

INTERNATIONAL EXCHANGE STUDENT GUIDE

2018
2019



WELCOME!	4
1. PRACTICAL INFORMATION	7
1.1. HOW TO COME TO SCIENCES PO BORDEAUX	7
A. BY TRAIN	7
B. BY CAR	7
C. BY PLANE	7
1.2. INTERNATIONAL RELATIONS OFFICE	8
1.3. NOMINATION/ENROLLMENT	8
A. EXCHANGE STUDENT	8
B. FREE MOVER	8
1.4. REGISTRATION	9
A. EXCHANGE STUDENT	9
B. FREE MOVER	9
1.5. STUDENT CARD	9
1.6. LIBRARY	9
1.7. INTERNET	10
1.8. ERASMIX ASSOCIATION	10
2. COURSES & EXAMINATIONS	11
2.1 ACADEMIC CALENDAR 2018/2019	12
2.2 COURSES	13
A. REGISTRATION	13
B. TYPE OF COURSES	13
2.3 LE CERTIFICAT D'ÉTUDES POLITIQUES À TITRE ÉTRANGER (C.E.P.)	14
2.4 EXAMS	15
A. EXAMS REGISTRATION	15
B. EXAM PROCEDURE	15
2.5 ECTS CREDITS EQUIVALENCE	16
2.6 GRADING SCALE	16
3 HOUSING	18
3.1 CROUS – ON-CAMPUS ACCOMMODATION	18
A. RESERVATION PROCEDURE	18
B. TYPE OF ACCOMMODATION	19
C. CHECK-IN AT THE RESIDENCE HALLS	19
D. RESIDENCE HALLS CONTACT DETAILS	20
3.2. PRIVATE HOUSING	20
A. CHEAP HOTELS – FROM 25€/NIGHT	20
B. ROOM IN A FAMILY	211
C. ROOM IN A HOSTEL:	21
D. UN STUDIO DANS UNE RÉSIDENCE « APPART'HÔTEL » :	21
E. FLATS	222
4. ADMINISTRATIVE FORMALITIES	25
4.1. HEALTH	25
A. YOU ARE A EU CITIZEN	25
	2

B. YOU ARE NOT A EU CITIZEN	25
C. EMERGENCY NUMBERS	25
4.2. OPENING A BANK ACCOUNT	25
4.3. HOUSING AND CIVIL LIABILITY INSURANCES	26
4.4. HOUSING BENEFITS (APL / ALS)	26
4.5. RESIDENCE PERMIT / VISA	26

5. USEFUL INFORMATION **29**

5.5. LUNCH TIME	29
A.UNIVERSITY RESTAURANTS	29
B.RESTAURANTS IN BORDEAUX CITY CENTER	29
5.2. PUBLIC TRANSPORTATION	29
5.3. BUDGET	30
5.4. WEATHER	30

6.SUM UP **31**

6.1 BEFORE LEAVING HOME	31
6.2 UPON YOUR ARRIVAL	31

7. ANNEXES **32**

WELCOME!



BORDEAUX



Sciences Po Bordeaux

The IEP (Institut d'Etudes Politiques/Institute of Political Studies), also known as Sciences Po Bordeaux, is one of the ten Institutes of Political Studies in France. Created in 1948, it is firmly established on the Bordeaux University scene by the pluridisciplinary, broad-based curriculum, which calls on numerous academics and researchers working in the different fields of political and social science. The Institute is an establishment of human proportions (approximately 1,500 students): admission is by rigorous selection, a guarantee of the quality of its training. In 2017, 287 students were selected from 4 777 candidates.

In recent years, Sciences Po Bordeaux has become more internationalized. With more and more partnerships and agreements, the school welcomed in 2017-2018 more than 300 foreign students coming from all over the world

WELCOME TO YOU ALL AND HOPE YOU WILL ENJOY YOUR STAY WITH US!



Please read this guide carefully, it will be of a great help. You will find most of the information you need. Don't forget to print it and to bring it with you to France!

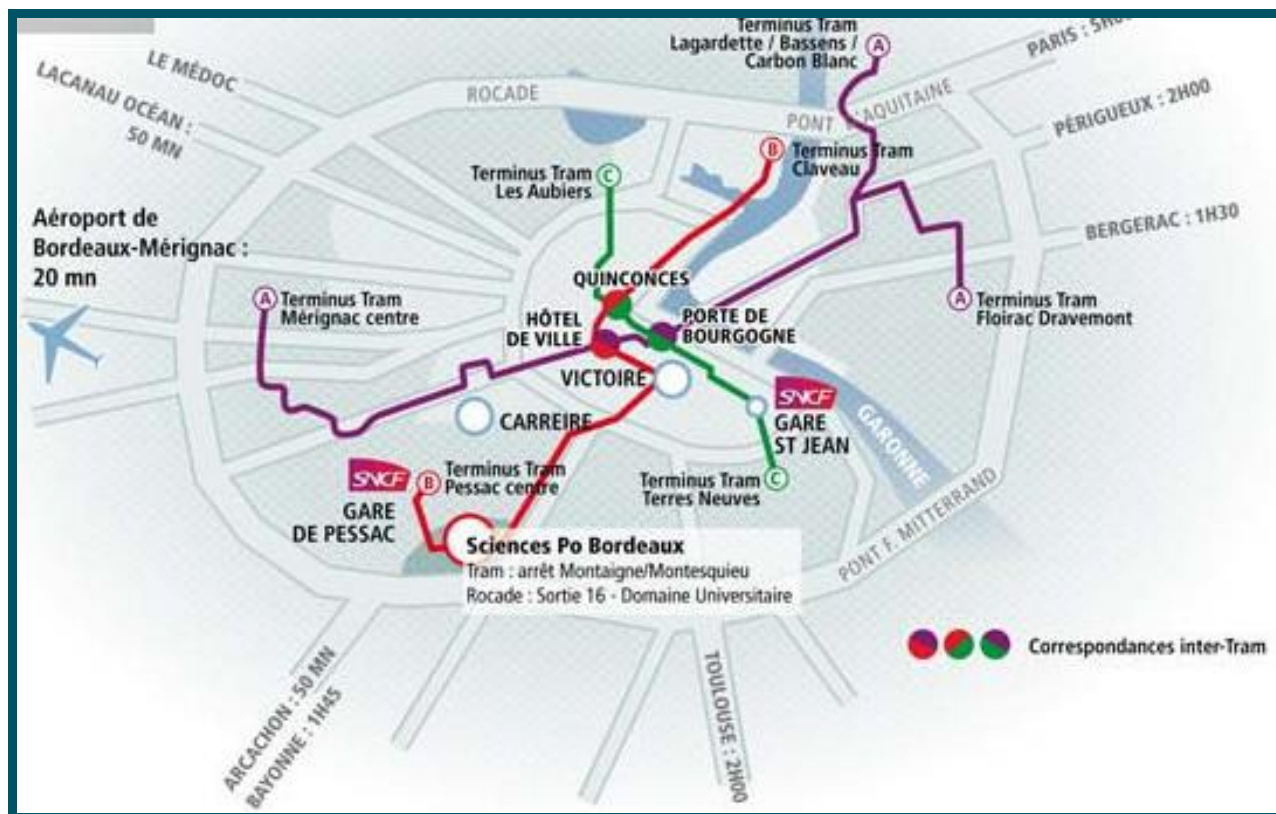
PRACTICAL INFORMATION



ENROLLMENT REGISTRATION

1. SCIENCES PO BORDEAUX - PRACTICAL INFORMATION

1.1. How to come to Sciences Po Bordeaux



A. By train

From Bordeaux Saint-Jean train station, 2 possibilities:

1. By bus (direct): take the **bus-liane 10** (towards « Gradignan Beausoleil ») and get off at « Montaigne-Montesquieu » bus stop (around 30 minutes).
2. By tramway (1 change): take **line C** toward « les Aubiers » and get off at « Quinconces » tram stop. Take **line B** toward « Pessac centre » and get off at « Montaigne-Montesquieu » tram stop.

More information on the tram and buses website: <https://www.infotbm.com/> and under the section « 5.2 p.29 ».

B. By car

Direct access from the motorway (A10/A62/A63). Once on the “ring road”, take the exit **sortie 16 « Talence-Domaine universitaire »**. Then follow the signs indicating “Domaine Universitaire”.

C. By plane

From Bordeaux-Mérignac airport, 3 possibilities:

1. Take **Jetbus** shuttle toward Bordeaux and get off at Victoire station. Then, take **tram B** toward « Pessac centre » and get off at “Montaigne Montesquieu”.

Good to know...

The school is situated on the Campus of Pessac-Talence, one of the largest in Europe with 235 hectares. It is 20 minutes away from Bordeaux city-center by tram, its natural landscaping and its equipment create a living & working comfortable space. Its numerous sports facilities allow the practice of many in and outdoor sports.

More information on: <http://www.bordeaux.aeroport.fr/fr/info/navette-directe>

2. Take **bus 1** towards « Quinconces ». Two possibilities:

- Get off at « Lycées de Mérignac ». Then, take **bus 35** toward « Talence Peixotto ». Get off at “Montaigne Montesquieu” stop.
- Get off at « Quinconces » stop. Then take **tram B** toward « Pessac centre ». Get off at « Montaigne-Montesquieu » stop.

3. By taxi, the price of a trip toward the campus or the city-center is around 40€.

1.2. International Relations Office

Director	Dr Ludovic RENARD Email : l.renard@sciencespobordeaux.fr Phone: +33 (0)5 56 844 153 Mobile: +33 (0)7 86 274 623
Incoming Mobility Coordinator	Mrs Gabrielle STOCKMAN Email : g.stockman@sciencespobordeaux.fr Phone: +33 (0)5 56 844 143
International Exchange Students Manager	Mrs Eléna DUBÂA Email : e.dubaa@sciencespobordeaux.fr Phone: +33 (0)5 56 844 308
Outgoing Mobility Coordinator	Ms Delphine DELCROS Email : d.delcros@sciencespobordeaux.fr
European Projects Administrator	Mrs Lucile Martin Email : l.martin@sciencespobordeaux.fr

1.3. Nomination/Application

A. Exchange student

Every student wishing to come to Sciences Po Bordeaux within an exchange programme must be nominated by his/her home institution before the deadline: **May, 31st 2018 (1st semester and academic year) or October, 31st 2018 (2nd semester)**.

Please contact the International Relations Office of your home institution for more information.

B. Free mover

If you want to come to Sciences Po Bordeaux as a Free Mover, you have to fill-in and send back the application form with all the requested documents before **April, 30th 2018**. You can download the application form on our website: <http://www.sciencespobordeaux.fr/fr/international-student/candidature-individuelle.html>. Please note Free Movers register for the whole year and for courses taught in French.

If you are selected to enroll at Sciences Po Bordeaux as a free mover you will receive an email by June. You will be able to enroll either in the regular exchange programme (free courses) or in the CEP (p.14).

If you want to apply for a **Master programme**, please contact the Admissions Office for more information and for your application: <http://www.sciencespobordeaux.fr/fr/admissions/etudiants-etrangers.html>

Contact details: admissions@sciencespobordeaux.fr, +33 (0)556 844 297.

1.4. Registration

A. Exchange student

The exchange students will apply on-line. After the confirmation of his/her nomination by his/her home university, the student will receive the web link allowing him/her to register at IEP de Bordeaux by email.

B. Free mover

Registration will be during the Integration Week depending on your test results (CEP or free choice of courses).

Thus, you will have to pay your registration fees (2500€/year) to get your student card (Aquipass).

Regarding CROUS (on-campus) housing, priority is given to students coming within an exchange programme. More information about housing page 21.

NB : We do not acknowledge receipt of your application documents, please do not send us an e-mail or to call us. We will contact you if we have not received your documents or in case of missing documents.

If you need an enrollment certificate before your arrival, please send us an e-mail.

1.5. Student Card

Once in Bordeaux and your registration completed, you will be given a student card (called "Aquipass") and two enrollment certificates (please always give some copies, no additional certificate will be issued). With this card you can access Internet, MOODLE and Sciences Po Bordeaux webmail. This card has also other uses:

- Library card
- Debit card in University restaurants
- Photocopy card (to be loaded at the library)
- Printing card (multimedia room)



You will need the student card if you want to eat in University restaurants. You can also get some discounts in various places, for instance: cinema, library, flight tickets (ask for the **ISIC card** « carte internationale des étudiants » sur <http://www.isic.fr/>); museums, theaters, sports, fast-food restaurants etc...

1.6. Library

To borrow some books at the Library you have to go to the Library with your Student card and register.

- How to print / copy a document?

SPB offers you 100 printings on your Aquipass card at the beginning of the academic year. Then you can recharge your card to make more copies/printings at the library.

1.7. Internet

Once you get your student card you will be able to connect to Sciences Po Bordeaux Wifi.

How to log-in:

- Login: **name.family name** Example: **pierre.dupont**
- Password: student number (AQUIPASS) followed by the 1st letter of your name, dot, the 1st letter of your family name (both in block capitals).

Example: 1645236P.D

In case you have two family names, your login will be composed of your two names with a limit of 20 blocks (in total).

Every International student has got a Sciences Po Bordeaux email address: name.familyname@scpobx.fr. To access your webmail, please go on: <http://webmail.scpobx.fr>. Your login will be : name.familyname@scpobx.fr and your password will be the same as the one used to connect to Wi-Fi. In case you have any problem, please contact the IT service: technique@sciencespobordeaux.fr (Office B.126).

1.8. ERASMIX association

Promote your University!

Every year, late November or early December, you will be asked to help the IR Office and the ERASMIX association to promote your University during a meeting dedicated to studies abroad. Thus, don't forget to bring some promotional material with you (posters, students guide, pictures, etc.).



Created in September 2002, the ERASMIX association is in charge of helping foreign students and organizing events for them. During all the academic year they will offer foreign and French students various activities (visits, tour guide, parties, wine/cheese tasting, etc.). The team aims to better integrate foreign students to the IEP life. Thanks to the events it organizes, foreign students discover Bordeaux life and realize their projects.

You will meet the team during the Orientation Session and if you wish to, you can be part of the ERASMIX team.

Meet the association on *Facebook*.

You will find some useful information regarding your stay, arrival, and accommodation. You can also send them an email at this address: erasmix.scpo@gmail.com.

TUITION



COURSES & EXAMINATIONS

COURSES & EXAMINATIONS

2.1 Academic Calendar 2018/2019

Fall semester: September 3 – December 22, 2018

September 3 – 7	Integration Week - <u>compulsory</u>
September 10	Beginning of 1st semester courses
September 21	Deadline for 1st semester courses/exams REGISTRATION
<i>October 27 – November 4</i>	<i>All Saints Holiday</i>
December 8	End of 1st semester courses
December 13 – 19 (included)	1st semester EXAMS
<i>December 20 – January 6</i>	<i>Christmas Holiday</i>

Spring semester: January 7 – May 15, 2019

January 7 - 11	Orientation/Integration session for spring semester students - <u>compulsory</u>
January 14	Beginning of 2nd semester courses
January 25	Deadline for 2nd semester courses/exams REGISTRATION
<i>February 23 – March 3</i>	<i>Winter Holiday</i>
April 13	End of 2nd semester courses
<i>April 13 – 28</i>	<i>Easter Holiday</i>
April 29 - May 15 (included)	2nd semester EXAMS

2.2. Courses

A. Registration

Students cannot register for courses before their arrival in Bordeaux.

They will have to register for courses before September 21, 2018 or 1st semester courses and exams and before January 25, 2019 for 2nd semester courses and exams. Registration for courses is **definitive**. After these dates, **no add and drop will be allowed**.

Students can either register for 1st, 3rd or 4th year lectures (cours magistraux). Graduate students might be allowed to register to 5th year courses. Students can attend neither 4th seminar courses, nor 5th year courses.

- A regular student at Sciences Po Bordeaux has to obtain **30 ECTS credits**¹ per semester (= **60 ECTS credits** for one academic year).

B. Type of courses

Lectures

They aim at developing students' methodological skills. There is no written material available for these courses. There will be a specific exam (oral or written exam) for all courses attended by exchange students. There are annual (exam in May) and half-year courses (1st semester: exams in December / 2nd semester: exams in May).

Guest lecturer courses

12 courses taught in foreign languages are offered to students, either in the 1st, 3rd or 4th year. Taught by guest lecturers, the topics covered, which are varied, and their schedules are known early September. Students will have to register once topics are known. These courses consist of 12 in-class hours are evaluated with a grade and are credited with 2 ECTS for Incoming students.

The teacher may choose between two assessment methods:

- An essay ("paper") of maximum 4 pages (1500 characters)
- A written exam based on the course contents

Seminar courses (conférences de méthode) – only for French track students with a good level of French

They take place once a week, over 24 weeks (whole academic year), have a 90mn duration, and confer 8 ECTS when passed. Each group works in permanent interaction with the lecturer. Seminars emphasize different aspects of methodology. Attendance to the seminar courses is compulsory and taken into account in the student's assessment. A regular work (readings, research, essays, attendance, oral participation) is compulsory to earn the 8 ECTS. A good knowledge of French Language (C1) is required and the registration has to be validated by the lecturer.

French Language Course (F.L.E.)

A French language course is available at Sciences Po Bordeaux for all incoming students: 1h30 per week, 20 students max per group, for either one semester or one year. One semester = 4 ECTS credits, one year = 8 ECTS credits. Free of charge.

* Fee paying courses:

- at **Bordeaux Montaigne** University, at the « Département d'Etudes du Français Langue Etrangère » (DEFLE). More information on : <http://defle.u-bordeaux-montaigne.fr/fr/index.html>
- at the **Alliance Française**: www.alliance-bordeaux.org

¹ To be decided with the home university, according to your Learning Agreement

Foreign languages

If you want to begin or keep-on learning one or more foreign languages and get ECTS credits, you have to register directly at Bordeaux Montaigne University. Be careful and make sure that your home institution recognizes these language courses, taking into account that these grades from Bordeaux Montaigne will not appear on your Sciences Po Bordeaux transcript of records. To get more information about these foreign language courses: <http://www.u-bordeaux-montaigne.fr/fr/formations/cours-du-soir-et-certificats-de-langues/inscriptions/formation-initiale.html>.

Sports

A lot of sporting activities are available: swimming, tennis, soccer, rugby, athletics, volleyball, handball, badminton, judo, karate, yoga, climbing, squash, etc. International students are welcome and do not need to register on Internet. To participate, go and see the instructor as an ERASMUS student (no credits needed) and ask if you can take part in his course. Some sports have a limited number of places available: Sciences Po Bordeaux students are given the priority because sport is compulsory for them. The IEP sports association organizes each year numerous tournaments in which you can participate. Visit: <http://as.sciencespobordeaux.fr>

COURSES LIST

You can find most of our courses on our website <http://www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange/french-track.html>

WARNING! The course schedule will be known only in early September. You will not be able to complete your learning agreement before the beginning of the semester.

⇒ An intermediate/advanced level in French/English is required to attend courses: from **B1 to C2** according to the Common European Framework of Reference for Languages

2.3 Le Certificat d'Études Politiques à titre étranger (C.E.P.)

CEP (Certificat d'Etudes Politiques à titre étranger) – programme entirely taught in French
The CEP is reserved for French track students staying for the full academic year.

Enrollment in the CEP programme is not automatic. To be admitted, Incoming students must:

- be a nationality other than French
- have validated 2 academic years
- have a B2 French level
- mention it on the application form
- take (and pass) one written test: analysis of documents in French (3 hours)

Students accepted for this programme **must**:

- participate in **and pass** 3 seminar courses “conferences de méthode”: Contemporary Issues (Culture générale), Political Studies, French Language and Culture. Each of these seminar courses takes place over 24 weeks, from September to April (one seminar of 90 minutes per week per course). Validation is determined by evaluation of student participation (continuous assessment) and results of written and oral tests. 8 ECTS each. These courses are dedicated to foreign students.
- obtain 36 ECTS credits (choosing from general courses offered in the 1st, 3rd and 4th years). The compulsory course “*Les Institutions Politiques Françaises*” during the first semester is included in the 36 ECTS. Evaluation may take place in either December or April/May (written or oral exams) depending on the course.

Passing the CEP does not mean the automatic admission to the 3rd year regular programme.

Students wishing to apply for admission will have to go through a special selection process (ECTS obtained, marks for each course...) usually followed by an interview.
<http://www.sciencespobordeaux.fr/fr/admissions/etudiants-etrange.html>

The CEP is awarded to all candidates who obtain 60 ECTS, have passed the 3 seminar courses and have an overall average of 10/20. If a student did not pass one of the 3 seminar courses, he cannot be awarded the CEP.

2.4. Exams

It is the lecturer who decides at the beginning of the semester how he/she will evaluate the students. Exchange students have specific exams. They cannot take their exams with regular students.

	Deadline for exams registration	Exams Timetable	Exams Session
1st Semester Exams	September 21	End of November	December 12 – 19 (included)
2nd Semester Exams	January 25	Early April	April 29 - May 15 (included)

A. Exams registration

Students cannot register for courses before their arrival in Bordeaux.

Students will have to register for courses before September 21, 2018 for 1st semester courses and exams and January 25, 2019 for 2nd semester courses and exams by returning their course registration form to the IR office.

Registration for courses is **definitive**. After these dates, **no add and drop will be allowed**.

B. Exam procedure

To evaluate the students, lecturers can either choose between:

- * **Written exam**
- * **Oral exam**
- * **Paper**

The lecturer will inform the students at the beginning of the semester about the type of exam for his/her course.

The passing grade is 10/20.

There is no re-sit exam. We recommend students to take more credits than necessary. Students cannot choose how and when they want to do their exams.

Warning: the exam procedure is determined by the host institution.

For example: if the home institution requires an essay to validate a course, and if the SPB lecturer asks for an oral or written exam, the student will have to follow the IEP rule and will not be allowed to write an essay instead.

The **transcript of records** will be sent by email and directly to your home address after your study period: early-mid February for 1st semester students, early July for 2nd semester and one-year students.

2.5 ECTS credits equivalence

EQUIVALENCE OF ECTS CREDITS FOR LECTURE AND SEMINAR COURSES

- 36h = 8 ECTS credits
- 18h = 4 ECTS credits
- Seminar course = 8 ECTS credits
- Guest lecturer course = 2 ECTS credits

2.6 Grading scale

A outstanding performance with only minor errors	Excellent	16 - 20 / 20
B above the average standard but with some errors	Very Good	14 - 15
C generally sound work with a number of notable errors	Good	12 - 13
D fair but with significant shortcomings	Satisfactory	11
E performance meets the minimum criteria	Passable	10
F some more work required before credit can be awarded	Fail	< 10

HOUSING



3 HOUSING

It is quite hard to find housing in Bordeaux, whether you are a French or a foreign person. Students are responsible for finding their own accommodation. There is no housing service at Sciences Po Bordeaux.

We recommend students to look for and to book accommodation before arrival.

Do not hesitate to contact the ERASMIX association which aims to help you: erasmix.scpo@gmail.com

3.1 CROUS – On-campus accommodation

A. Reservation procedure

Foreign students who wish to stay in university accommodation have to follow the following steps:

1. **Apply on-line by clicking on:** <https://www.messervices.etudiant.gouv.fr/envole/>

Click to **Inscription** (in green) and create an account at <https://www.messervices.etudiant.gouv.fr/envole/>

You will receive an automatic mail sent to your email, with a link to create a password (a message like this one:

*Bonjour Mme Ivanova Elena,
Votre compte a été créé sur messervices.etudiant.gouv.fr.
Vous pouvez désormais vous connecter avec les identifiants suivants:
Identifiant: aaa@mail.ru
Veuillez suivre [ce lien](#) afin de définir votre mot de passe et terminer le processus d'inscription.
Cependant, certaines des informations que vous avez fournies nécessitent d'être vérifiées afin de vous donner accès à tous les services du Cnous.
L'équipe de messervices.etudiant.gouv.fr vous tiendra informé très prochainement.
Bien cordialement,
L'équipe de [messervices.etudiant.gouv.fr](https://www.messervices.etudiant.gouv.fr)*

2. **Create a password** with this link (click to [ce lien](#)) and you connect now to <https://www.messervices.etudiant.gouv.fr/envole/> (click to Connexion in green)

3. Click to « **Demande de Dossier social étudiant** » (in green).

In order to get the whole procedure, **please email Eléna DUBÂA (e.dubaa@sciencespobordeaux.fr) who will give you all the details in a TUTO.** Please follow every step in the guide and follow the described procedure until the very end, otherwise the CROUS de Bordeaux will not authorize us to give you a room.

You need to follow all the steps as indicated and send the required documents to Lille, France, **by regular post.**

4. After this procedure, you come back to <https://www.messervices.etudiant.gouv.fr/envole/>
Trouver un logement / En résidence CROUS / CROUS Bordeaux

And you choose the type of accommodation you want among “Village 3 rénové”, “Village 5 rénové”, Emile Durkheim or Pierre-Gilles de Gennes. No more village available for International Sciences Po students.

5. **Send an e-mail to Eléna DUBÂA (e.dubaa@sciencespobordeaux.fr) with: your INE number, date of birth, place of birth, approximate dates of your arrival/departure and your residence choice**
6. You then wait for the CROUS' answer (by mail and SMS). If the answer is positive, you will have to pay the reservation fee + first rent + fill the rent folder (and send it to selected residence).

Warning:

1. Your application will be taken into account only if you apply on <https://www.messervices.etudiant.gouv.fr/envole/> and contact Eléna DUBÂA by e-mail.
2. An application on CROUS website does not mean an automatic assignment of a room
3. Applications will be treated on a first come first served basis

Important: we receive an important number of housing demands from the students and the number of rooms is very limited.

We suggest you to look at the same time for some private housing, on the sites like www.leboncoin.fr, www.pap.fr etc

Good to know....

Bordeaux-Pessac campus is NOT like an American campus! Our campus is spread out, but on a human scale, close to the city center and there are a lot of activities offered but there are few shops.

At night, during the weekends or holidays: most of the restaurants and universities (and thus libraries) are closed. You will have to go downtown or into Pessac.

B. Type of accommodation

Please note that in all CROUS Residences, linen and crockery are NOT provided.

All the rooms are on campus - between 2 – 10 minutes by walk from school and 8km from Bordeaux city center (20-25 minutes by tram). Sciences Po Bordeaux doesn't have any rooms or studios situated in Bordeaux city center.

We can ONLY offer to our students rooms in the following dormitories:

Village 3 – renovated rooms

Village 5 - renovated rooms

Emile Durkheim – studio flats

Pierre-Gilles de Gennes – studio flats and one T5 flat (to be shared between 4 students)

It is IMPOSSIBLE to get a room in another CROUS de Bordeaux dormitory.

1- Refurbished/renovated rooms in residences on campus (9-13m²)

The rooms are furnished and have shower and toilet. Kitchen might be shared with 4 other rooms (depends on building and dormitory).

Average price: 9 < 13 m²: **249€ a month, service charges and internet connection included.**

2- Studio flats* managed by the CROUS (18m²)

These flats are located in Emile Durkheim or Pierre-Gilles de Gennes residences, very close to the school. Rooms are around 20m².

Average price: **360 – 415€ a month, service charges included.**

* very limited number of places. **For students staying the full academic year only.**

C. To do before your arrival

If you are given a room at CROUS you will receive your housing notification by the end of July / November.

1. **Book your room online** – you will have to pay reservation fees (= one month rent) and the first rent (if you can't pay on-line, don't worry, you will be able to pay upon your arrival – you will not lose your room because of that)
2. **Get in touch with your CROUS residence hall** – confirm your reservation and inform them about the date and hour of your arrival in order to make an appointment to get your keys – make sure that your residence hall will be open the day of your arrival, because most of them are closed in the evening and during week-ends
3. **Print your “Notification du logement” and school certificate** and bring them with you to your CROUS residence
4. If you don't have a French “guarantor” or you won't be able to pay the rent for the whole stay upon your arrival, you have to **apply for “Visale”** on: <https://www.visale.fr/#/>

**Warning: If you don't have a French “guarantor”,
and do not apply for Visale before arrival, you will not get your keys!**

D. Check-in at the residences'halls

Upon arrival, to get your keys, you will have to go the residence reception desk (to Résidences campus Pessac for Village 3 and to Résidences Campus-Centre for Village 5, Emile Durkheim or Pierre-Gilles de Gennes) with the following documents:

- “Notification du logement” from CROUS (sent by email by the IR office)
- School certificate
- ID photo
- If you didn't pay online: one month rent + one month damages deposit + 4€ (administrative fees)
- Either French guarantor or “Visale certificate” (or you pay the rent for the whole stay)

E. Residences Halls contact details

Village 3 Rénové	Résidences campus Pessac Domaine Universitaire 9, esplanade des Antilles 33608 PESSAC Cedex	Tél. : 05.56.04.63.70.	residences.campus-pessac@crous-bordeaux.fr	Check-in for students is possible at Village 3, from Monday to Friday, from 9 am until 4 pm.
Village 5 Rénové Pierre-Gilles de Gennes Emile Durkheim	Résidences Campus-Centre Domaine universitaire 25, av. Léon Duguit 33608 PESSAC Cedex	Tél. : 05.57.35.56.40	residences.campus-centre@crous-bordeaux.fr	Check-in for students is possible at 25 avenue Léon Duguit (black building next to Restaurant Universitaire n°2) from Monday to Friday, from 9 am until 4 pm.

Please refer to the map p. 32 to know the exact location of your accommodation.

3.2. Private housing

A. Cheap hotels – from 25€/night

Auberge de Jeunesse Tel : +33 (0)556 330 070 / auberge.bx@wanadoo.fr	Hôtel de la Boétie Tél. : 33 (0)5 56 81 76 68
Hôtel Boulan Tél. : 33 (0)5 56 52 23 62	Hôtel Choiseul Tél. : 33 (0)5 56 52 71 24 / www.hotelchoiseul.com
Hôtel Studio Tél. : 33 (0)5 56 48 00 14	Hôtel Regina Tél. : 33 (0)5 56 91 66 07
Hôtel Saint-Rémi Tél. : 33 (0)5 56 48 55 48	Hôtel Huguerie Tél. 33 (0)5 56 81 23 69

Visit: www.hostelworld.com // <https://www.petitfute.com/v1524-bordeaux-33000/c1166-hebergement/>

B. Room in a Family

- 1. Homestay:** It is easier to be in Bordeaux to look for a homestay accommodation since you will have a wider access to ads (CROUS announces, free newspapers, Internet, shops, etc.).
- 2. The « Alliance française de Bordeaux »** also offers homestay. Tell them that you will be a Sciences Po Bordeaux student to have access to these offers without having to register for their courses. More information on their website <http://www.alliance-bordeaux.org/fr/hebergement.htm> or by email af@alliance-bordeaux.org

C. Room in a hostel

1. For girls

- **Foyer Jeunes Travailleuses Le Levain**

33, rue Paul Louis Lande - 33000 Bordeaux. Tel. : +33 (0) 556 336 666 ;

<http://www.habitatsjeuneslelevain.org/> . Furnished room with breakfast: 352 €/month – *Possibility to get housing benefit*. Minimal renting: 1 month

- **Foyer d'Accueil Sœurs Franciscaines**

38 bis, rue Kyrie - 33000 Bordeaux. Tél. 33 (0)5 56 91 78 09. Rent: 470 €/month (breakfast and one meal included)

- **Foyer Doctrine Chrétienne**

9, rue Bigot - 33000 Bordeaux. Tel.: +33 (0) 556 336 380. Rent: between 380€ and 460€ - *Possibility to get housing benefit*

2. For boys

- **Foyer pour Tous** (up to 25 years) – Pre-registration form to ask 3 months before arrival.

1, rue Jean Descas, 33800 Bordeaux. Tel. : +33 (0) 556 487 030

Furnished room at 377€ (no meal), linen and croquetry not provided. *Possibility to get housing benefit*.

3. Foyer mixte (for both)

- **Foyer des Acacias**

194 ter, boulevard Albert 1er - 33000 Bordeaux (1 month deposit + administrative costs).

Tél.: +33 (0)5 47 471 996. Rent: 304 €/month

http://etudiants.locataires.free.fr/html/foyers_bordeaux.html

D. A studio flat in an « appart'hôtel » residence

For one night, one week, one month or more, alone or in flat-share, these residences offer you the possibility to rent a furnished studio in Bordeaux city center. Sometimes expensive, these studios can sometimes be very useful.

Teneo 28, rue Marc Sangnier – 33400 Talence Tél. : +33 (0)5 56 362 975 www.teneo.fr	Citéa Bordeaux 1 bis, rue Jean Renaud Dandicolle - 33000 Bordeaux Tél. : +33 (0)5 56 56 18 00 www.citea-hotels.com
Résidence Gambetta 13, avenue du Maréchal de Lattre de Tassigny 33400 Talence Tél. : +33 (0) 5 56 35 30 60	Les Lauréades 340, cours de la libération - 33400 Talence Tél. : +33 (0)825 332 332 www.icade-immobilier.com
Studotel Rue Frédéric Sévène - 33400 Talence Tél. : +33 (0)5 56 84 59 59 / www.studotel.fr	Les Estudines 183, cours de l'Yser - 33000 Bordeaux Tél. : +33 (0)5 56 943 206 / www.estudines.com

E. Flats

1. Rent a flat

If you want to rent a flat we recommend you not to say that you come for a short stay, but for one academic year or even longer. Once you get the flat, you will just have to give a **three-month notice** before leaving by registered mail.

Rough guide to prices:

- *Studio/T1 (20 - 30 m²): around 350€/month
- *T2 (35 - 45 m²): around 550 €/month
- *T3 (55 - 70 m²): around 650 €/month

Requested documents: ID card, Erasmus grant certificate; parents tax notice + last 3 salary statements, bank account details (Basic Bank Account Number)

Warning : it is quite hard to get private housing. For more information, please contact the ERASMIX association.

On arrival you will have to pay one month's rent + one month's damages deposit together with the cost of insurance.

Good to know before signing your rental contract:

- Rental agreement: 3 years (but can be terminated)
- 3-month notice to be sent by registered mail (compulsory to break the contract without penalties)
- Deposit: one-month rent
- Agency fees: around 7% of the annual rent
- 1st rent to be paid when the rental contract is signed (do not pay anything before having signed the contract or be given the keys)

Warning:

Landlords generally ask for a French person with a sound financial record, often a parent, to act as a guarantor for rent payments. It is almost impossible for non EU student to rent a flat through an Agency; and it will be difficult also to find a furnished flat.

We advise you to look first for private individual owners' flats, on the following websites:

Carillon 33: <http://www.le33carillon.fr>

Paru Vendu: <http://www.paruvenu.fr>

Studapart: <https://sciencespobordeaux.studapart.com/fr/>

Also: <http://www.sudouest-immo.com> and www.leboncoin.fr

You can also have a look at the Sciences Po students website: <http://www.sciencespobordeaux.fr/fr/vie-etudiante/vie-associative/les-associations-de-sciences-po-bordeaux/bureau-des-eleves.html>

Other useful addresses:

- Centre Information Jeunesse Aquitaine: <http://www.info-jeune.net/logement.html>
- Agence Nationale pour l'Information sur le Logement: <http://www.anil.org/>
- VISALE which helps students with guarantee issues: <https://www.actionlogement.fr/la-garantie-visale#beneficier>

Some room, studio or flat addresses are available at **CROUS**:

CROUS : 18 rue du Hamel, CS11616, 33080 Bordeaux cedex.

Tel. : +33 (0)5 56 339 200 - <http://www.crous-bordeaux.fr>

You can also contact **estate agencies** as: Foncia, Century 21, 4% Immo, Lamy, Logeka... You will have to pay agency fees and one or two month rent deposit.

Be careful: do not pay any agency fees before getting a flat!

2. Flat-share

Some French students, back from their exchange period, offer to share their flat with an exchange student.

We will send you their proposal directly by email.

You can also visit flat-share websites:

www.koloc.org;

www.appartager.com;

www.paruvendu.fr/immobilier/colocation;

www.annonceetudiant.com; etc.

3. Intergenerational housing

Share a flat with an old person. The principle is simple: from one side, a senior citizen living alone, and from the other side a student looking for accommodation. In between, associations create the link. A partnership agreement is signed between the two parties, in order to settle the rules and avoid problems.

- RESEAU COSI (Cohabitation Solidaire Intergénérationnelle) - 25 rue Francis Martin, 33075 Bordeaux Cedex. Tél. : +33 (0)5 56 014 219 - npic@fr.oleane.com

- VIVRAVEC - Tél. : +33 (0)6 26 266 466 - vivravec@club-internet

Other websites: www.atoutage.net, www.leparisolidaire.com, www.logementintergeneration.org

Warning:

- Either you get on-campus or private housing, **housing insurance is compulsory** (see p.27)

- **The French Residence Tax** has to be paid by the occupiers of a property in which they were resident on January, 1st (except for on-campus rooms).

More information: <https://www.impots.gouv.fr/portail/questions/theme/taxe-habitation/87>

ADMINISTRATIVE FORMALITIES

CARTE EUROPÉENNE D'ASSURANCE MALADIE



3 Nom	
4 Prénoms	
5 Date de naissance	6 Numéro d'identification personnel
7 Numéro d'identification de l'institution	
8 Numéro d'identification de la carte	9 Date d'expiration



TITRE DE SÉJOUR

CARTE DE SEJOUR TEMPORAIRE

Nom : _____

Prénom : _____

Validité début : _____ Fin : _____

Délivré par : _____

Motif du séjour : _____

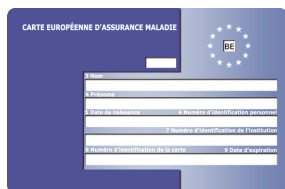
Signature de l'autorité : _____

DUPLICATA N° : 01

4. ADMINISTRATIVE FORMALITIES

4.1. Health

A. You are a European Union citizen



You must have **the European health insurance card**

Warning: a copy of this card is compulsory to complete your administrative registration at Sciences Po Bordeaux.

B. You are not a European Union citizen

Every non-European student has to register for the French Health Care system (Sécurité Sociale) through CPAM: www.etudiant-etranger.ameli.fr

It is free and you will do the registration by yourself once arrived and give a proof to Sciences Po Bordeaux when you register for the exams.

Good to know:

On campus, the « Centre de Santé étudiants » welcomes you from Monday to Friday, from 9 AM to 5 PM.
13 Place Pey-Berland, 33600 Pessac (près du village 2) - Tél.: 05 56 04 06 06

C. Emergency numbers

SAMU (Emergency Service): **15**

Firefighters: **18**

Police: **17**

EDF (electricity repair service): 0972675033

4.2. Opening a bank account

Opening a bank account in France is required to receive the housing benefits (APL from CAF - Caisse d'Allocations Familiales, www.caf.fr).

To open a bank account, you need the following documents:

- student card or copy of your school certificate
- copy of your passport
- proof of residence

Sciences Po Bordeaux has a partnership with [HSBC](http://www.hsbc.com) to facilitate administrative procedures for foreign students. For more information, please contact Erasmix.

4.3. Housing and Civil Liability Insurances

Home insurance: you must take out an insurance coverage through an agency of your choice (between 30 and 60 € depending on the size of your accommodation). The landlord is entitled to ask the tenant to provide proof of insurance within a week of signing the tenancy agreement.

Different policy options are available through insurance agencies. Read the proposed conditions carefully: an excessive coverage is often expensive and may not necessarily meet your needs.

A Civil Liability Insurance covering the academic year is compulsory. Once arrived, the students must subscribe for civil liability insurance (accidents on the way to university, sports, individual guarantee) to cover any damages that could be caused during their stay in France. Only the voluntary membership in a mutual insurance company or in an insurance company can allow the cover of these risks.

Few companies propose this type of insurance:

<http://www.lmde.com/etudiants-etrangers/assurance-au-quotidien.html>

<http://www.vittavi.fr/lyceen/assurances/etudiez-en-toute-serenite>

4.4. Housing benefits (APL/ALS)

Individual and/or joint tenants may be entitled to housing benefits whether living in an unfurnished or furnished flat, home-stay, or student hall of residence.

The accommodation must correspond to decent home standards (offer a minimum comfort: water, toilet, heating installations) and have a minimum floor area of 9 sq. meters.

The tenancy agreement must be in your name. The calculation of your housing benefit will take into account your income, the type of accommodation, the location and the amount of the rent.

For an estimate of your benefit entitlement please visit the **CAF website**.

Supporting documents to provide:

- Bank details or RIB (for a commercial, savings or postal French bank account)
- Declaration of incomes (delivered by CAF)
- Photocopy of the tenancy agreement or housing certificate from CROUS
- Photocopy of residence permit for non EC students
- School/University registration certificate
- Photocopy (front and back) of identification document

4.5. Residence Permit / Visa

As an international student at Sciences Po Bordeaux, you will need to go through mandatory administrative formalities. Non-EU students will have to apply for a VISA (a student one) at the nearest French consulate or embassy before coming to France. You can submit your visa application online, through the CEF (Centre pour les Etudes en France). CEF procedure is compulsory for the following countries: Argentina, Brazil, Canada, Colombia, South-Korea, USA, Japan, Mexico, Russia, and Turkey. More info on www.campusfrance.org

Students studying for a full academic year will first get a VISA to enter France and will then have to apply for a residence permit.

Useful websites:

<http://www.campusfrance.org/fr/page/le-visa-de-long-sejour-pour-etudes-titre-de-sejour-vls-ts>

http://www.diplomatie.gouv.fr/fr/services-formulaires_831/espace-etudiants_12793/index.html

<http://www.univ-bordeaux.fr/carteDeSejour/>

File to obtain

- **From September until December** at the Résidence SAUTEYRON, 42 rue Sauteyron (B line – Victoire tramway stop)

Registration online is compulsory before obtaining a file: www.u-bordeaux.fr/cartedesejourstudent.

Residence permits will be available at the “prefecture” upon notification. Esplanade Charles de Gaulle (Mériadeck area), 33000 Bordeaux - Mon-Fri, 8:30am to 1:30pm.

Supporting documents to provide:

- 1 ANAEM stamp (60€)
- 4 ID pictures
- Photocopy of passport and Student Visa
- 1 birth certificate translated in French
- 1 schooling certificate
- Photocopy of the tenancy agreement or housing certificate from CROUS
- Declaration of incomes (financial aids certificate or a taken care by a parent/relative certificate)
- Health Insurance Certificate
- ANAEM medical certificate (free)

USEFUL INFORMATION



5. Useful information

5.5. Lunch time

A. University Restaurants

Several university restaurants are available on the campus or downtown. It's good and cheap ! (see map enclosed).



B. Restaurants in Bordeaux city center

Cassolette Café - 20, place de la Victoire - Tél: 05 56 92 94 96

La Raclette - 18, rue Fernand Philppar - Tél: 05 56 48 05 63

Le Pit du gourmand - 12, rue des Bahutiers - Tél: 05 56 81 24 60

Visit: <https://www.petitfute.com/v1524-bordeaux-33000/c1165-restaurants/>

Nightlife is good in Bordeaux! The city offers many bars, pubs and nightclubs. There are several neighborhoods: la Victoire, Saint Pierre, les Chartrons, les quais de Paludate, le Bassin à Flots ...

5.2. Public transportations

The **tram**, fast and modern, really facilitates transport. There are three different lines (A, B and C). There are also a lot of **buses** which serve the city-center and the suburbs. Sciences Po is **eight kilometers** away from Bordeaux center and is very well served by tram line B (Bassin à flot / Claveau – Pessac Centre).

Please note: The **tram** runs from Monday to Sunday from 5:00 am to 00.30am and 1am on Thursdays, Fridays and Saturdays.

Frequency: between 6 and 15 minutes from Monday to Saturday, and between 20 and 30 mn on Sundays and public holidays.

Prices:

- One ticket (bus or tram): 1,40€; Tickartes (Books of tickets) 10 trips full price: 11,30€ ; Tickartes 10 trips reduced rate : 6,60€
- Travelcard « Pass jeune » for people under 28: 28,90€/month: 204€/year

TBM (Transports Bordeaux Métropole) Information points: Gare St Jean (train station), Place Gambetta, Place des Quinconces. Tel.: 05 57 578 888
On Internet: - <http://www.infotbm.com>



Vcub

It is a self-service bike system: The service consists of a network of 140 stations, available 24 hours a day all year round, and covering the entire Bordeaux area and surrounding cities (CUB). To access the service, buy a 1-day or a 7-day ticket online or at any VCub station or sign-up for a long-term subscription!

- www.vcub.fr Allo VCub : 0 820 340 303

Batcub, <http://www.batcub.fr/> is a boat transport service to cross the river.

You don't need your student card to obtain student rates. Only an ID photo and a school certificate are requested.



5.3. Budget

Estimated monthly budget: 450€ - 700€

Housing: 150€ - 600€

Food: 200€ - 400€

Transports: 30€

Other: 100 - 400€

Price examples: 1 coffee: 1,50€ - 1 baguette: 90 cts - 1 meal at on-campus restaurant: 3,50€ - 1 gasoil liter: 1,40€

How to earn money?

Some ideas:

- Give private language lessons (10-15 €/hour). Do not hesitate to put up a notice at Sciences Po Bordeaux or in the shops near your home.
- Have a look at the job offers on the CIJA website: <http://ww2.info-jeune.net/jobs.html>

Caution: Students cannot work full time and need to follow the regulation explained [here \(click\)](#)

5.4. Weather

Weather in **Bordeaux** is oceanic and temperate, with a quick and mild winter (rarely minus 0°C), a pretty warm summer (more than 30°C), a nice fall and a high humidity rate due to the proximity of the Atlantic Ocean.

6. SUM UP

6.1 Before leaving home

1. Complete your **on-line registration before June 30, 2018** (students staying the whole year or the 1st semester) or **November 30, 2018** (students staying the 2nd semester)
2. Book your accommodation
 - 2.1. First night: hostel, hotel...
 - 2.2. If you wish to ask for an accommodation in a residence hall, you should register online (www.messervices.etudiant.gouv.fr/envole) as soon as possible and inform the IR Office (e.dubaa@sciencespobordeaux.fr) regarding your choices and dates of stay.
 - 2.3. If you look for private accommodation, collect all the supporting documents (*see. p.22*)
3. Health insurance certificate, European Insurance Card to collect
4. For non EC students: complete all the visa formalities (*see. page 28*) and collect all the requested documents in order to obtain the residence permit
5. Have a look at the courses offer on the website
6. Print the International Students Guide, read it and bring it with you! Do not forget to bring ID photos!

6.2 On your arrival

1. Obtain your student card at the IR office
2. Open a bank account (*see p. 24*)
3. Buy a Tramway/bus card (*see p. 28*)
4. Obtain the housing benefits application (CAF) (*see. p. 25*)
5. Obtain the residence permit application (*see. p. 25*)
6. Choose the courses you want to take and set up your schedule

7. ANNEXES

CROUS MAP

