



# INTERNATIONAL RESEARCHERS' GUIDE

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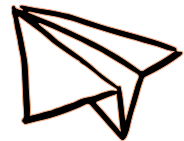
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# SORBONNE UNIVERSITÉ: PRESENTATION

## MEDICINE

## PARAMEDICAL STUDIES

SPEECH AND LANGUAGE THERAPY  
ORTHOPTICS



**20 759**  
STUDENTS



**715**  
TEACHING STAFF

## INSTITUTS OF MEDICINE

THE VISION INSTITUTE

THE BRAIN & SPINAL CORD INSTITUTE

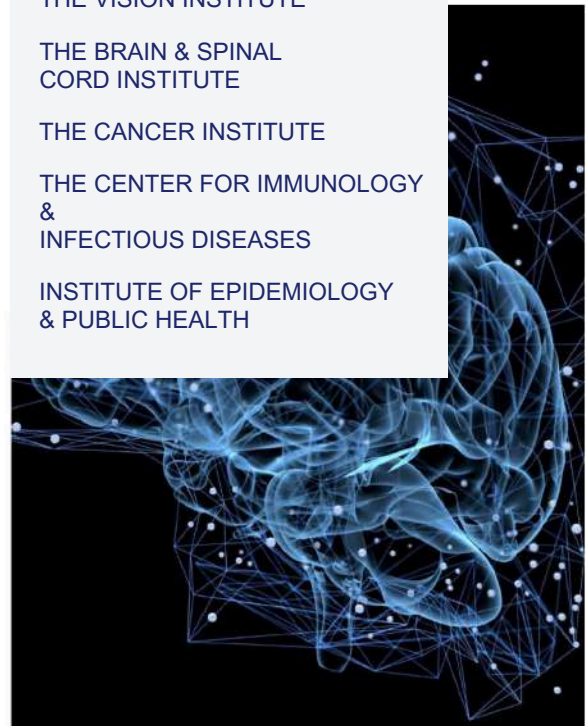
THE CANCER INSTITUTE

THE CENTER FOR IMMUNOLOGY & INFECTIOUS DISEASES

INSTITUTE OF EPIDEMIOLOGY & PUBLIC HEALTH



**+30**  
RESEARCH CENTERS



**3 010**  
LAB'S STAFF

# BEFORE YOUR DEPARTURE

## VISA APPLICATION

To apply for a visa at the French Embassy in your home country, you will need a hosting agreement (*convention d'accueil*) signed by the International Relations Office.

Please [email](#) us the document titled “Demande de convention d'accueil”, signed by the head of the host unit and the person who will host you. You can find the document [here](#).

Upon your arrival in France, you must confirm your stay on [this website](#).

For information regarding the request or renewal of your residence permit, please visit [our website](#).



## ACCOMMODATION

Finding accommodation in Paris can be challenging. To facilitate the coming and stay of researchers, professors, and their families, Sorbonne Université offers 28 housing units located at 7-11 rue des Fossés St-Bernard in the 5th district of Paris. The housing units are distributed as follows:

- 25 m<sup>2</sup> studios
- 31 m<sup>2</sup> apartments
- 2-room apartments
- 3-room apartments

The housing unit is furnished and fully equipped, and unlimited high-speed internet is provided. Some units are also adapted for people with reduced mobility. The minimum rental period is 15 days, and the maximum is 6 months.



To book accommodation, you need to fill out a housing request form which you will receive to prepare your arrival. The form should be sent to [this address](#).

**Please note:** This accommodation is not available to PhD students and postdoctoral researchers.

If we are not able to offer you any accommodation, you can find short- or long-term accommodation on websites like [Le Bon Coin](#), [ImmoJeune](#), [Studapart](#), [SeLoger](#), [PAP](#), or in [Facebook groups](#).



To rent an accommodation, you will need a guarantor. We recommend using the platform [Garantme](#), which offers English customer support.

If you are 30 years old or younger, you can apply for a free guarantor [VISALE](#). The website is not available in English, but the International Relations Office can help you if needed.

### **HOUSING AID**

If you rent a flat or a student room, you might be eligible for housing aid paid by CAF. The amount you will receive depends on the the amount of your income. You can find more information [here](#).



# INSURANCES

## HOME INSURANCE

When you rent a room or a flat, it is mandatory to insure it. You can find some advice [here](#).

## HEALTH INSURANCE

### ***If you are employed by a French institution***

You will automatically be covered by the French social health security that covers partially or entirely the cost of health care expenses according to your revenues. The remaining health care expenses can be covered by a private health insurance (see the section below).

After joining the French social security system, you will receive a certificate (attestation Vitale) and your health insurance card (carte Vitale).

If you have not yet received your carte Vitale, you can still be reimbursed for your health expenses. You will need to complete a medical care sheet (*feuille de soin*) and send it to your CPAM.

For detailed instructions, please visit the website of [Assurance Maladie](#) (in French) or [Service-Public](#) (in English).

### ***If you remain employed by your home country's institution***

**Within Europe:** you need a European Health Insurance Card.

**Outside Europe:** you have to subscribe to private health insurance. It must cover medical expenses, hospitalization, surgical interventions, and repatriation, starting from your first day in France.

## **Private health insurance (Non-mandatory)**

Your public health insurance may not cover all health care expenses. Private health insurance cover some or all of the additional costs. Basic packages typically cover hospital care and medicine, they can also include limited dental coverage. Check and compare different packages to find the insurance that best suits your needs.



If you are asked to provide a French address, you can indicate:

- Your home address in France if you have one;
- The address of a third party if you know a trustworthy person in France;
- The address of the International Relations Office:

*Service des relations internationales  
Bureau 202  
91 Boulevard de l'Hôpital  
75013 Paris*

Regarding your bank account, ask whether it is possible to register a foreign bank account until you obtain a French bank account, or whether it is possible to pay by other means.



## DOCUMENTS YOU NEED TO BRING WITH YOU



- ID/ Passport
- Copy of your birth certificate
- Copy of your diploma certificate
- European Health Insurance Card (for EU nationals)
- Health and vaccination records of all family members
- Driving license

# DURING YOUR STAY IN FRANCE

## TRANSPORT

### ON ARRIVAL

If you arrive by plane, you will likely land at either Paris-Charles de Gaulle (CDG) or Paris-Orly airport. To get to Paris different options exist:

- A taxi
- Public transport - please note that a special tarification is applied
- RoissyBus / Orlybus

You can consult prices, journey time and alternate routes on the Paris airport website in the [To & From section](#).



To subscribe to the Navigo pass, you will need to provide an ID photo and a proof of residence (lease, rent receipt...).

If you are employed by a French institution, your employer will reimburse 50% of your monthly pass.

### MOVING AROUND PARIS

The RATP transport network provides various options, including buses, metro, RER, and tramways. You can purchase single tickets or passes in metro and RER stations.

You can opt for the Navigo pass, available as a monthly subscription. It provides unlimited access to public transport with no zone restrictions. If you use RATP frequently, the Navigo pass may be cheaper than buying single tickets.

More information available on the [RATP website](#).



#### **Optimize your journey**

Download the *Bonjour RATP* app on your phone or visit [their website](#) to plan your route or stay updated on traffic conditions.





## DRIVING IN FRANCE

The conditions for driving in France with a foreign license depend on the country that issued it.

A European driving license is valid in France indefinitely.

A non-European license is valid during the first year of your stay. If you stay for a longer period, you will need to exchange your license. You can find additional information [on this website](#).

## BANK ACCOUNT

When opening a bank account, you will receive a bank card, and you will need to request a checkbook and a Relevé d'Identité Bancaire (RIB - bank account information slip), which will be necessary to make automatic payments, etc.

To open a bank account, you will need:

- ID document (passport, etc.),
- proof of residence (lease, rent receipt),
- your visa.

## MOBILE PLANS

French operators (Free, Orange, SFR, etc.) offer a wide range of packages. Compare packages [here](#) to find the one that best suits your budget and needs.

## ARRIVAL FORMALITIES

When you move in, you will need to fill out a form and to pay the first month's rent and the deposit.

Don't forget to request proof of your rent payment, as you will need it to open a bank account, buy your monthly/annual transport pass, receive housing aid...



### Piece of advice

Electrical plugs in your country may differ from those in France. Check whether you need an adapter to plug in your devices.



## APPOINTMENT WITH A DOCTOR

If you need to see a doctor during your stay in France, there are online platforms like [Doctolib](#) where you can easily make an appointment with the doctor of your choice.

Keep in mind that French general practitioners and specialists are categorized into different sectors:

- Sector 1 practitioners have fixed prices for the consultations. These prices are set and the full amount is reimbursed by social security.
- Sector 2 practitioners are free to set their own fees so consultations may be more expensive. This is when private health insurance can be useful.

## FAMILY MEMBERS

### IF YOUR CHILD IS UNDER SCHOOL AGE - 3 YEARS OLD

There are several types of childcare (nurseries, daycare centers, childminders, etc.). You can find information about different options [on this website](#).

You can find the list of establishments in your municipality and/or the registration procedures by using this [search tool](#) (in French) or by inquiring at your local town hall in France.

## ENROLLING YOUR CHILD IN SCHOOL

### Kindergarten or elementary school

You should register your children at your town hall in France. They will assign a school for your children.

→ [Find out more](#)

### Middle school or high school

Contact your local [Casnav](#) center. You can find the list of centers and their contact details [here](#).

→ [Find out more](#)



Learn about the French school system [here](#) or [here](#).

## WHAT TO DO IN PARIS



## IMPROVING YOUR FRENCH

Multiple institutions offer French courses that you can attend during your stay, such as [Alliance Française of Paris](#) or [Institut de Langue et de Culture Française](#).

Sorbonne University offers French courses either.

## LEISURE

There are many leisure activities in Paris. You can visit famous districts of the city like Montmartre, Le Marais, the Latin Quarter, etc., or explore famous museums and monuments such as the Louvre, the Centre Pompidou for modern art, the Panthéon, and Notre-Dame. You can also enjoy a boat cruise on the Seine with companies like Bateaux Mouches or Vedettes du Pont Neuf, for example.

You can also explore Paris by bike using the self-service bike system [Velib](#).





## ***SOME USEFUL WEBSITES TO PLAN YOUR FREE TIME***

### **Sortir à Paris, L'officiel des spectacles**

Entertainment in Paris and Île-de-France (museums, exhibitions, theater, etc.)

### **Visit Paris Region**

The official website of the Paris Region

### **Que faire à Paris**

Paris cultural agenda (in French)

## **TRAVELLING IN FRANCE**

You may want to visit France during your stay. With the extensive railway network, visiting some of the most beautiful French cities is very easy. In less than two hours you can get to Lille, Strasbourg, Le Havre, Dieppe, Deauville, Rennes ...

You can book your tickets on the [SNCF website](#). You can also travel with [FlixBus](#) or [BlaBlaCar Bus](#).



# IN CASE OF PROBLEM

If you have any problem during your stay, please contact the International Relations Office.

In case of a serious problem, contact your country's consulate in France (note the address, telephone number and emergency number).



## EMERGENCY NUMBERS



- 112 EU EMERGENCY NUMBER:**  
The number you can use to access the emergency services in all EU countries
- 18 FIRE DEPARTMENT:**  
In case of situation requiring rapid interventions/rescue (accident, fire etc.)
- 15 SAMU (ambulance):**  
In case of medical emergency
- 17 POLICE**

# PREPARING TO LEAVE PARIS

3 months before your departure, you have to send **a letter to your property owner** to inform them of your departure date, so that they can make a final visit and return your deposit.

**Terminate the contracts** - you have concluded during your stay (telephone, internet, electricity and other subscriptions). Check the termination clause in advance!

Do not forget to **notify your French bank** and close your account before you leave.





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**Website:**

<https://sante.sorbonne-universite.fr/en/international>

