



2024/2025



UNIVERSITÉ  
SAVOIE  
MONT BLANC

FRANCE



# SURVIVAL KIT FOR FOREIGN STUDENTS



[www.univ-smb.fr/international](http://www.univ-smb.fr/international)



# FIND YOUR BEARINGS AT UNIVERSITÉ SAVOIE MONT BLANC

**1 UNIVERSITY**  
**4 SITES :**  
**3 CAMPUSES**  
**1 PRESIDENCY**

## THE WELCOME CENTRE

is located on the Jacob campus (building 14): We welcome you from Monday to Friday (9am to 12pm and 2pm to 5pm) to help you with your installation and practical life (housing, visa, budget, insurance, daily life, health, leisure and integration...).

## ANNECY-LE-VIEUX CAMPUS,

is situated on a hillside overlooking Annecy and its lake (take SIBRA bus n° 1 or 4):

• **Institute of Business Administration (IAE):**

Multidisciplinary training offer: Commerce and sales, Technology and management, Economies and finance, Business administration and management.

<https://www.iae.univ-smb.fr/>

• **The Engineering School POLYTECH Annecy-Chambéry:**

Mechanical and Production Engineering, Mechanics and Materials, Instrumentation - Automatics and Informatics.

[www.polytech.univ-smb.fr](http://www.polytech.univ-smb.fr)

• **The University Institute of Technology (IUT) of Annecy:**

Administrative and Commercial Management Studies, Electrical Engineering, Mechanical Engineering, Informatics, Physics of Measurement, Communication networks, Marketing techniques, Quality industrial logistics and organization.

[www.univ-smb.fr/iut-annecy/](http://www.univ-smb.fr/iut-annecy/)

## LE BOURGET-DU-LAC CAMPUS,

(8 kms from Chambéry, take Synchro bus n°A) is the home of the following:

• **The Engineering School (POLYTECH Annecy-Chambéry):**

Environment Construction Energy, Mechanics and materials.

[www.polytech.univ-smb.fr](http://www.polytech.univ-smb.fr)

• **The Faculty of Sciences and Mountain (Scem):**

Electronics, Communication networks, Chemistry, Informatics, Mathematics, Physics, Biology, Geography, Geology, Environment, Sciences and Technologies of Physical and Sporting activities .

[www.univ-smb.fr/scem/](http://www.univ-smb.fr/scem/)

• **The University Institute of Technology (IUT) of Chambéry:**

Administrative and Commercial Management Studies, Science and Engineering of Materials, Service and Communication Networks, Packaging design, Civil engineering and sustainable construction.

[www.iut-chy.univ-smb.fr](http://www.iut-chy.univ-smb.fr)



## JACOB-BELLECOMBETTE CAMPUS,

(situated on a hillside overlooking Chambéry (take Synchro bus n°A) is the home of the following:

• **The Faculty of Literature, Languages and Human Sciences (LLSH):**

Literature, Foreign Languages and Civilisations, Applied Foreign Languages, History, Psychology, Sociology, Information and communication, Hypermedia communication studies.

[www.llsh.univ-savoie.fr](http://www.llsh.univ-savoie.fr)

• **The Faculty of Law (FD):**

Law, Economic and social administration, Economics and Business studies.

[www.fac-droit.univ-smb.fr](http://www.fac-droit.univ-smb.fr)

• **The Institute of Business Administration (IAE):**

International management, Tourism hotel and leisure industries.

<https://www.iae.univ-smb.fr/>



On each campus or site, you can find:

- University restaurants
- University residences
- A University library
- Sports facilities
- Wifi access
- A student life and campus service («SVEC»)
- A preventive medicine department and a social contact point
- A contact point for students with disabilities
- An International Relations office
- General administration and course registration offices



# PLAN YOUR TRIP AND ARRIVAL AT UNIVERSITÉ SAVOIE MONT BLANC

## YOUR TRANSPORTATION

If you decide to fly to France, **Geneva and Lyon are the closest airports**. Chambéry/Aix-les-Bains airport is open in winter only.

We advise non-European students who are arriving by plane in Switzerland to check with the Swiss authorities on formalities for transiting to France through Switzerland.

**Coach shuttles** connect these two airports to Chambéry and Annecy cities (information and booking online).

Whether you travel by plane or not, **Annecy and Chambéry are well served by the high-speed rail services** (TGV) from Paris (from the main Paris airport "Roissy Charles de Gaulle" or from the Parisian train station "Gare de Lyon").

More information:

<https://www.oui.sncf/>

<https://www.flixbus.com/>

## RESIDENCE PERMIT AND VISA

• If you are a citizen of the European Economic Area\*:

you can now live in France without having to request a residence permit. The only requirement is to have a **valid passport or identity card**, for all the duration of your stay.

• If you ARE NOT a citizen of the European Economic Area\*

Before you leave, be fully informed about **conditions of entrance and residence** on the French territory, especially for obtaining your visa. The procedure is long so do not hesitate to anticipate! Campus France or the French embassy in your country can give you all necessary information.

Students who do not come from the European Economic Area\* **must have a long-term visa (VLS-TS)**. Within the three months following your arrival in France, your visa **must be validated online at: <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>**

**Required documents:** VISA number, start and end date of validity of the VISA, mention on the VISA, address in France, date of arrival in France, payment card.

### IMPORTANT:

It is impossible to regularize your situation once you have arrived in France if all you have is a short-term (tourist) visa. Be fully informed **BEFORE departure!!!**

More information:

- [www.service-public.fr/](http://www.service-public.fr/)
- [www.savoie.pref.gouv.fr](http://www.savoie.pref.gouv.fr)
- [www.haute-savoie.pref.gouv.fr](http://www.haute-savoie.pref.gouv.fr)
- [www.campusfrance.org/fr/](http://www.campusfrance.org/fr/)

## TO BOOK YOUR TRAVEL TICKET

### The basic calendar

- Courses of the 1st semester: Beginning of September
- Examinations: January
- Courses of the 2nd semester: Beginning of January
- Examinations: May
- End of the 2nd semester: End of May

### Vacations:

- Toussaint (optional): 1 week in October
- Christmas: 2 weeks in December
- Winter: 1 week in February
- Spring: 1 week in April

**NB : These dates are approximate.**



\* **European Economic Area (EEA) =**

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



UNIVERSITÉ SAVOIE MONT BLANC

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SURVIVAL KIT FOR FOREIGN STUDENTS





# ACCOMMODATION IN FRANCE

## HOW TO FIND ACCOMMODATION

Being registered at the university does not mean you will automatically get an accommodation in a student hall. Services are at your disposal to help you find your accommodation:

• **University residences (CROUS):**

Consult the accommodation possibilities in residences for students on the 3 campuses: [www.crous-grenoble.fr](http://www.crous-grenoble.fr)

**For students participating in an exchange program:**

You may apply for an accommodation in a university residence when you apply to the university (online application)

**For students who are not part of an exchange program:**

From abroad, you can directly contact the residences before mid-June : [logement.clous-smb@crous-grenoble.fr](mailto:logement.clous-smb@crous-grenoble.fr)

**Be aware that a request doesn't mean that you will get an accommodation!**

• **Lodging possibilities in the private sector** (studio, private residence, colocation, homestay...):

- In Chambéry and Bourget-du-Lac : [https://www.univ-smb.fr/wp-content/uploads/2023/04/liste-residences-chambery-bourget\\_2023-2024.pdf](https://www.univ-smb.fr/wp-content/uploads/2023/04/liste-residences-chambery-bourget_2023-2024.pdf)

- In Annecy : [https://www.univ-smb.fr/wp-content/uploads/2023/04/liste-residences-annecy\\_2023-2024.pdf](https://www.univ-smb.fr/wp-content/uploads/2023/04/liste-residences-annecy_2023-2024.pdf)

**WARNING:** you must find an accommodation before your arrival in France, as on September, all the accommodations will already be occupied.

## ACCOMMODATION ALLOWANCES

These **state subsidies**, or financial allowances, make it possible to reduce the monthly rental price (except for the first month). Attribution depends on the characteristics of your accommodation and on your personal situation. To make an evaluation: [www.caf.fr](http://www.caf.fr)

**To get this financial allowance, apply online:** <https://www.caf.fr/allocataires/>

**You will need to present the following documents:**

- a statement from your landlord attesting your lease,
- full bank account details. This subsidy can only be transferred on a French bank account,
- A certified translation in French of your birth certificate,
- if you are from a country in the European Economic Area\*: a national identity card OR family record book OR a passport OR residence permit,
- if you come from a country outside the European Economic Area\*: a currently valid residence permit ("carte de séjour").

It is better to have your administrative documents translated into your country: it will cost you less!

## THE 1ST MONTH'S EXPENSES:

• Generally, when you rent a room/flat, the owner will ask you **to pay a guarantee (approximately one month's rent)**. You will get it back at the end of your stay if you leave your accommodation as it was.

• Whatever the type of accommodation you are going to occupy, **an INSURANCE POLICY for renting a property is obligatory** to insure your accommodation in case of fire, explosion, or water damage... Cost between 30 and 100€ per year. You can purchase a home insurance from a bank or insurance company.

• Before you can rent an accommodation in France, the rental agency or landlord will ask you to provide a rent guarantor, a third party who agrees to pay your rent if you do not. In France, it is customary for a potential tenant to ask a parent to be their rent guarantor. If you do not have any family or close friends in France to fulfill this role, and the agency or landlord requires you to provide a rent guarantor, the French government offers a free alternative solution: the VISALE service. ([www.visale.fr/#!/visale.locataire](http://www.visale.fr/#!/visale.locataire)).

• Depending on your accommodation, don't forget to add: **electricity, water, gas and/or Internet costs...**

## GOOD TO KNOW:

Dial +33... before calling a French number

If you want to buy a French SIM card, don't forget to unlock your mobile/cellphone before coming to France, it will cost less!





# REGISTER AT THE UNIVERSITÉ SAVOIE MONT BLANC

You received your acceptance letter to Université Savoie Mont Blanc. It is just a pre-registration. Upon arrival, in September (or in January for students in exchange programs coming for the second semester), you must officially register at the university, both administratively and pedagogically.

## COURSE REGISTRATION

### For students in exchange programme only:

Upon your arrival at the University, you will be asked to choose the courses **which you wish to follow**, appropriate to your study programme in your home country and according to the Faculty to which you are attached to at the Université Savoie Mont Blanc.

<https://formations.univ-smb.fr/fr/index.html>

To make this choice, the administrative representative for the international relations of your Faculty (UFR) will give you a booklet which summarises all the courses given within this part of the university.

<https://www.univ-smb.fr/international/decouvrir-international/organisation-des-relations-internationales-2/>



## ADMINISTRATIVE REGISTRATION

Make sure you turn up for registration with all the required documents:

### For all students:

- The certificate of completion of secondary education or a copy of latest University certificate diploma obtained, translated into French,
  - Student card of your home university valid for the current year,
  - Insurance certificate for civil liability against school or university risks incurred on French territory, translated into French. (Such a document can be bought on registration day)
- From 16 to 18€,  
• 1 identity photograph.

### For students from the European Economic Area:

- European Card of Health Insurance (free and obligatory) - ask for it in your country before coming,
- Birth certificate translated in French,
- Valid passport or identity card

### For students coming from a countryside outside the European Economic Area:

- Passport and visa
- The students who pay the registration fees at USMB have to pay the tax named Contribution Vie Etudiante et Campus-CVEC (100€) (<https://cvec.etudiant.gouv.fr/>).

## TUITION FEES

### • For students in an exchange program:

You have paid your tuition fee in your country before coming to France: **you are exempted from paying this tuition fee** to the Université Savoie Mont Blanc (except students enrolled in very specific exchange programs).

### • For students who are not part of an exchange program:

You must pay tuition fees, as French students do. **The cost depends on your study program and level.** A registration for the academic year 2022/2023 amounted 170 € in Licence and 243€ in Master.



## GOOD TO KNOW

### Opening hours in France:

- Shops: 9-12am and 2-7pm from Tuesday to Saturday
- Supermarkets: 8:30am-8pm from Monday to Saturday
- Offices (banks...): 9-12am and 2-5pm from Tuesday to Saturday morning





## IMPORTANCE OF HAVING HEALTH AND HEALTH COVER

### EMERGENCY NUMBERS:

- FIRE AND RESCUE SERVICES: 18 OR 112
- URGENCE MEDICAL ASSISTANCE (SAMU): 15
- POLICE: 17

## SOCIAL SECURITY:

### • Students from a member state of the European Economic Area (see p.3):

Before your arrival, apply for your **European Card of Health insurance (free and obligatory)** from your affiliated national health insurance provider. This card is **free and compulsory** for registering you at the University. When you visit a doctor or a specialist in France, **you have to pay your consultation**. It will be then - **partly (70% on average) - reimbursed** by the social security, under the French social security system reimbursement terms and conditions. Having the card doesn't mean you will be entirely reimbursed. The remaining part of healthcare expenses can be covered by a complementary health insurance, called a « mutuelle ».

### • Students from outside the European Economic Area (see p.3):

You have the obligation to become affiliated to the French students social security, before your registration at the university on the website AMELI. It is free of charge. (<https://etudiant-etranger.ameli.fr/#/>)

When you visit a doctor or a specialist in France, you have to pay your consultation. It will be then - partly (70% on average) - reimbursed by the social security, under the French social security system reimbursement terms and conditions.

> The Students from Québec, upon presentation of the form SE401Q-(102 or 106), benefit on the spot from a coverage of their healthcare costs.

To find a doctor near : <http://annuaresante.ameli.fr/>

Campus France Tuto - Social Security Affiliation: <https://www.youtube.com/watch?v=iAZDcb0cqJI>

## COMPLEMENTARY INSURANCE:

In all cases, **medical cares are partly reimbursed by the French social security**. We advise all students to buy a **complementary insurance to cover all your health expenses**, especially in case of hospitalisation. **This IS NOT OBLIGATORY BUT HIGHLY RECOMMENDED**: without this covering, the costs remaining at your expense can be very high. Note that hospitalisation or dental cares are very bad reimbursed by the social security. Not having such a cover is risky. Variable price: between 5 and 35€/ month. You can subscribe to a mutual insurance company of your choice or apply for complementary health insurance (<https://www.ameli.fr/assure/droits-demarches/difficultes-acces-droits-soins/complementaire-sante/complementaire-sante-solidaire>). **Student mutuels: SMERRA (www.smerra.fr) et LMDE (www.lmde.com)**.

## THE UNIVERSITY STUDENT HEALTH DEPARTMENT

You can make an appointment with our nurses, doctors and psychologists:

- Annecy le Vieux campus- Entrance H of the IUT's building, Tel: 04 50 09 24 90 [contact-sse.annecy@univ-smb.fr](mailto:contact-sse.annecy@univ-smb.fr)
- Jacob- Bellecombette campus - Building 12, Tel: 04 79 75 85 44, [contact-sse.jacob@univ-smb.fr](mailto:contact-sse.jacob@univ-smb.fr)
- Bourget du Lac campus - Building 12A, Tel: 04 79 75 87 56 [contact-sse.bourget@univ-smb.fr](mailto:contact-sse.bourget@univ-smb.fr)

For more information and useful contacts : <https://www.univ-smb.fr/espace-etudiant/sante/>

**Les Mardis de la sécu'** : Get an appointment with a counselor of the Caisse Primaire d'Assurance Maladie (French health insurance) to answer your questions and help you if needed. For more info and to get an appointment , see you the the Student space :

<https://www.univ-smb.fr/espace-etudiant/evenements/>

**Disabilities unit:** If you have some health difficulties or disabilities (even dyslexia): before coming to the university, contact the Student Health Service and also the disabilities unit to evaluate your needs in terms of studies and exams flexibility: [mission.handicape@univ-smb.fr](mailto:mission.handicape@univ-smb.fr)





# EVALUATE YOUR BUDGET BEFORE LEAVING



The standard of living differs from a country to another one. So do not forget to evaluate it before leaving! For information only, **your budget is likely to be 650€/month in a University residence, and 800/900€ in private rented accommodation.**

## ACCOMMODATION

### Chambéry:

- CROUS university residences: from 350€ to 500€/month including charges
- Private student hall: from 450€ to 600€ /month
- Homestay: about 350€/month

### Annecy:

- CROUS university residence: 360€/month including charges
- In private student hall: from 350€ to 700€/month
- Homestay: about 450€/month

Depending on the type of accommodation you choose, water and electricity expenses are not included in the price.

## TRANSPORTATION

### Bus season tickets (students prices):

- Chambéry: 22€ (monthly), 187€ (annual), <https://www.synchro-bus.fr/>
- Annecy : 23.60€ (monthly), 156€ (annual), [www.sibra.fr](http://www.sibra.fr).

### Bicycle rent:

About 56-66€/year (student rate)

- Chambéry: <https://www.velostation-chambery.fr/>
- Annecy: [www.sibra.fr/velonecy](http://www.sibra.fr/velonecy)

### Train:

Discounts or season tickets for students:  
[www.sncf.fr](http://www.sncf.fr)  
[www.sncf.com/](http://www.sncf.com/)

## SOME PRICES IN FRANCE

- Cinema ticket: 10,50€
- Swimmingpool ticket: 3,70€
- Coffee in a bar: 1,50€
- Our French « baguette »: 1,10€
- Bus ticket to Torino (Italy): 30€
- Train ticket to Lyon: 25€

## SPORT AT THE UNIVERISITY

15€ /semester for each activity : [https:// www.univ-smb.fr/service-sports/](https://www.univ-smb.fr/service-sports/)

## FOOD

About 200€/month

Price of a meal in university restaurants: 3.30€

## TUITION FEES

Only for students who are not part of an ex- change program (see p.5)

## HEALTH (see p.6)

- The university's preventive medicine department offers free medical cares like listening, health advises, nursing care, vaccination
- General practitioner: 25€ each visit
- Complementary health insurance (optional but highly recommended, especially during the period of pandemic): from 5 to 35€/ month

## OTHER CURRENT EXPENDITURES

According to your needs, don't forget to estimate a **budget specific to hygiene, clothing, telephony, purchasing of university books** (even if most of them can be found at the university library).

## IN CASE OF DIFFICULTIES...

**If you have some difficulties, do not wait until the situation deteriorates and contact rapidly a social worker:**

- Online appointment: <https://mesrdv.etudiant.gouv.fr/fr>
- Contact by email: [assistante.sociale@univ-smb.fr](mailto:assistante.sociale@univ-smb.fr)





## ACRONYMS

The French like to use acronyms (written and oral), which can be very confusing for foreigners, even if your level of French is good! Some examples:

### University:

BU	BU Bibliothèque Universitaire
DEVE	DEVE Direction des Etudes et de la Vie Etudiante
DRI	Direction des Relations Internationales
MDE	Maison des Etudiants
RU	Restaurant Universitaire
SSE	Service Santé Etudiant
UFR	Unité de Formation et de Recherche
USMB	Université Savoie Mont Blanc
SVEC	Service vie étudiante et de campus
CVEC	Contribution Vie Etudiante et de Campus

### Faculties:

FD	Faculté de Droit
IAE	Institut d'Administration des Entreprises
IUT	Institut Universitaire de Technologie
LLSH	Lettres, Langues, Sciences Humaines
ScEM	Sciences and Montagne

### Courses:

CM	Cours Magistral
ECTS	European Credit Transfer
FLE	System Français Langue
LMD	Etrangère Licence, Master,
TD	Doctorat Travaux Dirigés
TP	Travaux Pratiques

### Daily life:

CAF	CAF Caisse d'Allocations Familiales
CLOUS	CLOUS Centre Local des Œuvres Universitaires et scolaires
CROUS	CROUS Centre Régional des Œuvres Universitaires et Scolaires
EEE	EEE Espace Economique Européen
LMDE	LMDE La Mutuelle Des Etudiants
OFII	OFII Office Français de l'Immigration et de l'Intégration
RIB	RIB Relevé d'Identité Bancaire
SIBRA	SIBRA Société Intercommunale des Bus de la Région Annecienne
SMERRA	SMERRA Société Mutualiste des Etudiants de la Région Rhône-Alpes
UE	UE Union Européenne

[www.univ-smb.fr/international](http://www.univ-smb.fr/international)

ANNECY-LE-VIEUX ■ CHAMBÉRY/JACOB-BELLECOMBETTE ■ BOURGET-DU-LAC