



**Congratulations on your selection to the Erasmus MUNDUS programme. This booklet contains essential information relevant to all students and staff.**

**We are pleased to welcome you.**

### **ABOUT ERASMUS MUNDUS**

The Erasmus Mundus programme aims to enhance the quality of higher education and promote dialogue and understanding between people and cultures through mobility and academic cooperation.

The Education, Audiovisual and Culture Executive Agency (EACEA) is responsible for the management of The Erasmus Mundus programme.

Erasmus Mundus scholarships are for students (Undergraduate, Master, Doctorate, Post-doc), Administrative Staff and Academic Staff from specific countries for studies or work placements in partner Universities. The Erasmus Mundus grant covers a monthly allowance, a return flight ticket, tuition fees, and insurance costs.

# I. General information

## 1. TRAVEL ARRANGEMENTS

Information related to your flight arrangements will be communicated to you by your project coordinators. You will have to complete a standardized form with your data and passport number as well as the date you are supposed to start your mobility.

Please note that once your flight ticket will be booked and edited, no changes can be done except in cases of “force majeure”. If you have not yet received information on your flights, please contact your relevant project coordinator.

At the airport, please feel free to take a taxi. **But don't forget to ask for a receipt.** This will be reimbursed to you.

## 2. BOARDING PASSES

**It is extremely important that you submit all of your boarding passes to the UPS Erasmus Mundus team.** The boarding passes are a proof that you have been on your mobility and are an essential part of your scholarship contract.

## 3. SCHOLARSHIP

The scholarship holder receives a monthly allowance for a specific period of time (mobility period) depending on the level of study. The mobility period is stated in your Invitation Letter. If you have any queries regarding your start and end dates, please contact the UPS Erasmus Mundus team immediately.

Your EU University will be in charge of transferring your monthly allowance. Please note that Third country students will have to open an EU bank account upon their arrival.

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**Please note that all scholarships are paid on time but there is no fixed date for the payment**

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## 4. ADDITIONAL COSTS

Scholars may submit an “Additional Cost Claim Form” to their host University contact person upon arrival. Please note, payment of approved costs may take a number of weeks. Costs which may be claimed include:

- Visa costs related to the mobility
- Residency permit costs related to mobility
- Transport to/from airport related to the mobility

Refunding of all costs is not guaranteed, each case will be assessed independently. **Scholars must submit ORIGINAL receipts for all claims being made.**

## 5. MOBILITY DOCUMENTS

Mobility documents vary from one project to another. Please ensure to follow instructions carefully and complete and submit all documents when requested. Failure to submit requested documents may result in delays in the processing of scholarship stipend payments. Some of the mandatory documents are listed below. This is not an exhaustive list and other documents may be requested during your mobility. Please check your e-mails regularly and follow all instructions carefully.

- Beneficiary agreement
- Learning Agreement / Work Plan
- Boarding Passes for all flights related to your mobility
- Scholarship report
- End-of-mobility summary / Outcomes / Grades
- End-of-mobility evaluation / survey

All beneficiaries must ensure that they have completed and submitted their relevant learning agreement for students and work plan for staff and Post-Doc BEFORE their mobility begins.

## 6. INSURANCE

### a. Health insurance

You **are not required to register with the student social security scheme** as you hold a European Health Insurance Card (Marsh company) which has been issued and is valid for the entire mobility period. The details of the Erasmus Mundus Insurance will be communicated to you before the start of your mobility. If you wish to make an insurance claim during your mobility, please contact the UPS Erasmus Mundus team who will explain the process. If you have a medical bill, you will have to advance the money and you will be refunded after completing an online request and sending all original proof of payments.

## 7. MOBILITY PERIOD

Please contact your HOST University to define your exact mobility period abroad. Once it will be defined inform UPS and update it online.

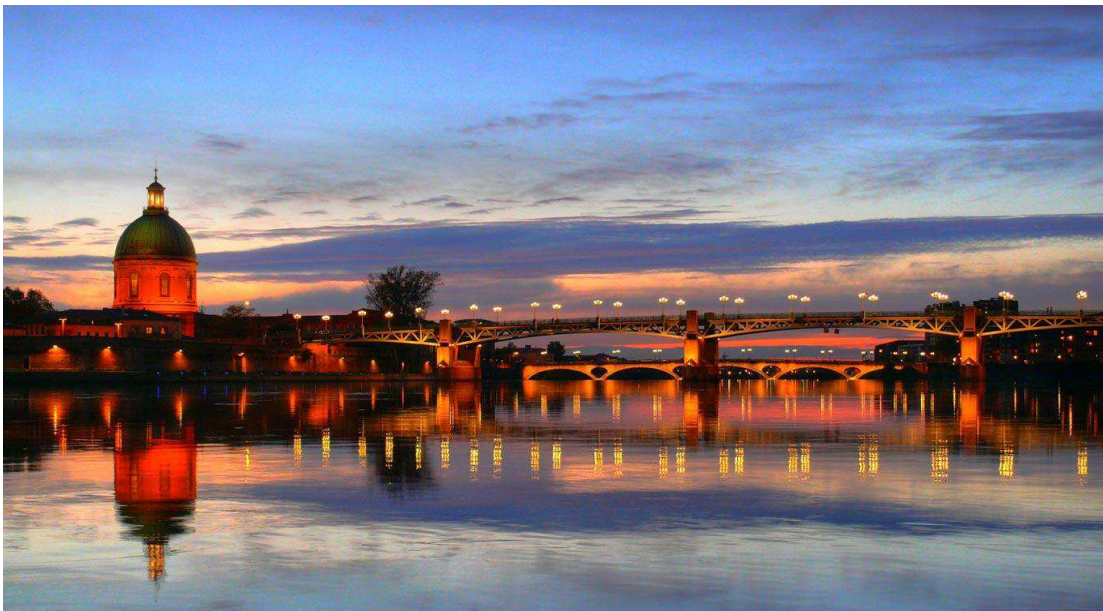
Please note that the EU regulations state that to receive your monthly allowance you have to spend at least 16 days at the Host institution.

For instance, if you have a 6 months mobility period to achieve you will have to be abroad for **at least 5 months and 16 days**.

## 8. VISA

You will need a visa to study abroad so you should begin your visa application process as soon as possible after receiving your Invitation Letter.

Please contact the national Embassy and your Host University to know what you will need to obtain your visa.



## II. University Paul Sabatier, Toulouse – France

### 1. VISA PROCESS

If you need a visa, you should begin your visa application process as soon as possible after receiving your Invitation Letter. You will apply for a « visa de long séjour valant titre de séjour étudiant » (VLS-TS étudiant).

#### a. VLS-TS student process

**Step 1.** Make an appointment with the French Consulate in your own country.

**Step 2.** Fill in and sign the « Application form for VLS-TS étudiant »<sup>1</sup> and the « Demande d’attestation OFII »<sup>2</sup> for your appointment with the French consulate. Letter of invitation, passport, health insurance.

**Step1 & 2 should be made on-line<sup>3</sup> if you are from**

Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comoros, Congo-Brazzaville, South Korea, Cote d’Ivoire, United States, Gabon, Guinea, India, Indonesia, Japan, Lebanon, Madagascar, Mali, Morocco, Mauritius, Mexico, Peru, Senegal, Russia, Taiwan, Tunisia, Turkey, Vietnam

**Step 3.** Once you are in your France, you have to complete **within 2 months** the form called « Demande d’Attestation OFII » and send the following documents to the OFII office in Toulouse :

- « Demande d’Attestation OFII »
- A copy of your passport with official stamp

Before sending these documents, please check with the UPS European Office !

<sup>1</sup> [http://www.diplomatie.gouv.fr/fr/IMG/pdf/11\\_Formulaire\\_visas\\_long\\_sejour\\_document\\_no11-3.pdf](http://www.diplomatie.gouv.fr/fr/IMG/pdf/11_Formulaire_visas_long_sejour_document_no11-3.pdf)

<sup>2</sup> [http://www.ofii.fr/IMG/pdf/formulaire\\_de\\_demande\\_d\\_attestation\\_ofii\\_recto\\_verso\\_Version\\_du\\_15-12-2014.pdf](http://www.ofii.fr/IMG/pdf/formulaire_de_demande_d_attestation_ofii_recto_verso_Version_du_15-12-2014.pdf)

<sup>3</sup> <http://www.campusfrance.org/fr/page/procedure-cef-creez-votre-dossier>

**Step 4.** The OFII will send you a certificate and notification for a medical appointment in order to complete your request. To this appointment, you will have to bring :

- Your passport with official stamp
- One passport photo
- A proof of residency (electricity bill, rent receipt, etc.)
- A OFII stamp (58€) that you can buy online<sup>4</sup> or in a “tabac office”.

#### **b. Visa Renewal**

If you stay more than 12 months in France, you will have to renew your visa within 2 months before the end of your current visa.

***If you will only stay one more year***

You will apply for a one year residence permit.

**Step 1.** Make an appointment with the prefecture online<sup>5</sup>.

**Step 2.** Fill in the document « Demande de renouvellement de titre étudiant »<sup>6</sup> and bring all the documents needed with you. For information, a one year residence permit will cost you 49€.

## 2. CONTACTS

OFFI in Toulouse 7, rue Arthur-Rimbaud 31 203 TOULOUSE Cedex2

Tel : 0033 5 34 41 72 20 / Mail: [Toulouse@ofii.fr](mailto:Toulouse@ofii.fr)

Opening Hours (Mon to Fri) : AM / 8 :30 – 12 :00 – PM / 13 :30 – 17 :00

Préfecture de Haute-Garonne : 1, Place Saint-Etienne 31038 TOULOUSE (Only by appointment)

Tel : 05 34 45 34 45 / Mail : [www.haute-garonne.pref.gouv.fr](http://www.haute-garonne.pref.gouv.fr)

## 3. REGISTRATION

### **a. Administrative and academic registration**

All relevant information about administrative and academic registrations will be communicated by e-mail by the UPS team. Both will take place once you arrive in France. However, you have to choose your modules before your mobility begins in order to complete and submit your learning agreement (for students) or work plan (for staff).

Please note for doctorate students : you need to complete the “Dossier de première inscription administrative à ‘University Paul Sabatier’”<sup>7</sup> and bring with you the required documents<sup>8</sup>.

**WARNING** : A 6 month doctorate exchange will have the “visiting researcher” status and won’t be registered as a student of the University Paul Sabatier.

<sup>4</sup> <https://www.timbresofii.fr/>

<sup>5</sup> <http://www.haute-garonne.gouv.fr/booking/create/8853>

<sup>6</sup> <http://www.haute-garonne.gouv.fr/content/download/6973/43863/file/Dossier+%C3%A9tudiant+renouvellement.pdf>

<sup>7</sup> <http://www.univ-tlse3.fr/servlet/c>

om.univ.collaboratif.utilis.LectureFichiergw?CODE\_FICHER=1416219666153&ID\_FICHE=205664

<sup>8</sup> [http://www.univ-tlse3.fr/91773424/0/fiche\\_\\_\\_pagelibre/&RH=1181046850877](http://www.univ-tlse3.fr/91773424/0/fiche___pagelibre/&RH=1181046850877)

The most important document for the administrative registration is your last diploma obtained. Please bring a copy with you because we will not be able to register without this.

**b. Civil liability insurance**

During your stay in France, you will also need a civil liability insurance for the registration. Usually, this insurance is included in your Erasmus Mundus insurance but if not: you may already have one in your own country but it has to cover you at an international level. If you are in this position, please bring a document in English proving that your civil liability insurance covers you in France. If you don't, your civil liability insurance can be included in your student accommodation insurance. You have to ask for it when you open your bank account.

**c. Student cards and UPS e-mail address and WIFI**

Once you are registered as Student in UPS, you will receive a Student Card and a UPS e-mail address.

Your student card (or MUT card – for Multi-service pass of the University of Toulouse) can be used:

- to borrow books from University libraries
- to access University restaurants

Your UPS e-mail Address will be used by the University administration to give you all information about welcome events/visits, cultural events, introducing Erasmus or foreign students, student association events and other useful news.

After your registration at UPS, you can benefit from a wifi access all across the campus. In order to get your login and password, follow the online personal account activation form<sup>9</sup>.

**You will need your student number.**

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<sup>9</sup> <https://appli-gestion.univ-tlse3.fr/moncompteUPS>

#### 4. ACCOMMODATION

##### a. **Accomodation**

All the Erasmus students have the possibility to ask for an on-campus accommodation. Information concerning this option is communicated to all students by the UPS Erasmus Mundus team before their arrival in France.

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**Be careful, even if you ask for an on-campus accommodation, it is not guaranteed that you will get one – depending on the accommodation availabilities.** In case you don't obtain one, the International Office will help you to find private accommodation.

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There are different residences on the campus, to obtain your keys you will have to go to different welcoming desk, the list is below.

To have room keys		
Accommodation name	Please go to	Timetable
Cité Universitaire de Possan Bellevue	CU Ponsan Bellevue Admission Rue Maurice Becanne 31062 Toulouse	before 4 a.m
Résidence Jacqueline Auriol		
Résidence Colonel Roche		
Eco résidence At'ome		
Résidence Paul Voivenel 1		
Résidence Paul Voivenel 2		
Cité Universitaire de Rangueil	Tripode A-admission	before 4 a.m
Résidence les Intégrales		
Résidence Pythagore		
Résidence Clément Ader		
Résidence Latécoère		
Résidence Maryse Bastie		
Résidence Thalès		

Please note that if your flights lands later than 3 pm, plan to book a hotel room. The University will reimburse it to you upon your arrival.

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##### **If you take University accommodation**

You will have to pay 1 month of rent and provide 1 month of deposit when you arrive.  
However, you won't need a guarantor.

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If you have any questions regarding accommodation, please contact Mme SABATIER Zeinabou of the International Office (zsabatier@adm.ups-tlse.fr) or directly the CROUS (Sae.logement@crous-toulouse.fr).

#### 5. HOUSING GUARANTEE AND INSURANCE

You will need a guarantee for your accommodation. If you are under 28 you can benefit from the CLE. The Erasmus Mundus team will send you the procedure.

When you arrive in France, you will have to subscribe to student accommodation insurance. You may subscribe to this insurance at the same time as you will open your bank account.

#### 6. HOUSING FINANCIAL SUPPORT

International students can apply for housing assistance under a system set up to deal with the relatively high cost of housing in France. Assistance amounts are computed case by case, based on the rental amount and the student's resources. The benefit is not automatic or assured.

If you intend to apply for student housing assistance, the following conditions must be fulfilled :

- Be in possession of a room and provide your address and the amount of your rent
- Be enrolled in the mandatory student health insurance plan
- Have a bank account in France, as housing assistance is deposited directly onto the beneficiaries' bank account
- Be in possession of a current visa – meaning **you can only apply for this help after your OFII process**

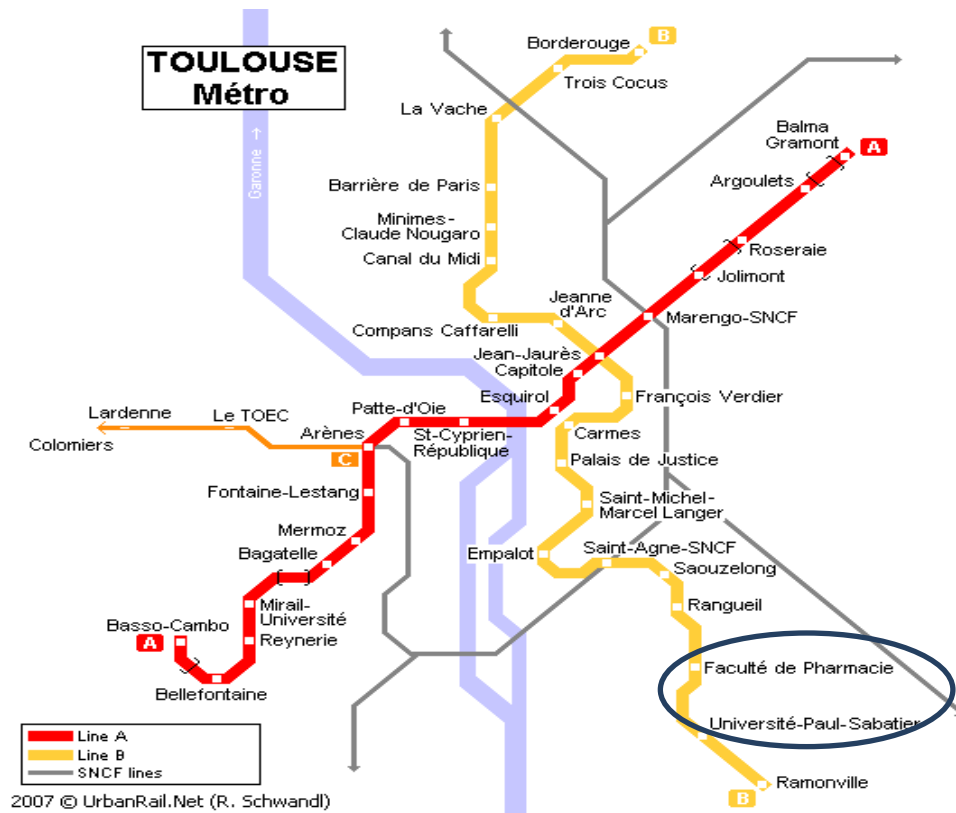
Applications must be completed directly on the website of the “family assistance fund” (CAF, Caisse d'allocation familiale) within 3 months of taking possession of your room.

The Erasmus Mundus Team will not be in charge of this procedure.

## 7. LIFESTYLE

### 1. ABOUT UNIVERSITY

To go to the University take the tube Line B and stop at Faculté de Pharmacie Station or Université Paul Sabatier Station. You can also access to the University by bus : Line 2, 34, 56, 78, 81, 82 and 115.



Upon your arrival please go to meet the Erasmus Mundus Team at the Building "Forum Louis Lareng" beside the Metro exit, 1<sup>st</sup> floor. Don't forget to bring your boarding passes with you.



The Erasmus student association "AEGEE" organizes many social events, meetings, day-trips, parties, and movie nights for both European Erasmus and Erasmus Mundus students. You can check their Facebook page and their website at <http://www.aegEE-toulouse.org/>



## 2. ABOUT TOULOUSE

Transportation inside Toulouse is managed by TISSEO (subway, bus and tram). In order to avail of the cheapest rate, you can obtain a personal PASTEL card by going **to the TISSEO agency in "Jean Jaures" metro Station**. You will need to bring with you a passport photo and your passport. This PASTEL card **will cost you 8 €**.

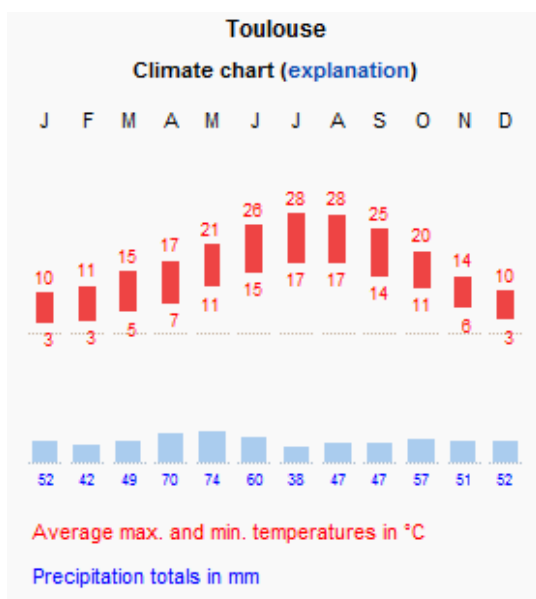
With this card, you can have an unlimited access to metro, bus and tram for:

**if you are under 26 years** : 10 € per month or 100 € per year

**if you are over 26 years** : 46.80 € per month or 468 € per year

Like many French and European cities, Toulouse offers a bike shared service named “Vélô Toulouse”. You can borrow a bike in one of the 253 bike-stations and return it in another station. You can have an unlimited access with your PASTEL card for 20 € per year or 10 € per month. For more information about this bike shared service or prices, please go to the “Vélô Toulouse” website.

Toulouse has a temperate climate. If the weather in summer is quite hot, don’t forget to bring warm clothes if you are in Toulouse during the winter (December to March).



The “Chequier Toulouse Jeunes” was created by the Toulouse municipality in order to offer under 26 year old residents a better access to culture. There are two options available:

**a. The 7 discount coupon checkbook (only culture) – cost 12 €**

A 8€ reduction for a concert **or** a theatre **or** dance show; Two free entrances to a Museum in Toulouse with a guided visit; One free entrance to the “Cité de l’Espace”; One free registration for one year in the municipal libraries; One free cinema ticket **or** a 6€ reduction for a book, a CD **or** a DVD; A 8 € reduction for the purchase of the “Clé Capitole Toulouse”. With this reduction, the “Clé Capitole Jeune” will only cost you 10 € and allow you to benefit from 3 free entrance for an opera, a ballet or a concert of the Capitol national orchestra.

**b. The 11 discount coupon checkbook (culture & sport) – cost 18 €**

The 7 discount coupon culture checkbook + 4 free tickets for some matches of the local rugby team (Stade Toulousain), the local handball team (Toulouse Handball) or the local football team (TFC).

You can buy this checkbook in 3 different locations – Please bring your passport and a proof of residency (electricity bill, rent receipt, etc.).

- **Capitole Reception** – Place du Capitole, ground floor
- **José Cabanis Library** – 1, allée Jacques Chaban-Delmas 31000 Toulouse
- **Bellegarde cultural Center** – 17 rue Bellegarde 31000 Toulouse

In addition to the University libraries, you can also register to local libraries. There are 20 local libraries in Toulouse which offer you a wide selection of books, comics and DVD's. With the "Chéquier Toulouse Jeunes", the registration is free of charge. Otherwise, it will cost you 15 €. You can register in any of the 20 local libraries - Please bring your passport and a proof of residency (electricity bill, rent receipt, etc.).