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CONTACTS AT THE INTERNATIONAL OFFICE

UNIVERSITE DE CERGY-PONTOISE
33, Boulevard du Port
95011 CERGY-PONTOISE CEDEX

Head of the International Office:
Mrs. Joëlle GURY
Tel.: +33 1 34 25 67 43
Email: Joelle.Gury@u-cergy.fr

Assistant of the International Office
Mrs. Anissa ABBAS
Tel.: +33 1 34 25 67 21
Email: Anissa.Abbas@u-cergy.fr

The Incoming Mobility Team
Mrs. Aïssata ANNE
Mrs. Mara LIM
International Exchange Coordinators
Office: Tour des Chênes, 3rd floor, Office number 313
Tel.1: +33 1 34 25 60 96
Tel.2: +33 1 34 25 67 02
Email: incomingmobility@ml.u-cergy.fr
Opening hours:
- Monday to Thurrday: 9.00am to 12.00am and 2.00pm to 5.00pm
- Friday: 9.00am to 12.00am and 2.00pm to 4.50pm

Centre de langue française
Mrs. Nathalie GRUEZ
Pedagogical assistant
Office: Tour des Chênes, 3rd floor, Office number 314
Tel.: +33 1 34 25 22 51
Email: languefrancaise@ml.u-cergy.fr

Opening hours:
- Monday, Tuesday, Thursday and Friday: 9.00am to 12.00am and 2.00pm to 4.00pm
- Wednesday: 8.30am to 12.00am and 1.00pm to 4.00pm

International Agreements
Mrs. Enora BERARD
Tel.: +33 1 34 25 62 65
Email: Enora.Berard@u-cergy.fr

We are happy to welcome you to the University of Cergy-Pontoise (UCP) as an exchange student.

As an exchange student you have the opportunity to study in our institution for a semester or academic year.

This guidebook is intended to give you the information you will need to prepare your arrival at the UCP:

Here you will find some key aspects of your stay as well as a list of tasks you have to accomplish so that you can start your experience at the UCP in a peaceful manner.

Please read it carefully and if you have any questions prior to your arrival or need information or help for your preparations, please do not hesitate to contact us.

We are looking forward to meeting you soon!

**The Incoming Mobility Team**
Throughout the years, the UCP has developed numerous partnerships around the world through agreements that made possible for students to complete a part of their studies in our institution.

How to apply for an exchange stay at the UCP?

→→ First apply to your home university
Contact the international relations office of your home university and inform them about your will to study at the UCP for an exchange program and make enquiries if there is a student exchange agreement with the UCP in your field of study and about the nomination process if your university accepts your exchange studies.

→→ Then apply to the UCP
Your nomination is sent by your home university to us, the Incoming Mobility Team of the UCP. We are in charge of processing your nomination in sending you our application package by email which contains your application, enrollment and accommodation information forms and information on how to complete these documents.

You have to send us back all these forms with the requested materials in respecting the deadlines by email and by postal mail.

After receipt, your application is reviewed by the UCP academic department. We will notify you the result of that review by email.

Your acceptance at the UCP will lead to your administrative enrollment at the UCP and the edition of your student ID card.

Non-European students will also receive their Invitation Letter to get a visa.

Now you are ready to come to Cergy!
Prepare and bring with you the following documents

Normally during your application procedure you have already sent by email and by postal mail to the Incoming Mobility Team your ‘Administrative Enrollment Form’ with the following requested materials:

- a copy and scan (in pdf) of your valid identity card (for European students) or passport (for non-European students)
- a copy and scan (in pdf) of your visa and valid passport for non-European students
- a copy of your valid European Health Insurance Card (for European students)
- passport photos from you
- a recent (less than 3 months) birth certificate (translated into French by a certified translator)

It is advised that you bring copies of these documents with you because you will need them for other purposes than your enrollment at the UCP (e.g. to open a French bank account, housing benefit, etc).

→→ Erasmus+ exchange students

Erasmus+ students shall not forget to bring their Erasmus+ forms, such as a ‘certificate of arrival’, ‘confirmation of stay’ and/or ‘certificate of departure’, delivered by their home university/Erasmus+. These forms are needed to claim Erasmus+ grant.

Accommodations

→→ Accommodation in the private sector

If you opt for a housing in the private sector, you can have a look at the UCP’s housing platform called ‘Studapart’.

On this platform you will be able to find and book your accommodation.


Contact at Studapart: Mrs Juliette BARANGER (juliette.baranger@studapart.com)

Support team: booking@studapart.com - +33 1 80 92 64 01

→→ Accommodation at a CROUS hall of residence (only available for exchange students)

The ‘accommodation information form’ you received by email is an informative document and is not a reservation form.

This form is transmitted to the ‘Centre Regional des Oeuvres Universitaires’ (CROUS), the institution that manages the students hall of residences.

Only the CROUS can validate or invalidate your accommodation request and the International Office has no control of the management of CROUS rooms.
**Very important:** If you have made a request for a CROUS room, please check regularly your email inbox because you will receive an email from the CROUS if you are accepted in a CROUS student room and a ‘notice of admission’ that informs you in which residence you will be, how and when you will have to book your accommodation. We insist on it: you have to verify your email inbox because you will get only few days to confirm the booking of your CROUS student room. Past these few days, your accommodation request at the CROUS will be cancelled.

→→ Accommodation for exchange students at the Faculty of Law

Students who will study at the UCP Faculty of Law cannot have an accommodation within the CROUS. Indeed, the Faculty of Law signed a special agreement with other student hall of residences especially intended for its exchange students. You will find detailed information on the faculty’s welcome email and on its webpage.

UCP’s Faculty of Law webpage:
http://www.droitucp.fr/pg/international/study_at_ucp.php

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**Academic calendar: arrival & departure date**

→→ The French Academic calendar

Academic calendar in France begins in September and ends in June, depending in which UCP academic department you are going to study. An Academic Year (AY) is divided in semesters like follows:

- 1st semester (Fall semester) from September to January
- 2nd semester (Spring semester) from January to June

An AY is also punctuated by vacations, examinations and also retake examinations.
Your arrival and departure dates

Each academic department at the UCP has its own organization and calendar. Therefore if you have to know the exact date of beginning and ending courses, you will have to contact your main referent at your UCP department.

You should plan to arrive at the UCP on a weekday (Monday - Friday) when offices are still open to assist you.

One week prior to your arrival

Schedule by email an appointment with your UCP coordinator that will take place right after your arrival in order to confirm and/or modify your ‘Learning Agreement’ (i.e. list of courses you are going to follow during your exchange term at the UCP).

Before booking your train/airplane ticket to France please take into account that the International Office also organizes welcome weeks. We invite you to send to the Incoming Mobility Team an email to know when this welcome week will start so you can plan your arrival.
UPON YOUR ARRIVAL

How to go to the UCP and to the Incoming Mobility Office from Paris

While booking your tickets to France:
Generally, we recommend you to arrive at the airport Roissy Chales De Gaulle on a weekday and in the morning (before 12.00am).
If it is impossible to come in the morning, the second option would be to arrive at Cergy between 12.00am and 3.00pm. The reason it that beyond these hours, most offices in France close at 4.00pm-5.00/5.30pm and it would be difficult to get assistance.

Please take also in mind that the International Office do not offer a pick-up service. That is the reason why you will find below some information on how to arrive at Cergy.
We also remind you that it is important to communicate to the Incoming Mobility your arrival date.

From Charles de Gaulle Airport to Cergy
From Paris Roissy Charles de Gaulle (CDG) Airport, you will have the possibility to take the direct bus line 9518 CDG-Cergy.


Or, if you prefer, there are many other forms of public transportation in Paris that can lead you to Cergy such as:
1. the RER B and A (duration: approx. 1 hour 30 min):
   - RER B from AÉROPORT CHARLES DE GAULLE 2 TGV (direction Massy Palaiseau) and step out at station: CHÂTELET LES HALLES
   - RER A from CHÂTELET LES HALLES (direction Cergy-le-Haut) and step out at station: CERGY-PREFECTURE
2. the RER C and local bus:
   - RER C from Paris and step out at station: PONTOISE
   - Bus lines 44, 45, 56 and 57 from PONTOISE (bus station CANROBERT) and step out at bus station: CERGY-PREFECTURE

To prepare your travel Itineraries and train timetables:
Transilien: https://www.transilien.com/
RATP: http://www.ratp.fr/
Local buses at Cergy-Pontoise: http://www.stivo.com/

From Cergy to the CROUS Residence La Croix Saint-Sylvère (only for students who booked a student room at the CROUS)
You will have to drop by the Residence La Croix Saint-Sylvère first before to meet us at the UCP.
Indeed, you will have to pick-up the keys of your accommodation at Cergy.

Here is the address of the residence:
Résidence CROUS La Croix Saint-Sylvère
Quartier Croix Saint-Sylvère
95014 CERGY-PONTOISE CEDEX
Email: residence.lacroix@crous-versailles.fr
Tel.: +33 1 30 30 72 75 or +33 1 30 30 72 74

If needed, you can use your smartphone to geolocate the Residence La Croix Saint-Sylvère.
Google Maps: https://www.google.fr/maps/place/49%C2%B001'50.6%22N+2%C2%B004'20.1%22E/@49.0308345,2.0713093,18.21z/data=!4m5!3m4!1s0x0:0x0!8m2!3d49.030727!4d2.072257

→→From Cergy to the UCP
To find the University of Cergy-Pontoise and the Incoming Mobility Office:

Université de Cergy-Pontoise
33 Boulevard du Port
95011 CERGY-PONTOISE CEDEX
Incoming Mobility Office is at the building called ‘Tour des Chênes’ (the tower at the campus ‘Les Chênes’), 3rd floor, go to your left and Office 313.

If needed you can use your smartphone to geolocate the UCP ‘Tour des Chênes’.
Google Maps: https://www.google.fr/maps/place/Tour+des+Ch%C3%A9nes,+33+Boulevard+du+Port,+95000+Cergy/@49.0387486,2.0743733,18.12z/data=!4m5!3m4!1s0x47e6f523769b9bbf3:0xec19238e12f36677?8m2!3d49.03876214d2.0750216

Map 1: To get from the RER A Train station to the University by foot. Please zoom in.
Welcome events

The International Office organizes Welcome events for all new exchange students: in September and January (exact dates are given by email). It is compulsory to attend our Welcome Week: the International Office will provide you important information about your stay in Cergy and will also present to you your main contacts at the UCP and at the academic department, different services you can find at the university, Campus Life, etc. It is also a great opportunity to meet other exchange students.
Photo 5: Bienven’UCP event 2016

Photo 6: Bienven’UCP event 2016
UCP Administrative procedures

All exchange students **MUST** come to the International Relations Incoming Office upon arrival.

→→ Your student ID Card
Come to the Incoming Mobility Office as soon as possible to get your student card.
As it is a multiservice card, you will have to activate it so you can access to the different services linked to it: student UCP email address, Wifi login details, CROUS Restaurants/Cafeterias, etc.

→→ Your OFII procedure if you are a non-European student
Bring your passport and the form entitled ‘Visa de long séjour – demande d’attestation OFII’ which you will receive when you complete your visa request.

→→ Your Erasmus+ arrival certificate
Erasmus+ students shall come to the Incoming Mobility Office to get a signature on their Erasmus+ document called ‘certificate of arrival’.

→→ Registration to the French classes at the ‘Centre de Langue française’:
Come to the International Relations Office, to the office number 314, to register at the ‘Centre de langue française’.
Bring a passport photo and your UCP student card.

Other administrative procedures

→→ Open a bank account
If you are eligible for the ‘APL’ (housing benefit) you will have to open a French bank account. Near the University, you will be able to find some bank branches such as BNP Paribas, Crédit Agricole, LCL (Le Crédit Lyonnais), la Société Générale, la Banque Postale, etc.

→→ Apply for housing benefits (APL/ASL) from CAF
To apply for housing aid called ‘APL’ or ‘ASL’ that is administrated by the CAF you will have to fill in the online form on the CAF website.
Do not forget to print out the form and to make it signed.

If you are going to live in a CROUS Residence, you will be able to ask for assistance from the CROUS staff.

APL from CAF: [https://www.caf.fr/actualites/2016/aide-au-logement-etudiant](https://www.caf.fr/actualites/2016/aide-au-logement-etudiant)
Guides are available in English, Chinese and Spanish.

→→ Imagine’R Transportation Card
The Imagine’R is pass to use on all Parisian public transportation (metro, buses tramway) and in the Ile-de-France region (RER, Stivo).
You must be less than 26 years old to benefit from this transportation card.

Imagine’R: [http://www.imagine-r.com/](http://www.imagine-r.com/)
Departure procedure

→→Your Erasmus+ departure or attendance certificate
Erasmus+ Students shall come to the Incoming Mobility Office to get a signature on their Erasmus+ departure or attendance sheet.

→→Certificate of mobility ending
This certificate is given to you by the Incoming Mobility Team upon request. It can be useful for several procedures such as terminating your Imagine’R Travel pass subscription etc.
Map 3: Map of Cergy. Please zoom in.
BEFORE YOU LEAVE HOME

- Apply for visa (for non-European Student)
- Make travel plans for arrival and departure from the UCP
- Book your accommodation for your exchange term
- Take your important documents:
  - Passport (non-European Student) / ID Card (European Student + copies)
  - Passport ID Photo
  - European Health Insurance Card (European Students)
  - Recent (less than 3 months) birth certificate (translated into French by a certified translator)

AT CERGY

- Check in your residence (CROUS or private housing) to pick up your keys
- Attend the welcome week
- Go to the Incoming Mobility Office to get your student ID Card, set up student email account, etc.
- Make the arrival certificate signed by the Incoming Mobility Team (for Erasmus+ Students)
- Register to the French classes at the ‘Centre de langue française’
- Prepare your OFII form with the Incoming Mobility Team (bring your Passport)
- Meet your coordinator/referent at the academic department to modify and/or validate the learning agreement
- Open a French bank account
- Apply for housing benefits (‘APL’ or ‘ALS’) from CAF
- Request the ‘Carte Imagine’ R’ for local transportation

BEFORE YOUR DEPARTURE FROM CERGY

- Go the Incoming Mobility Office to sign my departure certificate (for Erasmus+ students)
- Check out from your residence
UNIVERSITY OF CERGY-PONTOISE

ACADEMICS

Faculty of Sciences and Technologies
Faculty of Law
Faculty of Economics and Management
Faculty of Modern Languages and International Studies
Faculty of Humanities

Institute of Political Studies
Institute for Teacher Training and Education Science
Institute for General Administration

22 Research Laboratories
  2 Excellence Laboratories
  3 Institutes for Doctoral Studies
  1 Institute for Advanced Studies