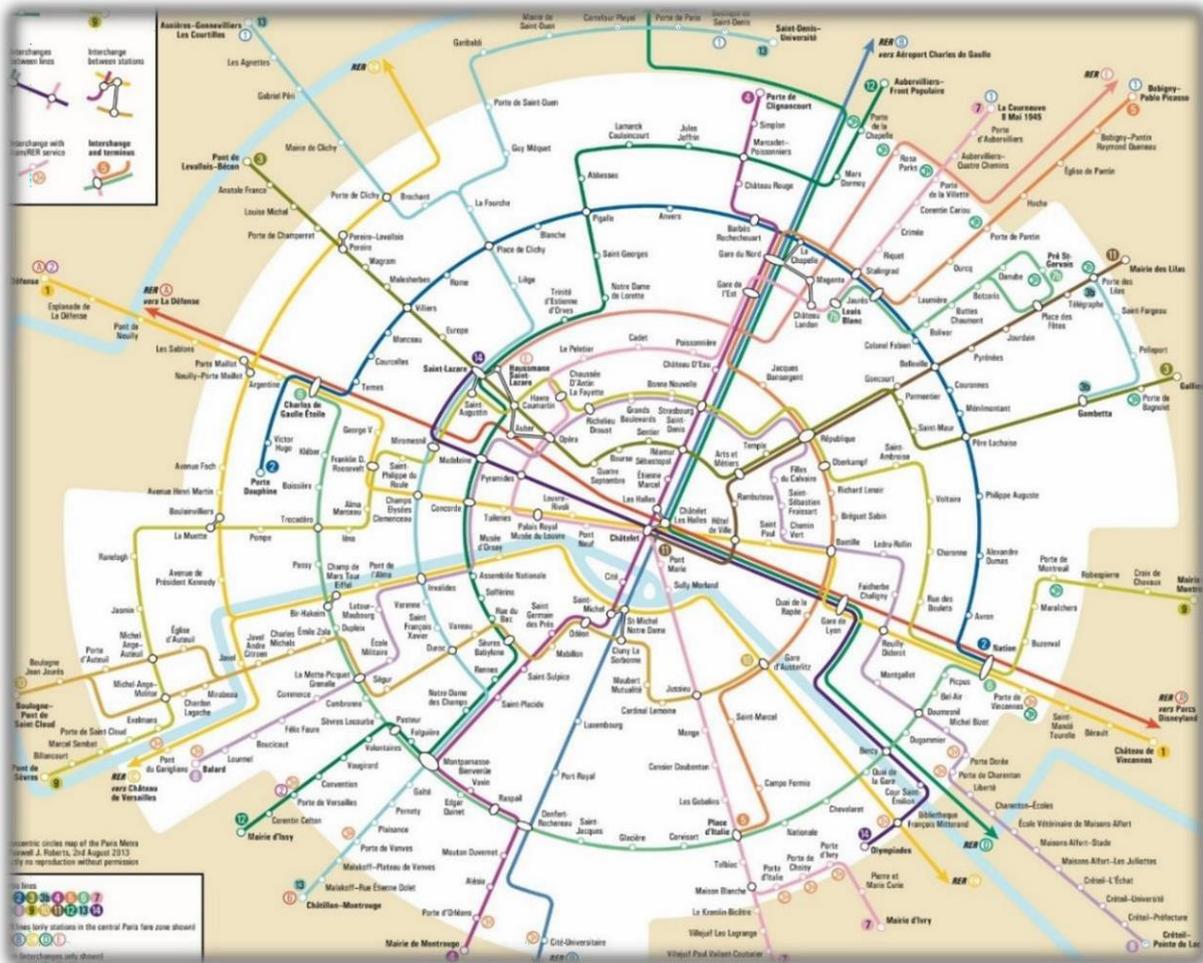


Getting to the UTT

- Arrival in Paris (please note that the indicated prices may vary from reality):
 - From Paris Gare Montparnasse: take the Ligne 4 direction Porte de Clignancourt.
 - From Paris Gare du Nord: follow the indications to go by foot at Gare de l'Est or take the Ligne 5 direction Place d'Italie.
 - From Paris Gare de Lyon: take the Ligne 1 towards La Défense, change at Chatelet for Ligne 4 direction Porte de Clignancourt and stop at Gare de l'Est.
 - From Roissy Charles De Gaulle Airport: take the RER B (Metro) to Gare du Nord. Take the subway line 4 heading to Mairie de Montrouge and get off the subway at Gare de l'Est. Or by bus: Find the Bus stop for line 350 to Gare de l'est.
 - From Orly Airport: take the automatic metro Orlyval to "Antony" station then take the RER line B in the direction of the "Gare du Nord". Students must get off at the "Gare du Nord" and walk to the "Gare de l'Est" (10 minutes), or take the underground M4 towards "Porte d'Orléans" and get off at Gare de l'Est.
 - From Paris-Beauvais: take the Navette "Paris-Beauvais" direction Paris "Porte de Maillot" and stop at Porte de Maillot. Walk to "Neuilly Porte Maillot" and take the line 1 direction "Chateau de Vincennes", change at "Chatelet" for Ligne 4 direction "Porte de Clignancourt" and stop at Gare de l'Est.

In Gare de l'Est, go for train station ticket counter and ask for a one-way ticket to Troyes:
<https://www.sncf-connect.com/app/home/search>

- ❖ Warning: Hop on and off the subway quickly. Doors open and close within an interval of about 30 seconds!



Arrival in Troyes' train station:

Troyes is situated on the Paris-Bâle railway line. There are trains to Troyes from Gare de l'Est every 2 hours ([see online](#)). The journey from Gare de l'Est to Troyes is approximately one hour and a half. The ticket costs around 30€.

Getting to the UTT:

From Troyes' train station, take the bus line 6 at the bus stop « Gare Perrier » heading to Chartreux up to the bus stop « Technopole ». Get off the bus at « Technopole ». Bus ticket costs around 1,35€. Students can either take a taxi (approximate cost during the day 10€ and 20€ at night).

Access map Train station - UTT



Chapter 3 – Students services

The Library

The library (Bibliothèque Universitaire) spans 2,200 m² and holds 35 000 monographs, 10000 databases and 420 study places.



In the reading room, the library offers newspapers, magazines, books and reference works (dictionaries, encyclopedias, etc.) in the fields of science, technology, human and social sciences and languages, and in all kinds of versions (paper, video, audio, electronic).

The information system enables tracing of documents (available, on order, on loan). Another version also gives access to the documents of the two other French Universities of Technology (Compiègne and Belfort-Montbéliard).

The computerized documentary research service (RDI) enables access to bibliographical, numerical, textual databases situated within the national and international servers (fee service).



You may check online the library [opening hours](#). Opening times are shorter during the university holidays and longer before exam periods.

☎ 03.25.71.56.00 ☎ bibliotheque@utt.fr

University cafeterias

There is a canteen, the « Restaurant Universitaire », near the UTT, serving hot lunch.

Open Monday to Friday: 11:30am to 1:30pm (closed during holidays).

One meal costs 3,25 € (payable either by cash OR with the UTT student's card).



- ❓ Vietnamese Restaurant (next to the university restaurant)
Open Monday to Friday : 11:30am to 1:30 pm
A meal costs between 3€ and 4.60€
- ❓ UTT cafeteria (next to the UTT reception desk)
Open Monday to Friday: 7:30am to 6:30pm
- ❓ Mac Donalds" - Fast Food Restaurant (15 minutes-walk from the UTT) 30 avenue Maille,
10800 Saint-Julien-les-Villas - Phone: 03 25 71 07 00
Opening days and hours : Monday to Sunday: 9:30am until 10:30pm
- ❓ Pat'à pain" - panini, sandwich, pizza restaurant (20 minutes-walk from UTT) 60 blvd de
Dijon, 10800 Saint-Julien-les-Villas - Phone: 03 25 82 35 59
Opening days and hours : everyday 6am to 9pm.

Clubs and associations

There are over 30 clubs and associations, thanks to the energy and commitment of their members, enable our university to be so much more than just an institution providing education

- The Students' Union (BDE) acts as a catalyst for all this energy. It coordinates most extra-curricular activities: clubs and associations' projects. Equally important, it is the students' representative body for the university administration: bde@utt.fr



- **Pulsations (Music Club and Choir):** This club gathers some of the most interesting music groups of the UTT and is aimed at all those interested in instrumental and choral music. A room is booked for them and during the week, different periods are set aside for practical sessions and beginners' training. They organize some musical parties especially the "Scène Ouverte" – which stands for "Open stage" - (a 600-students event); pulsation@utt.fr.
- **Fanfar'UTT :** This is the brass band of the UTT. These musicians are always there for festivals, sporting events... to share their passion for music and furious rhythm; fanfarutt@utt.fr.
- **UTT Gala** (BDE Gala committee): The Gala is held annually within the University's premises and it welcomes over 2000 people. The Gala's benefits are given to a different *charitable organization* each year. The committee organizes it. The objective is to do better than the predecessors ; gala@utt.fr.



- **[INTERLINK \(International Students Association\)](#):** This association participates actively in the reception of foreign students. Its main objective is to facilitate the students' integration in the university, in the city and in France and to encourage interactions between French and international students. Throughout the year, it organizes several activities (cultural, artistic, sports...).



And many others

Argentique	<u>argentique@utt.fr</u> (photography club)
Media UTT	<u>media@utt.fr</u> (club of the 7th art)
Club Bières	<u>c-bieres@utt.fr</u> (organizes gatherings for students and teachers of the UTT)
La Roue Verte	<u>laroueverte@utt.fr</u> (bike association)
UTT Marine	<u>marine@utt.fr</u> (Sailing and Water Sports Club)
ASUTT	<u>asutt@utt.fr</u> (sports association)
Rock	<u>rock@utt.fr</u> (dancing)
Theatre Club	<u>theatre@utt.fr</u>

Bringing vitality to the campus, these clubs and associations bring you the best of the UTT so do not hesitate and get involved!

SPORT FACILITIES

Sports play an important part of the students' life at the university. Sports are not compulsory, but their practice is strongly encouraged.

Students wishing to take part must subscribe to the [sports union](#) (25€/semester –50€/year). There are more than 40 sporting activities on offer. For certain activities there may be a small surcharge. Students may also participate in different university competitions.

Activities on offer:

- Team sports: Basketball, Football, Futsal, Handball, Roller, Hockey, Rugby, Ultimate, Volleyball, Water polo.
- Individual sports: Aerobics, Aikido, Athletics, Rowing, Badminton, Body Barre, Boxing, Canoeing, Capoeira, Horse-riding, Climbing, Fencing, Fitness, Golf, Gymnastic, Hip Hop, Juggling, Judo, Karate, Krav maga, Modern Jazz, Body-building, Swimming, Relaxation, Salsa, Self Defense, Squash, Step, Tennis, Table Tennis, Viet-Vo Dao, Sailing, MTB, Yoga, Zumba

E-mail: stephane.goudry@utt.fr

Student card

Once students' enrollment is effective, they receive a multi-service student card: student card is your 'UTT ID'. Make sure you always have it with you. Moreover, it's your ID for exams.

The student card is used to:

- Access to the UTT buildings
- Print through UTT printers (manage your electronic prints wallet)

Pay in campus restaurants (Izly electronic wallet)

Note: When 1st delivered, 50 printing/photocopy credits are automatically put on the card, but students have to put some money by themselves if they want to add some credits when they have no more left or if they want to eat at the university restaurant.

If students pay the BDE subscription (20€ for one semester, 30€ for the year), they can:

- Access the parties
- Use 'BuckUTT', the student electronic money
 - Buy coffees, teas and snacks in 'Le Foyer' (student place/cafeteria in UTT)
 - Buy tickets for parties
 - Buy food and drinks at parties
 - Buy school supplies
 - Buy UTT students clothes and goodies (sweats, ...)
- Use UTT lockers
- Rent supplies from BDE
- Get discounts on big UTT events (Gala UTT, R2D, SdF, ...)
- Get discounts with BDE partners (Restaurants, ...)



Note: BDE means 'Bureau des Etudiants' translated by 'Student Desk / Student Office / Student Union'

The student Portal and account

Once students' enrollment is effective, they receive a personal ID and a password, giving them access to UTT student portal (e-mail, library portal, e-learning, access to their personal account, overview of their credits and enrolled courses,...).

Internet access

There is WiFi access throughout the campus (the network is UTTETUDIANTS). Students get a temporary login and password upon arrival. Once students' enrollment is effective, they receive a permanent access. During the semester, you may have access to computers from 8am to 10pm in the computer rooms and at the "BU" library.

Students can rent informatics equipment with the UTT library (BU).

Chapter 4: Practical information

Living expenses

The average living expenses are around 500€-600€ per month. When students are making their budget forecast they should divide their expenses into 2 categories:

- Their regular living expenses on a monthly basis: about 550 €
- The additional expenses associated with travelling, living and studying in a foreign country, which are not included in the regular monthly expenses (tourism, leisure activities, rent deposit, Student Union's subscription...).

TYPE	AMOUNT	FREQUENCY
REGISTRATION FEES (waived for exchange students)	601€ (EU) 2 770€ (tronc commun non-EU) 3 770€ (branches non-EU)	Per year.
SPORT (optional)	50€ / 25€	Per year. / Per semester.
BDE (optional)	30€ / 20€	Per year. / Per semester.
<u>CVEC (Student and campus life contribution)</u> – compulsory for some students more details online .	100€	Per year.
HOME INSURANCE (compulsory)	45€-100€	Per year.
RENT	300€-500€	Per month.
DEPOSIT (compulsory, will be given back at the end of the stay if your flat is given back in good shape)	1 month's rent	Once, when you enter the accommodation.
PUBLIC TRANSPORT	50€	Per month.
EVERYDAY FOOD	200€	Per month.
OTHER	21€	Per month.

❖ *Note:*

Students should make sure to have an International Credit Card (Visa or MasterCard). Whichever type of accommodation they choose, they will have to pay a rent and a deposit before or upon arrival. Moreover, before students' arrival, the International Center will help them opening a French bank account with the online platform [LivinFrance](#).

A French bank account is necessary for several reasons: to apply to the housing benefits, to be refunded from the accommodation deposit, to be refunded from any medical cares from the French National Health Insurance.

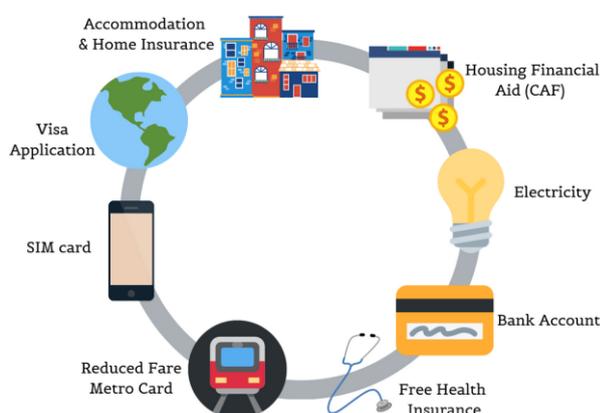
Visa/ residence permit

There are different visa options. The most used for studies are:

Visa exemption	Students from the EU (European Union) or EEA (European Economic Area) as well as residents from Switzerland, Monaco and Andorra do not need to apply for a visa for coming staying in France no matter how long they will stay.
Short stay Visa for studies	For a stay up to 3 months. This is a Schengen regulation with no automatic application. Some countries have exceptions (list of those countries at http://www.diplomatie.gouv.fr).
Long stay visa (VLS-TS)	Valid for one-year maximum (could be less depending on the duration of stay). It will be used as a resident's permit after validation in France (fees apply) More details at: http://www.ofii.fr , «Studying in France», «Studying» There are no exemption for long stay visa application. For students who need a visa, please register via CampusFrance.

Arranging accommodation

LivingFrance



LivingFrance is a service for international students, they proceed to the booking of your apartment and provide range of services. **Services offered by UTT.**

You will find on the platform recommended partners with good client services and negotiated prices, and the information and help you need to settle securely in France, mostly in advance, before arrival

List of main services provided by LivinFrance:

Before your arrival in France:

- Visa process
- **Find and apply for an accommodation**
- Open a French bank account
- Subscribe to a mobile phone plan
- Subscribe to a housing insurance (mandatory in

France)

Once you set foot in France:

- Enroll in la CAF (housing allowance from the French state)
- Visa validation (this is the second mandatory step once you're in France to validate your student visa)
- Public transportation card subscription
- Subscribe to electricity for your accommodation (if not included)
- Subscribe a supplementary health insurance plan (if not subscribed in your home country)

...

Access to this platform is **only open to students who are admitted to UTT.**

Accommodation: since UTT is subscribing and paying for this platform, UTT accommodation partners are available on the platform. If you requested help from UTT to find accommodation in your application form, you must use the platform.

Underage students are **ONLY ACCEPTED** in the CROUS Residence: the legal tutor must be present the day the student arrives in order to sign all administrative documents concerning the accommodation and UTT's registration.

General clauses!

As a tenant, International students commit themselves

- To pay their rent on time every month (First month-rent and deposit are to be paid on arrival).
- Not to exchange housing with a friend, neither during their stay nor when they leave the accommodation. The International Center is in charge of accommodation allocation.
- Not to sublet the housing to another person (prohibited in France).
- Not to accommodate other people, only the people whose names appear on the lease have the right to occupy the unit durably.
- To assume all the financial charges bound to their accommodation.

? *Local tax: This tax is compulsory and MUST be paid by every tenant and every owner in France to the French Government. For more information, please refer to their web site: www.impots.gouv.fr. If students were occupying an accommodation on January 1st, they will have to pay a local tax ("taxe d'habitation") at the end of the calendar year, amounting to about one months' rent for the entire year (regardless of the length of their stay*

Warranty

You'll need a French resident warrantor to vouch for the deposit in case you have any issue paying rent in time.

Visale: Free service and dedicated to the 18-30 yo. Presented by LivinFrance.

Home Insurance (and civil liability)

In France, home insurance is compulsory. Students must subscribe one before coming in France (only with companies based on the French territory) and must provide their landlord/real estate agency with a proof of insurance.

- *What is home insurance?*

Home insurance is a coverage for the landlord/real estate agency and especially for the tenant in case of any incident and/or accident (fire, burglary, water damage, broken windows, natural disaster, storm...). If any goods are damaged following such events, the home insurance will cover a part of the repairs.

Home insurance also protect the tenant thanks to the civil liability (compulsory for students' registration to the UTT). It is a coverage for private life in case of damage caused to other people and/or to their goods.

- *How to get Home insurance?*

LivinFrance or the International Center will help you.

After the subscription, students will receive by e-mail (from the company of their choice) an "Attestation d'assurance habitation" and an "attestation de responsabilité civile" which they will have to submit to incoming@utt.fr in order to get the keys of their accommodation upon arrival.

- *How much does it cost and when can students pay?*

The subscription is effective for 1 year and costs around 45€-150€ for a year: which means the students must renew themselves their contract every year if they stay for more than 1 year. The payment and signature of the contract will take place in the UTT during the appointment organized by the International Center (students will receive a calendar upon arrival to know about the different appointments organized for them).

- *Worth Knowing:*

Home insurance remains under students' sole responsibility even when the International Center has provided assistance in booking the accommodation.

Students must notify any change of accommodation to their insurance company that may occur during their stay.

For students looking for accommodation on their own, we can provide them the contact information of insurance companies on request.

WARNING: students MUST wait for the International Center's e-mails to subscribe anything!

Housing benefits

Housing benefits (or "CAF" in French), is a financial support from the French Government. People can benefit from it, depending on their financial situation and when they pay for a rent in France.

European and non-European students with a Long Stay visa, (VLS: Visa Long Séjour- étudiants type D in French) can apply, if they wish, for the housing benefits. Applications to the housing benefits (online application www.caf.fr) are examined by CAF who decides alone, for each applicant, on his/her eligibility or not to the housing benefits and on the level/amount of benefits. Note that the International Center of the UTT are not in charge of the students' application to CAF and do not provide help to the students to apply.

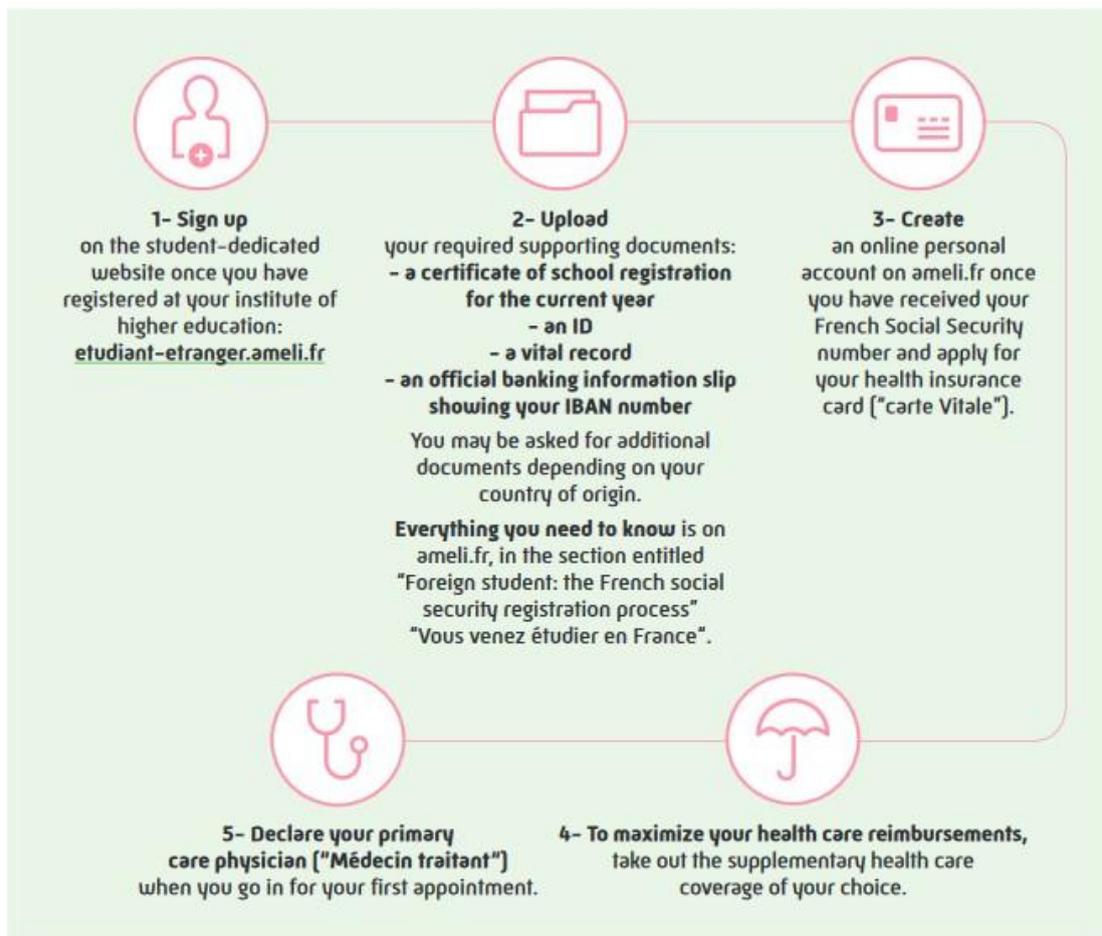
- ❗ WARNING: CAF is a financial service offered by the French Government only when students pay for a rent. Students cannot rely on this money and wait for it to pay for their rent. In such case, the real estate company/landlord will inform the CAF which will stop giving money to the student. If CAF money is frozen for any reason, students MUST pay the entire rent. Then, when the situation is fixed, the landlord/real estate company will deduce the money of the CAF from the following rent(s).

Health care

The French National Health Insurance ("Sécurité Sociale") is compulsory in France. This is a medical coverage. Different rates and conditions apply which means that the French National Health Insurance only pays back a part of people's medical expenses.

→ COMING TO FRANCE FOR YOUR STUDIES?

To be reimbursed for your health care expenses, you will need to register with France's health care system "l'Assurance Maladie". This is free of charge for students.



To be paid back at most, students can subscribe a complementary medical care insurance ("une mutuelle"). Students can subscribe to a "mutuelle" once in France (they will pay it every month). We encourage you to take it.

The social security program also offers its own complementary medical care insurance upon request, once your subscription to the main healthcare system has been completed and validated (which can take several months).

- European students: must produce a European Health Insurance Card.
- Students from Quebec: must produce the SE401Q106 form duly validated from their home country.
- Non-European students (and European students who do not have a European Health Insurance Card and Students from Québec that do not have the SE401Q106 form): must register online to the French National Health Insurance.

- Students coming for the French Intensive Course only: must have their own health insurance to cover them whilst in France (except students with the European Health Insurance card).
 - Students under 18 : must provide a medical certificate on arrival to the UTT + a consent for medical treatment. They must prepare these documents in their home country and bring them in France.
- 📄 ***Warning:** Upon arrival, students must submit a medical certificate, delivered by the doctor from the home country and a medical sheet information (both documents are available on our online platform-moveon). It is the sole responsibility of the students to verify that they have all necessary insurances for the whole duration of their studies at the UTT/of their stay in France.*

Health center in the UTT

There is a nurse on duty every day in the S building. You may also talk with the university psychologist if need be (make an appointment by e-mail before).

Please note that the university nurse is not a GP but is working in the framework of Occupational Medicine to keep people (including students) well at work – physically and mentally.

infirmierie@utt.fr

- Students with disabilities

If you have a disability, health condition or specific learning difficulty such as dyslexia, you may need certain facilities, assistive technology or support services to enable you to make the most of your studies or training. This can include alternative exam or assessment arrangements.

Besides the Student Health Centre, the UTT has a dedicated person for disabled students:

📞 03.51.59.13.45 📧 emeline.lambert@utt.fr / Room S002.

- Emergency help

Emergency numbers (FREE CALL):

POLICE: 17

FIREMEN: 18

SAMU (emergency medical service):15

European emergency number: 112

Central police station: Commissariat Central de Police (Police Headquarters)
18 rue Gayettes - 10000 TROYES (downtown)
03 25 43 51 00

Nearest police station
Police (Commissariat) - Bureau
Chartreux3 rue de Bourgogne - 10000
TROYES

Health care outside the University

- Doctors



Downtown:

COGNON Philippe, LAJOINE Pierre et PONT-ROY Nathalie
90, Rue Général de Gaulle - Phone: 03 25 73 13 38

Near the UTT:

VALERIO Jean-Luc
87, Avenue Edouard Herriot - Phone: 03 25 82 08 43

Groupe Médical des Chartreux:

87 Avenue Edouard Herriot, 10000 Troyes – Tel : 03 25 82 08 43

Hospital

101 avenue Anatole-France 10000 Troyes - Phone: 03 25 49 49 49 –
Emergency number: 15Hospital's emergencies are only for emergencies
(broken arm, serious wounds...)

- Pharmacy



There are several pharmacies around the university and one is near every residence. You can find them easily by typing the French word for pharmacy into google maps : pharmacie.

In case of emergency on Sundays and late at night, call the emergency number for police (17) and ask the address of the pharmacy on duty (in French: “pharmacie de garde”).

- *Before leaving France*

Before returning to their home country, students must:

- Cancel their phone subscription
- Return their bike if rented and their books to the library (15 days before leaving)
- Return their French bank card to their Bank office (for destruction) and give the bank their home bank IBAN (International Bank Account Number) if any transfer from France to the home country is necessary¹
- Inform the International Center of the UTT about their departure date and leave their home address, phone number and e-mail address where they can be contacted
- Terminate any contracts they will no longer need, especially their home insurance contract.

¹ Note that students must leave their French account open up to two months after their departure in order to allow the Real Estate Agencies to refund them from their deposit (NO INTERNATIONAL TRANSFER), the French bank account is free of charge during 1 year.

Chapter 5 : Sightseeing

About France

With a surface area of 550 000 km², metropolitan France is twice the size of the UK, and slightly smaller than the state of Texas. It is the biggest nation in Western Europe.

The capital and the nation's largest city is Paris. Apart from Paris by far the largest urban area in France, other major cities are Lyon, Marseille, Toulouse, Nice, Nantes and Strasbourg.

Metropolitan France is divided, administratively, into 13 regions, and 96 counties, known as departments. The number of regions was reduced from 22 to 13 on 1st January 2016.

- Climate

The climate in France is quite varied, but generally west European - on the whole a bit warmer than the UK, a bit cooler than Spain. Don't expect to find summer in winter in the South of France! Note that France (and western Europe) has 4 seasons.

- Religion

There is no official religion in France. France is a secular republic. However about half of French people say they are Catholics, and 2% Protestants. There are churches in all French towns and most villages.

- Money

France's currency is the Euro (€).

- Food

French people love to eat. People usually take time for lunches and dinners. French food culture is wide and you will find specific food for each region in France. For example, specific food in Troyes will be the andouillette and the Chaource cheese.

The "baguette" the famous French bread stick can be found in our "Boulangeries" (= bakeries). France is one of the world's great wine producing countries, and a country with a vast range of wines, from heavy Mediterranean reds to light fruity sparkling whites.

“CLOSED TODAY”: Foreign visitors in France are sometimes surprised to find themselves faced with closed doors, on reaching a museum or a famous monument. So it is not a bad idea, before visiting France, to learn what is closed in France, and when? On Sundays, public holidays and holiday periods in general, shops, museums, businesses and public services may be closed. Museums are often closed on Tuesdays

The city of Troyes

An hour and a half from Paris by road or rail, Troyes, once the regional seat of power for the Counts of Champagne, is a city rich in art and history. The old city center has kept intact its medieval architecture with its half-timbered houses and Champagne checkerboard façades of alternating dark-red and chalk bricks. The old city center is known locally as the ‘Champagne Cork’ because of its unusual shape. Present day Troyes (130000 inhabitants including its suburbs) has a vibrant cultural and artistic life, a thriving economy and many sporting activities. Various events take place throughout the year, such as the “Nuits de Champagne” (musical entertainment evenings) “les Bâisseurs de Cathédrales” (an open-air show telling the story of how the cathedrals were built). “L’ESTAC” is the name given to the Troyes football team which enjoys much local support.



Troyes still remains today France’s textile capital both for production and marketing of textile products, notably through its numerous factory shops concentrated on two sites on the outskirts of the city. World-famous brands of clothing such as Lacoste, Petit Bateau, Absorba and DD are still produced in Troyes.

The Aube region can pride itself on having attracted companies who are either national, European or world leaders in their various fields. For example: street pole manufacturers (Petitjean); locksmiths (Vachette); manufacturers of printing presses (Gravotech); electronic components (CQE); bicycles (Cycleurope) or industrial laundry machines (Electrolux).

Troyes is a friendly, easy-going and safe place to live, close to some of the most beautiful countryside in the region: one third of the department is forested and has the highest number of artificial lakes in Europe.

The Aube region is also famous for its champagne and wines: its vineyards produce a quarter of all Champagne production (www.ville-troyes.fr).

You can find online a comprehensive map of the city, both downtown as well as the city surroundings. But on your arrival, you will receive a kit to help you take your first steps in Troyes (Troyes city map, bus map, etc.).

Travelling

- By train:

Railroads are managed by the “SNCF” national company. For any further enquiries, please contact:

Gare SNCF de Troyes
Avenue du Maréchal Joffre, 10000 Troyes
Tel. / Phone: 03.25.70.41.40

<https://www.sncf.com/fr>

You can also call the following number to book reservation to a ticket of train or to further enquiries: 36 35.

If you are less than 27 years old, you can subscribe for one year to the card 18/27 in order to have tickets of train with 25 to 60 % of reduction. To subscribe, you should go to the train station of Troyes with your passport, 50 € and 2 pictures of you.

If you want to travel further than Paris, you'll have to take a connecting train in Paris. You can find more information and buy tickets either online (<https://lc.cx/gc-UX0>) or at the train station. Do not forget to travel with an ID in order to prove your age!

Note that in France, it is compulsory to punch your train ticket before entering the train. You'll find yellow punching machine before the rails. So you have to punch traditional rectangular card (bought at the train station). If your ticket was printed on a standard A4 sheet, you do not have to punch it before travelling.

- Travelling by bus

The public transport operator in Troyes is called TCAT and its head office is located downtown, on the 16, rue de la République (near the Town House).

Opening hours: Monday to Friday from 8:30am to 6:30pm and Saturday from 8:30am to 3:00pm. More information about the services and the prices on www.tcat.fr.

Lines of bus:

LINE N°6: TOWN CENTER:

UTT → DOWNTOWN:

- Take the N°6 bus from “Technopole” station (Mon-Sat), or from “Masson” station on Sunday,
- Direction CHANTEREIGNE (written in front of the bus);
- Stop at “Foch” station (in front of the city hall) or “Halle” station (market place).

DOWNTOWN → UTT:

- Take the N°6 bus from “Foch” station (in front of the city hall),
- Direction CHARTREUX (written in front of the bus),
- Stop at “Technopole” station (except on Sunday: stop at Masson station).

LINE N°11 – CARREFOUR SUPERMARKET AND SHOPPING CENTER

UTT → CARREFOUR SHOPPING CENTER:

- Take the N°11 bus from the “Technopole” station,
- Direction ZI CHAPELLE SAINT LUC (written in front of the bus);
- Stop at “centre commercial St André” station

CARREFOUR SHOPPING CENTER → UTT:

- Take the N°11 bus from the “centre commercial St André”,
- Direction SITE FRANCIS MIELLE (written in front of the bus);
- Stop at “Technopole” station

BUS TICKETS

To buy bus card with student promotion, go to the agency « TCAT ».

You may also check the special student route 10 for late bus (from 9pm to 10.30pm, Mondays to Thursdays)



▪ Biking

- Biking is very popular among students. Commuting from downtown to the UTT is fast (around 4km) and easy as Troyes' area has a flat terrain.
- You can buy a second-hand bike through : <https://etu.utt.fr/orgas/roueverte> (roueverte@gmail.com) which is the students bike association at the UTT. They can even help you out with repairs.
- You may also rent a bike and a parking space through the city of Troyes. Please check their website : <https://lc.cx/-mclgr>.
- You can also rent a bike on this website : https://lc.cx/CSN_4L

STORES

Near the UTT / Proche de l'UTT

Leclerc (5-minute walk) - 71 Rue Victor Hugo, 10430 Rosières-près-Troyes

Netto (10-minute walk) – 81ter, Avenue Edouard Herriot, 10000 Troyes

Carrefour (15-minute bus ride - see BUS section) - Av Charles de Refuge, 10120 Saint-André-les-Vergers

Intermarché (15-minute walk) - 23, Boulevard de Dijon - 10800 Saint-Julien-les-Villas

Near Anatole France / Proche Anatole France

Carrefour (5-minute bus ride – route 11 - get on at **Lombards** bus stop – get off at **Centre Commercial St André**) Av Charles de Refuge, 10120 Saint-André-les-Vergers

Vival (2-minute walk) 60, Avenue Anatole France, 10000 Troyes

City Center/ Centre-ville

Carrefour City - 37 Rue Raymond Poincaré

Intermarché - 64 mail des Charmilles

Carrefour Express - 76 rue Clémenceau and/et 4 boulevard Victor Hugo

Monoprix – 6 Rue Louis Ulbach

▪ Electronic stores

➤ **FNAC Troyes**

*16 Rue des Acacias Parc d'activité "L'aire des Moissons Centre commercial Green center,
10410 Saint-Parres-aux-Tertres*

Tel. / Phone : 0 825 02 00 20

➤ **BOULANGER**

Av. Général de Gaulle Centre Commercial E. Leclerc, 10410 Saint-Parres-aux-Tertres

Tel. / Phone : 0 825 850 850

➤ **DARTY**

7 Av Charles de Refuge, 10120 Saint André les Vergers

Tel. / Phone : 0 821 082 082

▪ Post office

➤ **La Poste Troyes Chartreux** (10 minutes' walk from UTT)

54 Av. des Lombards, 10000 Troyes

Opening days and hours: Monday to Friday: 8:30am to 12pm – 1:30pm to 6pm and Saturday:
8h30 to 12pm

➤ **La Poste Troyes Centre**

38 rue Louis Ulbrach – Troyes

Opening days and hours: Monday to Friday: 8:30am to 6:30pm and Saturday: 9am
to 12.15am

▪ Laundry

➤ **Near the university restaurant**

Opening days and hours: everyday: 8am to 8pm / Closed during a part
of holidays A wash costs 4€10 for 7kg

➤ **In the city center**

107 rue du Révérend Père Lafra

Opening days and hours: Everyday all day and night A wash costs
3€50 for 7kg (35min waiting)

▪ Phone calls

➤ **Calling France**

*00 33 + cancel the first 0 of the French number; Ex: 03 25 71 58
14 becomes 00 33 3 25 71 58 14*

➤ **Calling abroad**

00 + country code with two numbers + phone number

USEFUL ADDRESSES IN TROYES

Préfecture de l'Aube (Administrative Headquarters)

2 rue Pierre Labonde - 10000 TROYES 03 25 42 35 00 - www.aube.pref.gouv.fr

Open from Monday to Thursday from 8:30 Am to 11:30 Am and on Friday from 8:30AM to 11:30AM and from 1:00PM to 4:00PM.

Mairie de Troyes (Town Hall) 2015/2016 Edition

Place Alexandre Israël - 10000 TROYES

www.ville-troyes.fr

Main Post Office: La Poste Thibaud de Champagne

38, rue Louis Ulbach - 10000 TROYES

CAF de l'Aube (local Office for Family Allowances)

32 Rue Coulommière, 10000 Troyes

www.troyes.caf.fr/

Nearest police station

Police (Commissariat)

3 rue de Bourgogne - 10000 TROYES

03 25 49 66 95

Gendarmerie Nationale (local constabulary)

Rue de l'Égalité, 10430 Rosières-près-Troyes

0325757575

Fire Station

27, chaussée du Vouldy - 10000 TROYES

03 25 75 77 18

Nearest doctor:

Groupe Médical des Chartreux

87 av Edouard Herriot - 10000 TROYES 03 25 82 08 43

CPAM (Health Social Security)

113, rue Etienne Pédrion - 10000 Troyes

Phone: 0 820 904 189

Monday to Friday: 8:30 am to 4:30 pm