



STEP BY STEP GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS



Welcome to Cergy-Pontoise School of Law !

☺ Please read very carefully all this document

INFORMATION AND USEFUL CONTACTS

Erasmus code	F CERGY 07
Address	University of Cergy-Pontoise School of Law – Faculté de droit 33, boulevard du Port 95011 Cergy-Pontoise cedex
Website	http://www.u-cergy.fr/fr/index.html
Contacts University of Cergy-Pontoise (UCP)	<p>International Relations Service 33, boulevard du Port 95011 Cergy-Pontoise cedex Chênes 1 campus - Les Chênes Tower, 3rd Floor, Office 313 ☎ : + 33 1 34 25 67 21 ✉ : +33 1 34 25 62 93 Opening hours: Monday to Friday from 9.30 a.m to 5.00 p.m. @: relations.internationales@ml.u-cergy.fr Link to the University's website : http://www.u-cergy.fr/en/exchange-students.html</p> <p>CILFAC (for French Language Courses) 3rd floor of the Chênes Tower Office 317 ☎: + 33 1 34 25 67 02 @: cilfac@ml.u-cergy.fr Opening hours: On Monday and Friday : 9 am to 12.30 and 1:30 pm to 5 pm On Wednesday : 1:30 pm to 5 pm For further information about CILFAC tuition fees : http://www.u-cergy.fr/fr/international/centre-international-de-langue-francaise--cilfac/the-cilfac---an-international-course-in-french-and-cultural-projects.html</p>

Contacts School of Law	Roxana Family, Dean, School of Law 33, bd du Port, 95011 Cergy Pontoise cedex ☎ : + 33 1 34 25 60 10 ☎ : + 33 1 34 25 60 32 @ : international.droit@ml.u-cergy.fr
	Elia Gombert International Development Office School of Law 3rd Floor, Room B333 (closed on Wednesday) ☎ : + 33 1 34 25 60 20 ☎ : + 33 1 34 25 60 32 @ : international.droit@ml.u-cergy.fr Link to the School of Law's website : http://www.droitucp.fr/pg/international/study_at_ucp.php
Dead line for registration	For students arrived during the 1 st semester): May, 1 st For students arrived during the 2 nd semester : 1 st week of November
Beginning of the 1st semester	Early September
Beginning of the 2nd semester	Mid January
Summer vacations	From July 25 th to August 28 th
International Student Association	GEOMOOV Association Chênes Tower, 1st floor, Office 101 Website: http://www.u-cergy.fr/fr/vie-etudiante/vie-associative/liste-des-associations-etudiantes-de-l-universite-et-associations-locales/geo-moov.html

1st STEP: BEFORE YOUR DEPARTURE


I) Application form and invitation letter

WARNING : THE FRENCH LEVEL B2 IS COMPULSORY FOR THE STUDENTS WHO DON'T SPEAK ENGLISH

Links to the information available on line: <http://www.u-cergy.fr/en/exchange-students.html>

You have decided to do part of your studies at Cergy-Pontoise University. In order to do this you need to send in an **Application form** before the following deadlines:

- **May, 1st**, for incoming students for the 1st semester (fall) or full academic year
- **October 31st**, for incoming students for the 2nd semester (spring)


 Without this **Application form** you can't be delivered any invitation letter by the International Relations Service of Cergy-Pontoise University.

Non-European students will receive an invitation letter for visa purposes from Cergy-Pontoise University only after the application form is received.

You have to send to the International Relations Service: (see the 1st page)

- 1) the electronic version of the application form by mail to this address:
relations.internationales@ml.u-cergy.fr
- 2) the original version of the Application form by post to this address:

If you have any problem contact: International Relations services (see the first page)


 The administration is closed between **July 25th** and **August 28th** for **summer vacations**.
All requests must be sent to the different offices before **July 20th**.

II) Visa application

To study in France you must obtain a long-term "student" visa (D visa) before you leave, which is absolutely necessary in order to apply afterwards for a "student" resident permit.

Students from Liechtenstein, Norway, Andorra, Monaco, Saint-Martin and the Vatican do not need to obtain a D visa.

Applications for "students" visas must be made at French consulates or embassies abroad at least **3 months** in advance.

 Please note that :

- you must apply for your visa as soon as you receive the admission letter. (ex: for 1st semester between June & early July)
- the administration is closed from **July 25th** to **August 28th** and cannot deliver any additional documents during that period.
- students are responsible for late visa enquiries.

To apply for a visa you must present the following documents:

- 1) proof of acceptance or preliminary acceptance by the university
- 2) proof of financial resources of at least 430 € a month/or proof of accommodation for the length of your studies
- 3) a valid passport

More information:

Ministry of France of Foreign Affairs' website: http://www.diplomatie.gouv.fr/en/france_159/entering-france_2045/getting-visa_2046/index.html

A complete listing of French embassies and consulates abroad is available at:

<http://www.mfe.org/index.php/Annuaire/Ambassades-et-consulats-francais-a-l-etranger/>

III) Accommodation

Accommodation in France can be found either in the public or in the private sector.

The School of Law is concerned about assuring international students the best stay conditions in France. For this reason, the School has built a partnership with the private residences

We recommend accommodation in the private sector. The French government offers financial help (see section CAF below).

Finding accommodation in the Paris area, of which Cergy is a part of, is especially difficult.

We alert prospective students to this matter and strongly encourage them to secure accommodation early on in the process.

For students arriving in the fall semester (September): Book in June

For students arriving in the spring semester (January): Book in November

The School of Law and UCP are not responsible for students who have not secured accommodation by these dates.

1/ University Residence of UCP in Neuville : Full academic year, 1st semester or 2nd semester

One station on train (RER) away from UCP (5 min)

Please contact the International Relations Office : relations.internationales@ml.u-cergy.fr

You have to provide the International Relations Service with :

- A deposit of 300 Euros
- Another deposit of one month of rent

<http://www.u-cergy.fr/fr/international/international-students/step-by-step-registration-procedure---procedure-d-inscription.html>

2/ Student Residence Rabelais in Cergy : Full academic year

A 10 minute walk from UCP

You have to pay three months in advance to book your room.

Please contact : Mrs Elia Gombert, School of Law : elia.gombert@u-cergy.fr

3/ Student Residence Modigliani in Paris La Défense : Full academic year

30 minute on train (RER) from UCP

You have to pay three months in advance to book your room.

Please contact : Mrs Elia Gombert, School of Law : elia.gombert@u-cergy.fr

4/ Student Residence Jean-Baptiste de la Salle in Cergy: Full academic year, 1st semester or 2nd semester

15, Boulevard du Port 95011 Cergy-Pontoise

A 10 minute walk from UCP

Contact : Mr Denis Grosse

Phone: + 33 1 30 75 11 88

Fax :+ 33 1 34 20 03 05

@ : residence-cergy@lasalle-beauvais.fr

You have to pay three months in advance to book your room. You can write in english for the booking :

Link to the partner's website: <http://www.residencedelasalle-cergy.com/v4/contact.php>

5/ Home stays, flat shares and accommodation in exchange for household help in Cergy or in Paris

Website in French, in English and in Spanish

http://fr.welchome.com/rent?oa_code=13912154

IV) Reminder of documents you have to bring with you



Before visiting us don't forget to bring in your suitcase:

A file in your USB key with the scan of your passport and ID

- 1) Your European card of health insurance.
- 2) Your statement of house insurance.
- 3) 2 photographs
- 4) Residence request form completed (if you are requiring accommodation in the public sector)
- 5) A deposit of 300 Euros for your university accommodation

⚠ The School of Law is not responsible for late enquiries or late applications regarding visa, housing or payment.

2nd STEP: UPON YOUR ARRIVAL IN FRANCE

I) Accommodation

1) You have chosen a private accommodation:

The organization will depend on the date of your arrival.

GEOMOOV Association (see the 1st page)

2) You have chosen a public accommodation:

International Relations Service (see the 1st page)

II) Getting to Cergy-Pontoise

1) Paris by plane :

Since Cergy-Pontoise is located just twenty miles from Paris, the easiest way is to take a flight to Paris, arriving at either Charles-de-Gaulle (closest) or Orly airport.

There are different ways to get from the airports to Cergy-Pontoise:

➤ **If you are arriving at Roissy Charles-de-Gaulle airport**, you can either take the :

Bus: Connection by bus number 95-18 that goes to the town of Cergy every hour.

The trip lasts one hour and costs 1€50. Itinerary and schedule [Cergy / Aeroport Roissy]:

<http://www.transport-idf.com/frontal?controller=Default&langue=en>

OR

Train: From Roissy you should take the **RER B** towards Robinson or Saint-Remy-les-Chevreuses, stopping at Châtelet-les-Halles to change to **RER A** towards Cergy-le-Haut. Get off at Cergy-Préfecture. RERs run frequently; total journey time is about 75 minutes and costs 12€50.

➤ **If you are arriving at Orly airport**, you should take the ORLYVAL shuttle towards Antony. At the Antony RER station, take the **RER B** towards Mitry-Claye, stopping at Châtelet-les-Halles to change to the **RER A** towards

Cergy-le-Haut. Get off at Cergy-Préfecture. RER services run frequently; total journey time is about 90 minutes and costs 13€55.

Learn more:

Paris airports: <http://www.adp.fr>

Trains: www.sncf.com

2) Paris by train (Eurostar, Thalys, TGV...)

- **If you are arriving at the Gare Saint-Lazare**, take a *train* towards Cergy-le-Haut, stopping at Cergy-Préfecture. The journey lasts 45 minutes and costs about €4.65.
- **If you are arriving at the Gare du Nord**, take the **RER D** towards Villeneuve Saint-Georges. Stop at Châtelet-les-halles and change to the **RER A** towards Cergy-le-Haut. Get off at Cergy-Préfecture. Total journey time is about 1 hour and costs 4€65.

You can also take a taxi to Cergy, although the cost will obviously be higher - expect about 45€ from the centre of Paris. It is possible to take a taxi for 3 people.

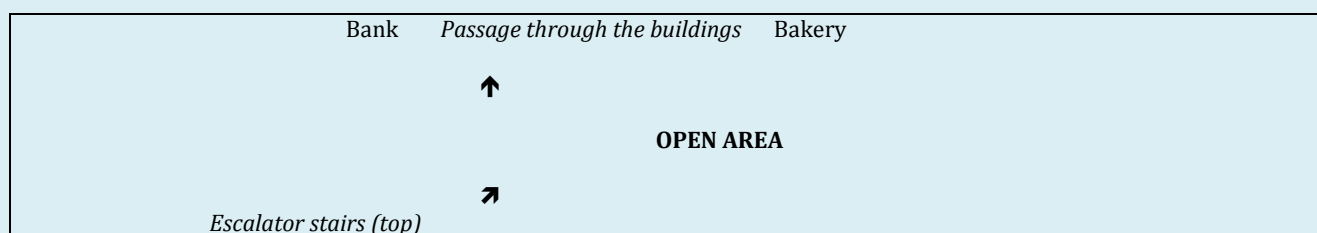
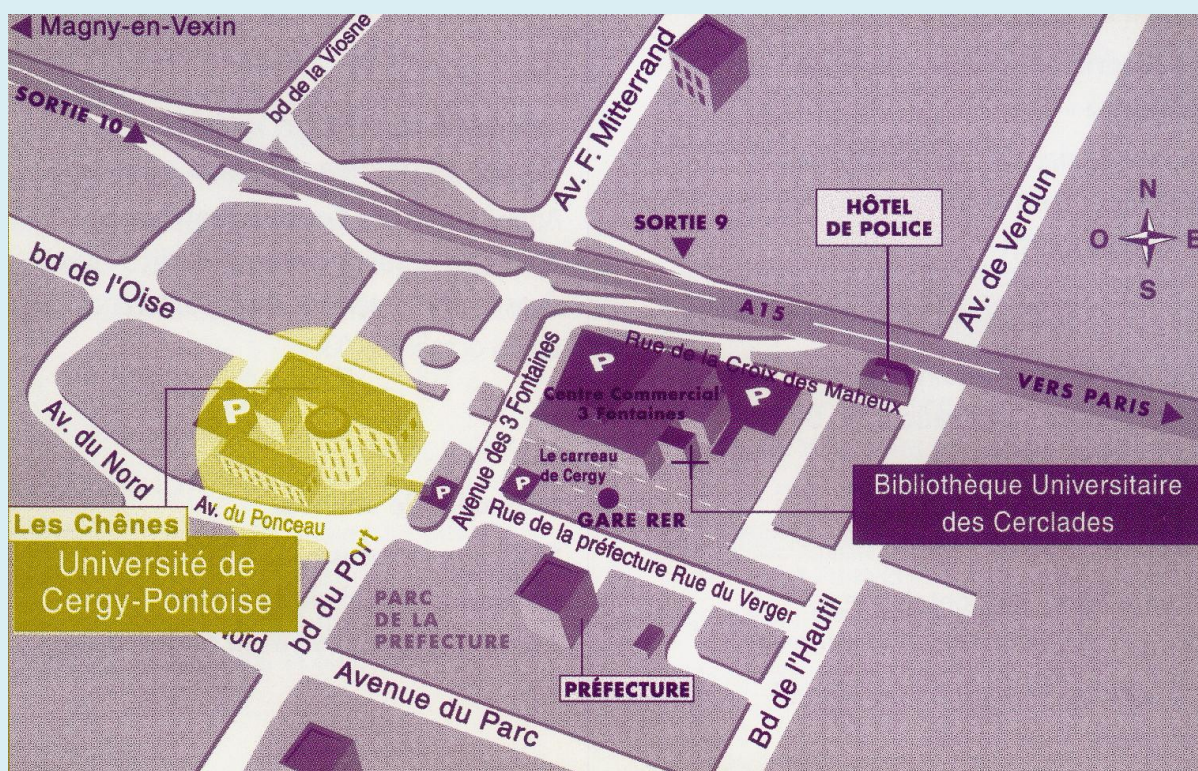
Learn more about trains from Paris: www.sncf.com

III) Once you have got to Cergy-Prefecture

Length: 40 minutes from Châtelet-Les Halles, 30 minutes from Charles-de-Gaulle Etoile. A train leaves from Paris for Cergy every 10 to 15 minutes. 5-8 minutes' walk from the Station to the University. If you want to be at Cergy at 2 p.m. you must catch a train at 1.10 p.m. from Châtelet-Les-Halles.

Station: Cergy-préfecture

- 1) **RER A**, towards Cergy le Haut. Get out at [Cergy Préfecture station](#).
- 2) Once out of the station take the escalator stairs situated outside on your right.
- 3) Once at the top of the escalator stairs walk straight (slightly toward the right) to and then under the buildings opposite (a bakery on your right and a bank CIC on your left).



- 4) You will reach a square with shops (Place de la Fontaine). Walk straight across the square and under the buildings opposite (a coffee shop on your left and a fishmonger shop on your right).
- 5) Walk straight through the first outdoor car park, cross the main boulevard, and walk through a second outdoor car park.
- 6) You'll reach a footbridge. At the other end of the footbridge you're on the UCP's main campus.
- 7) Once on the other end, enter the buildings through the first glass door on your right, take the elevator A/B, third floor, School of Law. If the elevator A/B is not working you can take any other elevator in the main entrance corridor.

Just in case : Law school's phone number: + 33 1 34 25 60 05, or + 33 1 34 25 22 73, or + 33 1 34 25 60 20

IV) Getting around Cergy-Pontoise

There are basically 2 ways to get around Cergy-Pontoise :

STIVO buses

STIVO runs 16 routes numbered 34-58 and which run from 6.30 a.m. to 8 p.m. Bus tickets are 1€40.

The main routes are :

- n° 36 : Pontoise/Cergy-Préfecture/Courdimanche,
- n° 38 : Pontoise/Cergy-Préfecture/Vauréal-Menucourt,
- n° 45 : Pontoise/Cergy-Préfecture/Cergy-Saint-Christophe.

RER

RER tickets cost 4€55.

- **RER A**: Cergy-Préfecture/Paris/Cergy-Préfecture.
- **RER C**: Pontoise/Paris/Pontoise.

V) Administrative procedures (UCP)

International Relations Service (see the 1st page)

These persons will help you with:

- 1) **YOUR STUDENT CARD** which is necessary for opening a French bank account, signing for an accommodation, obtaining CAF subventions and for your transport card.

You will need :

- Identification document or your visa if you are a student who does not live in European Union
- European card of health insurance or a justification of insurance
- Student insurance contract even if you already have a private insurance in your country of origin.
- Certificate of accommodation (for university accommodation) or a letter and a copy of the identification document of the owner of the flat (for private accommodation)
- 2 photographs

- 2) **CILFAC (French Language Courses)(see the 1st page)**

- 3) **YOUR FRENCH BANK ACCOUNT** which is necessary for your journey. It will allow you to receive your CAF subventions, pay for your accommodation, pay for your CILFAC lessons.

You will need:

- Identification document
- Certificate of agility or your student card
- Certificate of accommodation
-

- 4) **YOUR HEALTH INSURANCE** which enables you to access to CAF subventions, permits you to work in France and to be reimbursed for health expenses.

Medical coverage



As a rule in France everybody has the right to benefit from what is called « sécurité sociale ». A contract must be signed with a medical coverage organization and an annual contribution must be paid for this purpose.

Thanks to this device if people have health expenses during the year (disease, medicines, surgeries, hospitalization...):

- ✓ either they will have to pay only one part of the expenses
- ✓ or they will pay nothing

A foreign student can benefit from this system. However from his arrival in France he must go through this process:

➤ You are a European Union student:

You must obtain the European Health Insurance Card before leaving your country. However you must pay attention to the fact that the European Card is not at all sufficient to benefit from an automatic medical coverage. If you don't do anything you will have to pay the expenses...

You have to go to the nearest « Social Security Center » (CPAM) from your home in France to benefit from what is called the « general regime of social security » (régime général de sécurité sociale). Here are the documents you will have to provide:

- identity card ;
- European card ;
- student card ;
- mobility certificate already given to the International Development Office ;
- the form available on this link : http://www.ameli.fr/fileadmin/user_upload/formulaires/S1205.pdf

➤ You are from outside the European Union

Even if you already benefit from private insurance schemes in you country of origin you are subject to the following:

- You are under 28 years old: you must sign up for student health coverage with Cergy-Pontoise University. This insurance policy costs 186 € for one academic year. You can choose between two organizations that will reimburse his medical costs: La Mutuelle Des Etudiants (LME) or the SMEREP.

Mutuelle des étudiants (LMDE)

Offices open every day from 11 am to 3:30 pm.

Cergy-Pontoise University- Les Chênes tower, 1st floor, office 114

Website: www.lmde.fr

☎: 01 30 75 11 62 or 63

Société mutualiste des étudiants de la région parisienne (SMEREP)

Offices open every day from 9 am to 4:45 pm (4:30 on fridays)

Cergy-Pontoise University- Les Chênes tower, 2nd floor, office 214

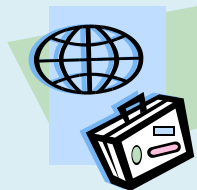
Website: www.smerp.fr

☎: 01 56 54 36 34

- You are over 28 years old: you can apply for the CMU (Couverture Maladie Universelle). This health insurance scheme is available via the social security office of the Val-d'Oise department.

If you want to benefit from a full social coverage you can subscribe a **complementary mutual insurance on a yearly basis**.

Insurance



Even in France, as a foreign student you can be a victim or responsible for an accident (physical injury, damage in the possessions)

As a rule, the insurance contracts which you have signed in your home country have only a national reach.

This is the reason why you will have to subscribe a third-party insurance in France (“assurance responsabilité civile”).

Here is a link to proceed to it:

<http://www.assurances-etudiants.com/>

⚠ This insurance is mandatory, even if you already have a private insurance.

You will need:

- European card of health insurance.
- Identification document
- Student card or certificate of agility
- 1 RIB (your banking identity) which is delivered by your bank once you have open a bank account. It ables you to make banking transfers for the health insurance for example.
- Form given by your insurance (you have to complete it).

5) **CAF (CAF= Caisse d'Allocations Familiales)** is a French organization which helps you to finance your accommodation during one year. (average 90 €/ month)

You will need:

- Health insurance number (delivered by your health insurance)
- Identification document
- Student card or certificate of agility
- Certificate of accommodation
- Form delivered by the CAF

If you live in a public residence please give this CAF file to the service of international relationship of Cergy-Pontoise University.

6) **YOUR TRANSPORT CARD** (called in France “CARTE IMAGINE’R”) which ables you to move across Paris and its region by bus or train. It will become your best friend to go to the University for example.

To obtain a transport card, you will need:

- Certificate of agility
- Student card
- ID
- RIB (your banking identity) to pay this subscription

⚠ It’s possible to pay with cash money or by banking transfer.

VI) Enrollment at the School of Law

The School of Law is closed from **July 25th** to **August 28th** and cannot deliver any additional documents during that period

WARNING : THE FRENCH LEVEL B2 IS COMPULSORY FOR THE STUDENTS WHO DON'T SPEAK ENGLISH

At the beginning of the semester a **meeting is organized to welcome international students** and help them with their choice of classes and explain studies at the School of Law. Please bring with you a **photograph** (scanned photographs are accepted) during the welcome meeting. **Your attendance is compulsory.**

Link to information available on our website: http://www.droitucp.fr/pg/international/study_at_ucp.php

Mrs Elia Gombert
International Development Office
School of Law
3rd Floor, Room B333 (closed on Wednesday)
☎: + 33 1 34 25 60 20
Fax: + 33 1 34 25 60 32
@: international.droit@ml.u-cergy.fr

COURSES :

You can attend all the courses from first to fourth year in French and in foreign language (Licence 1, 2, 3 and Master 1)

ECTS Credits: 6 credits for lectures (CM /3 hrs or 1hrs30 per week), 3 credits for tutorials/applied methodology classes (TD /1 hrs30 per week), 8 credits for LLM course (maximum 2 LLM courses per semester)

Please note:

- 1/the first semester includes semester 1, 3, 5 and the 1st semester of Master 1
- 2/ the second semester includes semester 2, 4, 6 and 2nd semester of Master 1

For the lectures (CM) the attendance is not compulsory but it's highly recommended to attend all classes for the success of your exams.

The attendance in seminars in Anglo-American Law, German Law, Spanish Law and in the LLM program is compulsory and not more than two absences per semester which must be justified by a supportive document. The registration must be done in the office of the secretary according to the level of course (L1, L2, L3, Master1,LLM). The professor will verify the attendance of students for each class. The same rule is applied if you choose the TD or MA courses.

Licence 1

Section A (from A to C) + English Law: Office 307d
Section B (from D to L) + German Law: Office 307c
Section C (From M to Z) + Spanish Law : Office 307 b

Licence 2 + Foreign Law: office 307a

Licence 3 + Foreign Law: Office 306c

Master 1 + Foreign Law: Office 306b

You can also choose the TD courses as an auditor in order to better understand the lectures (CM). You don't need to register to audit a class.

In any case, you have to introduce yourself to the professor as an international exchange student



EXAMINATIONS AND GRADING PROCEDURES :

- Students **MUST** register for their exams with Elia Gombert (Office 333 - elia.gombert@u-cergy.fr) according to the Erasmus calendar in the specific document that will be sent to you by mail.
- An exams schedule is organized by Elia Gombert.
- For **French law** you will take oral exams. You will have an appointment with professors when UCP's student take written exam. When the UCP student take oral exam you take exam with them.
For **Common law, American law, Spanish law, German law**, you will take written exams like other students of the training
- Exams are held during a specific exam period according to the year calendar. A second session is organized in case of failure (less than 10/20) only for students whom have participated in the first session exam.
- Grades are reported to the student at the end of the semester, or academic year for those students who spend a full year abroad. If the grades are not available before the departure of the student, the transcript of grades will be scanned and forwarded by email and the original copy will be send by post to the address of the student.

➤ **KEY DATES**

Schedules and changes in the schedules are found by consulting the notice boards for each respective year of studies in the School of Law (3rd floor) and on website (Intranet) with a login and password that will be given by Mrs Gombert

<u>Enrolment & registration:</u>	Beginning of September
<u>1st semester exams:</u>	Mid December and beginning of January
<u>Start of 2nd semester:</u>	Mid January
<u>2nd semester exams:</u>	May and June

➤ **SYLLABI**

Course syllabi are available through the professor teaching the subject. See also our School of Law website (intranet page)

VII) PUBLIC RESERCH AND DOCUMENT SERVICES

The university library is open to teachers, students and personnel of the University of Cergy-Pontoise.

Students enrolled in the law school have two libraries available:

- 1) One, reserved for studying is located in the main UCP building at Chênes,
1stFloor . Tel 01.34.25.61.34.

Open Monday to Friday from : 8.30 a.m. – 7 p.m.

- 2) The reserved for studying and borrowing is located at the Place des Cerclades (7 minute walk from the campus)
Tel : 01.34.25.60.74.

Open Monday to Friday from : 9 a.m. – 8 p.m.
Saturday : 9 a.m.- 7 p.m.

Consultation is also possible on the university library electronic catalogue at the following address:

VIII) Help during your stay



STUDENTS ASSOCIATION GEOMOOV

Members of this association are also students at Cergy-Pontoise School of Law.

On the basis of their personal experience, they know how difficult it is to arrive in a foreign country and to study Law in a foreign language.

You can contact them for any information which concerns studies (class choices, subvention procedure...) but also everyday life (accommodation, transports, job...)

GEOMOOV Association (see 1st page)



COUPLE OF TIPS

For a happier stay in Cergy, you should be aware of a couple of tips.

It's safer to:

- Do not go to social activities or shopping with large amounts of cash
- Please do not leave your items such as personal computers, phones, MP 3's etc. unattended
- Please do not leave your accommodation windows, doors open while away
- Try not to come home very late if alone or travel in groups
- Enjoy your stay among us!

Important phone numbers

- POMPIERS (All kind of emergency) 18
- POLICE 17
- SOS MEDECINS (if you need a doctor during night times or week-ends) 3624
- You have an hospital located in Pontoise (10 minutes from our University)
- HOPITAL RENE DUBOS
- 6 avenue de l'Ile de France 95300 PONTOISE
- 01.30.75.40.40

LOOKING FORWARD TO MEETING YOU!

HAVE A NICE EXPERIENCE AT THE UNIVERSITY OF CERGY-PONTOISE SCHOOL OF LAW

