Incoming student guide
(exchange and cooperation programmes)
Map of Le Mans Université
[Contents]

[WELCOME TO LE MANS UNIVERSITÉ] ................................................................. 4

[GETTING READY TO COME TO FRANCE] .......................................................... 5
APPLICATION ........................................................................................................ 5
ACCOMMODATION REQUEST ............................................................................. 5
ADMINISTRATIVE AND PEDAGOGICAL ENROLLMENT ..................................... 6
ACADEMIC CALENDAR 2018 - 2019 ................................................................. 7
DEALING WITH ADMINISTRATIVE PROCEDURES: VISA ................................. 8
THE COST OF LIVING IN FRANCE ................................................................. 9

[SETTLING INTO LE MANS] ................................................................................ 10
HOUSING ........................................................................................................... 10
PRACTICAL INFORMATION .............................................................................. 12
INSURANCE ...................................................................................................... 13
WORKING IN FRANCE ....................................................................................... 15

[WHEN YOU ARRIVE] ........................................................................................ 15
HOW TO COME TO LE MANS UNIVERSITY .................................................... 15
THE INTERNATIONAL WELCOME CENTRE ................................................... 16
MANAGING YOUR MONEY ................................................................................ 17
GET IN TOUCH WITH LOCALS ......................................................................... 17

[DAILY LIFE IN LE MANS] ................................................................................. 20
IMPROVE YOUR FRENCH .................................................................................. 20
TRANSPORT FACILITIES .................................................................................. 21
RESTAURANTS ON THE CAMPUS ..................................................................... 21
SHOPPING FACILITIES NEAR THE CAMPUS ................................................. 21
SPORT AND ARTS FACILITIES AT THE UNIVERSITY .................................. 21
GOING OUT IN LE MANS .................................................................................. 22

[INSTITUTIONAL INFORMATION SHEET] .......................................................... 23
CONTACT YOUR PEDAGOGICAL COORDINATOR ........................................... 23
WELCOME TO LE MANS UNIVERSITÉ

This information booklet is for students who want to study at Le Mans Université as part of their higher education course.

⚠️ There are 2 categories of students:
- **exchange** students (ERASMUS, USA, BRAFITEC...) and international cooperation (Joint Master degree, bilateral, joint Doctorate...)
- **non-exchange** international students, individuals

⇒ Be sure to know and refer to your category. This guide is intended for exchange students, although some information is useful for individual students too.

**The International Welcome Centre**
welcomes, advises and orientates international students all day long

**From 23rd August to 14th September 2018**

**From Monday to Friday 9am to 5pm**

**The International Relations team**
welcome you all year round at the CieL building

**Tuesday – Wednesday – Thursday**:
9am-12 noon / 2pm-4pm
Friday : 9am-12 noon
Closed to the public on Mondays and Friday afternoons

Contact:

Le Mans Université
Bureau d’Accueil International – Service des Relations Internationales
Bâtiment CieL (Centre de l’International et des Langues)
Avenue Olivier Messiaen
72085 LE MANS cedex 9
France
E-mail: ri-bai@univ-lemans.fr
Tel: + 33(0)2 43 83 30 56/35 51
Fax: + 33(0)2 43 83 35 30
Internet: http://www.univ-lemans.fr/fr/index.html
[Getting ready to come to France]

APPLICATION

For exchange students and international cooperation:

Once you have been selected and nominated by your home university, the International Relations Office will send you an email regarding the procedure you must follow.

For non-exchange international students:

How do I come and study in France? It depends on your nationality, the country in which you live and the studies you have chosen.

http://www.campusfrance.org/fr

International students holding foreign secondary education qualifications (baccalaureat, A-levels, Highers and equivalent) must submit a prior request for admission (DAP) to register for a degree in a French University.

Information on the website of Le Mans Université - FORMATIONS – Admission et inscription:

http://www.univ-lemans.fr/fr/formation/candidatures-inscriptions.html

ACCOMMODATION REQUEST

The CROUS is the organism that manages the Vaurouzé hall of residence and Bartholdi student residence.

http://www.crous-nantes.fr/international/

If you would like to live in a residence, please find in the links below a description of the different types of accommodation, the cost, the application procedures:

http://www.crous-nantes.fr/logement/cite-vaurouze/

http://www.crous-nantes.fr/logement/residence-bartholdi/

For more information, please see page 10.

For all students (except those applying for the 2nd semester):

International students who intend to study at Le Mans Université must create a “Dossier Social Etudiant” (DSE).

You need to create a “Dossier Social Etudiant” (DSE) account on the website in order to access the CROUS de Nantes accommodation form (for long stay students, 4 months and more): Click here to access: https://www.messervices.etudiant.gouv.fr

Precisions- For exchange students and students on cooperation programmes:

- Booking a room in the Vaurouzé halls of residence (depending on availability)

You can book a room in the “Vaurouzé” halls of residence through the International Relations office. You will receive an email from us regarding the procedure.

You will receive some forms and documents by email following your DSE request. There is no need to send back the forms to France by post, neither do you need to pay for the 6€ fees, even if you receive an automatic email from the CROUS advising you to do so. The International Relations office simply asks you to register on the CROUS website.
IMPORTANT: You should not contact the CROUS de Nantes or Le Mans CROUS accommodation service directly for questions about your room. You must contact the International Relations office instead. ri-bai@univ-lemans.fr.

For students applying for the 2nd semester:  
Do not do a DSE request. The International Relations office will process your accommodation application and send it to the CROUS administration.

For all students on exchange and cooperation programmes:  
- Pre-registration and housing certificates
If a pre-registration and/or a housing certificate are required for your visa procedure, you should notify the International Relations service using the following email address ri-bai@univ-lemans.fr.

For individual (non-exchange) students:  
The International Relations service is not able to house you, nor send you a housing certificate. You must apply for accommodation individually. Le Mans town council’s housing guide may be useful to you, although it only exists in French: http://www.infos-jeunes.fr/sites/default/files/guide_logement-2017.pdf

ADMINISTRATIVE AND PEDAGOGICAL ENROLLMENT

For exchange students and international cooperation:

Depending on your arrival time on the campus, you must:
- either go to the International Relations office 
or
- in the late afternoon, go directly to the CROUS administration to access your room (so long as you have let us know first).

In the latter case, the administrative paperwork will be handled on the next working day when you come to the International Relations Office.

It is very important that you email us your date and approximate arrival time a few days before: ri-bai@univ-lemans.fr

We will help you to fill in the registration form for housing and your administrative enrollment. Then, you have to go the Registration Office (Service de la Scolarité) of your faculty to be registered.  
IMPORTANT: you must bring proof of registration in your home university with you (obligatory).

In order to organize your courses and schedule, and to validate or modify your learning agreement, the departmental or program coordinator / designated academic advisor at Le Mans University – Université du Mans will help you with the choice of your subjects and any other educational concerns (academic calendar, courses, exams, internship, credits awarded, certification, transcript of records)

See the Institutional Information Sheet at the end of this guide.

At the end of your mobility, a transcript of records will be directly sent by the registration office of Le Mans University – Université du Mans to your home university.

Please note: Almost all types of academic courses are taught in French at Le Mans University – Université du Mans and require a B2-C1 level (according to the CECR). For more information, please consult your academic advisor.
For individual students not on exchange or cooperation programmes:
It is necessary to consult the Université du Mans website (FORMATIONS – Admission et inscription): [http://www.univ-lemans.fr/fr/formation/candidatures-inscriptions.html](http://www.univ-lemans.fr/fr/formation/candidatures-inscriptions.html)
Relevant departments and registration offices will help you with the choice of your classes, and your timetable.

**ACADEMIC CALENDAR 2018 - 2019**
Note that dates are different for each department/faculty or academic level:
⇒ ask your departmental or academic advisor for the exact dates.
At the time of writing, the following academic dates have not yet been confirmed.

➤ **SEMESTER 1/ AUTUMN/WINTER SEMESTER:**

From 23/08/2018 (opening of Vaurouzé student residence – suggested date of arrival for International Students)

Campus rentrée FLE (1st semester only): *(free of charge)* Late August/early September. You will receive an email with more information.

Autumn semester dates - Start date: 03/09/2018, end date: 11/01/2019 (depending on courses and levels)

“Campus Soir” French course start date *(free of charge)*: Date to be confirmed (you will receive an email)

➤ **SEMESTER 2/ WINTER/SPRING SEMESTER:**

Suggested date of arrival for International Students: *from 07/01/2019*

2nd semester dates – Start date: 07/01/2019, end date: 14/06/2019

Campus Soir des Langues French course start date *(free of charge)*: Date to be confirmed (you will receive an email)
DEALING WITH ADMINISTRATIVE PROCEDURES: VISA

If you come from a country outside the European Economic Area (EEA=28 countries from the European Union (UE) + Iceland, Liechtenstein and Norway) and Switzerland, you may need to apply for a visa to enter France at least 3 months before your departure.

The visa request must be made before departure with the competent French embassy or consulate in the country of the applicant. The type of visa will depend on the nature and expected length of your stay.

Please consult the website of the Ministère des Affaires étrangères et européennes:

Once you arrive in France, you will probably have to register with the French Immigration and Integration office (OFII) located in Nantes (93 bis rue de la commune de 1871 - 44400 Rezé), by completing the « formulaire d’attestation OFII », along with a photocopy of your passport (identity, visa and entrance stamp) and your EXACT French address.

The International Relations (IR) office will help you with these formalities. Please contact us at ri-pref-ofii@univ-lemans.fr or meet us on Tuesday mornings or Thursday afternoons. We also help students with other types of visa: short stay student visa, internship, extended-stay scientific visa, etc.

**Visa validation**: the tax amount for long stay student visa (VLS-TS) is currently 60€.
## THE COST OF LIVING IN FRANCE

The expected cost of living* for a student amounts to between 645€ and 800€ per month (making a total amount of around 6500€ to 8000€ for the academic year)

| Tuition fees (depending on your situation) | • They vary from 189,10 € * (Bachelor degree)  
• to 261,10 € * (Master degree) |
| Accommodation deposit (refundable) | • In a hall of residence: 270 to 342 € *  
• Private individual accommodation: 300 to 500 €  
(depending on the type of accommodation) |
| Housing : monthly rent | • Between 245€ and 400€ in a hall of residence  
• From 300€ minimum for private individual accommodation |
| OFII - Tax amount for long stay visas (VLS-TS) | • 60€ |
| Health care | • Student health insurance (free and obligatory for every students)  
Complementary health insurance (highly recommended): from 70€ to 420 € for 12 months (can be paid monthly) |
| Insurance | • Civil liability cover – university insurance: from 12€ to 24 €  
• Home/accommodation insurance: from 26 € to 100 €, depending on the types of housing and insurance |
| University restaurant | • A meal at the University restaurant costs 3,25€ with an LMU student card (in 2017-2018). You can choose from different combinations for lunch and dinner except during holidays, bank holidays or weekends. |

This explains the need to arrive in Le Mans with at least **1600** to **2000 euros** to pay for the first month’s expenses.
[Settling into Le Mans]

HOUSING

➢  **Housing on Campus - CROUS contact details:**

<table>
<thead>
<tr>
<th>Le Mans CROUS accommodation service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cité universitaire Vaurouzé</td>
</tr>
<tr>
<td>16/22 Boulevard Charles Nicolle</td>
</tr>
<tr>
<td>72 000 Le Mans - France</td>
</tr>
<tr>
<td>Tel: + 33 (0)2 43 28 60 70 / + 33 (0)2 43 43 76 00</td>
</tr>
<tr>
<td>Fax: + 33 (0)2 43 28 73 73</td>
</tr>
<tr>
<td>[<a href="http://www.crous-nantes.fr/logement/cite-vaurouze/">http://www.crous-nantes.fr/logement/cite-vaurouze/</a>]</td>
</tr>
<tr>
<td>Located between the buildings D and E</td>
</tr>
<tr>
<td>Opening hours: 09:00 am - 4:00 pm (Closed to the public on Wednesday afternoons)</td>
</tr>
</tbody>
</table>

**When you arrive, the CROUS administration will ask you to:**

- pay the deposit
- pay the first month’s rent (preferably by credit or debit card, otherwise by cash or a cheque from a French bank.) Please be aware that bank notes larger than 50€ are not accepted.
- pay for the bedding pack, if you choose to purchase one (30€)
- sign the rules of the halls of residence
- take back to the « loge d’accueil » (reception desk) of the Vaurouzé halls of residence the fixtures inventory that you will find in your room. It must be filled out and signed.

➢  **Two types of halls of residence on the campus:**

**Cité universitaire Vaurouzé**: open from 23/08/2018 to 30/06/2019 (DATES TO BE CONFIRMED)

You can be housed in Vaurouzé via the International Relations service if you are a long-stay student on an exchange or cooperation programme. The International Relations service manages a contingent of rooms at Vaurouzé.

- **9m² room** (for international students housed through the International Relations service):
  - Monthly rent: 245.00 €
  - Deposit: 270.00 €

- **18m² room** (must be booked directly with the CROUS – not possible to book via the International Relations service):
  - Monthly rent: 290,00€
  - Deposit: 280,00 €

**IMPORTANT**: For a one-year study period, it is obligatory to occupy/pay the room at the Vaurouzé halls of residence for at least 9 months if you come for a full academic year or 4.5 months if you come for a semester.

**Please note**: Students enrolled for the first semester only must move out of the Vaurouzé hall of residence before mid-January to allow for the arrival of 2nd semester students.
Housing insurance is obligatory.
In order to receive the keys of your room, you must show a copy of your certificate of housing.

Please note (Bartholdi):
- Other charge to pay, not included in the price of the rent: electricity.
- First bill for the opening of the account then monthly billing depending on consumption.

- Arrival in August: billing per overnight stay
- Arrival in September (Semester 1) or in January (Semester 2): billing for the full month
- Arrival during the course of the academic year: until 15th of each month, billing for the full month and after 15th of each month, two weeks’ billing
- Planned departure before 15th of the month, 2 weeks’ billing, and after 15th of the month, billing for the full month

- The deposit is refundable if the room inspection proves satisfactory.
- There are no other charges
- Le Mans Université acts as guarantor for your accommodation (9m² room) if you are an international exchange student (Erasmus for example) or a joint degree student.

Obligatory housing insurance:
All students must subscribe to housing insurance (including ISEP students) before they arrive.
You can buy this insurance on the following link:
https://www.smeba.fr/mrh-group/universite-du-main.html
You will receive your payment receipt and housing insurance certificate by email.
Please be aware: a housing insurance certificate is required in order to get the keys of your room. You must show a copy of your certificate of housing at the CROUS administration the day of your arrival in the hall of residence.

Résidence universitaire Bartholdi: From 01/09/2018 to 31/08/2019
- Priority to PhD student
- The International Relations service does not have a contingent of rooms at Bartholdi residence. You must apply individually.
- For PhD students, Le Mans Université may act as your guarantor for the studio (studio T1 21 m² or studio T1bis 31m²) – conditions apply.

Apartment T1 (21m²):
Monthly rent: 317,02€
Deposit: 224.39 €

Apartment T1bis (31 m²):
Monthly rent: 407.70 €
Deposit: 286.68 €
Short stay accommodation (under 4 months)
⇒ Not possible for an exchange programme/cooperation programme student.

Make an official request for accommodation by also filling out the CROUS form “demande de logement CROUS en cours d’année”.

Then, send it to the following addresses:
- crous.logementcourt@ac-nantes.fr
- heb.vaurouze@crous-nantes.fr
- ri-bai@univ-lemans.fr

Request further information about guarantors from the International Relations service ⇒ ri-bai@univ-lemans.fr

PRACTICAL INFORMATION

- No check-in or check-out at the weekend or on public holidays
- No check-in or check-out after 4pm during the week

⇒ For your convenience

A bedding pack can be provided at the reception desk (loge d’accueil) of the Vaurouzé halls of residence at the cost of 27,26€. If you do not need one, remember to bring your own bedding (sheets, blanket or quilt, pillow).

We advise you to bring with you:
- Crockery, cutlery and cooking utensils,
- Toilet paper

⇒ Required documents for administrative procedures

- ID card or passport and stamped visa
- 2 ID photographs
- European health insurance card, valid for entire duration of stay (EEA students only).
- Student ID card/or proof of enrollment from your university of origin, translated into French
- Birth certificate, translated into French

Depending on your situation:
- Certificate of health insurance (for short-stay students, less than 3 months)
- Hosting agreement for scientists researchers called “convention d’accueil”

⇒ Departures due to internships during the academic year

If you will be leaving your accommodation for an internship, you must give a letter of notice to the CROUS administration at least a month before you want to leave the room. They will ask you for a copy of the training agreement.

⇒ Off-campus housing

Le Mans is a city in which there is sufficient student accommodation. Monthly rent (for rooms or studios) can vary from around 250€ to 400€. The amount of the deposit (refundable amount) can be as high as one month’s rent. If you rent a flat via an estate agency, you will have to pay fees when you arrive. Those fees are proportional to the
amount of rent you pay. Most of the time students will be asked for a guarantor who lives in France. Solutions exist for students who do not have a guarantor in France. The International Relations service can send you useful information about this: ri-bai@univ-lemans.fr

Please find below a list of websites that will help you find accommodation.

- 2017 housing guide from Le Mans town council (download it here: www.lemans.fr/jeunesse)

- Useful addresses:
  - www.forumjeunes-lemans.fr click on: s’informer et bourse au logement
  - www.paruvendu.fr/immobilier
  - www.seloger.com
  - http://www.locaviz.fr/
  - http://www.leboncoin.fr/
  - www.fac-habitat.com
  - http://www.flore-habitatjeunes.org/
  - http://www.nexity-studea.com/

ININSURANCE

Health insurance

All international students residing in France must have health insurance (compulsory).

- If you are integrating a French university for the first time: You have to subscribe to the CPAM: Caisse Primaire d’Assurance Maladie (local health insurance agency) of your place of residence. To do so, you just have to register on the website: https://etudiant-etranger.ameli.fr indicating your personal information, transmitting all required paperwork and confirming your email to get an access to your personal space on the platform with all your affiliation certificates.

If you are a European student, you have to come with your European Health Insurance Card. If you do not have it, you would have to subscribe to the CPAM as well by registering on the website above.

- If you were already registered in a French university last year: You have nothing more to do. You are obliged to keep your previous health insurance.

  Complementary health insurance

The obligatory health insurance does not reimburse the totality of health costs. It is highly recommended to subscribe to a complementary health insurance (mutuelle) upon arrival, in order to cover up to 100% of your medical expenses.

Ask health insurance providers for more information: SMEBA (the only one available for the moment)

The SMEBA agency propose complementary health insurances going from 5€ to 34€ per month depending on the number of things taken into account. You can check on the website www.smeba.fr to subscribe to a complementary health insurance.
Campus and student life contribution – CVEC

When you register at the university, an obligatory contribution of 90€ is required for the preventive medicine, the FSDIE contribution, and sports and cultural activities. The scholarship students and the international students registered in their home university (Erasmus + and exchange program) do not have to pay if they have their scholarship or mobility certification.

You can pay only with your credit card on the following website: https://www.messervices.etudiant.gouv.fr or by cash through snail mail (you would receive a named remittance advice of 5€).

Choice of a General Practitioner (médecin traitant)

⇒ In France, everyone who is eligible for social security must designate a General Practitioner (GP). It is highly recommended to subscribe to a complementary health insurance to get a better refund for your medical expenses.

After subscription to a complementary health insurance, you will be able to complete a form designating your GP directly at the University health centre located in the “Maison de l’Université” (basement level).

Do not hesitate to directly consult a doctor or get advice from the medical centre’s reception.

For more information:
http://www.univ-lemans.fr/fr/campus-moi/centre-de-sante.html
Contact: sante.u@univ-lemans.fr

Emergencies

In case of emergency, there are 3 important phone numbers:

<table>
<thead>
<tr>
<th>Number</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>(SAMU) Emergency medical assistance</td>
</tr>
<tr>
<td>17</td>
<td>Police</td>
</tr>
<tr>
<td>18</td>
<td>Fire-fighters</td>
</tr>
</tbody>
</table>

Otherwise, there is one emergency number valid in the whole of Europe: **112**

Liability coverage/ University insurance

All students must subscribe to a liability coverage from SMEBA or LMDE (on the campus, from 12€ to 24€), or from another agency. It allows students to work in laboratories, take part in internships, take part in the cultural outings organised by Le Mans Université, etc. The International Relations service will help you with this.

Assurance personnelle / Travel insurance

We strongly advise you to subscribe in your country, before you leave, to a compulsory personal insurance in case of accident or illness that would require a medical evacuation and repatriation from France or the EEA towards your country of origin.
WORKING IN FRANCE

For any enquiries regarding student jobs, job counsellors are available at the Career Centre on campus; you can contact them at this address: sujo@univ-lemans.fr

The most common student jobs are language lessons, childcare, translation, work in restaurants. France has a national minimum wage, known as the SMIC (salaire minimum).

Two useful addresses for job-seeking:
Studyrama: www.studyrama.com
L'Étudiant: www.letudiant.fr/jobsstages.html

[When you arrive]

HOW TO COME TO LE MANS UNIVERSITY

➢ If you arrive at Paris - Charles de Gaulle (CDG) airport:

Try to get a direct train so that you do not have to make any train changes. Research train times in advance: https://www.oui.sncf/
It is cheaper to buy your tickets in advance.
At Roissy Charles de Gaulle airport, go to the SNCF train station located in the airport terminal number 2 ("aérogare 2"), as indicated on the boards in the airport.
The journey from Paris Charles de Gaulle airport to Le Mans train station takes around 1 hour 30 minutes.

➢ If you arrive at Orly airport:

You can take the shuttle bus to the Montparnasse train station.

Then, take a train from Paris Montparnasse to Le Mans. The journey takes around 55 minutes.
In order to book your train tickets in advance, please find the official SNCF web site below.
https://www.oui.sncf/

➢ When you arrive in Le Mans

When you arrive at Le Mans train station, go to the North exit (Sortie Nord) as indicated on the boards) to take the tram from “Gares” towards “Université”. You must stop at the last-but-one stop: "Campus-Ribay". It will take around 20 minutes.
You will have to buy a one-way tramway ticket (1.50€ - tariff from 1st July 2017).

The International Relations Office is located on the ground floor of the CIel building, which is visible from the « Campus-Ribay » tram stop (see map of the campus).

At the beginning of the academic year (23/08/2018-14/09/2018), the International Welcome Centre is open to new international students from Monday to Friday from 9:00 am to 5:00 pm. Outside of this period, the International Relations service is open for students from Tuesday to Thursday from 9am to 12 noon and from 2pm to 5pm, and on Fridays from 9am to 12 noon.
In order to be welcomed in the best conditions, we highly advise students to arrive at Le Mans University during the week, between Monday and Friday (not later than 3.30pm so that the International Relations service can help you with administrative procedures before you go to your accommodation by 4pm). If you arrive in Le Mans in the evening, on a public holiday or on a week-end, we advise you to book temporary lodgings in advance so you will have a place to sleep once you arrive in France.
In any case, we invite you to send us your date and approximate time of arrival by email a few days in advance.

**Hotels - Useful adresses**

**In Le Mans, close to the campus:**

**Hôtel Eklo**
From 24 € per night  
34 rue Louis de Broglie, 72 000 Le Mans.  
Tel : +33 (0)2.43.14.10.33  
Email : lemans@eklohotels.com, http://www.eklohotels.com/hotel-le-mans
Take the tramway towards « Université » and stop at the terminus « Université ».

**Hôtel Mister Bed**
From 39€ per night  
Les Poupardières, Rue Héraclite, 72 000 Le Mans.  
Tel: +33 (0)2.43.24.11.00 – Fax: (33) (0)2.43.87.07.35  
Email: misterbed.lemans@lsfhotels.com, misterbed.lemans@sidhole.com  
http://www.misterbed.fr/ www.simplyhotelsfrance.com
Take the tramway towards « Université » and stop at the terminus « Université ».

**Hôtel Première Classe**
From 42€ per night  
Avenue Olivier Messiaen, ZAC du Ribay, 72 000 Le Mans.  
Tel: +33 (0) 892 700 287- Fax: (33) (0)2.43.47.05.10  
Réservation / Booking: + 33 (0) 892 688 123  
Email: lemans.universite@premiereclasse.fr  
http://www.premiereclasse.com/fr/  
Take the tramway towards « Université » and stop at the « Campus-Ribay » stop, cross the roundabout, and then in the Ribay area, go down the “Jean Grémillon” street. The hotel is just down the street, on the left.

**THE INTERNATIONAL WELCOME CENTRE**

The incoming student mobility coordinators of the International Relations service, along with students working as tutors, welcome all international students at the International office when they arrive at Le Mans University.

They help newcomers go through administrative paperwork. Students must bring with them their passport or identity card along with any relevant document (insurance certificate, “convention d’accueil”, EHIC, proof of registration in your home university etc.)
Students are provided with a welcome bag which contains some useful documents such as a public transportation ticket (valid for the first few days of your stay), the contact details of the University Health centre, a map of the city centre, a booklet with some historical facts, etc.
MANAGING YOUR MONEY

➤ Bank account

If you will live in France for more than 3 months and/or if you receive a grant or a salary, we advise you to open a bank account in France in order to receive your grant or any financial support directly. When you do so, do not forget to ask for several copies of your banking information, a document known as a “RIB” (relevé d’identité bancaire).

Please note: before leaving France, make sure that you have planned the automatic closure of your bank account after a minimum of two months so that your housing deposit can be reimbursed to you.

➤ Please note

At the University’s medical centre you can make an appointment with a doctor, a nurse, a social worker or a psychologist.
If you experience any financial difficulties you can meet, for example, one of the University’s social workers. They can listen to you and may give you access to the University’s social grocery (épicerie sociale) where products are less expensive.

Official website of the social grocery

➤ Caisse d’allocations familiales (CAF)

In order to get financial housing assistance to help pay for your rent, as soon as you move into your room/studio, you may apply on the CAF web site, students section “demande en ligne”: CAF online application

The amount of the financial support is determined according to your resources and proportional to the amount of the monthly rent.

You may apply if you rent this accommodation for more than 3 months and if you have a residency permit (required for non-EEA/Switzerland students only).

Required documents for the CAF:

- a statement from your landlord or from the CROUS administration, if you are housed in a student residence on campus
- French banking information (called a RIB)
- a copy of your birth certificate translated into French

You must fill in your application form online, print it and sign it before sending it, along with the required documents to the following address:

Caisse d’Allocations familiales de la Sarthe
178 avenue Bollée
72034 LE MANS CEDEX 9

GET IN TOUCH WITH LOCALS

➤ Student clubs and societies (free to 10 euros yearly)

Link on the University’s website
1. Orchestra and choir (with weekly/monthly performances)
2. Drama club (in French) and English drama club (Le petit globe)
3. History students club (several monthly activities and regular excursions to various French cities and regions): aehlemans@gmail.com
   Université du Mans website page
4. Geography students club (Facebook page)
5. Debate society
6. Photography club
7. Movie club (regular shows and debates, often organized with the history club)
8. Disabled students club (can be paired with service-learning)
9. Social grocery
10. African students club (African Students of Le Mans Club (P.E.A.M.): Contact)
11. Do not hesitate to get in touch with the students from the ESN Le Mans (Erasmus Students Network) student club: https://www.facebook.com/lemansesen/

ESEM (Echange Sarthe Etudiants du Monde) association: It offers to pair international students with host families for support and regular gatherings (holidays, excursions in the region and shared meals: Contact)

Throughout your mobility at Le Mans University – Université du Mans:

- **Volunteer work**

International students may engage in volunteer work in Le Mans, from humanitarian to environmental activities (https://www.facebook.com/FranceBenevolatSarthe)

- **Cultural outings**

The International Relations office organises excursions during the academic year to places of great cultural and historical interest.

- **Buddy system: “Alter Ego” and “Linguistic tandem” (free)**

The buddy system at the Université du Mans-Le Mans is twofold: it is designed not only to encourage immersion and foster friendships but also to provide students with the
opportunity to improve their language skills not only in French but also in other languages.

- “Alter Ego” (Facebook page Alter-Ego) is a free student club open to everyone, which offers numerous excursions, gatherings, art contests, outings to the cinema or the theatre, shared meals, holiday celebrations etc. Alter Ego meets regularly at the Study Abroad building but also at the arts centre and in the town centre. Excursions to the Loire Valley and its châteaux, the Mont Saint Michel, Paris, Nantes etc are organized.

- The “tandem linguistique” is a program designed to pair students who want to begin learning a language or to improve their language skills in any language spoken by members, from French to English and Spanish but also languages such as Russian, Chinese or Arabic.
[DAILY LIFE IN LE MANS]

Link on the website Université du Mans - Student life

IMPROVE YOUR FRENCH

Le Mans University - Université du Mans offers different programs in the field of languages and especially programs dedicated to learning French.

Link on the University's website

- Campus rentrée FLE /Integration week
  The "Campus rentrée FLE" is a free and optional program of intensive French courses, taking place only in late August/early September. We strongly advise incoming students to attend this integration week.

You will receive further information by email.

- Campus Soir des Langues

Campus Soir des Langues classes take place every week for 2 hours, from 6 to 8pm at the Humanities Faculty. Students can attend French or English classes for free. For each semester, students with a learning agreement can get 2 ECTS for the language classes they take.

They are then able to take between 2 to 4 hours of French classes, depending on their level, and also English, Spanish, Chinese or German classes.

They cannot register for Campus Soir before enrolling in their host department administration at Le Mans University.

For more information, see calendar provided by the IR office.

- (CRL) - Languages Resource Centre

Free additional language courses are also available at the CRL (Languages Resource Centre), located on the first floor of the CieL building. Students can attend several conversation classes, for example: French, English, Spanish, Italian, German, Chinese, Korean and Russian. It may be a complementary way to learn languages and it may also result in the earning of 2 ECTS credits (for one semester and for each language) if stipulated in the Learning agreement officially signed.

During the whole academic year, it is a free-access centre where students can develop self-learning of languages.

Different programs are also available at Le Mans University for summer sessions

- International Summer Campus
  57 hours of French classes and 48 hours of cultural and linguistic workshops spread out over 4 weeks in July.

  Each student benefits from the Language Resource Centre (CRL) which allows them to learn or to improve their French skills. The CRL is a multimedia computer facility where students work interactively with computers, helped and supervised by a tutor.

  Cultural and touristic activities are also organized during these 4 weeks.

  Contact Email: ri-summercampus@univ-lemans.fr
**Summer DUFOS**

From the end of June until the beginning of September, the Summer DUFOS takes place in Le Mans University- Université du Mans. It is an academic course in French as a foreign language which offers different training programmes. Diversified educational activities are also included. This program supports social integration for students and helps students in the preparation of the continuation of their studies our university during the following academic year. Upon successful completion of the course and examination, a University Diploma is awarded to them.

**Contact Email:** dufos@univ-lemans.fr

**TRANSPORT FACILITIES**

Travel costs from your country to Le Mans are at your own expense.

The IR office provides you with a free transportation card (bus and tramway) valid for your first days in Le Mans (provided that you have confirmed in advance your precise arrival date and according to availability).

The SETRAM is the local company which manages the urban transportation system in Le Mans and the surroundings (Le Mans Métropole). SETRAM Student card Moovéa - http://www.setram.fr/589-Find-the-best-fare.html

**SHOPPING FACILITIES NEAR THE CAMPUS**

The campus is surrounded by lots of shops: post office, laundry facilities, pharmacy, restaurants, banks, etc.

A « Carrefour Market » supermarket, located next to the tram terminus « Université », will allow you to purchase some food or household cleaning products when you arrive.

See map of the campus.

**SPORT AND ARTS FACILITIES AT THE UNIVERSITY**

Students may choose from a wide variety of artistic or athletic activities.
Sport

Students can choose from more than 40 sports activities in Le Mans University. These activities are mentored by professionals. You will be able to register for these activities after the registration in your department’s administration office. Students can receive credit for these activities (the course(s) is/are free if they are taken for credit) or simply sign up for their own pleasure and for practice (the fee is then 30 euros for unlimited access to those activities). You may choose among horse-riding (50 euros instead of 30), fencing, swimming, ballet or modern dance, football, ping-pong, tennis, badminton, climbing, ultimate frisbee, basketball, aerobics, zumba, handball, rugby, yoga, volley ball, boxing, juggling, taek won do, karate, athletics, golfing, salsa and latin dances.

Get more information by downloading the List of sports activities
Cultural activities and leisure at Le Mans University - Université du Mans

Arts

The fee is 50 euros for individual lessons or practice and 30 euros for collective lessons and practice. You may choose from piano, saxophone, guitar, drums, violin lessons, drawing and painting lessons, sculpture, drama (beginner or intermediate). World songs, gospel choir, choir. Orchestra; Celtic music; Blues and Jazz; improvisation and composition; big band.

Get the list of the activities: Liste des activités culturelles
Cultural activities and leisure at Le Mans University - Université du Mans

GOING OUT IN LE MANS

About Sarthe / Le Mans

Do not hesitate to watch the touristic film about the Sarthe department: http://www.sarthe.gouv.fr/la-sarthe-le-film-a4139.html

To find out about the city’s museums, parks and cinemas as well as the major places, visit the website of Le Mans’ tourist office:
Site officiel Le Mans tourisme
Discover the city of Le Mans on the university's website

Crédits photos : Université du Mans © ad’hoc;
Nuit des Chimères
une création Skertzô pour la Ville du Mans © Ville du Mans Gilles Moussé.
Institutional information sheet

Contact your pedagogical coordinator

Each department has an international pedagogical coordinator who provides more detailed information on the calendar, course catalogue, credits awarded, learning agreement, certification, transcript of records, etc.

You will find the pedagogical coordinators’ contact details below.

Before arriving, you must contact your pedagogical coordinator of Le Mans Université by email. Make an appointment with them for the days that follow your arrival. Ask them the exact start and end dates of the semesters.

International coordinator for the faculty

- Ms Elisabeth LAMOTHE  elisabeth.lamothe@univ-lemans.fr

German studies / Joint degree – Paderborn

- Ms Anne BAILLOT  anne.baillot@univ-lemans.fr

English studies

- Ms Maud MICHAUD  maud.michaud@univ-lemans.fr

Spanish studies

- Ms Caroline CUNILL  caroline.cunill@univ-lemans.fr

Didactics – Linguistic Policies

- Ms Georgia IOANNITOU  georgia.ioannitou@univ-lemans.fr

Applied foreign languages, business and management

- English
  - Ms Lina DUPLAISIS  lina.duplaisis@univ-lemans.fr

- Spanish
  - Ms Cécile MARCHAND  cecile.marchand@univ-lemans.fr

- German
  - Ms Katalin PODMANICZKY  katalin.podmaniczky@univ-lemans.fr

Modern humanities/literature

- Ms Sylvie LABARRE  sylvie.labarre@univ-lemans.fr

History
Mr Ghislain BAURY  ghislain.baury@univ-lemans.fr

**Geography**

- Ms Elodie SALIN  elodie.salin@univ-lemans.fr

**USA programmes : ISEP - Fayetteville (Arkansas) - Farmington (Maine) - Akron (Ohio)**

- Ms Elisabeth LAMOTHE  elisabeth.lamothe@univ-lemans.fr

**Administration contact**

- Ms Aurore BROSSARD-DEZECOT  aurore.brossard-dezecot@univ-lemans.fr

---

**Faculté des Sciences & Techniques**

Le Mans Université

---

**International coordinator for the faculty**

- Mr Nirina RANDRIANANTOANDRO  nirina.randrianantoandro@univ-lemans.fr

**Biology**

- Mr Yann HARDIVILLIER  yann.hardivillier@univ-lemans.fr
- Ms Françoise DENIS  francoise.denis@univ-lemans.fr

**Chemistry**

- Mr Jean-François PILARD  jean-francois.pilard@univ-lemans.fr

**Computer science**

- Mr Fethi BOUGARES  fethi.bougares@univ-lemans.fr

**Mathematics**

- Mr Anis MATOUSSI  anis.matoussi@univ-lemans.fr

**Physics**

- Mr Abdelhadi KASSIBA  abdelhadi.kassiba@univ-lemans.fr

**Physical Education**

- Mr Bruno BEAUNE  bruno.beaune@univ-lemans.fr

**Acoustics**

- Mr Olivier DAZEL  olivier.dazel@univ-lemans.fr
Faculté de Droit, Sciences économiques & de gestion
Le Mans Université

Law
➢ Ms Julie CLAEL-THORAVAL  julie.clavel-thoraval@univ-lemans.fr
Coordinator of the exchange programme with Portland USA (Maine)

Economics and Management
➢ Mr Ahmed TRITAH  ahmed.tritah@univ-lemans.fr

Administration contact
➢ Ms Sylvie MALHERBE  ri-ecodroit@univ-lemans.fr

ENSIM
École d’ingénieurs
Le Mans Université

International coordinators for the Engineering School
➢ Mr Nourdin YAAKOUBI  nourdin.yaakoubi@univ-lemans.fr
➢ Mr Pascal PICART  pascal.picart@univ-lemans.fr
➢ Mr Madeth MAY  madeth.may@univ-lemans.fr

Contact administration
➢ Ms Khedija LE BAIL  khedidja.le_bail@univ-lemans.fr

IUT Le Mans
Le Mans Université

International coordinator for IUT (Le Mans campus)
(Chemistry - GEA - Mechanical Engineering – Physical Measurements)
➢ Ms Céline DOUKHAN  celine.doukhan@univ-lemans.fr
ou iut-ri@univ-lemans.fr

IUT Laval
Le Mans Université

International coordinator for IUT (Laval campus)
Mr Jean-Yves LEJEUNE  jean-yves.lejeune@univ-lemans.fr